



2006/07

think **MacEwan**

The Calendar





Vivian Giang

Vivian is a fourth-year student of the Bachelor of Applied Communications in Professional Writing Degree program, as well as the proud owner of a MacEwan Diploma in Professional Writing. Knowing that theory is not enough to get you into the workplace, Vivian says she is “impressed that the college encourages building real life, practical experience into the learning environment.” Born and raised in Edmonton, Vivian is spending most of 2006 in Tokyo on an eight-month internship as Editor for the Canadian Chamber of Commerce in Japan, which will complete her degree studies.



PRESIDENT'S MESSAGE

At Grant MacEwan College, we want you to succeed. The fact that you've picked up this calendar means you want to succeed as well. What you'll find in this calendar is a map with many options to guide you toward your goals and your dreams. Once you've got the map, the rest is up to you.

You now have the opportunity to choose from an abundance of possibilities and we're here to provide you with the tools you need to make your vision a reality. Whether you're just starting out or changing career directions, MacEwan offers about 80 quality programs with innumerable options for specialization. Choose to hone your skills with an applied degree, diploma or certificate, or start and/or complete a bachelor degree.

This new edition of The Calendar lays out the programs of study for the college's two new degree programs: Bachelor of Arts and Bachelor of Child and Youth Care. Granting degrees is an important undertaking for MacEwan: one which builds on our well-established and highly successful foundation.

Benefit from our small classes, one-on-one interaction with instructors and affordable tuition. Learn from our exceptional faculty who provide real-world experience in the classroom and have close ties to business and industry. At MacEwan, we pride ourselves on providing a friendly, safe and caring atmosphere where meeting your needs is our first priority.

For over 30 years, MacEwan has worked diligently to provide our students with high-quality programs responsive to the needs of our community and our province. Welcome to MacEwan.

A handwritten signature in black ink, appearing to read 'Paul J. Byrne', enclosed within a large, loopy circular flourish.

Dr. Paul J. Byrne,
President and CEO



MESSAGE FROM THE EXECUTIVE VICE PRESIDENT ACADEMIC

MacEwan places its primary and sustained focus on excellent teaching and engaged learning. This focus is reflected in our educational goals and philosophy statements. The roots of the college lie within the community context which places strong emphasis on career studies, access to degree completion, continuing education, and the importance of the learning experience.

Whether your educational goal includes the pursuit of a certificate, diploma, applied or undergraduate baccalaureate degree, the MacEwan culture understands that a superior learning experience is not only a function of the curriculum, but also a function of the environment.

A handwritten signature in black ink, reading "Janet Paterson-Weir". The signature is written in a cursive style with a large, looping initial "J".

Dr. Janet Paterson-Weir
Executive Vice President Academic

COLLEGE VISION

Grant MacEwan College will enhance access to quality post secondary programming by offering nationally recognized undergraduate degree programs to complement our successful career and university transfer programs. MacEwan’s strengths – a learner-centered environment focused on teaching excellence and personal interaction with outstanding faculty – will continue to be the cornerstones of the College.

The following elements distinguish Grant MacEwan College:

- Because of our value-based and learner-centred philosophy, all our efforts are focused on student success and excellence in teaching and learning.
- Our students benefit from a supportive and caring learning environment, based on personal interaction among faculty, staff and students.
- We have outstanding faculty, who are distinguished by their qualifications, both academic and practical, their ability to inspire students and their passion for their fields. They participate in scholarly activities that enhance the teaching/learning process.
- We are committed to ensuring that post-secondary education is readily accessible to Albertans.
- We offer a range of learning opportunities, including college and university preparation, career certificates and diplomas, applied and undergraduate degrees.
- We recognize learning acquired in other institutions and settings. Our students can build on their prior experience and move easily from one institution to another.
- Our learners develop a global perspective through culturally diverse experiences, opportunities for study abroad, and a curriculum that prepares them to succeed in a global society and economy.

Approved by the Grant MacEwan College Board of Governors, February 20, 2003

EDUCATIONAL PHILOSOPHY STATEMENT

At Grant MacEwan College, teaching and learning are our priorities. We value the legacy of Dr. Grant MacEwan and strive to emulate his example of service, stewardship, and life-long learning in our student-centred environment.

We believe that learning occurs through exploration and questioning, in an environment of mutual respect and collaboration. Learning is enriched by interactions among instructors and students whose diverse life experiences, cultures, ethnicities, religions, and abilities are acknowledged and respected.

We are committed to scholarship and the maintenance of high academic standards. We believe that learners benefit from their association with educators and staff who demonstrate integrity and purpose, leadership in their fields, and passion for their work.

We endeavour to enhance our students’ capacity to live well-balanced, productive lives as citizens of our interconnected world. Our links with communities beyond the College—academic and professional, local and international—ensure the relevance of learning activities and enable students to move confidently into the workforce or on to further educational opportunities.

Approved by MacEwan Board of Governors on June 17, 2004

EDUCATIONAL GOALS

1. **We strive to prepare graduates who**
 - pursue excellence and challenges in their chosen area of study.
 - create opportunities for themselves in a rapidly changing world.
 - have the desire and ability to continue to learn throughout their lives.
 - have the skills and attitudes necessary to live and work with others in the spirit of respect for diversity.
 - contribute to the development of the community in which they live.
 - are creative, critical and independent thinkers.
2. **We are committed to**
 - attracting, employing and retaining excellent faculty and staff .
 - providing opportunities for professional development and scholarly activities.
3. **We focus on excellent teaching by**
 - encouraging innovation.
 - supporting small class sizes.
 - developing programming in a variety of delivery modes.
4. **We pursue opportunities to provide a rich and diverse cultural and intellectual environment by**
 - attracting students from widely different backgrounds.
 - internationalizing the curriculum.
 - involving students and staff in extracurricular activities of an academic, wellness, cultural and social nature.

Approved by MacEwan Board of Governors March 10, 2005

THINK MACEWAN:

Where new thinking thrives...

You'll learn from faculty whose credentials and experience make them experts in their field. They're respected, approachable and eager to share what they know.

...and hungry minds are mentored...

We do more than teach. We offer a unique learning experience that encourages, inspires and ignites student potential. Explore your creativity, fuel your curiosity and focus your energy on what's right for you.

...to make education that's right... for right now.

We give you the practical tools that open doors and create opportunities. You decide what you want and we'll show you how to make it happen.

WELCOME TO MACEWAN

In just over 30 years, we've grown to become the largest college in western Canada. With 80 certificate, diploma, applied degree and university studies programs, MacEwan serves nearly 40,000 learners each year.

With an international reputation for programs in the arts, business and communications, health care and the human services, MacEwan produces graduates who work in every career sector. Our commitment to providing access to quality post-secondary education extends from full and part-time programming on four Edmonton campuses to distance courses with students from across the globe.

Think about where you want to be.

Today. Tomorrow. Down the road. At MacEwan you'll decide where you want to go and how you're going to get there. We're here to help you find your way.

An education that works.

We grew up here. So we're connected to your community. And that goes a long way to ensure our programs give you the skills you need to be successful. Skills that will both open doors in the job market and give you the quality academic foundation needed for further studies.

With a personalized experience.

We encourage small class sizes. Our faculty is experienced and accessible. Put these together and you get extra attention and interaction that sparks creative ideas and new ways of thinking. Hands-on practise, labs, workshops, group work, on-the-job placements and innovative teaching approaches all integrate into a unique, student-centred learning experience.

Outstanding and dedicated faculty.

Our instructors are credentialed and well respected in the community and in their fields. They come to MacEwan because they love to teach and live to inspire and ignite imaginations.

Real and accessible education.

We manage our resources wisely so we can keep tuition fees affordable. The result? A responsive education that both adapts to the ever-changing job market and is flexible to your needs as a student.

An exciting experience.

We know education doesn't happen just in the classroom. A post-secondary education is a life-changing experience. It's an opportunity for you to encounter new things, meet new people, and immerse yourself in a culture with a vibrant pulse — competitive athletics... art shows... theatre productions... international student events... clubs... Students' Association activities, and more. Much, much more.

And solid results.

We're committed to providing real education for a real world. In 2003, 94 per cent of our grads found jobs in the real world within six months of graduation. We also have Canada's largest and most successful university transfer program, so it's no wonder 94 per cent of our students are satisfied with the quality of their education at MacEwan.

STUDENT SERVICES

STUDENT RESOURCE CENTRE

The Student Resource Centre SRC is one stop you won't want to miss. The SRC is committed to assisting students from the first step of getting program admission requirements information, to helping build resumes for your new career. We will help you with your student loan questions, give you tips on being a successful student, or provide the support of a personal counselor. Looking for a job? Check out the Job Posting website for employment opportunities. We also have links to scholarship information. Your success as a student is our main goal, and the resources you need are available here. More details are available at or phone (780) 497-5063 (City Centre Campus) or (780) 497-4041 (South Campus).

STUDENT SUCCESS PROGRAM

At MacEwan, your success as a student is just as important to us as it is to you. We have listened to our students and developed a series of events and workshops scheduled throughout the year created with you in mind.

Our focus is to help you achieve your goals by providing access to programs, activities and resources aimed at promoting academic and personal success. The Student Resource Centre, together with many other college departments, is ready and waiting to help you.

We start with a series of new student and parent orientation events, and then continue throughout the year with workshops and activities that we know will give you the edge you need. Whether you want to improve your study skills or get connected with fellow students or college clubs – the Student Success program can help!

For more information, check www.MacEwan.ca/studentsuccess

STUDENT-FOR-A-DAY PROGRAM

Spend a day as a MacEwan student and experience first-hand what it's like to study in your program of choice. Either contact your high school guidance counsellor for assistance or the program directly (contact information is listed on each program page). Call about four weeks ahead so we can prepare for your visit.

NEW STUDENT ORIENTATION

This event is a must for students new to MacEwan. At this annual event, we welcome you, our students, and provide you with information on student services, scholarships and awards, campus life and much more. Come out and see all MacEwan has to offer and meet other students, staff and faculty.

STUDENT SCHOLARSHIPS, BURSARIES AND AWARDS

You've worked hard to get where you are today. In recognition of your dedication and hard work as a MacEwan student, you may be eligible for many scholarships, bursaries and awards. Our scholarships recognize academic excellence. In addition to outstanding academic achievement, our awards also recognize involvement and service in the community. Many dedicated students also face financial challenges and may benefit from our bursaries, which are issued on the basis of financial need, not grades. In 2004-05, MacEwan students accessed over \$3.6 million in funding through scholarship, bursary and award programs. Lots of choices and lots of financial opportunities. Check out the details at www.macewan.ca/scholarships.

SERVICES FOR STUDENTS WITH DISABILITIES

Counselling and educational support services are provided to ensure students with disabilities can participate fully in their courses and have an equal chance to demonstrate their academic ability. Support services include: In-class sign interpreting and note-taking, alternate format material preparation (audio-taped, enlarged, Braille), exam accommodations, assistive computer technology assessments and training and more. For a complete list of services and contact information, visit www.macewan.ca/ssd or call the Student Resource Centre receptionist at (780) 497-5064 (City Centre Campus) or (780) 497-4041 (South Campus) to book an appointment.

COLLEGE CONNECTION

College Connection is an inclusive education service at MacEwan that supports students with developmental disabilities to be fully included in programs of study and college life. Students participate as auditing students, which enables them to have support to set individualized goals and adapt the course expectations and their involvement in a way which provides the most beneficial learning experience possible. College Connection staff work closely with students and course instructors to offer support that maximizes both the student's involvement and the potential for everyone involved to have a positive experience. Contact College Connection for more information at (780) 497-5198 or collegeconnection@macewan.ca.

ABORIGINAL EDUCATION CENTRE

The Aboriginal Education Centre (AEC) exists primarily to meet the changing needs of aboriginal students attending MacEwan. This is done by providing unique Aboriginal resources and services, organizing events, linking students to other aboriginal and cultural organizations and providing information on college resources and services. Services and activities offered by the AEC include:

- Friendly and inviting atmosphere
- Scholarships, Bursaries, Awards and funding information
- Educational advising
- Information on MacEwan programs, resources and services
- Career advising
- Personal Support and Guidance
- Aboriginal Students Club
- Meeting space
- Pot-luck Feasts
- Annual Round dance
- Community bulletin board
- Connection to aboriginal organizations and events
- Consultation with Elders
- Arrange for participation in traditional ceremonies
- Discussion groups on Aboriginal student issues
- Campus tours and information sessions
- Job postings

The Aboriginal Education Centres are located in room 7-158 at the City Centre Campus and Room 147 at MacEwan's South Campus. For more information on the Centres, contact manager Lynda Ferguson at 497-5382.

THE INTERNATIONAL EDUCATION CENTRE

The International Education Centre promotes international education and provides leadership, support, and services for international students and staff who are involved in international activities. The International Education Centre helps international students enter the college community by providing pre-departure information, orientation, social/cultural event planning, general advice, and home stay referrals to help find accommodations with a family near the college; plans, manages, and coordinates international projects; promotes students and staff with opportunities to work or study abroad; provide information to the college community on matters related to international initiatives; builds relationships with other institutions around the globe. The Centre is located on the City Centre Campus in Room 7-121.

MACEWAN CENTRE FOR SPORT AND WELLNESS

Take advantage of our top-notch facilities and programs to escape from the everyday humdrum of being a student. Your Student Activity Fee gives you access to the fitness facilities and programs at each campus and student rates on our recreation leagues, tournaments and events. This year watch for MacEwan's Amazing Race and the \$20 Student Active Specials, where students can go scuba diving, skydiving or gliding for just \$20. Go to www.macewancentre.ca for the latest news.

ATHLETICS

Show your college pride and cheer on our Griffins teams, who have a proud tradition of excellence in hockey, soccer, volleyball, basketball, swim, curling, badminton, cross country running and cheer. Students get great deals on tickets so visit www.macewan.ca/athletics for game times and events.

MACEWAN BOOKSTORES

Located on each campus, the MacEwan Bookstores carry everything a student needs for success. For more information, or to order books on-line visit our website at macewanbookstore.ca or contact us.

City Centre Campus

(780) 497-5482

or

1-866-418-0391

Centre for the Arts

(780) 497-4382

South Campus

(780) 497-4082

Alberta College

(780) 633-3704

Campus Convenience

(780) 497-5807

CAMPUS LOCATIONS

CITY CENTRE CAMPUS

10700 – 104 Avenue
Edmonton, Alberta T5J 4S2
Switchboard: (780) 497-5040

105th, 106th, 107th, and 108th Street Building Hours

Monday – Friday: 7:00 am – 10:00 pm
Saturday: 8:00 am – 4:30 pm
Sunday: 8:00 am – 4:30 pm
Statutory Holidays: Closed

Registrar's Office/Information and Registration Services/Switchboard

Monday – Thursday: 7:30 am – 7:30 pm
Friday: 7:30 am – 4:30 pm
Saturday: 8:00 am – 4:00 pm
Sundays, Holidays and Long Weekends: Closed

Summer Hours: May 22 – August 21
Monday – Friday: 8 am – 4:30 pm
Saturdays, Sundays and Holidays: Closed

CENTRE FOR THE ARTS

10045 – 156 Street
Edmonton, Alberta T5P 2P7
Switchboard: (780) 497-4340

Building Hours

Monday – Friday: 7:00 am – 10:00 pm
Saturday: 8:00 am – 4:30 pm
Sunday: 8:00 am – 4:30 pm
Statutory Holidays: Closed

Information Centre Hours

Monday – Thursday: 7:45 am – 7:30 pm
Friday: 7:45 am – 4:30 pm
Saturday: 8:30 am – 4:00 pm*
Sundays, Holidays and Long Weekends: Closed

*Closed between 12:00 noon – 1:00 pm

Summer Hours: May 22 – August 28
Monday – Friday: 8:30 am – 4:30 pm
Saturdays, Sundays and Holidays: Closed

SOUTH CAMPUS

7319 – 29 Avenue
Edmonton, Alberta T6K 2P1
Switchboard: (780) 497-4040

Building Hours

Monday – Friday: 7:00 am – 10:00 pm
Saturday and Sunday: 8:00 am – 4:30 pm
Statutory Holidays: Closed

Information Centre Hours

Monday – Thursday: 7:45 am – 7:30 pm
Friday: 8:30 am – 4:30 pm
Saturday, Sunday and Holidays: Closed
Summer Hours: May 22 – August 28
Monday – Friday, 8:00 am – 4:00 pm
Saturday, Sunday and Holidays: Closed

ALBERTA COLLEGE CAMPUS

10050 MacDonald Drive
Edmonton, Alberta T5J 2B7
Switchboard: (780) 423-6200

Building Hours

Monday – Friday: 7:00 am – 11:00 pm

Student Services Hours

Monday – Friday: 7:30 am – 4:30 pm
Saturday, Sunday and Holidays: Closed
Summer Hours: May 22 – August 28
Monday – Friday: 8:00 am – 4:00 pm
Saturday, Sunday and Holidays: Closed



Academic Schedule, Admissions, and General Student Information

ACADEMIC SCHEDULE

ADMISSIONS

INTERNATIONAL STUDENTS

REGISTRATION

FEES

**ACADEMIC POLICIES,
PROCEDURES AND
REGULATIONS**

**FINANCIAL AID,
SCHOLARSHIPS, AWARDS,
AND BURSARIES**

Note: With program descriptions, U of A refers to the University of Alberta, U of C refers to the University of Calgary, U of L refers to the University of Lethbridge, and AU refers to Athabasca University.

ACADEMIC SCHEDULE

ACADEMIC SCHEDULE – JULY 1, 2006 TO JUNE 30, 2007

Programs that start at other times of the year than reflected here will have Academic Schedules distributed through the specific program with a copy provided to the Registrar prior to the commencement of the scheduling process for the subsequent academic year.

JULY 2006

- Monday, 3 Canada Day observed; College closed.
- Tuesday, 4 First day of regular Summer term classes.
- Tuesday, 4 Last day for registration in any courses scheduled less than 7 _ weeks.
- Wednesday, 5 Last day for payment of Summer term fees.
- Thursday, 6 Last day for program changes, course additions, course deletions, and late registration in regular courses for Summer.

AUGUST 2006

- Monday, 7 Civic Holiday; College closed.
- Tuesday, 8 Last day to withdraw from Summer term courses without academic penalty.
- Friday, 25 Last day of Summer term classes.
- Monday, 28 Orientation day.
- Tuesday, 29, to
- Thursday, 31 Registration days.

SEPTEMBER 2006

- Monday, 4 Labour Day; College closed.
- Tuesday, 5 First day of regular Fall term classes.
- Wednesday, 6 Last day for payment of Fall term fees.
- Tuesday, 12 Last day for program changes, course additions, and course deletions for the Fall term. Course withdrawals from regular courses may take place throughout the term, up to the academic penalty withdrawal date.

OCTOBER 2006

- Monday, 9 Thanksgiving Day; College closed.
- Friday, 20 Last day to withdraw from eleven-week courses without academic penalty.

NOVEMBER 2006

- Friday, 10 Last day to withdraw from Fall term courses without academic penalty. (Exception: 6-credit courses that span Fall and Winter terms.)
- Monday, 13 Remembrance Day observed; College closed.
- Tuesday, 14 College-wide Professional Development Day; all regular classes cancelled.
- Wednesday, 15 Professional Development Day; all regular classes cancelled.
- Friday, 17 Last day of eleven-week courses.

DECEMBER 2006

- Wednesday, 6 Final examination period begins.
- Friday, 15 Last day of classes and final examinations for Fall term.
- Friday, 22 College closed at 4:30 p.m.
- Sunday, 24 Christmas Eve; College closed.
- Monday, 25 Christmas Day; College closed.
- Tuesday, 26 Boxing Day; College closed.
- Wednesday, 27 to Sunday 31 College closed.

**ACADEMIC SCHEDULE –
JULY 1, 2006 TO JUNE 30,
2007**

JANUARY 2007

Monday, 1 New Year’s Day; College closed.

Wednesday, 3 First day of regular Winter term classes.

Thursday, 4 Last day for payment of Winter term fees.

Wednesday, 10 Last day for program changes, course additions, and course deletions for the Winter term. Course withdrawals may take place throughout the term, up to the academic penalty withdrawal date.

Friday, 12 Last day to apply for supplemental exam or reassessment of grades for Fall term courses. (Exception: 6-credit courses that span Fall and Winter terms.)

Wednesday, 31, Last day for receipt of “Applications to Graduate” for 2006 Spring Convocation.

FEBRUARY 2007

Friday, 2 Last day to withdraw without academic penalty for 6-credit courses that began in Fall term.

Thursday, 8 Grant MacEwan Day (classes in session).

Friday, 16 Last day to withdraw from eleven-week courses without academic penalty.

Monday, 19 Family Day; College closed.

Monday, 19 to Friday, 23 Reading Week; all regular classes cancelled.

Tuesday, 20 College-wide Professional Development Day.

Wednesday, 21 Professional Development Day.

MARCH 2007

Friday, 16 Last day to withdraw from Winter term courses without academic penalty. (Exception: 6-credit courses that span Fall and Winter terms.)

Friday, 23 Last day of eleven-week courses.

APRIL 2007

Friday, 6 Good Friday; College closed.

Monday, 9 Easter Monday; Professional Development; College closed

Wednesday, 11 Final examination period begins.

Friday, 20 Last day of classes and final examinations for Winter term.

Friday, 20 and Saturday, 21 Spring Convocation.

MAY 2007

Monday, 7 First day of regular Spring term classes.

Monday, 7 Last for registration in any courses scheduled less than 7 _ weeks.

Tuesday, 8 Last day for payment of Spring term fees.

Wednesday, 9 Last day for program changes, course additions, and course deletions for the Spring term. Course withdrawals may take place throughout the term, up to the academic penalty withdrawal date.

Monday, 21 Victoria Day; College closed.

Friday, 25 Last day to apply for supplemental examinations or reassessment of grades for 6-credit courses that span Fall and Winter terms or Winter term (January-April) course.

JUNE 2007

Monday, 11 Last day to withdraw from Spring term courses without academic penalty.

Thursday, 28 Last day of Spring term classes.

PROPOSED SCHEDULE

PROPOSED ACADEMIC SCHEDULE – JULY 1, 2007 TO JUNE 30, 2008

Programs that start at other times of the year than reflected here will have Academic Schedules distributed through the specific program with a copy provided to the Registrar prior to the commencement of the scheduling process for the subsequent academic year.

JULY 2007

- Monday, 2 Canada Day observed; College closed
- Tuesday, 3 First day of regular Summer term classes.
- Tuesday, 3 Last day for registration in any courses scheduled less than 7 _ weeks.
- Wednesday, 4 Last day for payment of Summer term fees.
- Thursday, 5 Last day for program changes, course additions, course deletions, and late registration in regular courses for Summer.

AUGUST 2007

- Monday, 6 Civic Holiday; College closed.
- Tuesday, 7 Last day to withdraw from Summer term courses without academic penalty.
- Friday, 24 Last day of Summer term classes.
- Monday, 27 Orientation day.
- Wednesday, 29 to Friday, 31 Registration days.

SEPTEMBER 2007

- Monday, 3 Labour Day; College closed.
- Tuesday, 4 First day of regular Fall term classes.
- Wednesday, 5 Last day for payment of Fall term fees.
- Tuesday, 11 Last day for program changes, course additions, and course deletions for the Fall term. Course withdrawals from regular courses may take place throughout the term, up to the academic penalty withdrawal date.

OCTOBER 2007

- Monday, 8 Thanksgiving Day; College closed.
- Friday, 19 Last day to withdraw from eleven-week courses without academic penalty.

NOVEMBER 2007

- Friday, 9 Last day to withdraw from Fall term courses without academic penalty. (Exception: 6-credit courses that span Fall and Winter terms.)
- Monday, 12 Remembrance Day observed; College closed.
- Tuesday, 13 College-wide Professional Development Day; all regular classes cancelled.
- Wednesday, 14 Professional Development Day; all regular classes cancelled.
- Friday, 16 Last day of eleven-week courses.

DECEMBER 2007

- Wednesday, 5 Final examination period begins.
- Friday, 14 Last day of classes and final examinations for Fall term.
- Friday, 21 College closed at 4:30 p.m.
- Monday, 24 Christmas Eve; College closed.
- Tuesday, 25 Christmas Day; College closed.
- Wednesday, 26 Boxing Day; College closed.
- Thursday, 27 to Monday 31 College closed.

PROPOSED ACADEMIC SCHEDULE – JULY 1, 2007 TO JUNE 30, 2008

JANUARY 2008

Tuesday, 1 New Year’s Day; College closed.
 Monday, 7 First day of regular Winter term classes.
 Tuesday, 8 Last day for payment of Winter term fees.
 Monday, 14 Last day for program changes, course additions, and course deletions for the Winter term. Course withdrawals may take place throughout the term, up to the academic penalty withdrawal date.
 Friday, 18 Last day to apply for supplemental exam or reassessment of grades for Fall term courses. (Exception: 6-credit courses that span Fall and Winter terms.)
 Thursday, 31 Last day for receipt of “Applications to Graduate” for 2006 Spring Convocation.

FEBRUARY 2008

Friday, 1 Last day to withdraw without academic penalty for 6-credit courses that began in Fall term.
 Thursday, 7 Grant MacEwan Day (classes in session).
 Monday, 18 Family Day; College closed.
 Monday, 18 to Friday, 22 Reading Week; all regular classes cancelled.
 Tuesday, 19 and Tuesday, 20 College-wide Professional Development Day.
 Wednesday, 20 Professional Development Day.
 Friday, 29 Last day to withdraw from eleven-week courses without academic penalty.

MARCH 2008

*Thursday, 20 Last day to withdraw from Winter term courses without academic penalty. (Exception: 6-credit courses that span Fall and Winter terms.)
 *Friday 21st is Good Friday.
 Friday, 21 Good Friday; College closed.
 Monday, 24 Easter Monday; Professional Development for Faculty; College closed.
 Friday, 28 Last day of eleven-week courses.

APRIL 2008

Wednesday, 16 Final examination period begins.
 Friday, 25 Last day of classes and final examinations for Winter term.
 Friday, 25 and Saturday, 26 Spring Convocation.

MAY 2008

Monday, 5 First day of regular Spring term classes.
 Monday, 5 Last for registration in any courses scheduled less than 7 _ weeks.
 Tuesday, 6 Last day for payment of Spring term fees.
 Wednesday, 7 Last day for program changes, course additions, and course deletions for the Spring term. Course withdrawals may take place throughout the term, up to the academic penalty withdrawal date.
 Monday, 19 Victoria Day; College closed.
 Friday, 30 Last day to apply for supplemental examinations or reassessment of grades for 6-credit courses that span Fall and Winter terms or Winter term (January-April) course.

JUNE 2008

Monday, 9 Last day to withdraw from Spring term courses without academic penalty.
 Thursday, 26 Last day of Spring term classes.

For information on the Canadian Academic English Language (CAEL) assessment write to:
The CAEL Assessment Testing Unit
Office
Carleton University
220 Paterson Hall
1125 Colonel By Drive
Ottawa, Ontario K1S 5B6
telephone: (613) 520-2600, ext. 2271
fax: (613) 520-7872
or via e-mail: cael@carleton.ca
website: www.cael.ca/

For information on the Test of English as a Foreign Language (TOEFL) write to:
The Educational Testing Service
Rosedale Road
Princeton, NJ, USA 08541
telephone: (609) 921-9000
Fax 609-734-5410
website: www.toefl.org

CALCULATION OF ADMISSION GRADE POINT AVERAGE

The following specifies how MacEwan will calculate the Admission Grade Point Average (AGPA) unless as specified otherwise under each program's specific admission requirements.

ADMISSION GRADE POINT AVERAGE (AGPA)

The AGPA is calculated on the most recent 24 credits of post-secondary work. The course work for an entire term will be used to calculate the AGPA, where the break point for 24 credits falls during that term. Six credits courses that span both the Fall and Winter terms are considered winter courses, and six credit courses that span both the Spring and Summer terms are considered summer courses in these cases. For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes unless otherwise specified.

EARLY CONDITIONAL ACCEPTANCE

Some programs may extend offers of Early Conditional Acceptance. Specific criteria is located on the prospective student page at www.macewan.ca

COMPETITIVE PROGRAMS AND ADVANTAGES

Many of MacEwan's programs are competitive. Details on competitive programs and averages are located on the prospective student page at www.macewan.ca

INTERNATIONAL STUDENTS

The College welcomes all international students to our world-renowned institution. MacEwan's commitment to being a leader in international education is reflected in all areas of programs and services. Our strong international reputation for excellence is based on over 30 years of providing quality education to thousands of students from around the world. Whether you want to improve your English skills, start working towards your university degree, or complete a diploma, MacEwan will work with you to help you meet your academic goals. It is a privilege and pleasure to be your first choice in higher education.

Specialized Programs for International Students

UNIVERSITY STUDIES INTERNATIONAL (USI)

This program is designed as the final preparation for international students seeking successful entry into our transfer programs in Arts, Commerce and Management, Education, Physical Education, Science, Computing Science Specialization, Engineering, and Nursing. Students can work towards their university degree while completing course work to meet specific program admission criteria. In addition, USI can be used in preparation for one of our applied degrees or our diploma and certificate programs. Advisors will assist students in selecting a set of courses to achieve their academic goals.

ENGLISH FOR ACADEMIC STUDIES

MacEwan's English Language Institute offers programming and services to help bridge the communication gap between people of different cultures and to facilitate entry into postsecondary programs.

English for Academic Studies (EAS) is offered on a full-time basis ranging from beginning to advanced academic English. Students participate in classroom sessions, computer-assisted instruction, and they practise in language labs to develop the language skills required for university and college studies. Each session includes 15 weeks of intensive English for academic

studies.

English as a Second Language (ESL) for general communication is offered for those not planning to continue into post secondary studies.

Part-time ESL studies are also offered in Clear Speaking, Writing Skills, Grammar Principles, TOEFL Preparation, and English for Business.

PREPARATION FOR UNIVERSITY AND COLLEGE

Preparation for University and College provides a full range of core high school equivalent courses that are the prerequisites for entrance to college or university programs. An opportunity to receive English language training, if necessary, is also available. Students receive a personalized assessment of their current academic standing that allows them to better understand their ability to progress and meet their academic goals.

International Students Admission Requirements

- High school diploma or equivalent or the required secondary courses as specified by the program
- English language proficiency requirements (see below)
- Other specific program requirements (see Degree Program Booklet, Calendar, or Website www.macewan.ca) for further details.

English Language Proficiency Requirements

- For University Transfer programs and Certificate, Diploma and Applied Degree programs, see page 12.
- For admission to University Studies International (USI), applicants are required to take the TOEFL (Test of English as a Foreign Language) and obtain the following scores:
 - a) PBT 530 or CBT 197 if the test was taken prior to December 2005 and the results have not expired or
 - b) iBT 70
- English for Academic Studies is recommended for applicants with a TOEFL score of less than 530 (paper-based test format) or 197 (computer-based test format) or a CAEL score of less than 50

Application Information

To apply, submit a completed application form along with official copies of your secondary transcripts, final examination certificates, and a non-refundable application fee of \$120.00 CDN to:

International Admissions
Office of the Registrar
Grant MacEwan College
Box 1796
Edmonton, AB, Canada T5J 2P2

Applicants with transcripts in a language other than English must also include a certified English translation.

Application forms can be obtained from the International Education Centre by phone at (780) 497-5397, by fax at (780) 497-5393, or online from our website at www.macewan.ca.

You are advised to apply at least six months prior to the program start date. Applications are accepted starting October 1 for the following September.

CREDIT COURSES

For 2006/2007, all international program students who are:

- studying at Grant MacEwan College (City Centre, Centre for the Arts, South Campus)
- on a study permit will be assessed according to the published fee table. This table will apply to all credit courses. Fees are calculated by term.

NONCREDIT COURSES

An international student who is taking a non-credit course will be charged twice the Canadian tuition fee for that noncredit course. This will be in addition to any credit tuition charges.

ENGLISH AS A SECOND LANGUAGE, PREPARATION FOR UNIVERSITY AND COLLEGE

For 2006/2007, proposed tuition for full-time study will be:
\$3900 per term – English as a Second Language
\$3789 per term – Preparation for University & College

ACADEMIC POLICIES, PROCEDURES AND REGULATIONS

CONTENTS

Student Rights and Responsibilities
 Sexual Harassment
 College Computer Facilities and Information Resources
 Student Discipline
 Plagiarism
 Student Appeals
 Grading
 Auditors
 Final Assessment
 Deferred Examinations
 Supplemental Examinations
 Reassessment
 Credentials
 Graduation
 Residency Requirements/
 Graduation Requirements
 Repeat Courses
 Attendance
 Required Communications Course
 Other Learning Experiences
 Academic Standing
 Workplace Learning
 Transfer
 Classification of Students
 Program Completion
 Collection of Personal Information
 Change of Address or Name
 Official Transcript
 Student Program Advisory Committees
 Registration
 Making Changes in Courses
 Classification of Courses
 Changes in Programs
 Withdrawal from your Program
 Students with Disabilities
 Field Placement

Academic regulations including policies and procedures apply to all students. As a student, it is your responsibility to know and understand the policies. If you require assistance with understanding how a policy applies to you, please contact your program. Please note that the calendar does not list all policies and procedures; a comprehensive listing may be found at www.macewan.ca

Grant MacEwan College recognizes student rights, but also holds students responsible for conducting themselves appropriately. We expect you to apply yourself to your studies and act with propriety and in conformity with college policies, rules, and regulations, including these responsibilities. Failure to do so will result in such action as the case may warrant. If you feel your student rights have not been met, you have the right to take action.

STUDENT RIGHTS AND RESPONSIBILITIES (Excerpt from Policy E3101: Declaration of Student Rights and Responsibilities)

Please note that this policy is under review and subject to change; for more information, please check with your Program.

STUDENT RIGHTS

- 1.1 Students shall have the right to assemble.
- 1.2 Affiliation with any intercollegiate organization must not deprive the Students' Association of recognition by college authorities.
- 1.3 The student press must be free, within legal bounds, of censure or control prior to going to press. Its publishers and editors must be free to define policies regarding editorials and publication of information.
- 1.4 The student has a right to a healthy and safe environment. The student has a right not to be subject to physical, sexual or mental harassment, indignity, injury or violence.
- 1.5 The confidentiality of all information regarding the student must be respected unless he/she consents in writing to its disclosure. Nevertheless, staff members whose professional duties require it may, within the generally accepted rules of ethics, have access to the student's records.
- 1.6 The student has a right to request and be informed of, prior to his/her registration, the extent of college-related expenses to be

incurred during his/her studies at the college and to be made aware of any services offered to him/her.

- 1.7 The student has a right to request and receive, at the beginning of the course, notice of the availability (time and place) of his/her instructor and staff members responsible for all services offered to him/her.
- 1.8 The student may make representations in front of any consulting decision-making body of the college with regard to any aspect of his/her rights, according to procedures in effect at the college.
- 1.9 The student has the right to refer to any documents contained in his/her student record.
- 1.10 The student has the right to add documents to his/her student record, including written documents refuting the contents of documents of a disparaging nature.
- 1.11 The student has the right to be informed, at the beginning of a course, of course outlines and means of student assessment, and also be assured that these will not be substantially changed.
- 1.12 The student has the right to be informed, at the beginning of the course, of methodologies, principle assignments to be handed in, penalties for delays, and the estimated waiting period for obtaining academic results. Further, the student has the right to be informed in advance of any substantial changes in the preceding times.
- 1.13 The student has the right to know, at the beginning of the course, the requirements regarding class attendance and punctuality in courses in which he/she is currently registered.
- 1.14 The student may, within a prescribed time period and for a reasonable cause, change a course in his/her registration or transfer to a different section within a course – if available – after classes have begun.

- 1.15 The student has a right to be informed of any change in the course schedule.
- 1.16 The student has a right to the number of classroom hours and the length of term established in the college calendar.
- 1.17 The student has a right to freedom of opinion and expression in the classroom and, where course content allows, in his/her assignments and exams.
- 1.18 The student has a right to proper and impartial evaluation of his/her performance. The student has the right to request a re-evaluation.
- 1.19 The confidential nature of the student's evaluation must be respected.
- 1.20 The student has the right to obtain his/her grades and college credential within the deadlines and policies established by the college.
- 1.21 The student has the right to request and receive any rule, policy, or guideline regarding study and general conditions at the college, as well as information regarding the consequences of transgressing such rules, policies, or guidelines.
- 1.22 The student has the right to obtain his/her completed assignments, once marked, unless the instructor has previously informed the student otherwise.
- 1.23 Students have the right to expect the college to provide instructors who possess appropriate knowledge and teaching skills in relation to their course of instruction.
- STUDENT RESPONSIBILITIES**
- 1.24 Students must conduct themselves in a responsible manner. Any of the following shall constitute improper student conduct:
- Cheating, plagiarism, fraud, deceit, or other forms of academic dishonesty.
 - Threatening to subject or subjecting any person, student, or staff to physical, sexual, or mental harassment, indignity, injury, or violence.
 - Disturbing, disrupting, or otherwise interfering with studies, laboratories, lectures, work, or other activities of fellow students or staff.
- Intentionally damaging, destroying, moving without authority or permitting to be damaged, destroyed or moved without authority, the property of the college, or of any student or staff member.
 - Unauthorized use of or unauthorized entry to college property.
 - Participation in unauthorized or hazardous campus activities.
 - Failure to obey the lawful instructions of any college official or employee acting in the performance of his or her duty and failure to obey all published or posted regulations relating to the use and entry of college buildings and facilities.
 - Failure to obtain approval, permission or failure to follow procedure as required under college policies and regulation.
- 1.25 It is the student's responsibility to acquaint himself/herself with course outlines, content, evaluation methods and methodology. He/she is also responsible for inquiring into the availability of his/her instructors (time and place).
- 1.26 It is the student's responsibility to acquaint himself/herself with procedures to be followed in the case of rescheduling or replacement of classes.
- 1.27 The student must respect other people's health and right to security.
- 1.28 The student is responsible for communicating with his/her instructors and/or counsellors to solve any problems he/she may encounter.
- 1.29 The student is held responsible for his/her class attendance and punctuality.
- 1.30 The student is responsible for handing his/her assignments to his/her instructors within the required deadlines or, if he/she cannot do so, for making prior arrangement with the instructor concerned.
- 1.31 The student is responsible for taking advantage of educational activities offered to him/her and for taking part in meetings where topics concerning him/her will be discussed.
- 1.32 The student is responsible for taking advantage of services offered to him/her by the college to ensure proper orientation of his/her studies, academic progress and general development.
- 1.33 The student is responsible for fulfilling his/her obligations, as agreed upon in conjunction with the college, with regards to the use of goods and services at his/her disposal.
- 1.34 In conjunction with his/her freedom of the press and of expression, the student is required to respect normal standards of responsible journalism by avoiding material of a libelous or indecent nature, unfounded allegations, slighting of personal dignity, and malevolent insinuations.
- SEXUAL HARASSMENT**
(Excerpt from Policy D1125: Sexual Harassment.)
- Please note that this policy is under review; for more information, contact a counsellor in the student resource centre.
- The College is committed to maintaining an environment that is free of sexual harassment. Therefore, all college constituents, including students, staff, and faculty, are required to exhibit proper personal conduct when dealing with others.
- What is Sexual Harassment?**
- Sexual harassment is considered to have occurred when sexual advances, requests for sexual favours or any type of verbal or physical conduct of a sexual nature is demonstrated by an individual or group and:
- submission to such conduct is made either explicitly or implicitly a term or condition of an academic accreditation, or
 - submission to or rejection of such conduct by an individual is used as the basis for employment, academic status or academic accreditation decisions affecting such individual,

or

- such conduct has the purpose or effect of unreasonable interference with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Studies have shown that sexual harassment can occur between instructors and students, between supervisors and employees, between co-workers or between students. It can occur at any level within an organization. Both men and women can be initiators of sexual harassment.

What is the College Policy on Sexual Harassment?

Simply stated, the college finds sexual harassment unacceptable and it will not be tolerated.

You can obtain a copy of the college policy on sexual harassment from the Students' Association.

What Can You Do About It?

If you believe you have been subjected to sexual harassment, there are several alternatives you can take.

Take Personal Action

- Say no! Verbally inform the harasser that you find the behaviour unacceptable and insist that it stop, and/or
- Write a letter to the harasser, which details the facts of the offense as you see them, and insist that the behaviour stop. Deliver the letter, and be sure to keep a copy for your files, and
- Keep a written record of the incident(s). Your record should include the dates, the times, the nature of the behaviour, and the names of any witnesses.

What would be my Other Alternative?

Although the majority of harassment complaints are resolved at this stage, if taking personal action is not possible or effective, you may, pursue either the informal or formal procedures that the college has established for dealing with incidents of sexual harassment.

Informal Complaint Procedure

An informal complaint should be filed as soon as possible.

As with all complaints, it will be held in strict confidence.

Students can report their complaint to:

- a counsellor
- an instructor or their program/section chair
- their divisional dean
- an information advisor

These college staff members will provide you with assistance in choosing the alternatives that are best for you.

Information advisors are college staff members appointed by the college's sexual harassment standing committee to act in an advisory capacity in the handling of complaints. They are located at each campus.

The names of information advisors are available from:

- Students' Association
- Student Resource Centre
- Human Resources Department

Formal Complaint Procedure

If your complaint is not successfully resolved informally, or if you choose to file a formal complaint, either you or the information advisor may do so by submitting a written complaint to the chair of the college's sexual harassment standing committee. The name of the chairperson is available from the Human Resources Department.

An assessment panel will meet with you to review your complaint. If your complaint requires further investigation, an investigation panel will conduct a formal hearing and, in conjunction with the standing committee, determine an appropriate resolution of the complaint.

If your complaint is dismissed, you can make an appeal through the chair of the standing committee and ask that the matter be reconsidered.

What About Retaliation?

Provincial legislation states that no student or employee shall discharge, suspend, intimidate, or impose any other penalty on, or otherwise discriminate against a person because that person has made a complaint or given evidence or assisted in any way in the investigation and resolution of a complaint.

What Can I Do About It?

If you believe you have been subjected to vindictive behaviour as a result of your taking action in a harassment complaint, contact the Vice President Student Services for advice.

What About Unfounded Complaints?

If it is determined that a complaint is of a malicious nature, the complainant may be subject to disciplinary action.

What Other Information is Available?

For further information on this policy, call the Human Resources Department at (780) 497-5434.

COLLEGE COMPUTER FACILITIES AND INFORMATION RESOURCES (Excerpt from Policy D6010: Use of College Computer Facilities.)

Please note that a policy on e-mail communications is currently under development and may be in place for 06/07.

The purpose of this policy statement is to promote the responsible, ethical, and secure use of the college's computing facilities and information resources. The college works to create an intellectual environment in which students and staff are encouraged to use the computing facilities and information resources to pursue educational and administrative matters respecting the public trust through which these facilities have been provided and in accordance with policy and regulation established from time-to-time by the college and its operating units.

This policy shall extend to all staff and students of the college and shall include all computing facilities of the college (all hardware, software, and the networks owned and operated by the college).

Policy

The computer hardware, software, and information resources of Grant MacEwan College are for the sole use of the registered students and staff of the college, including those who may contract to use these facilities from time-to-time in accordance with the following regulations:

Regulations

The college will make reasonable efforts to provide computing facilities appropriate to the tasks that staff and students are asked to undertake as part of their duties at the college. The college may levy fees for the use of these facilities.

The college reserves the right to withhold access to the computer facilities if there are reasonable grounds to suspect that continued access to the facilities poses a threat to the operations of the facilities or to the good name of the college. The college will take all steps that it deems necessary:

- a. to ensure that all data and programs created in furtherance of educational or research pursuits are kept private and confidential
- b. to ensure that examination of such data and programs by the college is limited to circumstances where the college has cause to believe that a violation of this (or any other college policy) has occurred
- c. to prevent disclosure of such data and programs to third parties except for use in a disciplinary investigation or, if considered appropriate by the college, for use in a criminal investigation
- d. to ensure that the systems in place at the college regarding the protection and disclosure of confidential data and programs comply with all laws, federal and provincial.

The college will not normally monitor individual usage of any general facility although it may monitor all use of a general facility to enable accurate auditing.

The college reserves the right to monitor and record the use of any facility if threatening or abusive behaviour has been reported and to use the information gained in this manner in disciplinary or criminal proceedings.

The college also reserves the right to secure, inspect, copy, remove, or otherwise alter data files, system resources, or user files in the regular conduct of its duty to maintain efficient and well run resources, or in the conduct of investigation into the suspected misuse of these resources.

Nothing in this policy diminishes the responsibility of system and network administrators to take remedial action in the case of possible abuse of computing privileges.

Users of the computing resources of the college agree to use the facilities for the purposes they were intended in accordance with the following statements:

- Users shall not use or make available an identification number (ID) that was not assigned by the college unless multiple access for the ID has been authorized by the college.
- Users shall not attempt to obtain a password for another computer's ID nor shall users attempt to disguise the identity or the account of the machine being used.
- Users shall not use the college network to gain unauthorized access to remove computers.
- Users shall not deliberately perform an act that will negatively affect the operation of computers, terminals, peripheral devices, or networks. This includes, but is not limited to, tampering with the components of a local area network (LAN) or the data communication network (DCN), or otherwise blocking communication lines or interfering with the operational readiness of a computer.
- Users shall not attempt to modify in any way a program provided by the college in any format.
- Users shall not run or install on any of the college's computer systems, or give to another, a program which could result in the eventual damage to a file or computer systems and/or the reproduction of itself. In particular, this is directed to the classes of programs known as computer viruses, Trojan horses, and worms.
- Users shall not attempt to circumvent data protection schemes or uncover security loopholes. Attempts to circumvent the protective mechanisms of the college shall be considered as theft or trespass. Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software, or intellectual property of others shall be viewed as criminal activity.
- Users shall make themselves aware of, and abide by, all software licensing agreements and copyright laws.
- Users shall not perform acts that are wasteful of computing resources. These acts include, but are not limited to: sending mass mailings or chain letters, obtaining unnecessary outputs, creating unnecessary multiple jobs or processes, or creating unnecessary network traffic or playing computer games. Irresponsible use will be treated as mischief.
- Users shall not place the following types of information or software on any system on or off campus, nor shall they use the network to transport:
 - that which infringes on the rights of another person.
 - that which is abusive, profane, or sexually offensive.
 - that which consists of information which may injure someone else and/or lead to a lawsuit or criminal charges. Examples of these are: pirated software, destructive software, pornographic materials, or libelous statements.
 - that which consists of any advertisements for commercial enterprises.
- Electronic mail privileges shall be used in a manner reflecting the same high ethical standards of mutual respect and civility as any other communication medium. Users shall not harass others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages. Users of e-mail are reminded that messages saved on the computer are not a secure medium.
- Users shall not attempt to monitor another user's data communications nor may users read, copy, change, or delete another user's files or software without the expressed written permission of the owner.
- Users shall not use any of the college's computers, workstations, or networks for other than use applied to the business of the college. These resources shall not be used for personal or commercial financial gain.
- Users shall not use a computer account for work not specifically authorized for that account.
- Users shall be responsible for ensuring that their files are secure by backing up their material regularly.

Any investigations into suspected violations of this policy and any substantiated violations of this policy and its regulations shall be dealt with in the same manner as other investigations and violations of policy in the college.

STUDENT DISCIPLINE (Excerpt from Policy E3102: Student Discipline.)

Please note that this policy is under review and subject to change; for more information, please check with your program.

All students should conduct themselves in accordance with college policies, regulations, and procedures.

All registered students who are found not to be conducting themselves in accordance with college policies, regulations, and procedures may be subject to disciplinary action as delimited by the regulations of the policy on Student Discipline. The scope of the policy shall extend to all items of student responsibility as defined in the Declaration of Student Rights and Responsibilities (policy E3101) and all other college policies, regulations and procedures except for those matters deemed to pertain to the academic performance of students and matters that fall under the jurisdiction of Policy D1125 on Sexual Harassment (see page XX).

The following disciplinary actions may be imposed at the discretion of the college:

Reprimand

The student shall be permitted to continue in the college and shall receive written notification of the misconduct and the implication of further misconduct.

Disciplinary Probation

The student shall be permitted to maintain registration and attend all learning activities under specific written conditions. Students who meet the specific conditions within the specified time frame shall have the probation lifted. Failure to meet the conditions shall result in a review of the case and may result in expulsion from the college.

Suspension

The student may be suspended from attending a course or program pending investigation of the alleged violation, if it is deemed by the dean in consultation with the program chair and appropriate faculty, that the presence of the student constitutes an impediment to the learning process and/or the health and safety of students, staff and/or patients/clients. Suspension shall only be enacted provided procedures to determine the propriety of such action be immediately initiated.

Expulsion

The student who is expelled from the college shall be withdrawn from all learning activities and may be barred from the college grounds and buildings. There will be no refund of any fees and all outstanding fees and debts to the college and materials on loan shall be due immediately. The dean of an instructional division, the executive vice president academic, or the vice president of student services has the authority to reprimand, suspend, place a student on disciplinary probation, or expel a student from the college.

Students who feel that they have been inappropriately reprimanded, placed on disciplinary probation, expelled, or suspended may initiate an appeal in accordance with the Student Appeals policy (E3103). The appeal must be initiated within 14 calendar days from the date of issue of the disputed ruling.

While pursuing an appeal in accordance with the policy on Student Appeals, a student shall be allowed to remain in all courses and the program of study except where, as determined by the dean in consultation with the program chair and appropriate faculty, the student's presence is deemed to compromise the learning environment for other students and/or constitutes a safety concern for students, staff, or clients/patients. Students who are expelled from the college must wait a minimum period of two (2) terms before being considered for re-admission. Re-admission to a program is at the discretion of the dean of the division after consultation with the program chair. The decision of the dean shall be final and not appealable.

Plagiarism

As indicated in the Student Rights and Responsibilities policy (E3101), plagiarism and other forms of academic dishonesty are considered to be improper student conduct and subject to disciplinary action according to the Student Discipline policy. (E3102).

Papers, assignments, and other written work may be submitted to an electronic plagiarism service subscribed to by the College.

Please note that the college may be implementing a policy on Academic Integrity for the 2006/2007 academic year. For more information, please check with your program.

STUDENT APPEALS (Excerpt from Policy E3103: Student Appeals.)

Please note that this policy is under review and subject to change; for more information, please check with your Program.

All registered students of the college may appeal a decision or ruling which affects them as it pertains to academic matters, matters of student discipline, and student rights and responsibilities.

The scope of this policy extends the privilege of access to the appeal mechanism for decisions pertaining to: marks and grades, academic probation, being required to withdraw from a course, program, or the college; student disciplinary action including reprimand, suspension, disciplinary probation and expulsion; and other matters defined in the Student Rights and Responsibilities (Policy E3103).

Decisions regarding admission to program or decisions made with regard to recognition of other learning experiences or decisions made with regard to the applications of the Sexual Harassment Policy (D1125) may not be appealed.

Students must initiate an appeal on academic matters within 30 calendar days from the date of issue of the disputed ruling. Failure to initiate an appeal within these timelines shall result in the forfeiture of the right to appeal.

Students must initiate appeals on disciplinary actions within 14 calendar days from the date of issue of the disputed ruling. Failure to initiate an appeal within these timelines shall result in the forfeiture of the right to

appeal description of the appeal at each level as stipulated below.

Guidance for students contemplating initiating an appeal shall be made available through the Student Resource Centres.

While pursuing an appeal pursuant to the policy, a student shall be allowed to remain in all courses and programs except where, as determined by the dean in consultation with the program chair and appropriate faculty, the student's presence is deemed to compromise the learning environment for other students and/or constitutes a safety concern for students/staff or clients/patients.

Student Appeal Procedures

Step I

The student should first discuss the disputed ruling with the person who made it (the disputant) and attempt to resolve the situation informally. The program/section chair or supervisor of the staff member may also be consulted at this stage of the appeal.

The student must, within the timelines stipulated above, present in the case writing to the disputant, with a copy to the dean and the program/section chairperson, the appeal as described following:

1. a description of the decision being appealed, and
2. the grounds on which the appeal is based, and
3. a clear statement as to the outcome expected. The staff member shall reply to the appellant in writing with a decision, postmarked within seven (7) working days of having received the notice of appeal and shall also provide a copy of the decision to the Vice President Student Services, the Program Chair, and the Office of the Dean or Director.

In the event that the staff member making the contested ruling is not available, or does not respond within the time frame specified above, the student may access Step II of the appeal process.

Step II

Step II is initiated if the disputed ruling was made by an instructor. In the event that the initial ruling was made by the program/section chair, proceed immediately to Step III.

Seven (7) working days from the date of issue of the written reply or having received no such response, the student

may deliver a written presentation of the appeal to the program/section chair where the decision under dispute originated.

Within seven (7) working days of having received the written appeal, and with a minimum of two (2) working days notice to the parties involved, the program/section chair shall arrange a meeting with the student and the staff member.

Within two (2) working days of the review meeting, the program/section chair shall communicate in writing a decision on the appeal to the appellant, the disputant, Dean, and the Vice President Student Services.

Step III

Within seven (7) working days from the date of issue of the written reply or having received no such response, the student may deliver a written presentation of the appeal to the Divisional Dean where the decision under dispute originated.

Within seven (7) working days of having received the written appeal, and with a minimum of two (2) working days notice to the parties involved, the dean shall arrange a meeting with the student, a representative of the student's choice, the staff member, a representative of the staff member's choice, and, the program/section chair or supervisor to review the case.

Within two (2) working days of the review meeting, the dean shall communicate in writing a decision on the appeal and the outcome requested to the appellant, the disputant, and the Vice President Student Services.

Step IV

Within 10 working days from the date of issue of the dean's response, the student may deliver a written presentation of the appeal to the Vice President Student Services and request initiation of Step IV of the process.

Within 15 working days of receipt of the appeal notice, the Vice President Student Services shall establish an ad hoc appeals committee and call a meeting. The time and date of the meeting shall be communicated to the appellant, the disputant and the committee members. This committee shall consist of the following voting members who have had no prior substantial involvement in the appeal:

- Executive Vice President, Academic or designate

- A full-time student appointed by the Students' Association.
- A full-time continuing staff member appointed by the Faculty Association.
- Vice President, Student Services as chairperson of the committee.

The ad hoc appeal committee shall provide the opportunity for at least the following individuals to present information to the committee:

- the student registering the appeal or designate;
- the staff member whose decision is being appealed;
- one person of the staff member's choice;
- one person of the appellant's choice;
- the staff member's chairperson or supervisor;
- the dean of the division.

The ad hoc appeal committee shall render a decision which shall be communicated in writing to the student appellant, the staff member, the Program/Section Chair or supervisor, the Dean of the division, and the members of the Ad Hoc appeals committee. The decision of the ad hoc appeal committee is final, and there is no further appeal.

Baccalaureate Degree

Requirements are being developed and will be added to policy for September 2006

Certificate of Completion

A Certificate of Completion may be issued to those individuals who have successfully completed the first two years of the University of Alberta Collaborative Baccalaureate Nursing Program.

High School Equivalency Diploma

A High School Equivalency diploma may be offered to those individuals who have successfully completed a minimum of five high school level courses at the 30/33 level. Of the courses taken, at least one must be in English (either English 30 or English 33), and at least one must be in Mathematics (Math 30 Pure, Applied Math 30 or Math 33).

Certificate of Achievement

A Certificate of Achievement may be offered to those individuals who have satisfactorily complied with the attendance expectations of a prescribed noncredit learning activity or a prescribed credit learning activity of fewer than 30 credits for which there is some form of evaluation component.

Certificate of Attendance

A Certificate of Attendance may be offered to those individuals who have satisfactorily complied with the attendance expectations of a prescribed noncredit learning activity that has no formalized evaluation component.

Certificate of Participation

A Certificate of Participation may be offered to those individuals who have participated in noncredit music activities delivered by the Alberta College Conservatory of Music.

Jointly Issued Credential

In circumstances where external agencies, professional associations or other post-secondary institutions collaborate with the College to offer courses and learning activities, jointly issued Certificates of Achievement, Certificates of Attendance, and Certificates of Participation may be offered.

GRADUATION

(Excerpt from Policy C2100: Graduation)

Please note that this policy is under review and subject to change; for more information, please check with your Program

Graduation from a program is dependent upon successful completion of all course requirements of an approved program of study, fulfillment of the Residency Policy (C1015) and academic standing. In addition, a student must not have contravened the Policy on Repeat Courses (C1035) or Attendance (C2050). To be eligible to graduate, a student must achieve a program gpa of 2.00 or higher as specified by the program and meet all other requirements. Graduation decisions are not subject to appeal.

If you plan to graduate, you must complete the Application to Graduate form, available at the Office of the Registrar, campus Information Centres, or outreach offices. Submit the form with the fee (see page XX) to the Office of the Registrar by the deadline published in the academic schedule. We cannot guarantee that you will receive Convocation information or that your name will appear in the Convocation program if your application is received late.

After you apply, you will be mailed specific information regarding the date, time and place of the ceremony. You will also receive detailed instructions regarding gowns, procedures to be followed, arrangements for guests, and the graduation banquet.

Provided you meet all program requirements for graduation, your credential and two official transcripts of your academic record will be mailed to you following the receipt and processing of all final grades and the convocation ceremony.

GRADUATION REQUIREMENTS FOR MINISTRY APPROVED PROGRAMS (UNLESS SPECIFIED OTHERWISE):

Graduation Grade Point Average:

The minimum overall program grade point average (GPA) to graduate is 2.00 on the 4.00 scale unless otherwise specified in each program's individual section of this calendar.

Course Grades

Some programs may require the achievement of a specific grade in a course for graduation or other purposes. For specific course grade requirements, please refer to "Notes" under the Program of Study within each program's individual section of this calendar. In addition, where applicable, course prerequisite(s) will specify a minimum grade requirement to progress to the next level of study (please see the Course Descriptions section at the back of this calendar).

Academic Standing

Students must obtain a 2.00 grade point average or higher to remain in good standing. Detailed information may be found in Policy C2070 Academic Standing.

In addition, students who achieve a cumulative grade point average of 3.7 or higher shall receive a credential with "Distinction". Again, detailed information may be found in Policy C2070 Academic Standing.

ACADEMIC RESIDENCY REQUIREMENTS

For any College credential, students must complete at least 50% through MacEwan. Challenge examinations, transfer credit and other special assessments (i.e. prior learning and recognition) are not included in the 50% of credits to be completed through MacEwan. Detailed information may be found in Policy C1015 Academic Residency Requirements. In addition, the Bachelor of Arts program has additional residency requirements. Please refer to that program's Degree Regulations information in this calendar.

Exemption to Academic Residency Requirements:

Bachelor of Child and Youth Care Degree:

A minimum of 42 credits toward the program credential must be completed through Grant MacEwan College.

Police and Security (all majors):
A minimum of 18 credits toward the program credential must be completed through Grant MacEwan College.

Emergency Communications and Response:

A minimum of 9 credits toward the program credential must be completed through Grant MacEwan College.

and understanding admission requirements of these receiving institutions, as per C2030 (Inter-Institutional Transferability). Because some post-secondary institutions have policies that prohibit the transfer of more than one grade per course, students should contact the receiving institution when planning to repeat courses.

- 4 When a student repeats a course, the initial grade remains on the transcript and will be included in the Cumulative Grade Point Average and calculated in the program graduation grade point average.

ATTENDANCE

(Excerpt from Policy C2050: Attendance)

Punctual and regular attendance is expected of students. Attendance is mandatory only as a requirement for sponsored students, or when specified in course outlines. Failure to meet stated requirements may result in failures or withdrawals as determined by instructors and Chairs, or in expulsions from the College as per E3102 Student Discipline.

REQUIRED

COMMUNICATIONS COURSE

(Excerpt from Policy C1030: Required Communications Course)

All provincially approved certificate, diploma, and applied degree programs shall include ENGL 111 (or its equivalent) as a required course. The college recognizes the importance for college graduates to communicate effectively. In those exceptional cases where the program of study is in a language other than English, the college shall waive the ENGL 111 requirements and instead shall require students to take a postsecondary level Language Composition course in the program's language of instruction.

OTHER LEARNING EXPERIENCES

(Excerpt from Policy C2010: Recognition of Other Learning Experiences)

Please note that this policy is under review and subject to change; for more information, please check with your Program

Applicants who have been accepted into a Grant MacEwan College program may be granted advanced credit. This

advanced credit may be obtained by transfer credit or through Prior Learning Assessment and Recognition (PLAR).

The College endorses the following academic principles with respect to PLAR which have been developed and endorsed by the Alberta Council on Admissions and Transfer (ACAT):

1. recognition of prior learning should be based on demonstrated learning.
2. recognition should be appropriate to the course or program in which it is accepted.
3. recognition of prior learning should be consistent with the achievement of levels required by the post-secondary program in which it is accepted.
4. recognition of prior learning should be for learning that has a balance, appropriate to the subject, between theory and practical application.
5. assessment of prior learning by post-secondary institutions should be made by content specialists, with external advice as necessary.

Recognition for transfer of academic credit and credit by Prior Learning Assessment and Recognition (PLAR) shall normally be restricted to programs for which provincially approved credentials are awarded including certificate, diploma and applied degree programs. The authority to grant transfer credit for courses in the university transfer area lies with the post-secondary institutions awarding the degree.

Transfer of academic credit involves the examination of previous educational credentials from a post-secondary institution or professional association, and is awarded after a review of supporting documentation and an individual's transcript.

Prior Learning Assessment and Recognition (PLAR) involves the assessment and evaluation of learning acquired through work experiences compared to course or program learning outcomes for which credit is being sought. Typical formats include written examinations, oral examinations, interviews, portfolio review and psychomotor skills assessment.

Departments and programs are not required to offer PLAR in all courses.

Chairs are responsible for determining, in consultation with content experts when required, whether a student application for PLAR meets established eligibility criteria.

Chairs are responsible for developing,

disclosing and monitoring procedures for the assessment of demonstrated prior learning. In all cases, assessors of demonstrated prior learning will be content experts (usually faculty members teaching in the course area for which PLAR credit is being sought).

Institutional policies and procedures shall be fully disclosed to students applying for transfer credit or PLAR.

Credits accumulated through transfer credit and PLAR must comply with the College Academic Residency Requirements policy (C1015).

Only students already accepted in a College program may apply for PLAR. Students must meet the eligibility criteria for registration in the course in which they seek PLAR credit. In cases where students are seeking PLAR credit for a prerequisite to a course in which they intend to register, the PLAR process must be completed before registration can occur in the advance course.

Credit earned through PLAR shall be recorded on transcripts in the same way grades are normally transcribed for courses, but will not be included in calculations of grade point average or course load. In cases where it is not appropriate to assign grades, the designation CR will be used.

Prior Learning Assessment fee must be paid before the PLAR assessment will commence.

Students applying for credit through PLAR shall be advised that academic credit award through PLAR at Grant MacEwan College is credit only toward the College's graduation requirements. Other institutions may or may not allow transfer credit towards degrees, diplomas or certificates for courses recognized or accredited through the College's PLAR process.

Decisions of the College with regard to the awarding of transfer credit and PLAR credit are not subject to appeal under Policy E3103, Student Appeal.

Chair approval must be granted before students can apply for PLAR credit more than once for the same course.

Only courses successfully completed at another post-secondary institution or professional association with a passing grade or better will be considered for transfer credit. This transfer credit may be awarded for unspecified electives, as well as for specific courses.

A time limitation may be imposed for the application of transfer credit toward a Grant MacEwan College program of study.

any point during the work placement, to remove a student from the work placement in a situation which clients or other individuals are placed at risk, or when the student engages in behaviour that is contrary to the professional requirements of work placement. The decision may be appealed according to College policy; however, the student will not remain in the work placement during the appeal.

TRANSFER

(Excerpt from Policy C2030: Inter- Institutional Transferability)

In the facilitation of academic planning and admissions, it is the responsibility of the student to gather and understand the necessary information and admission requirements regarding transfer into and out of the College.

As a general rule, if a student is considering the possibility of transfer to another institution, you the student should consider your course selection at the college carefully. Since courses must fit into the future program to receive credit, it is wise to consult advisors at the transfer institution well in advance of actually applying to transfer.

Students wishing to transfer should refer to the Alberta Transfer Guide, which lists all courses and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories, and Nunavut. The Guides and other transfer information are available at:

11th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5K 2J5
Phone: (780) 422-9021
Fax (780) 427-0423
E-mail: acat@gov.ab.ca

To call toll free within Alberta, dial 310-000 first.

Deaf or hearing impaired with TDD/TTY units call 427-9999 in Edmonton. Other locations call 1-800-232-7215.

CLASSIFICATION OF STUDENTS

(Excerpt from Policy C5005: Categorization and Classification of Registered Students)

The college, through the Office of the Registrar, shall register all students and shall classify students for the purpose of record keeping and reporting. A registered student is one who has been entered into courses, and 1) has been

assessed fees, paid fees in full or has made a formal fee deferral arrangement by the published deadline dates, or 2) has not been required to pay fees due to a signed agreement between institutions.

This classification system applies only to students registered in college credit courses.

- Full-time Student – for the purposes of enrolment definition for agencies such as Citizenship and Immigration Canada, Alberta Colleges Athletic Conference (ACAC), or Student Finance, a full-time student shall normally be defined as a student registered in nine (9) or more credits in either the Fall or Winter term or five (5) or more credits in either the Spring or Summer terms.

For purposes of enrolment reporting, using the Alberta Learning definition, a full-time student shall be defined as an active student taking at least sixty per cent (60%) of the actual full load for the program load during that academic year. The actual full load is defined as the number of credits required to complete the normal program of study for that year.

In extenuating circumstances, a college counsellor may recommend to the Registrar that a student, for funding purposes, be considered a full-time student with fewer than the number of credits as listed above.

- Part-time Student – a student who is registered in credit courses with eight (8) credits or fewer in either the Fall or Winter term, or with four (4) credits or fewer in either the Spring or Summer term.
- Program Student – a student accepted in a provincially-approved college program of study and registered in college courses.
- Unclassified Student – a student registered in one or more credit courses, who has not applied to and/or been accepted into a provincially-approved college program of study.
- Noncredit Student – a student registered in noncredit courses, seminars, workshops or conferences.
- Project Student – a student registered in a course or a series of courses which does not result in a provincially-approved credential awarded by the college.
- Visiting Student – a student of a post-secondary institution who has been permitted to enrol in courses

for which credit will be transferred to a credential at his or her home institution. This home institution has agreed in advance to such an arrangement. The Registrar at the student's home institution provides a letter to the Registrar at the host institution specifying the course(s) the student is permitted to take. A visiting student is assessed and pays tuition and all other fees to the host institution.

- Exchange Student – a student who has been accepted for admission and registered with another institution that has established an exchange agreement with the College (host institution). Exchange agreements are generally reciprocal and the exchange students participating through the agreement are balanced in numbers and opportunities between the host and home institutions. An exchange student pays tuition at the home institution, but enrolls in coursework at the host institution. The student is responsible for all other costs including health and dental fees, books, travel, and accommodation.

PROGRAM COMPLETION

(Excerpt from policy C1010: Program Approvals and Changes)

The college reserves the right to modify programs, program requirements, and courses from time to time. In cases in which a program has had its status changed from active to inactive or terminated, the College will honor its commitment to students enrolled in a program of study for a designated period of time as determined by the Executive Vice President Academic. The College will make a reasonable effort to notify program students who will not complete the program by the date of closure.

The college also reserves the right to cancel programs or courses due to low enrolment.

COLLECTION OF PERSONAL INFORMATION

(Excerpt from Policy E1050: Student Records)

The College will create and maintain student records necessary to meet the administrative and academic needs of the College and shall collect, store, disclose, retain and dispose of all information collected in accordance

with the Records and Information Management Policy of the College and provincial/federal legislation pertaining to freedom of information and protection of privacy.

Personal information is defined as any information concerning an identifiable individual. Examples are:

- name, home or business address or telephone numbers,
- age, sex, marital status, family status,
- identifying numbers,
- health and health care history,
- educational, financial, employment, and criminal records.

All personal information collected by the College to be included in the student record must be obtained directly from the student. If the information is to be used for other than the declared use, written informed consent will be obtained. During the collection of the information, the prospective student is informed of the authority under which the information is to be collected, the reasons for collecting it, how the information is to be used and the title of an employee who can answer questions about the collection.

Personal information is defined as any information concerning an identifiable individual.

The college, through the Office of the Registrar, may disclose the following public information in response to an inquiry:

- periods of enrolment
- program of enrolment
- name of credential and date awarded, including major

Exceptions to the above will occur only with the written consent of the student.

The official student record is under the custody and control of the Registrar, who is accountable for its creation, maintenance, disclosure, retention and disposal. The official transcript includes the official name, birth date, courses, grades, academic progress, academic merit statuses, and graduation date.

Public inquires directly related to the collection, use and disclosure of the personal information provided should be directed to the Registrar.

CHANGE OF ADDRESS OR NAME

This information is considered confidential and is used for college business only.

The college will create and maintain student records necessary to meet the administrative and academic needs of the college and shall collect, store, disclose, retain, and dispose of all information contained therein in accordance with the Records and Information Management Policy of the college and provincial/federal legislation pertaining to Freedom of Information and Protection of Privacy.

Change of address: all program students at Grant MacEwan College are given access to WebAdvisor. via mymacewan.ca This will allow students to change their address and telephone number via the web. Students may also complete a Notification of Change of Address form or mail a post office change notice.

Change of name: All name changes must be submitted in writing or on the appropriate form and accompanied by documentation for a name change.

OFFICIAL TRANSCRIPT

An official transcript of your academic record is maintained by the Office of the Registrar. This is considered confidential information and will not be released without your written permission.

To obtain an official transcript, write or send a transcript request form to the Office of the Registrar. Enclose the required fee for each transcript to be mailed. For an additional fee, transcripts can be faxed. Refer to fees on page xx. If you want the transcripts to be sent to someone other than yourself or a post-secondary institution, be sure to specify the name and address (including postal code).

The Office of the Registrar requires the student's written authorization to have transcripts sent to institutions, employers or other agencies.

STUDENT PROGRAM ADVISORY COMMITTEES (Excerpt from Policy C3030: Student Program Advisory Committees)

College programs shall provide their students with the opportunity to provide input and advice concerning matters that relate to their education. This opportunity will be made available through Student Program Advisory Committees except in the case of distance learning programs which will develop other appropriate mechanisms for seeking student input.

REGISTRATION

All students at the college are required to register in courses. Students will not be permitted to attend classes unless officially registered. Detailed registration information will be provided to you in the Program Registration publication. Registration is not complete until all fees are paid or payment arrangements have been completed with the Office of the Registrar.

Part-time students who wish to register in evening courses, seminars or workshops should register in advance. Contact the Office of the Registrar's Outreach Registration Line at (780) 497-5000 - for a copy of Part-time Courses, which lists the courses available and the procedures to use. Information is also available from the divisional outreach departments and the college's website at www.macewan.ca.

SIX EASY STEPS

In six easy steps, you will be:

- provided with registration information and procedures
- advised about course selection
- registered and assessed fees
- required to pay fees or have student loan forms signed
- issued a student identification card by the LRC
- able to activate your Sport and Wellness card

EDUCATIONAL FUNDING, SCHOLARSHIPS AND AWARDS

FINANCIAL ASSISTANCE

FULLTIME STUDENTS

Student loan applications are available at the Student Resource Centre, Registrar's Office, campus information centres at Centre for the Arts and South Campus or directly from any Alberta Career Development Centres. Applications are available beginning mid to late May of each year. Average processing time for a paper application is 4 – 6 weeks.

If you can live within Alberta Student Finance guidelines, apply on-line for a faster response. To access the apply on-line application you require either two Alberta high school 30 level diploma marks or two previous cashed student loan certificate numbers and amounts. Processing time on average is 5 days.

CANADA AND ALBERTA LOANS

Canada and Alberta student loans are administered through Alberta Student Finance and are applied for on one application. Residency requirements and a need for financial assistance must be demonstrated. Details are given in the student loan application package. To qualify for a student loan you must be a fulltime student. Fulltime status is a course load of 9 credits or more per term, fall and winter, and 5 credits or more per term for the spring and summer. Students who drop below the required credits during the academic funding year will find their loan funding cancelled.

FUNDS AVAILABLE

In addition to loans, students who demonstrate a greater financial need may receive grant funding. If you qualify, grants are automatically awarded based on the information provided on the student loan application. Grants are non-repayable as long as the student does not drop below fulltime status.

PROVINCIAL GRANTS/ BURSARIES

ALBERTA LOAN RELIEF BENEFIT

This grant is available to a student who is a first-time student loan borrower and is a first-year post-secondary student. The Alberta Loan Relief Benefit is determined based on an Alberta student loan debt amount.

ALBERTA LOAN RELIEF COMPLETION BENEFIT

This grant is available to a student who has indicated on their student loan application that this is their final year of funding and who qualifies based on their total Alberta student loan debt amount.

MAINTENANCE GRANTS

Provide up to \$6,000 per academic year of funding. Primarily to students who are single parents, married/partner cannot work for medical reasons, or single students required to make maintenance payments. A paper student loan application is required when providing medical documentation or maintenance documentation.

ALBERTA OPPORTUNITIES BURSARY

Provide up to \$1,500 per year. Available to first or second year students who demonstrate a greater financial need.

NORTHERN STUDENT SUPPLEMENT

Provide up to \$1,500 per year. Offered to students from Alberta's north who are eligible for the Alberta Opportunities Bursary, and who may have higher costs to attend post-secondary school.

NORTHERN ALBERTA DEVELOPMENT BURSARY

Provide up to \$3,000 per year or \$1,500 if the study period is one semester. This bursary is to encourage trained professionals in northern Alberta and to encourage students from northern Alberta to obtain a post-secondary education.

FEDERAL GRANTS/ BURSARIES

CANADIAN MILLENNIUM BURSARY

Provide up to \$3,000 per year to undergraduate students in their second, third or fourth year of studies who demonstrate a high financial need.

CANADA STUDY GRANT FOR STUDENTS WITH DEPENDENTS

Provide up to \$3,120 annually in financial assistance to high-need students with children or other dependents.

CANADA ACCESS GRANT FOR STUDENTS WITH PERMANENT DISABILITIES

Provide up to \$2,000 annually in financial assistance to students with permanent disabilities. Students must make an appointment with a Counsellor for students with disabilities in the Student Resource Centre to complete the application.

CANADA STUDY GRANT FOR THE ACCOMMODATION OF STUDENTS WITH PERMANENT DISABILITIES

Provides up to \$8,000 annually in financial assistance to students who are eligible for a Canada student loan and who have a need for exceptional education-related services or equipment required to participate in post-secondary studies. Students must make an appointment with a Counsellor for students with disabilities in the Student Resource Centre to complete the application.

CANADA ACCESS GRANT FOR STUDENTS FROM LOW INCOME FAMILIES

Provide up to 50% of the tuition costs to a maximum of \$3,000 annually for dependent students whose parents are low income earners (net income of \$35,000 or less per year). This grant is available to first-time, first-year dependent students only.

WITHDRAWAL

If you withdraw or drop below fulltime status before the end of your funding period, you will be required to pay back any grant funding you have received. Alberta Student Finance will not approve any further student loan applications until the grant funding is returned in full.

PROCESSING YOUR STUDENT LOAN

Once your student loan application has been assessed by Alberta Student Finance, you will receive a "Notice of Assessment" in the mail. Your total assistance (Canada Student Loan, Alberta Student Loan, Grants and Bursaries) will be outlined in this letter. Student loan certificate(s) will either be enclosed with the "Notice of Assessment" or under separate cover. If you have any questions regarding the "Notice of Assessment" you can contact a Student Advisor at Grant MacEwan College, visit the nearest Alberta Career Development Centre or contact the Student Funding Contact Centre at 427-3722 or 1-800-222-6485.

Grant MacEwan College will need to provide "confirmation of registration" to Alberta Student Finance for you to receive your "confirmed" loan documents. Ensure you are registered as a fulltime student for the full period of your loan funding. Grant MacEwan College will request the fall tuition and fees to be remitted to the college. If the loan funding is not enough to cover the fall tuition and fees, you will be responsible to pay the balance. Also, if you wish to remit both fall and winter tuition and fees, the document can be changed by bringing the document in to a Student Advisor in the Student Resource Centre.

If Grant MacEwan College was unable to provide "confirmation of registration" to Alberta Student Finance, you will receive an "unconfirmed" loan certificate that will need to be signed by a Student Advisor in the Student Resource Centre. Ensure you are registered as a fulltime student for the full period of your loan funding or the loan document cannot be signed.

Signed loan documents must be cashed before the student and the school will receive the funds. Certificates must be cashed within 30 days from the date signed on the certificate. Canada Student Loan certificates are cashed by the National Student Loan Service Centre and Alberta Student Loan certificates are cashed by EDULINX Canada Corporation.

Students have two options for cashing the loan documents.

Option 1: take the loan documents to the EDULINX Canada Corporation table during peak times at the City Centre Campus of Grant MacEwan College.

Option 2: take the loan documents to a designated Canada Post Office. The list of Canada Post Offices is enclosed with the loan certificates. Students must bring photo ID, Social Insurance card and void cheques/bank account information.

Canada Student Loan processing can take 5 – 7 business days. Alberta Student Loan processing can take 3 – 5 business days. Fees will **not** be disbursed prior to the disbursement day listed on the document (for example: September 1 and January 1). Grant MacEwan College considers tuition and fees to be paid the day the loan document was signed. Students will not be withdrawn or charged a late fee if the tuition is not credited to their account by the payment deadline.

If you do not have your Canada Student Loan funds within 2 weeks, you can contact the National Student Loan Service Centre at 1-888-815-4514 or visit a Student Advisor in the Student Resource Centre. If you do not have your Alberta Student Loan funds within 1 week you can contact EDULINX Canada Corporation at 1-866-827-0310 or visit a Student Advisor in the Student Resource Centre.

If you are awarded grant assistance, **except for the Millennium Scholarship**, these awards are mailed directly to your home address provided on your student loan application. If your address changes throughout the school year, you must notify Alberta Student Finance. Address changes can be made on their website at www.alis.gov.ab.ca or by calling the Student Funding Contact Centre at 427-3722

or 1-800-222-6485. Millennium Scholarships are sent to the school to distribute on the date indicated on our notice of assessment.

CONFIRMATION OF ENROLMENT

If you are a fulltime student and not currently receiving a Canada Student Loan, but have negotiated previous Canada Student Loans, you are required to provide Confirmation of Enrolment (Schedule 2's) to the National Student Loan Service Centre or previous lending institutions.

If you are a fulltime student and not currently receiving an Alberta Student Loan or a Canada Student Loan, but have negotiated previous Alberta Student Loans, you are required to provide Confirmation of Enrolment (Form B's) to EDULINX Canada Corporation or previous lending institutions.

Alberta Student Finance will provide EDULINX Canada Corporation with Confirmation of Enrolment for all students who have had previous Alberta Student Loans and who have cashed a Canada Student Loan for the current academic year. Canada Student Loan documents must be cashed prior to October 1, 2006. If you are cashing your Canada Student Loan document after October 1, 2006, you should send a Form B to EDULINX Canada Corporation.

Schedule 2's and Form B's can be completed by a Student Advisor in the Student Resource Centre, campus information centres, and at the Registrar's Office.

Alternate Government Funding

PART-TIME LOANS AND BURSARIES

Students attending credit courses may be eligible for a bursary, high needs grant or a part-time Canada student loan. Students attending non-credit courses may be eligible for a bursary or high needs grant. Eligibility is determined by income from the previous taxation year. Application forms are available at the Student Resource Centres or Information Centre.

SKILLS DEVELOPMENT PROGRAM

Students registered in English as a Second Language or Preparation for University and College may be eligible for grant funding through Alberta Human Resources and Employment. Program Advisors will complete the funding application with the student.

ALBERTA WORKS

Two grants are available through Alberta Human Resources and Employment for students to receive a post-secondary certificate. If you are currently unemployed and are receiving EI benefits or have received EI benefits in the past 3 years you may qualify for the EI Alberta Works grant funding. If you are an unskilled Albertan and have worked less than 20 hours per week over the past 12 months, you may qualify for the Non-EI Alberta Works grant funding. Contact a Student Advisor in the Student Resource Centre for further details. **Please note: conditions may change for government funding and students are subject to current eligibility criteria.**

Grant MacEwan College Student Scholarships and Awards

Through the tremendous generosity of our donors (alumni, individuals within the college and the broader community, corporations, associations and foundations), Grant MacEwan College Foundation will administer approximately \$910,000 in financial assistance to over 1,600 students. In addition, another 1,300 MacEwan students will be awarded over \$2.7 million in external awards. As eligibility varies with each award, it is important to read the information carefully. Details regarding the application process are available online at www.macewan.ca/scholarships or in the Think MacEwan Scholarships, Bursaries and Awards publication. In addition to the college awards, students will be provided with information about various external awards offered by organizations outside of Grant MacEwan College. Contact information is provided for applications and information pertaining to these awards. Students are encouraged to check awards for their specific program under program title, as well as General Awards, Aboriginal Awards, Athletic Awards, and Students with Disabilities Awards. Read the directions carefully and note the deadline dates. Incomplete applications are disqualified.

Preparation for College

**ENGLISH AS A SECOND
LANGUAGE**

**GENERAL BUSINESS
STUDIES**

**PREPARATION FOR
UNIVERSITY AND COLLEGE**

Note: With program descriptions, U of A refers to the University of Alberta, U of C refers to the University of Calgary, U of L refers to the University of Lethbridge, and AU refers to Athabasca University.

ENGLISH AS A SECOND LANGUAGE

(Faculty of Arts and Science)

www.macewan.ca/esl

THE PROGRAM

MacEwan's English Language Institute (MELI) offers a full range of courses and services to facilitate entry into post-secondary programs and to help bridge the communication gap between different cultures.

MELI offers full-time and part-time courses for Canadian citizens, landed immigrants, and international students wanting to improve their English skills, whether for general communication or academic study. A variety of special purpose language training is also offered, including the following:

- Intensive TOEFL Preparation (iBT)
- TSE Preparation
- CAEL Preparation
- English for International Students
- English for Health Care Workers
- English for Nursing
- English for Business
- English for the Workplace

FULL-TIME STUDIES

Three 15-week terms are offered at seven different levels (beginning to advanced academic) during the year. The higher levels (Advanced I, II and EAP [English for Academic Purposes]) focus on English for academic studies and are designed for English language learners who wish to continue post-secondary studies, complete high school studies or re-enter their professions in Canada. Academic communication in the language skill areas of reading, writing, speaking and listening are offered. Grammar and pronunciation instruction are integrated into these four skill areas at each level.

The lower levels (Introductory ESL to Intermediate 2) provide the basic English language skills required to move forwards into more academic English course work. Those students who choose not to go on but exit after successfully completing Intermediate 2 will have the language skills required for entry level employment. A modern computer lab provides computer assisted instruction at all levels, and a language lab provides opportunities for speaking and listening practice. It should be noted that participation in class is an essential component of the language learning process.

PART-TIME STUDIES

A range of part time evening courses are offered in writing, speaking and grammar for those who are unable to access full time day classes.

PROFESSIONAL DEVELOPMENT

Teaching English as a Foreign Language (TEFL) is offered for those planning on teaching abroad. Working with ESL Learners is offered to those working or planning to work as educational assistants in schools with ESL learners. Credit is granted by the Special Needs Educational Assistant Program for TAST 104 upon successful completion of Working with ESL Learners, Modules I and II with the addition of an application project assignment.

CAREER POTENTIAL

English as a Second Language (ESL) prepares students for academic upgrading, college and university, or employment.

ADMISSION

Canadian Citizens or Landed Immigrants

Applicants must have completed the equivalent of grade 9 either in Canada or in their native country. Students applying for government funding must have completed 1250 hours of LINC training or the equivalent of LINC 4.

Students under 18 years of age are not accepted except with special permission. Tests are administered to determine students' placement levels.

International Students

International students must have valid student authorization and have completed high school (grade 12).

APPLICATION PROCESS

- Call (780) 497-4000 for application form and placement testing information.
- Potential students must take a placement test to determine their level of ability. Proof of immigrant status or student authorization must be presented at the time of the testing. There is a non-refundable application fee of \$50 for Canadian residents and \$120 for international students.

After you meet the criteria for acceptance, the college will issue a letter that you can use to obtain your student authorization.

COST ESTIMATE (PROPOSED 2006/2007)

ESL Tuition – Canadian Citizens/Landed Immigrants = \$2050 per term

ESL Tuition – International = \$3900 per term

Materials Fee = \$35 (plus GST)

Technology Fee = \$15

Secondary Student Membership Fee = \$30

Student ID = \$10

STUDENT FINANCIAL SUPPORT

For Canadian citizens or landed immigrants, funding may be available for tuition fees and/or living support.

For more information call (780) 497-4000 or meet with a Student Finance/Award Advisor.

LOCATION

Alberta College Campus
10050 MACDONALD DRIVE

CLASSES

Classes are held during the day for a total of 22.5 hours per week, Monday to Friday, as follows:

Fall Term (15 weeks)

September to December, 2006

Winter Term (15 weeks)

January to April, 2007

Spring Term (15 weeks)

May to August, 2007

FACULTY AND STAFF

Instructional staff with the English Language Institute are required to have post-graduate training in TESL (Teaching English as a Second Language).

FOR FURTHER INFORMATION

MacEwan English Language Institute
(780) 497-4000

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140

GENERAL BUSINESS STUDIES

(School of Business)

www.business.macewan.ca

THE PROGRAM

Is a career in business where you want to be, but you've got a few barriers standing in your way? Let MacEwan's General Business Studies be the bridge to your success. Take the courses you need - like program, elective or upgrading courses while you work toward your chosen career.

CAREER POTENTIAL

General Business Studies offers you the flexibility to complete admission requirements while getting started on college or university courses. This is a bridging option to higher education - an asset to any career.

TRANSFERABILITY

The courses you take prepare you for admission to college or university programs at MacEwan, while at the same time allowing you to complete credit courses from the program you intend to apply for. Where you go from there depends on the program you enter and the career opportunities it will prepare you for.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

PROGRAM OF STUDY

What you study depends on whether you need upgrading courses and on your program of choice.

FOR FURTHER INFORMATION AND APPLICATION PROCEDURE

General Business Studies

Please contact the program advisor of the School of Business Program in which you are interested. Contact numbers are included within each program's calendar listing.

Email: bridgetosuccess@macewan.ca

PREPARATION FOR UNIVERSITY AND COLLEGE

(Faculty of Arts and Science)
www.macewan.ca/preparation

THE PROGRAM

Preparation for University and College provides a full range of core high school equivalent courses that are the prerequisites for entrance to university or college programs, skills training programs, apprenticeship training, or technical institutes.

CAREER POTENTIAL

Preparation for University and College is an essential first step towards the achievement of a student's career goal. This program allows most students to complete all of their prerequisites within a year and thus fast track their way into the program of their choice.

TRANSFERABILITY

Courses offered are accepted for admission purposes by all post-secondary institutions within Alberta and Canada.

ADMISSION

Applicants must be able to read and write at a minimum level of grade 10. Applicants presenting transcripts with course work completed more than two years ago will be required to write a placement test to determine their current academic standing and placement level in the program.

APPLICATION PROCESS

To apply to this program, submit the following to the Office of the Registrar:

- A completed, signed application form
- A \$50.00 non-refundable application fee

Applicants will receive an acknowledgement package when their completed application and non-refundable fee has been received by the Office of the Registrar. Applicants with a transcript or pre-requisites over two years old must write the placement test and have a meeting with the advisor to discuss test results and career goals. Funding may be available to students to cover the cost of tuition fees and some course materials. For more information,

call (780) 497-4029 or the Student Finance/Award Advisor.

PROGRAM OF STUDY

INST.		HRS	CR.
ENGL 0101	English 10-1	(90:0:0)	5
ENGL 0102	English 10-2	(90:0:0)	5
ENGL 0015	*	(90:0:0)	5
ENGL 0201	English 20-1	(90:0:0)	5
ENGL 0202	English 20-2	(90:0:0)	5
ENGL 0301	**	(90:0:0)	5
ENGL 0302	***	(90:0:0)	5
SOST 0030	Social Studies 30	(90:0:0)	5
MATH PR10	Mathematics Preparation 10	(90:0:0)	5
MATH 010P	Pure Mathematics 10	(90:0:0)	5
MATH 020P	Pure Mathematics 20	(90:0:0)	5
MATH 030P	Pure Mathematics 30	(90:0:0)	5
MATH 0031	Math 31	(90:0:0)	5
SCIE 0010	Science 10	(90:0:0)	5
PHYS 0020	Physics 20	(90:0:0)	5
PHYS 0030	Physics 30	(90:0:0)	5
CHEM 0020	Chemistry 20	(90:0:0)	5
CHEM 0030	Chemistry 30	(90:0:0)	5
BIOL 0020	Biology 20	(90:0:0)	5
BIOL 0030	Biology 30	(90:0:0)	5
CMSK 0011	Introduction to Computer Application Skills I	(35:40:0)	5
CMSK 0015	Introduction to Computers Level II	(35:40:0)	5

Courses are offered during the daytime Monday through Friday in the following terms:

Fall Term (13 weeks)

September 11 to December 8, 2006

Winter Term (13 weeks)

January 3 to April 6, 2007

Spring Term (13 weeks)

April 23 to July 20, 2007

Evening courses have separate start and end dates, please consult the program for further details.

Preparation for University and College programming is held at the Alberta College Campus of Grant MacEwan College. The Alberta College Campus is situated at 10050 MacDonald Drive.

- * Bridge to Academic English
- ** Senior Academic English
- *** Senior Non-Academic English

INSTRUCTIONAL STAFF

Anne Bothwell

Instructor

Andrew Buhr

Instructor

Malcolm Connell

Instructor

Lewis Davies

Instructor

Son Doan

Instructor

Bob Fairbairn

Instructor

Dwayne Jiry

Instructor

Debra Lenton

Instructor

Donna Mckenzie

Instructor

Anne Marie Ogston

Instructor

Rod Rash

Instructor

Martin Tucker

Instructor

FOR FURTHER INFORMATION

Preparation for University and College
Room 121

Grant MacEwan College

Alberta College Campus

10050 MacDonald Drive

Edmonton, Alberta T5J 2B7

(780) 497-4029

E-mail: collegeprep@macewan.ca

Certificate and Diploma Programs

ABORIGINAL POLICE STUDIES

ACCOUNTING AND STRATEGIC MEASUREMENT

ACUPUNCTURE

ARTS AND CULTURAL MANAGEMENT

ASIA PACIFIC MANAGEMENT

CORRECTIONAL SERVICES

DESIGN STUDIES

DISABILITY MANAGEMENT IN THE WORKPLACE

DISABILITY STUDIES: LEADERSHIP AND COMMUNITY

EARLY CHILDHOOD DEVELOPMENT

EMERGENCY COMMUNICATIONS AND RESPONSE

FINE ART

GENERAL STUDIES

HEARING AID PRACTITIONER

HOLISTIC HEALTH PRACTITIONER

HUMAN RESOURCES MANAGEMENT

INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY

JOURNALISM

LEGAL ASSISTANT

MANAGEMENT STUDIES

MASSAGE THERAPY

MENTAL HEALTH

MUSIC

NURSE CREDENTIALLING

OCCUPATIONAL HEALTH NURSING

OFFICE ASSISTANT

POLICE AND SECURITY

POST-BASIC NURSING PRACTICE: HOSPICE PALLIATIVE CARE & GERONTOLOGY

PSYCHIATRIC NURSING

PUBLIC RELATIONS

SOCIAL WORK

SPECIAL NEEDS EDUCATIONAL ASSISTANT

THEATRE ARTS

THEATRE PRODUCTION

THERAPIST ASSISTANT

TRAVEL

VOLUNTARY SECTOR MANAGEMENT

Note: With program descriptions, U of A refers to the University of Alberta, U of C refers to the University of Calgary, U of L refers to the University of Lethbridge, and AU refers to Athabasca University.

ABORIGINAL POLICE STUDIES

(Faculty of Health and Community Studies)

www.macewan.ca/aboriginalpolice

INTRODUCTION

Policing in the 21st century is a demanding and rewarding career choice. The demand for Aboriginal police members continues to increase.

To be successful, you need the skills and theories that put you at the front line – helping the people within your community. The Aboriginal Police Studies Certificate prepares you for a career with Aboriginal, Federal, or Municipal police services. The 9-month certificate provides students with a solid basis in police techniques and the law. As well, the program provides an opportunity for Aboriginal students to explore their own sense of cultural identity, understand the relationships and dynamics within and between Aboriginal and Western cultures, examine criminal justice issues, examine the impact of historical events on the Aboriginal culture, and develop crisis intervention techniques.

In addition, there is a focus on computer skills, physical fitness, and recruitment testing preparation. MacEwan’s close partnerships with law enforcement agencies helps you pick up practical experience through a 2-week field placement opportunity in the final month of the program.

The demand for police officers will continue as a result of rapid societal change, shifting demographics, and evolving technology. There is a demand for police officers dedicated to the community, dedicated to problem-solving, and dedicated to making a difference. Let Grant MacEwan College’s Aboriginal Police Studies Program provide you with the skills and knowledge to put you on track for a police career.

POTENTIAL

Graduates from the Aboriginal Police Studies program may gain employment with Aboriginal, Federal or Municipal police services across Canada. Graduates must apply directly to a police service and meet their minimum standards. As well, graduates may find careers in the dynamic and challenging field of investigations and security as government, private and corporate investigators or security personnel.

TRANSFERABILITY

Up to 15 credits transfer to the Police Studies diploma in the Police and Security Program at Grant MacEwan College. Up to 12 credits transfer to the Investigations and Security Management diploma in the Police and Security Program at Grant MacEwan College.

THE PROGRAM

The certificate program consists of 33 credits and is completed through full-time day studies over 9 months.

Full-time program entry occurs each Fall only. The program is offered at the MacEwan’s City Centre Campus

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted.

When admission becomes competitive, academic performance is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent), or GED.

MATURE ADMISSION

Not applicable.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion AND be eligible to enter READ 0089 by the start of the first term OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan’s full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to complete the following

- Fitness test – applicants must meet the minimum standard (rating of 1) for each of the fitness test components and achieve a total minimum score of 16/40.
- Written professional and career profile document – includes knowledge of the roles and responsibilities of practitioners in the career field; knowledge of current issues affecting the career field; knowledge of career opportunities; and demonstrates good written communication skills.

Accepted applicants are required to present a current clear Security Clearance before the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

TERM I (SEPTEMBER – DECEMBER)		INST. HRS. CR.	
ENGL 111	Communications	45:0:0	3
MHST 100	Historical Foundations	30:0:0	2
PSSC 112	Policing in Canada	45:0:0	3
PSSC 121	Law and the Administration of Justice	45:0:0	3
PSSC 150	Police Career and Lifestyle Management	0:120:0	2
PSSC 160	Preparation for Police Assessments	30:30:0	2
TAST 108	Technology Applications in Education	45:0:0	3
TERM II (JANUARY – APRIL)			
MHST 101	Interpersonal Communications – Fostering Helping Relationships in Native Communities	30:15:0	3
MHST 130	Aboriginal Issues and Crisis Intervention Techniques	60:0:0	4
PSSC 102	Criminal Investigation	45:0:0	3
PSSC 122	Criminal Law	45:0:0	3
PSSC 150	Police Career and Lifestyle Management (cont'd)		
PSSC 160	Preparation for Police Assessments (cont'd)		
TERM III (MAY)			
PSSC 171	Field Placement	0:0:80	1
PSSC 172	Integration Seminar	0:0:15	1

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

David Patterson, LLB
Chair

Karen Adams, MEd
Instructor

Jeff Calkins, BHK
Instructor

Bill Hanson
Instructor

Oceanna Hall, MEd
Instructor

Jim Myklebust
Instructor

Jo Whitford
Program Consultant

Lynn Frasch
Program Secretary

FURTHER INFORMATION

Aboriginal Police Studies
(780) 497-4087
Email: whitfordj@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



ACCOUNTING AND STRATEGIC MEASUREMENT

(School of Business)

www.macewan.ca/accounting

INTRODUCTION

- Accounting Technology Certificate
- Accounting and Strategic Measurement Diploma
- Accounting and Strategic Measurement Diploma, Co-operative Education Major

The Accounting and Strategic Measurement Program provides multiple opportunities to enter or exit the program, or progress to more advanced studies. Students have the option of working toward either the one-year Accounting Technology Certificate or a two-year diploma. Students also have the opportunity to apply their diploma toward the first two years of the Bachelor of Applied Business Administration - Accounting.

Accounting Technology Certificate

The Accounting Technology Certificate program is designed to provide students with practical, marketable skills in today's business market. With skills in accounting and computing, graduates may pursue employment in administrative or financial positions. Students enrolled in the full-time, day sections carry and use laptop computers throughout the program to help maximize learning; they are responsible for the hardware and software costs.

CAREER POTENTIAL

Students completing the Accounting Technology Certificate typically find entry-level positions as accounting technicians, accounting clerks, and bookkeepers. Common positions include accounts receivable clerk, accounts payable clerk, accounting technician, and bookkeeper. Graduates work in a variety of environments such as government, industry, accounting firms, financial institutions, hospitals, and consulting firms.

WHO SHOULD APPLY

The Accounting Technology Certificate program is well suited to students who are seeking a career in accounting. Successful students are self-motivated and have demonstrated effective oral and written communication skills. Analytical skills and the ability to work in a team environment are valuable assets. Technology is an important component of the certificate; therefore, students need to have a basic understanding of the computing environment.

TRANSFERABILITY

On completion of the certificate, a student is eligible to continue as a second-year student in the Accounting and Strategic Measurement Diploma Program. Students completing the certificate program may also apply for exemption with the Canadian Institute of Bookkeeping (CIB). Individual courses are transferable to the Institute of Chartered Accountants of Alberta (CA), the Certified General Accountants of Alberta (CGA), and the Certified Management Accountants of Alberta (CMA).

THE PROGRAM

The Accounting Technology Certificate is primarily a part-time evening program consisting of 10 courses completed over a two- to four-year period. These 10 courses are equivalent to the first year of the diploma program. As well, a full-time, day program will start in January 2007. Please email accounting@macewan.ca for further information.

Accounting and Strategic Measurement Diploma

Success in today's business world depends on sound decisions based on timely, accurate, and well directed financial information. You can be a part of this success with a career in accounting. Students carry and use a laptop computer throughout the program to help maximize learning; they are responsible for the hardware and software costs.

CAREER POTENTIAL

The Accounting and Strategic Measurement Program integrates technology into the educational environment, giving graduates unequalled leverage over traditional programs. Most graduates apply their training and skills as accountants; positions include analysts, junior accountants, payroll accountants, financial accountants, cost accountants, assistant controllers, and accounting technicians. With experience, graduates can move into supervisory positions in these or related areas. Graduates are employed in private business, public accounting firms, financial institutions, government, hospitals, industry, and consulting firms.

Graduates of the Accounting and Strategic Measurement Program may apply the diploma toward MacEwan's Bachelor of Applied Business Administration - Accounting, or post diploma degrees from Athabasca University or the University of Lethbridge. Individual courses are transferable to the Institute of Chartered Accountants of Alberta (CA), the Certified General Accountants of Alberta (CGA), and the Certified Management Accountants of Alberta (CMA).

THE PROGRAM

Prepare for the changes and challenges of modern day accounting with this stimulating two-year program. Explore accounting procedures and principles as you progress through basic management, cost and financial accounting, finance, taxation, computer applications, and management skills.

If you are unable to attend college full-time but are interested in courses from this program or exemption courses for the CA, CGA, or CMA programs, part-time study is available. Please email accounting@macewan.ca.

WHO SHOULD APPLY

The Accounting and Strategic Measurement Program is well suited to students who are self motivated and seeking a career in accounting. Successful students should have strong oral and written communication skills, and must be able to synthesize and analyze information. Critical thinking and problem solving skills are valuable assets, along with the ability to work in a team environment. Technology is an integral component of the program; therefore, students need to enter the program with an understanding of the computing environment.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older and out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) with a minimum grade of 65 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Accounting Technology Certificate

TERM I		INST. HRS.	CR.
ACCT 111	Financial Accounting I*	45:0:0	3
MCSP 131	Business Computing*	45:0:0	3
LEGL 210	Business Law I*	45:0:0	3
ENGL 111	Communications*	45:0:0	3
Elective		45:0:0	3
(Students interested in the Bachelor of Applied Business Administration – Accounting must take MGMT 131 Marketing* or equivalent for their elective)			
TERM II			
ACCT 161	Financial Accounting II*	45:0:0	3
ACCT 164	Information Technology II*	45:0:0	3
ACCT 166	Presentation and Communications*	45:0:0	3
or			
ENGL 211	Business Communications*	45:0:0	3
ACCT 218	Management Accounting I*	45:0:0	3

ACCT 162 Practical Tax Applications* 45:0:0 3

*Required for entry into the Bachelor of Applied Business Administration – Accounting.

Accounting and Strategic Measurement Diploma

TERM I		INST. HRS.	CR.
ACCT 111	Financial Accounting I*	45:0:0	3
MCSP 131	Business Computing*	45:0:0	3
LEGL 210	Business Law I*	45:0:0	3
ENGL 111	Communications*	45:0:0	3
Elective		45:0:0	3
(Students interested in the Bachelor of Applied Business Administration – Accounting must take MGMT 131 Marketing* or equivalent for their elective)			

TERM II		INST. HRS.	CR.
ACCT 161	Financial Accounting II*	45:0:0	3
ACCT 164	Information Technology II*	45:0:0	3
ACCT 166	Presentation and Communications*	45:0:0	3
or			
ENGL 211	Business Communications*	45:0:0	3
ACCT 218	Management Accounting I*	45:0:0	3
ACCT 162	Practical Tax Applications*	45:0:0	3

TERM III		INST. HRS.	CR.
ACCT 211	Financial Accounting III*	45:0:0	3
ACCT 215	Quantitative Decision Support*	45:0:0	3
ACCT 268	Management Accounting II*	45:0:0	3
Elective – Economics*		45:0:0	3
CHOOSE ONE OPTION:			
ACCT 214	Introduction to Accounting Software	45:0:0	3
ACCT 264	Information Technology III	45:0:0	3

TERM IV		INST. HRS.	CR.
MGMT 122	Organizational Behaviour*	45:0:0	3
ACCT 255	Financial Management*	45:0:0	3
ACCT 261	Financial Accounting IV*	45:0:0	3
ACCT 275	Accounting Information Systems*	45:0:0	3
ACCT 318	Management Accounting III*	45:0:0	3

*required for entry to the Bachelor of Applied Business – Accounting

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FOR FURTHER INFORMATION

Accounting Technology Certificate
(780) 497-5221
Email: accounting@macewan.ca

Accounting and Strategic Measurement
Diploma
Telephone: (780) 497-5221
Email: accounting@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140

Accounting and Strategic Measurement Diploma: Co-operative Education Major

Success in today's business world depends on sound decisions based on timely, accurate, and well directed financial information. The Co-operative Education Major fully integrates current technology with student learning. Students carry and use a laptop computer to help maximize learning; they are responsible for the hardware and software costs.

CAREER POTENTIAL

Students completing the Co-operative Education Major have always been in high demand. Graduates are employed in private business, public accounting, financial institutions, government, and industry as senior accountants, managers, and assistant controllers. Add the experience and learning abilities acquired through the integration of technology, and graduates have unequalled leverage over graduates of traditional programs.

Graduates of the Co-operative Education Major may apply the diploma toward MacEwan's Bachelor of Applied Business Administration – Accounting or post diploma degrees from Athabasca University or the University of Lethbridge. Individual courses are transferable to the Institute of Chartered

Accountants of Alberta (CA), the Certified General Accountants of Alberta (CGA), and the Certified Management Accountants of Alberta (CMA).

THE PROGRAM

The Co-operative Education Major requires students to work in their field of study for 15 weeks (January to April) in their first and second years of college. Students gain valuable work experience and get an opportunity to make important business contacts in their profession.

WHO SHOULD APPLY

The Co-operative Education Major in the Accounting and Strategic Measurement Program is aimed at students who are self-motivated and committed to both classroom learning and practical experience in an accounting office.

Successful students should have strong oral and written communication skills and the ability to present themselves professionally to co-op employers. Critical thinking and problem-solving skills are valuable assets along with the ability to work in a team environment. Technology is an integral component of the program; therefore, students need to enter the program with an understanding of the computing environment.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older and out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) with a minimum grade of 65 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Accounting and Strategic Measurement Diploma:

Co-Operative Education Major

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
ACCT 111	Financial Accounting I*	45:0:0	3
MCSP 131	Business Computing*	45:0:0	3
ACCT 136	Co-Operative Job Awareness	30:0:0	2
ACCT 162	Practical Tax Applications*	45:0:0	3
ENGL 111	Communications*	45:0:0	3
Elective		45:0:0	3

(Students interested in the Bachelor of Applied Business Administration – Accounting must take MGMT 131 Marketing* or equivalent for their elective)

CO-OP WORK EXPERIENCE SEGMENT (JANUARY – APRIL)

ACCT 163	Co-op Work Placement I	0:0:500	3
----------	------------------------	---------	---

TERM II (MAY – AUGUST)

ACCT 161	Financial Accounting II*	45:0:0	3
ACCT 164	Information Technology II*	45:0:0	3
ACCT 166	Presentation and Communications*	45:0:0	3
or			
ENGL 211	Business Communications*	45:0:0	3
ACCT 218	Management Accounting I*	45:0:0	3
LEGL 210	Business Law I*	45:0:0	3

TERM III (SEPTEMBER – DECEMBER)

ACCT 211	Financial Accounting III*	45:0:0	3
ACCT 215	Quantitative Decision Support*	45:0:0	3
ACCT 268	Management Accounting II*	45:0:0	3
Elective – Economics*		45:0:0	3
CHOOSE ONE OPTION:			
ACCT 214	Introduction to Accounting Software	45:0:0	3
ACCT 264	Information Technology III	45:0:0	3

CO-OP WORK EXPERIENCE SEGMENT (JANUARY – APRIL)

ACCT 263	Co-op Work Placement II	0:0:500	3
----------	-------------------------	---------	---

TERM IV (MAY – AUGUST)

MGMT 122	Organizational Behaviour*	45:0:0	3
ACCT 255	Financial Management*	45:0:0	3
ACCT 261	Financial Accounting IV*	45:0:0	3
ACCT 275	Accounting Information Systems*	45:0:0	3
ACCT 318	Management Accounting III*	45:0:0	3

*required for entry to the Bachelor of Applied Business Administration – Accounting

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FURTHER INFORMATION

Accounting and Strategic Measurement Diploma
Co-operative Education Major
(780) 497-5221
Email: accounting@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140

FACULTY AND STAFF

Sharon Ramstad, MBA, CMA
Chair

William Barnhouse, CMA
Instructor

Gary Biggs, MBA, CA, CMA
Instructor

Barry Dwornik, B.Comm, CA
Instructor

Tom Gee, MBA, CA
Instructor

Karen Gulbraa, CGA
Instructor

Tamas Lukacs, CGA
Instructor

Odette Pinto, MBA, CGA
Co-op Co-ordinator

Doug Ringrose, MEd, CPA
Instructor

Bill Venables, P.Eng, CNE, CCNA, CCAI
Instructor

Jerry Zdril, CGA
Instructor

Brian Zwicker, MBA, CA
Instructor

Jean St. Arnaud
Instructional Assistant

Alicia Dewbury
Program Consultant

Victoria Holloway, BA
Program Consultant

ADVISORY COMMITTEE

Brian Fischer
*Chief Financial Officer –
Innovation and Science*

Brian Douglas
Canada Customs and Revenue

Judy Saylor
Saylor's Employment

Drew Thomsom
CMA Alberta

Tricia Veer
Certified General Accountant's Association



ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Conditionally accepted applicants must provide or complete the following:

- Current clear Security Clearance by the start of the first term.
- Receipt of the first in the series of Hepatitis B injections by the start of the first term, with completion of the other two injections in the series within six months of starting the program.
- Current Standard First Aid certification by the *end of the second term.

*Provisional Admission – Provisional admission may be assigned to an applicant who has been offered admission to a program in one of the above admission categories. The offer of admission is provisional based on completion of specified conditions that must be satisfied within the first year of enrolment and by the date specified in the offer. Access to courses, activities, and/or field placement or clinical studies may be limited until all provisional requirements are met.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)

		INST. HRS.	CR.
ACUP 100	Foundations of Traditional Chinese Medicine I	60:0:0	4
ACUP 106	Medical Terminology	15:0:0	1
ENGL 111	Communications	45:0:0	3
HLSC 120	Human Anatomy	45:0:0	3
HLSC 122	Human Physiology	90:0:0	6

TERM II (JANUARY – APRIL)

ACUP 101	Meridian Systems and Acupuncture Points I	45:45:0	5
ACUP 102	Foundations of Traditional Chinese Medicine II	45:0:0	3
ACUP 104	Diagnostics in Traditional Chinese Medicine	45:0:0	3
HLSC 122	Human Physiology (cont'd)		

TERM III (MAY – JUNE)

ACUP 103	Meridian Systems and Acupuncture Points II	45:30:0	4
ACUP 108	Clinical Observation	0:0:30	1
ACUP 109	Foundations of Traditional Chinese Medicine III	45:0:0	3
MMID 133	Medical Microbiology and Infectious Diseases	45:0:0	3

YEAR II

TERM IV (SEPTEMBER – DECEMBER)

ACUP 110	Meridian Systems and Acupuncture Points III	45:30:0	4
ACUP 112	Traditional Chinese Medicine Internal Therapeutics I	30:0:0	2
ACUP 113	Clinical Observation and Practice I	0:0:60	1
ACUP 203	Therapeutic Principles of Acupuncture Point Selection and Combination	15:15:0	1
ACUP 205	Traditional Chinese Medicine Modalities I	15:15:0	1
HLSC 222	Pathophysiology	45:0:0	3

TERM V (JANUARY – APRIL)

ACUP 201	Meridian Systems and Acupuncture Points IV	30:15:0	2
ACUP 204	Traditional Chinese Medicine Internal Therapeutics II	45:0:0	3
ACUP 208	Clinical Observation and Practice II	0:120:0	2
ACUP 210	Traditional Chinese Medicine Modalities II	30:15:0	3
ACUP 213	Traditional Chinese Medicine External Therapeutics I	30:0:0	2

TERM VI (MAY – JUNE)

ACUP 209	Internal Medicine	45:0:0	3
ACUP 211	Traditional Chinese Medicine Internal Therapeutics III	45:0:0	3
ACUP 215	Internship I	0:60:0	1
ACUP 216	Traditional Chinese Medicine External Therapeutics II	45:0:0	3

YEAR III

TERM VII (SEPTEMBER – DECEMBER)

ACUP 206	Traditional Chinese Medicine Nutrition, Lifestyle and Zhong Yao	45:0:0	3
ACUP 214	Clinical Case Studies I	15:0:0	1
ACUP 218	Professional Ethics and Regulations	15:0:0	1
ACUP 220	Internship II	0:0:120	2
ACUP 221	Traditional Chinese Medicine Internal Therapeutics IV	45:0:0	3

TERM VIII (JANUARY – APRIL)

ACUP 111	Meridian-Based Physical Assessment	45:15:0	3
ACUP 303	Internship III	0:0:150	2
ACUP 305	Practice Management and Professional Entry Requirements	45:0:0	3
HLSC 220	Pharmacology for Health Professionals	45:0:0	3

TERM IX (MAY – JUNE)

ACUP 105	Introduction to Qi Gong and Tui Na	15:15:0	1
ACUP 219	Clinical Case Studies II	30:0:0	2
ACUP 304	Internship IV	0:0:90	2
ACUP 311	Acupuncture Safety Course (Clean Needle Technique)	15:0:0	1

* A minimum grade of C is required on all ACUP courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

All the courses of the program directly related to TCM are taught by Registered Acupuncturists with extensive clinical and teaching experience. Basic Western Medical Sciences are taught by specialists in the related fields. Guest lecturers, experts in the field of TCM also participate in a Continuing Education Program. New, highly qualified faculty continue to be recruited by the college as needed.

Marc Raedschelders, BScPT, RAc, DiplAc (NCCAOM)
Chair

Jiulin Wang, BSc, MSc, RAc, LAc, TCMD (PR China)
Instructor

King S. Wong, BSc, RAc, LAc, TCMD (PR China)
Clinic Supervisor

Jane Fan, B.Sc, TCMD, RAc.
Instructor

Vladyslav Guziy RAc.
Instructor

Sabrina Heglund, (Dip.) D.H.,BDSc, MHS
Instructor

Kevin Larocque, BSc, DC
Instructor

Michael McFarlane B.Sc, RAc., ADS
Instructor

Shusheng Tai PhD.
Instructor

Darren Tellier, BA, RAc
Instructor

Blanca Vanier, RAc
Instructor

Fu-Lin Wang, PhD, RAc
Instructor

Denise Knowles
Program Consultant

GUEST LECTURERS

Li-Chun Huang MD (China) ,OMD

Les Moncrieff RAc., ADS (NADA Trainer)

ADVISORY COMMITTEE

The Advisory Committee of the Acupuncture Program consists of executive members of several professional acupuncture associations as well as representatives of other health care providers and institutions.

FOR FURTHER INFORMATION

Acupuncture
 (780) 497-5168
 Email: knowlesd@macewan.ca
 Website: www.macewan.ca/acupuncture

TO APPLY

The Registrar
 Grant MacEwan College
 Box 1796, Edmonton, Alberta T5J 2P2
 (780) 497-5140



ARTS AND CULTURAL MANAGEMENT

(Centre for the Arts)

www.macewan.ca/artsmanagement

THE PROGRAM

Turn your interest in the arts into a rewarding career! This practical and innovative certificate program builds on your passion for the arts by helping you develop the marketing and business skills that successful arts professionals need. Learn the fundamentals of financial management, publicity and media relations, marketing, fundraising and grants, computer applications and more. Interactive workshops, seminars, and projects combine to provide you with a practical and engaging experience.

You'll also have an opportunity to practice what you've learned in an exciting 8-week field placement that offers practical experience and valuable contacts with arts and cultural organizations across Canada. Study online, face to face, part time or full time. The choice is yours!

CAREER POTENTIAL

Imagine yourself as the fundraiser for a symphony orchestra or opera company; the general manager of a professional theatre, music, or dance organization; or the marketing and public relations coordinator for an arts and cultural festival.

Graduates have also enjoyed challenging careers as facility managers, fundraising directors, box office and house managers, administrative assistants, and tour coordinators in performing arts organizations, museums and galleries, government agencies and associations, film, publishing, and recording organizations across Canada.

WHO SHOULD APPLY

Successful applicants have excellent oral and written communication skills and are able to relate experience in at least one of the following:

- the field of arts and cultural management
- another administrative or business environment
- an arts discipline
- volunteer experience

Many students have already successfully completed other post-secondary education although that is not a prerequisite. Finally, the common attribute of students in Arts and Cultural Management is a passion for and a belief in the arts.

TRANSFERABILITY

Athabasca University: Graduates will receive 30 credits toward the completion of a BPA in Communication Studies.

Grant MacEwan College: Graduates will receive 24 credits toward the completion of a Management Studies Diploma.

Delivery Options: Study online or in-person. Join us in the classroom for full-time studies or study online full or part-time from the comfort of your own home – anywhere in Canada! Each course has been carefully developed to ensure that whether online or in-person – learning is fun and interactive. **(Please note that the online program is offered from September 15th to July 31st allowing for a two-week break between the fall and winter terms.)**

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent)
OR

Applicants must achieve a minimum overall average of 65 per cent in the following high schools courses with no course grade lower than 50 per cent: ELA 30-1 (or English 30) or ELA 30-2 (or English 33)

One Group A course

One Group B course

One Group C course or Applied Math 30 (or Math 33)

One Group A, B or C course

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under this category.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

All admission categories

Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to submit

- a resume – including volunteer work
- a cover letter – outlining why the applicant is applying to the program. Applicants must be able to relate experience in the field and a commitment to the arts.
- two letters of reference from individuals who can speak to the applicant's suitability for a career in arts management.
- a program questionnaire – applicants must demonstrate effective communication skills, an appreciation of the arts, and prior knowledge of the sector.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY (Classroom Based)

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
AGAD 101	Advocacy and Lobbying	45:0:0	3
AGAD 103	Marketing Principles and Research in the Arts	45:0:0	3
AGAD 105	Financial Management for the Arts	45:0:0	3
AGAD 107	Computer Applications in the Arts	45:0:0	3
AGAD 129	Management Seminar I	0:0:39	2
ENGL 111	Communications	45:0:0	3
TERM II (JANUARY – APRIL)			
AGAD 109	Publicity and Media Relations in the Arts	30:15:0	3
AGAD 121	Applied Marketing in the Arts	45:0:0	3
AGAD 123	Human Resource Management in the Arts	45:0:0	3
AGAD 125	Facility Management*	45:0:0	3
	or		
AGAD 126	Museum/Gallery Management**	45:0:0	3
AGAD 127	Fundraising and Grants	45:0:0	3
AGAD 130	Management Seminar II	0:0:39	2
TERM III (MAY – JUNE)			
AGAD 131	Field Placement in Arts and Cultural Management	0:0:280	5
AGAD 133	Field Placement Integration	0:0:15	1

* for those students primarily interested in the performing arts
 ** for those students with a visual arts interest

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Rose Ginther, BA (Alberta)

Chair/Instructor

Jim Draginda, BA (B.C.)

Instructor

Ken Graham, BEd (Alberta)

Instructor

Shawn Gramiak, Radio and Television Arts Diploma (NAIT)

Instructor

Donna Lemieux, BA (Alberta)

Instructor

Al Rasko,

Instructor

Doug Ringrose, MEd, CPA (Alberta)

Instructor

Denise Roy, BA, MEd (Alberta)

Instructor

Virginia Stephen, MA (B.C.)

Instructor

Darka Tarnowsky, BSc (Alberta)

Instructor

Alana Broomfield,

Secretary

ADVISORY COMMITTEE

Cindy Burgess

Outreach Assistant, Arts Outreach – Grant MacEwan College

Melanie Cheek

Owner/Operator – Spirit River Distribution

David Chereos

General Manager – Theatre Network

Troy Funk

Marketing and Public Relations Coordinator – Arden Theatre

Vince Gaspari

Special Projects Coordinator – Edmonton Art Gallery

Joan Greabeiel

MBA Career Services, University of Alberta

Mieko Ouchi

Director/Producer – Mad Shadow Films Inc.

Laurie Stalker

Grants and Research Officer, Edmonton Arts Council

Tim Willis

Marketing, Communications and Education – Provincial Museum of Alberta

FOR FURTHER INFORMATION

Rose Ginther

Chair, Arts and Cultural Management

(780) 497-4415

Email: gintherr@macewan.ca

www.macewan.ca/artsmanagement



ASIA PACIFIC MANAGEMENT

(School of Business)

www.macewan.ca/asiapacific

INTRODUCTION

The Asia Pacific Management Diploma Program is an international business program designed to prepare Canadian and international students to launch a career in international business and management. The program of study cultivates the skills and insights required to be successful in domestic and international economies.

International business and cross-cultural skills are fast becoming an indisputable requirement in today's global economy. With the Asia Pacific region as Canada's second largest trade partner, success in this region requires employees with international business skills as well as knowledge of the cultural and business environment in Asia.

THE PROGRAM

The Asia Pacific Management Diploma Program is a 71 credit, two-year program designed to prepare students for global business. Students can expect a full range of traditional, academic business courses plus specialized practical coursework in Asian culture, language, history, intercultural communications, and international business principles, as well as an overseas practicum in Asia.

CAREER POTENTIAL

The Asia Pacific Management Diploma is ideal for individuals interested in a career in international business with a focus on the Asia Pacific region. In addition to the usual employment opportunities available to business diploma graduates, graduates may join an increasing number of Canadian companies and agencies active in international exchanges, as well as Canadian companies serving an ever-growing number of Asian clients. Graduates can also join the list of successful entrepreneurs with an Asian customer base. The Asia Pacific Management Diploma also makes an excellent post-degree diploma.

WHO SHOULD APPLY

The Asia Pacific Management Diploma program is a demanding program, and ideal for students who are interested in an international business career. It is also suited for those who eventually want a business degree.

The program appeals to students who are:

- interested in trade and commerce
- curious about the impact of globalization on the world economy
- committed to learning about Asian language and business culture
- flexible and adaptable enough to work in other cultures.

TRANSFERABILITY

Students have the option to continue their education at any Alberta university. Students may apply directly to the Bachelor of Commerce program at the University of Alberta for third-year studies.

The Asia Pacific Management Diploma is also accepted at the University of Lethbridge toward the first two years of the post-diploma Bachelor of Management degree program (offered in Edmonton, Calgary, and Lethbridge). Credits are also transferable to the University of Calgary and Athabasca University.

Graduates of the Asia Pacific Management Diploma Program may receive up to 48 credits in MacEwan's Bachelor of Applied International Business and Supply Chain Management Program.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Pure Mathematics 30 (or Math 30),
OR (Transitional Math 101 with 75% or higher)
3. One Group A course
4. One Group C course
5. One Group A, B or C course

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under Mature Admission. Applicants must achieve a minimum overall average of 65 per cent in the following courses with no grade lower than 50 per cent.

- ELA 30-1 (or English 30) OR successful completion of the reading and writing portions of the Skills Appraisal exam.

AND

- Pure Mathematics 30 (or Math 30) OR successful completion of the math portion of the Skills Appraisal exam OR Transitional Math 101 with a minimum grade of 75 per cent.

TRANSFER ADMISSION

Applicants who have achieved a minimum 2.0 AGPA on a 4.0 scale in at least 24 university transfer credits, or 30 post-secondary credits, can apply under this category.

Applicants must also complete the high school courses and requirements as listed under the Regular Admission category.

PROBATION ADMISSION

This admission category will only be used if the program is not filled by Regular, Mature or Transfer applicants. A limited number of probationary admissions may be granted to applicants with a minimum cumulative post-secondary AGPA of less than 2.0 on a 4.0 scale. Those accepted will be placed on probation.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- Mature Admission only
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must achieve a minimum overall average of 65 per cent in the following courses with no grade lower than 50 per cent:

- ELA 30-1 (or English 30)
- Pure Mathematics 30 (or Math 30) OR Transitional Math with minimum with a minimum grade of 75 per cent.

OR

- complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	CR.
BUSN 201	Introduction to Canadian Business	45:0:0	3
CHIN 101	Introductory Chinese I*	75:0:0	3
or			
JAPN 101	Introductory Japanese I*	75:0:0	3
ECON 101	Introduction to Microeconomics	45:0:0	3
ENGL 111	Communications	45:0:0	3
MGT103	Probability and Statistics	45:15:0	3

TERM II

CHIN 102	Introductory Chinese II*	75:0:0	3
or			
JAPN 102	Introductory Japanese II*	75:0:0	3
CMPT 157	Introduction to Computing for Business	45:36:0	3
ECON 102	Introduction to Macroeconomics	45:0:0	3
LEGL 210	Business Law I	45:0:0	3
ORGA 201	Introduction to Management	45:0:0	3

Students must complete four of the following one-credit elective choices during the first year:

CLTR 101	Intercultural Communications I	15:0:0	1
CLTR 103	Philosophy of Thought in China and Japan	15:0:0	1
CLTR 104	Society and Culture in East Asia	15:0:0	1
CLTR 105	Society and Culture in ASEAN Countries	15:0:0	1
INTB 104	Global Business Trends	15:0:0	1
INTB 105	Canada and the Asia Pacific	15:0:0	1
INTB 211	Preparation for Introductory Accounting	15:0:0	

The selection of one-credit electives offered may vary from year to year.

*Alternate language courses are available for students with advanced language skills.

YEAR II

TERM III

ACCT 311	Introductory Accounting	60:0:0	3
CHIN 201	First Year University Chinese I*	75:0:0	3
or			
JAPN 201	Basic Japanese III*	75:0:0	3
INTB 403	International Business and Trade Management	45:0:0	3
MARK 301	Fundamentals of Marketing	45:0:0	3
POLS 261	Asia Pacific Political Systems	45:0:0	3

TERM IV

CHIN 202	First Year University Chinese II*	75:0:0	3
or			
JAPN 202	First Year University Japanese II*	75:0:0	3
FNCE 301	Introductory Finance	45:0:0	3
FNCE 404	International Finance	45:0:0	3
HIST 281	Asia Since A.D. 1500	45:0:0	3
MARK 403	International Marketing	45:0:0	3

Students must complete four of the following one-credit elective choices during the second year:

INTB 204	Trade Logistics	15:0:0	1
INTB 205	Independent Project	15:0:0	1
INTB 206	Managerial Accounting	15:0:0	1
INTB 207	Business Negotiations in Asia	15:0:0	1
INTB 208	Doing Business in ASEAN Countries	15:0:0	1
INTB 209	Doing Business in Asia	15:0:0	1
INTB 212	Preparation for Basic Principles in Finance	15:0:0	1
INTB 213	Orientation to Asia	15:0:0	1
ASCM 211	Business Ethics	15:0:0	1

The selection of one-credit electives offered may vary from year to year.

TERM V

INTB 200	Asia Pacific Practicum	10:0:255	3
----------	------------------------	----------	---

For a minimum of six weeks, students work in the Asia Pacific with a company that is active in the Asia Pacific region. Alternatively, students may undertake to complete a business project, in consultation with the program. **Note:** Students will be assessed tuition for the practicum.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

- Mark Arnison, MBA (Alberta)**
Chair
- Brian Keller, BComm, BA, LLB**
Director, Asia Pacific Management Practicum
- Shelly Brownlee, BA**
Advisor
- Brigitte Rondeau**
Project Assistant

ADVISORY COMMITTEE

- John Cotton**
Energy Industries & Services
Alberta Economic Development
- Shirley Kwan**
Public Member at Large
- John Martin**
Public Member at Large
- Dale Warick**
Prairie Mountain Trading Ltd.
- Cally Wesson**
Graduate, Asia Pacific Management

FOR FURTHER INFORMATION

Asia Pacific Management
(780) 497-5234
www.macewan.ca/asiapacific

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



CORRECTIONAL SERVICES

(Faculty of Health and Community Studies)

www.macewan.ca/corrections

INTRODUCTION

The Correctional Services diploma equips graduates to work in a variety of positions in the corrections/criminal justice field, including community agencies, correctional institutions, court-related programs, and related human service careers. Graduates work with adults and youth who have come into conflict with the law or are at risk of becoming involved with the law. The program provides theoretical knowledge, skill development, and practical experience for the entry-level corrections/criminal justice worker.

CAREER POTENTIAL

Graduates are employed by both the provincial and federal governments, as well as non-governmental agencies. Graduates have obtained employment as probation or parole officers, youth workers, counsellors, addictions counsellors, correctional officers, case workers, police officers, native liaison workers, and other related positions. Many graduates have moved into administrative and managerial positions in corrections/criminal justice agencies. Program graduates will establish a network of career contacts through field placement and class activities. Graduates apply directly to corrections/criminal justice or related agencies and must demonstrate that they meet the minimum position requirements. Shift work is often required, and many entry positions are by way of part-time work.

Some employers in corrections/criminal justice require a fitness test to join their service. Students are encouraged to achieve and maintain required fitness levels.

Graduates may apply the diploma to the third year of the Bachelor of Professional Arts – Criminal Justice degree from Athabasca University. Graduates may also apply the diploma as 30 units of credit towards a Bachelor of Arts (Sociology) degree at the University of Alberta. Transfer is also available towards the Bachelor of Applied Corrections degree at Lethbridge Community College, the

Bachelor of Applied Justice at Mount Royal College, the Bachelor of Human Justice Degree at the University of Regina, or a Bachelor of Arts or Science in Criminal Justice at the University of Great Falls. The diploma is also transferable to the Bachelor of Human Services Administration degree at Grant MacEwan College.

THE PROGRAM

The Correctional Services Program stresses the dual yet inseparable functions of the corrections system: protecting the public and assisting offenders to become law-abiding citizens. Security techniques are emphasized, as well as skill development in counselling.

The first year provides a number of foundation courses, concentrating on knowledge of the criminal justice system. Field placement provides the student with practical, first-hand knowledge of corrections.

The second year concentrates on skill development such as counselling techniques, working in institutions and community corrections agencies, and dealing with specific offender populations. The field placement is more demanding, with the expectation that the student practice the application of a number of skills discussed in the classroom.

Health and Community Studies Interdisciplinary Conference

This professional development conference enables students to develop new skills, investigate current trends, and hear experiences of leaders in the health and community services professions. All students will be expected to attend the conference. A special fee will be assessed on registration in the Correctional Services program.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive,

selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) AND be 18 years of age by the end of the first term.

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year by the start of the first term.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Not applicable.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

All applicants are required to submit two letters of reference and an autobiography.

Conditionally accepted applicants are required to present:

- Current clear Security Clearance (or be eligible to apply for a pardon) and have no active Young Offender record
- Current Standard First Aid certification before the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
CORR 100	Human Relations	45:0:0	3
CORR 102	Correctional Law	45:0:0	3
CORR 104	Criminal Justice System	45:0:0	3
CORR 106	Correctional Security	45:0:0	3
ENGL 111	Communications	45:0:0	3

TERM II (JANUARY – APRIL)

CORR 110	Introductory Criminology	45:0:0	3
CORR 112	Correctional Interviewing	45:0:0	3
CORR 114	Field Placement I	0:0:120	2
CORR 116	Integration Seminar I	0:0:30	1
CORR 118	Introduction to Corrections	45:0:0	3
SOCI 100	Introductory Sociology	45:0:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)

CORR 210	Correctional Methods and Practice	45:0:0	3
CORR 212	Correctional Counselling	60:0:0	4
CORR 214	Field Placement II	0:0:240	4
CORR 216	Integration Seminar II	0:0:30	1
PSYC 104	Introductory Psychology	45:0:0	3

TERM IV (JANUARY – APRIL)

CORR 202	Cultural Influences	45:0:0	3
CORR 206	Substance Abuse Intervention	30:0:0	2
CORR 208	Selected Issues	45:0:0	3
CORR 224	Field Placement III	0:0:240	4
CORR 218	Youth and Crime	45:0:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Michelle Andrews, MCA
Chair

Mark Baecker, Dip. Justice Administration
Instructor

Marc Bessette, Dip. Correctional Services
Instructor

Tracey Cyca, MCA
Instructor

Doug Heckbert, MA
Instructor

Kevin Hood, MEd
Instructor

Diane Jeffrey
Instructor

Rae-Ann Lajeunesse, BA
Instructor

Carolyn Lord, MA
Instructor

Rick Robinson, BA
Instructor

Joe Sombach, MSW
Instructor

Tim Williams, MA
Instructor

Barb Easy
Instructional Assistant

Nighisty Sium
Program Secretary

ADVISORY COMMITTEE

Dave Chapman
Section Supervisor
Correctional Service of Canada – Parole

Maureen Collins
Executive Director
Edmonton, John Howard Society

Gloria McKague
Youth Worker
Native Counseling Services of Alberta

Peter Nicholson
Director, Staff College
Alberta Justice

Dr. Bryan Hogeveen
Sociology Professor,
University of Alberta

Malcolm Sallie
Deputy Director, Security
Ft. Saskatchewan Correctional Centre

Janet-Sue Hamilton
Warden
Edmonton Institution for Women

Al Gordon
Program Director
Catholic Social Services

Dr. Vincent Roper
Associate Professor
Athabasca University

FOR FURTHER INFORMATION

Barb Easy
Instructional Assistant
(780) 497-5296
Email: easyb@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



DESIGN STUDIES

(Centre for the Arts)

www.macewan.ca/designstudies

Leslie Nielsen School of Communications

THE PROGRAM

The Design Studies Program of the Leslie Nielsen School of Communications is composed of a prerequisite one-year (10-month) Design Foundations Certificate (or equivalent), leading to one of five two-year communication design majors. The diploma majors are:

- Design and Exhibit Presentation
- Design and Digital Media
- Design and Illustration
- Design and Photography
- Design and Motion Image

A thorough exploration of the visual language in both two- and three-dimensional design is undertaken in the Design Foundations Certificate. Visual skills are developed and a context for design is provided through lectures on the history and process of design. The Design Foundations Certificate provides students with a firm basis for further studies in one of the program's five communication design majors listed above.

The early activities and assignments in the diploma majors are designed to offer a full range of experiences related to use of the visual language learned in the Design Foundations Certificate. Students will produce a portfolio of work reflective of their Design Foundations experience. This portfolio will be used as part of the application to a Design Studies diploma major. Later studies include much more complex challenges. Diploma courses are taught predominantly by faculty members who are also practicing professionals in the industry.

Successful completion of the program will demand much time, energy, and resourcefulness, but the effort can lead to an exciting and fulfilling career in the visual communication design industry.

Design Foundations Certificate

This 10-month program is a prerequisite to all diploma majors within the Design Studies Program. Design Foundations will provide a base of practical, theoretical and philosophical experiences for design students of all disciplines.

DIPLOMA STUDIES

In diploma studies, students cover a core set of visual communication skills essential to success both as a student and as a practicing professional. Composition, drawing, page assembly, creative process, and the application of professional standards are all approached from within the context of the student's major. As studies progress, students build communication design skills, approaches, and portfolios that reflect the unique challenges of their major.

Design and Digital Media Major

In Design and Digital Media, the challenges of communication problem solving and creative process are explored through the use of the computer as a design tool. Students develop a professional approach to drawing, composition, page assembly, and communication design principles. These skills are then applied to a wide range of digital applications and techniques including interface design, digital modeling and illustration, animation, and compositing. Although the dominant concern is the students' creative development, technology and production methods are incorporated throughout their studies. Graduate portfolios will reflect this wide range of experiences, an attention to craft, and a thorough understanding of digital technology in communication design.

Design and Exhibit Presentation Major

This major focuses on visual communication within a variety of environmental settings and establishes a varied and valuable skill set for professional application. Through their studies, students learn to balance

creative solutions with market needs by applying the principles of design to a built environment. Exhibit design, environmental graphic design, on-site marketing, point-of-purchase design, product presentation, and prop design and fabrication form the basis for this major. Although the dominant concern is the students' creative development, technology and production methods are incorporated throughout their studies. Students are introduced to 3D digital modeling, basic computer animation, and traditional model-building techniques for the presentation of design concepts.

Design and Illustration Major

Illustration, publication design, symbol/logo design, interface design, and digital methods of production are the principle areas of study in this major. Students develop visual communication skills through practical studio projects including magazine and advertising layout, corporate identity, promotional design, and editorial illustration. Although the dominant concern is the students' creative development, students learn about the technical demands of design in the exploration of interface delivery, printing processes, and the production of digital files in preparation for press.

Design and Photography Major

As the professional application of photography is inherently linked to visual communication design, so is our student experience. Communication design provides the context for the students' creative, conceptual and aesthetic skill development. Building on prior learning experiences acquired relating to the visual language of design, students develop skills and sensitivities in a wide variety of photographic applications, from editorial and advertising to interpretive portraiture. Although the dominant concern is the students' creative development, technology and production methods are incorporated throughout their studies. This provides a broad and in-depth experience in creating meaningful and original images.

Design and Motion Image Major

This major explores the versatility and power of communicating with moving images. With video as their primary medium, students address the conceptual, creative, and technical challenges of acquiring and editing motion images to convey a message. A heavy emphasis is placed on understanding the technology and industry accepted production standards associated with such a complex communication medium. Students have opportunities to work individually and within production units to develop their craft and creative skills while solving a range of communication problems through concept development, composition, stylization, acquisition, editing, and delivery of both audio and video.

CAREER POTENTIAL

Graduates of the Design Studies Program find careers in agencies, studios, museums, graphic and communications departments in both large and small organizations, print-shops and sign-shops. Graduates have also found success in freelance work and starting up their own small studios or businesses.

Responsibilities cover a wide range of design activities, including exhibit design, merchandising, illustration, point-of-purchase design, print design (magazine, advertising, promotional), photography, display design, multimedia interface design and production, videography, photographic stylist, electronic pre-press production, special events coordination, on-site marketing, and prop-making.

WHO SHOULD APPLY

Students who find success as communication designers are active participants in our predominantly visual world. They are interested in our rich visual culture and want to be part of the creative industry that drives it.

TRANSFERABILITY

Students who have successfully completed the Design Foundations Certificate are eligible to apply for admission directly into the second year of the BDes program in Visual Communications Design at ACAD on the strength of their portfolio submission.

Students completing a diploma major from the Design Studies program are eligible to enter year three of the Bachelor of Professional Arts program in Communication Studies at Athabasca University.

Design Foundations Certificate

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) AND present a minimum grade of 65 per cent in ELA 30-1 (or English 30).

MATURE ADMISSION

Applicants who are 19 years of age or older AND out of high school for at least one year and do not qualify under Regular Admission may be admitted under this category.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- Mature admission only
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to submit a portfolio to be evaluated by a selection committee comprised of Design Studies faculty.

The portfolio consists of two components:

- a body of original work
- the applicant's responses to a series of assigned portfolio projects.

YEAR II

TERM III**(SEPTEMBER – DECEMBER)**

VCDE 343	Exhibit Design	15:45:0	3
VCDI 331	3D Visualization II	30:30:0	3
VCDI 344	Digital Presentation Workshop	15:45:0	3
Elective		45:0:0	3
Program Option I			3

TERM IV**(JANUARY – APRIL)**

VCDE 351	On Site Marketing and Point of Purchase	30:15:0	3
VCPR 323	Event and Promotional Planning	30:15:0	3
VCDE 344	Concept and Fabrication Workshop	15:45:0	3
VCPR 324	Professional Lecture Series	30:0:0	2
VCPR 325	Internship	0:0:105	1
Program Option II			3

Design and Motion Image Major

YEAR I

TERM I **INST. HRS. CR.**

VCMI 205	Drawing for Motion Image	15:45:0	3
VCOM 221	2D Design	15:45:0	3
VCOM 224	Digital Applications	15:45:0	3
VCMI 215	Principles of Acquisition	45:0:0	3
VCMI 230	Principles of Production	30:30:0	3

TERM II

VCOM 223	Typography	15:45:0	3
VCMI 225	Acquisition	30:30:0	3
VCMI 245	Editing	30:30:0	3
VCMI 213	Production	15:60:0	3
Elective		45:0:0	3

YEAR II

Term III

VCDE 380	Typography and Motion	30:30:0	3
VCMI 336	Advanced Acquisition	30:30:0	3
VCMI 355	Advanced Editing	30:30:0	3
VCMI 322	Advanced Production	15:60:0	3
VCMI 341	Senior Independent Project	15:0:90	3
Program Option I: Choose 1 of the following:			
VCDR 380	Concept Rendering	15:45:0	3
VCDR 381	Study of Form and Figure	15:45:0	3

TERM IV

VCMI 332	Interface Design and Delivery	45:0:0	3
VCPR 324	Professional Lecture Series	30:0:0	2
VCPR 325	Internship	0:0:105	1
VCMI 341	Senior Independent Project (cont'd)	15:0:90	3
Program Option II: Choose 1 of the following:			
AVDM 100	Introductory Photography	30:30:0	3
VCDR 382	Digital Illustration	30:30:0	3
VCDE 382	Advertising Design	15:45:0	3

Design and Photography Major

YEAR I

TERM I

VCPH 205	Drawing for Photography	15:45:0	3
VCOM 221	2D Design	15:45:0	3
VCOM 224	Digital Applications	15:45:0	3
VCPH 210	Form and Photography	30:30:0	3
VCPH 212	Photographic Methods and Materials	45:0:0	3

TERM II

VCOM 223	Typography	15:45:0	3
VCPH 220	Advanced Photography Studio	45:0:0	3
VCDI 240	Digital Imaging	45:0:0	3
VCPH 216	Photography and the Human Subject	45:0:0	3
PROW 314	Narrative: Function and Technique	45:0:0	3

YEAR II

Term III

VCPH 325	Photo Illustration	45:0:0	3
VCPH 330	Visual Narrative	45:0:0	3
VCDI 344	Digital Presentation Workshop	15:45:0	3
Elective			3
Program Option I			3

Term IV

VCPH 335	Interpretive Photo Illustration	45:0:0	3
VCDE 331	Interface Design	45:0:0	3
VCPH 340	Documentary Photography	45:0:0	3
VCPR 324	Professional Lecture Series	30:0:0	2
VCPR 325	Internship	0:0:105	1
Program Option II: Choose 1 of the following:			
VCDR 382	Digital Illustration	30:30:0	3
VCDE 382	Advertising Design	15:45:0	3

PROGRAM OPTION I COURSES

YEAR II**(SEPTEMBER – DECEMBER)**

VCDR 380	Concept Rendering	15:45:0	3
VCDE 380	Typography and Motion	30:30:0	3
VCDR 381	Study of Form and Figure	15:45:0	3

PROGRAM OPTION II COURSES

YEAR II**(JANUARY – APRIL)**

AVDM 100	Introductory Photography	30:30:0	3
VCDR 382	Digital Illustration	30:30:0	3
VCDE 382	Advertising Design	15:45:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Steven Hoose, Computer Graphic Design Diploma (Grant MacEwan College)
Chair

Jack Born, Masters in Graphic Design (Academie Minerva), Graphic Design Diploma (Grant MacEwan College)
Instructor

Barry Boroditsky
Instructor

Robin Broderick
Instructor

Vladimir Calic, Graphic Design and Illustration Diploma (Grant MacEwan College)
Instructor

Kelly Davies, Computer Graphic Design Diploma (Grant MacEwan College)
Instructor

Barbara Day
Instructor

Terry Elkins, Graphic Design and Illustration Diploma (Grant MacEwan College)
Instructor

Coleen Finlayson, Audiovisual Technician Diploma (Grant MacEwan College)
Instructor

Linda Fisher, MFA (Colorado)
Instructor

Brian Huffman, Advertising Arts Diploma (4 year), (ACAD)
Instructor

Orsolya Jakab, BDes (University of Alberta)
Instructor

Bob Lysay, Radio and Television Arts Diploma (NAIT)
Instructor

Doug Madill, Diploma in Visual Communications (4 year), (ACAD)
Instructor

Nichole Magneson, Visual Communication (Display) Diploma (Grant MacEwan College)
Instructor

David Moore, Visual Communication Diploma (Grant MacEwan College)
Instructor

Kathy Neiman, BFA (University of Alberta), Art and Design Diploma (Red Deer College)
Instructor

Marc Nipp, Graphic Design and Illustration Diploma (Grant MacEwan College)
Instructor

Jeff Pelton, BA (University of Alberta), B.Arch. (British Columbia)
Instructor

Constanza Pacher, MDes (University of Alberta), BDes (University of La Plata)
Instructor

Joe Raffa, Environmental Graphic Design Diploma (Grant MacEwan College)
Instructor

Adolfo Ruiz, BDes (University of Alberta), Graphic Design & Illustration Diploma (Grant MacEwan College)
Instructor

Ottilie Sanderson, BA 3 yr (University of Alberta)
Instructor

Paul Saturley, BFA (ACAD), BA (Memorial University)
Instructor

David Shkolny, BFA (Nova Scotia College of Art and Design), Visual Communication Design Diploma (Grant MacEwan College)
Instructor

John Smith, Diploma in Visual Communications (4 year), (ACAD)
Instructor

Megan Strickfaden, Diploma (Technical University of Denmark), PhD ABD (Napier University), MDes (University of Alberta), BA (University of Alberta)
Instructor

Curtis Trent, Photographic Arts Diploma (NAIT)
Instructor

Wayne Williams, BDes (University of Alberta)
Instructor

Rita Long, Audiovisual Technician Diploma (Grant MacEwan College)
Instructional Assistant

Dianne Nicholls, Computer Graphic Design Diploma, Graphic Design and Illustration Diploma (Grant MacEwan College)
Instructional Assistant

ADVISORY COMMITTEE

David Hibbeln

*Director of Art
Bio Ware Corp*

Slavek Branicki

Melissa Hicks

Graham Johnson

Marvin Lueth

*Director, Advertising Services
Public Affairs Bureau
Provincial Government of Alberta*

Rod Michaelchuk

Kathryn Valentine

*Coordinator, Exhibits & Communications
Royal Tyrrell Museum*

Barb Wellensiek

Ikea, Communications Director

FOR FURTHER INFORMATION

Dianne Nicholls
Instructional Assistant
Design Studies
(780) 497-4312
Email: nichollsd@macewan.ca
www.macewan.ca/designstudies

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



DISABILITY MANAGEMENT IN THE WORKPLACE

(Faculty of Health and Community Studies)

www.macewan.ca/disabilitymanagement

INTRODUCTION

Disability Management in the Workplace is a growing industry. Its focus is to assist workers who have been injured or ill return to meaningful and productive work. It is an important part of health and safety management. As the economic and human costs of worker injuries and illnesses rise, the demand for controlling the costs increases. Effective disability management can decrease these human and financial costs by getting the worker back to work in a safe manner at the earliest time. The return to work plan must be consistent with the abilities of the worker.

CAREER POTENTIAL

There is a broad spectrum of employment for a qualified individual. Prospective places of employment include a wide range of corporate environments, federal, provincial and municipal governments, unions, health care providers, insurance providers, and disability management service providers.

THE PROGRAM

The program is designed for individuals who are or will be involved in or responsible for managing workers' injuries and illnesses. The individual works as part of a team consisting of management, labour, health care professionals, health and safety coordinators, human resource personnel, and insurance providers.

The program will provide individuals with a range of knowledge and skills from coordinating return to work plans to developing and implementing a disability management program in the workplace. Courses will include terminology, basic concepts, benefits, objectives, roles, responsibilities, program components, evaluation methods, conflict management as well as labour/management, cultural, legal, and ethical issues. Field placements will allow the student to experience how disabilities are managed in the workplace.

This program is offered on a home-study basis through distance delivery. Some courses are on line and/or have components that require internet access. Materials are provided by mail and on-line. Instructor support is offered over the telephone or through e-mail. For the most part, activities can be arranged in your own locale. The college prepares course materials that direct students through theory and practice. A series of modules make up a course, along with other learning activities: textbooks, workshops, field placement, assignments, and examinations. Activities vary with each course. Access is readily available to instructors who assist with the course content. Additional resources can be arranged through Grant MacEwan College's Learning Resource Centre (LRC). The basic computer skills of keyboarding, word processing, Internet searching and using email are required. The student can complete one year (30 credits) to receive a Certificate in Disability Management in the Workplace or complete two years (60 credits) and receive a Diploma in Disability Management in the Workplace.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30 or equivalent) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33 or equivalent) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

ALL ADMISSION CATEGORIES

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Disability Management in the Workplace Certificate

YEAR I

		INST.	HRS.	CR.
DMWP 100	Essential Anatomy and Physiology	45:0:0		3
DMWP 102	Medical and Pharmaceutical Concepts	45:0:0		3
DMWP 104	Introduction to Disability Management	45:0:0		3
DMWP 110	Ethics and Professionalism in Disability Management	45:0:0		3
DMWP 112	Health, Social and Legislative Foundations	45:0:0		3
DMWP 114	Conflict and Crisis Management in Return to Work	45:0:0		3
DMWP 116	Return to Work Management	45:0:0		3
DMWP 118	Field Placement I in Disability Management	15:0:100		3
ENGL 111	Communications	45:0:0		3
INTD 105	Interpersonal Skills Development	45:0:0		3

Disability Management in the Workplace Diploma

YEAR I

		INST.	HRS.	CR.
DMWP 100	Essential Anatomy and Physiology	45:0:0		3
DMWP 102	Medical and Pharmaceutical Concepts	45:0:0		3
DMWP 104	Introduction to Disability Management	45:0:0		3
DMWP 110	Ethics and Professionalism in Disability Management	45:0:0		3
DMWP 112	Health, Social, and Legislative Foundations	45:0:0		3
DMWP 114	Conflict and Crisis Management in Return to Work	45:0:0		3
DMWP 116	Return to Work Management	45:0:0		3
DMWP 118	Field Placement I in Disability Management	15:0:100		3
ENGL 111	Communications	45:0:0		3
INTD 105	Interpersonal Skills Development	45:0:0		3

YEAR II

DMWP 200	Disability Management Program Design	45:0:0		3
HLST 121	Introduction to Case Management	45:0:0		3
DMWP 204	Trends and Issues in Disability Management	45:0:0		3
DMWP 210	Evidence Based Practice in Disability Management	45:0:0		3
DMWP 212	Health and Safety Issues in Disability Management	45:0:0		3
DMWP 214	Treatment and Prevention Activities	45:0:0		3
DMWP 216	Disability Management Program Evaluation	45:0:0		3
DMWP 218	Field Placement II in Disability Management	15:0:100		3
ENGL 211	Business Communications	45:0:0		3
	Elective	45:0:0		3

A minimum course grade of C- is required on all program courses for graduation except ENGL 111 and the elective.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Shirley Galenza, M.Ed
Chair

ADVISORY COMMITTEE

Dennis Aubin
Jerry Christensen
Shannon Jacobi
Joanne Monro
Sharon Brintnell
Francine Vallee

FOR FURTHER INFORMATION

Bonnie Schwanbeck
Program Consultant
Telephone: (780) 497-5109 or
1-866-221-2882
Email: schwanbeckb@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



DISABILITY STUDIES: LEADERSHIP AND COMMUNITY

*(Faculty of Health and
Community Studies)*

THE PROGRAM

MacEwan is a centre for excellence in disability studies. The Disability Studies: Leadership and Community program works closely with community agencies, people with disabilities, their families and government to prepare exceptional graduates with a broad background and the practical skills to help build inclusive communities. Program graduates apply a caring and respectful philosophy of individual growth, empowerment and self-determination to assist people of all ages with disabilities to reach their goals.

Students will develop a solid theoretical background in disability studies through comprehensive coursework. Opportunities for the practical application of theory through supervised field placements provide a total educational experience. Part-time and distance delivery options add flexibility to allow students to learn at their own pace.

CAREER POTENTIAL

Expanding community options for people with disabilities has created an urgent need for qualified professionals to work in a variety of settings. Program graduates are respected professionals with a strong sense of social justice and the vision to see potential in every individual.

95-100% of program graduates have found employment within six months of graduation for the last two academic years. Job satisfaction is high, and many graduates soon move on to senior positions, especially after having completed the Bachelor of Community Rehabilitation and Disability Studies degree, which is available on campus at MacEwan. The career potential in this exceptional employment market is sky high, limited only by your imagination and enthusiasm. Although the diploma provides the opportunity for immediate employment, many graduates choose to pursue university degrees. Successful graduates may apply directly to the third

year of the Bachelor of Community Rehabilitation and Disability Studies degree from the University of Calgary. Offered on campus at MacEwan and taught by MacEwan and U of C instructors, this degree program offers graduates the opportunity to compete for senior positions and improves earning potential. Graduates also have the opportunity to move into year three of the Bachelor of Applied Human Service Administration degree from MacEwan, available by distance delivery.

PART-TIME EVENING/ DISTANCE DELIVERY

Many students find the demands of daytime courses interfere with the responsibilities of work and family. With flexible study options, students can complete the diploma through part-time evening courses or self-study distance courses with telephone tutor support.

The degree completion stream, offered on-site at MacEwan's South Campus, is also available part-time to allow working professionals to pursue a baccalaureate credential.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older and out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully

complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated by through the Office of the Registrar.

ALL ADMISSION CATEGORIES

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

ALL ADMISSION CATEGORIES

Applicants are required to submit a reference letter and a career search document that demonstrates applicants' understanding of the role of a practitioner in the field.

Accepted applicants are required to complete the following:

- Current clear Security Clearance – must be presented by the start of the first term
- Immunization – immunizations must be up-to-date as outlined on the form supplied by the program at the start of the first term.
- Standard First Aid certification – a current certificate must be completed by the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)

		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
RPPR 102	Perspectives on Assessment and Reporting Practice	45:0:0	3
RPPR 103	Interpersonal Communication	45:0:0	3
RPPR 108	Seminar: Disability Issues I	0:30:15	2
RPPR 106	Person-Centered Perspectives	45:0:0	3
RPPR 107	Family-Centered Practice	45:30:0	4

TERM II (JANUARY – APRIL)

		INST. HRS.	CR.
RPPR 109	Community Development	45:0:0	3
RPPR 114	Seminar: Disability Issues II	0:0:18	1
RPPR 120	Field Placement I	0:0:180	3
RPPR 117	Facilitating Learning and Development	45:0:0	3
RPPR 118	Advocacy and Leadership	45:0:0	3
RPPR 119	Health Promotion and Personal Well-Being	30:30:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)

		INST. HRS.	CR.
RPPR 204	Seminar: Disability Issues III	0:0:15	1
RPPR 215	Field Placement II	0:0:180	3
RPPR 211	Connections and Networking	30:0:0	2
RPPR 212	Person-Centered Planning Approaches	15:30:0	2
RPPR 213	Evidence-Based Practice	30:0:0	2
PSYC 104	Introductory Psychology	45:0:0	3
Elective		45:0:0	3

TERM IV (JANUARY – APRIL)

		INST. HRS.	CR.
RPPR 220	Organizational Leadership and Change	45:0:0	3
RPPR 221	Supervision	45:0:0	3
RPPR 222	Connections: Technology, Adaptation and Accommodation	30:30:0	3
RPPR 224	Seminar: Disability Issues IV	0:0:15	1
RPPR 230	Field Placement III	0:0:180	3
Elective		45:0:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Karen Heslop

Chair

Suzanne Frank

Instructional Assistant/Instructor

Lynne Baker

Outreach Program Consultant

Cheryl Crocker

Instructor

Stewart McDonald

Instructor

Shauna Pilipchuk

Instructor

Bonnie Lashewicz

Instructor

FURTHER INFORMATION

Disability Studies: Leadership and Community Program
 Telephone: (780) 497-5196
 Fax: (780) 497-5150
www.macewan.ca/disabilitystudies

TO APPLY

The Registrar
 Grant MacEwan College
 Box 1796, Edmonton, Alberta
 T5J 2P2
 (780) 497-5140



EARLY CHILDHOOD DEVELOPMENT

*(Faculty of Health and
Community Studies)*

www.macewan.ca/ecd

INTRODUCTION

Early childhood development prepares students to work in an exciting and challenging field. Early childhood development (ECD) professionals are in high demand and work with the youngest and most vulnerable members of our society. The field demands individuals who possess the confidence, knowledge, sensitivity, and empathy required to facilitate children's healthy growth and development in a caring environment. ECD professionals provide quality care for all children; establish partnerships with families to further the development of young children; respond to each child as a unique human being with unique interests and developmental needs; and respect people with diverse lifestyles, values, cultural backgrounds, ethnic origins, and religious beliefs.

DEMONSTRATION CHILD CARE CENTRE

A unique feature of the ECD program is the Demonstration Child Care Centre at City Centre campus. This is a full-time child care centre and a demonstration-learning centre for students, offering care to toddlers, preschoolers, and kindergarten children.

Early Childhood Development students are able to see the integration of theory and practice at the centre. Students are encouraged to be involved with the centre by observing, exploring, reflecting, inquiring, and implementing theory. Screened observation corridors in the playrooms allow viewing without interrupting the children's activities.

POTENTIAL

The demand for trained early childhood professionals leads many to leadership roles in the community. Graduates are employed in child care centres, family day homes, Head Start and early intervention programs, hospital playrooms, centres for children with special needs, women's shelters, family support programs, kindergartens, nursery schools, play groups, out-of-school care centres, and parent relief child care centres. Graduates are prepared to work with infants, toddlers, preschoolers, and school-aged children.

TRANSFERABILITY

If you have already completed the first year of an early childhood program at another college, you're welcome to apply directly to second year. Your transcript will be evaluated for advanced standing. You must have a minimum grade of C to get advanced standing for courses taken elsewhere.

Graduates with the ECD Diploma may apply to the following university programs and receive transfer credit.

UNIVERSITY OF ALBERTA

- BEd Elementary Education
- BEd Elementary Education (Early Childhood Specialization)
- BSc Family Studies/Human Ecology
- BEd Adult Education (for those teaching in colleges)

UNIVERSITY OF VICTORIA

- BA Child and Youth Care (on-site and distance delivery)

UNIVERSITY OF MANITOBA

- Bachelor of Human Ecology (Family Studies major, Child Studies minor)

UNIVERSITY OF REGINA

- BEd Elementary Education

MOUNT ROYAL COLLEGE

- Bachelor of Applied Child Studies

PROGRAM

The program is offered both full-time and part-time.

The full-time program is offered at City Centre Campus September to April – each year. To meet the community's need for qualified early childhood development professionals, evening courses are also offered at City Centre Campus. Some courses are also available in an online, distance delivery format. Part-time courses are announced in MacEwan's Continuing Education Guide.

Courses covering a wide range of subject areas give the ECD student valuable insight into the realities of employment in the field. Classes are complemented by discussions, workshops, group projects, and problem solving scenarios that keep students active in the learning process. Students will explore other mediums for learning, including extracurricular assignments and visits to early childhood centres, family day homes, and community agencies. Supervised field placements in early childhood settings let you demonstrate and practice your developing skills. Class assignments are directly related to your field placement, allowing you to apply theory to practice in a realistic work environment.

HEALTH AND COMMUNITY STUDIES INTERDISCIPLINARY CONFERENCE

This one-day professional development conference enables students to develop new skills, investigate current trends, and hear experiences of leaders in the health and community services professions. All full-time students will be expected to attend the conference. A special fee will be assessed on registration in the Early Childhood Development Program.

ACADEMIC ADMISSION CRITERIA

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present an Alberta high school diploma (or equivalent)

OR

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent in:

1. ELA 30-1 (or English 30) or 30-2 (or English 33)
2. Social Studies 30 or 33
3. One Group B or D course
4. One Group A, B, or C course
5. One Group C course

MATURE ADMISSION

To be evaluated through the Program Office

Applicants must be 18 years of age or older AND out of full time high school for one year.

SKILLS APPRAISAL

To be evaluated by through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

For Exemption from the Skill Appraisal applicants must present ELA 30-1 (or English 30 or equivalent) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33 or equivalent) with a minimum grade of 75 per cent. Applicants who do not meet the exemption criterion as listed in Policy C5010 must complete the Skills Appraisal requirements.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion AND must be eligible to enter READ 0089 OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Conditionally accepted applicants are required to complete the following by the start of the first term:

- Current clear Security Clearance.
- Current Health record form.
- Current Standard First Aid/Child Care certification.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
ECDV 101	Healthy Environments for Early Learning and Care	45:0:0	3
ECDV 102	Curriculum I: Creative Expression in Early Learning and Care	45:10:0	3
ECDV 110	Child Development I	45:0:0	3
ECDV 115	Communications I: Interpersonal Competencies	30:0:0	2
ECDV 120	Field Placement I	0:0:200	3
ECDV 125	Integration Seminar I	0:0:15	1
ENGL 111	Communications	45:0:0	3

TERM II (JANUARY – APRIL)

ECDV 155	Curriculum II: Learning Through Play	45:10:0	3
ECDV 160	Child Development II	45:0:0	3
ECDV 165	Communications II: Child-Centred Guidance	45:0:0	3
ECDV 210	Family-Centred Practice	30:0:0	2
ECDV 170	Field Placement II	0:0:200	3
ECDV 175	Integration Seminar II	0:0:15	1

YEAR II

TERM III (SEPTEMBER – DECEMBER)

ECDV 201	Curriculum III: Planning for Early Learning and Care	45:10:0	3
ECDV 230	Communications III: Working in Professional Teams	30:0:0	2
ECDV 255	Child Development III	45:0:0	3
ECDV 260	Family and Community Issues	45:0:0	3
ECDV 220	Field Placement III	0:0:200	3
ECDV 225	Integration Seminar III	0:0:15	1

TERM IV (JANUARY – APRIL)

ECDV 250	Foundations of Early Childhood	30:0:0	2
ECDV 280	Infant and Toddler Care and Development	45:0:0	3
ECDV 285	Curriculum IV: Theories of Early Learning	45:0:0	3
ECDV 270	Field Placement IV	0:0:200	3
ECDV 275	Integration Seminar IV	0:0:15	1
OOSC 200	School Age Care and Development	45:0:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Jane Hewes, PhD
Chair

Sherrill Brown, PhD
Instructor

Tricia Lirette, MEd
Instructor

Margaret Mykietyshyn, BA
Instructor

Pamela Taylor, MEd
Instructor

Lynn Brewin, MA
Instructor

Kerri-Lynn Cayen, BEd
Instructor

Carolyn Cournoyea, BA
Instructor

Christine Massing, MA
Instructor

Carole Massing, PhD
Instructor

Mary Lynne Matheson, MA
Instructor

Linda Scouten, MEd
Instructor

Simone Shirvell, MEd
Instructor

Nancy Thomas, MEd
Instructor

Dianne Tuterra, BEd
Instructor

Sherry Woitte, MA
Instructor

Grace Furuness, ECD diploma
Instructional Assistant

Jennifer Stevenson
BAHSA and ECD Program Consultant

Michelle Logan
Program Secretary

Cindy Reimer
Demonstration Child Care Supervisor

COMMITTEE

Pat Beck
*Manager Child Care Services
Region 6 Child and Family Services*

Colleen Burton-Ochocki
*Out of School Care Consultant
City of Edmonton*

Dorothy Commandeur
*Director
Greenfield School Aged Daycare*

Michelle Craig
*Primary Health Services
Capital Health*

Judy Dube
*Resource Coordinator
Alberta Resource Centre for Quality
Enhancement*

Jennifer Grant
King Edward Child Care

Susan Heimannsberg
*Director
Brite Beginnings DayCare*

Rashmi Joshee
Health Canada

Murray Kleiter
*Manager, Day Care Staff Qualifications
Alberta Children's Services*

Carol Langner
Wetaskiwin Headstart

Debi Pagee
North Edmonton Family Day Homes

Larry Prochner
*Department of Elementary Education
University of Alberta*

Wendy Yewman
Alberta Children's Services

FURTHER INFORMATION

Early Childhood Development
(780) 497-5157
Email: ecd@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



EMERGENCY COMMUNICATIONS AND RESPONSE

(Faculty of Health and Community Studies)

www.macewan.ca/emergency

INTRODUCTION

In the vital and increasingly complex field of emergency telecommunications, there is a need for personnel who have been trained to assess situations quickly and respond in an appropriate manner. This eight-month certificate program combines theory and practical application to provide individuals with the knowledge and skills to become effective emergency communicators. Emergency communicators are the critical link between the public and those who provide police, fire, and emergency medical assistance. As the field has grown more specialized, highly trained professionals are needed to answer the call.

CAREER POTENTIAL

Challenging and rewarding careers as call evaluators or dispatchers can be found in police, fire, or medical communication centres, as well as highly specialized public or private communication centres dealing with priority service requests.

TRANSFERABILITY

Up to five courses can be transferred into Police Studies or Investigations and Security Management Studies, in the Police and Security Program at Grant MacEwan College.

PROGRAM

From the introduction of 9-1-1 to the amalgamation of emergency services, the field has followed a natural evolution that parallels the rise of satellites, computers, and telecommunications networks. As the field has become more specialized, the need for highly trained professionals has become critical. Such professionals must be able to multi-task, use high-tech equipment, think critically and quickly in a stressful and demanding setting, and utilize their skills and knowledge effectively to assess and respond to a variety of situations.

The Emergency Communications and Response Program is a full-time eight-month certificate program with some options for part-time study. (Contact the program about completing the certificate on a part-time basis). Full-time program entry occurs each fall. The full-time program may be offered as a combination of day and evening courses.

The program develops the broad knowledge and skills required of call evaluators or dispatchers, as well as focusing on the unique knowledge and skills for police, fire, and medical call evaluation and dispatching. Skill development will occur in a simulated lab environment. In the final month of the program, students will participate in a two-week field placement with a communication centre to obtain practical, first-hand knowledge of the field. The program is offered at the City Centre Campus.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent), or GED.

MATURE ADMISSION

Not applicable.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) (or equivalent) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) (or equivalent) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

All applicants are required to complete the following:

- Keyboarding test – 20 words per minute with 90 per cent accuracy.
- Hearing test – threshold no greater than 30 decibels averaged at 500, 1,000 and 2,000 unaided.
- Questionnaire and essay – demonstrates knowledge of the roles and responsibilities of practitioners in the career field; knowledge of current issues affecting the career field; and knowledge of career opportunities. Demonstrates good written communication skills.

Accepted applicants must present a current clear Security Clearance.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

TERM I		INST. HRS. CR.	
ECRP 131	Call Processing/Radio Communications	45:30:0	3
ECRP 141	Emergency Communications I	45:30:0	3
ENGL 111	Communications	45:0:0	3
PSSC 121	Law and the Administration of Justice	45:0:0	3
PSYC 104	Introductory Psychology	45:0:0	3
TERM II			
ECRP 151	Emergency Communications II	45:30:0	3
ECRP 161	Emergency Planning	30:0:0	2
ECRP 171	Field Placement	0:0:100	2
ECRP 172	Integration Seminar	15:0:0	1
ECRP 181	Document Processing in Emergency Communications	15:30:0	1
PSSC 141	Interpersonal Skills	45:0:0	3
PSSC 212	Abnormal Behaviour and Crime	45:0:0	3

A minimum course grade of C- is required on PSYC 104 for graduation.

RESIDENCY REQUIREMENT

At least 30 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Sharon Hobden, MEd

Chair

Lisa Buys, PhD, C Psych

Instructor

Ron Camarta, BEd

Instructor

Doug Johnson, EMT-P

Instructor

Rod Tkachuk, LLB

Instructor

BJ Anderson

Program Consultant

Lynn Frasch

Program Secretary

FURTHER INFORMATION

Emergency Communications and Response

(780) 497-5379

Email: andersonbj@macewan.ca

TO APPLY

The Registrar

Grant MacEwan College

Box 1796, Edmonton, Alberta T5J 2P2

(780) 497-5140



FINE ART

(Centre for the Arts)

www.macewan.ca/fineart

THE PROGRAM

Our two-year university transferable diploma program in Fine Art is located at the uniquely designed Centre for the Arts in west Edmonton. The campus is host to the Leslie Nielsen School of Communications, including Design Studies, and the performing arts and arts management programs. You will work in an exciting and creative environment with people who share a common goal – to be professionals in their disciplines.

The Fine Art Program offers a broad range of art and art history courses. You will gain extensive knowledge about and develop your abilities in traditional and contemporary art practices. The courses are both studio and lecture based, with an emphasis on skill development and an analytical approach to contemporary Western art production. The curriculum is designed to develop your oral and written communication skills and enhance your ability to think critically and creatively. As well as developing fluency in visual language and technical skills in a variety of mediums, you will examine and reflect upon historical, personal, and international issues that influence art practices today.

The curriculum provides for a learning experience that goes beyond the studio coursework. The Fine Art Program hosts lectures by nationally and internationally recognized visiting artists to further your understanding of various artists' work and the creative processes and concepts integral to their work. As well, some classes visit community institutions such as the Edmonton Art Gallery, Latitude 53, Harcourt House, and the University of Alberta. Our partnerships with other institutions affirm the professionalism fostered in our Program and generate future professional contacts to support your artistic practice.

As a graduate, you will participate in the Graduates' Exhibition that takes place the last week of April each year. This exhibition, which celebrates your hard work and accomplishments, provides the opportunity to learn the skills of team work and art exhibition.

ASSESSMENT

The students accepted into the Fine Art Program are a diverse group in terms of age, cultural background and academic experience. What you will all have in common is an application that demonstrates your potential to embrace our curriculum and succeed in becoming a MacEwan graduate.

A complete application is comprised of your portfolio, statement of intent and documentation of previous academic experience. Artwork in the portfolio may be created in a variety of media: graphite, charcoal, painting, photography and 3D work. Drawings or paintings should be done from observation rather than copied. Work that demonstrates your grasp of line, colour, perspective, composition and tone is particularly important. The assembly of your portfolio gives us an idea of your ability to organize. Work should be labelled and, if possible, dated. Your statement of intent tells us about who you are; it shows us your current writing skills, your understanding of the Program and your aspirations.

Previous academic experience, particularly English courses, lets us know how well you might do in the academic courses of our Program.

FACILITIES AND FACULTY SUPPORT

Our facilities include large, sky-lit studios that allow you as a full-time second-year student to have your own studio space. We have critique and seminar rooms, a slide library, photography labs, sculpture studios, and a woodshop. We provide access to welding equipment and materials, audiovisual equipment and a video editing suite. Campus facilities also include an information centre, theatres, a weight room, computer labs, an art supply and book store and a cafeteria. Our Learning Resources Centre houses an extensive collection of books, periodicals, exhibition catalogues, slides and artist videos.

Our faculty members are highly trained, community-involved professionals with extensive teaching backgrounds. They are hired for their professional accomplishments and their dedication to teaching. Writing and Learning Consultants are available to assist you with writing assignments and study skills. Counselling services will provide you with personal, financial, educational, and employment support.

Transferability of the Fine Art courses allows you as a graduate to use your diploma as a stepping-stone to a professional career or for further study in Bachelor of Fine Art programs and other advanced art programs in Canada. Students usually enter into their third year of studio studies when transferring to BFA programs at the University of Alberta, University of Lethbridge, Alberta College of Art and Design, Emily Carr Institute of Art and Design, or the Nova Scotia College of Art and Design. For more information on transferring courses to Alberta degree-granting institutions, refer to the "By Course" and "By Program" sections in the Alberta Transfer Guide. Fine Art graduates have also been accepted and given advanced standing in programs at York University, Toronto; Concordia University, Montreal; New York University, New York; and Brooks College, California.

Graduates have held scholarships at the Banff Centre in the visual art area, and some who chose to continue their studies have gone on to work in the cultural sector as teachers, illustrators, gallery administrators, professors, designers, technicians, and self-employed professional artists.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

GENERAL STUDIES

(Faculty of Arts and Science)

www.macewan.ca/generalstudies
The General Studies program is located at the City Centre Campus.

INTRODUCTION

General Studies is excellent preparation for entry into career studies, university transfer and degree programs at MacEwan and various faculties in Alberta universities. General Studies offers university coursework in the following areas: Anthropology, Art History, Biology, Classics, Computing Science, Drama, Economics, History, Business Law, Music, Philosophy, Political Science, Psychology and Sociology.

Although there are university credit courses available through the General Studies Program, it is not considered a degree or university transfer program. If you would like to start your university studies with MacEwan, it is recommended that you seek admission to a degree or university transfer program. Depending upon your academic goal, if you do not meet the admission requirements of the Bachelor of Arts Program or other university transfer programs, the General Studies Program may be an option.

Notes:

- Generally, only some first-year Arts courses are available to General Studies students. In some disciplines there are opportunities for senior level courses.
- General Studies offers a general, liberal arts education. Students can graduate from the program with a Certificate (10 courses or 30 credits) or Diploma (20 courses or 60 credits). Students are encouraged but, not required, to complete a General Studies Certificate or Diploma, as General Studies students who have completed the Certificate or Diploma program will be able to access MacEwan Alumni benefits.

CAREER POTENTIAL

The General Studies Program is not designed as a career program. However, the flexible, liberal arts education it provides can be an important asset to any career. Applicants are encouraged to contact the General Studies Program to ensure the program is appropriate to assist them with their academic goals.

DATES AND DEADLINES

To start in: Fall

Apply beginning: October 1

Documents Due:

High School Applicants – August 1

Post-Secondary Applicants – June 15

To start in: Winter

Apply beginning: February 1

Documents due:

High School Applicants –

December 1

Post-Secondary Applicants –

December 1

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

OR

Applicants must achieve a minimum overall average of 55 per cent in the following high schools courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30) OR ELA 30-2 (or English 33)
2. One Group A or C course
3. Two Group A, B, C, D or Applied Math 30 (or Math 33) or any 33 level course

Applicants who have nine or more post secondary credits must present a minimum AGPA* of 2.0 on a 4.0 scale.

Applicants who present a grade less than 65 per cent in ELA 30-1 (or English 30) must meet the Skills Appraisal requirements (see Skills Appraisal).

Applicants who present a grade less than 75 per cent in ELA 30-2 (or English 33) must meet the Skills Appraisal requirements (see Skills Appraisal).

MATURE ADMISSION

Applicants must be 20 years of age or older by the start of the first term.

Applicants who have nine or more post secondary credits must present a minimum AGPA* of 2.0 on a 4.0 scale.

Applicants who present a grade less than 65 per cent in ELA 30-1 (or English 30) must meet the Skills Appraisal requirements (see Skills Appraisal).

Applicants who present a grade less than 75 per cent in ELA 30-2 (or English 33) must meet the Skills Appraisal requirements (see Skills Appraisal).

*The Admission Grade Point Average (AGPA)

The AGPA is calculated on post-secondary coursework completed in the most recent two terms of study if they contain a minimum of 24 credits of coursework. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes. If these two terms contain less than 24 credits of coursework, all work in the next most recent term(s) is included in the calculation until the minimum total of 24 credits of post-secondary coursework is reached. 6-credit courses that span both the Fall and Winter terms are considered winter courses and 6-credit courses that span both the Spring and Summer terms are considered Summer courses in these cases. For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

Note: Applicants who have an AGPA below 2.0 on the 4.0 scale, but have been out of school for at least three calendar years will be considered for admission by either the Regular or Mature Admission requirements. In this circumstance only, AGPA is disregarded for admission purposes.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available on page 20 or online at www.macewan.ca

OTHER ADMISSION CRITERIA

No requirements.

APPLICATION PROCESS

Please refer to page 19 for application process.

ACADEMIC STANDING

College regulations regarding academic standing can be found on page 35 of this calendar.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

General Studies Certificate (30 Credits)

TERMS I AND II	INST.	HRS.	CR.
Introductory English course	45:0:0		3
Second English course	45:0:0		3
Introductory Social Science course	45:0:0		3
Second Social Science course	45:0:0		3
Canadian Studies course	45:0:0		3
Philosophy or Political Science course	45:0:0		3
Humanities course	45:0:0		3
Second Humanities course	45:0:0		3
Two open electives	45:0:0		3

General Studies Diploma (60 Credits)

With the one-year certificate as a prerequisite, the Diploma program requires the following courses or choice of courses over the third and fourth terms:

TERMS III AND IV	INST.	HRS.	CR.
Third English or Social Science course	45:0:0		3
Fourth English or Social Science course	45:0:0		3
Second Canadian Studies course	45:0:0		3
Second Philosophy or Political Science course	45:0:0		3
Science, Mathematics or Physical Education course	45:0:0		3
Third humanities course (from the disciplines of: Classics, English, History, or Philosophy)	45:0:0		3
Four open electives	45:0:0		3

Refer to the following for list of courses that satisfy the requirements for each category.

List of Courses that Satisfy the Various Requirements for the General Studies Certificate or Diploma:

English Courses

Any course in English except upgrading and developmental courses.

Social Science Courses

Any course in Anthropology, Economics, Psychology or Sociology.

Canadian Studies Courses

Any of the following courses may be used to fulfill the Canadian Studies requirement: ECON 101, ECON 102, HIST 260, HIST 261, LEGL 210, SOCI 101, SOCI 102, SOCI 271.

Humanities

Any course in Classics, History or Philosophy.

Philosophy or Political Science Courses

Any course in Philosophy or Political Science.

Science, Mathematics, or Physical Education Courses

Any course in Biology, Computing Science, Mathematics or Physical Education.

Open Elective

Any academic course with a value of at least 3 credits.

Note 1: All courses used to satisfy certificate and diploma requirements must have a minimum value of 3 credits (45 hours).

Note 2: Consult the current Grant MacEwan College calendar for course descriptions and prerequisites.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

PROGRAM ADVISING

It is the responsibility of the student to inform themselves of matters related to admission, program requirements, and other academic matters. Students are encouraged to meet with a Program Advisor for assistance.

ACCURACY OF PROGRAM

Students are responsible for ensuring the accuracy and completeness of their program and registration. Students pursuing the certificate or diploma are strongly encouraged to consult with the Program Advisor to ensure that the courses they are selecting meet graduation requirements.

PROSPECTIVE STUDENTS INQUIRING ABOUT THE GENERAL STUDIES PROGRAM

Prospective students who require program information should contact the Student Resource Centre, Room 7-112A, City Centre Campus, (780) 497-5063/5064, or phone the General Studies Program at (780) 497-5653.

FACULTY AND STAFF

Donna Dorsey, MA

Acting Chair

Monika Edwards, BA, BEd

Program Advisor

Brad Forst, BA

Program Advisor

Nicole McLellan, BA

Program Advisor

Patrick Morris, MA

Program Advisor

Stacy Norrbom, BA

Program Advisor

Meg Brownlee

Program Secretary

Crystal Vossos

Program Secretary

Shawna Jansen

Administrative Assistant

Instructors for this program vary from year to year.

For a list of current instructors, please contact our program office.

FOR FURTHER INFORMATION

General Studies
(780) 497-5653

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



HEARING AID PRACTITIONER

(Faculty of Health and Community Studies)

www.macewan.ca/hearingaid

INTRODUCTION

The hearing aid practitioner functions primarily in the areas of hearing examination and evaluation and the selection and fitting of hearing aids. The client's hearing loss is evaluated and the hearing aid that best serves the client's needs is selected. After an imprint of the ear canal is taken, the hearing aid is ordered, fitted and evaluated for its effectiveness. Other functions of the hearing aid practitioner include counselling associated with the fitting and wearing of hearing aids, and troubleshooting and maintenance of hearing aids.

CAREER POTENTIAL

Hearing aid practitioners are either self-employed or employed by other hearing aid practitioners. In many provinces, members of professional associations for hearing aid practitioners are regulated by legislation and must abide by a code of ethics developed by the association for their members, thus providing consumer protection.

TRANSFERABILITY

A block transfer of 36 credits toward a BSc degree (Human Sciences Major) is available to Athabasca University.

THE PROGRAM

The program is developed for full-time or part-time study through distance learning. Various modes of instruction are used throughout the program to complement the distance learning curriculum.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 10 or Applied Mathematics 10 with a minimum grade of 50 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of D.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to complete a questionnaire, which demonstrates that the applicant understands the requirements of study in this distance delivery program.

Note: Special consideration may be given to applicants with previous coursework.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY**YEAR I****TERM I
(SEPTEMBER – DECEMBER)**

		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
HAPR 101	Bioacoustics of Human Hearing	45:0:0	3
HAPR 102	Hearing Testing I	15:30:0	2
HAPR 103	Hearing Instrument Technology I	45:30:0	4
HAPR 105	Customer Relations and Communications	45:0:0	3

**TERM II
(JANUARY – APRIL)**

HAPR 110	Hearing Disorders	30:0:0	2
HAPR 111	Hearing Testing II	45:30:0	4
HAPR 202	Health Promotion and Rehabilitation for Individuals with Hearing Loss I	45:0:15	3
Elective		45:0:0	3

**TERM III
(MAY – JUNE)**

HAPR 114	Practicum I	0:90:15	4
----------	-------------	---------	---

YEAR II**TERM IV
(SEPTEMBER – DECEMBER)**

HAPR 104	The Aging Client	45:0:0	3
HAPR 201	Interviewing and Counselling	30:0:15	3
HAPR 203	Hearing Instrument Technology II	45:30:0	4
HAPR 210	Health Promotion and Rehabilitation for Individuals with Hearing Loss II	45:0:15	3

**TERM V
(JANUARY – APRIL)**

HAPR 108	Business Management	45:0:0	3
HAPR 112	Professional Responsibilities	45:0:0	3
HAPR 204	Hearing Testing III	15:30:0	2
HAPR 211	Hearing Instrument Technology III	45:30:0	4

**TERM VI
(MAY – JUNE)**

HAPR 212	Practicum II	0:0:210	4
----------	--------------	---------	---

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Jean Duncan, MSc, R. Aud
Chair

Ken Balcom, MBA.BComm
Instructor

Arlene Carson, PhD
Instructor

Markus Hibert, MS, R.Aud
Instructor

Lisa Lopez, MS, R. Aud
Instructor

Roger Lundberg, MS, R. Aud
Instructor

Julie Purdy, PhD, CCC-A
Instructor

Michael Rodda, PhD, Ed Psych
Instructor

Carol Stevenson, MSHA
Instructor

Regan Lavoie
Program Consultant

ADVISORY COMMITTEE

Cindy Gordon
Canadian Hard of Hearing Association

Pat Hastings
Manitoba Hearing Instrument Practitioner Society

Greg Nedelec
International Hearing Society

Alan Neff
Association of Hearing Instrument Practitioners of Ontario

Louise Parton
Hearing Instrument Specialists Society of British Columbia

John Roberts
College of Hearing Aid Practitioners of Alberta

Dr. Debra Russell
University of Alberta

Gina Sheils
University of Alberta

Frank Skubski
Hearing Aid Manufacturers

Patti-Jo Sullivan
Alberta Health & Wellness

Adele Weigers
Saskatchewan Hearing Instrument Practitioners Society

Kari Weisgerber
Program Alumni

FURTHER INFORMATION

Hearing Aid Practitioner Program
(780) 497-4142
Email: lavoier3@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



HOLISTIC HEALTH PRACTITIONER

(Faculty of Health and Community Studies)

www.macewan.ca/holistic

INTRODUCTION

As complementary approaches to health care have continued to gain acceptance in Western cultures, individuals are now taking active responsibility for their own health and wellness. The holistic health practitioner is grounded in a variety of theoretical perspectives enabling a broad view that addresses the multi-dimensionality of human beings. Exploring the physical, mental, spiritual, bioenergetic, and socio-cultural dimensions of an individual, the holistic professional is able to support clients moving toward optimum health and well-being. Specialty areas include Reflexology, Reiki, Acupressure, Holistic Nutrition, Flower Essences, Touch for Health, Herbology and Neuro-Linguistic Programming.

CAREER POTENTIAL

As a holistic health practitioner, you will work collaboratively with clients, conventional practitioners, and other holistic professionals to offer individuals a complete range of options for improving their health and well being. Diverse clinical internships at work sites such as chiropractic offices, women's shelters, fitness centres, and industrial settings will give you the skills and experience to share your talents in any environment. Whether working independently or with other holistic professionals, your skills will be portable, allowing you to travel and experience different cultures. Self-care practices form a component of your education, ensuring that you will be able to enjoy a long, healthy, and happy career. The career applications of this challenging program are limited only by your imagination.

THE PROGRAM

The Holistic Health Practitioner Program prepares health care practitioners to work in a holistic manner as health promotion specialists with a focus on the use of complementary healing practices.

Students will explore a variety of approaches to healing that can be useful for promotion of personal health and well-being. The Holistic Health Practitioner Program is a full-time, two-year diploma program with some options for part-time study. Healing practices relevant to the body, mind, and spirit are explored throughout the two years. During the program, students will specialize in three complementary approaches to healing.

Students will have the opportunity to develop the skills necessary to establish a holistic, collaborative practice. As part of this innovative program, students will also explore skills necessary for starting a small business and promoting a healing environment.

Learning takes place in an environment that facilitates critical appraisal skills, self-directed learning, and group process skills. Evaluation by self, peers, and faculty is an ongoing process in relation to the program objectives. Context-based learning is one of the approaches used to support and facilitate the learning process.

Non-program students must obtain acceptance into the program after completing two program courses.

HEALTH AND COMMUNITY STUDIES INTERDISCIPLINARY CONFERENCE

This professional development conference focuses on developing new skills, investigating current trends, and hearing experiences of leaders in the health and community services professions. All students will be expected to attend the conference. A special fee will be assessed when registering.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) and a minimum grade of 50 per cent in Biology 20 (Biology 30 recommended).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for one year by the start of the first term. Applicants must have achieved a minimum grade of 50 per cent in Biology 20 (Biology 30 recommended) OR one of the following (or equivalents) with a minimum grade of D:

- PEDS 102
- NURS 108
- PHSD 162
- MTST 125 and MTST 126

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

ALL ADMISSION CATEGORIES

Applicants are required to complete:

- an admission profile – should demonstrate applicant's ability to clearly express ideas in writing and to state why the applicant wants to become a holistic health practitioner.
- one reference form – from an immediate supervisor, teacher, counsellor, employer, clergy or community leader. Reference should relate to applicant's work or study habits and ability to work with others.
- response scenarios – demonstrate basic communication skills

Accepted applicants are required to complete the following:

- Standard First Aid certification – current certificate completed by the end of the first term of Year I.
- CPR certificate, Basic Rescuer Level C – current certificate completed by end of first term of Year I.
- Immunization – applicant should meet provincial regulations for health care workers, with the first in Hepatitis B series and all other immunizations completed by the end of the first term of Year I. Full Hepatitis B series to be completed by six months after commencement of the program.
- Current clear Security Clearance – required by the start of the first term. Applicants must have a clear security clearance to work with "Children and/or Vulnerable Persons (Adults and Children)"

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
HHPR 110	Therapeutic Relationships	15:30:0	2
HHPR 130	Awakening the Inner Healer: Self-Healing Practices – Part I	45:0:0	3
MTST 125	Body Functioning I	45:0:0	3

TERM II (JANUARY – APRIL)

HHPR 160	Counselling and Teaching	30:30:0	3
MTST 126	Body Functioning II	45:0:0	3
*Complementary/Alternative Clinical Specialty		90:28:60	8

TERM III (MAY – JUNE)

HHPR 100	The Multidimensional Being – Part I	30:0:0	2
HHPR 190	Health and Healing: Unitary Person Assessment	30:60:0	4

YEAR II

TERM IV (SEPTEMBER – DECEMBER)

HHPR 170	Introduction to Complementary/Alternative Modalities	30:0:0	2
HHPR 200	Establishing a Collaborative Practice	45:0:0	3
*Complementary/Alternative Clinical Specialty		90:28:60	8

TERM V (JANUARY – APRIL)

HHPR 150	The Multidimensional Being – Part II	30:0:0	2
HHPR 180	Awakening the Inner Healer: Part II	45:0:0	3
*Complementary/Alternative Clinical Specialty		90:28:60	8

TERM VI (MAY – JUNE)

HHPR 240	Clinical Internship	0:30:120	3
----------	---------------------	----------	---

*The selection of eight (8) credit Complementary/Alternative Clinical Specialty courses may vary from year to year and/or term to term. Students may select one of the following eight (8) credit specialty area courses. Student hours may vary depending on the course.

HHPR 250	Acupressure	90:28:60	8
HHPR 251	Flower Essences	90:28:60	8
HHPR 252	Herbology	90:28:60	8
HHPR 253	Reflexology	90:28:60	8
HHPR 254	Reiki	90:28:60	8
HHPR 255	Touch for Health	90:28:60	8
HHPR 256	Neuro-Linguistic Programming (NLP)	120:0:0	8
HHPR 257	Holistic Nutrition	90:28:60	8

A minimum course grade for graduation is required on the following courses:

HHPR 250	C-
HHPR 251	A-
HHPR 252	A-
HHPR 253	A-
HHPR 254	A-
HHPR 255	A-
HHPR 256	A-
HHPR 257	C

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Chery Ann Hoffmeyer, PhD, RN, QTTT®, CTP®, CR, CRP, CJ, ATCC®, AST®, MWT, CST®, Master NLP
Chair and Instructor

Jason Baumle HHP, Reiki Master
Instructor

Martine Baudot-Adams, BSc, PT, HHP, CR, CRP, CTFH
Instructor

Jennifer Buda, HHP, CNLP
Instructor

Darcy Friesen, RAC
Instructor

Rae Hankens, MEd, Numerologist
Instructor

Dorothy Hermary, HHP, Reiki Master, CR, CHerb, Master NLP, CM
Instructor

Jonathan Hooton, PhD, TFH
Instructor

Tim Huang, RAC
Instructor

Jaime Kessel, HHP, CFE, CR, CRP
Instructor

Agnnes Kraweck, PhD
Instructor

Rosaleen MacGurry, BA (Dist), HHP, CR
Instructor

Robert Pearman, ND
Instructor

Cassie Prochnau, MScOT
Instructor

Madeleine Proudman, HHP, Reiki Master, CR
Instructor

Robert Rogers, BSc (Botany), Master Herbalist
Instructor

Laurie Szott-Rogers, CFE
Instructor

Joanne Perras-Robson
Program Consultant

Shirley Gerrish
Project Assistant

ADVISORY COMMITTEE

Dr. Natalia Kravetz, PhD, CFE
Wakaba

Julie Kaiser, HHP
Alumnus

Dr. Steve Marsden, DVM, ND,
Edmonton Holistic Veterinary Clinic
Providing Alternative Health Care for Pets

Dr. Wayne Steinke, ND
Select Health Center
President, Naturopathic Association of Canada

Dr. Tris Trethardt, MD
Diplomat Member of American College for Advancement in Medicine
Alberta Director for Canadian Complementary Medical Association

Dr. Earle Waugh, PhD
Director, Centre for the Cross-Cultural Study of Health and Healing

Noella Willier

FOR FURTHER INFORMATION

Holistic Health Practitioner Program
Phone: (780) 497-5098
Fax: (780) 497-5720

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140 (local)
1-888-497-4622 (long distance)



HUMAN RESOURCES MANAGEMENT

(School of Business)

www.macewan.ca/hrmanagement

The Human Resources Management Program prepares students with the skills they need to succeed in business, develop a human resources specialty or acquire general human resource skills for a management position.

THE PROGRAM

This state-of-the-art program puts students well ahead in the human resources profession. Designed by leading practitioners in the field, this hands-on approach gives students both practical skills and strategic insights within human resources. Students learn the latest in organizational behaviour, labour relations, training, compensation, and performance management. The program uses case studies and real-world analysis. Assignments often involve projects within or in conjunction with actual human resources departments or businesses.

This full-time, two-year diploma program is delivered in an alternate format of evenings and weekends only. This enables our instructors who are HR professionals and specialists in their fields to be available to teach in the program. They provide their expertise and knowledge directly from the HR world in which they work during the day which ensures that our students' education is current and relevant.

There is a part-time program. For more information, pick up the Continuing Education Guide or download it from www.macewan.ca or call (780) 497-5219.

CAREER POTENTIAL

Graduates of this program work in small and large business, government, and not-for-profit organizations in a range of capacities. Typical positions include

benefits co-ordinators, human resources professionals, corporate trainers, employee relations co-ordinators, and recruiters.

WHO SHOULD APPLY

Human Resources professionals don't fit easily into a mold. Human Resources branches into multiple specializations, therefore many different types of people find niches that suit their personalities and skills.

But, they do have some common traits: they are committed to finding win-win solutions, they are detail-orientated problem solvers who welcome challenges, and they are committed to ensuring the effectiveness of an organization's most valuable asset: its people.

With courses ranging from organizational behaviour and compensation to employee training, management and labour relations, MacEwan's Human Resources Management Program equips you to meet the challenges of the business world.

TRANSFERABILITY

Through transfer agreements, MacEwan's Human Resources Management diploma is accepted at the University of Lethbridge in the Bachelor of Management Degree (offered in Lethbridge, Calgary, and Edmonton) and at Athabasca University in the post-diploma Bachelor of Management Degree.

All Human Resources Management courses are credit courses which may be transferable toward future study at other institutions. For information on transferability of courses to various post-secondary institutions, please refer to the Alberta Transfer Guide (www.acat.gov.ab.ca).

Human Resources Institute of Alberta considers both the certificate and the diploma toward a Certified Human Resources Professional (CHRP) designation. The Human Resources Institute of Alberta may be contacted at (800) 668-6125 or through its website at www.hria.ab.ca.

Other professional organizations associated with the Human Resources Management Program are:

- Human Resources Management Association of Edmonton (HRMAE): (780) 448-3723
- International Personnel Management Association (IPMA): (613) 599-8280

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND be out of full time high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) or Mathematics 31 with a minimum grade of 50 per cent (or Transitional Math 101 with a grade of 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

TERM I (Fall)		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
HRMT 180	Human Resources Management	45:0:0	3
MCSP 131	Business Computing	45:0:0	3
MGMT 111	Financial Math	45:0:0	3
MGMT 122	Organizational Behaviour	45:0:0	3
TERM II (Winter)			
HRMT 130	Compensation and Benefits I	45:0:0	3
HRMT 145	Staffing	45:0:0	3
HRMT 150	Employee/Labour Relations I	45:0:0	3
HRMT 160	Human Resources Training and Development I	45:0:0	3
MGMT 121	Principles of Management	45:0:0	3
TERM III (Fall)			
HRMT 220	Human Behaviour in the Organization	45:0:0	3
HRMT 230	Compensation and Benefits II	45:0:0	3
HRMT 245	Performance Management	45:0:0	3
ACCT 111	Financial Accounting I	45:0:0	3
Elective		45:0:0	3
TERM IV (Winter)			
DMWP 104	Introduction to Disability Management	45:0:0	3
HRMT 250	Employee/Labour Relations II	45:0:0	3
HRMT 260	Human Resources Training and Development II	45:0:0	3
HRMT 270	Human Resources Information Management	45:0:0	3
Elective		45:0:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Teresa Costouros, MBA, FCIP, CRM
Chair

Don Schepens, MBA, CHRP, CCP
Curriculum Coordinator

Karen Portas
Instructional Assistant, Full-time Program

Leanna Price
Training Consultant, Part-time Program

INSTRUCTORS

Angela Anderson, MBA, CHRP
Cindy Arcand, CEBS
Tony Bennett, CHRP
Lyle Benson, PhD
Kathleen Byrne, MEd, BED
Coriina Chetley
Steve Fanjoy, BBA, BA, CPP
Mariina Heinonen, CHRP
Daryl Johnson, BEd, CCP, CHRP
Cara Jones
Shirley Leonard
Jill Little, BA, CHRP, CEBS, GBA, CMS
Susan McGillivray, LLB, CHRP
Brian Pearson, CHRP
Leita Seiver, LLB
Earl Shindruk
Vince Tejada
Melody White, CHRP

ADVISORY COMMITTEE

Doug Alloway, BEd, CHRP
Edmonton Economic Development

Vicki Giles
McLennan Ross

John Hearn
Capital City Savings

Bob McGinn
Mercer Human Resource Consulting

Lorraine Moster
Northlands Park

Gary Semple, CHRP
Rental Service Corporation

Lily Simpson
Applied Strategies

Bernadette Welham
*Alberta Justice and Attorney General and
Alberta Solicitor General*

Philip Wong, CHRP
Epcor

FURTHER INFORMATION

Human Resources Management
Full-time Program
(780) 497-5384 or (780) 497-5259
Part-time Program
(780) 497-5219

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY

(School of Business)

www.macewan.ca/infomanage

INTRODUCTION

Libraries and information agencies have undergone some dramatic changes over the years. Since the Information Management and Library Technology program started 32 years ago, the escalating proliferation of information has given rise to a dramatic increase in the use of technology to organize, control, and provide access to information resources. Students in the Information Management and Library Technology Program develop the skills needed to organize, retrieve, and manage information in a variety of print and electronic formats. Students learn how and where to search for information and apply these skills in the corporate and/or library setting.

THE PROGRAM

Practical and hands-on, this program exposes students to areas like cataloguing, reference, circulation, research techniques, information systems design and services to various types of library patrons. Students examine and apply database management software, indexing systems, and standard library cataloguing rules and classification systems. Using media such as the Internet, CD-ROMs and related technologies, as well as other print and non-print sources, students become familiar with the broad scope of information organization and retrieval. Other courses include web development, computer software applications and business communications. Information on evening courses offered part-time is published in the Focus on Part-time Courses publications.

CAREER POTENTIAL

Studies indicate that within the decade up to 40 per cent of current library workers will be eligible to retire, which means career opportunities will open steadily over the next few years. Some common workplaces include: school, public, academic and special libraries; bookstores; publishing houses; government and private industry; non-profit organizations; research

organizations; consulting companies; and software producers.

Graduates find jobs as:

- Library and information technicians
- Reference assistants and technicians
- Bookstore service personnel
- Consultants
- Software support personnel
- File and records clerks

WHO SHOULD APPLY

This program is right for people who love to work in the service industry. A natural love for learning, research and technology are also critical to success in this program. Information personnel require excellent interpersonal and communication skills coupled with the ability to deal accurately with detail. They are versatile and can quickly adapt to a rapidly changing work environment. Like any other technology-related career, lifelong learning can spur continued career growth and development in the field. Successful students work effectively in a team setting and have excellent interpersonal and communication skills. Attention to detail in organizing, storing, and retrieving information in a wide variety of formats, the ability to work accurately to assist clients as diverse as CEOs and preschoolers, and basic computer and keyboarding skills are all valuable assets.

TRANSFERABILITY

Graduates may apply this diploma at 60 units of credit toward a Bachelor of Professional Arts degree in Communications at Athabasca University. It is also transferable to the University of Alberta for up to 30 units of course weight in the Faculty of Arts.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year.

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar.

Applicants who have successfully completed a minimum of 24 credits of coursework towards or completed a degree, applied degree or diploma must present a minimum 2.0 Admission Grade Point Average (AGPA)* on a 4.0 scale. High school coursework does not apply under this admission category. If an applicant presents fewer than 24 credits of post-secondary work, the regular admission (High School Diploma) requirements will apply.

* ADMISSION GRADE POINT AVERAGE (AGPA):

The AGPA is calculated on the most recent 24 credits of post-secondary work. The coursework for an entire term will be used to calculate AGPA, where the break point for 24 credits falls during that term. Six credit courses that span both the Fall and Winter terms are considered winter courses, and six credit courses that span both the Spring and Summer terms are considered summer courses in these cases. For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

Applicants with an AGPA below 2.0 on the 4.0 scale who have been out of school for at least three calendar years will be considered for admission by either the regular or mature admission requirements. In this circumstance only, the AGPA is disregarded for admission purposes.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of B.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of B.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Note: typing speed of 25 words per minute is highly desirable along with a good understanding of basic computer skills such as keyboarding, file management and word processing. Applicants will be invited to an information session.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	CR.
INFEM 101	Introduction to Information Resources	45:0:0	3
INFEM 103	Reference Fundamentals	45:0:0	3
INFEM 104	Collection Development	45:0:0	3
MCSP 123	Introduction to Web Development	45:0:0	3
MCSP 131	Business Computing	45:0:0	3
TERM II			
ENGL 111	Communications	45:0:0	3
INFEM 152	Information Services and Resources I	45:0:0	3
INFEM 155	Organization of Information I	30:30:0	3
MCSP 108	Operating Systems I	45:0:0	3
INFEM 110	Professional Skills Development and Support Services	45:0:0	3

YEAR II

TERM III			
ENGL 211	Business Communications	45:0:0	3
INFEM 202	Information Services and Resources II	45:0:0	3
INFEM 205	Organization of Information II	30:30:0	3
INFEM 208	Library Services for Children and Young Adults	45:0:0	3
MCSP 157	Database Applications	30:30:0	3
TERM IV			
INFEM 255	Organization of Special Materials	45:0:0	3
INFEM 258	Information Systems Design	45:0:0	3
INFEM 259	Information Services Management	45:0:0	3
INFEM 260	Field Placement	10:0:170	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Alan Wesley

Program Chair

Tony Fell

Curriculum Coordinator

Norene James

Instructor

Chris Hancock

Instructor

Raina Rudko-Buac

Instructor

ADVISORY COMMITTEE

Dr. Anna Altmann

School of Library & Information Studies

Ms. Christina Andrews

Alberta Corporate Service Centre

Ms. Joanne Griener

Associate Director, Management Services Dept.

Ms. Erin Hardie-Belair

Coordinator of Volunteers Edmonton Public Librar

Ms. Karen Hildebrandt

Concordia University College

Ms. Allison Sivak

Research Associate 5-07 Cameron Library

Ms. Sandi Swanston

Parkland Village School

Mr. Nick Ursulak

Borrower Services

FOR FURTHER INFORMATION

Alan Wesley, Program Chairperson
Information Management & Library
Technology Program (780) 497-5763
wesleya@macewan.ca

Tony Fell, Curriculum Coordinator,
information Management & Library
Technology Program (780) 497-5274
fellt@macewan.ca

All written general correspondence:

Information Management &
Library Technology Program Grant
MacEwan College

Room 5-326 E, 10700 – 104 Avenue
Edmonton, AB T5J 4S2

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140
<http://www.macewan.ca/>



LEGAL ASSISTANT

(School of Business)

www.macewan.ca/legal

INTRODUCTION

The Legal Assistant Program prepares graduates to work in legal support positions in law offices. Graduates work under the supervision of a legal practitioner in a variety of areas including litigation, real estate and corporate. The Legal Assistant Program has been preparing students to work in the legal community for 30 years and in that time has earned an enviable reputation for preparing qualified graduates who are able to make a valuable contribution to their employers immediately upon graduation.

"MacEwan's strength is our ability to stay current, consistently responding to the needs of lawyers," explains Elsie Elford, a lawyer and Dean of the College's School of Business. "When lawyers' needs change, so does our curriculum."

Students come to the Legal Assistant Program with an enthusiasm for the law, a drive to learn, and a desire to play a key role in the legal process. They graduate with a strong theoretical and practical foundation that allows them to realize that goal. Legal Assistants perform vital administrative and management roles in support of the legal practitioners that they work for including: preparing documents and correspondence; communicating with clients and other parties; monitoring files and ensuring that vital deadlines are met; scheduling meetings and appointments; organizing documentation in client files to ensure that it is accessible; and performing routine clerical tasks such as rendering accounts, copying documents, and opening/closing files.

For anyone who is fascinated by the law, has strong organization and time management skills, and loves working with a computer, a career as a legal assistant can be a challenging and rewarding one. MacEwan's Legal Assistant program can provide the tools needed to get started.

THE PROGRAM

One of the primary objectives of the program is to familiarize students with the legal terms, concepts and documentation they'll use in a legal office. Students learn theory as well as practical and procedural steps in a number of fields, including litigation, real estate, commercial transactions, administration of estates, and corporate. As well, the program introduces students to law office technology and the computer skills necessary for work in a legal environment.

Students also develop communication skills, both spoken and written, that are necessary in the law office. During the last term of study, students participate in a five-week field placement, which provides them with valuable practical experience in a legal setting and often leads to permanent employment. The field experience component gives students an opportunity to see first-hand how a law office functions.

If you are unable to attend college full-time, the program also offers a part-time evening diploma study option. For more information, call the Legal Assistant Program at (780) 497-5242.

CAREER POTENTIAL

While the primary aim is to prepare graduates for work in law offices, many find employment opportunities in government or legal departments of large corporations. The program also prepares graduates to work in other settings, such as trust companies and real estate companies.

This program is highly respected by the legal community for its ability to adapt and meet the changing needs of the profession. For this reason, there are excellent career opportunities in Alberta.

TRANSFERABILITY

Grant MacEwan College has a partnership arrangement with Athabasca University, which accepts the Legal Assistant Diploma toward the first two years of a post-diploma Bachelor of Professional Arts Degree in Communication Studies and the Bachelor of Professional Arts Degree in Governance, Law and Management. The diploma is also transferable to the University of Great Falls, Montana, toward two years of the Bachelor of

Arts or Science in Paralegal Studies.

There is a transfer agreement with the Office Assistant Program which allows graduates (2003 and beyond) of the Office Assistant Program, Legal Major, to block transfer into the second year of the Legal Assistant Program.

WHO SHOULD APPLY

The Legal Assistant Program is well suited to the student who thrives in a challenging, fast-paced setting. Organization, priority management, and problem-solving skills are vital assets. Excellent language skills are essential, as students must demonstrate the ability to communicate effectively both orally and in writing. A command of spelling and punctuation is absolutely vital to success in this field. This program fills quickly, so it is advisable to apply early in order to avoid disappointment.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance in English is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) AND have completed ELA 30-1 (or English 30) OR ELA 30-2 (or English 33) with a minimum grade of 50 per cent by the start of the first term.

Applicants who present a grade of 50 per cent but less than 65 per cent in ELA 30-1 (or English 30) OR who present a grade of 50 per cent but less than 75 per cent in ELA 30-2 (or English 33) must meet the Skills Appraisal requirements (see Skills Appraisal).

MATURE ADMISSION

Applicants must be 18 years of age AND out of high school for one year AND have completed ELA 30-1 (or English 30) OR ELA 30-2 (or English 33) with a minimum grade of 50 per cent by the start of the first term.

Applicants who present a grade of

50 per cent but less than 65 per cent in ELA 30-1 (or English 30) OR who present a grade of 50 per cent but less than 75 per cent in ELA 30-2 (or English 33) must meet the Skills Appraisal requirements (see Skills Appraisal).

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of B.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of B.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

All applicants are required to successfully complete the following:

- Keyboarding test – applicants must be able to type at 30 words per minute or better.

Note: Evidence of one or more of the following is desirable and may become a factor when admission becomes competitive:

- Business office experience
- CTS modules in Legal Studies or equivalent

- Completion of a computer course or basic computer literacy

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST.	HRS.	CR.
ENGL 111	Communications	45:0:0	3	
LEGL 110	Introduction to Legal Research	45:0:0	3	
LEGL 210	Business Law I	45:0:0	3	
LEGL 130	Corporate Procedures	45:0:0	3	
OADM 103	Word Processing for Legal Assistants	30:45:0	3	
or				
OADM 102	Introductory Word Processing	45:0:0	3	

TERM II

LEGL 140	Introduction to the Law Office	45:0:0	3	
LEGL 150	Residential Real Estate Transactions	30:30:0	3	
LEGL 160	Civil Litigation Procedures I	30:30:0	3	
LEGL 170	Technology in the Law Office I	30:15:0	3	
LEGL 180	Financial Procedures for the Law Office	30:15:0	3	

YEAR II

TERM III

LEGL 215	Commercial Transactions	30:30:0	3	
LEGL 220	Criminal Law Procedures	30:30:0	3	
LEGL 230	Civil Litigation Procedures II	45:0:0	3	
LEGL 240	Technology in the Law Office II	30:30:0	3	
Elective		45:0:0	3	

TERM IV

LEGL 260	Credit and Collection Procedures	45:0:0	3	
LEGL 270	Estate Procedures	45:15:0	3	
LEGL 280	Family Law Procedures	30:30:0	3	
LEGL 290	Law Office Simulation	30:30:0	3	
LEGL 295	Legal Fieldwork	0:0:180	3	

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Brian Keller, LLB
Chair

Cheryl Kuehn, BA
Instructional Assistant

Lorrie Adams, LL.B.
Instructor

Linda Callaghan, LLB
Instructor

G. Thomas Carter, LLB
Instructor/Curriculum Coordinator

Lorna Daniel, BA
Instructor

Jacqueline Devlin, LLB
Instructor

Jody Dionne, Legal Assistant Diploma
Instructor/Lab Assistant

Jollena Hancen, Legal Office Practice Certificate
Instructor

Travis Huckell, LLB
Instructor

Kirk MacDonald, LLB
Instructor

Karen Reschke, LLB
Instructor

Sandra Rioux, Law Clerk Diploma
Instructor

Connie Seutter, Legal Assistant Diploma
Instructor

Carla Walker, BA., BComm, CA
Instructor

Elaine Wowchuk
Instructor

ADVISORY COMMITTEE

Melanie Fedorovich
Paralegal, Bennett Jones LLP

Terry Lewis
Human Resources Manager, McLennan Ross LLP

Zachary Riavitz
Litigation Paralegal, Davis & Company LLP

David Stam
Counsel, Federal Department of Justice

Natalie Syvenky
Human Resources Manager, Duncan and Craig LLP

FOR FURTHER INFORMATION

Legal Assistant Program
Telephone (780) 497-5242
Email: legal@macewan.ca
Website: www.macewan.ca/legal

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140

MANAGEMENT STUDIES

(School of Business)

www.macewan.ca/management

INTRODUCTION

www.macewan.ca/management

Searching for a comprehensive business program? Looking for the solid practical skills that you need to survive in today's business world? MacEwan's Management Studies Program offers leading edge management education suitable to any business environment. This program offers you the options you need to fit post-secondary business education into your busy life. Study on a full-time basis, start part-time, or take the program on-line. The program also offers start dates throughout the year, flexible course scheduling and an accelerated delivery option that lets you complete the program at your own pace.

Students may choose to pursue a diploma or certificate in one of the following:

- Management Studies Diploma
- Management Certificate
- Aviation Management Major, Management Studies Diploma
- Golf Operations Management Major, Management Studies Diploma
- Insurance and Risk Management
- Professional Golf Management Major, Management Studies Diploma
- Professional Golf Management, Certificate of Achievement

THE PROGRAM

The Management Studies Diploma is a comprehensive, hands-on, relevant, and dynamic general business program that prepares you to take on any challenge. It is much more than traditional books and theory - learning is accomplished through lectures, individual and group case-studies, real-world examples, and field experience - a combination that makes your time at MacEwan a practical and hands-on experience. To help develop and demonstrate the potential of our students to become managers, administrators, entrepreneurs, and leaders, we emphasize the integration of soft skills such as professionalism, interpersonal relations, teamwork and communications with quantitative and strategic-decision making abilities.

MacEwan recognizes that every student

has unique demands on their time, so we offer an unmatched range of scheduling choices. The Management Studies Diploma/Certificate program offers you the flexibility you need to fit post-secondary business education into your busy life.

The program is available on a full-time or part-time basis as follows:

- Regular two-year delivery: a traditional two-year program of study that runs from September through to April.
- Accelerated/Flexible delivery: Start in January, April, mid-September or late September and complete your diploma at your own pace - in as few as 13 months, or over a longer period of time - with customized timetables of full or part-time course loads.
- Evening and on-line delivery: Evening and on-line courses are available for the person who is unable to attend classes during the day.

CAREER POTENTIAL

Whether your goal is to own your own business, to work as a management trainee, an account representative, a personal banker, a marketing consultant or in general management in an industry of your choice - the opportunities are endless and are only limited by your imagination.

WHO SHOULD APPLY

The Management Studies Program appeals to people who want to pursue a career in business and/or management and want a balance of theory and practical experience. The program is ideal for a wide range of possible careers in business including starting your own business, sales, marketing, hospitality management, financial services and more! It's also well suited to those wanting to pursue further post-secondary studies, either immediately upon graduation or at some point in the future.

TRANSFERABILITY

While the next step for many of our grads is a move into the workplace, some decide to continue their learning. Through MacEwan's agreements with other educational institutions, you can transfer your diploma credits to the third year of management degree programs at partner universities throughout Alberta.

MacEwan's Management Studies program has transfer agreements with:

- University of Lethbridge - Block transfer to third year of Bachelor of Management Degree (offered in Edmonton, Calgary, and Lethbridge).
- Athabasca University - post-diploma Bachelor of Management Degree.
- Concordia University College of Alberta - Block transfer to third year of Bachelor of Management Degree.

All Management Studies certificate and diploma courses are credit courses, which may be transferable toward future study at other institutions. For more information on the details of transferring to various post-secondary institutions, please refer to the Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the institutions directly.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of full time high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) or Mathematics 31 with a minimum grade of 50 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Management Studies Diploma

YEAR I

TERM I		INST	HRS.	CR.
MGMT 0101	Program Orientation*	0:0:4	0	
ENGL 111	Communications	45:0:0	3	
MCSP 131	Business Computing	45:0:0	3	
MGMT 111	Financial Math	45:0:0	3	
ACCT 111	Financial Accounting I	45:0:0	3	
MGMT 121	Principles of Management	45:0:0	3	

TERM II

ECON 100	Elementary Business Economics	45:0:0	3	
LEGL 210	Business Law I	45:0:0	3	
ACCT 218	Management Accounting I	45:0:0	3	
MGMT 122	Organizational Behaviour	45:0:0	3	
MGMT 131	Marketing	45:0:0	3	

YEAR II

TERM III

MGMT 211	Business Finance	45:0:0	3	
MGMT 221	Organizational Theory	45:0:0	3	
HRMT 200	Management of Human Resources	45:0:0	3	
	Business option or Elective	45:0:0	3	
	Business option or Elective	45:0:0	3	

TERM IV

MGMT 223	Supervision	45:0:0	3	
MGMT 231	Sales	45:0:0	3	
MGMT 241	Business Policy and Practice	60:0:0	4	
MGMT 242	Business Fieldwork	15:0:105	2	
	Business option or Elective	45:0:0	3	

Options:

MGMT 114	Personal Finance and Money Management	45:0:0	3	
MGMT 117	Investment Funds in Canada	45:0:0	3	
MGMT 123	Thought Patterns for a Successful Career	45:0:0	3	
MGMT 126	Introduction to Conflict Resolution and Mediation	45:0:0	3	
MGMT 132	Retail Merchandising	45:0:0	3	
MGMT 141	International Business	45:0:0	3	
MGMT 142	International Marketing	45:0:0	3	
MGMT 212	Entrepreneurship	45:0:0	3	
MGMT 213	Topics in Finance	45:0:0	3	
MGMT 222	Human Resource Development	45:0:0	3	
MGMT 232	Marketing Management	45:0:0	3	
MGMT 233	Marketing Research	45:0:0	3	
MCSP 154	Microcomputer Application I	45:0:0	3	

Note: Curriculum is subject to change. Management Studies students who choose to complete only the first two terms of the Management Studies

Program may apply to graduate with the Management Studies Certificate.

*Taken by day-time students only.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FOR FURTHER INFORMATION

Two-year regular delivery

(780) 497-5263

Accelerated/flexible (full-time or part-time day-time) delivery

(780) 497-5241

Evening and on-line delivery

(780) 497-5219

or email: management@macewan.ca

Aviation

Management Major

Enhance your career opportunities in the field of aviation by combining flight training with business courses through MacEwan's Management Studies Diploma Aviation Management Major.

PROGRAM

Students who love to fly and would like a solid business education should consider this program. The flight training and ground school component may be completed at any flying school and Transport Canada controls all pilot licensing under this program. To complete the management portion of this major, students may enroll in any delivery method (i.e. accelerated/flexible, regular 2-year, evening, or on-line) of the Management Studies program. To attain the Aviation Major, six identified management courses (18 credits) are replaced with aviation training. Details are listed below in the 'Program of Study' section.

CAREER POTENTIAL

Graduates of this specialized diploma gain employment in a variety of aviation-related careers such as: crop spraying, aerial photography, airport management, and entrepreneurial pursuits. Pilots with additional ratings and endorsements – like instrument endorsement or multi-engine instrument rating – may find even greater career potential.

WHO SHOULD APPLY

Students who enjoy flying and wish to earn a solid business education will be interested in this program. The program also appeals to those wanting to pursue their own business or manage flight operations. As well, students interested in becoming commercial pilots will benefit from the business courses offered in this program.

TRANSFERABILITY

Through a transfer agreement, MacEwan's Management Studies graduates may transfer to the University of Lethbridge (U of L) Bachelor of Management Degree Program (offered in Edmonton, Calgary, and Lethbridge). This U of L program grants a block transfer of courses to the third year of degree studies. All Management Studies certificate and diploma courses are credit courses, which may be transferable toward future study at other institutions. For more information on transferring courses to other post-secondary institutions, please refer to the Alberta Transfer Guide (www.acat.gov.ab.ca), or contact the institutions directly.

ADMISSION

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) by the start of the first term.

MATURE ADMISSION

Applicants must be at least 18 years of age AND out of full time high school for at least one year by the start of the first term.

SKILLS APPRAISAL

All admission categories

- Skills Appraisal outcomes for admission to this program must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum final grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum final grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) or Mathematics 31 with a minimum final grade of 50 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum final grade of

65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available on page 20 or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

No requirements

APPLICATION PROCESS

Please see page 19 for details on the application process.

STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Aviation Management Major

YEAR I

TERM I		INST. HRS.	CR.
MGMT 101	Program Orientation	0:0:8	0
ENGL 111	Communications	45:0:0	3
MCSP 131	Business Computing	45:0:0	3
MGMT 111	Financial Math	45:0:0	3
ACCT 111	Financial Accounting I	45:0:0	3
MGMT 121	Principles of Management	45:0:0	3

TERM II

ECON 100	Elementary Business Economics	45:0:0	3
LEGL 210	Business Law I	45:0:0	3
ACCT 218	Management Accounting I	45:0:0	3
MGMT 122	Organizational Behaviour	45:0:0	3
MGMT 131	Marketing	45:0:0	3

YEAR II

TERM III

MGMT 211	Business Finance	45:0:0	3
MGMT 221	Organizational Theory	45:0:0	3
	Private Pilot's License, Commercial Pilot's License, and Instrument Rating		9

TERM IV

MGMT 241	Business Policy and Practice	60:0:0	4
MGMT 242	Business Fieldwork	15:0:105	2
	Instrument Rating, Multi-Engine Rating, Instructor Rating or Air Transport License		9

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FOR FURTHER INFORMATION

Aviation Management Major
(780) 497-5241 or any Transport Canada approved aviation training centre.

Golf Operations Management Major

www.macewan.ca/golf

This program combines key elements of management training with golf industry-specific coursework to prepare students for a career in golf club management.

Structured around the golf season, classes begin in October and end in March.

THE PROGRAM

Management courses help the student develop a diverse set of skills in written and verbal communication, organization, human resources management, staff supervision, promotion, budgeting, and financial control and analysis. Industry-specific courses include food and beverage operations, facility management, golf course maintenance, and others related to overall club operations and management.

CAREER POTENTIAL

Graduates of this program typically work in golf facilities in areas such as general management, clubhouse operations, pro shop operations, or course maintenance. Over time, they may progress to managing clubs or establishing their own facilities.

WHO SHOULD APPLY

Golf Operations Management is a dynamic course of study that provides a strong background for entering the golf industry, primarily as a golf club manager. Students ought to enjoy the game itself, but should also aspire to golf club management. The program is especially suited to students who have an aptitude for customer service, communication, organization, and teamwork.

TRANSFERABILITY

Through a transfer agreement, MacEwan's Golf Operations Management diploma is accepted at the University of Lethbridge in the Bachelor of Management Degree Program (offered in Edmonton, Calgary, and Lethbridge). All Management Studies certificate and diploma courses are credit courses, which may be transferable toward future study at other institutions.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND be out of full time high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) or Mathematics 31 with a minimum final grade of 50 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized

language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

ALL ADMISSION CATEGORIES

Applicants are required to submit a resume and letters of reference that demonstrate career intent and knowledge of the industry.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Golf Operations Management Major

YEAR I

TERM I		INST. HRS.	CR.
FALL (11 WEEKS) (OCTOBER – DECEMBER)			
PGMT 0100	Program Orientation	0:0:3	0
ENGL 111	Communications	45:0:0	3
GOMT 111	Overview of Facility Management	30:0:0	2
MCSP 131	Business Computing	45:0:0	3
MGMT 121	Principles of Management	45:0:0	3
MGMT 131	Marketing	45:0:0	3

TERM II – WINTER (11 WEEKS) (JANUARY – MARCH)

GOMT 112	Facility Maintenance	30:0:0	2
GOMT 121	Food and Beverage Operations I	30:0:0	2
ACCT 111	Financial Accounting I	45:0:0	3
MGMT 122	Organizational Behaviour	45:0:0	3
PGMT 151	Backshop and Practice Facility Operations	15:0:0	1
	Business Option or Elective	45:0:0	3

TERM III – SPRING/SUMMER (20 WEEKS) (APRIL – SEPTEMBER)

GOMT 171	Golf Operations Management Practicum I	0:0:800	2
----------	--	---------	---

YEAR II**TERM IV – FALL (11 WEEKS)
(OCTOBER – DECEMBER)**

PGMT 0100	Program Orientation	0:0:3	0
GOMT 241	Golf Course Maintenance	30:0:0	2
PGMT 251	Booking Systems, Programs and Leagues	15:0:0	1
ACCT 218	Management Accounting I	45:0:0	3
MGMT 115	Financial Statement Analysis	15:0:0	1
HRMT 200	Management of Human Resources	45:0:0	3
MCSP 164	Golf Applications Business Option or Elective	45:0:0	3

**TERM V – WINTER (11 WEEKS)
(JANUARY – MARCH)**

GOMT 211	Working with Boards and Committees	15:0:0	1
GOMT 221	Food and Beverage Operations II	30:0:0	2
MGMT 223	Supervision	45:0:0	3
MGMT 243	Business Policy	45:0:0	3
PGMT 252	Tournament Organization	15:0:0	1
PGMT 253	Golf Equipment and Golf Car Fleet Management	30:0:0	2
	Business Option or Elective	45:0:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

**Insurance and Risk
Management**

www.macewan.ca/insure

The insurance industry offers excellent career opportunities. Highly trained insurance professionals assess risks and insure clients against unforeseen events – physical, financial or acts of nature.

Offered in co-operation with the Insurance Institute of Canada and the Insurance Institute of Northern Alberta, Insurance and Risk Management prepares students for the Institute's Chartered Insurance Professional (CIP) designation.

THE PROGRAM

The Insurance and Risk Management Major is a diploma within the Management Studies program that offers both a 12 month (September start) or 15 month (January start) condensed course of study. Many courses are recognized by the Insurance Institute of Canada and qualify toward

its professional designation upon successful completion of the Institute national exams. Topics covered include general business courses such as accounting, business law, sales and marketing combined with insurance industry-specific courses such as personal property insurance, liability insurance, loss adjusting, underwriting, and risk management.

CAREER POTENTIAL

The insurance industry is a vital part of the financial/business community across Canada. It provides opportunities for a variety of career choices such as claims adjusters, commercial and personal lines underwriters, account executives, brokers, agents, customer service representatives, risk management professionals, marketing representatives, and office or department managers.

WHO SHOULD APPLY

Can you think through problems and weigh various options? This quality can help you shine in the insurance profession. Learn how to use information to make smart business decisions. The program is suited to students who thrive in a challenging environment. Critical thinking skills, problem-solving ability, attention to detail, and service orientation are all valuable assets.

TRANSFERABILITY

Through a transfer agreement, the Insurance & Risk Management diploma is accepted at the University of Lethbridge in the Bachelor of Management Degree (offered in Edmonton, Calgary, and Lethbridge).

All Insurance & Risk Management courses are credit courses, which may be transferable toward future study at other institutions. For more information on the details of transferring to various post-secondary institutions, please refer to the Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the institutions directly.

**ACADEMIC ADMISSION
CRITERIA**

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of full time high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) or Mathematics 31 with a minimum grade of 50 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 with a minimum grade of 65 per cent OR complete the Skills Appraisal

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

**ENGLISH LANGUAGE
PROFICIENCY**

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

No requirements.

APPLICATION PROCESS

Please see page 19 for details on the application process.

WHO SHOULD APPLY

The Professional Golf Management major appeals to people who thrive in a business environment with a customer service focus. Excellent communication, organizational, management and golf playing skills are critical for success as a head golf professional.

Through a transfer agreement, MacEwan's Professional Golf Management diploma is accepted at the University of Lethbridge in the Bachelor of Management Degree Program (offered in Edmonton, Calgary, and Lethbridge). All Management Studies certificate and diploma courses are credit courses, which may be transferable toward future study at other institutions.

The CPGA has approved the MacEwan Rules of Golf course. Students completing this course can receive credit for the course towards meeting the CPGA class "A" requirements.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older or older AND be out of full time high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 30 (or Math 30) or Mathematics 31 with a minimum grade of 50 per cent (or Transitional Math 101 with 75% or higher) OR Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with

a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-

Math: Applicants must successfully complete the math portion OR must complete any developmental work with a minimum grade of C-.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

ALL ADMISSION CATEGORIES

Applicants are required to submit a resume with covering letter and two letters of reference. The letters must demonstrate career intent and knowledge of the industry and should indicate playing ability commensurate with the Canadian Professional Golfers' Association (CPGA) playing ability requirements.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Professional Golf Management Major

YEAR I

TERM I FALL (11 WEEKS) (OCTOBER – DECEMBER)		INST. HRS.	CR.
PGMT 0100 Program Orientation		0:0:3	0
ENGL 111 Communications		45:0:0	3
MCSP 131 Business Computing		45:0:0	3
MGMT 121 Principles of Management		45:0:0	3
MGMT 131 Marketing		45:0:0	3
PGMT 111 Golf as a Profession		15:0:0	1

TERM II – WINTER (11 WEEKS) (JANUARY – MARCH)

ACCT 111 Financial Accounting I		45:0:0	3
MGMT 122 Organizational Behaviour		45:0:0	3
MGMT 231 Sales		45:0:0	3
PGMT 121 Rules of Golf		30:0:0	2
PGMT 151 Backshop and Practice Facility Operations		15:0:0	1
Business Option or Elective		45:0:0	3

TERM III – SPRING/SUMMER (20 WEEKS) (APRIL – SEPTEMBER)

PGMT 171 Professional Golf Management Practicum I		0:0:800	2
---	--	---------	---

YEAR II

TERM IV – FALL (11 WEEKS) (OCTOBER – DECEMBER)

PGMT 0100 Program Orientation		0:0:3	0
GOMT 241 Golf Course Maintenance		30:0:0	2
HRMT 200 Management of Human Resources		45:0:0	3
ACCT 218 Management Accounting I		45:0:0	3
MGMT 115 Financial Statement Analysis		15:0:0	1
PGMT 211 History and Current Practice of Golf		30:0:0	2
PGMT 251 Booking Systems, Programs and Leagues		15:0:0	1
Business Option or Elective		45:0:0	3

TERM V – WINTER (11 WEEKS) (JANUARY – MARCH)

GOMT 121 Food and Beverage Operations I		30:0:0	2
MGMT 223 Supervision		45:0:0	3
MGMT 243 Business Policy		45:0:0	3
PGMT 252 Tournament Organization		15:0:0	1
PGMT 253 Golf Equipment and Golf Car Fleet Management		30:0:0	2
Business Option or Elective		45:0:0	3

TERM VI – SPRING/SUMMER (10 WEEKS) (APRIL – SEPTEMBER)

PGMT 271 Professional Golf Management Practicum II		0:0:800	2
--	--	---------	---

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

Professional Golf Management Certificate of Achievement

www.macewan.ca/golf

The Professional Golf Management (PGM) Certificate of Achievement is a one-year program of study exclusively designed for those interested in a career as a head golf professional. Before enrolling in this certificate, applicants must have completed a Management Studies Diploma in either the Professional Golf Management Major or the Golf Operations Management Major or equivalent, and demonstrate golf playing skills commensurate with the CPGA playing ability standard. Structured around the golf season, classes begin in October and end in March.

THE PROGRAM

Business courses emphasize retailing, sales techniques, business computer applications, and working with boards and committees. Emphasis is placed on developing knowledge of the golf swing and understanding golf swing techniques. Industry-specific courses examine golf equipment repair, sports psychology, golf course design, CPGA regulations and by-laws, and the essentials of setting up a golf operation as a professional.

Note: The CPGA has approved the MacEwan Golf Club Repair and Golf Club Fitting courses. Students completing these courses receive credit for them by the CPGA towards meeting the CPGA class "A" requirements.

In addition, the Coaching and First Aid courses receive CPGA credit toward seminar hours.

CAREER POTENTIAL

Graduates of the Certificate of Achievement are qualified to work as head golf professionals through achievement of Class "A" certification from the Canadian Professional Golfers' Association. Golf professionals may also seek further career advancement through positions such as executive professional, director of golf, or pro manager.

WHO SHOULD APPLY

The Professional Golf Management Certificate of Achievement appeals to people who thrive in a business environment with a customer service focus. Excellent communication, organizational, management, and golf playing skills are critical for success as a head professional.

ADMISSION

REGULAR ADMISSION

Applicants must have successfully completed the Professional Golf Management Major, Golf Operations Management Major, or equivalent by the start of the first term.

MATURE ADMISSION

- Not applicable

SKILLS APPRAISAL

No requirement

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available on page 20 or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

All admission categories

All applicants must demonstrate golf playing skills commensurate with the Canadian Professional Golfers' Association (CPGA) playing ability requirements.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Professional Golf Management Certificate of Achievement

TERM I		INST.	HRS.	CR.
FALL (11 WEEKS) (OCTOBER – DECEMBER)				
PGMT 0100	Program Orientation	0:0:3	0	
PGCT 341	Golf Course Design	45:0:0	3	
PGCT 351	Golf Equipment Repair	15:0:0	1	
PGCT 361	Player Development	45:0:0	3	
PGCT 362	Sports Psychology	30:0:0	2	
MCSP 164	Golf Applications	45:0:0	3	
PHSD 301	Scientific Analysis of the Golf Swing	36:9:0	3	
WINTER (11 WEEKS) (JANUARY – MARCH)				
PGCT 331	Setting up a Golf Operation and CPGA By-Laws	30:0:0	2	
PGCT 352	Club Fitting	15:0:0	1	
PGCT 353	First Aid	15:0:0	1	
PGCT 363	Instructional Skills Seminar	30:0:0	2	
PGCT 365	Coaching	15:0:0	1	
GOMT 211	Working with Boards and Committees	15:0:0	1	
GOMT 221	Food and Beverage Operations II	30:0:0	2	
MGMT 132	Retail Merchandising	45:0:0	3	

TERM III SPRING/SUMMER (20 WEEKS) (APRIL – SEPTEMBER)

PGCT 371	Professional Golf Practicum	0:0:800	2	
----------	-----------------------------	---------	---	--

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FOR FURTHER INFORMATION

Golf Operations Management/
Professional Golf Management
(780) 497-5257 or (780) 497-4256
Email: golf@macewan.ca

FACULTY AND STAFF**Management Studies Program**

Sharon Ramstad, MBA, CMA
Chair

Joan Patrick, PhD
Curriculum Coordinator

Kathryn Arnold, MA, BA, BComm
Instructor

Kathleen Byrne, MEd, BEd
Instructor

Gord Chapman
Instructor

Joanne Christie, BA
Instructor

Kerry Couet, MBA, BAdmin, CNA
Instructor

Millard Evans, MA, BA
Instructor

Lynne Fisher, BA (Econ)
Instructor

Rob Gawreluck, PhD
Instructor

Richard Hinton, MBA, B. Eng
Instructor

Daryn Hobal, BA, BComm, CFP, CIM
Instructor

Judith Koch, LLB, BA
Instructor

Sylvia Leskiw, MSA, BComm, FICB, CFP
Instructor

Darlene Lowe, MBA, CMA
Instructor

Jim Penrod, MEd, BSc, BEd
Instructor

Ted Sadlowski, PhD
Instructor

Linda Silvester, CGA
Instructor

Glenn Stewart, MBA, BSc (Hons), BBA (Hons)
Instructor

Warren Yadlowski, BA, BComm
Instructor

Yvonne Lockert
*Yellowhead Region Educational Consortium,
Hinton*

Janine Loewan, B Admin
Instructional Assistant

Janice Miller, BA
Instructional Assistant

Patty O'Dell
Instructional Assistant

Leanna Price
Training Consultant

Golf Management Majors

Alan Riley, BA, CPGA Master Professional
*Program Coordinator
Golf Management*

Brett Burgeson, CPGA
Instructor

Grant Dykstra, BA, CPGA
Instructor

Millard Evans, MA, BA
Instructor

Andrew Gilchrist, BA
Instructor

Bill Gillespie, BPE, M.Sc
Instructor

Victoria Holloway, BA
Program Consultant

**Scott Killips, CGCSA, Golf Operations
Management (dip)**
Instructor

Bill Newbigging, CPGA
Instructor

Ralph Pollock, BA
Instructor

Bernie Van Dyke, BComm, CPM
Instructor

Bob Weatherby, PCS
Instructor

Harry Zuzak, BSc
Instructor

ADVISORY COMMITTEES**Management Studies**

Steve Blink
*Medical Sales Rep
AstraZeneca Canada Inc.*

Arnold J. de Leeuw
Alberta Food Processors Association

Rosa Galdamez
*Consumer Care Solutions
TELUS Communications Inc.*

Mark Grunert
*Account Executive and Operations
Supervisor
Capital Environmental Resource Inc.*

Lorraine Moster
*Business Unit Manager, Human Resources
Northlands Park*

Bill Newell
Scotia Bank

Rob Rondeau
*Major Account Manager
Minolta Business Equipment (Canada) Ltd*

Golf Management Program

Grant Dykstra
*Alberta Professional Golfers'
Association Member*

Ray Milne
*Director of Golf
Highlands Golf Club*

Ralph Pollock
*General Manager
Royal Glenora Club*

Craig Rusnak
*General Manager
Glendale Golf and Country Club*

Ryan Vold
*Director of Golf
Wolf Creek Golf Resort*

Gary Ward
*General Manager
Edmonton Golf and Country Club*

Cameron White
*General Manager
Belvedere Golf and Country Club*



SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75% OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants who have taken MacEwan massage therapy courses must have achieved a minimum GPA of 1.7 on a 4.0 scale on those courses to be considered

Applicants are required to complete a two to three page (typewritten) career investigation report.

Accepted applicants are required to submit a current clear Security Clearance before the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

The following courses are listed in order of study. Students on full-time study are provided with a set schedule of classes. Students on part-time study are provided with a proposed plan of study or may request individual guidance.

Note: Classes with insufficient enrolment may be cancelled. The college reserves the right to adjust pre/corequisites according to individual educational backgrounds and course demands.

Note: Accepted applicants are required to present Standard First Aid and Basic Rescuer Level C CPR Certification prior to Clinical Practice.

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
MTST 102	Massage Therapy as a Profession	30:0:0	2
MTST 105	Terminology for Massage Therapists	15:0:0	1
MTST 115	Functional Survey for Massage Therapists	15:15:0	1
MTST 120	Body Structure I	45:15:0	3
MTST 125	Body Functioning I	45:0:0	3
MTST 131	Techniques I	30:30:30	3
MTST 137	Developing Therapeutic Relationships I	20:10:0	1

TERM II (JANUARY – APRIL)

ENGL 111	Communications	45:0:0	3
MTST 122	Body Structure II	45:0:0	3
MTST 126	Body Functioning II	45:0:0	3
MTST 142	Techniques II	30:30:30	3
MTST 146	Body Movements	35:10:0	3
MTST 151	Critical Review of Massage Literature	15:0:15	1

TERM III (MAY – JUNE)

MTST 155	Assessment for Massage Therapists I	25:20:0	2
MTST 161	Clinical Practice I	0:0:45	1
MTST 143	Techniques III	30:30:30	3

YEAR II

TERM IV (SEPTEMBER – DECEMBER)

HLST 150	Human Disease Processes	45:0:0	3
MTST 140	The Human Lifespan	30:0:0	2
MTST 156	Assessment for Massage Therapists II	25:20:0	2
MTST 224	Techniques IV	30:30:30	3
MTST 240	Developing Therapeutic Relationships II	20:10:0	1
MTST 273	Massage Therapy for Special Populations I	25:20:0	2
MTST 281	Treatments and Planning I	30:15:0	2

TERM V

(JANUARY – APRIL)

HLST 290	Nutrition/Pharmacological Concepts	45:0:0	3
MTST 225	Techniques V	30:30:30	3
MTST 261	Clinical Practice II	0:0:45	1
MTST 274	Massage Therapy for Special Populations II	25:20:0	2
MTST 283	Treatments and Planning II	30:15:0	2
MTST 286	Sports Massage	30:20:10	3

TERM VI

(MAY – JUNE)

MTST 226	Techniques VI	30:30:30	3
MTST 262	Clinical Practice III	0:0:45	1
MTST 265	Business Management for Massage Therapists	30:0:0	2
or			
Business Elective		45:0:0	3

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

- Bob Reid, PN, RN, BGS, DHSA, RMT**
Program Chair and Instructor
- Randall Adcock, MA**
Instructor
- Gail Amort-Larson, MSc**
Instructor
- Rus Berzins, PhD**
Instructor
- Charlotte Bowman, RMT**
Student Advisor and Instructor
- Marlene Campbell, RN**
Instructor
- Jacqueline Chalifoux, BSc, RMT**
Instructor
- Pam Cushing, BA, RMT**
Instructor
- Dawna-Lynne Duffy, RMT**
Instructor
- Lee Finnell, RD, MHSA**
Instructor
- Kelly Green,**
Instructor
- Aurel Hamran, RMT, Dip HSc, SIM, SMT(C)**
Instructor
- Sandra Macdonald, BA, RMT**
Instructor
- Deborah McIntyre, RMT**
Instructor
- Dana Miller-Soahan, RMT**
Instructor
- Cassie Prachnau, MScOt**
Instructor
- Rowe-Anne Rivet, BA, BEd, RMT**
Instructor
- Suzette Roy, MN, RN**
Instructor
- Sheryl Watson, RMT**
Instructor
- Lois Wihlidal, MScPT, RRP**
Instructor
- Joan McCulloch**
Program Secretary

ADVISORY COMMITTEE

- Pat Cherewick**
Registered Massage Therapist
- Beth Barberree**
Massage Therapist Association of Alberta
- Gail Fox**
Public Representative
- Kelsey Gramson**
Canadian Massage Therapist Alliance
- Dr. Charla Wilson – Linke**
College of Chiropractors of Alberta

FOR FURTHER INFORMATION

Massage Therapy
Telephone: (780) 497-5704
Fax: (780) 497-4058

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



MENTAL HEALTH

*(Faculty of Health and
Community Studies)*

www.macewan.ca/mentalhealth

Aboriginal Connections

The shift from segregated, institutional based model of mental health services to an integrated community-based model requires different approaches for planning, educating and managing mental health human services. There is a need to find solutions to mental health issues at the community level. With issues of grief and loss, violence and abuse, addictions and dual diagnosis, chronic depression and suicide, there is a strong demand for broad-based professionals who are familiar with mental health issues and workers that have the skills to fill the gaps that exist in services.

The Provincial Mental Health Plan released in May 2004 sets a new direction for the future of Mental Health Services in Alberta – a direction that will see mental health services integrated into the overall health care system in the province and a direction that will see action to address the many gaps in mental health services today.

The Mental Health Diploma Program was originally developed in response to specific needs identified in the Lesser Slave Lake area with concerns about the lack of culturally-sensitive services available to people who were suffering from mental health related problems and the apparent reluctance to access mainstream Mental Health services.

The Mental Health Program teaches a multidisciplinary, cultural and holistic approach to mental health, addressing service provision, mental health promotion, appropriate assessment, crisis intervention and suicide prevention, counselling and referral at the community level. Courses specifically address historical and current issues, including violence and abuse, grief and loss, substance abuse and addictions, family dynamics and community development. A major component of the program is in making Aboriginal Connections in partnership with Alberta Mental Health, First Nations and Métis communities, as well as urban agencies/services that provide

mental health, family and community services and culturally specific programming for field placement experiences.

Students are introduced to cultural, spiritual and traditional practices and teachings throughout the program. The Elders and Cultural/Spiritual teachers offer the students the opportunity to benefit from the wisdom and experiences of “traditional” teachings that can guide the students on their journey to understanding. Elders and Cultural Helpers are available to consult with students and faculty on cultural issues, traditional teachings and spiritual practices that can be accessed at the community level. This exposure to Elders can guide the students on their journey to understanding and incorporating this knowledge and awareness in their personal lives, which ultimately increases their skills in working with Aboriginal people.

CAREER POTENTIAL

The Provincial Mental Health Plan includes the expansion of community-based services and the need for culturally sensitive approaches and will be developing positions including Mental Health Workers who work simultaneously in both facility and community-based settings. There will be a classification and deployment of Mental Health Worker positions in Alberta Mental Health services, which requires training in assessment, counselling, care coordination and community development.

Organizations which may provide employment include Family Support Programs, Treatment Programs, Health and Wellness Programs and other community-based programs such as: Women’s Shelters, Friendship Centres, Crisis Centres, Family and Community Support Services, Substance Abuse and Addiction Programs, Counselling Agencies, and Government Programs.

Upon completion of the program, graduates will be able to:

- Develop, organize, and facilitate the delivery of mental health promotion and prevention programs.
- Provide mental health services and early intervention to individuals and their families.

- Provide assessment, crisis intervention, and appropriate referrals.
- Provide links between mental health services and culturally relevant programs and resources.
- Function as members of a community care team.

WHO SHOULD APPLY

The Mental Health Diploma Program is well suited to applicants interested in a career in a field of Human Service. Our students come from all walks of life and have sensitivity to diversity. Being able to integrate theory and practice while acknowledging the importance of cultural sensitivity will help to make you a successful mental health worker. With courses ranging from Human Growth and Development, Disease and Disorders, Pharmacology, Interviewing and Counselling, you will also explore the implications of family dynamics, spirituality and Canadian history from an aboriginal perspective.

Our most successful applicants enjoy thought provoking study that challenges their beliefs and leads them to a place of wisdom and understanding. Much of the experiential learning in the program happens through cultural teachings with Elders/guest speakers, cultural activities and field trips, so an open mind and a sense of adventure will help you maximize the benefits of this unique and rewarding program. Participation is required in cultural camp, spiritual foundations seminars/workshops and scheduled talking/sharing circles. These activities enhance personal growth and promote self awareness.

TRANSFERABILITY

Block transfer of 24 credits toward a BSc degree (Human Science Major) is available at Athabasca University.

Block transfer of 45 credits toward a Bachelor of Health Administration is available at Athabasca University.

Block transfer of 60 credits toward a Human Services degree is available at Athabasca University.

Block transfer of 60 credits is available toward the Bachelor of Applied Human Service Administration at Grant MacEwan College.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
HLST 100	Spiritual Foundations of Mental Health (spans 2 terms Fall/Winter)	0:60:0	2
MHST 100	Historical Foundations	30:0:0	2
MHST 101	Interpersonal Communications – Fostering Helping Relationships in Native Communities	30:15:0	3
MHST 102	Healthy Living – Promoting Mental Health in Native Communities	45:0:0	3
MHST 103	Human Growth and Development	45:0:0	3
MHST 104	Introduction to Field Placement	0:0:30	1
TERM II (JANUARY – APRIL)			
HLST 100	Spiritual Foundations of Mental Health (cont'd)		
MHST 120	Disease and Disorders – An Introduction to Mental Illness	30:0:15	2
MHST 121	Introduction to Pharmacology	45:0:0	3
MHST 122	Family Dynamics	30:0:0	2
MHST 123	Counselling and Interviewing Skills	30:15:0	3
MHST 125	Field Placement I	0:15:120	2
MHST 126	Aboriginal Cultural Integration I	0:0:15	1

YEAR II

TERM III (SEPTEMBER – DECEMBER)			
MHST 106	Supporting Healthy Families	30:15:0	3
MHST 201	Mental Health Assessment	45:0:0	3
MHST 202	Crisis Intervention Techniques	30:0:30	3
MHST 203	Violence and Abuse	45:0:0	3
MHST 205	Field Placement II	0:15:120	2
MHST 206	Aboriginal Cultural Integration II	0:15:0	1
TERM IV (JANUARY – APRIL)			
MHST 124	Grief and Loss	30:15:0	3
MHST 204	Substance Abuse and Addictions	45:0:0	3
MHST 222	Community Development	30:0:0	2
MHST 223	Healing and Mental Health	30:0:15	2
MHST 224	Field Placement III	0:15:120	2
MHST 225	Aboriginal Cultural Integration III	0:15:0	1
MHST 226	Counselling and Interviewing II	30:15:0	2

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Ruth Suvee, MA, BSW <i>Chair</i>
Ivy Lalonde, BA <i>Program Consultant</i>
Ottawa Easingwood, D-CPC, MAC <i>Instructor</i>
Marty Landrie, BA, RPN <i>Instructor</i>
Carol Stevenson, BScN, OHNC, MSHA <i>Instructor</i>
Steve Skakum, MSW <i>Instructor</i>
Shirley Clement, BSW <i>Instructor</i>
Bonny Spencer, RSW <i>Instructor</i>
Jeanette Todd, BSW <i>Instructor</i>
Ninetta Tavano, MSW, RSW <i>Instructor</i>
Jerry Wood <i>Elder</i>

ADVISORY COMMITTEE

Tanya Strom <i>Alberta Alcohol and Drug Abuse Commission</i>
Robert Lockhart <i>School of Psychiatric Nursing Alberta Hospital Ponoka</i>
Natalie LaChance <i>Health Canada First Nations and Inuit Health Branch</i>
Gloria Laird <i>Child & Family Services</i>
Veronica Desabrais <i>Program Alumni</i>
Michael Yee <i>Alberta Health</i>
TBA <i>Alberta Mental Health</i>

CULTURAL/SPIRITUAL STEERING COMMITTEE

Debbie Coulter
Brenda Desjarlais
Linda Ferguson
Sharla Tailfeathers

FOR FURTHER INFORMATION

Mental Health Program
Ruth Suvee, Chair
(780) 497-4134
E-mail: suveer@macewan.ca
or
Ivy Lalonde, Program Consultant
(780) 497-4111
Fax: (780) 497-4098
E-mail: lalondei1@macewan.ca

TO APPLY

The Registrar.
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



NURSE CREDENTIALLING

(Faculty of Health and Community Studies)

INTRODUCTION

Practicing, graduate, or inactive nurse? Refresh your nursing knowledge and skills with Nurse Credentialling courses. Study from the comfort of your home with these valuable self-directed courses and tutorials.

Prepare for the Canadian Registered Nurse Examination with Nursing Refresher and Nursing Specialty courses.

Discover the home study advantage today.

CAREER POTENTIAL

Nursing Refresher graduates may apply to be Alberta registered nurses. Nursing Specialty students can apply for registration after successfully completing the Canadian Registered Nurse Examination. Graduate nurses are employed in hospitals and other health care agencies.

This program is available at various sites in Alberta as well as in British Columbia, Northwest Territories, Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland.

ADMISSION

Graduates of approved nursing schools are welcome to apply. Eligibility for admission will be verified with the College and Association of Registered Nurses of Alberta (CARNA) (or appropriate professional jurisdiction).

If English upgrading is required by the CARNA, this must be met prior to program admission.

APPLICATION PROCESS

Phone the Nurse Credentialling Program at Grant MacEwan College at (780) 497-5703 for an information package.

Submit the Verification of Eligibility form (from information package) to the College and Association of Registered Nurses of Alberta (CARNA) (or appropriate professional jurisdiction).

Contact the Nurse Credentialling Program at Grant MacEwan College at (780) 497-5726 to register.

Nursing Refresher

Re-enter nursing or refresh your knowledge and nursing skills. If you've been away from nursing for five or more years, prepare for re-registration with these valuable refresher courses. Practicing nurse? Take advantage of this opportunity to advance your career. A self-paced program combines theory with clinical experience in approved health care agencies. Theory courses require 8 to 15 months of study and must be completed prior to clinical placement.

Clinical placements require approximately 20 eight-hour shifts or equivalent 12-hour shifts.

Nursing Refresher courses can provide valuable preparation for the Canadian Registered Nurse Examination.

PROGRAM OF STUDY

		INST.	HRS.	CR.
NURS 331	Nursing Refresher Theory Part A		0:0:30	2
NURS 332	Nursing Refresher Theory Part B		0:0:75	5
NURS 333	Nursing Refresher Theory Part C		0:0:75	5
NURS 334	Clinical Nursing Skills	15:15:0		2
NURS 335	Nursing Refresher Clinical		0:0:160	3
Choice of one of the following:				
NURS 304	Specific Study – Home Care Nursing		15:0:0	1
NURS 305	Specific Study – Mental Health Disorders		15:0:0	1
NURS 306	Specific Study – Nursing Care of the Childbearing Family		15:0:0	1
NURS 307	Specific Study – Oncology Nursing		15:0:0	1
NURS 308	Specific Study – Pediatric Nursing		15:0:0	1
NURS 311	Specific Study – Gerontological Nursing		15:0:0	1
NURS 312	Specific Study – Trauma Nursing		15:0:0	1

Nursing Specialty

Graduate nurse? Prepare for the Canadian Registered Nurse Examination. Directed self-study courses and tutorials prepare you to qualify for Alberta registration. Nursing Specialty courses are self-paced and can be completed within four months. They require a clinical experience.

PROGRAM OF STUDY

INST.		HRS.	CR.
NURS 322	Nursing Care of the Childbearing Family	90:0:90	9
NURS 323	Mental Health Nursing	90:0:90	9
NURS 324	Pediatric Nursing	90:0:90	9

FACULTY AND STAFF

Shirley Galenza, MEd, RN
Chair

Ursula Sinha, EdD, MSA, BScN
Instructor

Elyse Lecharrois
Instructor

Joan Forgeron
Instructor

Wendy Carey
Instructor

Ursula Hindle, BGS
Instructional Assistant

FOR FURTHER INFORMATION

Nurse Credentialling Program
(780) 497-5703

TO REGISTER

Nurse Credentialling Instructional Assistant
(780) 497-5726

• • • • • • • •

OCCUPATIONAL HEALTH NURSING

(Faculty of Health and Community Studies)

www.macewan.ca/ohn

INTRODUCTION

Learn and develop new skills and expertise at your own pace and in your own home with a self-directed and unique program for registered nurses. MacEwan sends you the materials and provides instructor support to allow you the best possible environment for learning. As well, practical clinical experiences are arranged on an individual basis. The program is offered by home study, so you can maintain your personal and professional obligations while studying and learning at your own pace.

Occupational health nursing focuses on protecting workers from hazards in their work, promoting workers' health, preventing illness and injuries, and placing workers in jobs suited to their physical, mental, and psychosocial abilities. The occupational health nurse (OHN) works independently and as part of the occupational health and safety team. The team can include occupational physicians, occupational hygienists, safety professionals, ergonomists, psychologists, physiotherapists, and fitness experts. The OHN may also work alone using external consultants.

CAREER POTENTIAL

There is a broad spectrum of employment for a qualified OHN. Prospective places of employment include the manufacturing industry, the food processing industry, the petrochemical industry, the mining industry, healthcare agencies, government offices, and educational institutions. A number of workplaces in Alberta require an advanced first-aid certificate when recruiting occupational health nurses. This training is not included in the Occupational Health Nursing Program; however, you are encouraged to obtain it to increase your employability. A basic trauma life support course is recommended.

TRANSFERABILITY

For transfer credit, please consult the MacEwan calendar or the Alberta Transfer Guide.

THE PROGRAM

The scope of practice is broad and encompasses the application of theoretical principles in management, health assessment, health education, counseling, occupational hygiene, toxicology, program development, information management, primary care, emergency response, managed rehabilitation, and client advocacy through health promotion. All occupational health and safety activities are influenced by provincial and federal statutes, so a clear understanding of the required legislation is essential.

The program is offered through distance delivery. Materials are provided by mail and on-line. Instructor support is offered over the telephone and internet. For the most part, course activities can be arranged in your own locale. The college prepares and provides course materials that direct students through theory and practice. A series of modules make up a course, along with other learning materials and activities: textbooks, videos, workshops, field placement, assignments, and examinations. Activities vary with each course. Access is readily available to instructors who assist students with course content. Additional resources can be arranged through Grant MacEwan College's Learning Resources Centre (LRC). You have four years to complete the program, however, extensions may be granted under certain circumstances.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants to this program must be actively registered as a Registered Nurse in Canada or licensed as a Nurse in another country (with the same qualifications to be eligible for registration in Alberta).

MATURE ADMISSION

Not applicable.

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants must present NURS 340 Health Assessment (or equivalent) with a minimum grade of C- (or equivalent) within the first *nine credits of program work.

Applicants must successfully complete ENGL 111 (Communications) or ENGL 108 (An Introduction to Language or Literature) (or equivalent) within the first nine credits of program work.

*Provisional Admission - Provisional admission may be assigned to an applicant who has been offered admission to a program in one of the above admission categories. The offer of admission is provisional based on completion of specified conditions that must be satisfied within the first year of enrolment and by the date specified in the offer. Access to courses, activities, and/or field placement or clinical studies may be limited until all provisional requirements are met.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

		INST. HRS.	CR.
OCCH 300	Introduction to Occupational Health Nursing	45:0:0	3
OCCH 301	Occupational Environments	60:0:0	4
OCCH 302	Occupational Health Screening	45:0:30	4
OCCH 303	Field Visits in Occupational Health	15:0:60	2
OCCH 304	Occupational Health Program Development	45:0:0	3
OCCH 305	Managed Rehabilitation	45:0:0	3
OCCH 306	Trends and Issues in Occupational Health	45:0:0	3
OCCH 307	Occupational Toxicology	45:0:0	3
OCCH 308	Health Surveillance in the Workplace	45:0:0	3
OCCH 309	Field Project in Occupational Health	15:0:60	2

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Shirley Galenza, RN, M.Ed
Chair

TBA
Program Consultant

TBA
Secretary

Pat Bayliss, RN, COHN(c)
Instructor

Bernice Doyle, RN, COHN(c)
Instructor

Carol Drury, B.Sc., M.Sc., Ph.D.
Instructor

Janice Krushinsky, RN, OHNC
Instructor

Leah Milton, BN, OHNC
Instructor

ADVISORY COMMITTEE

Piotr S. Baranowski
Senior Consultant, Organizational Health Incorporated

Grace Bowditch
*Occupational Health Consultant
Alberta Human Resources and Employment,
Workplace Policy and Standards
Development*

Sharon Chadwick
*Past President, Canadian Occupational
Health
Nurses Association*

Marjie Garner, Vice-chair
*Consultant
Garner Associates Ltd.*

Della Gregoraschuk
Student Representative

Terry MacDonald
*Alberta Occupational Health Nurses
Association*

FOR FURTHER INFORMATION

Occupational Health Nursing Program
(780) 497-5727 or 1-800-661-6878 or
Email: romanykm@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



OFFICE ASSISTANT

(School of Business)

www.macewan.ca/officeassist

INTRODUCTION

Today's Office Assistants are highly accomplished software experts often using their skills to help other staff get the most from a computerized office. In addition, office assistants are involved in managing the organizational affairs of their areas that include handling public enquiries, managing computer and paper files, organizing schedules, arranging meetings of senior staff as well as providing strong customer service and problem-solving skills.

The Office Assistant program runs for ten months from September until June, ending with a field placement. It is a comprehensive program that offers students the opportunity to specialize in one of the following three majors:

- Administrative Major
- Legal Major
- Medical Major

The Administrative Major provides a wide range of skills covering all aspects of the office environment from accounting to word processing to offices procedures and customer service. The Medical Major provides core office skills combined with medical specific courses such as medical terminology, medical office procedures, pharmacology, medical transcription and unit clerk all designed for work in a variety of health service areas. The Legal Major provides core office skills and legal specific courses that include legal machine transcription, basic legal theory and legal office procedures. Graduates from all of the majors can quickly move into a rewarding, diverse career in office administration with the technological and office skills necessary to succeed in business.

CAREER POTENTIAL

Graduates are in high demand as Alberta's economy continues to flourish. The job placement rate in this program for all majors is nearly 100 per cent. The program has built a solid reputation with employers and responds quickly to changes in industry by regularly meeting with business leaders to find out what they most value in graduates. The field

placement component of this program provides students with the experience employers are looking for. This career is also highly transferable to opportunities in human resources, office management, purchasing, customer service, call centre management, information management, and corporate training.

Becoming an office assistant is an excellent way to begin a lifetime of opportunities in a business environment. This comprehensive program can work for applicants starting out, or as a foundation for other careers, or as a complement to prior training and experience.

TRANSFERABILITY

Administrative Major graduates can apply 30 credits at Athabasca University toward the Bachelor of Professional Arts Degree in Communication Studies. The Administrative Major offers 12 credits of advanced standing toward MacEwan's Management Studies Certificate and 24 credits of advanced standing toward the Management Studies Diploma. Additional transfer options are available to Keyano College's Office Administration second year diploma program, offered through E-campus Alberta. Legal Major graduates will have a first year block transfer (upon acceptance) to the Legal Assistant program at Grant MacEwan College.

Other transfer arrangements are under review.

THE PROGRAM

This program is offered full-time, beginning in September and ending with a two-week field placement in June for the Administrative and Legal Majors. The Medical Major has three-week field placement also in June. The program focuses on technology, keeping current with the latest in software and procedures that are consistently updated through our link with the business community.

A hands-on approach to learning and small class sizes enable students to develop and enhance skills necessary in today's business world.

WHO SHOULD APPLY

Those wanting to work in a professional office environment should seriously consider the Office Assistant Program. It is well suited to those with the ability towards strong organizational skills, an interest in computers, a professional manner, and excellent verbal and written communication skills. Graduates are often required to work independently, so students who are positive and self-motivated do exceptionally well. The program is ideal for those looking for opportunities for career growth and wanting to enter the workforce within a year. It is a challenging and rewarding career with great opportunities for advancement and a solid foundation for life long learning.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent)
OR

- Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no grade lower than 50 per cent:
- ELA 30-1 (or English 30) or ELA 30-2 (or English 33)
 - Social Studies 30 or 33
 - one Group B or D course
 - two Group A, B, or C courses

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to achieve a placement at 30 words per minute within six errors on a five-minute keyboarding test.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

Administrative Major

The Administrative Major provides students with the computer skills and business knowledge necessary to become an integral part of the changing business world. Graduates develop hands-on skills and are able to perform many complex office functions.

Technology is an integral part of this program; students are trained with the latest software programs as they learn how to process and manage information efficiently.

CAREER POTENTIAL

Students can expect to work as office assistants, receptionists, administrative assistants, executive assistants, personal assistants or secretaries in private companies, business and government offices, and non-profit associations. This program prepares graduates to work in many diverse areas and there are excellent career opportunities.

PROGRAM OF STUDY

Administrative Major

TERM I		INST.	HRS.	CR.
ENGL 111	Communications	45:0:0		3
OAAS 110	Administrative Office Procedures I	30:30:0		3
OAAS 111	Office Technology I	45:15:0		3
OADM 112	Customer Communications and Service I	30:30:0		3
OADM 113	Document Formatting I	30:30:0		3
OADM 124	Office Math Applications	15:15:0		1
TERM II				
ACCT 100	Introduction to Accounting and Computerized Accounting Applications	45:0:0		3
OAAS 120	Administrative Office Procedures II	30:30:0		3
OAAS 121	Office Technology II	30:30:0		3
OAAS 127	Presentations and Web Pages	45:0:0		3
OADM 122	Customer Communications and Service II	45:0:0		3
OADM 123	Document Formatting II	30:30:0		3
TERM III				
OAAS 130	Administrative Office Procedures III	30:30:0		3
OAAS 131	Office Technology III	30:30:0		3

Legal Major

The legal secretary/assistant in today's competitive market must be adept with technology, understand procedures in a law office, have a basic knowledge of law, and be able to work within time limits. Graduates of the Legal Major are prepared to work in a very challenging, rewarding profession.

CAREER POTENTIAL

Graduates work as legal secretaries, transcriptionists or word processing operators in law offices, legal departments of government or private industry, or in general business offices for example real estate or insurance.

PROGRAM OF STUDY

Legal Major

TERM I		INST.	HRS.	CR.
ENGL 111	Communications	45:0:0		3
LEGL 100	Introduction to Law I	45:0:0		3
OADM 113	Document Formatting I	30:30:0		3
OALS 110	Legal Office Procedures I	30:30:0		3
OALS 111	Word Processing	45:15:0		3
OALS 115	Corporate Procedures in the Law Office	45:0:0		3
TERM II				
LEGL 104	Introduction to Law II	30:30:0		3
OALS 112	Customer Communications and Service	30:30:0		3
OALS 120	Legal Office Procedures II	30:30:0		3
OALS 121	Integrated Office Applications	30:30:0		3
OALS 123	Legal Research and Technology	30:30:0		3
OADM 124	Office Math Applications	15:15:0		1
TERM III				
OALS 131	Legal Transcription and Technology	30:45:0		3
OALS 132	Conveyancing Procedures in the Law Office	30:30:0		3

POLICE AND SECURITY

*(Faculty of Health and
Community Studies)*

www.macewan.ca/investigations
www.macewan.ca/police

INTRODUCTION

Investigate which of the two-year diploma programs offered through the Police and Security Program will prepare you for the career of your choice!

Investigations and Security Management Studies is designed for those individuals seeking careers across a variety of investigative and security positions such as corporate security practitioner, government investigator, and private investigator. Police Studies is designed for those individuals seeking careers with a formal police service. The Police and Security Program provides a liberal arts education aimed at developing wellrounded individuals who are leaders, self-starters and effective decision makers, and who are capable of adapting to new environments and situations.

In addition to the specific course outcomes during the two-year diploma program, the students should acquire the ability to:

- conduct research
- deliver presentations
- apply critical-thinking skills
- demonstrate oral and written communication skills
- apply problem-solving skills
- work in teams
- recognize gender and cultural issues
- adhere to professional ethics
- identify global issues.

Investigations and Security Management Studies

Professionals need to be where expertise and technology meet intuition. The investigations and security professions are some of the most rapidly expanding career fields in Canada today! A wide variety of career opportunities exist in the public and private sectors for graduates of this program. To meet the emerging challenges and responsibilities of this growing profession, the two-year diploma program emphasizes the knowledge and skills necessary to develop and implement comprehensive security programs and to conduct investigations.

CAREER POTENTIAL

Investigations and Security Management Studies provides a foundation for individuals seeking positions as investigators or security operations and management professionals. Investigation and Security practitioners are found within a broad cross-section of public and private institutions and organizations. Some examples include investigators within federal, provincial, and municipal government departments, security consultants, and private investigators. Other related career options include emergency planners, customs and immigration officers, insurance investigators, and municipal bylaw enforcement officers.

TRANSFERABILITY

The Police and Security diploma is transferable to Athabasca University. The diploma provides the first two years towards the Bachelor of Professional Arts degree in Criminal Justice. The diploma is also transferable to the Bachelor of Applied Human Service Administration degree at Grant MacEwan College. The diploma provides graduates with up to 30 credits towards a bachelor's degree through a block transfer agreement with the University of Alberta.

THE PROGRAM

The diploma program consists of 61 credits and can be completed through full-time day or part-time evening studies.

Full-Time Day Program

The full-time day program is completed over a two-year time period, with one intake in the fall term.

Part-Time Evening Program

Part-time evening studies can begin in the fall, winter, or spring/summer terms, subject to course offerings. Additional information on evening courses offered on a part-time basis is published in Focus on Part-time Courses. We request that the students apply to the part-time evening program by the completion of their second program (PSSC) course.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) by the start of the first term.

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year by the start of the first term.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum final grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum final grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

All applicants are required to submit a written professional and career profile. The profile will demonstrate an understanding of the role of practitioners in the Investigations and Security Management field, awareness of career opportunities, and effective written communication skills.

Conditionally accepted applicants are required to submit a current clear Security Clearance before the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
PSYC 104	Introductory Psychology	45:0:0	3
or			
PSYC 100	Applied Introductory Psychology	45:0:0	3
PSSC 121	Law and the Administration of Justice	45:0:0	3
PSSC 132	Security Law	45:0:0	3
PSSC 151	Security Programs and Risk Management	45:0:0	3

TERM II (JANUARY – APRIL)

ENGL 211	Business Communications	45:0:0	3
PSSC 133	Legal Evidence in Security Investigations	45:0:0	3
PSSC 141	Interpersonal Skills	45:0:0	3
PSSC 252	Security Investigations I	45:0:0	3
SOCI 100	Introductory Sociology	45:0:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)

PSSC 152	Loss Prevention Program Management	45:0:0	3
PSSC 212	Abnormal Behaviour and Crime	45:0:0	3
PSSC 242	Leadership Skills	45:0:0	3
PSSC 262	Integration Seminar	0:30:0	1
PSSC 272	Field Placement	0:0:240	4
SOCI 225	Criminology	45:0:0	3

TERM IV (JANUARY – APRIL)

PSSC 253	Security Investigations II	45:0:0	3
PSSC 263	Integration Seminar	0:30:0	1
PSSC 273	Field Placement	0:0:240	4
PSSC 293	Emergency Management	45:0:0	3
SOCI 321	Youth, Crime and Society	45:0:0	3

A minimum course grade of C- is required in the following courses for graduation:

PSYC 100
SOCI 100
SOCI 225
PSSC 121
PSSC 252

RESIDENCY REQUIREMENT

At least 30 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

Police Studies

With rapid societal change and evolving technology, there is a need for police officers dedicated to the community, dedicated to problem solving, and dedicated to making a difference.

Policing in the 21st century requires a broad base of knowledge and skill. This challenging and rewarding two-year diploma program provides potential police officers with knowledge and skills in leadership techniques, policing, criminalistics, investigative techniques, criminology, law, psychology, sociology, and human relations.

CAREER POTENTIAL

Graduates from Police Studies may gain employment with the RCMP, municipal police services across Canada, the CN Police, and the Canadian Forces Military Police. Graduates must apply directly to a police service and meet its minimum standards.

TRANSFERABILITY

The Police and Security diploma is transferable to Athabasca University. The diploma provides the first two years towards the Bachelor of Professional Arts degree in Criminal Justice. The diploma is also transferable to the Bachelor of Applied Human Service Administration degree at Grant MacEwan College. The diploma provides graduates with up to 30 credits toward, a bachelor's degree through a block transfer agreement with the University of Alberta.

THE PROGRAM

The diploma program consists of 61 credits and can be completed through full-time day, 16 month intensive day program or part-time evening studies.

Full-Time Day Program

The full-time day program is completed over a two year time period, with one intake in the fall term.

16 Month Intensive Program

This stream of the Police Studies Diploma, is completed over a continuous sixteen month period, with one intake in the fall term.

Part-Time Evening Program

Part-time evening studies can begin in the fall, winter, or spring/summer terms, subject to course offerings. Additional information on evening courses offered on a part-time basis is published in Focus on Part-time Courses. We request that the students apply to the part-time evening program by the completion of their second program (PSSC) course.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) OR GED by the start of the first term.

MATURE ADMISSION

Not applicable

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum final grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum final grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

All applicants are required to complete the following:

- Fitness test – applicants must meet the minimum standard (rating of 1), for each fitness test component and achieve a minimum score of 16/40.
- Written professional career profile– this is an essay that demonstrates an understanding of the role of police officers in Canadian society, including an examination of career opportunities, law enforcement and prevention strategies, and the role of police in the criminal justice system. Applicants will demonstrate effective written communications skills.

Conditionally accepted applicants are required to present a current clear Security Clearance before the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)	INST. HRS.	CR.
ENGL 111 Communications	45:0:0	3
PSYC 104 Introductory Psychology	45:0:0	3
or		
PSYC 100 Applied Introductory Psychology	45:0:0	3
PSSC 112 Policing in Canada	45:0:0	3
PSSC 121 Law and the Administration of Justice	45:0:0	3
PSSC 122 Criminal Law	45:0:0	3

TERM II (JANUARY – APRIL)

ENGL 211 Business Communications	45:0:0	3
PSSC 102 Criminal Investigation	45:0:0	3
PSSC 123 Legal Evidence in Criminal Investigations	45:0:0	3
PSSC 141 Interpersonal Skills	45:0:0	3
SOCI 100 Introductory Sociology	45:0:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)

PSSC 203 Forensic Science	45:0:0	3
PSSC 212 Abnormal Behaviour and Crime	45:0:0	3
PSSC 242 Leadership Skills	45:0:0	3
PSSC 262 Integration Seminar	0:30:0	1
PSSC 272 Field Placement	0:0:240	4
SOCI 225 Criminology	45:0:0	3

TERM IV (JANUARY – APRIL)

PSSC 204 Forensic Investigation	45:0:0	3
PSSC 263 Integration Seminar	0:30:0	1
PSSC 273 Field Placement	0:0:240	4
PSSC 283 Emergency Planning and Response	45:0:0	3
SOCI 321 Youth, Crime and Society	45:0:0	3

A minimum course grade of C- is required on the following courses for graduation:

PSYC 100 or PSYC 104
SOCI 100
SOCI 225
PSSC 102
PSSC 121
PSSC 203

RESIDENCY REQUIREMENT

At least 30 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

David Patterson, LLB, BEd
Chair

Terri Yaremko, BSc
Instructional Assistant

Nighisty Sium
Program Secretary

Karen Adams, MEd
Instructor

Art Becker, BA
Instructor

Earl Beech
Instructor

Jill Caston, MSc
Instructor

Oceanna Hall, M.Ed, M.Div
Instructor

Spence Hilton
Instructor

Gary Morin, MHRD, CHRP
Instructor

Kevin Quail
Instructor

Tony Ratchliffe, MDE
Instructor

Gary Rhodes, B.Ed.Sec
Instructor

Dan Service
Instructor

Joe Slemko
Instructor

Rod Tkachuk, LLB
Instructor

Steve Young
Instructor

ADVISORY COMMITTEE

David Aitken
Director
Enforcement Unit, Bylaw Services, City of
Edmonton

Bruce Anderson
Executive Director
Alberta Solicitor General, Public Security

Fanny Ho
Supervisor of the Immigration
Enforcement Unit,
Edmonton International Airport

Curtis Clarke
Program Coordinator
Criminal Justice, Athabasca University

Mike Derbyshire
Inspector
Edmonton Police Service

Mike Durbeniuk
Coordinator
Police and Security Program, Medicine Hat
College

Linda Hulbert
Loss Prevention Manager
Capital City Savings

The Honourable Mr. Justice Lionel Jones
Alberta Court of Queen's Bench

Della Lewis
Document Examiner
RCMP, Forensic Laboratory

Gene Maeda S/SGT Major
K Division RCMP

Kay Marcoux-Miller
Supervisor
Fraud and Error Control Unit, Alberta
Human Resources and Employment

Lindsey Mark
Private Investigator
Mark MacEachern and Associates

Dr. George Pugh
Psychologist
Institute of Psychology and Law

Earle Tole
Director
Corporate Security, City of Edmonton

FOR FURTHER INFORMATION

Police and Security Program
(780) 497-5186

Day program:
investigations@macewan.ca
police@macewan.ca

Evening program:
investigationpartime@macewan.ca
policepartime@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



POST-BASIC NURSING PRACTICE: HOSPICE PALLIATIVE CARE & GERONTOLOGY

*(Faculty of Health and
Community Studies)*

www.macewan.ca/health

INTRODUCTION

Nurses teaching Nurses – for more than 30 years, MacEwan has led the way with innovative distance education programs for Registered Nurses and other health professionals. Distance delivery courses offer mature learners the flexibility to balance their studies with professional commitments and family responsibilities.

The global nursing shortage has created unprecedented career opportunities for nurses who specialize in their practice. MacEwan's Post-Basic Nursing Practice post-diploma certificate program combines the common skill sets necessary for practice in both areas in Gerontology or Hospice Palliative Care while preparing program graduates for rewarding careers in their practice specialty.

THE PROGRAM

This 18-credit post-diploma certificate is available through distance delivery giving you the opportunity to further your education in the comfort of your own home, while still fulfilling your professional commitments. The program offers flexible study options that include online and print-based courses.

Students receive theoretical and practical training through print course materials and via the Internet. Materials and activities include textbooks, videos, assignments, and clinical components. Activities vary with each course. Instructors are available by telephone and email to assist students. MacEwan's Learning Resource Centre (LRC) is also available by telephone for additional resources.

CAREER POTENTIAL

As our population continues to age, the demand for health care professionals qualified to work with both the elderly and the terminally ill will also increase.

Nurses enrolled in this certificate program will build increased knowledge and skill in the physical, social, emotional, and spiritual domains of palliative care and gerontology.

Nurses build their careers through a variety of roles. Continuing care, acute care, community nursing, home care, health promotion, and primary care are all significant and potential areas of employment for nurses with knowledge in gerontology and hospice palliative care. Graduates of this program are either self-employed (independent practice) or employed in institutions, hospices or home care settings.

WHO SHOULD APPLY

If you enjoy a challenge, an opportunity to make a difference in the lives of your patients, and the excitement of learning, you will enjoy this program. As a nurse, registered with your professional association, you are eligible to apply.

TRANSFERABILITY

MacEwan's post-RN nursing programs offer a variety of university transfer courses that can be applied to degree programs across Alberta. Along with a nursing degree, MacEwan nursing certificates can strengthen applications for Master's degree programs in nursing, education, or health administration.

Students currently in the Palliative Care or Gerontological Nursing programs have the option to complete their current program studies by June 2008 or transfer into this new program.

For complete information, call (780) 497-5727.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must be actively registered in Canada as one of the following:

- Registered Nurse
- Registered Psychiatric Nurse
- Graduate nurse with a temporary permit

Applicants must also present NURS 340 (or an equivalent health assessment course) with a minimum grade of C-.

MATURE ADMISSION

Not applicable

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar.

Applicants who do not qualify under Regular admission may be admitted under this category.

Consideration will be given to applicants who hold a diploma or degree from a recognized post-secondary institution and relevant work experience.

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

Transfer admission category only:

Applicants in this category are required to submit a letter of reference from an employer or instructor AND a letter of intent that demonstrates:

- foundation knowledge of field
- work related experience
- personal attributes suitable for the specialty field

All admission categories

Accepted applicants are required to submit an immunization record by the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

		INST. HRS.	CR.
CORE COURSES (5 courses, 10 credits)			
NURS 475	Life Decisions and Moral Dilemmas	15:0:30	2
NURS 476	Coordinating Care Delivery Resources	30:0:0	2
NURS 477	Advanced Therapeutic Relations	45:0:0	3
NURS 478	Field Project: Post Basic Nursing Practice	0:0:60	1
NURS 480	Conceptualizing Gerontological Nursing Practice	30:0:0	2
OR			
NURS 483	Conceptualizing Hospice Palliative Care	30:0:0	2
OPTION COURSES (minimum 2 courses, 8 credits)			
NURS 481	Responding to the Older Adult's Health Status	60:0:0	4
NURS 482	Dementia Care in the Elderly	60:0:0	4
NURS 484	Pain Assessment and Management	60:0:0	4
NURS 485	Palliative Symptoms and Complications	60:0:0	4

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Shirley Galenza, MEd, RN
Chair

Gail Couch, RN, BScN
Instructor

ADVISORY COMMITTEE

To be determined.

FURTHER INFORMATION

Post-Basic Nursing Practice: Hospice Palliative Care & Gerontology
(780) 497-5727 or
1-800-661-6878
Email: romanykm@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



PSYCHIATRIC NURSING

*(Faculty of Health and
Community Studies)*

www.macewan.ca/pyschnursing

INTRODUCTION

With widespread nursing shortages in both rural and urban areas, Registered Psychiatric Nurses (RPNs) are well positioned to play a significant role in meeting the demands for well qualified health professionals. Let MacEwan help you develop the foundation for a long and rewarding career as an RPN!

MacEwan's 28-month diploma program in Psychiatric Nursing prepares graduates for a challenging career as an RPN. The program is delivered on site at Alberta Hospital Ponoka, approximately 100 kilometers south of Edmonton. Program graduates are eligible to write the national registration examination to become a Registered Psychiatric Nurse.

RPNs have a unique blend of knowledge, clinical and psychosocial skills and possess the problem solving ability, critical thinking skills, and clinical judgment required to provide holistic, client-centered nursing care. They promote mental health and provide assistance and support to clients experiencing both mental and physical health problems and developmental disorders. RPNs are valued health care professionals within today's complex multidisciplinary health care environment.

CAREER POTENTIAL

There's no question – nursing professionals are in demand. For three straight years 100 per cent of program graduates have reported employment in a related field when surveyed six months following graduation. RPNs are employed in a wide range of settings including hospitals, acute and long-term care facilities, a broad range of mental health care facilities, rehabilitation, residential and community-based treatment programs, education, administration, research, and private practice. They are also beginning to move into nursing positions traditionally limited to registered nurses. There are four regulatory bodies for RPNs in Canada, one in each of British Columbia, Alberta, Saskatchewan, and Manitoba, as well as in other countries.

Psychiatric nurses employed in other provinces work in a variety of roles while maintaining registration with one of the four provincial regulatory bodies.

WHO SHOULD APPLY

This program is designed for dedicated individuals who are seeking a challenging career in the health care field. They have researched a variety of careers and becoming a Registered Psychiatric Nurse remains at the top of their list!

TRANSFERABILITY

Program graduates may choose to pursue a degree in Mental Health or a related field. The program is designed to maximize transfer credit applicable to a baccalaureate degree.

THE PROGRAM

The program offers small class sizes, well qualified faculty, diversity in teaching strategies, and a warm supportive learning environment. The revised curriculum for Fall 2006 focuses on care of clients across the lifespan; it provides extensive theory, building on concepts from the discipline and practice of nursing and psychiatric nursing, as well as from the physical, biological, medical and social sciences. Concentrated blocks of clinical practice experiences, scheduled in a variety of settings, are strategically positioned throughout the program. The program concludes with an extended clinical practice course that facilitates consolidation of learning and sets a solid foundation for a successful and fulfilling career in psychiatric nursing.

Health and Community Studies Interdisciplinary Conference

This professional development conference focuses on developing new skills, investigating current trends, and sharing of experiences by leaders in the health and community services professions. All students are expected to attend the conference, which is held annually in March. A special conference fee is assessed when registering in the nursing program.

As stated in the calendar preface, the college "reserves the right to make any necessary changes in matters discussed herein including procedures, policies, calendar, curriculum, course content or emphasis, and costs, either to serve the best interests of the college, or because circumstances are beyond the college's reasonable control."

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar. Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance is the primary criterion for admission. The academic profile required for a successful application varies between nursing programs, program sites and intake dates. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses* with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Biology 30
3. Chemistry 30 or Science 30
4. One of: Mathematics 30, Pure Mathematics 30, Mathematics 31, OR (Transitional Mathematics 101 with 75% or higher)
5. Group A, B or C subject

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA)** of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under this category. Applicants must achieve a minimum overall average of 65 per cent in the following high school courses* (or university-level post-secondary substitutions) with no course grade lower than 50 per cent

1. ELA 30-1 (or English 30)
2. Biology 30
3. Chemistry 30 or Science 30
4. Group C subject

Applicants with nine or more university-level credits must also present a minimum 2.0 AGPA** on a 4.0 scale.

*University-level post-secondary substitutions may be used for meeting of matriculation-level course requirements for Regular and Mature admission.

TRANSFER ADMISSION

Applicants who have achieved a minimum 2.0 AGPA* on a 4.0 scale in 24 university transfer credits may apply under this category. Applicants must also have the requisite high school courses with no course grade lower than 50 per cent. (Equivalent university transfer coursework may be evaluated instead if applicants have achieved at least a C-.) As program admission is competitive, applicants in this category must achieve an AGPA** which equates to the competitive average used for Regular and Mature admission.

PROBATIONARY ADMISSION

Not applicable.

Please note that:

- Applicants who have had a break in the continuity of their nursing program or who completed a portion of a nursing program through another institution may have additional course requirements to establish course currency and/or course equivalence.
- Applicants who have been required to withdraw more than once from any accredited post-secondary program or institution will not be considered for admission or readmission to the program.

****Admission Grade Point Average (AGPA)**

The AGPA is calculated on post-secondary coursework completed in the most recent two terms of study if they contain a minimum of 24 credits of coursework. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes. If these two terms contain less than 24 credits of coursework, all work in the next most recent term(s) is included in the calculation until the minimum total of 24 credits of post-secondary coursework is reached. 6-credit courses that span both the Fall and Winter terms are considered Winter courses and 6-credit courses that span both the Spring and Summer terms are considered Summer courses in these cases. For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

Note: Applicants who have an AGPA below 2.0 on the 4.0 scale, but have been out of school for at least three calendar years will be considered for admission by either the Regular or Mature Admission requirements. In this circumstance only, the AGPA is disregarded for admission purposes.

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

Applicants to Psychiatric Nursing must meet university level requirements for English Language Proficiency.

SPOKEN ENGLISH PROFICIENCY REQUIREMENTS

To be evaluated through the Office of the Registrar.

All admission categories

Applicants who speak English as a second language – regardless of citizenship – are required to submit official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation.

The following are accepted requirements as proof of Spoken English Proficiency:

- Six full years of education in English in Canada or the equivalent in another country where English is the principal language. Such education must include Alberta Grade 12, or equivalent level, and can combine secondary and post-secondary training.
- A sufficient grade achieved at an institution at which English is the primary language of instruction:
 - 80 per cent or better on the diploma examination portion (only) of Alberta English 30 or
 - 5.0 on the International Baccalaureate Higher Level English course
 - 5.0 on the Advanced Placement English (Language Composition: Literature and Composition) course or
 - B or better in ENGL 101 or transfer equivalent
- Graduation from a degree program offered by an accredited university at which English is the primary language of instruction and in a country where English is the principal language.
- A score of at least 50 on the Test of Spoken English (TSE)

OTHER ADMISSION CRITERIA

To be evaluated through the Program Office

Applicants who enrolled in a nursing program within the last five years that was not completed are required to submit the following:

- A letter of reference from the program chair

Conditionally accepted applicants are required to submit the following:

- Health record indicating acceptable physical and emotional health status for applicants to undertake all program requirements and to meet the requirements of clinical agencies with regard to patient safety, to be completed by the start of the first term.
- Immunization record meeting provincial regulations for health care workers. The first in Hepatitis B series and all other immunizations must be completed by the intake date; full Hepatitis B series must be completed by six months from the program start date.
- Current CPR – Basic Rescuer Level (Level C) certification completed by the start of the first term.
- Current Standard First Aid certification completed by the start of the first term.
- Current clear Security Clearance by the start of the first term.

Applicants will be invited to a program information session.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM PERFORMANCE STANDARDS

In order to assist students as early as possible to assess their ability to continue in the nursing program, the following policies are in effect:

- Students may be directed to the Learning Skills Centre for assessment and remedial work when a difficulty is perceived in theory courses. This direction is highly recommended to ensure successful continuation with the program.
- Students may be advised to meet with a counselor to review their career choices and expectations, if their behaviours do not exemplify the responsible and caring roles of a nurse.

PROGRAM OF STUDY

Preamble

Note 1: Successful completion of all program requirements with a minimum cumulative grade point average of 2.0 is required for program completion and receipt of a Diploma in Psychiatric Nursing. A minimum course grade of C– is required on ALL courses in MacEwan’s Psychiatric Nursing Program.

Note 2: For courses spanning more than one term, a grade is given in the term in which the content is completed.

Note 3: The precise course sequence for the three clinical courses in second year (NURS 257, PNRS 255 and PNRS 259) vary for individual groups of students.

Note 4: Students are responsible for arranging their own transportation for required program activities. Any costs incurred for meals, travel and accommodation for program activities remain the responsibility of the student. Required clinical placement experiences in years one and two are normally located within a 150 kilometer radius of the program campus; thus, daily access to a vehicle is highly recommended.

Note 5: Students must be fitted for an N95 mask as a prerequisite for clinical experiences, and will need to be refitted in accordance with health region requirements. All costs associated with these fittings are the student’s responsibility. Further details will be provided in advance of the first clinical course.

Note 6: A clear security clearance is required for program admission. In addition, students are responsible for obtaining current security clearance checks at intervals specified by clinical agencies and for making these available, upon request, to their field placement agency representative. Students must be able to satisfy agency requirements as a prerequisite for field placement experiences. Costs associated with obtaining security clearance checks are the responsibility of the program applicant/student.

YEAR I

TERM I		INST. HRS.	CR.
HLSC 120	Human Anatomy	45:0:0	3
HLSC 122	Human Physiology	45:0:0	3
NURS 150	Concepts in Nursing I	45:0:0	3
NURS 152	Foundations in Health	45:0:0	3
NURS 154	Professional Communication in Nursing	30:30:0	3
PSYC 104	Introductory Psychology	45:0:0	3

TERM II

ENGL 108	Introduction to Language and Literature	45:0:0	3
HLSC 122	Human Physiology (cont'd from Term I)	45:0:0	3
MMID 133	Medical Microbiology and Infectious Diseases	45:0:0	3
NURS 156	Foundations for Nursing Practice	30:30:0	3
NURS 157	Foundations in Clinical Practice	15:0:112	3
PSYC 105	Individual and Social Behaviour	45:0:0	3

TERM III

PNRS 155	Concepts in Mental Health Nursing I	45:0:40	4
----------	-------------------------------------	---------	---

YEAR II

TERM IV

HLSC 220	Pharmacology for Health Professionals	45:0:0	3
HLSC 222	Pathophysiology	45:0:0	3
NURS 250	Concepts in Nursing II	45:0:0	3
OR			
HLST 300	Teaching and Learning in Health Care	45:0:0	3
NURS 252	Health Assessment Across the Lifespan	45:45:0	4
NURS 256	Nursing Care Across the Lifespan	30:30:0	3
PNRS 254	Concepts in Mental Health Nursing II	45:0:0	3

TERM V

NURS 257	Nursing Practice Across the Lifespan	30:0:293	10
PNRS 255	Psychiatric Nursing Practice Across the Lifespan	10:0:143	5

TERM VI

PNRS 259	Psychiatric Nursing Practice in Community Mental Health	10:0:143	5
----------	---	----------	---

YEAR III**TERM VII**

PNRS 354	Concepts in Mental Health Nursing III	45:0:0	3
PNRS 355	Clinical Preceptorship	12:0:375	7

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Marian Anderson, MEd, RN <i>Chair, Psychiatric Nursing</i>
Robert Lockhart, MA, RPN, RN <i>Instructor/Ponoka Campus Coordinator</i>
Lisa Barrett <i>Instructor</i>
Laurel Diprose <i>Instructor</i>
Marilyn Hoffman <i>Instructor</i>
Ken Kustiak <i>Instructor</i>
Corey McAuley <i>Instructor</i>
Donna McDonald <i>Instructor</i>
Maxine Morrow <i>Instructor</i>
Christine Muise <i>Instructor</i>
Charlotte Ohri <i>Instructor</i>
Susan Palmer <i>Instructor</i>
Brian Parker <i>Instructor</i>
Paul Ramalingam <i>Instructor</i>
Heather Scarlett-Ferguson <i>Instructor</i>
Sandy Woodfin <i>Instructor</i>
Jill McDougall <i>Project Assistant</i>

FOR FURTHER INFORMATION AND APPLICATIONS

(780) 497-5700
Website: www.macewan.ca/psychnursing

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



PUBLIC RELATIONS

(School of Business)

www.macewan.ca/pr

THE PROGRAM

The Public Relations Diploma is a unique opportunity for people with previous post-secondary education to ready themselves for an exciting new career in less than a year.

Public relations is a vibrant, dynamic field in the business environment, simply because organizations are being challenged by their audiences – clients, shareholders, employees – to do a better job of communicating.

New technology in communications has brought many new, exciting opportunities for organizations to communicate. But, these advances have also added to the clutter of messages that people receive each day. People are becoming much better at filtering out messages, and the role of the public relations practitioner is to help organizations send messages that their audiences want and need to receive.

The reason for the program's success is simple: a focus on training students to be functional, entry-level practitioners the minute they leave the program. While theory receives the necessary attention to develop the students' understanding of the "big picture" and the potential for growth, the priority goal of the program is to give students the tools and skills to make an immediate, positive contribution to their very first employer.

The full-time program begins in the fall and consists of 34 credits over three terms. Students are required to complete a two-month practicum in the spring term.

The program is also available on a part-time evening basis. Students are permitted to complete up to two courses on a casual/part-time basis, after which they are required to officially apply to the program.

CAREER POTENTIAL

Since its rebirth in 1995, MacEwan's Public Relations Diploma has developed an excellent reputation with organizations looking for professional communicators – organizations ranging from small non-profits to huge conglomerates. Approximately 90 per cent of all graduates become fully employed in the public relations field within one year of graduation.

The remainder either chose to continue academic pursuits or enter other fields of endeavor. In fact, the diploma has earned a reputation nation-wide for providing a solid entry-level foundation.

Graduates find employment in all levels of government, education and health-related organizations, professional associations, resource sectors, private companies, not-for-profit, media—just about any organization dedicated to strategic, timely and relevant communication with all its publics.

WHO SHOULD APPLY

This fast-paced Public Relations Program is well suited to students who thrive in a challenging environment. Critical thinking skills, problem solving ability, and creativity are all valuable assets. Group work is extensive and students must work effectively in a team setting. You should have excellent language skills and be prepared to excel in writing.

Applicants require 30 post-secondary credits, including a course in English, to apply to this program. Applicants will also be required to pass the program's writing entrance exam with a minimum grade of C (70 per cent) and to submit the following:

- resume
- career investigation report – this two-page essay explains why applicants seek a career in public relations.

TRANSFERABILITY

Graduates may apply the diploma to the third year of the Bachelor of Professional Arts (Communications Studies Major) Degree from Athabasca University. Graduates can also apply this diploma as 30 units of credits towards a Bachelor of Arts Degree at the University of Alberta. Mount Royal College in Calgary will grant advanced standing on a course-by-course basis.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present a minimum of 30 post-secondary credits, including a post-secondary English course.

MATURE ADMISSION

Not applicable.

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated by through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants must pass the program's English entrance exam with a minimum grade of 70 per cent and submit the following:

- a resume
- a career investigation report – this three page essay explains why applicants seek a career in public relations

ACADEMIC STANDING

The academic standing of each student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Term III		Inst. Hrs.	Cr.
PREL 230	Public Relations Fundamentals and Practice	45:0:0	3
PREL 231	Writing and Editing	30:30:0	3
PREL 233	Media Relations and Mass Media	45:0:0	3
PREL 234	Digital Publishing I	30:30:0	3
PREL 243	Events Management	30:0:0	2

Term IV			
PREL 240	Integrated Marketing Communications and Advertising	45:0:0	3
PREL 241	Advanced Writing	30:30:0	3
PREL 242	Internal Communications and Organizational Dynamics	45:0:0	3
PREL 244	Digital Publishing II	30:30:0	3
PREL 245	Communications Research and Planning	45:0:0	3

Term V			
PREL 250	Professional Practicum	0:0:294	5

PROGRAM PERFORMANCE STANDARDS

The program operates in a business-like environment and enforces the following academic and professional standards:

- Students must successfully complete all first-term courses and prerequisite requirements in order to proceed to the second term.
- All program courses and requirements must be successfully completed before students embark on the practicum component.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Maureen Wagner, BA, MEd, University of Alberta
 Murray Page, BA, Journalism/Marketing, University of Minnesota
 Barbara Martin, BA, Psychology, University of Alberta
 Jennifer Thomas

ADVISORY COMMITTEE

Mary Pat Berry
City of Edmonton Communications
 Mark Dixon CAAP
Capital Health Public Affairs
 David Dusome
Cultural Services, City of St. Albert

Jeremy Fritsche
Alberta Ingenuity
 Sue Heuman, ABC
Focus Communications

Catrin Owen
Calder Bateman

Nancy Saul-Demers APR, CPRS
Medium: Green Inc. Strategic Communications

Troy Underhill, IABC
GE Consumer Finance

FOR FURTHER INFORMATION

Public Relations
 Barbara Martin
 (780) 497-5389
 E-mail: martinb@macewan.ca
 Website: www.macewan.ca/pr



SOCIAL WORK

*(Faculty of Health and
Community Studies)*

www.macewan.ca/socialwork

INTRODUCTION

MacEwan has earned its reputation for producing compassionate, professional social workers over 30 years. Social workers are able to assess and respond to human problems at both an individual and a social, structural level. This requires a certain type of individual, one who is open-minded, empathetic, tolerant and committed to building strong communities.

The Social Work curriculum consists of a strong academic approach to social work theory and practice, complimented by a number of university transfer electives and field placements. With dedicated faculty, a student-centered approach to learning, and the flexibility to complete many courses on-line, the Social Work diploma prepares students to become Registered Social Workers (RSW) through the Alberta College of Social Workers.

CAREER POTENTIAL

Graduates of the program are eligible to apply to the Alberta College of Social Workers to become Registered Social Workers. Most graduates decide to enter the workforce immediately upon graduation, in fact, more than 80 per cent of graduates from the Social Work program are working in a relevant employment setting within six months of graduation. They may choose to work in a broad range of social work related areas, including:

- addiction agencies
- inner city organizations
- immigrant settlement services
- child protection
- financial support settings
- community development
- advocacy groups

After spending some time in the workforce, many of our graduates choose to continue their studies at the baccalaureate level, entering a Bachelor of Social Work (BSW) program where they will be given some credit for the MacEwan courses they have successfully completed.

THE PROGRAM

MacEwan's Social Work program is one of the college's oldest, most popular and respected programs. For more than three decades graduates of the program have earned the reputation of having the practical skills necessary to function as competent social workers.

The Social Work diploma is typically awarded following two years of full-time intensive study or after four years of part-time studies. Classes are taught in three hour blocks at the South Campus in Mill Woods and some courses are also delivered in an onsite/online 'blended' fashion with some instruction being provided in a classroom setting and the remainder being accessed by computer.

The program involves a vigorous period of study with some classes beginning at 8:00 a.m. and others continuing until 5:00 p.m. All classes for part-time students are offered in the evening. In addition to the onsite/online classes, all students are required to spend two days a week in a social service agency where they are able to develop their practicum skills under careful supervision.

WHO SHOULD APPLY

The Social Work program typically attracts younger students with a passion for social justice; older students eager to augment their life experience with a professional qualification; New Canadians who are enthusiastic about making a difference in their adopted country; and Aboriginal people wanting to create a fairer, compassionate society. Persons with disabilities are also strongly encouraged to apply.

TRANSFERABILITY

Graduates of this diploma program are eligible to apply to enter university directly upon graduation to pursue an undergraduate degree in social work. Transfer arrangements differ between post-secondary institutions and acceptance decisions are the sole responsibility of the individual universities applied to. Transfer arrangements currently exist with the University of Calgary (Edmonton Division); Thompson Rivers University (Kamloops); and the University of Victoria (on site or online option), and other universities.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, the applicant's academic performance, references, and personal/professional profile and resume are the primary criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent) AND be 19 years of age or older AND have completed ELA 30-1 (or English 30) with a minimum grade of 50 per cent.

Applicants who present a grade of at least 50% but less than 65% in ELA 30-1 (or English 30) must meet the Skills Appraisal requirements (see Skills Appraisal).

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA)* of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants must be 19 years of age or older AND out of full time high school for one year or more AND have completed ELA 30-1 (or English 30) with a minimum grade of 50 per cent

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA)* of 2.0 on a 4.0 scale.

TRANSFER ADMISSION

Applicants who have successfully completed a degree, applied degree or diploma must present a minimum 2.0 Admission Grade Point Average (AGPA)* on a 4.0 scale in the most recent terms of study. High school coursework does not apply under this admission category.

***Admission Grade Point Average (AGPA)**

The AGPA is calculated on post-secondary coursework completed in the most recent two terms of study if they contain a minimum of 24 credits of coursework. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

If these two terms contain less than 24 credits of coursework, all work in the next most recent term(s) is included in the calculation until the minimum total of 24 credits of post-secondary coursework is reached. Six-credit courses that span both the Fall and Winter terms are considered Winter courses and six-credit courses that span both the Spring and Summer terms are considered Summer courses in these cases.

For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present English 30 with a minimum grade of 65 per cent OR ENGL 111 with a minimum grade of C- OR complete the Skills Appraisal (if applicable).

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 101 OR must complete any developmental work with a minimum grade of C- and ENGL 111 with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to complete the following:

- A minimum of 100 hours of relevant volunteer/work experience within the last two years
- Submission of a personal/professional profile and resume
- Submission of three reference letters, two general and one from volunteer or related work experience
- Applicants who have completed coursework within a human services or health care program within the past five years must provide a letter of reference from the Chair of that program.

Conditionally accepted applicants are required to present a current clear Security Clearance and submit a current clear (no fault) child welfare check by the start of the intake term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY**YEAR I**

TERM I		Instr. Hrs.	Cr.
SOWK 101	Social Work Philosophy	45:0:0	3
or			
SOWK 217	Foundations and Ethics for Social Work	45:0:0	3
SOWK 102	Introduction to Social Work Practice	45:0:0	3
SOWK 105	Field Placement	0:0:240	4
ENGL 101	Critical Reading and Writing	45:0:0	3
PSYC 104	Introductory Psychology	45:0:0	3
SOCI 100	Introductory Sociology	45:0:0	3

TERM II

SOWK 110	Social Work Practice Methods I	45:0:0	3
SOWK 111	Family Processes and Intimacy	45:0:0	3
SOWK 112	Social Work with Children and Adolescents	45:0:0	3
SOWK 115	Field Placement	0:0:240	4
ANTH 110	Gender, Age and Culture	45:0:0	3
ENGL 101	Critical Reading and Writing (cont'd)	45:0:0	3

YEAR II**TERM III**

SOWK 201	Group Work	45:0:0	3
SOWK 202	Social Work Practice Methods II	45:0:0	3
SOWK 204	Social Policy and Structural Practice	45:0:0	3
SOWK 205	Field Placement	0:0:240	4
POLS 101	Introduction to Politics and Government	45:0:0	3
UT/Arts & Science Elective		45:0:0	3

TERM IV

SOWK 203	Mental Health Intervention	45:0:0	3
SOWK 210	Community Practice Methods III	45:0:0	3
SOWK 211	Social Work Practice Methods IV	45:0:0	3
SOWK 215	Field Placement	0:0:240	4
UT/Arts & Science Elective		45:0:0	3
UT/Arts & Science Elective		45:0:0	3

A minimum course grade of C- is required on the following courses for graduation:

SOWK 101, 102, 110, 201 and 202.

Note: The Social Work program usually receives considerably more applications than it is able to accommodate.

Applicants are therefore strongly encouraged to apply as soon as they can. Persons who apply earlier in the year and who meet the college's and program's admission requirements are most likely to be accepted into the program. Applicants who apply after the day program is full can often be accommodated in the evening program, but need to submit a specific request for admission to the Evening Program Coordinator.

SOCIAL WORK EVENING PROGRAM

The Social Work diploma is available through part-time evening courses, usually completed over four years of study. Students are eligible to apply to enter the day program after completing all first year courses in the evening. Admissions criteria, courses and field placement requirements are identical to the day program. Evening students are traditionally already working in the social services field, making a career change, or combining parenthood with part-time study.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

David Hannis, MSW, M.Ed., RSW

Chair

Sandra Alton, MSW, RSW

*Instructor, Field Placement Coordinator,
Evening Program Coordinator*

Stephanie Bozzer, MSW, RSW

Instructor, Field Placement Coordinator

Penney Hartsen, MSW, RSW

Instructor

Alan Knowles, PhD., RSW

Instructor, Field Placement Coordinator

Cara Linzmayer, MSW, RSW

*Coordinator, Drayton Valley
Social Work Program*

Duane Massing, PhD., RSW

Instructor, Field Placement Coordinator

Shirley Piedt, MSW, RSW

Instructor, Field Placement Coordinator

Lori Sigurdson, MSW, RSW

Instructor, Field Placement Coordinator

Maria Smyth, MSW, RSW

Instructor, Field Placement Coordinator

Terri Spronk, MSW, RSW

Instructor, Field Placement Coordinator

Ninetta Tavano, MSW, RSW

Instructor, Field Placement Coordinator

Peter Vogels, MSW, RSW

Instructor, Field Placement Coordinator

Marianne Wright, MA(SW), RSW

Instructor, Field Placement Coordinator

Lynne Baker, B.Sc.

Evening Program Consultant

Marie Buoy

Program Secretary

Sharon Ludbrook

Day Program Consultant

ADVISORY COMMITTEE

Rick Berube

*Director, Child and Youth Services,
Catholic Social Services*

Arlene Chapman

MLA's Executive Assistant

Derek Chewka

Manager, Spirit of Our Youth Homes

Linda Golding

*(ACSW – Council Member Rep.) Alberta
Children's Services
Children's Advocate*

Jim Gurnett

*Executive Director, Mennonite Centre for
Newcomers*

Bryan Kelly (Chair)

*Regional Manager, Alberta Children's
Services Edmonton & Area: Region 6*

Jean Lafrance

*Division Head, Associate Professor,
University of Calgary
Faculty of Social Work, Edmonton Division*

Sister Lucinda May Paterson

Program Director, Lurana Shelter

Jeanette Villeneuve

*Dean of Academic Affairs, Maskwacis
Cultural College*

FOR FURTHER INFORMATION

Social Work Program

(780) 497-5566

Social Work Evening Program

(780) 497-5099

www.macewan.ca/socialwork

TO APPLY

The Registrar,

Grant MacEwan College

Box 1796, Edmonton, Alberta

T5J 2P2

(780) 497-5140 OR

1-888-497-4622



SPECIAL NEEDS EDUCATIONAL ASSISTANT

(Faculty of Health and Community Studies)

www.macewan.ca/specialneeds

INTRODUCTION

Are you interested in working as a member of an educational team to assist students in maximizing their learning potential? The implementation of inclusive educational policies for students with special needs in regular classrooms has created a need for trained educational assistants. The Special Needs Educational Assistant Certificate Program prepares educational assistants to support the instructional, behavioural and social needs of students as set out by a teacher. During the one year certificate program, students should acquire the ability to:

- Integrate flexibility into daily practice by constructively dealing with and adapting to change
- Effectively manage time and prioritize work assignments
- Think critically and apply problem solving skills
- Adhere to professional ethics
- Contribute to the school community as a member of an interdisciplinary team
- Assist students with exceptionalities to actualize their learning and participate in school activities
- Assist students with behavioural difficulties to manage themselves productively in a learning environment
- Reinforce student learning in one-on-one and small group settings through the use of multiple strategies
- Observe and maintain anecdotal records to report student progress to teachers and other educational professionals
- Prepare and adapt instructional materials
- Take direction and follow through on it
- Conduct research to stay current
- Communicate effectively, both orally and in writing
- Establish goals and work towards those goals to maximize personal growth
- Be sensitive to diversity

- Integrate technology into the learning environment.
- Implement sound behaviour management techniques through certification in Behaviour De-escalation and Safe Restraint for Educators.

CAREER POTENTIAL

The demand for program graduates in the field is high. School districts prefer certified educational assistants and, based on the most recent survey, over 94 per cent of graduates have found work in the field. Educational assistants are employed in K to 12 public, separate, private, denominational, and charter schools, as well as post-secondary institutions as valuable members of educational teams.

TRANSFERABILITY

Advanced standing for post-secondary study or work experience in a related field will be considered on an individual basis.

Students have the option of taking university transfer courses to receive advanced standing in the Special Needs Educational Assistant Program.

Those courses include:

- PSYC 104 for TAST 101 (It is recommended for students to follow PSYC 104 with PSCY 105)
- ENGL 101 for ENGL 111
- EDIT 202 for TAST 108

Two, 3-credit courses from the Special Needs Educational Assistant Program are recognized as electives in the General Studies Program. Graduates of the program with a GPA of 2.0 or more qualify for application to university transfer programs.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 19 years of age or

older AND out of full time high school for two years by the start of the first term.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to submit in the format specified by the program:

- Two reference letters relating to applicant's work or study characteristics.
- Career Profile that demonstrates career exploration and self assessment of suitability for the career.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

The program consists of 35 credits and is offered in full-time day, part-time day, part-time evening and distance (self-study) formats.

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
TAST 101	Child Development Throughout the School Years	45:0:0	3
TAST 103	Language Learning and Math Across the Curriculum	45:0:0	3
TAST 107	Working with Students with Exceptionalities-Level I	45:0:0	3
TAST 108	Technology Applications in Education	45:0:0	3

TERM II (JANUARY – APRIL)

TAST 100	Role and Responsibilities of the Educational Assistant	30:0:0	2
TAST 102	Effectively Managing Student Behaviour in Educational Settings	45:0:0	3
TAST 105	Effective Interpersonal Communication	30:0:0	2
TAST 117	Working with Students with Exceptionalities-Level II	45:0:0	3
TAST 118	Computers in Education and Adaptive Technology	45:0:0	3
TAST 109	Practicum I	0:0:60	1
TAST 110	Integration Seminar I	15:0:0	1

TERM III (MAY – JUNE)

TAST 114	Specialized Skills and Practice	30:0:0	2
TAST 119	Practicum II	0:0:120	2
TAST 120	Integration Seminar II	15:0:0	1

RESIDENCY REQUIREMENT

At last 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Jan Sundmark, EdD, University of Alberta
Chair

Jonah Eleweke, PhD, University of Alberta
Instructor

Faye Hood, MEd, University of Alberta
Instructor

Merle Kennedy, PhD, University of Alberta
Instructor

Theresa Pond, MEd, Seattle Pacific University
Instructor

Tim Weinkauff, MEd, University of Alberta
Instructor

Kathleen Murphy
Secretary

Jan Ardis
Outreach Program Consultant

ADVISORY COMMITTEE

Bob Bruce
Principal
Parkland School Division No.70

Marie Fraser
ATA Representative, Teacher

Dr. Norm Yanitski
Associate Superintendent
Black Gold Regional Division No.18

Lori Gruninger
Educational Assistant
Elk Island Catholic Separate Regional Division
No.4

Dr. Veronica Smith
Department of Educational Psychology
University of Alberta

Sandi Roberts
Project Leader
Alberta Learning, Alberta Children and Youth Initiative

Brenda Sautner
Assistant Superintendent – Intervention Services
Red Deer Public School District No. 104

Dr. Linda Schnell
Principal
Black Gold Regional Division No. 18

Margaret Jacob, CHRP, CCP
Manager, Human Resources
Parkland School Division No. 70

Bruce Kallal
Assistant Principal
Elk Island Catholic Separate Regional Division No. 41

FOR FURTHER INFORMATION

Special Needs Educational Assistant
(780) 497-5156

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



THEATRE ARTS

(Centre for the Arts)

www.macewan.ca/theatrearts

THE PROGRAM

Theatre Arts is demanding, exhausting, and rewarding. This intense two-year program helps you mold yourself into a true triple-treat performer through equal parts theatrical, musical and dance training. Theatre Arts at MacEwan is Western Canada's only actor-training program with an emphasis in both musical theatre and drama.

The demands are great. Discipline and dedication are essential. Your first year is spent in the studio, mastering the basics of all three disciplines. In your second year the studio courses continue but you will also have the opportunity to perform in major public productions, including three full-production musicals presented in MacEwan's Haar Theatre. Theatre Arts also offers a series of professional seminars to enlighten you on the realities of a career in theatre.

Theatre Arts at MacEwan is the professional actor-training program.

CAREER POTENTIAL

Tenacity, training, and talent – a professional actor needs all these and more – and MacEwan's Theatre Arts Program gives you a great start. Our graduates are working in theatres, dinner theatres, TV, film, and on cruise ships, while others have continued their studies in acting, directing, or writing.

WHO SHOULD APPLY

You love to perform and see yourself acting, singing and dancing in the professional theatre world. You are willing to commit to a training program that requires perseverance and tenacity. You see yourself in a program that requires you to: interpret and analyze text; be creative, envisioning characters and bringing them to life; perform songs from the musical theatre repertoire; be physically fit, able to withstand the rigors of daily classes in dance and movement. You like working in an ensemble, appreciate constructive criticism, and enjoy performing for audiences.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, selection will be based on academic performance and the overall assessment of other specified criteria for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must present one of the following:

- Alberta high school diploma (or equivalent)

OR

- Applicants must present a minimum overall average of 65 per cent in the following courses with no grade lower than 50 per cent:

1. One Group A course
2. One Group B or C course
3. One Group C or D course

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-. Placement at READ 0089 will be required.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

- Applicants are required to audition and to take a music theory and ear training exam. Jurors will assess singing, dancing, and acting ability.
- Applicants must pass the music theory and ear training exam.
- Applicants who fail the exam must complete upgrading prior to the start of the first term and must pass a subsequent music theory and ear training exam.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
THAR 101	Acting Skills I	0:90:0	3
THAR 102	Vocal Music I	0:37.5:0	1
THAR 103	Introduction to Theatre	45:0:0	3
THAR 110	Dance Skills I	0:112:0	3
THAR 120	Music Theory for Music Theatre I	30:0:0	2
THAR 130	Ear Training for Music Theatre I	45:0:0	3
ENGL 101	Critical Reading and Writing	45:0:0	3
or			
ENGL 111	Communications	45:0:0	3

TERM II (JANUARY – APRIL)			
THAR 109	Performer's Lab	0:90:0	3
THAR 115	Voice for the Stage	0:30:0	1
THAR 121	Music Theory for Music Theatre II	30:0:0	2
THAR 131	Ear Training for Music Theatre II	45:0:0	3
THAR 151	Acting Skills II	0:90:0	3
THAR 152	Vocal Music II	0:12:7.5	1
THAR 153	Play Analysis	45:0:0	3
THAR 160	Dance Skills II	0:112:0	3
ENGL 101	Critical Reading and Writing (cont'd)	45:0:0	3
or			
Elective		45:0:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)			
THAR 201	Acting Skills III	0:90:0	3
THAR 202	Vocal Music III	0:30:9	1
THAR 206	Performance I	0:0:112	2
THAR 215	Voice and Diction I	0:30:0	1
THAR 250	Dance Skills III	0:135:0	4
Elective		45:0:0	3

TERM IV (JANUARY – APRIL)			
THAR 216	Voice and Diction II	0:30:0	1
THAR 251	Acting Skills IV	0:90:0	3
THAR 252	Vocal Music IV	0:30:9	1
THAR 256	Performance II	0:0:112.5	2
THAR 260	Dance Skills IV	0:135:0	4
Elective		45:0:0	3

*Only full-time students admitted to the Theatre Arts program may register in THAR courses.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Tim Ryan, MA (London)

Chair

Instructor: Acting, Performer's Lab, Performance I and II

Lary Benson, BEd (Alberta)

Instructor: Voice/Singing

Ken Brown, MA (Alberta), Acting Diploma (National Theatre School)

Instructor: Acting

Sheril Hart, BEd (Alberta)

Instructor: Voice/Singing

Dave Horak, BFA Acting (Alberta)

Instructor: Movement

Cindy Kerr, Dance Diploma (Grant MacEwan College)

Instructor: Tap

Janet Nichol, BMus (Alberta)

Instructor: Voice/Singing

Vocal Director, Performance I and II

Jacqueline O'Kell, Licentiate Member and Examiner (Imperial Society of Teachers of Dance), Licentiate (Merseyside Dance and Drama Centre), Associate (Merseyside Dance and Drama Centre)

Instructor: Jazz/Ballet

Doreen Piehl, MA (Alberta)

Instructor: Intro to Theatre, Play Analysis, Instructional Assistant to Theatre Arts

Bill Richards, MMus (Saskatchewan), PhD (Western)

Instructor: Music Theory, Ear Training

Jennifer Spencer, Theatre Arts Diploma (Grant MacEwan College), Acting Diploma (National Theatre School)

Instructor: Voice for the Stage

Janice Flower, Music Diploma (Grant MacEwan College)

Accompanist and Vocal Coach

Alana Broomfield

Secretary

ADVISORY COMMITTEE

Jocelyn Alhf

Actor and Artistic Director, Panties Productions

Cathy Derkach

Actor/musician

Greg Dowler-Coltman

Head, Theatre Department, Victoria School of Performing and Visual Arts

Ron Jenkins

Artistic Director, Workshop West Theatre

Stewart Lemoine

Playwright/Director, Teatro la Quindicina

Paul Reich

Arts Development Consultant, Theatre and Dance, Alberta Community Development

Deborah Salmon

Voice Teacher

Maureen Tigner

Teacher, Dance Department, Victoria School of Performing and Visual Arts

FOR FURTHER INFORMATION

Theatre Arts
Doreen Piehl
(780) 497-4393
Email: piehld@macewan.ca
www.macewan.ca/theatrearts

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



THEATRE PRODUCTION

(Centre for the Arts)

www.macewan.ca/production

THE PROGRAM

Start your exciting backstage career today with MacEwan's practical two-year Theatre Production diploma program. Explore theatre history and apply your creative talents to lighting, prop making, stagecraft, set painting and more for professional theatre, film, TV and entertainment industries.

MacEwan's resident music and theatre programs present an unequalled opportunity to gain wide-ranging experience as construction or running crew for many live productions. In addition, MacEwan's 340-seat John L. Haar Theatre is often rented out to visiting performing arts companies, which means you could be called on to provide production services for, and gain valuable exposure to, the professional arts community.

The theatre profession requires skilled lighting and sound technicians, set and costume designers and builders, stage managers, production managers, technical directors and other theatre professionals. The Theatre Production program will give you these skills, combining theory with practice--and there's lots of practice. While the demands are great, the reward is employability in the profession.

Start your theatre production or entertainment technology career today.

CAREER POTENTIAL

Theatre Production students graduate with skills that create exciting employment opportunities in professional theatre, film, and TV, plus the cruise line, conference and special event industries. Recent graduates have played key roles in making the magic happen at the Citadel Theatre, Winspear Centre, Alberta Theatre Projects, The Stratford Festival, Carnival Cruise Lines, Royal Winnipeg Ballet, Disney, Rexall Place, and many other great organizations and venues.

WHO SHOULD APPLY

You are fascinated with the arts and entertainment industry, but don't exactly crave the limelight. You are mesmerized by innovative sets and props, stunning costumes and brilliant light and audio design. You see yourself building a set, managing a production, or being a technician. You want to be the one behind the scenes, making the magic happen.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 0089 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D. Placement at READ 0089 will be recommended.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated by the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated by the Program

All admission categories

Accepted applicants are required to complete Standard First Aid certification by the start of the first term.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

**TERM I
(SEPTEMBER – DECEMBER)**

		INST.	HRS.	CR.
TPPR 102	Drafting and Model Making	15:30:0	2	
TPPR 103	Introduction to Technical Theatre	15:0:0	1	
TPPR 109	Practicum I	0:60:60	3	
TPPR 110	Audio I	15:30:0	2	
TPPR 111	Footings	30:90:0	5	
ENGL 111	Communications	45:0:0	3	

**TERM II
(JANUARY – APRIL)**

TPPR 101	Applied Theatre History	45:0:0	3	
TPPR 104	Stagecraft I	15:30:0	2	
TPPR 105	Lighting I	15:30:0	2	
TPPR 106	Set Painting I	15:30:0	2	
TPPR 107	Introduction to Costumes	15:30:0	2	
TPPR 108	Rigging	7:22:0	1	
TPPR 109	Practicum I (cont'd)	0:60:60	3	
Elective		45:0:0	3	

YEAR II

**TERM III
(SEPTEMBER – DECEMBER)**

TPPR 202	Model Making	15:30:0	2	
TPPR 203	Management	30:0:0	2	
TPPR 212	Prop Making I	15:30:0	2	
TPPR 239	Practicum II	0:30:120	3	
Elective		45:0:0	3	

*For terms III and IV, students will choose a minimum of 8 credits from Groups I and II.

PROGRAM OPTIONS – GROUP I*

TPPR 204	Stagecraft II	15:30:0	2	
TPPR 206	Set Painting II	7.5:15:0	1	
TPPR 215	Lighting II	15:30:0	2	

**TERM IV
(JANUARY – APRIL)**

TPPR 239	Practicum II (cont'd)	0:30:120	3	
Elective		45:0:0	3	

PROGRAM OPTIONS – GROUP II*

TPPR 201	Modern Theatre Practices	30:0:0	2	
TPPR 208	Individual Studies I	0:0:60	1	
TPPR 210	Audio II	22.5:15:0	2	
TPPR 218	Individual Studies II	0:0:120	2	
TPPR 221	Technical Director	30:0:0	2	
TPPR 222	Prop Making II	7.5:15:0	1	
TPPR 228	Individual Studies III	0:0:180	3	

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Geoffrey George, BA (Brock), Diploma EET (NAIT), Diploma IE (NAIT), CET Chair

Geoff Bacchus, Diploma Theatre Production (Grant MacEwan College) Instructor

Marian Brant, Diploma Radio and Television Arts (NAIT) Instructor

Greg Brown Instructor

Melissa Cuerrier, BFA (Alberta) Instructor

Anne Gurney, National Diploma in Design, Modelling and Sculpture (Epsom and Ewell School of Art) Instructor

George Griffiths Instructor

John Madill, BFA (Alberta), Advanced Diploma Commercial Art (Vancouver School of Art), Diploma (4 year) Theatre Design (British Columbia) Instructor

Wade Staples, Diploma Music Recording, Diploma Music Performance Arts, Diploma Theatre Production (Grant MacEwan College) Instructor

Doreen Piehl, MA (Alberta) Instructional Assistant

Alana Broomfield Secretary

ADVISORY COMMITTEE

Peter Locock
Freelance Stage Carpenter

Richard Sims
Production Manager
Edmonton Opera

Gary Meiklejohn
Christie Lites
(Edmonton)

Robert Rombough
Technical Director
Banff Centre

Patsy Thomas
Head of Wardrobe
Citadel Theatre

Michelle Dias
Head of Properties
Citadel Theatre

Craig Berry
General Manager
AVW-TELAV

Peter Gerrie
Winspear Centre

Randy Hadubiak
Jubilations Dinner Theatre

Bruce Hennel
Mediaco

Kelly McCarthy
President, Genesis Communications Inc.

Neil MacNeil
Mediaco

Adam Mitchell
Venue Technical Director,
Fringe Theatre Adventures

Nico Van Der Kley
Victoria School of Performing and Visual Arts

Don Waddle
Technical Services Coordinator,
Horizon Stage

FOR FURTHER INFORMATION

Theatre Production
(780) 497-4393
Email: piehld@macewan.ca
www.macewan.ca/production

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



ADMISSION YEAR 2

Applicants must have successfully completed:

- a diploma in an Alberta Early Childhood Development Program with a minimum GPA of 2.0

OR

- a certificate in an Alberta Teacher Assistant or Special Need Educational Assistant Program with a minimum GPA of 2.0 AND one year of work experience (1500 hrs) as a Teacher Assistant or Special Needs Educational Assistant.

AND

- THAS 0100 (Speech Language Pathologist Assistant Bridging) with a minimum grade of C.

OR

Applicants must have successfully completed an undergraduate degree with a minimum GPA of 2.0 that includes:

- ENGL 111 (or equivalent)
- PSYC 104 & 105 (or equivalent)
- THAS 0100 (Speech Language Pathologist Assistant Bridging) with a minimum grade of C.
- Students who do not have NURS 101 (Interpersonal Communication) must complete it in Year 2.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program Office

All admission categories

Accepted applicants are required to complete the following:

- Current clear Security Clearance to work with "Children and/or Vulnerable Persons (Adults and Children)" by the start of the first term
- Current Standard First Aid certification by the start of term three
- Current CPR Basic Rescuer Level C certification by the start of term three
- Immunization up-to-date by the *start of term three

Note: The ability to communicate in English with clear pronunciation is a requirement of employment in this field.

*Provisional Admission

Provisional admission may be assigned to an applicant who has been offered admission to a program in one of the above admission categories. The offer of admission is provisional based on completion of specified conditions that must be satisfied within the first year of enrolment and by the date specified in the offer. Access to courses, activities, and/or field placement or clinical studies may be limited until all provisional requirements are met.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Speech Language Pathologist Assistant Major

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
PSYC 104	Introductory Psychology	45:0:0	3
TAST 100	Role and Responsibilities of the Educational Assistant	30:0:0	2
THAS 101	Normal Development of Speech, Language and Literacy	45:0:0	3
THAS 102	Communication Disorders	60:0:0	4
NURS 101	Interpersonal Communications	30:30:0	3
TERM II (JANUARY – APRIL)			
ENGL 111	Communications	45:0:0	3
PSYC 105	Individual and Social Behaviour	45:0:0	3
THAS 114	Introduction to the Health and Education Fields	45:0:0	3
THAS 115	Lifespan Development	45:30:0	4
Elective		45:0:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
TAST 102	Effectively Managing Student Behaviour in Educational Settings	45:0:0	3
THAS 201	Therapeutic Interventions I: Articulation and Phonology	45:30:0	4
THAS 202	Therapeutic Interventions II: Introduction to Clinical Role and Skills	45:0:0	3
THAS 203	Field Placement I	0:0:295	5
THAS 205	Job Search	15:0:0	1

**TERM IV
(JANUARY – APRIL)**

THAS 213	Therapeutic Interventions III: Language	45:30:0	4
THAS 214	Therapeutic Interventions IV: Special Populations	45:30:0	4
THAS 215	Field Placement II	0:0:295	5

A minimum course grade of C- is required on all program courses for graduation except THAS 203 & THAS 215.

Students may be required to go to out-of-town placements for fieldwork. Students may anticipate additional costs associated with these placements (e.g., travel, accommodations).

RESIDENCY REQUIREMENT

At least 40% of the credit towards the credential for this program major shall consist of courses completed through Grant MacEwan College.

Physical Therapist Assistant/Occupational Therapist Assistant Major

CAREER POTENTIAL

PTA/OTAs work in hospitals, long-term care facilities, sub-acute units, rehabilitation hospitals, mental health facilities, physical therapy clinics and home care. The graduate employment rate is 95 per cent.

WHO SHOULD APPLY

You should possess patience and flexibility. The ability to work with people who are under physical and emotional stress is required. Creativity, manual dexterity and an interest in fitness are assets, as is the ability to work in a team environment.

TRANSFERABILITY

The Physical Therapist Assistant/Occupational Therapist Assistant major includes two university transfer courses – HLSC 120 and 122. Athabasca University gives graduates of the program 60 transfer credits towards a Bachelor of Professional Arts (Human Services Major), 60 credits towards a Bachelor of Science – Human Science (PD), and 24 credits towards a Bachelor of Health Administration.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30) (or ENGL-111 with a minimum final grade of C-)
2. Biology 30
3. Chemistry 30 or Science 30
4. One Group A, B or C course
5. One Group A, B, C or D course

MATURE ADMISSION

Applicants who are 18 years of age or older by the start of the first term and do not qualify under Regular Admission or Transfer Admission may be admitted under Mature Admission. Applicants must have been working in the field of physical or occupational therapy for at least two years. Other requirements include achieving the following with a minimum 60 per cent average and no course grade lower than 50 per cent:

- Biology 30
- Chemistry 30 or Science 30

TRANSFER ADMISSION

Applicants who have a minimum of 18 post-secondary credits must have achieved a minimum AGPA of 2.0 on a 4.0 scale. Applicants must also have the requisite high school courses with no course grade lower than 50 per cent. (Equivalent post-secondary coursework may be evaluated instead if applicants have achieved at least a D.)

PROBATIONARY ADMISSION

Not applicable

***Admission Grade Point Average (AGPA)**

The AGPA is calculated on post-secondary coursework completed in the most recent two terms of study if they contain a minimum of 24 credits of coursework. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes. If these two terms contain less than 24 credits of coursework, all work in the next most recent term(s) is included in the calculation until the minimum total of 24 credits of post-secondary coursework is reached. 6-credit courses that span both the Fall and Winter terms are considered Winter courses and 6-credit courses that span both the Spring and Summer terms are considered Summer courses in these cases. For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Skills Appraisal outcomes for admission to this program must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum final grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum final grade of 75 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of D.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program Office

Accepted applicants are required to complete the following:

- Submission of a current clear Security Clearance to work with "Children and/or Vulnerable Persons (Adults and Children)" by the start of the first term
- Standard First Aid certification completed by the start of term three
- CPR Basic Rescuer Level C certification completed by the start of term three
- Immunization up-to-date by the start of term three

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Physical Therapist Assistant/ Occupational Therapist Assistant Major

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	CR.
HLSC 120	Human Anatomy	45:0:0	3
HLSC 122	Human Physiology	90:0:0	6
THAS 103	Pathology	30:0:0	2
NURS 101	Interpersonal Communications	30:30:0	3

TERM II (JANUARY – APRIL)

ENGL 111	Communications	45:0:0	3
THAS 114	Introduction to the Health and Education Fields	45:0:0	3
THAS 115	Lifespan Development	45:30:0	4
THAS 116	Functional Anatomy and Orthopedics	45:45:0	4
THAS 117	Principles and Techniques of Client Contact	30:45:0	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)

THAS 205	Job Search	15:0:0	1
THAS 208	Therapeutic Interventions in Physical Therapy	90:60:0	8
THAS 209	Therapeutic Interventions in Occupational Therapy	90:60:0	8

TERM IV (JANUARY – APRIL)

THAS 210	Field Placement I	0:0:205	4
THAS 211	Field Placement II	0:0:205	4
THAS 212	Field Placement III	0:0:205	4

A minimum course grade of C- is required for graduation on all program courses except THAS 210, THAS 211 & THAS 212.

Students may be required to go to out-of-town placements for fieldwork. Students may anticipate additional costs associated with these placements (e.g., travel, accommodations).

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program major shall consist of courses completed through Grant MacEwan College.

TRAVEL

(School of Business)

www.macewan.ca/travel

THE PROGRAM

Imagine guiding clients to their dream vacation, trekking with novice hikers through the Andes, coaching an expert diver through the biggest dive of her life. The Travel Program can bring you closer to your dream job. Let this one-year program be your ticket to a new career.

This program meets the highest Canadian standards for industry education. It is fast-paced and hands-on: you will work in computer labs with real reservation systems and software. Combine this with a one-month practicum at program's end, and you are highly employable immediately upon graduation.

In just 13 months, you'll learn the skills Canada's travel industry demands most: communications, sales techniques, customer service and automation.

You'll take an in-depth look at the world's most important tourist destinations and learn what motivates travellers to visit them. You'll also develop an understanding of the growing travel market and the technology used to document and sell North American and international travel.

A travel career – make it work for you!

CAREER POTENTIAL

Travel professionals are in high demand. Opportunities abound in everything from adventure tours and leisure packages, to special-interest and incentive travel. The industry is looking to Grant MacEwan College graduates to help alleviate staffing shortages.

Graduates work as travel consultants, passenger sales agents, sales account executives, reservations agents, and travel marketing managers. Throughout Canada and around the globe, MacEwan grads can be found in a range of pursuits from leading scuba diving tours, to arranging honeymoons in Hawaii, to organizing European coach tours for seniors.

WHO SHOULD APPLY

To succeed in this career, you should welcome challenges and deadlines. Typically mature students fare better in this program than younger students. Communication skills, people skills, and a passion for sales are essential, as are superior organizational skills and a curiosity about the world. Your personal travel experiences are a definite asset.

TRANSFERABILITY

The program has a Level II endorsement from the Canadian Institute of Travel Counsellors. Completion of the program puts you well on your way to professional certification.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present an Alberta high school diploma (or equivalent).

MATURE ADMISSION

Applicants must be 18 years of age or older AND out of high school for at least one year.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- All admission categories
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR ELA 30-2 (or English 33) with a minimum grade of 75 per cent OR complete the Skills Appraisal.

Applicants must present Pure Mathematics 20 or Applied Mathematics 30 (or Math 33) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work.

Math: Applicants must successfully complete the math portion (with a grade of 60 per cent) OR must complete any developmental work.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated by through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to submit a letter of intent that outlines personal skills and previous experiences.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

VOLUNTARY SECTOR MANAGEMENT

(School of Business)

www.macewan.ca/vsm

THE PROGRAM

The program of study for the Voluntary Sector Management Program is under review and is being substantially redesigned to meet the changing needs of our students. To accommodate these changes, the program will not be accepting applications for the 2006/07 Academic year.

Courses in the current Certificate in Voluntary Sector Management (Fund Development and Volunteer Management Majors) will be available to June 2007 for students admitted to the program by October 2005.

BACHELOR OF ARTS

(Faculty of Arts and Science)

www.macewan.ca/ba

INTRODUCTION

The Bachelor of Arts (BA) degree is designed to provide students with breadth, depth, and diversity in the areas of humanities and social, natural and mathematical sciences including study in both a major and minor discipline. BA students are required to be familiar with the academic and faculty regulations and procedures as published.

PROGRAMS OF STUDY

2006/2007 Bachelor of Arts (Major/Minor) and Bachelor of Arts (Honours) Areas Available			
	BA Major	BA Honours	BA Minor
Anthropology	✓		✓
Business Studies			✓
Classics			✓
Economics	✓		✓
English	✓	✓	✓
History	✓		✓
Philosophy	✓		✓
Political Science	✓		✓
Psychology	✓	✓	✓
Sociology	✓	✓	✓

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present a minimum overall average of 65 per cent in the following high school courses or equivalent with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Language at the 30-level (other than English)
OR Pure Mathematics 30 (or Math 30), OR Transitional Math 101 with 75% or higher
OR one Group A, B or C course*
3. Group A or B course*
4. Group C course*
5. Group A or C course (or Group B if it was not used in #3)*

*Please refer to page 211 for details on the classification of high school courses.

Notes:

- A maximum of two Group B's can be used but not from the same discipline
- Specific university level courses, completed with a minimum grade of C-, may be used to substitute for course deficiencies only under the following circumstances:
 - 6 credits of university-level English in lieu of ELA 30-1
 - 6 credits of university-level Language other than English in lieu of a group A course (all 6 credits must be the same language).

Applicants presenting nine or more post-secondary credits must achieve a minimum AGPA* of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under Mature Admission. Applicants must present

- A minimum grade of 65 per cent in ELA 30-1 or equivalent

OR

- A minimum grade of C- in six credits of university-level English.

Applicants presenting nine or more post-secondary credits must achieve a minimum AGPA* of 2.0 on a 4.0 scale.

TRANSFER ADMISSION

Applicants presenting a minimum of 24 credits of successfully completed university transferable coursework (as outlined in the Alberta Transfer Guide or similar "By Course" or "By Program" transfer agreement) may be admitted under the Transfer Admission category. These applicants must present a minimum AGPA* of 2.0 on a 4.0 scale and must have completed the five required core courses listed under the Regular Admission category.

Course subject requirements listed under the Regular Admission category may be fulfilled either through high school or equivalent university credit (see chart on next page). For this purpose, a minimum grade of 50 per cent or equivalent on high school coursework or a minimum grade of C- on equivalent university credit work is required.

University Credit Substitutions for High School Courses for BA/BEd Admission Purposes This chart lists the university credit that will be substituted in cases where applicants do not present the appropriate 30 level courses	
Grade 12 Courses	University Credits Required
GROUP A 1. ELA 30-1 2. Language other than English 30/31/35 3. Social Studies 30 GROUP B 1. Art 30 2. Art 31 3. Commercial Art 35 A, B, or C 4. Visual Communications 32 A, B, or C 5. Drama 30 6. Music 30 7. Music 31 8. Performing Arts 35 A, B, or C GROUP C 1. Mathematics 30/Pure Mathematics 30 2. Mathematics 31 3. Chemistry 30 4. Physics 30 5. Biology 30 6. Science 30	GROUP A 1. English (6 credits) 2. Language other than English (6 credits) 3. Humanities or Social Sciences (3 credits) GROUP B 1. 2. 3. 4. Fine Arts (3 credits) 5. 6. 7. 8. GROUP C 1. Mathematics (Algebra) (3 credits) 2. Mathematics (Calculus) (3 credits) 3. Chemistry (3 credits) 4. Physics (3 credits) 5. Biology (includes: Botany, Genetics, Microbiology, Zoology) (3 credits) 6. Any Science Course (3 credits)

*Admission Grade Point Average (AGPA)

The AGPA is calculated on the most recent 24 credits of post-secondary work. The coursework for an entire term will be used to calculate AGPA, where the break point for 24 credits falls during that term. Six credit courses that span both the Fall and Winter terms are considered winter courses, and six credit courses that span both the Spring and Summer terms are considered summer courses in these cases. For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

Applicants with an AGPA below 2.0 on the 4.0 scale who have been out of school for at least three calendar years will be considered for admission by either the regular or mature admission requirements. In this circumstance only, the AGPA is disregarded for admission purposes.

PROBATIONARY ADMISSION

Not applicable

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

Not applicable.

Note: All Admission Categories.

Previous Students in this Program

Previous students in MacEwan's Bachelor of Arts Program who wish to return to the same program will be considered new students after an absence of two or more consecutive terms (excluding spring/summer session) and must reapply.

International/Out of Province Applicants

Applicants from another province or country should consult the Registrar's Office regarding course equivalents from their home province/country. International applicants should consult page 20 for information on English Language Proficiency requirements.

Enrollment Limitations

There may be limited spaces available in the BA Program, not all applicants who are eligible may be admitted. All potential students are encouraged to apply early to be considered for early conditional admission. Please contact the BA Office for details.

Dates and Deadlines

Students may begin their program in Fall 2006 or Winter 2007.

To start in: Fall 2006

Apply beginning – October 1/05

Documents Due:

High School Applicants – August 1/06

Post-Secondary

Applicants – June 15/06

To start in – Winter 2007

Apply beginning – February 1/06

Documents Due:

High School Applicants –

December 1/06

Post-Secondary

Applicants – December 1/06

Application Process

Please refer to page 19 for application process.

PROGRAM INFORMATION

General Program Information

The BA Degree requires students to complete 120 credits of non-duplicative coursework consisting of 36 credits of Core Requirements in the following areas: Analytical Studies 6 credits, Humanities 6 credits, Literacy 12 credits, Sciences 6 credits and Social Sciences 6 credits; study in a Major and a Minor area of specialization: Major subject area 42 senior credits and Minor subject area 18 senior credits; and 24 credits in Options.

2006/2007 BACHELOR OF ARTS DEGREE PROGRAM OF STUDY		
Core		Credits
Analytical Studies	Computing Science, Linguistics, Logic, Mathematics, Statistics	6
Humanities	Classics, History, Philosophy	6
Literacy	12 credits from the following: Literature in English: Beginning to Present (6 credits) or Critical Reading and Writing (6 credits); Comparative Literature (6 credits); Language Other than English (6 credits) (must be the same language)	12
Sciences	Astronomy, Biology, Chemistry, Earth and Atmospheric Science, Physics, Psychology (104 only)	6
Social Sciences	Anthropology, Economics, Political Science, Psychology, Sociology	6
	Total Core	36
Major	<ul style="list-style-type: none"> • Required courses (21 senior credits) • Specialization (21 senior credits) 	42
Minor	18 senior credits	18
Options	May include additional major or minor coursework to a maximum of 6 credits.	24
Total		120

HONOURS PROGRAM

Honours Program Information

The B.A. Honours degree provides eligible students with the opportunity to pursue more intensive study in their chosen field of study. Admission to the Honours program normally takes place after the completion of a minimum of 30 credits. Applicants to an Honours program require a minimum cumulative GPA of 3.0 based on at least 30 credits, 24 of which must have been completed during the last 12 months. Admission requires a cumulative GPA of 3.3 or better in all courses (minimum 6 credits)* within the Honours discipline of study. Students enrolled in an Honours program must maintain a cumulative GPA of 3.0 and a minimum average each year of 3.3 in all courses within the Honours discipline of study. Students are expected to complete 30 credits per year.

* In some disciplines the minimum 6 credits must be at the senior level.

Individual disciplines may have additional requirements.

HONOURS ADMISSION

Honours in English – Admission Requirements

Admission to the Honours Program is competitive and dependent on Department resources. For more information and to apply for entry, contact Marian Allen, Associate Chair, 497-5363 or allenm@macewan.ca. The application deadline for the 2007-2008 academic year is March 1, 2007.

Honours in Psychology – Admission Requirements

Students will apply to the Honours program in Psychology after having completed a minimum of 45 credits, 24 of which must have been completed within the last 12 months. A minimum cumulative average of 3.0 is required, with an average of 3.3 or better in all senior level Psychology courses (minimum of 6 senior level credits). Please note that entry into the program is competitive, such that satisfying the minimum requirements does not guarantee admission.

Honours in Sociology – Admission Requirements

Students will apply to the Honours program in Sociology after having completed a minimum of 45 credits, 24 of which must have been completed within the last 12 months. A minimum cumulative average of 3.0 is required, with an average of 3.3 or better in all senior level Sociology courses (minimum of 6 senior level credits). Please note that entry into the program is competitive, such that satisfying the minimum requirements does not guarantee admission.

2006/2007 BACHELOR OF ARTS DEGREE (HONOURS) PROGRAM OF STUDY		
Core		Credits
Analytical Studies	Computing Science, Linguistics, Logic, Mathematics, Statistics	6
Humanities	Classics, History, Philosophy	6
Literacy	12 credits from the following: Literature in English: Beginning to Present (6 credits) or Critical Reading and Writing (6 credits); Comparative Literature (6 credits); Language Other than English (6 credits) (must be the same language)	12
Sciences	Astronomy, Biology, Chemistry, Earth and Atmospheric Science, Physics, Psychology (104 only)	6
Social Sciences	Anthropology, Economics, Political Science, Psychology, Sociology	6
	Total Core	36
Honours Subject	Overall Honours Subject Requirement: 42 senior credits	42
<i>Required Courses</i>	Completion of 21 senior credits	
<i>Specialization</i>	Completion of 21 senior credits	
<i>Other Requirements</i>	The 42 credits designated as Other Requirements are made up of topic related coursework. A minimum of 18 credits of that coursework must be completed outside of the discipline, excluding any credits used to satisfy the core requirements.	42
Total		120

MAJORS AND MINORS

Program and discipline advisors are available to assist the student to plan a program of study that will meet these degree requirements.

Please refer to www.macewan.ca/ba for specific course requirements for each major and minor.

ANTHROPOLOGY

Anthropology Major

Total Credits required for Major = 42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

At least 6 credits must be at the 300-level

At least 6 credits must be at the 400-level

Note: Any one of ANTH 101, ANTH 110 or ANTH 150 is a prerequisite for courses required in the Anthropology Major. This course can be used to satisfy part of the Social Sciences Core Requirement.

Required Courses (21 credits)

3 credits in each of the following areas:

- Introduction to Archaeology
- Introduction to Socio-Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology
- Anthropological or Archaeological Methodology
- Theory or History of Anthropology/Archaeology
- Advanced Level Ethnoecology

General Requirements (21 credits)

21 credits chosen from senior level Anthropology courses

Anthropology Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

At least 9 credits must be at the 300 or 400-level

Note: Any one of ANTH 101, ANTH 110 or ANTH 150 is a prerequisite for courses required in the Anthropology Minor. This course can be used to satisfy part of the Social Sciences Core Requirement.

Required Courses (18 credits)

6 credits in two of the following areas:

- Introduction to Archaeology
- Introduction to Socio-Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology

3 credits in one of the following areas:

- Any Peoples of ... Course

3 credits in:

- Advanced Level Ethnoecology

6 credits chosen from senior level Anthropology courses

BUSINESS STUDIES

Business Studies Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

Notes:

1. ECON 101 and 102 are prerequisites for courses required in the Business Studies Minor. These courses can be used to satisfy the Social Sciences Core Requirement.
2. STAT 151 (or equivalent) is a prerequisite for courses required in the Business Studies Minor. STAT 151 can be used to satisfy part of the Analytical Studies Core Requirement.
3. It is strongly recommended that students enroll in BUSN 201 in the second year of their program.
4. CMPT 157 is recommended for those without computer proficiency as a number of Business courses assume some ability with spreadsheets and word processing.

Required Courses (18 Senior Credits)

3 credits in each of the following areas:

- Introduction to Canadian Business
- Introduction to Financial Accounting

6–12 credits chosen from:

- Business Law I
- Managerial Information and Control
- Introductory Finance
- Fundamentals of Marketing
- Introduction to Management

6 credits chosen from (if required to meet the 18 credit minimum):

- Introduction to Logistics and Supply Chain Management
- Introduction to e-Business
- International Finance
- International Business and Trade Management
- International Marketing
- Managerial Skill Development
- Organizational Theory
- Probability and Statistics II

CLASSICS

Classics Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

At least 6 credits must be at the 300 or 400-level

Note: 6 credits in senior Latin may be used to fulfill 6 credits of the Classics minor requirements.

Required Courses (18 credits)

3 credits in each of the following areas:

- Greek Civilization
- Roman Civilization

12 credits chosen from senior level Classics courses

ECONOMICS

Economics Major

Total Credits required for Major = 42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

At least 6 credits must be at the 400-level

Note: ECON 101 and 102 are prerequisites for courses required in the Economics Major. These courses can be used to satisfy the Social Sciences Core Requirement.

Required Courses (21 credits)

3 credits in each of the following areas:

- Intermediate Microeconomics I
- Intermediate Microeconomics II
- Intermediate Macroeconomics I
- Intermediate Macroeconomics II
- Quantitative Methods
- Econometrics
- Canadian Economic Issues

General Requirements (21 credits)

21 credits chosen from senior level Economics courses

Economics Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

At least 6 credits must be at the 300 or 400-level

Note: ECON 101 and 102 are prerequisites for courses required in the Economics Minor. These courses can be used to satisfy the Social Sciences Core Requirement.

Required Courses (18 credits)

3 credits in each of the following areas:

- Intermediate Microeconomics I
- Canadian Economic Issues

12 credits chosen from senior level Economics courses

ENGLISH

English Major

Total Credits required for Major = 42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

6 credits must be at the 400-level

3 credits must be in Canadian Literature

Note: ENGL 100 or 101 is a prerequisite for courses required in the English Major. This course can be taken as part of the Literacy Core Requirement.

Required Courses (21 credits)

3 credits in each of the following time periods:

- Early and Later Middle English
- Elizabethan and 17th Century
- Restoration and 18th Century
- British, American or Canadian 19th Century
- Post-Colonial, British, American or Canadian 20th and 21st Century

3 credits in:

- Literary Theory

3 credits in:

- History of English

General Requirements (21 credits)

21 credits chosen from senior level English courses

English Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

At least 3 credits must be at the 400-level

Note: ENGL 100 or 101 is a prerequisite for courses required in the English Minor. This course can be taken as part of the Literacy Core Requirement.

Required Courses (18 credits)

3 credits chosen from one of the following time periods:

- Early and Later Middle English
- Elizabethan and 17th Century
- Restoration and 18th Century

6 credits chosen from one or more of the following time periods:

- British, American or Canadian 19th Century

- Post-Colonial, British, American or Canadian 20th and 21st Century

9 credits chosen from any senior level English courses

HISTORY

History Major

Total Credits required for Major = 42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

At least 6 credits must be at the 400-level, including thesis course

At least 15 credits must be at the 300-level, including methodology and senior world history requirements

Notes:

1. Any two of CLAS 110, HIST 110, 111, or 112 should be taken for the History Major. These courses can be used to satisfy the Humanities Core Requirement.
2. Students in this major must take at least 6 credits in a Language Other than English. The Language Other than English can be taken as part of the Literacy Core Requirement.

Required Courses (21 credits)

3 credits in each of the following areas:

- American History Survey
- European History Survey
- Canadian History Survey
- Asian History Survey
- Methodology
- Senior World History
- Senior Thesis Capstone Course

General Requirements (21 credits)

21 credits chosen from senior level History courses

History Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

At least 9 credits must be at the 300 or 400-level

Required Courses (18 credits)

3 credits in two of the following areas (6 credits total):

- American History Survey
- European History Survey
- Canadian History Survey

12 credits chosen from senior level History courses

PHILOSOPHY

Philosophy Major

Total Credits required for Major = 42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

At least 6 credits must be at the 400-level, including PHIL 401

Note: PHIL 101 and 102 should be taken for the Philosophy Major. These courses can be used to satisfy the Humanities Core Requirement.

Required Courses (21 credits)

3 credits in each of the following areas:

- Metaphysics or Epistemology
- Ethics or Social/Political Philosophy
- History of Philosophy
- Formal Reasoning
- Senior Philosophy course
- 400 level Philosophy course
- Senior Thesis

General Requirements (21 credits)

21 credits chosen from senior level Philosophy courses

Philosophy Minor

Total Credits required for Minor =
18 senior level credits (non-duplicative coursework)

At least 6 credits must be at the 300 or 400-level

Required Courses (18 credits)

3 credits in one of the following areas:

- Ethics
- Social and Political Philosophy

3 credits in:

- History of Philosophy

12 credits chosen from senior

Philosophy courses

POLITICAL SCIENCE

Political Science Major

Total Credits required for Major =
42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

At least 6 credits must be at the 300-level. At least 6 credits must be at the 400-level, including Political Science Capstone Course

Note: POLS 101 is a prerequisite for courses required in the Political Science Major. POLS 101 can be used to satisfy part of the Social Sciences Core Requirement.

Required Courses (21 credits)

3 credits in:

- Comparative Politics

6 credits in each of the following areas:

- Canadian Politics
- International Relations
- Political Philosophy

General Requirements (21 credits)

18 credits chosen from senior level Political Science courses

3 credits in:

- Political Science Capstone Course

Political Science Minor

Total Credits required for Minor =
18 senior level credits (non-duplicative coursework)

At least 12 credits must be at the 300 or 400-level

Note: POLS 101 is a prerequisite for courses required in the Political Science Minor. POLS 101 can be used to satisfy part of the Social Sciences Core Requirement.

Required Courses (18 credits)

6 credits in one of the following areas:

- Canadian Politics
- International Relations
- Political Philosophy

12 credits chosen from senior level Political Science courses

PSYCHOLOGY

Psychology Major

Total Credits required for Major =
42 senior level credits (non-duplicative coursework)

Required Courses = 21 credits as specified below

General Requirements = 21 credits chosen from any senior level courses

At least 9 credits must be at the 300-level

At least 6 credits must be at the 400-level

Notes:

1. PSYC 104 and PSYC 105 are prerequisites for courses required in the Psychology Major. These courses can be used to satisfy part of the Science and Social Sciences Core Requirements.
2. STAT 151 (or equivalent) is a prerequisite for a required course in the Psychology Major. STAT 151 can be taken as part of the Analytical Studies Core Requirement.

Required Courses (21 credits)

3 credits in three of the following areas (9 credits total):

- Developmental Psychology
- Personality
- Social Psychology
- Cognitive Psychology

3 credits in two of the following areas (6 credits total):

- Perception
- Brain and Behaviour
- Principles of Behaviour

3 credits in:

- Research Methods

3 credits in:

- History of Psychology

General Requirements (21 credits)

21 credits chosen from senior Psychology courses

Psychology Minor

Total Credits required for Minor =
18 senior level credits (non-duplicative coursework)

At least 6 credits must be at the 300 or 400-level

Notes: PSYC 104 and PSYC 105 are prerequisites for courses required in the Psychology Minor. These courses can be used to satisfy part of the Science and Social Sciences Core Requirements.

Required Courses (18 credits)

3 credits from one the following areas:

- Developmental Psychology
- Personality
- Social Psychology
- Cognitive Psychology

3 credits from one the following areas:

- Perception
- Brain and Behaviour
- Principles of Behaviour

12 credits chosen from senior Psychology courses

SOCIOLOGY

Sociology Major

Total Credits required for Major =
42 senior level credits (non-duplicative coursework)

Required Courses (for all Sociology majors) = 21 credits as specified below

Requirements for General or Specializations = 21 credits as specified.

At least 6 credits must be at the 400-level for General and Specializations.

Note: SOCI 100 is a prerequisite for courses required in the Sociology Major. SOCI 100 can be used to satisfy part of the Social Sciences Core Requirement.

Required Courses for all Sociology majors (21 credits)

3 credits in one of the following areas:

- Gender
- Inequality
- Minority Relations

3 credits in one of the following areas:

- Criminology
- Family

3 credits in each of the following:

- Social Psychology
- Social Statistics
- Research Methodology

6 credits in:

- Sociological Theory

General Requirements

21 credits chosen from senior level

Sociology courses

Requirements for Criminology Specialization

21 credits from the following:

3 credits in each of the following areas:

- Criminology
- Youth Crime
- Criminal Justice Administration

12 credits from:

- Select courses in Criminology and Deviance, Survey Methods, and Qualitative Research Methods

Requirements for Family, Youth and Diversity Specialization

21 credits from the following areas:

3 credits in each of the following areas:

- Family
- Gender
- Inequality
- Minority Relations
- Youth

6 credits from 400-level courses in:

- Family
- Youth
- Gender

Sociology Minor

Total Credits required for Minor = 18 senior level credits (non-duplicative coursework)

At least 9 credits must be at the 300 or 400-level

Note: SOCI 100 is a prerequisite for courses required in the Sociology Minor. SOCI 100 can be used to satisfy part of the Social Sciences Core Requirement.

Required Courses (18 credits)

3 credits in one of the following areas:

- Gender
- Inequality
- Minority Relations

3 credits in one of the following areas:

- Criminology
- Family

12 credits chosen from senior level Sociology courses

DEGREE REGULATIONS

ACADEMIC RESIDENCY REQUIREMENT

A minimum of 60 credits toward the program credential must be completed through Grant MacEwan College. The 60 credits must include:

- A minimum of 15 credits in a major at the senior-level with 6 of those credits completed at the 400-level.
- A minimum of 6 credits in a minor at the senior-level with 3 of those credits completed at the 300 or 400-level.

Academic Standing Policy

Please refer to Policy C2070.

Canadian Content Requirement

Students must take 3 credits of Canadian content selected from a list of approved courses to fulfill program graduation requirements. Courses used to satisfy any of the degree requirements can be counted toward the Canadian content requirement.

Core Requirements

Courses that satisfy the core requirements are normally taken at the junior-level with the exception of the Language Other than English requirement. Students are advised to complete their core requirements in the first and second years of their program.

Course Grades

Where a minimum course grade is required to progress to another level of course, it is noted as a prerequisite (or co-requisite) in the course description.

Course Repeat Policy

Please refer to Policy C1035.

Coursework

Courses used to meet any of the core, major, minor, or option requirements can be used only once for credit.

Declaration of Major and Minor

Students are required to declare a Major and Minor by the completion of 45 credits. The major and minor cannot be in the same discipline. Students are strongly encouraged to consult with a Program Advisor in the BA Program and a Discipline Advisor in the area appropriate to their major and minor prior to this declaration.

Graduation Grade Point Average

The minimum overall program grade point average (GPA) to graduate is 2.00 on the 4.00 scale with a minimum GPA of 2.00 on all courses credited toward the major and a minimum GPA of 2.00 on all courses credited toward the minor.

International Content Requirement

Students must take 3 credits of International content selected from a list of approved courses to fulfill program graduation requirements. Courses used to satisfy any of the degree requirements can be counted toward the International content requirement.

Junior and Senior Level Courses

Courses numbered from 100 to 199 are considered junior-level and courses numbered from 200 to 499 are considered senior-level.

Junior Credits in English

A maximum of 9 credits of 100-level English are permitted in completion of the BA degree.

Maximum Junior Level Courses

A maximum of 48 credits at the 100-level are permitted in completion of the BA degree. Additional courses at the 100-level will be declared extra to the 120 credits required to complete the BA degree and will not be counted toward fulfillment of graduation requirements.

Minimum Passing Grade

The minimum passing grade is D. A maximum of 6 credits with a final grade of D or D+ are permitted in courses credited toward the major.

Options Requirements

Students are permitted to take a maximum of 24 credits of degree options. Courses in the degree options may include additional major and/or minor coursework within the discipline of study to a maximum of 6 credits.

FACULTY

Anthropology, Economics and Political Science Department

Cynthia, Zutter, Chair
PhD, Anthropology

Michelle, Pollard
*Instructional Assistant
BA, Psychology*

Terri, Aihoshi
MA, Anthropology

Joseph, Fong
PhD, Economics

Shahidul, Islam
PhD, Agricultural Economics

Sen, Lin
PhD, Political Science

Chaldeans, Mensah
PhD, Political Science

English Department

Barbara North, Chair
BA, English

Marian Allen, Associate Chair
MA, English

Diane Brouwer
*Instructional Assistant
BEd, BA English*

David Buchanan
PhD, English

Jannie Edwards
MA, English

Robert Einarsson
PhD, English

Pam Farvolden
PhD, English

Don Fisher
PhD, English

Grant David
PhD, English

Elizabeth Hollis-Berry
PhD, English

Romuald Lakowski
PhD, English Literature

Susan Lieberman
MA, English Literature

Paul Lumsden
PhD, English

Amin Malak
PhD, English

Peter Mitchell
PhD, English

Jack Robinson
PhD, English

Ilona Ryder
MA, English

William Thompson
MA, English

Robert Wiznura
PhD, English

Humanities Department

Randy Wojtowicz, Chair
PhD, Philosophy

Judith Bode
*Instructional Assistant
MA, German*

Donna Dorsey
MA, Philosophy

Robert Irwin
PhD, History

Renata Knos
MA, French

Maria Kozakiewicz
PhD, Classical Archeology

Ernest LeVos
PhD, History

Maritza Mark
MA, Spanish

Bachelor of Education Transfer – University of Alberta (Offered through the Bachelor of Arts)

www.macewan.ca/education

Students interested in pursuing a Bachelor of Education Degree should consult the Bachelor of Education Transfer section (page 183) of this calendar for program details.

Law – University of Alberta

Students who are seeking to enter the Faculty of Law normally have completed an undergraduate degree from a recognized university. An Arts degree is an excellent background for Law, and any Arts major provides appropriate preparation for this program. For full details on the LLB degree, please consult the current University of Alberta calendar.

Bachelor of Social Work Degree – University of Calgary

Students pursuing a BSW degree from the University of Calgary must complete a minimum of 60 credits transferable to the U of C, with a competitive Admission Grade Point Average, prior to admission to their program. These credits contain both specific required coursework and multidisciplinary elective coursework. In addition to academic criteria, applicants are expected to present proof of relevant work/volunteer experience. Potential Applicants are STRONGLY encouraged to contact the BSW Edmonton Office at (780) 492-3888 prior to or during their first year of study for a list of specific admission criteria.

PROGRAM ADVISING

(Students Who are Currently Enrolled in the BA Program)

The Program Advisors in the BA Program provide assistance in matters related to admission, degree requirements, transfer, and academic performance. Program Advisors are located in the BA Program Office in Room 5-173 at the City Centre Campus.

The BA Program strongly encourages program students to seek advice on academic and program planning matters from the program and discipline advisors.

Enrolled students seeking counseling on matters of a personal nature should contact the Student Resource Centre, City Centre Campus, (780) 497-5063 or 5064.

ACCURACY OF PROGRAM

Students are responsible for ensuring the accuracy and completeness of their program and registration. Updates on changes and information relevant to Arts students are posted on the bulletin board by the BA Program Office reception area at 5-173, City Centre Campus.

BA PROGRAM OFFICE FACULTY AND STAFF

Donna Dorsey, MA
Acting Chair

Monika Edwards, BA, BEd
Program Advisor

Brad Forst, BA
Program Advisor

Nicole McLellan, BA
Program Advisor

Patrick Morris, MA
Program Advisor

Stacy Norrbom, BA
Program Advisor

Meg Brownlee
Program Secretary

Crystal Vossos
Program Secretary

Shawna Jansen
Program Assistant

STUDENT FOR A DAY

Contact: Brad Forst or Patrick Morris
(780) 497-5653

FOR FURTHER INFORMATION

Prospective students who require program information should contact the Student Resource Centre, City Centre Campus, (780) 497-5063 or 5064, or the BA Program Office, Room 5-173 City Centre Campus, (780) 497-5653.

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140

BACHELOR OF CHILD AND YOUTH CARE

(WITH DIPLOMA EXIT OPTION)

*(Faculty of Health and
Community Studies)*

www.macewan.ca/cyc

INTRODUCTION

Not everyone makes it through school years, adolescence, and early adulthood with ease and success. Some young people experience neglect, abuse, failure, emotional distress, or family breakdown that can leave them ill-equipped to face the future. Helping young people and their families overcome emotional and behavioural problems is the Child and Youth Care Worker's role. Now, with the Child and Youth Care diploma exit and degree options, you can offer your concern, guidance, and encouragement to troubled young people and their families.

CAREER POTENTIAL

Sensitive, well-educated, and knowledgeable graduates are in demand across Canada. You could enjoy a rewarding career as a youth worker, family support worker, out-of-school care worker, child/youth care worker/counsellor, counsellor assistant, family enhancement worker, or family-school liaison worker. Work settings include treatment centres, group homes, youth centres, mental health centres, family support programs, community-based programs, foster care, and schools. Diploma exit students (after successful completion of Year 2) are prepared for entry level, front-line positions. Degree graduates (after successful completion of Year 4) are prepared for positions as advanced front-line child and youth care practitioners and/or supervisory positions.

TRANSFERABILITY

Child and Youth Care diploma graduates are eligible to enter third year of the Bachelor of Child and Youth Care program at Grant MacEwan College. In addition, agreements have been established for diploma graduates to transfer into Bachelor of Arts in Child and Youth Care degree programs at the University of Victoria, Malaspina University College, and the University College of the Fraser Valley.

THE PROGRAM

The Bachelor of Child and Youth Care degree program equips students with foundational knowledge and skills necessary for professional practice with high-risk youth and families, and for entry to graduate degree programs in the discipline of Child and Youth Care. Depth of study in the professional specialization of Child and Youth begins in year one and continues through to year four. Required and elective Arts and Science courses broaden the degree graduate's awareness and understanding of human behaviour and interdisciplinary perspectives.

In years one and two, foundational courses prepare you to form helping relationships with youth and families, through effective communication, understanding of adolescent and lifespan development, family dynamics, and activity programming. Personal and professional development are central themes throughout your coursework. Skill-oriented child and youth care methods, youth counseling, and family support and intervention courses round out your education.

The program has a major field placement component. During the first year, you will spend 12 hours a week working in group recreation, group care, schools, or community programs. Second year field work places you in group care, community treatment programs, family support programs, or foster care for 16 hours per week. Integration seminars are held regularly to discuss and deal with personal concerns that may arise from your experiences.

- You may choose to exit the program with a Diploma in Child and Youth Care, after successful completion of years one and two.

In years three and four, core Child and Youth Care courses prepare you for advanced Child and Youth Care practice in intensive programs for youth and families with multiple and more complex challenges. Courses focus on abuse and neglect, substance abuse, law and social services in Alberta, and advanced Child and Youth Care methodology in individual, group, and

family practice. Research and statistical analysis courses are introduced and related to the field of Child and Youth Care. Fourth year students do an advanced field placement to apply and integrate third and fourth year coursework. Arts and Science courses broaden and complete your degree education.

Child and Youth Care . . . make it your future.

HEALTH AND COMMUNITY STUDIES INTERDISCIPLINARY CONFERENCE

This professional development conference enables students to develop new skills, investigate current trends and hear experiences of leaders in the health and community services professions. All students will be expected to attend the conference. A special fee will be assessed on registration in the Child and Youth Care Program.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION YEAR 1

Applicants must be 19 years of age or older and out of full time high school by the beginning of the first term and must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Social Studies 30
3. One group B or D course
4. One group A, B or C course
5. One group C course

Notes:

- Specific post-secondary level courses, completed with a minimum grade of C+ may be used to substitute for course deficiencies only under the following circumstances:
 - 6 credits of university-level English in lieu of ELA 30-1
 - 6 credits of university-level Language other than English in lieu of a group A course (all 6 credits must be in the same language).
- Applicants who have completed Child and Youth Care program courses must present a minimum grade of C+ in all courses.

MATURE ADMISSION YEAR 1

Applicants who do not qualify under Regular Admission may be admitted under Mature Admission. Applicants must be at least 20 years of age and out of full time high school for at least one year by the beginning of the first term. Applicants must present

- A minimum grade of 65 per cent in ELA 30-1 or (English 30) or equivalent

OR

- A minimum grade of C+ in six credits of university-level English. Applicants who have completed Child and Youth Care program courses must present a minimum grade of C+ in all courses.

TRANSFER ADMISSION YEAR 2**OR 3**

Applicants must be at least 20 years of age and out of full time high school for at least one year by the beginning of the first term.

YEAR 2

- Applicants to year two of this program must have successfully completed a one-year certificate in Special Needs Educational Assistant AND have successfully completed CYCW 114 (Individual Counseling) with a minimum grade of C+. In addition applicants must have taken CYCW 0100, "Bridging into CYC".

YEAR 3

- Applicants to year three must have successfully completed a diploma in Child and Youth Care which includes three credits of English and six credits of human development (e.g. child development, adolescent development, life span development, developmental psychology), or as determined by the program, each with a minimum grade of C+.

OR

- Applicants to year three must have successfully completed a diploma in a related discipline (e.g. Social Work, Rehabilitation, Early Childhood Development, Mental Health Practitioner), with an overall GPA of 2.3 and with a minimum grade of C+ in each of the following courses:
 1. A three credit post-secondary English course
 2. Minimum of six credits in Child Adolescent or Human Development course (e.g. CYCW 100 or equivalent)
 3. Completion of CYCW 101 (Helping Skills for Youth and Families), CYCW 106 (The Child and Youth Care Professional), CYCW 107 (Child and Youth Care Practice) and CYCW 114 (Individual Counselling) (or equivalent)

SKILLS APPRAISAL

Not applicable

ENGLISH LANGUAGE PROFICIENCY

To be evaluated by through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants are required to submit:

- evidence of minimum 40 hours of relevant volunteer or work experience
- one reference letter – relates to applicant's relevant volunteer or work experience.
- a personal profile – demonstrates an understanding of the role of a child care worker.

Conditionally accepted applicants are required to present the following by the start of the first term:

- Current clear Security Clearance (or be eligible to apply for a pardon) and have no active Young Offender Record.
- Current Standard First Aid and CPR certification.
- Current Immunization record.
- Health record – acceptable physical and emotional health status and the ability to participate in seasonal activities, both indoor and outdoor.

NB. Applicants from Child and Youth Care diploma programs applying to 3rd year will only be required to submit a resume and one reference letter.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The Academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Year I

TERM I INST. HRS.CR. (SEPTEMBER – DECEMBER)

CYCW 100	Adolescent Development	45:0:0	3
CYCW 101	Helping Skills for Youth and Families	45:0:0	3
CYCW 102	Integration Seminar	0:30:0	1
CYCW 103	Field Placement	0:0:120	2
CYCW 104	Activities Programming for Youth	15:30:0	2
CYCW 106	The Child and Youth Care Professional	45:0:0	3

TERM II (JANUARY – APRIL)

CYCW 107	Child and Youth Care Practice	45:0:0	3
CYCW 108	Special Topics in Child and Youth Care	30:0:0	2
CYCW 110	Integration Seminar	0:30:0	1
CYCW 111	Field Placement	0:0:120	2
CYCW 112	Family Dynamics	30:0:0	2
CYCW 114	Individual Counselling	45:0:0	3
ENGL 111	Communications	45:0:0	3

Year II

TERM III (SEPTEMBER – DECEMBER)

CYCW 200	Child/Youth Care Methods I	45:0:0	3
CYCW 201	Child and Youth Care Practice in Mental Health	45:0:0	3
CYCW 202	Integration Seminar	0:30:0	1
CYCW 203	Field Placement	0:0:240	4
CYCW 205	Issues in Family Work	45:0:0	3
CYCW 211	Development Across the Lifespan	45:0:0	3

TERM IV (JANUARY – APRIL)

CYCW 204	Group Counselling	45:0:0	3
CYCW 206	Child/Youth Care Methods II	45:0:0	3
CYCW 207	Integration Seminar	0:30:0	1
CYCW 208	Field Placement	0:0:240	4
CYCW 209	Family Support and Intervention	30:0:0	2

Year III

TERM V (SEPTEMBER – DECEMBER)

CYCW 301	Professional CYC Practice	45:0:0	3
CYCW 338	Applying Developmental Theory in CYC Practice	45:0:0	3
CYCW 350	Law and Social Services	45:0:0	3
CYCW 360	Abuse and Neglect University Level English Course	45:0:0	3

TERM VI

(January – April)

CYCW 301	Professional CYC Practice (cont'd)	45:0:0	3
CYCW 338	Applying Developmental Theory in CYC Practice (cont'd)	45:0:0	3
CYCW 361	Substance Abuse Two Arts and Science electives	45:0:0	3

YEAR IV

TERM VII (September – December)

CYCW 410	Advanced Field Placement (continues in Term VIII)	0:0:286	6
CYCW 423	Child and Youth Care Research	45:0:0	3
CYCW 425	Quantitative and Qualitative Analysis	45:0:0	3
CYCW 474	Advanced CYC Practice With Individuals One 3 credit Arts and Science Elective	45:0:0	3

TERM VIII (January – April)

CYCW 410	Advanced Field Placement (cont'd)	45:0:0	3
CYCW 465	Advanced CYC Practice With Groups	45:0:0	3
CYCW 466	Advanced CYC Practice With Families Two Arts and Science Electives	45:0:0	3

A minimum course grade of C is required on all program courses for graduation.

RESIDENCY REQUIREMENT

A minimum of 42 credits toward the degree credential must be completed through Grant MacEwan College.

FACULTY AND STAFF

Louise Bureau, MEd, Certified CYCW
Chair

Maria Chapman, Bed, Certified CYCW
Instructor

Linda Dionne-MacIsaac, BSc, Certified CYCW
Instructor

Sharon Enslin, BA
Instructor

Kerry Heaney-Dalton, BA, Certified CYCW
Instructor

Tom Hill, MA
Instructor

Donna Jamieson, MA, Certified CYCW
Instructor

Kingsley Payne, PhD
Instructor

Jack Phelan, MS, Certified CYCW
Instructor

Christine Pope, BA, Certified CYCW
Instructor

Brandy Warren, BA, Certified CYCW
Program Consultant

FOR FURTHER INFORMATION

Brandy Warren
Program consultant
(780) 497-4646
Email: cyc@macewan.ca

TO APPLY

The Registrar.
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



Applied Degree Programs

**BACHELOR OF APPLIED
BUSINESS ADMINISTRATION
– ACCOUNTING**

**BACHELOR OF APPLIED
COMMUNICATIONS IN
PROFESSIONAL WRITING**

**BACHELOR OF APPLIED
HUMAN SERVICE
ADMINISTRATION**

**BACHELOR OF APPLIED
INTERNATIONAL BUSINESS
AND SUPPLY CHAIN
MANAGEMENT**

BACHELOR OF APPLIED BUSINESS ADMINISTRATION – ACCOUNTING

(School of Business)

www.macewan.ca/accounting

INTRODUCTION

The Bachelor of Applied Business Administration – Accounting prepares students for careers in accounting and industry related professions. The program provides professional accounting studies that students integrate into directed field studies during their practicum session. The accountant's role is changing, demanding that graduates think strategically, see business from more than a financial perspective, and develop a modern, whole-business picture.

THE PROGRAM

The Bachelor of Applied Business Administration – Accounting is a four-year degree that combines professional accounting studies with extensive learning and practice cycles in the workplace. The combination of classroom instruction with one year of mentored studies in industry prepares students for immediate success in the workplace. The first two years of the degree requirement are equivalent to MacEwan's Accounting and Strategic Measurement diploma, which includes the six prerequisites. The third year is comprised of advanced accounting study, while the fourth involves the Directed Field Studies component in which students explore real business issues, conducting both practical and academic research.

Students use laptop computers throughout the course of their studies; they are responsible for all hardware and software costs.

CAREER POTENTIAL

The Bachelor of Applied Business Administration – Accounting is supported by the accounting profession and is intended to educate and train students for careers as accountants. Graduates find jobs as accountants, cost analysts, payroll accountants, or supervisors in related areas. They also enjoy job opportunities at different levels in financial accounting, internal auditing, financial analysis, cost accounting, public accounting firms, and government departments. Graduates

work in a variety of environments such as government, industry, accounting firms, banks, hospitals, and consulting firms.

WHO SHOULD APPLY

The Bachelor of Applied Business Administration – Accounting is targeted toward students who are seeking high-level careers as accountants. Successful students are self-motivated and possess strong oral and written communication skills. Critical thinking and problem solving skills are essential, as is the ability to work in a team environment. Students must have the ability to synthesize and analyze information and be comfortable in a technology-enhanced environment.

TRANSFERABILITY

Individual course transferability is available with the Institute of Chartered Accountants of Alberta (CA), the Association of Certified General Accountants of Alberta (CGA), and the Certified Management Accountants of Alberta (CMA).

Graduates from the Bachelor of Applied Business Administration – Accounting can also apply for admission into the University College of Cape Breton's Master of Business Administration in Community Economic Development.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must achieve a recognized Alberta Business Administration Diploma in Accounting (or equivalent) with a minimum GPA of 2.3 on a 4.0 scale. The diploma includes the following courses:

1. Financial Accounting IV
2. Management Accounting III
3. Marketing
4. Accounting Information Systems
5. Tax
6. Business Communications.

Note: Applicants who present a Business diploma that does not include the following courses may be considered for admission by approval of the program:

- Tax
- Marketing
- Accounting Information Systems

MATURE ADMISSION

Not applicable

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR III

TERM V

		INST. HRS.	CR.
ACCT 350	Audit	45:0:0	3
ACCT 351	Advanced Financial Accounting	45:0:0	3
ACCT 352	Issues in Global Accounting Practice	45:0:0	3
ACCT 358	Advanced Management Accounting	45:0:0	3
ACCT 395	Advanced Finance and Treasury Management	45:0:0	3

TERM VI

ACCT 391	Accounting Theory	45:0:0	3
	Elective	45:0:0	3
Options for Term VI – choose three options from the following:			
ACCT 370	Directed Field Study Seminar I	45:0:0	3
ACCT 379	Directed Field Study Seminar II	45:0:0	3
ACCT 388	Operations Management	45:0:0	3
ACCT 390	Advanced Audit	45:0:0	3
ACCT 392	Taxation II	45:0:0	3
ACCT 394	Management Information Systems	45:0:0	3

YEAR IV

TERM IV

ACCT 371	Directed Field Study I	15:0:150	3
ACCT 372	Directed Field Study II	15:0:150	3
ACCT 373	Directed Field Study III	15:0:150	3
ACCT 374	Directed Field Study IV	15:0:150	3
ACCT 375	Directed Field Study V	15:0:150	3

TERM VIII

ACCT 353	Leadership and Ethics	45:0:0	3
ACCT 376	Directed Field Study VI	15:0:150	3
ACCT 377	Directed Field Study VII	15:0:150	3
ACCT 378	Directed Field Study VIII	15:0:150	3
ACCT 398	Strategic Management	45:0:0	3

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Sharon Ramstad, MBA, CMA
Chair

Gary Biggs, MBA, CA, CMA
Coordinator

Tom Gee, MBA, CA
Instructor

Odette Pinto, MBA, CGA
Instructor

Lynn Sugden, MBA, FCMA
Instructor

Brian Zwicker, MBA, CA
Instructor

Alicia Dewbury
Program Consultant

ADVISORY COMMITTEE

Joan Bedard
*Manager, Business Development
Certified Management Accountants
of Alberta*

Brian Fischer
*Chief Financial Officer – Innovation &
Science Alberta Government*

Daryl Hagens
Corporate Controller, Isotechnika Inc.

Yusuf A. Karbani, BA, MBA, BA*IFA, CBV
Partner, Gardiner Karbani Andy Inc.

Jasmine L'Heureux
*Tax Officer
Alberta Finance*

Marcel Martineau
Canada Customs & Excise Agency

Nora Molina
*Director, Business Development and
Admissions Certified General Accountants'
Association of Alberta*

Ginny Nicholson
*Controller
Medi Centre Administration*

Brett Padget, CA
Chief Financial Officer, Argus Machine Co.

Jacque Pylypiuk
Price WaterhouseCoopers

Judy Sayler
Sayler's Employment and Consulting Ltd.

Ken Swanson
Ducks Unlimited Canada

Chris Wright
Senior Manager, Grant Thornton

FOR FURTHER INFORMATION

Bachelor of Applied Business
Administration – Accounting
(780) 497-5221
Email: accounting@macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



BACHELOR OF APPLIED COMMUNICATIONS IN PROFESSIONAL WRITING

(Centre for the Arts)

www.macewan.ca/prowrite

Leslie Nielsen School of Communications

THE PROGRAM

Words are everywhere. They're in brochures and books, on the sides of buses and buildings. We hear words on the radio; we see them spoken on TV and in videos. Words are on the Web. Virtually all the words we encounter are written by someone. Many of them are edited, too. And the professional writers and editors of all those words are paid for their work.

The Bachelor of Applied Communications in Professional Writing equips students for a variety of careers in writing and editing: traditional careers in government or business or the non-profit sector, new careers at the outer edge of technological development, independent careers as freelancers.

The curriculum prepares students by providing, first, a solid base of skills in rhetoric, grammar, research, and composition. It then offers a range of specific career-related writing courses. But students will graduate with more than a degree or diploma. They will have built portfolios of work that will demonstrate to prospective clients and employers a range of writing as thoughtful and inspired as it is skillful.

After three years of classroom and seminar study, students who complete the full applied degree will spend their final two terms in Directed Workplace Learning. They will do paid work while maintaining contact with a faculty advisor and completing a major project. Students will begin their 30-week Directed Workplace Learning placement with an approved learning contract that describes what must be accomplished in order to earn credit. The contract will include regular, written progress reports and a major project. Directed Workplace Learning may take place in any of the following settings: a student's existing place of employment if his or her job is substantially made up of writing,

editing, or a combination of the two; an approved Directed Workplace Learning site identified either by the program or the student; freelance writing if the student is operating with a faculty-approved business plan.

Although the program is full-time, students may take courses on a part-time basis. Courses are offered in the evening, or once weekly during the day, and this allows students who are working to attend classes. It is possible to complete the program on a part-time basis; however, students should keep in mind that the time it will take to complete the degree will be dependent on the number of courses that are taken per term. At the time of this writing, the intake for the program is September. Please note that intake dates are subject to change. Contact the program for further information regarding intake dates. Since there is limited space available in the program, not all students who meet the admission requirements will necessarily be accepted. Admission to the program will be based on assessment of admissions materials. It is strongly recommended that applicants have good keyboarding skills. All assignments will be submitted in a professional, typed, double-spaced format and in some courses writing assignments will be done in class on a computer.

CAREER POTENTIAL

Graduates of our program will work in government, business, and the non-profit sector. Many will also make careers as freelance writers and editors. Their work will vary widely. Some will write technical manuals or policies and procedures. Some will write advertising copy, brochures, or annual reports. Others will be speechwriters and creators of scripts for broadcast. And there will be graduates who will see their work published in traditional and electronic formats. All of our writers will have this in common: ideas will be their goods; words will be their tools.

WHO SHOULD APPLY

The typical applicant to the Bachelor of Applied Communications in Professional Writing is the first person in her circle of friends to know what's happened and to whom. Our applicant is the one who's current, and if someone finds out the latest news before he does, he's just a little irritated, cranky even. Our typical applicant reads – a lot. He reads newspapers, magazines, books of all kinds, even the label on the cereal box. He knows about riboflavin. He thinks that reading is just something you do whenever words are around. But our applicant is also into electronic media: her computer, the radio, TV, movies. She writes and always has. She writes stories, letters, journals, cool phrases on scrap paper – anything. Our typical applicants are curious and generous. They want to discover things and they want to share their discoveries with the rest of us.

TRANSFERABILITY

The course of study provides several opportunities for students to take courses with university transfer potential toward liberal arts or science degrees.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. 30-level Language (other than English) OR Pure Mathematics 30 (or Math 30) OR (Transitional Math with 75% or higher) OR one Group A, B or C course
3. One Group A or B course
4. One Group C course
5. One Group A or C course (or Group B if it was not used in #3.)

Applicants must complete these requirements either through high school courses or through appropriate post-secondary substitutions.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under this category.

Applicants must successfully complete the reading and writing components of the Skills Appraisal exam if they have earned a final grade lower than:

- 65 per cent in ELA 30-1 (or English 30) OR
- C- in ENGL 111 (or equivalent)

Applicants must complete these requirements either through high school courses or through appropriate post-secondary substitutions.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- Mature applicants only
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present ELA 30-1 (or English 30) with a minimum grade of 65 per cent OR complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

All admission categories

Applicants will be asked to submit a portfolio and complete an aptitude and proficiency test.

- Portfolio – applicants must submit three writing samples, between 250 and 500 words each. All unpublished portfolio elements must be typed and double-spaced with the author's name on each page. One of these pieces may be fiction or poetry. A minimum grade of 65 per cent is required.
- Aptitude and Proficiency Test – (a written test) applicants must achieve with a minimum grade of 65 per cent.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

60 credits – Diploma
120 credits – Applied Degree

After successfully completing the first two years of the program (Terms I-IV), students can exit with a Diploma in Professional Writing, or continue in the program for years three and four to complete the applied degree.

Year I

TERM I		INST.	HRS.	CR.
PROW 100	Grammar for Writers	45:0:0	3	
PROW 115	Research Skills for Writers	45:0:0	3	
PROW 117	Mac Skills for Writers	45:0:0	3	
ENGL 101	Critical Reading and Writing	45:0:0	3	
Elective*		45:0:0	3	

*Students may choose a university transfer or college credit course in any discipline, or a professional writing course that has not been taken for credit.

TERM II

PROW 102	Distilled Prose: Writing Very Short Non-Fiction	45:0:0	3
PROW 135	Proofreading and Copyediting	45:0:0	3
ENGL 101	Critical Reading and Writing(cont'd)	45:0:0	3
Students choose ONE of the following:			
PROW 104	Professional Writing: Introductory Rhetoric	45:0:0	3
PROW 118	Computer Research for Writers	45:0:0	3
PROW 224	Introducing Technical Writing	45:0:0	3
Elective*		45:0:0	3

*Students may choose a university transfer or college credit course in any discipline, or a professional writing course that has not been taken for credit.

Year II

TERM III

PROW 200	Applied Grammar for Writers	45:0:0	3
PROW 202	Professional Prose	45:0:0	3
Students choose TWO of the following (6 credits required):			
PROW 205	Legal Issues for Writers	45:0:0	3
PROW 226	Technical Writing II – Writing about Computers	45:0:0	3
PROW 235	Applied Editing	45:0:0	3
Elective*		45:0:0	3

*Students may choose a university transfer or college credit course in any discipline, or a professional writing course that has not been taken for credit.

TERM IV

PROW 202	Professional Prose (cont'd)	45:0:0	3
PROW 140	Project Lead	45:0:0	3
Students choose TWO of the following (6 credits required):			
PROW 204	Writing for the Ear	45:0:0	3
PROW 206	Applied Rhetoric	45:0:0	3
PROW 228	Technical Writing III – ISO Engineering Specifications	45:0:0	3
Elective*		45:0:0	3

*Students may choose a university transfer or college credit course in any discipline, or a professional writing course that has not been taken for credit.

Year III

TERM V AND VI	INST. HRS.	CR.
For terms V and VI, students will choose 30 credits from the following courses:		
PROW 300 Advanced Rhetoric	45:0:0	3
PROW 302 Writing for the Web	45:0:0	3
PROW 304 Popular Culture in Professional Communications	90:0:0	6
PROW 306 Psychology of Creativity	45:0:0	3
PROW 307 Documentary Screenwriting	45:0:0	3
PROW 308 Screen Writing I	45:0:0	3
PROW 309 Screen Writing II	45:0:0	3
PROW 310 Creative Non-Fiction	90:0:0	6
PROW 311 Concept Development	45:0:0	3
PROW 312 Advertising Copywriting	45:0:0	3
PROW 313 Strategic Prose	90:0:0	6
PROW 314 Narrative: Function and Technique	45:0:0	3
PROW 315 Corporate Narrative	45:0:0	3
PROW 316 Magazine Writing	45:0:0	3
PROW 317 The Media and the Message	45:0:0	3
PROW 318 Technical Writing IV – Government/Human Resources	45:0:0	3
PROW 319 Technical Writing V – Instructional Design	90:0:0	6
PROW 320 Information Mapping	45:0:0	3
PROW 329 Publishing Poetry	45:0:0	3
PROW 330 Publishing Prose	90:0:0	6
PROW 331 Literary Journalism	45:0:0	3
PROW 335 Magazine Editing	90:0:0	6
PROW 336 Book Editing	45:0:0	3
PROW 337 Print Culture History	45:0:0	3
PROW 338 Production Editing	45:0:0	3

Year IV

TERM VII	INST. HRS.	CR.
PROW 400 Directed Workplace Learning I	0:0:535	15
TERM VIII	INST. HRS.	CR.
PROW 402 Directed Workplace Learning II	0:0:535	15

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Peter Roccia, MA (Western), PhD candidate (Alberta) <i>Chair and Instructor</i>
Joyce Nethercote, Management Studies Diploma (2 year) (Grant MacEwan College), CPP <i>Outreach Supervisor</i>
Debbie Duffy <i>Secretary</i>
Timothy Anderson, BA (Carleton), B. Mus. (Ottawa) <i>Instructor</i>
Dave Bellous, B.A. (Alberta) <i>Instructor</i>
Jason Bodnar, BA (Alberta), LLB (British Columbia) <i>Instructor</i>
Barry Boroditsky <i>Instructor</i>
Terese Brasen, BA (Alberta) <i>Instructor</i>
Paul Bunner <i>Instructor</i>
Hugh Calder <i>Instructor</i>
Elaine Calder, BA (Brigham Young) <i>Instructor</i>
Andrea Collins, BA (Winnipeg), APR <i>Instructor</i>
Shelly Decker, Journalism Diploma (Grant MacEwan College) <i>Instructor</i>
Candas Jane Dorsey, BA (Alberta), BSW (Calgary) <i>Instructor</i>
Jannie Edwards, MA (Alberta) <i>Instructor</i>
Curtis Gillespie, MA (Toronto) <i>Instructor</i>
Miles Horlacher <i>Instructor</i>
Jeannette Labrie, Journalism Diploma (2 year) <i>Instructor</i>
Elaine Laberge, Computer Information Systems Diploma (3 year) <i>Instructor</i>
H. Sophie Lees, B. App. Comm. (Grant MacEwan College), B.A. (Alberta) <i>Instructor</i>
Mark Lisac, B.A. (North Carolina at Chapel Hill), Journalism Diploma (Western) <i>Instructor</i>

Cheryl Lund, B.Ed., B.A. (Alberta)
Instructor

Doug Mah, BA (Western), Bachelor of Laws, (Calgary)
Instructor

Lucille Mazo, BA (Alberta)
Instructor

Donald McMann, MFA (Bennington College)
Instructor

Scot Morison, MFA (Creative Writing) (British Columbia)
Instructor

Patricia Porter, MBA, MA (English) (Alberta)
Instructor

Keith Solomon, MA (English) (Saskatchewan), Master of Journalism (Western), PhD Candidate (Alberta)
Instructor

Shirley A. Serviss, Master of Theological Studies (St. Stephen's), BA (English) (Alberta), Broadcasting Diploma (Mount Royal)
Instructor

Sherrell Steele, B.Ed., MA (Alberta)
Instructor

George Takach, LLB, MA (Alberta)
Instructor

Leslie Vermeer, MA, PhD candidate (Alberta)
Instructor

Adrian Watzke, Diploma of Applied Arts (NAIT)
Instructor

ADVISORY COMMITTEE

David Berger
*Communications Consultant
ATCO Electric*

Marie Lesoway
*Editor/Writer
Pentacle Productions*

Glenn Luff
*Director, Communications and Executive Services
Alberta Region Indian and Northern Affairs
Canada*

Karen Virag
*Publications Supervisor
The Alberta Teachers' Association*

Cheryl Mahaffy
Freelance Writer

Jackie Flanagan
Publisher, Alberta Views Magazine

FOR FURTHER INFORMATION

Bachelor of Applied Communications in Professional Writing
(780) 497-5602
writing@macewan.ca
www.macewan.ca

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



BACHELOR OF APPLIED HUMAN SERVICE ADMINISTRATION

(Faculty of Health and Community Studies)

www.macewan.ca/hsa

INTRODUCTION

This program is designed to meet the growing demand for skilled, educated, and qualified management-level personnel in human service agencies. This program is geared to anyone who is about to enter or who holds supervisory or administrative positions within health and human service agencies (executive directors, team leaders, program supervisors).

The program is designed for those who have previous post-secondary education equivalent to a diploma or a degree in a health or human service field. Applicants may have backgrounds in addictions, arts, child and youth care, early childhood, education, human ecology, nursing, psychology, rehabilitation practitioner, social work, sociology, voluntary sector management, or other related fields. The program is offered on a part-time, self-study basis so that you can continue to work while furthering your education.

CAREER POTENTIAL

Graduates will be employed in administrative roles in a wide variety of helping agencies. Increased governmental standards, continued growth in the number of agencies, and a growing awareness of the significant impact of trained leadership create a continuing demand for qualified administrators.

TRANSFERABILITY

Students from a variety of Grant MacEwan College diploma programs may transfer directly into the Bachelor of Applied Human Service Administration Degree program.

THE PROGRAM

Human Service Administration is a distance delivery credit program leading to an applied degree. Building on a previous diploma or degree, the program consists of two terms of theory courses (30 credits) and two terms of directed field studies (30 credits). Field studies may be carried out in the student's place of work or in an agency assigned by the program.

Students may register in courses at three points in the year: fall, winter, and spring. Students are given up to four months to complete a 3 credit course. A student who enrolls in one course each term and works through the courses consistently, can complete the applied degree in 3-1/2 to 4 years.

Coursework includes basic theory in administration, with a particular emphasis on supervision and human resource management. You will explore financial and physical resource management, managing change within organizations, and trends and issues analysis. You will also have the opportunity to develop skills necessary for working with board members, staff, and clients and their families. Course assignments are very practical and generally involve the application of course theory to the student's activities in their present agencies.

Students are supplied with a complete learning package for each course, including course manual, required readings, and audio/video materials. Forms for ordering textbooks from the MacEwan Bookstore are also supplied.

An instructor assigned by Grant MacEwan College provides assistance and grades completed work. All instructors have specialized knowledge in their subject areas and a background or experience in human service agencies and administration.

All courses are print-based self-study (correspondence) supported by periodic, classroom-based seminars or WebCT internet seminars using noticeboard postings. These choices allow rural, out-of-province, and out-of-country students to take courses with no added difficulty.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must present all of the following:

- A two-year diploma or a degree from a recognized post-secondary institution in a human service or related field
- Relevant work experience in a human service agency. Administrative responsibility is considered an asset.

A minimum grade of C- in ENGL-111 (or equivalent) is required before beginning the 10th credit in the program.

MATURE ADMISSION

Applicants must have all of the following:

- A certificate from a recognized post-secondary institution in a human service or related field OR some certificate or diploma coursework from a recognized post-secondary institution with a GPA of 2.0 or better on a 4.0 scale:
 - 30 credits of college coursework OR
 - 24 credits of university transfer coursework
- A minimum grade of C- in HSAD-300 (or equivalent)
- Relevant employment experience in a human service agency. Administrative responsibility is considered an asset.

A minimum grade of C- in ENGL-111 (or equivalent) is required before beginning the 10th credit in the program.

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program office.

ALL ADMISSION CATEGORIES

Applicants are required to submit a resume which includes educational background, occupational status, employment history, and professional activities.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

YEAR III

TERM V		INST. HRS.	CR.
HSAD 300	The Human Service Administrator	45:0:0	3
HSAD 305	Interpersonal Communication Skills for Human Service Administrators	45:0:0	3
HSAD 310	Managing Human Resources in Human Service Agencies	45:0:0	3
HSAD 315	Managing Financial Resources in Human Service Agencies	45:0:0	3
HSAD 320	Trends and Issues in Human Service Administration I	45:0:0	3
TERM VI			
HSAD 399	Work Project in Human Service Administration I	0:0:537	15

YEAR IV

TERM VII

HSAD 430	Managing Physical Resources in Human Service Agencies	45:0:0	3
HSAD 435	Managing Change: Planning, Monitoring and Evaluating Human Service Agencies	45:0:0	3
HSAD 440	Research Practices in Human Service	45:0:0	3
HSAD 445	Community-Based Practice in Human Service Agencies	45:0:0	3
Elective		45:0:0	3

TERM VIII

HSAD 499	Work Project in Human Service Administration II	0:0:537	15
----------	---	---------	----

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Tricia Lirette, MEd

Chair

Jennifer Stevenson

Program Consultant

Emily Gerlach

Instructor

Pat Moore-Juzwishin, MBA

Instructor

Kate Kidd, MA

Instructor

Merle Kennedy, PhD

Instructor

Dave Ludwick, MBA

Instructor

Carole Massing, PhD

Instructor

Cary Ransome, MBA

Instructor

Petra Schulz, MEd

Instructor

Anton Smith, MSW

Instructor

Cynthia Smith, MHSA

Instructor

Nancy Thomas, MEd

Instructor

Tim Weinkauff, MEd

Instructor

ADVISORY COMMITTEE

Marilyn Conner

Alumni Rep

Pat Conrad

SKILLS

Maria Jagiello

Mennonite Centre for Newcomers

Susan Jamieson

Capital Health

Jan McBurney-Solyom

AltaCare Resources

Bev Parkes

Norwood Community Centre

Christopher Smith

Muttart Foundation

FOR FURTHER INFORMATION

Faculty of Health and Community Studies Outreach

Tricia Lirette, Chair

(780) 497-5171

Email: lirettet@macewan.ca

Jennifer Stevenson, Program Consultant

(780) 497-5164

Email: stevensonj@macewan.ca

See our website at www.macewan.ca/hsa

TO APPLY

The Registrar

Grant MacEwan College

Box 1796, Edmonton, Alberta T5J 2P2

(780) 497-5140



BACHELOR OF APPLIED INTERNATIONAL BUSINESS AND SUPPLY CHAIN MANAGEMENT

(School of Business)

www.macewan.ca/scm

INTRODUCTION

An increasingly competitive economy has boosted the need for higher quality products, more efficient operations and lower production costs among businesses around the world. Technology has grown alongside this shift to a competitive, global marketplace. As a result, highly trained supply chain professionals are in demand worldwide. The Bachelor of Applied International Business and Supply Chain Management degree program is designed to meet this demand with an industry-driven field of study. Supply chains are the global networks and information systems that deliver products and services throughout many phases of development, from the assembly of raw materials to the delivery of the final product to the end user. Supply chain professionals can help their companies realize significant economic advantages through increased efficiencies in procurement, physical distribution, materials management, operations management, and customer relations.

THE PROGRAM

The full-time program curriculum is four years in length, and is completed entirely with Grant MacEwan College. The first three years consist of classroom study, and the fourth year is a Directed Field Study (practicum) component, completed in the workplace. The program includes core business courses, such as economics, accounting, finance, marketing, and business law, all of which are transferable to colleges and universities nation-wide. Specific supply chain courses in logistics, purchasing, eBusiness, inventory and warehouse management, quality management, and production and operations management are completed in the second and third years of the program. The program builds from a national to an international business scope, as many courses explore global

business practices. Furthermore, the program emphasizes technology and technological integration as a key to future success in supply chain management.

The paid practicum offers students the opportunity to use the workplace as a learning laboratory. They apply the knowledge gained in the classroom to real supply chain problems, and complete self-directed projects guided by a MacEwan advisor. This combination of theory and practice is what makes graduates of this applied bachelor degree program so attractive to employers!

CAREER POTENTIAL

Trends in global competition and trade agreements, information technology, an aging workforce, and organizational change are driving the need for supply chain professionals. As a result, many employers are enthusiastically recruiting practicum students and graduates of this program. Career paths include supply chain management, logistics, transportation, information technology, eBusiness, procurement, and international trade, as well as opportunities in general business disciplines such as marketing and finance. Motivated graduates of this program can work towards successful management careers ranging in a variety of job titles:

- Buyer/Purchaser
- Materials Manager
- Distribution Supervisor
- Inventory Manager
- Imports/Exports Coordinator
- Warehouse Manager
- Inventory Planner/Controller
- eBusiness Manager
- Logistics Coordinator
- Operations Manager
- Contracts Administrator
- Business Analyst
- Transportation Specialist
- Supply Chain Manager
- Consultant
- Business Manager/Owner/Entrepreneur

WHO SHOULD APPLY

Ensure your future success by enrolling in a four year applied Bachelor degree program that offers fundamental business and specialized academic training in the classroom, and practical experience in the workplace. The Bachelor of Applied International Business and Supply Chain Management degree program allows students to combine their interests in strategic management and cutting-edge information technology and software. If you are a critical and analytical thinker, have problem solving skills and a nose for business, this is the program for you.

TRANSFERABILITY

A significant portion of this program is university transferable. Many course credits are also transferable to professional programs offered by the Purchasing Management Association of Canada (PMAC) and the Canadian Institute of Traffic and Transportation (C.I.T.T.). Please consult program staff for details.

PMAC recognizes that graduates of this program have completed all academic requirements (10 Management Courses plus 4 Principles Courses) needed in order to qualify for the Certified Professional Purchaser (C.P.P.) designation.

C.I.T.T. recognizes that graduates of this program have completed the first two levels of three required to qualify for the CITT designation.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Pure Mathematics 30 (or Math 30, or Transitional Math 101 with 75% or higher)
3. Science 30 or Chemistry 30 or Biology 30 or Physics 30

4. One Group A course
5. One Group A, B or C course OR five CTS credits, of which one credit must be at the advanced level from any of the following strands –
 - Enterprise and Innovation
 - Financial Management
 - Legal Studies
 - Logistics
 - Management and Marketing

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under this category. Applicants must achieve a minimum overall average of 65 per cent with no course grade lower than 50 per cent in the following high school courses:

1. ELA 30-1 (or English 30)
2. Pure Mathematics 30 (or Math 30, or Transitional Math 101 with 75% or higher)
3. One Group A, B or C course OR five CTS credits, of which one credit must be at the advanced level from any of the following strands –
 - Enterprise and Innovation
 - Financial Management
 - Legal Studies
 - Logistics
 - Management and Marketing

Transfer Category

Applicants who have achieved a minimum 2.0 AGPA on a 4.0 scale in at least 24 post-secondary credits can apply under this category. You must also complete the high school courses and requirements as listed under the Regular or Mature Admission categories (depending on applicant's age).

Transfer Category II

Applicants who have successfully completed one of the following with a minimum cumulative AGPA of 2.0 on a 4.0 scale may apply to the program:

- Two-year diploma in business or a related discipline
- Degree or applied degree
- CPP (Certified Professional Purchaser) designation from PMAC (Purchasing Management Association of Canada)
- CITT designation from the Canadian Institute of Traffic and Transportation

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GPA TO GRADUATE

2.0 or higher.

PROGRAM OF STUDY

Year I

TERM I		INST. HRS.	CR.
BUSN 201	Introduction to Canadian Business	45:0:0	3
CMPT 157	Introduction to Computing for Business	45:36:0	3
ECON 101	Introduction to Microeconomics	45:0:0	3
ENGL 111	Communications	45:0:0	3
U/T Arts and Science Elective (see Note 1)		45:0:0	3
Seminar		15:0:0	1

Note 1: Math 120 is recommended.

TERM II

ASCM 200	Introduction to Logistics and Supply Chain Management	45:0:0	3
ECON 102	Introduction to Macroeconomics	45:0:0	3
LEGL 210	Business Law I	45:0:0	3
MGTS 103	Probability and Statistics I	45:15:0	3
ORGA 201	Introduction to Management	45:0:0	3
Seminar		15:0:0	1

Year II

TERM III

ACCT 311	Introductory Accounting	45:15:0	3
ASCM 201	Introduction to Physical Distribution*	45:0:0	3
ASCM 203	Fundamentals of Purchasing*	45:0:0	3
INTB 403	International Business and Trade Management	45:0:0	3
MARK 301	Fundamentals of Marketing	45:0:0	3
Seminar		15:0:0	1

TERM IV

ASCM 202	Physical Distribution and Logistics*	45:0:0	3
ASCM 205	Introduction to e-Business	45:0:0	3
ASCM 301	Inventory Management	45:0:0	3
FNCE 301	Introductory Finance	45:0:0	3
MARK 403	International Marketing	45:0:0	3
or			
FNCE 404	International Finance	45:0:0	3
Seminar		15:0:0	1

One-Credit Seminars

ASCM 211	Business Ethics	15:0:0	1
ASCM 212	Business Etiquette	15:0:0	1
ASCM 213	Personal Effectiveness	15:0:0	1
ASCM 311	Change Management	15:0:0	1
ASCM 312	Customer Value Management	15:0:0	1
ASCM 313	Effective Leadership	15:0:0	1
ASCM 314	Competitive Intelligence	15:0:0	1
ASCM 315	Independent Project	15:0:0	1
CLTR 101	Intercultural Communications I	15:0:0	1

Selection of 1-credit seminars may vary from year to year.

Year III

TERM V

ACCT 322	Managerial Information and Control Systems	45:0:0	3
ASCM 302	Production and Operations Management	45:0:0	3
ASCM 303	Materials Handling and Warehouse Management	45:0:0	3
ASCM 305	Transportation Management	45:0:0	3
ASCM 307	Principles of Quality Management*	45:0:0	3
Seminar		15:0:0	1

TERM VI

ASCM 403	Supply Chain Planning and Coordination*	45:0:0	3
ASCM 404	e-Business Execution	45:0:0	3
ASCM 405	Strategic Management	45:0:0	3
ASCM 407	Global Sourcing and Logistics	45:0:0	3
ASCM 408	Business Negotiations and Supplier Management	45:0:0	3
Seminar		15:0:0	1

Year IV

TERM VII

ASCM 400	Practicum I	0:0:640	15
----------	-------------	---------	----

TERM VIII

ASCM 401	Practicum II	0:0:640	15
----------	--------------	---------	----

*Indicates equivalency to courses in industry/professional certification programs.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Mark Arnison, MBA

Chair

Mico Kurilic, M.Eng., Engineering Management, M.Sc., Transportation and Logistics

Instructor

Ryan Orchard, M.A.Sc., Management Science

Instructor

Lynn Sugden, CMA, FCMA, MBA, Information Systems

Instructor

Patti Callaghan, MBA, MA, Applied Linguistics

Program Coordinator

Sarvi Veylan, BCom

Program Advisor

Diseray Schamehorn

Program Secretary

Kathleen Byrne, MEd, BED

Instructor (part-time)

Kerry Couet, CNA, B.Admin.

Instructor (part-time)

Kewal Dhariwal, MEd, ISP

Instructor (part-time)

Brian Dumsday, BASc, CMC, P.Eng

Instructor (part-time)

Steve Fanjoy, CPP, BBA, BA, Economics

Instructor (part-time)

Richard Ford, PhD (Cranfield U., UK), Management: Logistics and SCM

Instructor (part-time)

Jim Penrod, M.Ed

Instructor (part-time)

Derrick Ronayne, CITT, P.Log.

Instructor (part-time)

Joan Smith, CPPB

Instructor (part-time)

Joseph Tsui, P.Eng, M.A.Sc., Industrial Engineering

Instructor (part-time)

Moy Wornovitzky, BSc, Industrial Engineering

Instructor (part-time)

ADVISORY COMMITTEE

Keith Carter

*Manager, Edmonton North Operations
ATCO Gas*

Cora Crisostomo

*Executive Director
Alberta Institute Purchasing Management
Association of Canada*

Leon Harder

*Manager, Procurement
Canadian Natural Resources Limited*

Angelo Osualdini

Independent Consultant

Jean Parks

*Director, Purchasing and Communications
Lehigh Inland Cement Limited*

Derrick Ronayne

*National Traffic Manager
The Brick*

Len Samletzki

*Director, Supply Operations
TELUS*

Warren Sarafinchan

*National Operations Manager
Martin Brower of Canada*

Dr. Joseph Tsui

*Principal
Logistics Management Group*

Catherine Viglas

*President
Canadian Institute of Traffic and
Transportation*

FOR FURTHER INFORMATION

Bachelor of Applied International Business and Supply Chain Management
Phone: (780) 497-5106
Email: supplychain@macewan.ca
Website: www.macewan.ca/scm

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140
www.macewan.ca



University Transfer

**BACHELOR OF COMMERCE
AND MANAGEMENT
TRANSFER**

**BACHELOR OF EDUCATION
TRANSFER**

**BACHELOR OF PHYSICAL
EDUCATION TRANSFER**

**BACHELOR OF
SCIENCE TRANSFER
(COLLABORATIVE AND
JANUARY ENTRY)**

**BACHELOR OF SCIENCE IN
ENGINEERING TRANSFER**

**BACHELOR OF SCIENCE IN
NURSING TRANSFER**

**BACHELOR OF
PROFESSIONAL ARTS
IN COMMUNICATIONS
STUDIES (AU)**

**BACHELOR OF
PROFESSIONAL ARTS IN
CRIMINAL JUSTICE (AU)**

Note: Courses required for university transfer programs may be transferable to other post-secondary institutions. The Alberta Transfer Guide produced by the Alberta Council on Admissions and Transfer outlines transfer agreements between Grant MacEwan College and other institutions. The guide may be found at www.acat.gov.ab.ca.

Note: With program descriptions, U of A refers to the University of Alberta, U of C refers to the University of Calgary, U of L refers to the University of Lethbridge, and AU refers to Athabasca University.

BACHELOR OF COMMERCE AND MANAGEMENT TRANSFER

(School of Business)

www.macewan.ca/bcomm

INTRODUCTION

The university transfer Bachelor of Commerce and Management Program allows students to complete the first two years of coursework toward a Bachelor of Commerce degree at the University of Alberta, a Bachelor of Management degree at the University of Lethbridge, or other business degrees at other universities. Students may begin their studies in September or January. If a student does not qualify for admission, please contact a Bachelor of Commerce & Management University Transfer advisor to discuss possible options.

CAREER POTENTIAL

Upon completion of a business degree, graduates may work in a wide variety of fields including finance, marketing, accounting, banking, management information systems, entrepreneurship and small business, human resources management, international business, or government.

WHO SHOULD APPLY

Business faculties at Alberta universities are highly competitive; therefore, the successful student in the Bachelor of Commerce and Management Transfer Program tends to be well-motivated and can achieve a relatively high GPA. Other desirable qualities include a strong work ethic, strong time management skills and self-discipline.

TRANSFERABILITY

Students may transfer to the university of their choice after one or two years of study in order to complete their Bachelor of Commerce or Bachelor of Management degrees. Business programs in universities generally operate under a quota and accept only a limited number of students each year. Transfer to business faculties is generally on a competitive basis. The GPA required for admission varies between institutions and from year to year. For example, the minimum GPA required for Fall 2005 admission to Alberta universities was as follows:

- U. of Alberta: 3.0 (4-point scale)
- U. of Lethbridge: 2.5 (4-point scale)
- Athabasca U.: 2.0 (4-point scale)
- Concordia University College: 2.5 (4-point scale)

It is the student's responsibility to apply to the degree-granting institution, to meet the relevant application deadlines, and to ensure they meet the institution's minimum grade point average for the year to which they are applying. This information is available from the Registrar's Office or the websites of the respective institutions.

The transferability of individual courses may also vary from one university to another. Students are advised to consider course transferability when they are selecting courses during the first and second year of study. For additional information, consult the Bachelor of Commerce and Management Transfer Program advisors at Grant MacEwan College.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Pure Mathematics 30 (or Math 30)
OR (Transitional Math 101 with 75% or higher)
3. Group A course
4. Group C course
5. Group A, B or C course

Note: although it is not an admission requirement, Mathematics 31 is strongly recommended.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under Mature Admission. Applicants must achieve a minimum overall average of 65 per cent in the following high school courses, with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Pure Mathematics 30 (or Math 30)
OR (Transitional Math 101 with 75% or higher)
3. Group C course

TRANSFER ADMISSION

Applicants who have achieved a minimum of 24 university (transferable) credits or 30 post-secondary credits must have achieved a minimum overall average of 2.0 on a 4.0 scale. Applicants must also have the requisite high school courses with no course grade lower than 50 per cent may apply under this category. (Equivalent university transfer coursework may be evaluated instead if applicants have achieved at least a C-.)

University Credit Substitutions for High School Courses for Bachelor of Commerce & Management Admission Purposes	
This chart lists the university credit that will be substituted in cases where applicants do not present the appropriate 30-level high school courses	
Grade 12 Courses	University Credits Required
<p>GROUP A 1. ELA 30-1 2. Language other than English 30/31/35 3. Social Studies 30</p> <p>GROUP B 1. Art 30 2. Art 31 3. Commercial Art 35 A, B, or C 4. Visual Communications 32 A, B, or C 5. Drama 30 6. Music 30 7. Music 31 8. Performing Arts 35 A, B, or C</p> <p>GROUP C 1. Mathematics 30/Pure Mathematics 30 2. Mathematics 31 3. Chemistry 30 4. Physics 30 5. Biology 30 6. Science 30</p>	<p>GROUP A 1. English (6 credits) 2. Language other than English (6 credits) 3. Humanities or Social Sciences (3 credits)</p> <p>GROUP B 1. 2. 3. 4. Fine Arts (3 credits) 5. 6. 7. 8.</p> <p>GROUP C 1. Mathematics (Algebra) (3 credits) 2. Mathematics (Calculus) (3 credits) 3. Chemistry (3 credits) 4. Physics (3 credits) 5. Biology (includes: Botany, Genetics, Microbiology, Zoology) (3 credits) 6. Any Science Course (3 credits)</p>

PROBATIONARY ADMISSION

This admission category will only be used if the program is not filled by Regular, Mature or Transfer applicants.

A limited number of probationary admissions may be granted to applicants with a minimum cumulative post-secondary GPA of less than 2.0 on a 4.0 scale. These applicants will be placed on probation.

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

PROGRAM OF STUDY

Year I

		INST.	HRS.	CR.
ECON 101	Introduction to Microeconomics	45:0:0	3	
ECON 102	Introduction to Macroeconomics	45:0:0	3	
ENGL 101	Critical Reading and Writing	90:0:0	6	
MATH 113	Elementary Calculus I*	60:0:0	3	
MGTS 103	Probability and Statistics I	45:15:0	3	
CMPT 157	Introduction to Computing for Business (recommended) elective	45:36:0	3	
	Elective Humanities, Sciences or Social Sciences	45:0:0	3	
	Elective Humanities, Sciences or Social Sciences	45:0:0	3	
	Elective Humanities, Sciences or Social Sciences	45:0:0	3	

*Students with credit in Math 31 will be enrolled in Math 114 in lieu of Math 113.

The prerequisites for MATH 113 are:

1. 80% or higher in Math 30 Pure, or
2. Passing grade on an entrance test called the Gateway Exam, or
3. Successful completion of MATH 0099 Pre-Calculus

Year II

ACCT 311	Introductory Accounting	60:0:0	3
ACCT 322	Managerial Information and Control Systems	45:0:0	3
BUSN 201	Introduction to Canadian Business	45:0:0	3
ECON 281	Intermediate Microeconomic Theory I	45:0:0	3
FNCE 301	Introductory Finance	45:0:0	3
LEGL 210	Business Law I	45:0:0	3
MARK 301	Fundamentals of Marketing	45:0:0	3
MGTS 312	Probability and Statistics II	45:15:0	3
ORGA 201	Introduction to Management	45:0:0	3
Elective	Humanities, Sciences or Social Sciences	45:0:0	3

Note: A maximum of seven, 3-credit junior electives (courses numbered 199 or lower) will be credited toward the degree.

FACULTY AND ADVISORS

Brenda Blakey, BA, MBA, CMA <i>Chair</i>
Lynda Brown, BPE <i>Advisor</i>
Shelly Brownlee, BA <i>Advisor</i>
Tina Williamsom, B.Mgt <i>Advisor</i>
Ken Balcom, BComm, MBA, CMC <i>Instructor</i>
Lyle Benson, PhD <i>Instructor</i>
Victor Bilodeau, BEd, BSc, MBA <i>Instructor</i>
Leslie Blyth, PhD <i>Instructor</i>
Christine Brown, BA, MA <i>Instructor</i>
Jennifer Cherneski, B.Ed., MBA <i>Instructor</i>
Reza Chowdhury, MA Economics <i>Instructor</i>
Kerry Coult, MBA <i>Instructor</i>
Bill Foster, MBA <i>Instructor</i>
Phil Davidson, MSc <i>Instructor</i>
Richard Hinton, B.Eng, MBA <i>Instructor</i>
Gordon Lucyk, MA, MBA <i>Instructor</i>
Dave Jobson, PhD <i>Instructor</i>
Sheila Mozejko, BSc, MBA <i>Instructor</i>
Ryan Orchard, MASc Management Science <i>Instructor</i>
Dolores Peterson, MBA, CMA <i>Instructor</i>
Dal Pirot, BMgt, MPAcc <i>Instructor</i>
Jeff Ryan, BSc, MBA <i>Instructor</i>
Frank Saccucci, BComm, MBA <i>Instructor</i>

FOR FURTHER INFORMATION

Bachelor of Commerce and Management Transfer Program
(780) 497-5234 or (780) 497-5237 or
(780) 497-4232

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



BACHELOR OF EDUCATION TRANSFER

Offered through the Bachelor of Arts Program

(Faculty of Arts and Science)

www.macewan.ca/education

INTRODUCTION

MacEwan offers university transfer courses toward a Bachelor of Education (BEd) degree. These courses are transferable to the University of Alberta (U of A) and other Canadian universities. The Alberta Transfer Guide outlines the transfer agreements between MacEwan and other accredited post-secondary institutions in the province. Copies of this guide are available through the Office of the Registrar or by visiting the website www.acat.gov.ab.ca.

A BEd degree at the University of Alberta consists of 120 credits, of which up to 60 credits may be taken at MacEwan. Students interested in transferring to an institution other than the University of Alberta may be able to begin their studies at MacEwan, but are urged to contact a Program Advisor.

Note: The Bachelor of Education Transfer program at MacEwan does not offer courses towards all majors and minors. Students intending to pursue specialization in Art or Music, should consult with a BEd Program Advisor prior to application.

Students with previous post-secondary coursework are encouraged to contact a BEd Program Advisor prior to application to ensure that the appropriate courses are available to accommodate their needs.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses (or equivalent) with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Language at the 30-level (other than English) OR Pure Mathematics 30 (or Math 30) OR (Transitional Math 101 with 75% or higher) OR one Group A, B or C course*
3. Group A or B course*
4. Group C course*
5. Group A or C course (or Group B if it was not used in #3)*

*Please refer to page 211 for details on the classification of high school courses.

Notes:

- A maximum of two Group B's can be used but not from the same discipline
- Specific university level courses, completed with a minimum grade of C-, may be used to substitute for course deficiencies only under the following circumstances:
 - 6 credits of university-level English in lieu of ELA 30-1
 - 6 credits of university-level Language other than English in lieu of a Group A course (all 6 credits must be the same language).

Applicants presenting nine or more post-secondary credits must achieve a minimum AGPA* of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under Mature Admission. Applicants must achieve

- A minimum grade of 65 per cent in ELA 30-1 or equivalent

OR

- A minimum grade of C- in six credits of university-level English.

Applicants presenting nine or more post-secondary credits must achieve a minimum AGPA* of 2.0 on a 4.0 scale.

TRANSFER ADMISSION

Applicants presenting a minimum of 24 credits of successfully completed university transferable coursework (as outlined in the Alberta Transfer Guide or similar "By Course" or "By Program" transfer agreement) may be admitted under the Transfer Admission category. These applicants must present a minimum AGPA* of 2.0 on a 4.0 scale and must have completed the five required course courses listed under the Regular Admission category.

Course subject requirements listed under the Regular Admission category may be fulfilled either through high school or equivalent university credit (see chart on next page). For this purpose, a minimum grade of 50 per cent or equivalent on high school coursework or a minimum grade of C- on equivalent university credit work is required.

University Credit Substitutions for High School Courses for Bachelor of Commerce & Management Admission Purposes	
This chart lists the university credit that will be substituted in cases where applicants do not present the appropriate 30-level high school courses	
Grade 12 Courses	University Credits Required
<p>GROUP A</p> <ol style="list-style-type: none"> 1. ELA 30-1 2. Language other than English 30/31/35 3. Social Studies 30 <p>GROUP B</p> <ol style="list-style-type: none"> 1. Art 30 2. Art 31 3. Commercial Art 35 A, B, or C 4. Visual Communications 32 A, B, or C 5. Drama 30 6. Music 30 7. Music 31 8. Performing Arts 35 A, B, or C <p>GROUP C</p> <ol style="list-style-type: none"> 1. Mathematics 30/Pure Mathematics 30 2. Mathematics 31 3. Chemistry 30 4. Physics 30 5. Biology 30 6. Science 30 	<p>GROUP A</p> <ol style="list-style-type: none"> 1. English (6 credits) 2. Language other than English (6 credits) 3. Humanities or Social Sciences (3 credits) <p>GROUP B</p> <ol style="list-style-type: none"> 1. 2. 3. 4. Fine Arts (3 credits) 5. 6. 7. 8. <p>GROUP C</p> <ol style="list-style-type: none"> 1. Mathematics (Algebra) (3 credits) 2. Mathematics (Calculus) (3 credits) 3. Chemistry (3 credits) 4. Physics (3 credits) 5. Biology (includes: Botany, Genetics, Microbiology, Zoology) (3 credits) 6. Any Science Course (3 credits)

***Admission Grade Point Average (AGPA)**

The AGPA is calculated on the most recent 24 credits of post-secondary work. The coursework for an entire term will be used to calculate AGPA, where the break point for 24 credits falls during that term. Six credit courses that span both the Fall and Winter terms are considered winter courses, and six credit courses that span both the Spring and Summer terms are considered summer courses in these cases. For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

Applicants with an AGPA below 2.0 on the 4.0 scale who have been out of school for at least three calendar years will be considered for admission by either the regular or mature admission requirements. In this circumstance only, the AGPA is disregarded for admission purposes.

PROBATIONARY ADMISSION

Not applicable

SKILLS APPRAISAL

Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan’s full-time calendar or online at www.macewan.ca.

OTHER ADMISSION CRITERIA

Not applicable.

Previous Students in this Program

Previous students in MacEwan’s Bachelor of Arts Program who wish to return to the same program will be considered new students after an absence of two or more consecutive terms (excluding spring/summer session) and must reapply.

International/Out of Province Applicants

Applicants from another province or country should consult the Registrar’s Office regarding course equivalents from their home province/country. International applicants should consult page 20 for information on English Language Proficiency requirements.

Enrollment Limitations

There may be limited spaces available in the BA Program, not all applicants who are eligible may be admitted. All potential students are encouraged to apply early to be considered for early conditional admission. Please contact the BA Office for details.

Dates and Deadlines

Students may begin their program in Fall 2006 or Winter 2007.

To start in: Fall 2006

Apply beginning – October 1/05

Documents Due:

- High School Applicants – August 1/06
- Post-Secondary Applicants – June 15/06

To start in – Winter 2007

Apply beginning – February 1/06

Documents Due:

- High School Applicants – December 1/06
- Post-Secondary Applicants – December 1/06

APPLICATION PROCESS

Please refer to page 19 for application process.

A BACHELOR OF EDUCATION DEGREE

Education programs differ greatly from province to province, and even among institutions within the same city. The BEd Transfer Program at MacEwan is structured to align most closely with the University of Alberta's Bachelor of Education degree; the following information is therefore based on University of Alberta information only. Students intending to transfer to another institution should consult admission and degree requirements for their intended program prior to application to the BEd Transfer Program at MacEwan.

The Faculty of Education at the University of Alberta is divided into an Elementary Education (Kindergarten – Grade 6) route and a Secondary Education (Grade 7 – Grade 12) route. Although all teachers in Alberta are certified to teach all grades from Kindergarten through Grade 12, it is extremely rare that teachers would be granted positions outside their area of specialization.

Students may begin either an Elementary or Secondary Education degree at MacEwan. Students should consult the appropriate planning information for the route they plan to pursue. If students are unsure whether they want to pursue the Elementary or the Secondary route, it is better to plan for the Secondary route, as it is a very structured degree program with few option courses.

The BEd Transfer Program at MacEwan offers a wide variety of coursework toward most, but not all, major and minor teaching subjects. For further information, students are encouraged to contact the BEd Transfer Program (780) 497-5653.

Full University of Alberta BEd degree details may be found in the current University of Alberta calendar: www.registrarualberta.ca/calendar.

ELEMENTARY EDUCATION ROUTE

The Bachelor of Education degree, Elementary Route, at the University of Alberta consists of 120 credits. In order to be considered for admission to the Faculty of Education, students must complete a pre-professional year consisting of a minimum of 24 credits applicable to the education degree that they are pursuing. Students may complete a maximum of 60 credits outside of the U of A. All students bound for the Elementary Route may complete up to 60 credits at MacEwan, depending on their choice of minor.

Note: Students intending to pursue a minor in Music should apply to the Faculty of Arts at the University of Alberta for their pre-professional year.

Degree Requirements

The Elementary Route prepares teachers who are generalists; i.e., teachers competent to teach all subject areas. Students in this degree program do not choose a major, only a minor that enhances their area of interest.

The required 120 credits for the degree are comprised as follows:

- Non-Education Elements (27 credits required – can be taken at MacEwan) in the areas of: Language/Literature, Mathematics, Social Science, Natural Science, Fine Arts, Computing, Physical Education, and Health Education
- EDPY 200 and EDFX 200 (6 credits required – can be taken at MacEwan)
- Non-Education Options (9 – 15 credits required – can be taken at MacEwan)
- Open Option (9 credits required – can be taken at MacEwan)
- Minor (18 – 24 credits required – some may be taken at MacEwan)
- Introductory Professional Term (15 credits – must be taken in year 3 at U of A)
- Education Core II (15 credits – must be taken in year 3 or 4 at U of A)
- Advanced Professional Term (15 credits – must be taken in year 4 at U of A)

Detailed BEd program planning sheets are available in BEd Transfer Office, 5-173, City Centre Campus.

Recommended Program of Study for the

Pre-Professional Year:

Students will be admissible to the Faculty of Education at the U of A if they have completed a minimum of any 24 credits that can be applied toward their degree with the competitive AGPA as established by the Faculty of Education at the U of A. During their first year, Elementary Education bound students should get a good start on their Elements, and complement these selections with any of the Minor requirements, Non-Education Options, and EDPY 200 or EDFX 200, if possible.

SECONDARY EDUCATION ROUTE

The Bachelor of Education degree, Secondary Route, consists of 120 credits. In order to be considered for admission to the Faculty of Education at the University of Alberta, students must complete a pre-professional year consisting of a minimum of 24 credits applicable to the Education degree that they are pursuing. Students may complete a maximum of 60 credits outside of the U of A. The number of credits that Secondary Route students may complete at MacEwan depends on their major and minor area of concentration. Students wishing to stay at MacEwan for a second year should consult a Program Advisor in the BEd Transfer Office.

Note: Students intending to pursue a major or minor in Art or Music should apply to the Faculty of Arts at the University of Alberta to complete their pre-professional year.

DEGREE REQUIREMENTS

Students in the Secondary Route must select a major teaching subject and a minor teaching subject, which prepares them to teach specific subjects of school instruction. The total degree consists of 120 credits. The components of the degree are:

- Language/Literature (6 credits required – can be taken at MacEwan)
- Computing (3 credits required – can be taken at MacEwan)
- EDPY 200 and EDFX 200 (6 credits required – can be taken at MacEwan)
- Non-Education Options (9 credits required – can be taken at MacEwan)
- Open Option (3 credits required – can be taken at MacEwan)

- Major teaching subject (36 credits required – some may be offered at MacEwan)
- Minor teaching subject (18 credits required – some may be offered at MacEwan)
- Education Core II (3 credits required – must be taken at U of A)
- Introductory Professional Term (15 credits required – must be taken at U of A)
- Advanced Professional Term (15 credits required – must be taken at U of A)
- Education Options (6 credits required – must be taken at U of A)

Detailed BEd program planning sheets are available in the BEd Transfer Office at City Centre Campus, Room 5-173.

Recommended Program of Study for the Pre-Professional Year:

Students will be admissible to the Faculty of Education at the University of Alberta if they have completed a minimum of any 24 credits that can be applied toward their degree with the competitive AGPA as established by the Faculty of Education at the U of A. During their pre-professional year, Secondary Education bound students should complete their Language/Literature requirement and some coursework in their major and minor, and complement these selections with any of the Non-Education Options, the Computing requirement, and EDPY 200 or EDFX 200, if possible.

PROGRAM ADVISING

(Students who are currently enrolled in the BEd Transfer Program)

The Program Advisors for the BEd Transfer Program provide assistance in matters related to admission, program requirements, and other academic matters. Program Advisors are located in the BEd Transfer Office in Room 5-173 at the City Centre Campus.

The BEd Transfer Program strongly encourages program students to seek advice on academic and program planning matters from the BEd Transfer Program advising staff only.

Enrolled students seeking counselling on matters of a personal nature should contact the Student Resource Centre, City Centre Campus, (780) 497-5063 or 5064.

ACCURACY OF PROGRAM

Students are responsible for ensuring the accuracy and completeness of their program and registration. Updates on changes and information relevant to Education students are posted on the bulletin board by the BEd Transfer Program Office reception area at 5-173, City Centre Campus.

TRANSFER FEATURES OF THE BEd TRANSFER PROGRAM

Students may transfer to another institution after one or two years of study. Each institution, and each program, has its own admission requirements and students should make themselves aware of the requirements of the institution of their choice. The maximum number of credits students may transfer to the University of Alberta is 60.

Students are eligible to apply for admission to the Faculty of Education at the University of Alberta if they have:

- successfully completed with a minimum grade point average of 2.0 at least 24 credits applicable to a BEd degree at the University of Alberta;
- achieved the competitive admission grade point average as annually established by the Faculty of Education;
- met all other admission criteria (English language proficiency, including the spoken English requirement).

Students pursuing a degree other than the BEd degree at the University of Alberta should consult the University calendar for the institution they plan to attend.

Students who have been required to withdraw from any post-secondary institution must successfully complete at least 24 additional university transfer credits to be considered for admission or re-admission to the University of Alberta. Students whose previous post-secondary record indicates that they have been required to withdraw more than once will not be admitted to the Faculty of Arts or Education at the University of Alberta.

Since MacEwan is an independent institution, transferring students must apply for admission to the institution where they plan to continue their studies. The University of Alberta retains the right to impose quota restrictions on

any faculty. Therefore, possession of all the minimum requirements MAY NOT guarantee admission to the university.

Further transfer admission information may be found on the University of Alberta's Faculty of Education website.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

FACULTY AND STAFF

Meg Brownlee

Program Secretary

Donna Dorsey, MA

Acting Chair

Monika Edwards, BA, BEd

Program Advisor

Brad Forst, BA

Program Advisor

Shawna Jansen

Administrative Assistant

Nicole McLellan, BA

Program Advisor

Patrick Morris, MA

Program Advisor

Stacy Norrbom, BA

Program Advisor

Crystal Vossos

Program Secretary

For a list of University Studies Faculty, refer to page 206.

STUDENT FOR A DAY

Contact:

Brad Forst or Patrick Morris

(780) 497-5653

FOR FURTHER INFORMATION

Prospective students who require program information should contact the Student Resource Centre, City Centre Campus, (780) 497-5063 or 5064, or the BEd Transfer Office, Room 5-173, City Centre Campus, (780) 497-5653.

TO APPLY

The Registrar

Grant MacEwan College

Box 1796, Edmonton, Alberta T5J 2P2

(780) 497-5140



BACHELOR OF PHYSICAL EDUCATION TRANSFER

(Faculty of Arts and Science)

www.macewan.ca/physed

INTRODUCTION

The Bachelor of Physical Education University Studies Program offers first- and second-year courses that may be used towards obtaining a Physical Education degree at the University of Alberta. Grant MacEwan College also provides opportunities to participate in various student clubs and both intramural and interscholastic athletic activities.

Admission is competitive. The BPE University Studies Program is subject to a quota.

Within the overall quota, limitations are also placed on the number of international (visa) and mature students as well as the number of students who have been previously enrolled in other postsecondary institutions.

CAREER POTENTIAL

Your physical education degree goes a long way! The interest in health and personal fitness makes this an attractive area for the future. Potential growth occupations include secondary and elementary school teachers, administrative and managerial positions, and lifestyle and fitness consultants. Graduates have also found work as athletic therapists, physiotherapists, coaches, and kinesiologists. Your physical education experience will provide you with a well-rounded education and the people-skills needed to find employment in a variety of areas.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early: limited spaces are available and not all applicants who are eligible may be admitted to this program. When admission becomes competitive, academic performance is the primary criterion for admission.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30) – minimum grade of 60 per cent
2. Two Group A or C courses
3. Biology 30
4. Group B or C or Physical Education 30

Note:

- a. Physical Education 30 must be 5 or more credits
- b. Only one language other than English will be accepted towards admission
- c. Applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions
- d. Applicants who have attempted 9 or more credits of university transfer courses must have a minimum AGPA of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants who are 21 years of age or older and out of full time high school by the start of the first term and do not qualify under Regular Admission may be admitted under this category. Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1(or English 30) – minimum grade of 60%
2. Biology 30

Note:

Applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions

Applicants who have attempted 9 or more credits of university transfer courses must have a minimum AGPA of 2.0 on a 4.0 scale.

TRANSFER ADMISSION

Applicants must have successfully completed 24 credits of university transfer courses with a minimum AGPA of 2.0 on a 4.0 scale and have completed the appropriate high school courses in either the Regular or Mature Admission Category (depending on the age of the applicant) or present university transferable post-secondary substitutions.

SKILLS APPRAISAL

No applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

To be evaluated through the Program Office

ALL ADMISSION CATEGORIES

Applicants are required to:

- complete a background questionnaire.

APPLICATION PROCESS

Please refer to page 19 for application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

PROGRAM OF STUDY

The curriculum offered by Grant MacEwan College is designed to provide the student with a course package similar to that delivered to their first- and second-year students at University of Alberta Faculty of Physical Education and Recreation.

PROGRAM ADVISING

The program advisors for the BPE Transfer Program provide students with assistance in matters related to program requirements and other academic matters. The BPE transfer Program advisors are located in Room 6-117 at the City Centre Campus.

The BPE Transfer Program strongly encourages students to seek advice on academic and program planning matters only from the BPE program advising staff.

Prospective students who require program application information or counselling on matters of a personal nature should contact MacEwan's Student Resource Centre (Room 7-112A, City Centre Campus).

Year I

		INST.	HRS.	CR.
ENGL 101	Critical Reading and Writing	90:0:0	6	
HEED 110	Personal Health and Well-Being	45:0:0	3	
PACT 101	Principles of Physical Activity	15:0:30	3	
or				
PEDS 294	A Conceptual Approach to Physical Activity	30:0:15	3	
PEDS 100	Structural Anatomy	45:26:0	3	
PEDS 101	Introduction to Human Physiology	45:4:0	3	
PEDS 103	Introduction to Integrative Human Physiology	45:4:0	3	
PERL 104	Introduction to Sociocultural Aspects of Leisure and Sport	45:0:0	3	
PERL 105	Introduction to the Administration of Sport and Physical Education Programs	45:13:0	3	
PESS 195	The Spectrum of Dance in Society	30:30:0	3	

Year II

PEDS 200	Exercise Physiology	45:22:0	3
PEDS 203	Skill Acquisition and Performance	45:0:0	3
PEDS 206	Qualitative Biomechanics	45:12:0	3
PERL 204	Leisure and Sport in Canadian Society: Historical Perspective	45:0:0	3
PERL 207	Physical Activity and Leisure for Special Populations	45:18:0	3
PSYC 104	Introductory Psychology	45:0:0	3
6 credits in Options – students normally take:			
EDIT 202	Technology Tools for Teaching and Learning	45:36:0	3
or			
PEDS 205	Introduction to Outdoor Environmental Education	15:45:0	3
or			
PEDS 240	Introduction to Sports Injuries	45:24:0	3
6 credits of PACT Courses			

Students interested in the BSc Kinesiology, BA Recreation Leisure Studies, BPE Athletic Therapy or the BPE/BEd combined program (secondary and elementary education) should contact the program for further course details.

TRANSFER TO THE UNIVERSITY OF ALBERTA

To be considered for transfer to Physical Education and Recreation at the University of Alberta, a Grant MacEwan College physical education transfer student must meet the following requirements.

Transfer to Year II

- Must possess the five required matriculation subjects
- Must have completed 24 credits towards the BPE program with a GPA of at least 2.0, and
- Must meet all other admission criteria established by the Faculty of Physical Education and Recreation

Transfer to Year III

- Must possess the five required matriculation subjects,
- Must have completed 48 credits towards the BPE program with a GPA of at least 2.0, and
- Must meet all other admission criteria established by the Faculty of Physical Education and Recreation.

Assistance is available from the Bachelor of Physical Education Transfer Program Advisors, Room 6-117, City Centre Campus, (780) 497-4520.

ACCURACY OF PROGRAM

Students are responsible for ensuring the accuracy and completeness of their program and registration. Updates on changes and information relevant to Physical Education students are posted on the bulletin board outside the Bachelor of Physical Education office (Room 6-117 at City Centre Campus).

RESIDENCY REQUIREMENT

Students wishing to apply for the credential of UT Certificate or UT Diploma from MacEwan are responsible for meeting MacEwan's residency requirement: at least 50 per cent of the credit towards the credential for these programs shall consist of courses completed through Grant MacEwan College.

STUDENT FOR A DAY

Contact:
Dawn Philipoff
(780) 497-4520

FOR FURTHER INFORMATION

Email: physed@macewan.ca
Clare Ard
Program Advisor
(780) 497-4500

Josie O'Reilly
Program Advisor
(780) 497-5652

Jessica Huff
Program Advisor
(780) 497-5839

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



BACHELOR OF SCIENCE TRANSFER

(COLLABORATIVE AND JANUARY ENTRY)

(Faculty of Arts and Science)

www.macewan.ca/science

The Bachelor of Science Transfer Program offers first- and second-year courses that may be used toward obtaining a BSc Degree. Possible areas of study include Biological Sciences, Biochemistry, Chemistry, Computing Science, Earth and Atmospheric Sciences, Mathematics, Physics, Psychology, Agriculture, Forestry, and Home Economics, as well as a number of pre-professional programs.

Credit for courses taken at Grant MacEwan College may be transferred to other post-secondary institutions within and outside of Alberta. For a complete listing of transferable courses, refer to the Alberta Transfer Guide, which is available at the Registrar's Office, or visit the ACAT website at www.acat.gov.ab.ca.

CAREER POTENTIAL

Alberta is expected to have vigorous economic growth in the near future. The brochure *Alberta Careers Beyond 2000*, published by the Government of Alberta, identifies many areas in science as having strong career potential. Forecasts suggest that the prospect of a career in many areas within science will remain steady or show growth in the coming years. Biotechnology, computer related programs, environmental sciences, and genetics are currently popular areas of study.

The University of Alberta in its brochure *Success by Degrees* maintains that "Graduates from the core faculties of Arts and Science do exceptionally well in the labour market" and states that "degree holders participate more in the labour force, have a much lower unemployment rate than any other education level, and earn considerably more."

ACADEMIC ADMISSION CRITERIA

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance will be an important criterion for admission. Applicants should anticipate that admission is competitive.

Applicants must achieve a minimum average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Pure Mathematics 30 (or Math 30), OR Transitional Math 101 with 75 per cent or higher
3. Two of Biology 30 OR Chemistry 30 OR Mathematics 31 OR Physics 30
4. Group A, B or C course

NOTE: Applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions.

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be at least 21 years of age and out of full time high school by the start of the first term. Applicants must present a minimum average of 60 per cent in the following high school courses with no course grade lower than 50 per cent:

1. Pure Mathematics 30 (or Math 30, or Transitional Math 101 with 75 per cent or higher)
2. Two of Biology 30 OR Chemistry 30 OR Mathematics 31 OR Physics 30
3. ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR complete the Skills Appraisal.

Note:

- ELA 30-1 (or English 30) will not be calculated in the admission average for Mature Admission.

- Applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions.

TRANSFER ADMISSION

To be evaluated through the Science Program

Applicants who have two unsatisfactory academic records will not be considered for admission or re-admission to the program. For the purpose of admission or re-admission, an unsatisfactory record is defined as a transcript with the notation "academic probation" or "required to withdraw" or equivalent.

Applicants who have completed 9 or more credits of post-secondary coursework will be considered for transfer admission if they have also completed the high school requirements listed under Regular Admission.

Since these applicants have already completed some university coursework they are required to complete a questionnaire regarding future desired coursework so that the Science Program can assess this in relation to the courses that are available in the program.

Successful applicants whose Admission Grade Point Average (AGPA) on post-secondary coursework is equivalent to 2.0 or better on a 4.0 point scale will be considered to have satisfactory academic standing.

Transfer applicants whose AGPA in post-secondary coursework is less than 2.0 on a 4.0 scale, including those who have been placed on academic probation or required to withdraw from another program at Grant MacEwan College or from another post-secondary institution, will be considered for admission.

Such applicants are required to submit a letter explaining their poor academic performance and the action to be taken to promote improvement. Successful completion of at least 6 credits of university level coursework is strongly recommended to enhance the likelihood of admission.

Admission decisions will be made by the Science Program based on high school, post-secondary, and any completed post-secondary coursework. Applicants who are admitted under

these circumstances will be placed on Academic Probation and be required to attend a study skills/time management workshop (arranged by the Science Program) within the first two weeks of the intake term.

Probationary Admission

To be evaluated through the Science Program

This admission category will only be used if the program is not filled by Regular, Mature or Transfer applicants.

A limited number of probationary admissions may be granted to applicants with a minimum cumulative post-secondary GPA of less than 2.0 on a 4.0 scale. These applicants will be placed on probation.

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- Mature applicants only
- Unless otherwise specified, identified skills appraisal requirements must be completed by the start of the first term.

Applicants must present English 30 with a minimum grade of 50 per cent or complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 101 OR must complete any developmental work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR complete any developmental work with a minimum grade of C-.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

APPLICATION PROCESS

Please refer to page 19 for application process.

Probation

All students applying to the Bachelor of Science Transfer Program who have been placed on probation or required to withdraw from a program at another post-secondary institution will be placed on academic probation if accepted at Grant MacEwan College. The BSc Transfer Program has a quota on Probationary admissions. Applicants in this category are advised to contact the Science Program Office ([780] 497-5161) for information on how to improve their likelihood of being accepted. Applicants with two poor academic records will **not** be considered for admission.

Enrolment Limitations

The BSc Transfer Program is subject to a quota. **All potential students are encouraged to apply early, as the quota will be filled by the earliest applicants who meet the admission criteria and provide the necessary documentation.** Within the overall program quota, limits are placed on the number of international (visa) and mature students, as well as the number of students who have previously been enrolled in other post-secondary institutions.

Admission Times

Students may begin their studies in the BSc Transfer Program in September OR January (see Collaborative and January Entry Transfer Programs below).

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

Bachelor of Science (General) – Collaborative Degree Program

The BSc (General) – Collaborative Degree is a joint program involving Grant MacEwan College and the Faculty of Science at the University of Alberta. Year 1 and Year 2 are taken at Grant MacEwan College (maximum of 60 credits). If students meet the necessary academic requirements they may enter general, specialization or honours programs in the Faculty of Science at the University of Alberta.

Bachelor of Science (General) – January-Entry Transfer Program

Students admitted to this program begin their studies in January. They have the opportunity to complete up to 27 transfer credits by the end of July. Students entering the Bachelor of Science Transfer Program in January may return to Grant MacEwan College in September for their second year of studies provided they have maintained at least a satisfactory academic standing.

Alternatively, Students completing at least 24 credits are eligible for September entry into the Faculty of Science at the University of Alberta. The Faculty of Science traditionally grants an extended document deadline for those students applying for September entry.

BSc (Specialization in Science and Education)/BED Combined Degree

Students pursuing a BSc (Specialization in Science and Education)/BED Combined Degree can access the required courses for the first year through the BSc Transfer Program at MacEwan. Students should consult the University of Alberta calendar for program requirements.

POTENTIAL PROGRAMS OF STUDY

The following programs of study are designed for transfer to the University of Alberta. Transfer to University of Alberta into the General Science Program requires a Grade Point Average (GPA) of at least 2.0 on the most recent 24 credits. Specialization Programs require a Grade Point Average (GPA) of at least 2.3 and Honours Programs require a GPA of at least 3.0 (unless otherwise noted in the U of A calendar)* Most honours programs also require the completion of 60 credits over a 2 academic year period. Students considering transferring to other postsecondary institutions should familiarize themselves with the program requirements of those institutions. All students should consult the Bachelor of Science Transfer Program advisors for information regarding transferability.

***Note:** In the following, a full course equivalent (FCE) is defined as a course with a weighting factor of six credits or greater, or two half courses of three credits each.

BSc General Program

Year I

1. English 101
2. One FCE from Computing Science, Mathematics, or Statistics
3. One FCE from Astronomy, Chemistry or Physics
4. One FCE from Biology, Earth and Atmospheric Sciences, or Science Psychology
5. One FCE from Arts or Science (students interested in the Business Minor must take ECON 101 and 102)
6. Integration seminar or equivalent

Year II

- Five FCE, including three or four in Science and the remainder in approved Arts options.

Note A: Students must major in a Science subject or area of concentration. Students may elect to minor in a Science, Arts, Business or Agriculture, Forestry and Home Economics subject of concentration. If the minor subject of concentration is in Arts, Business or Agriculture, Forestry and Home Economics, then additional requirements as specified by the Arts, Business or Agriculture, Forestry and Home Economics Faculties may be required. Students who tentatively plan to transfer to an Honours or Specialization program should initially complete courses toward a Science minor. Students should consult the appropriate subject area of concentration in the U of A calendar for 2nd year programming and course selection.

Note B: Students are strongly encouraged to successfully complete 30 credits at the junior level (100-199) before registering in senior level (200 and above) courses.

Note C: Not more than 42 credits of all courses taken can be at the junior level.

BSc General – Minor in Business Program

- English 101
- Economics 101/102
- Math 113 (or 114)/1/2 FCE in Math, Computing Science or Statistics
- 1 FCE Chemistry or Physics

OR

- 1 FCE Biology, Earth and Atmospheric Sciences or Science Psychology

Note: Admission to BSc General program – Minor in Business is competitive and governed by quotas. Students must present CGPA of at least 2.3 on the 24 credits outlined above.

BSc Honours, Specialization, and Pre-Professional Programs

The first year of a number of Honours and Specialization programs is offered at MacEwan as described in the following section. In some areas second year programming is also offered. Consult the U of A calendar for appropriate course selection, required GPA's, and for any program changes occurring subsequent to the printing of this calendar.

Note: Normally a full course load of 30 credits during each Fall/Winter of each year of the Honours program must be maintained.

BSc Honours and Specialization Programs

ATMOSPHERIC SCIENCES

- Earth and Atmospheric Sciences 101/102
- CMPT 101 or 114/Math 120
- Mathematics 113 (or 114)/115
- Physics 144/146
- English 101

BIOCHEMISTRY

- Chemistry 101/102
- Chemistry 161/163
- Math 113 (or 114)/115
- Biology 108/107
- English 101 recommended

BIOLOGICAL SCIENCES

- Biology 108/107
- Chemistry 101/161
- Statistics 151/Math 113 (or 114) or 120
- 1 FCE Arts option (English 101 recommended)
- 1 FCE Science option

Note 1: Students intending to complete their degree in:

Cell Biotechnology, Microbiology, or Molecular Genetics must take both CHEM 102 and 163 or 263, normally in the second term of their first year as the 1 FCE Science option.

Note 2: Students intending to complete their degree in Environmental Biology are recommended to take EASC 101 as a Science option in their first year.

BIOINFORMATICS

- Biology 107/108
- Chemistry 101/102
- CMPT 114/115 or 101/114/115
- 1 FCE Arts options (English 101 recommended)
- 1/2 FCE Science option (if not taking CMPT 101)/Chemistry 161

CELL BIOLOGY

- Chemistry 161/163
- Chemistry 101/102
- Math 113 (or 114)/115
- Biology 107/108
- English 101 recommended

CHEMISTRY

- Chemistry 101/102
- Chemistry 161/163*
- Math 113 (or 114)/115
- Physics 144/146
- English 101 or 1/2 FCE Arts option and ENGL 108

***Note:** Students in the specialization route can substitute Chemistry 161/163 with an option in their first year.

COMPUTING SCIENCE*

- Math 113 (or 114)/115
- Computing 272/1/2 FCE option (unless CMPT 101 taken)
- Computing 114/115 (see Note)
- 1 FCE Science option (excluding MATH, CMPT, and STAT)
- English 101

***Note:** Students with no previous computing experience should enroll in CMPT 101 first and then take CMPT 114 and 115. Students who have obtained credit in CMPT 114 cannot take CMPT 101.

COMPUTING SCIENCE SPECIALIZATION STREAM IN BIOINFORMATICS

- Biology 107
- Computing 101/114 or 114 (see NOTE above)
- Computing 115/272
- English 101
- Math 113 (or 114)/115
- 1/2 FCE Approved Science option (if not taking CMPT 101)
- 1/2 FCE BIOL or CHEM option

ENVIRONMENTAL EARTH SCIENCES

- Earth and Atmospheric Sciences 101/102
- Chemistry 101/102
- Mathematics 113 (or 114)/115
- Physics 124/126 or Physics 144/146
- English 101

ENVIRONMENTAL PHYSICAL SCIENCES (SPECIALIZATION ONLY)

- Chemistry 101/102
- Math 113 (or 114)/115
- Physics 124/126 or 144/146
- Earth and Atmospheric Sciences 101/102
- English 101

GEOLOGY

- Earth and Atmospheric Sciences 101/103
- English 101
- Chemistry 101/102
- Mathematics 113 (or 114)/115
- Physics 124/126 or 144/146

GEOPHYSICS

- Math 120 (or 125 for more theoretically-inclined students)
- Physics 144/146
- Math 113 (or 114)/115
- 1 FCE Arts option (English 101 recommended)
- Chemistry 101/102
- Earth and Atmospheric Sciences 101

Note: Students without Math 31 are advised to take PHYS 124 and MATH 113 in the first term, and then take PHYS 146 and MATH 115 in the second term.

IMMUNOLOGY AND INFECTION

- Biology 107/108
- Chemistry 101/102
- Chemistry 161/163
- Mathematics 113 (or 114) or 120
- Statistics 141 or 151
- 1 FCE Arts option

MATHEMATICS (SPECIALIZATION ONLY)

- Math 114/115
- Math 125/1/2 FCE Science option
- Computing 101/114 or 114/115
- 1 FCE option
- English 101

Note 1: A student must take 1 FCE MATH in each Fall/Winter of the program.

Note 2: Students interested in taking non-junior CMPT courses as options in subsequent years should note that CMPT 115 is a prerequisite for all non-junior CMPT courses.

SPECIALIZATION IN COMPUTATIONAL SCIENCE (MATHEMATICS)

- Computing 114/115
- Math 114/115
- Math 125
- English 101
- 1/2 FCE options

Note 1: Students without previous computing experience should enroll in CMPT 101 followed by CMPT 114 and CMPT 115.

Note 2: Students interested in taking non-junior CMPT courses as options in subsequent years should note that CMPT 115 is a prerequisite for all non-junior CMPT courses.

MATHEMATICS AND ECONOMICS (SPECIALIZATION ONLY)

- Math 114/115
- Math 125/Statistics 151
- Economics 101/102
- 1/2 FCE option/1/2 FCE Science option
- English 101

Note 1: A student must take 1 FCE ECON, MATH or STAT in each Fall/Winter of the program

Note 2: Students interested in taking non-junior CMPT courses as options in subsequent years should note that

CMPT 115 is a prerequisite for all non-junior CMPT courses.

Note 3: Each students' program must include CMPT 101/114 or 114/115.

MATHEMATICS AND FINANCE (SPECIALIZATION ONLY)

- Math 114/115
- Math 125/Statistics 151
- Computing 101/114 or 114/115
- Economics 101/102
- English 101

Note 1: Students interested in taking non-junior CMPT courses as options in subsequent years should note that CMPT 115 is a prerequisite for all non-junior CMPT courses.

Note 2: Students must present a minimum of 24 credits with a 2.7 GPA from the courses outlined above.

SPECIALIZATION IN ACTUARIAL SCIENCE (BUSINESS MINOR)

- Math 114/115
- Economics 101/102
- Computing 101/114
- English 101
- Math 125/Statistics 151

Note: Students must present a minimum of 24 credits with a 2.3 GPA from the courses outlined above.

NEUROSCIENCE (HONOURS ONLY)

- Chemistry 101/161
- Biology 107/108
- Math 113 (or 114)/115 or Statistics 151 or 141
- Physics 124/126
- English 101

PALEONTOLOGY

- Biology 107/108
- Chemistry 101/102 or 161
- Earth and Atmospheric Sciences 101/103
- Math 113 (or 114) or Math 120/Statistics 151
- English 101

PHARMACOLOGY

- Chemistry 101/102
- Chemistry 161/163
- Statistics 141 or 151/Biochemistry 200
- Biology 107/108
- 1 FCE Arts option (English 101 recommended)

PHYSICS

- 1 FCE Science option
- Math 113 (or 114)/115
- Math 120 (or 125 for more theoretically-inclined students)/Math 225
- Physics 144/146
- 1 FCE Arts option (English 101 recommended)

Note 1: Suggested science options for honours rout: Astronomy, Chemistry or Earth and Atmospheric Sciences.

Note 2: Students without Math 31 are advised to take PHYS 124 and MATH 113 in the first term, and then take PHYS 146 and MATH 115 in the second term.

APPLIED PHYSICS (HONOURS ONLY)

- Chemistry 101/102
- Math 113 (or 114)/115
- Math 120 (or 125) or 225
- Physics 144/146
- 1 FCE Arts option

Note: Students without Math 31 are advised to take PHYS 124 and MATH 113 in the first term, and then take PHYS 146 and MATH 115 in the second term.

COMPUTATIONAL SCIENCE (PHYSICS)

- Computing Science 114/115
- Math 113 (or 114)/115
- Math 120 (or 125) or 225
- Physics 144/146
- 1 FCE Arts option

Note: Students without Math 31 are advised to take PHYS 124 and MATH 113 in the first term, and then take PHYS 146 and MATH 115 in the second term.

ASTROPHYSICS

- Math 113 (or 114)/115
- Math 120 (or 125)/225
- Phys 144/146
- 1 FCE Science option (suggested options are in ASTR or CHEM)
- 1 FCE in Arts option

Note: Students without Math 31 are advised to take PHYS 124 and MATH 113 in the first term, and then take PHYS 146 and MATH 115 in the second term.

PHYSIOLOGY (HONOURS ONLY)

- Chemistry 101/102
- Chemistry 161/163
- 1 FCE Arts or Science option
- Biology 107/108
- English 101

Note: Consult the University of Alberta calendar for a listing of approved options.

PSYCHOLOGY (SPECIALIZATION)

- Psychology 104/105
- 1 FCE Computing Science and/or Mathematics (junior courses)
- 1 FCE Chemistry or Physics
- Biology 107/108
- English 101

PSYCHOLOGY (HONOURS)

- Psychology 104/105
- Biology 107/108
- 1 FCE Computing Science or Mathematics or Statistics 252
- 1 FCE Science option
- English 101

Note: Admission after completion of 60 credits of work with a GPA of 3.3 or greater in the preceding Fall/Winter.

STATISTICS (HONOURS)

- Math 114/115
- Math 125/Statistics 151
- Computing 101/114 or 114/115
- 1 FCE Arts option
- 1 FCE option

Note 1: a GPA of 3.3 is required on all STAT and MATH courses taken.

Note 2: Students interested in taking non-junior CMPT courses as options in subsequent years should note that CMPT 115 is a prerequisite for all non-junior CMPT courses.

STATISTICS (SPECIALIZATION)

- Math 114/115
- Math 125/Statistics 151
- 1 FCE option (Computing Science 101/114 or 114/115 recommended)
- 1 FCE option (English 101 recommended)
- 1 FCE option

Note 1: The program must include 1 FCE English and either CMPT 101 and 114 or CMPT 114 and 115. These courses should be taken in the first two years of the program.

Note 2: Students interested in taking

non-junior CMPT courses as options in subsequent years should note that CMPT 115 is a prerequisite for all non-junior CMPT courses

FACULTY OF AGRICULTURE, FORESTRY AND HOME ECONOMICS

FACULTY OF AGRICULTURE, FORESTRY AND HOME ECONOMICS

Transfer to programs in the Faculty of Agriculture, Forestry and Home Economics at the University of Alberta is also possible. Transfer to the Agriculture, Agriculture Business Management, Food Business Management, Forestry, or Forest Business Management programs requires a CGPA of at least 2.7. Transfer to the Environmental and Conservation Sciences, Human Ecology or Nutrition and Food Sciences programs in this faculty requires a minimum CGPA of 2.0.

Note: The following programs can be accessed through the BSc Transfer Program:

AGRICULTURE OR AGRICULTURAL/FOOD BUSINESS MANAGEMENT

- Biology 107 or 108/MGMT 122
 - 1 FCE Option*
 - Economics 101/102
 - English 101
 - Math 113 (or 114)/Statistics 151
- * Food Business Management majors require Chem 161 and 163 (or 263)

ENVIRONMENTAL AND CONSERVATION SCIENCES

- Biology 108/107
- Chemistry 161/163 or 101 or Physics 124
- Economics 101/102
- English 101
- Math 113 (or 114)/Statistics 151

FORESTRY OR FOREST BUSINESS MANAGEMENT

- Biology 108/MGMT 122
- Chemistry 161/Statistics 151
- Economics 101/102
- English 101
- Math 113 (or 114)/1/2 FCE Option

HUMAN ECOLOGY

- 1 FCE from BIOL 107, 108, EASC, PHYS, CHEM (161/163 required for Senior Textile Science and Conservation courses; BIOL 107 must be taken for Community Nutrition major)
- Economics 101/102
- English 101
- Statistics 151 or SOCI 210 (recommended for the Family Ecology major)/1/2 FCE Option or MGMT 122
- 1 FCE Social Sciences/Humanities Option (ANTH, CLAS, COMP, ECON, HIST, Languages, PHIL, POLS, PSYC (Arts only), SOCI; SOCI 100; must be taken for the Family Ecology major)

NUTRITION AND FOOD SCIENCE

- Chemistry 101/102
- Economics 101/102
- Biology 107/Statistics 151
- 1 FCE English
- MGMT 122/1/2 FCE Option

Pre-Professional Programs

Grant MacEwan College offers the first and second year of a number of pre-professional programs. The minimum length of each pre-professional program is indicated in the description of the individual program. For the Pre-Dentistry, Pre-Medical Laboratory Science, Pre-Pharmacy and Pre-Medicine programs, the suggested course selections are designed to meet the admission requirements of the corresponding University of Alberta programs.

PRE-CHIROPRACTIC MEDICINE

- Chemistry 161/163
- 1 FCE Biology (with Labs)
- 1 FCE option

- 1/2 FCE Psychology/1 1/2 FCE humanities and/or social sciences
- 1 FCE Humanities and/or Social Sciences

Admission into a Chiropractic College requires at least 90 credits (3 years) of university work. The coursework outlined above is recommended for the first year of study for admission into the Canadian Memorial Chiropractic College. Admission is competitive. For further information students should contact their Chiropractic College of choice to ensure accuracy of their pre-admission years of study or the Canadian Memorial Chiropractic College at: www.cmcc.ca/admissions/.

PRE-DENTAL HYGIENE

- Chemistry 161/163
- Chemistry 101/Biology 107
- English 101
- Sociology 100/Psychology 104
- 1/2 FCE Statistics/1/2 FCE Option

Note 1: 24 of the required 30 credits must be taken during one Fall/Winter academic year.

Note 2: To be considered for entry a student must have a minimum CGPA of 2.7 and pre-professional GPA of 2.7.

PRE-DENTISTRY

- Chemistry 161/163 or 261/263
- Chemistry 101/102
- 1 FCE Biology (BIOL 107/108 recommended)
- 1 FCE Physics
- 1/2 FCE Biochemistry/1/2 FCE Statistics
- English 101
- 4 FCE Arts or Science options

Admission to the Dentistry program requires at least 60 credits of university work completed in two or more academic years and must include the courses listed above. 30 credits must be taken during one Fall/Winter. Dentistry is a quota faculty, thus admission is competitive.

PRE-MEDICAL LABORATORY SCIENCE

- Chemistry 101/1/2 FCE Biology, Genetics, Microbiology or Zoology
- Chemistry 161/163 or 261/263
- English 101
- 1 FCE option (any Faculty)
- Statistics 141 or 151/Biology 107

Admission is competitive. Preference will be given to those students who have

completed the required 30 credits in one academic year.

PRE-MEDICINE

- Chemistry 101/102 and 161/163 or 261/263
- 1 FCE Biology (BIOL 107/108 recommended)
- 1 FCE Physics
- 1/2 FCE Statistics
- English 101
- 1/2 FCE Biochemistry*

The courses outlined above are to be taken over a period of study of 2 – 3 years. *Where possible, you are encouraged to take 6 credits of Biochemistry. Normally to be considered for admission to the Faculty of Medicine at the U of A, a student must be registered in, or have completed the final year of, a degree program. A student may transfer to the BSc program at U of A after completing one or two years at MacEwan. A minimum of 60 credits is required for entry into Medicine. 30 credits must be taken during one Fall/Winter. Students are encouraged to obtain a baccalaureate degree before admission to the U of A Faculty of Medicine, but may apply after 2 or 3 years in a degree program. To be considered for admission after 2 or 3 years a student must have a minimum GPA of 3.7 and exceptional personal qualifications.

PRE-OPTOMETRY

Admission to Optometry programs is competitive. For further information consult the University of Waterloo calendar, or visit their website at www.optometry.uwaterloo.ca/prospective.

PRE-PHARMACY

- Chemistry 101/102
- Chemistry 161/163 or 261/263
- Math 113 (or 114)/Statistics 141 or 151
- 1 FCE Biology (see note 1 and 2)
- English 101

Admission to Pharmacy at the U. of A. requires one year as outlined and is competitive. Acceptance is based on academic performance and a letter of intent. Preference is given to applicants who have completed at least 1 year of full-time (30 credits) pre-professional studies, or who have taken additional university coursework.

Note 1: BIOL 107 or equivalent and BCM 200 or equivalent.

Note 2: Students who are unable to

take BICM 200 prior to being admitted to Pharmacy will be required to take it during the first professional year instead of an elective. These applicants must present, in addition to BIOL 107, another 3 credit course in Biology, Cell Biology, Medical Microbiology, Microbiology, or Genetics (but not Botany, Entomology, Marine Science, or Zoology), which may be used to fulfill the 1FCE Biology requirement.

PRE-VETERINARY MEDICINE

Two Year Program

- Chemistry 101/102
- Chemistry 161 or 261
- 1 FCE Physics
- 1 FCE Biochemistry
- Biology 107/108
- English 101
- Biology 207/208 or Zoology
- 1 FCE Mathematics or Statistics
- 2 ½ FCE options*

Admission to Veterinary Medicine programs is competitive and requires at least 60 credits of transferable work. The program of study must include the courses outlined above. Students should expect to take these courses as part of a degree over 3 or 4 years. *One of the options should be CHEM 163 or CHEM 263.

PROGRAM ADVISING

The Program Advisors for the BSc Program provide students assistance in matters related to program requirements and other academic matters. The BSc Program Advisors are located in Room 6-117 at the City Centre Campus.

The BSc Program strongly encourages program students to seek advice on academic and program planning matters only from the BSc Program advising staff. Prospective students who require application information or counselling on matters of a personal nature should contact the Student Resource Centre, Room 7-112A, City Centre Campus, (780) 497-5063/5064.

ACCURACY OF PROGRAM

Students are responsible for ensuring the accuracy and completeness of their program and registration. Updates on changes and information relevant to Science students are posted on the bulletin board in the Bachelor of Science reception area (Room 6-117 at City Centre Campus).

TRANSFER TO A UNIVERSITY

Students may transfer to another post-secondary institution after one or two years of study at Grant MacEwan College. Institutions have different entrance and program requirements and students should become familiar with the requirements of the institution to which they intend to transfer. Students may transfer to the University of Alberta in the Bachelor of Science program in one of two categories:

1. Students whose high school matriculation average met the minimum average for admission to the University of Alberta on the five required matriculation subjects may be admitted to the University of Alberta BSc. General Program if they meet the minimum required transfer average at the University of Alberta, and meet all other admission criteria (e.g., quota, program requirements, interviews). Specialization and Honours programs have higher grade point requirements.
2. Students whose high school matriculation average was less than the minimum average for admission to the University of Alberta and/or who lacked the five matriculation subjects may be admitted to the University of Alberta if they:
 - a) have successfully completed at least 24 credits of transferable coursework that applies to the BSc program;
 - b) meet the minimum required transfer average at the University of Alberta;
 - c) have cleared all matriculation requirements;
 and
 - d) meet all other admission criteria (quota, program requirements, interviews, etc.).

Note: Minimum transfer average is subject to change at the discretion of the U of A Faculty of Science.

MAXIMUM TRANSFER CREDIT

For most programs a maximum of 10 full course equivalents (60 credits) may be completed before transferring to the University of Alberta, University of Calgary, or the University of Lethbridge.

STUDENT FOR A DAY

Contact:
Dawn Philipoff
(780) 497-4520

FOR FURTHER INFORMATION

Email: science@macewan.ca
Clare Ard
Program Advisor
(780) 497-4500

Josie O'Reilly
Program Advisor
(780) 497-5652

Jessica Huff
Program Advisor
(780) 497-5839

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



BACHELOR OF SCIENCE IN ENGINEERING TRANSFER

(Faculty of Arts and Science)

www.macewan.ca/engineering

The Bachelor of Science in Engineering Transfer Program offers first-year courses that may be used toward obtaining a BSc Engineering degree at the University of Alberta. Credit for courses taken at Grant MacEwan College may be transferred to other post-secondary institutions within, as well as outside of, Alberta. For a complete listing of transferable courses, refer to the Alberta Transfer Guide at the Registrar's Office, or visit the ACAT website at www.acat.gov.ab.ca. Admission is competitive. The BSc in Engineering Transfer Program is subject to a quota. Within the overall quota, limitations are also placed on the number of international (visa) and mature students, as well as the number of students who have been previously enrolled in other postsecondary institutions.

CAREER POTENTIAL

Alberta is expected to have vigorous economic growth in the near future. The brochure *Alberta Careers Beyond 2000*, published by the Government of Alberta, identifies Engineering as one of many potential careers with above average prospects for growth. It specifically names the fields of Civil, Mechanical, Electrical, and Chemical Engineering as having good prospects beyond the year 2000.

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted. When admission becomes competitive, academic performance in science courses is the primary criterion for admission. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Chemistry 30
3. Pure Mathematics 30 (or Math 30), OR Transitional Math 101 with 75% or higher
4. Mathematics 31
5. Physics 30

Up to two relevant post-secondary substitutions may be used in lieu of high school courses.

To be evaluated through the Office of the Registrar.

Applicants who have been required to withdraw twice from any accredited post-secondary institution or once from any Engineering program will not be considered for admission or for readmission to the program. In addition, applicants who have completed any university transfer credits in an accredited Engineering program will not be considered for admission or readmission.

To be evaluated through the Program Office

Applicants who have completed any university transfer credits in a non-engineering program and satisfy the requirements for Regular or Mature Admission will be assessed for program eligibility.

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA)** of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under this category. Applicants must achieve a minimum grade of 70 per cent in each of the following high school courses:

1. Pure Mathematics 30 (or Math 30), OR Transitional Math 101 with 75% or higher
 2. Chemistry 30
 3. Physics 30
 4. Mathematics 31
- AND

5. ELA 30-1 (or English 30) with a minimum grade of 50 per cent OR completion of the Skills Appraisal exam.

Note:

- ELA 30-1 (or English 30) will not be calculated in the average for Mature Admission.

Up to two relevant post-secondary substitutions may be used in lieu of high school courses.

To be evaluated through the Office of the Registrar.

Applicants who have been required to withdraw from any accredited post-secondary institution twice or once from any Engineering program will not be considered for admission or for readmission to the program. In addition, applicants who have completed any university transfer credits in an accredited Engineering program will not be considered for admission or readmission.

To be evaluated through the Program Office

Applicants who have completed any university transfer credits in a non-engineering program and satisfy the requirements for Regular or Mature Admission will be assessed for program eligibility.

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA)** of 2.0 on a 4.0 scale.

TRANSFER ADMISSION

Not applicable

PROBATIONARY ADMISSION

Not applicable

SKILLS APPRAISAL

To be evaluated through the Office of the Registrar.

- Mature applicants only
- Skills Appraisal outcomes for admission to this program must be completed by the start of the first term.

Applicants must present ELA 30-1 (English 30) with a minimum grade of 50 per cent or complete the Skills Appraisal.

Writing: Applicants must successfully complete the writing portion OR complete any developmental work with a minimum grade of C- by the start of the first term.

Reading: Applicants must successfully complete the reading portion OR complete any developmental work with a minimum grade of C- by the start of the first term.

Math: Not applicable.

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

OTHER ADMISSION CRITERIA

Not applicable.

**The Admission Grade Point Average (AGPA)

The AGPA is calculated on post-secondary coursework completed in the most recent two terms of study if they contain a minimum of 24 credits of coursework. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes. If these two terms contain less than 24 credits of coursework, all work in the next most recent term(s) is included in the calculation until the minimum total of 24 credits of post-secondary coursework is reached. 6-credit courses that span both the Fall and Winter terms are considered winter courses and 6-credit courses that span both the Spring and Summer terms are considered Summer courses in these cases. For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

APPLICATION PROCESS

Please refer to page 19 for application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

PROGRAM OF STUDY

The BSc in Engineering Transfer Program is designed for transfer to the University of Alberta. Students considering transferring to other postsecondary institutions should familiarize themselves with the program requirements of those institutions. All students should consult the Bachelor of Science in Engineering Program

Advisors for information regarding transferability.

Year I

TERM I FALL TERM		INSTR.	HRS.	CR.
CHME 103	Introductory University Chemistry I	45:18:15		4.3
ENGG 100	Orientation to the Engineering Profession I	15:0:0		1
ENGG 130	Engineering Mechanics	45:30:0		4
MATH 100	Calculus I	45:26:0		4
PHYS 130	Wave, Motion, Optics and Sound	45:18:0		3.8
ENCP 100	Computer Programming for Engineers	45:36:0		3.8

Year I

TERM II WINTER TERM				
CHME 105	Introductory University Chemistry II	45:18:0		3.8
ENGL 199	Essentials of Writing for Engineering Students	45:0:0		3
ENGG 101	Orientation to the Engineering Profession II	15:0:0		1
ENPH 131	Mechanics	45:18:15		4.3
MATH 101	Calculus II	45:13:0		3.5
MATH 102	Applied Linear Algebra	45:13:0		3.5

PROGRAM ADVISING

The program advisors for the BSc in Engineering Transfer Program provide students assistance in matters related to program requirements and other academic matters. The BSc in Engineering Transfer Program advisors are located in Room 6-117 at the City Centre Campus. The BSc in Engineering Transfer Program strongly encourages students to seek advice in academic and program planning matters only from the BSc in Engineering Transfer Program advising staff (780) 497-4708.

Students who require counselling on matters of a personal nature should contact MacEwan's Student Resource Centre, Room 7-112A, City Centre Campus, (780) 497-5063/5064.

TRANSFER FEATURES OF THE BSC IN ENGINEERING TRANSFER PROGRAM

Students who complete year 1 at Grant MacEwan College with a CGPA of 2.0 on MacEwan's 4 point scale with a minimum of 30 successful Engineering transfer credits (**not including ENGG 100 and ENGG 101**) may continue to year 2 at the University of Alberta, Faculty of Engineering.

ACCURACY OF PROGRAM

Students are responsible for ensuring the accuracy and completeness of their program and registration. Updates on changes and information relevant to Engineering students are posted on the bulletin board in the Bachelor of Science reception area (Room 6-117 at City Centre Campus) and via student college email.

STUDENT FOR A DAY

Contact:
Dawn Philipoff
(780) 497-4520

FOR FURTHER INFORMATION

Email: engineering@macewan.ca
Josie O'Reilly
Program Advisor
(780) 497-5652

Clare Ard
Program Advisor
(780) 497-4500

Jessica Huff
Program Advisor
(780) 497-5839

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140

BACHELOR OF SCIENCE IN NURSING TRANSFER

(Faculty of Health and Community Studies)

www.macewan.ca/nursing

INTRODUCTION

MacEwan's School of Nursing offers exciting programming options designed for those aspiring to a professional career in Nursing. Through the current collaborative partnership with the University of Alberta, MacEwan offers the first two years of the four-year Bachelor of Science in Nursing degree program. The program is delivered at City Centre Campus and, on a rotational basis, at selected rural sites. This collaborative arrangement enables students to complete the first two years of the program with MacEwan then apply for transfer to the University for years three and four. An option presently exists for students to exit from the Bachelor of Science in Nursing Transfer program after second year and complete two additional terms through MacEwan to obtain a Diploma in Nursing. The option for diploma completion will continue as long as it remains within the mandate of the professional association.

MacEwan also offers a bridging program for Licensed Practical Nurses (LPNs) who wish to become Registered Nurses. The Nursing Articulation Program for LPNs is an eight-month bridging program that provides the equivalent of the first five terms of the Bachelor of Science in Nursing Transfer program. Admission to the articulation program necessitates meeting of the academic admission requirements – including prior completion of specified university-level courses – as well as active licensure and six months of recent employment as an LPN. Details about additional programming requirements are available at the following web site: www.macewan.ca/lpn

The Government of Alberta recently approved the college's revised mandate and officially recognized MacEwan for offering of baccalaureate degrees. The nursing curriculum is currently undergoing extensive review and changes to the curriculum are anticipated – possibly as early as

2007. As further information becomes available it will be posted on the program website and provided at program information sessions.

Program graduates are eligible to write the Canadian Registered Nurse Examination to become a Registered Nurse (RN).

CAREER POTENTIAL

Nursing is one of Canada's hottest career fields. Four years in a row, MacEwan's graduate surveys have shown that 100 per cent of our nursing graduates obtained employment in their field within six months of graduation. This means unprecedented opportunities for registered nurses to explore a variety of exciting career paths.

Playing a vital role in an ever-changing health care environment, nurses work collaboratively with other health professionals to promote and maintain health and to provide care for and support people through all stages of life. Diploma graduates start careers in hospitals and continuing care settings. Degree-holding nurses have greater career mobility and can expand into such fields as home care, community health, community mental health, and independent practice.

WHO SHOULD APPLY

This program is designed for dedicated individuals who are seeking a challenging career in the health care field. They have researched a variety of careers and becoming a Registered Nurse remains at the top of their list!

TRANSFERABILITY

Grant MacEwan College remains fully committed to promoting degree completion for all of our nursing students. Currently, nursing students with the required GPA may apply for transfer to the University of Alberta for years three and four. Should degree completion in Nursing become available at MacEwan, current transfer arrangements with the University of Alberta may change.

THE PROGRAM

The curriculum provides extensive theory and clinical practice, building on concepts from the discipline and practice of nursing, as well as from the physical, biological, medical and social sciences, and the humanities. Concentrated blocks of nursing practice experiences, scheduled in a variety of community and institutional settings, provide ideal opportunities to apply theory and further develop knowledge and skills. Whether completing with a diploma or degree, the program concludes with an intensive, extended clinical practice course that facilitates consolidation of learning and sets a strong foundation for a successful and fulfilling career in Nursing!

HEALTH AND COMMUNITY STUDIES INTERDISCIPLINARY CONFERENCE

This professional development conference focuses on developing new skills, investigating current trends, and sharing of experiences by leaders in the health and community services professions. All students are expected to attend the conference, which is held annually in March. A special conference fee is assessed when registering in the nursing program.

As stated in the calendar preface, the college "reserves the right to make any necessary changes in matters discussed herein including procedures, policies, calendar, curriculum, course content or emphasis, and costs, either to serve the best interests of the college, or because circumstances are beyond the college's reasonable control."

ACADEMIC ADMISSION CRITERIA

To be evaluated through the Office of the Registrar.

Applicants are encouraged to apply and submit transcripts early. Limited space is available and not all applicants who are eligible may be admitted.

When admission becomes competitive, academic performance is the primary criterion for admission. The academic profile required for a successful application varies between nursing programs, program sites and intake dates. Applicants should anticipate that admission is competitive.

REGULAR ADMISSION

Applicants must achieve a minimum overall average of 65 per cent in the following high school courses* with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Biology 30
3. Chemistry 30 or Science 30
4. One of: Pure Mathematics 30 (or Math 30), Mathematics 31, OR (Transitional Mathematics 101 with 75% or higher)
5. Group A, B or C subject

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA)** of 2.0 on a 4.0 scale.

MATURE ADMISSION

Applicants who are 21 years of age or older by the start of the first term and do not qualify under Regular Admission may be admitted under Mature Admission. Applicants must achieve a minimum overall average of 65 per cent in the following high school courses* with no course grade lower than 50 per cent:

1. ELA 30-1 (or English 30)
2. Biology 30
3. Chemistry 30 or Science 30
4. Group C subject

Applicants with nine or more university-level credits must also present a minimum 2.0 AGPA** on a 4.0 scale.

* University-level post-secondary substitutions may be used for meeting of matriculation-level course requirements for Regular and Mature admission.

TRANSFER ADMISSION

Applicants who have achieved a minimum 2.0 AGPA** on a 4.0 scale in 24 university transfer credits may apply under this category. Applicants must also have the requisite high school courses with no course grade lower than 50 per cent. (Equivalent university transfer coursework may be evaluated instead if applicants have achieved at least a C-) As program admission is competitive, applicants in this category must achieve an AGPA which equates to the competitive average used for regular or mature admission.

Please note that:

- Applicants who have had a break in the continuity of their nursing program or who completed a portion of a nursing program through another institution may have additional course requirements to establish course currency and/or course equivalence.
- Applicants who have been required to withdraw more than once from any accredited post-secondary program or institution will not be considered for admission or readmission to the program.

**Admission Grade Point Average (AGPA)

The AGPA is calculated on post-secondary coursework completed in the most recent two terms of study if they contain a minimum of 24 credits of coursework. If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes. If these two terms contain less than 24 credits of coursework, all work in the next most recent term(s) is included in the calculation until the minimum total of 24 credits of post-secondary coursework is reached. 6-credit courses that span both the Fall and Winter terms are considered Winter courses and 6-credit courses that span both the Spring and Summer terms are considered Summer courses in these cases. For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

Note: Applicants who have an AGPA below 2.0 on the 4.0 scale, but have been out of school for at least three calendar years will be considered for admission by either the Regular or

Mature Admission requirements. In this circumstance only, the AGPA is disregarded for admission purposes.

SKILLS APPRAISAL

Not applicable

ENGLISH LANGUAGE PROFICIENCY

To be evaluated through the Office of the Registrar.

All admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan's full-time calendar or online at www.macewan.ca

SPOKEN ENGLISH PROFICIENCY REQUIREMENTS

To be evaluated through the Office of the Registrar.

All admission categories

Applicants who speak English as a second language – regardless of citizenship – are required to submit official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation.

The following are accepted requirements as proof of Spoken English Proficiency:

- Six full years of education in English in Canada or the equivalent in another country where English is the principal language. Such education must include Alberta Grade 12, or equivalent level, and can combine secondary and post-secondary training.
- A sufficient grade achieved at an institution at which English is the primary language of instruction:
 - 80 per cent or better on the diploma examination portion (only) of Alberta English 30 or
 - 5.0 on the International Baccalaureate Higher Level English course
 - 5.0 on the Advanced Placement English (Language Composition: Literature and Composition) course or
 - B or better in ENGL 101 or transfer equivalent

- Graduation from a degree program offered by an accredited university at which English is the primary language of instruction and in a country where English is the principal language.
- A score of at least 50 on the Test of Spoken English (TSE)

OTHER ADMISSION CRITERIA

To be evaluated through the Program Office

All admission categories

All applicants who were enrolled in a nursing program within the last five years that was not completed are required to submit the following:

- A letter of reference from the program chair

Conditionally accepted applicants are required to submit the following:

- Health record indicating acceptable physical and emotional health status for applicants to undertake all program requirements and to meet the requirements of clinical agencies with regard to patient safety, to be completed by the start of the first term.
- Immunization record meeting provincial regulations for health care workers. The first in Hepatitis B series and all other immunizations must be completed by the start of the first term; full Hepatitis B series must be completed by six months from the program start date.
- Current CPR – Basic Rescuer Level (Level C) certification completed by the start of the first term.
- Current Standard First Aid certification completed by the start of the first term.
- Current clear Security Clearance by the start of the first term.

Applicants will be invited to a program information session.

APPLICATION PROCESS

Please see page 19 for details on the application process.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

PROGRAM PERFORMANCE STANDARDS

In order to assist students as early as possible to assess their ability to continue in the nursing program, the following policies are in effect:

- Students may be directed to the Learning Skills Centre for assessment and remedial work when a difficulty is perceived in theory courses. This direction is highly recommended to ensure successful continuation with the program.
- Students may be advised to meet with a counselor to review their career choices and expectations, if their behaviours do not exemplify the responsible and caring roles of a nurse.

PROGRAM OF STUDY

Preamble

Note 1: A minimum grade of C– is required for ALL program courses. A minimum cumulative grade point average of 2.0 is required for progression between academic years at MacEwan and for receipt of a Diploma in Nursing.

Note 2: To facilitate success in the nursing program, students should expect to do a minimum of 2 hours of independent research/study for each hour of course content.

Note 3: Concepts from nursing and other disciplines will be integrated within scenarios in Nursing in Context courses. Content includes the discipline and practice of nursing; e.g., communication; nursing process; growth and development; health assessment, teaching and learning; client as individual, family, small group or aggregate; leadership and management; trends and issues and historical aspects; as well as concepts from the physical sciences (psychology and statistics), medical sciences (anatomy, physiology, epidemiology, medical microbiology, pathophysiology and pharmacotherapeutics), social sciences (psychology, sociology, family, and political science) and humanities (English and philosophy).

Note 4: Within each year of the nursing program, nursing practice experiences are provided in both community and institutional settings. For years 2, 3 and 4, students may start the term with either the Nursing in Context seminar course, or the Nursing Practice clinical course.

Note 5: Students taking years 1 and 2 of the program at MacEwan complete PSYC 104 (3 credits) and PSYC 105 (3 credits), whereas students commencing the program at the University of Alberta complete PSYC 106 (3 credits) and INTD 410 (3 credits).

Note 6: Terms VII through XI of the Degree Completion Option apply to years 3 and 4 of the program and are completed at the U of A. Refer to the current U of A Calendar for detailed information for years 3 and 4. Those completing through the degree route “must take one of the following: NURS 397 and 497; or NURS 301 and STAT (*3)” (2005/2006 U of A Calendar).

Note 7: Senior Electives (for Degree Completion only): Students are encouraged to select appropriate senior electives based on professional needs and interests. “Senior electives are courses numbered 200 to 490, normally have university-level prerequisites, and are normally taken after the first year” (2005/2006 U of A Calendar).

Note 8: Students have six years from the time of admission to Year One to complete requirements for a baccalaureate degree in Nursing.

Note 9: Students are responsible for arranging their own transportation for required program activities. Any costs incurred for meals, travel and accommodation for program activities remain the responsibility of the student. Students should expect that required field placement (nursing practice) experiences will be within a 150 kilometer radius of the program site; thus, daily access to a vehicle is highly recommended. Students at rural program sites may require further travel for one or two clinical courses in the latter part of the program.

Note 10: Students must be fitted for an N95 mask as a prerequisite for clinical experiences, and will need to be refitted in accordance with health region requirements. All costs associated with these fittings are the student’s responsibility. Further details will be provided in advance of the first clinical course.

Note 11: A clear security clearance is required for program admission. In addition, students are responsible for obtaining current security clearance checks at intervals specified by clinical agencies and for making these available,

upon request, to their field placement agency representative. Students must be able to satisfy agency requirements as a prerequisite for field placement experiences. Costs associated with obtaining security clearance checks are the responsibility of the program applicant/student.

DEGREE COMPLETION OPTION

Year I

TERM I		INST. HRS.	CR.
ENGL 108	Introduction to Language and Literature	45:0:0	3
HLSC 120	Human Anatomy	45:0:0	3
NURS 118	Elementary Physiology - Part I	45:0:0	3
NURS 190	Nursing in Context A	60:30:0	7
NURS 194	Nursing in Context A1	42:21:0	5

TERM II

HLSC 220	Pharmacology for Health Professionals	45:0:0	3
MMID 133	Medical Microbiology and Infectious Diseases	45:0:0	3
NURS 118	Elementary Physiology - Part I (cont'd)		
NURS 191	Nursing Practice I	10.5:0:56	2
NURS 195	Nursing Practice II	21:0:144	5
SOCI 100	Introductory Sociology	45:0:0	3

TERM III

PSYC 104	Introductory Psychology	45:0:0	3
----------	-------------------------	--------	---

Year II

TERM IV

NURS 228	Elementary Physiology - Part II	45:0:0	3
NURS 290	Nursing in Context B	42:21:0	5
NURS 291	Nursing Practice III	21:0:196	7

TERM V

NURS 294	Nursing in Context B1	42:21:0	5
NURS 295	Nursing Practice IV	21:0:196	7
PSYC 105	Individual and Social Behaviour	45:0:0	3

TERM VI

Elective (senior)		45:0:0	3
-------------------	--	--------	---

Year III (University of Alberta)

TERM VII

NURS 390	Nursing in Context C	42:21:0	5
NURS 391	Nursing Practice V	21:0:196	7
NURS 397	Nursing Research and Statistics I	18:0:10	2
PHIL 388	Philosophy and Nursing I	18:0:0	1.5
POLS 321	Politics of Health Care in Canada I	18:0:0	1.5

TERM VIII

NURS 394	Nursing in Context C1	42:21:0	5
NURS 395	Nursing Practice VI	21:0:196	7
PHIL 398	Philosophy and Nursing II	18:0:0	1.5
POLS 322	Politics of Health Care in Canada II	18:0:0	1.5

TERM IX

Elective (senior)		45:0:0	3
-------------------	--	--------	---

Year IV (University of Alberta)

TERM X

NURS 490	Nursing in Context D	42:21:0	5
NURS 491	Nursing Practice VII	21:0:196	7
NURS 497	Nursing Research and Statistics II	39:0:14	4

TERM XI

NURS 494	Nursing in Context D1	28:12:0	3
NURS 495	Nursing Practice VIII	10:0:340	9

Diploma Completion Option

Year I

TERM I

ENGL 108	An Introduction to Language and Literature	45:0:0	3
HLSC 120	Human Anatomy	45:0:0	3
NURS 118	Elementary Physiology - Part I	45:0:0	3
NURS 190	Nursing in Context A	60:30:0	7
NURS 194	Nursing in Context A1	42:21:0	5

TERM II

HLSC 220	Pharmacology for Health Professionals	45:0:0	3
MMID 133	Medical Microbiology and Infectious Diseases	45:0:0	3
NURS 118	Elementary Physiology - Part I (cont'd)		
NURS 191	Nursing Practice I	10.5:0:56	2
NURS 195	Nursing Practice II	21:0:144	5
SOCI 100	Introductory Sociology	45:0:0	3

TERM III

PSYC 104	Introductory Psychology	45:0:0	3
----------	-------------------------	--------	---

Year II

TERM IV

NURS 228	Elementary Physiology - Part II	45:0:0	3
NURS 290	Nursing in Context B	42:21:0	5
NURS 291	Nursing Practice III	21:0:196	7

TERM V

NURS 294	Nursing in Context B1	42:21:0	5
NURS 295	Nursing Practice IV	21:0:196	7
PSYC 105	Individual and Social Behaviour	45:0:0	3

Year III

TERM VI

NURS 390	Nursing in Context C	42:21:0	5
NURS 391	Nursing Practice V	21:0:196	7

TERM VII

NURS 329	Nursing Practice VI - Diploma Completion	0:0:160	4
----------	--	---------	---

TERM VIII

NURS 398	Transition to the Graduate Role	24:12:0	3
NURS 330	Nursing Practice VII - Diploma Completion	0:0:280	5

A minimum course grade of C- is required on all program courses for graduation.

RESIDENCY REQUIREMENT

At least 50 per cent of the credit towards the credential for this program shall consist of courses completed through Grant MacEwan College.

FACULTY AND STAFF

Heather Montgomerie, PhD, RN
Chair -Nursing Programs

Marian Anderson, MEd, RN
Program/Curriculum Advisor

FACULTY

See University Studies Faculty List

FOR FURTHER INFORMATION AND APPLICATIONS

(780) 497-5700

Website: www.macewan.ca/nursing

TO APPLY

The Registrar
Grant MacEwan College
Box 1796, Edmonton, Alberta T5J 2P2
(780) 497-5140



BACHELOR OF PROFESSIONAL ARTS IN COMMUNICATION STUDIES

(Grant MacEwan College in Partnership with Athabasca University)

INTRODUCTION

The Bachelor of Professional Arts (BPA) in Communication Studies is the first applied degree of its type in Canada. This innovative degree enables students holding a two-year diploma (or equivalent) in Digital Arts and Media, Information Management and Library Technology, Journalism, Legal Assistant, Arts and Cultural Management, Public Relations, or Design Studies from MacEwan to continue their studies with Athabasca University to earn a university degree.

The diploma programs offered through MacEwan provide realistic, practical training to prepare students for their future:

Arts and Cultural Management Program – This practical and innovative 10-month program prepares students for management careers (in either the not-for-profit or profit sector of the arts) including marketing, fundraising, volunteer management, and publicity.

Digital Arts and Media (Final intake was Sept. 2004) – Using the latest technology, students are prepared to meet the growing demand for knowledgeable and skilled audiovisual personnel in business, industry, health care, government, and education.

Information Management and Library Technology – Using a practical, hands-on approach, students learn the skills necessary for the appropriate organization and retrieval of information in a variety of formats for a wide range of clientele.

Journalism – Realistic, practical training, prepares students for careers as reporters.

Legal Assistant – This program prepares graduates to work in paralegal positions in law offices. Graduates work under the supervision of a legal practitioner as they assist in a variety of areas of law including litigation, land transactions, and corporate procedures.

Public Relations – This fast-paced, intensive program helps students develop superior written and oral communications skills in preparation for employment in business, government, service industries, and not-for-profit organizations.

Design Studies (formerly Visual Communication Design) – This demanding design-based program prepares students for fulfilling careers in the visual communication industries. Students can choose from five majors: Design and Digital Media, Design and Exhibit Presentation, Design and Illustration, Design and Photography, and Design and Motion Image.

CAREER POTENTIAL

The Communication Studies degree provides students with the opportunity to advance their career in their chosen field by expanding the breadth and depth of their knowledge, something employers now demand for senior management positions. The degree builds upon students' experience by offering senior university courses in communications, arts, and social sciences.

TRANSFERABILITY

Athabasca University's Bachelor of Professional Arts in Communication Studies Degree is open to students who have graduated with a two-year college or technical institute diploma program in a communications-related field, including the MacEwan programs of Digital Arts and Media, Information Management and Library Technology, Journalism, Legal Assistant, Public Relations or Design Studies. The program provides students with two years of senior arts and social science courses and a major in communication studies courses for a total of 60 course credits. Combining these credits with the 60 transfer credits from a college or technical institute or university diploma or degree, students achieve the 120 course credits necessary for the 4-year BPA degree.

THE PROGRAM

Communication Studies courses at Athabasca University are offered at a distance using delivery methods that include print packages and telephone tutorials. Many courses include computer conferencing; television, video, or audio cassettes; computer-assisted learning, audio conferencing; and the Internet. Each 3-credit course is allotted up to six months for completion, leaving students free to set their own study schedule.

On-site courses are offered on a trimester basis: fall, winter, and spring/summer. There are no start dates for home study and students have up to six months to complete one course.

ADMISSION REQUIREMENTS

Students must be graduates of a two-year college or technical institute diploma program in a communications-related field.

Students with university credit or a combination of credits and significant professional experience may also be eligible for admission to the program. Students with non-formal training in the area of communications and/or significant work experience in the area may obtain entry to the program using prior learning assessment.

FOR FURTHER INFORMATION

For specific information about the diploma programs transferable to this degree, contact these programs directly:

Arts and Cultural Management
(780) 497-4415

Information Management and Library
Technology (780) 497-5276

Journalism (780) 497-5614

Legal Assistant (780) 497-5092

Public Relations (780) 497-5389

Design Studies (780) 497-4312

For specific information about the BPA in Communication Studies contact:
(780) 497-3405 or toll free
1-800-788-9041

Fax: (780) 497-3411

Website: www.athabascau.ca/htmlprograms.htm

BACHELOR OF PROFESSIONAL ARTS IN CRIMINAL JUSTICE

(Grant MacEwan College in Partnership with Athabasca University)

INTRODUCTION

2 yr Grant MacEwan College diploma in either Correctional Services, Police Studies, or Investigations and Security Management Studies, Police and Security Program

+
2 yr with Athabasca University
= Bachelor of Professional Arts in Criminal Justice

The Bachelor of Professional Arts (BPA) Criminal Justice Degree is a collaborative degree program between Grant MacEwan College and Athabasca University. This new and innovative program is designed for students who have completed a two-year diploma program in Correctional Services, Police Studies, or Investigations and Security Management Studies at Grant MacEwan College.

One of the greatest advantages to students pursuing this degree is the flexible delivery of the courses.

Students may choose from on-site courses offered at various times throughout the year, or set their own study schedule with the home study option.

The diploma programs offered through Grant MacEwan College which transfer as the first two years of the degree are:

- Correctional Services -This program equips graduates to work in a variety of positions in the corrections field: institutions and community-based agencies, with adult and young offenders.
- Investigations and Security Management Studies, Police and Security Program – Develop the skills needed to meet the growing demand of career opportunities in the security field: private investigators, municipal enforcement officers, government investigators, emergency planners, or security managers.

- Police Studies, Police and Security Program – This challenging and rewarding two-year diploma is designed for individuals seeking employment with the RCMP, municipal police forces across Canada, CN Railway Police, and the Canadian Forces Military Police.

THE PROGRAM

The program provides students with an additional two years of arts and administrative study courses along with specialized senior courses in criminal justice for a total of 60 course credits. Combining these credits with the 60 transfer credits from a diploma program such as the Correctional Services, Police Studies, or Investigations and Security Management Studies at Grant MacEwan College, students achieve the 120 course credits necessary for the BPA Criminal Justice degree. Courses are offered on-site at Grant MacEwan College's City Centre Campus. The program is also available through home-study. There are no start dates for home study and students have up to six months to complete one course.

CAREER POTENTIAL

The Criminal Justice degree provides students with increased opportunities for employment and career advancement in their chosen field by expanding the breadth and depth of their knowledge. It builds upon students' experiences by offering senior university courses in criminal justice, administration, and arts, which employers now demand for senior management positions in policing, correctional services, customs, and law and security.

ADMISSION REQUIREMENTS

Athabasca University's Bachelor of Professional Arts in Criminal Justice Degree Program is open to students who have graduated with a two-year accredited diploma in criminal justice from Grant MacEwan College (Correctional Services Program, Police Studies, or Investigations and Security Management Studies), or equivalent. The BPA Criminal Justice Program has no enrolment limitations.

APPLICATION PROCESS

Applications are accepted on a continuous basis. The application fee is \$60.

FOR FURTHER INFORMATION

For specific information about the Grant MacEwan College diploma programs transferable to this degree, contact these programs directly for check their websites:

Correctional Services Program: (780) 497-5296 or www.macewan.ca/corrections

Police Studies: (780) 497-5186 or www.macewan.ca/police

Investigations and Security Management Studies: (780) 497-5186 or www.macewan.ca/investigations

For further information on the Bachelor of Professional Arts (BPA) Criminal Justice at Athabasca University, contact: (780) 470-4270

Information Centre toll free: 1-800-788-9041

Web site: www.athabascau.ca
Email: curtisc@athabascau.ca



UNIVERSITY STUDIES INFORMATION

ACCURACY OF PROGRAM

It is the responsibility of students to ensure the accuracy and completeness of their program and registration. Students are strongly encouraged to familiarize themselves with the University of Alberta calendar, which is available for purchase from the MacEwan Bookstore. Reference copies are located in Learning Resource Centres (LRCs), the Student Resource Centre (7-112A), and the information centres.

For a list of all courses transferable in the Province of Alberta, students should check the Alberta Transfer Guide. Reference copies are available in the LRC at City Centre Campus and the Student Resource Centre (7-112A). The Registrar's office at the City Centre Campus has copies available for distribution. These guides are also available from:

Alberta Council on Admissions
and Transfer
430, 9942 -108 Street
Edmonton, Alberta T5K 2J5
(780) 422-9021
www.acat.gov.ab.ca

COURSE LOAD

The normal full course load is five courses per term, unless otherwise stated. Students may attend either part-time or full-time; however, taking a full course load is encouraged unless extenuating circumstances prevail. For student loan purposes, students registered in nine or more credits per term are classified as full-time and students with less than nine credits are considered part-time during fall and winter terms. For spring and summer terms, registration in five credits is required to maintain full-time status (or 3 credits if the course is condensed). In order to obtain a student loan, receive bursaries or participate on ACAC teams, full-time status must be maintained.

Students are strongly encouraged to complete 30 credits at the junior level (100 – 199) before registering in senior level (200 and above) courses.

When choosing courses, the calendar of the university to which you intend to transfer should be consulted for program requirements. Courses may then be selected from those offered at Grant MacEwan College, ensuring that you have met any required prerequisites. For advice and final course selection approval, consult your Program Advisor.

DEADLINES

The deadlines for adding and withdrawing from courses are strictly adhered to and are listed in the academic schedule. To add or withdraw from a course, an add/drop form must be completed. This form must include the signature of the Program Advisor or Chair. Non-attendance in a course is not a withdrawal and, unless the proper form has been submitted (along with an authorized signature), a final grade, based on the coursework completed, will be assigned.

RE-TAKING COURSES

A student may not register in a course in which credit has previously been received (a grade of "C-" or higher). This is in keeping with guidelines for the University of Alberta. Students planning to attend the University of Lethbridge may repeat coursework to improve their grade point average.

MAXIMUM TRANSFER CREDIT

For most programs, a maximum of 10 full course equivalents (60 credits) may be completed before transferring to the U of A, U of L, or U of C.

TRANSFER TO A UNIVERSITY

Students must apply to the university to which they would like to transfer. Entrance requirements vary among universities, and among programs within an institution; therefore, students should consult the calendars of their preferred universities to determine the specific entrance requirements.

Calendars for post-secondary institutions in Alberta, and many outside Alberta, are available for examination in the LRC, the Student Resource Centre (7-112A) and from Program Advisors.

The Alberta Transfer Guide provides a listing of courses offered at Grant MacEwan College, which are transferable to other postsecondary institutions in Alberta. Students may obtain more detailed information on institutions by contacting:

Registrar's Office
University of Alberta
Edmonton, Alberta T6G 2J7
(780) 492-3111
www.ualberta.ca

Registrar's Office
The University of Calgary
2500 University Drive N.W
Calgary, Alberta T2N 1N4
(403) 220-6645
www.ucalgary.ca

Registrar's Office
University of Lethbridge
Lethbridge, Alberta T1 K 3M4
(403) 329-2231
www.uleth.ca

Registrar's Office
Athabasca University
Box 10,000
Athabasca, Alberta
T0G 2R0 (780-675-6168 or
1-800-272-5696 (Alberta only)
www.athabascau.ca

There is no formal agreement with universities outside of Alberta on the transferability of coursework. Students must contact the university of their choice for further information. It is suggested that students seek advice from their Program Advisor when determining the entrance requirements of the universities to which they plan to apply.

For further information see also transfer features in the description of each program.

OPEN STUDIES STUDENTS AT THE UNIVERSITY OF ALBERTA

A student may take six credits per term at the University of Alberta, as an open studies student.

This status allows one to take a course without being accepted into a specific faculty and without supplying the university with transcripts, unless needed to show proof of having met any required prerequisites. Also, students must meet English language proficiency requirements. Open studies application forms are available at the University of Alberta. A reference copy of the list of courses available to open studies students can be obtained from a Program Advisor.

Note: Students who have been required to withdraw from any post-secondary institution are allowed to take courses as an open studies student at the University of Alberta after successfully completing 15 credits (C- or better)

UNIVERSITY STUDIES FACULTY

- Orla Aaquist**
PhD Astrophysics
- Cathy Adams**
MEd Adult Education
- Terri Aihoshi**
MA Anthropology
- Sharon Alberda**
MEd, RN
- Marian Allen**
MA English
- Marian Anderson**
MEd, RN
- Michelle Andrews**
MCA Correctional Services
- Fiona Angus**
PhD Sociology
- Harrison Applin**
MEd, RN, Provisional PhD candidate
- Clare Ard**
MA Comparative Literature
- Fay Avon**
BScN, RN
- Cheryl Barabash**
MEd, RN
- Nancy Barnes**
BScN, RN
- Marcel Berard**
MSc Computing Science, MSc Physics
- Tami Bereska**
PhD Sociology
- Edna Berg**
MEd, RN
- Marilynn Berg**
MEd, RN
- Ion Bica**
PhD Applied Mathematics
- Gary Biggs**
MBA Organizational Analysis
- Victor Bilodeau**
BEd, BSc, MBA
- Brenda Blakey**
MBA, CMA, BA
- Judith Bode**
MA German
- Danin Bodnar**
MEd, RN
- Linda Bonifacio**
MSc, RN
- Michele Bourgeois**
MEd, RN
- Sharon Bratt**
MEd Instructional Technology
- Brian Brookwell**
MSc Computing Science
- Diane Brouwer**
BEd BA English
- Lynda Brown**
BPE
- Shelly Brownlee**
BA
- David Buchanan**
PhD English
- Louise Bureau**
MA, Child and Youth Care
- Shelly Buckley**
MScOT
- Bernice Burkhardt**
M Counselling, RN
- Karen Buro**
PhD Statistics
- Margaret Ann Cameron**
MEd, RN
- Wendy Carey**
BScN, RN
- John Casey**
PhD Sociology
- Paul Chahal**
PhD Exercise Physiology
- Maxine Chartrand**
MN, RN
- Linda Cook**
MEd, RN, Provisional PhD Candidate
- Robin Cooper**
BScN, RN
- Elaine Cox**
BScN, RN
- Grace Cretain**
BScN, RN
- Cheryl Crocker**
PhD, Zoology
- Isabelle Darrach**
MEd, RN
- Mrinal Das**
PhD Zoology
- Dawn Davis**
BScN, RN
- Mark Degner**
MSc Zoology
- Colleen Densmore**
BScN, RN
- Nancy Digdon**
PhD Psychology
- Donna Dorsey**
MA Philosophy
- Joylnn Downing**
MSc, RN
- Megan Easterbrook**
PhD Psychology
- Jannie Edwards**
MA English
- Monika Edwards**
BA Classics, BEd
- Sandra Edwards**
BScN, RN
- Robert Einarsson**
PhD English
- Linda Ellsworth**
BScN, RN
- Sheila Erickson**
BScN, RN
- Pamela Farvolden**
PhD English
- Don Fisher**
PhD English
- Judy Flanagan**
MAdEd, RN
- Colette Foisy-Doll**
BScN, RN
- Danielle Foisy**
BScN, RN
- Joseph Fong**
PhD Economics
- Joan Forgeron**
BScN, RN
- Brad Forst**
BA Sociology
- Roxanne Fox**
BScN, RN
- Georgina Fysh**
Edd, RN
- Jayne Gackenbach**
PhD Psychology
- Melanie Gates**
BScN, RN
- Lucio Gelmini**
PhD Chemistry
- Shantha George**
BScN, RN
- Craig Gnauck**
MA, Child and Youth Care
- Mary Lynne Gokiart**
PhD, Child and Youth Care
- Alfred Graf**
MN, RN
- Darlene Grannary**
BScN, RN, MN
- David Grant**
PhD English
- Evan Hackett**
PhD Physics
- Margaret Hadley**
MN, RN

- David Hannis**
MSW, RSW, Social Work, Human Service Administration
- Cathy Harlan**
MScN, RN
- Barbara Heather**
PhD Sociology
- Doug Heckbert**
MA, Correctional Services
- Shirley Henderson**
BN, RN
- Michael Henry**
MBA, Commerce and Management
- Karen Heslop**
MEd, Human Service Administration, Rehabilitation Practitioner
- Robert Hilts**
PhD Chemistry
- Chery Ann Hoffmeyer**
PhD, MSN, BScN, RN
- Bette Hogg**
BScN, RN
- Karen Holubetz**
BScN, RN
- Tiina Hohn**
MSc Mathematics
- Elizabeth Hollis-Berry**
PhD English
- Lynne Honey**
PhD Psychology
- Andrew Howell**
PhD Psychology
- Jessica Huff**
BEd Elementary Education
- Diane Ilesic**
BScN, RN
- Bob Irwin**
PhD History
- Muhammad Islam**
PhD Statistics
- Shahidul Islam**
PhD Agricultural Economics
- Deirdre Jackman**
BScN, RN, MN
- Donna Jamieson**
MA, Certified CYCW, Child and Youth Care
- Roy Jensen**
PhD Physical Chemistry
- Genevieve Johnson**
PhD Educational Psychology
- Sharon Johnson**
MSc, RN
- Kathy Jones**
PhD, RN
- Madeline Jones**
MN, RN
- Dave Kato**
MA Sports Medicine/Exercise Physiology
- Marlene Kaup**
MEd, RN
- Bev Kenney**
MSc
- Renata Kidd**
BA, Human Service Administration
- Renata Knos**
MA French
- Allan Knowles**
MSW, RSW, Social Work
- Sandra Kostashuk**
MAdEd, RN
- Maria Kozakiewicz**
PhD Classical Archeology
- Marnie Kramer-Kile**
BScN, RN
- Kari Krell**
BScN, RN
- Suzie Lai**
BScN, RN
- Romuald Lakowski**
PhD English Literature
- Tina Lazaruk**
BScN, RN
- Natalie Lafaire**
BA
- Nick Lehtola**
PhD Civil Engineering
- Merry Jo Levers**
BScN, RN, MN
- Ernest LeVos**
PhD History
- Rick Lewis**
PhD Zoology
- Sen Lin**
PhD Political Science
- Shelley Lorimer**
PhD Mechanical Engineering, PEng
- Paul Lumsden**
PhD English
- Mark Lund**
MSc Physical Education
- Tina Maat**
BScN, RN
- Amin Malak**
PhD English
- Nicole Malloy**
MSc Computing Science
- Maritza Mark**
MA Spanish
- Diane Martin**
MEd, RN
- Carole Massing**
PhD, Human Service Administration
- Duane Massing**
PhD, RSW, Social Work
- Colleen Maykut**
BScN, RN, MN
- Michelle McCurdy**
MSc Physics
- Mandy McDonald**
BScN, RN
- Stuart McDonald**
PhD, Rehabilitation Practitioner
- David McFadyen**
PhD Molecular Biology and Genetics
- David McLaughlin**
PhD Mathematics
- Nicole McLellan**
BA Psychology
- Janice McNeil**
BScN, RN
- Doug McRae**
BScN, RN
- Ron Meleshko**
PhD Computing Science
- Chaldeans Mensah**
PhD Political Science
- Marilyn Meyer**
MSc, RN
- Marie Middleton**
MEd, RN
- Barbara Migaj**
PhD Chemistry
- Kathleen Miller**
BScN, RN
- Leah Milton**
BN, OHNC
- Joanne Minaker**
PhD Sociology
- Peter Mitchell**
PhD English
- Heather Montgomerie**
PhD, RN
- Pat Moore-Jushwishin**
MBA, Human Service Administration
- Patrick Morris**
MA Philosophy
- Shelia Mozejko**
MBA, Commerce and Management
- Angela Naidu**
BEd
- Yuwaraj Narnaware**
PhD Physiology and Endocrinology
- Pat Ness**
MEd, RN, Nursing
- Judy Neves-Saccomanno**
BScN, RN
- Stacy Norrbom**
BA Psychology
- Alice Nycholat**
BScN, RN
- Sean O'Connell**
MA Philosophy, PhD Educational Psychology

- John O'Connor**
MSc Statistics, MSc Mathematics
- Barry Olsen**
BScN, RN
- Josie O'Reilly**
BSc Psychology
- Glenda Paisley**
BScN, RN
- Jack Park**
MSc Physical Geography, MA Geography
- David J. Patterson**
LLB, Police and Security
- Kingsley Payne**
PhD, Child and Youth Care
- Lawrence Peta**
MSc Psychology
- Dolores Peterson**
MBA, CMA
- Jack Phelan**
MS, Certified CYCW, Child and Youth Care
- Pat Picketts**
MEd, RN
- Odette Pinto**
MBA, International Business
- Michelle Pollard**
BA Psychology
- Cristina Popescu**
PhD Applied Mathematics
PhD Probability and Statistics
- Russ Powell**
PhD Psychology
- Pauline Power**
BScN, RN
- Bonne Prior**
PhD candidate, Rehabilitation Practitioner
- Cynthia Puddu**
MSc Physical Education
- Peter Puplampu**
PhD Sociology
- Susan Poonai**
MN, MEd, RN
- Kathleen Quinn**
MS, RSW, Social Work
- Patricia Rakochev**
MN, RN
- Christy Raymond**
MEd, RN
- Andrea Reber**
BN, RN
- Jack Robinson**
PhD English
- Pat Roddick**
MAdmin, RN
- Sandra Rollings-Magnusson**
PhD Sociology
- Suzette Roy**
MN, RN
- Daris Ruest**
BN, RN
- Cristina Ruiz Serrano**
MA Linguistics, MA Philology
- Kerry Rusk**
BScN, RN
- Sharon Ryan**
MA, BComm
- Iлона Ryder**
MA English
- Dolf Ryks**
PhD Psychology
- Manzar Saberi**
PhD Organic Chemistry
- Frank Saccucci**
MBA, BComm
- Janice Sadownyk**
MEd, RN
- Binthi Samuel**
PhD
- Melike Schalomon**
PhD Neuroscience
- Nicole Schmaltz**
BN, RN
- Myrna Schmidt**
BA, MEd, Police and Security
- Jim Seethram**
MBA, BComm
- Claudia Seiler**
BScN, RN
- Ross Shaw**
PhD Zoology
- Mary Sheppard**
MSc Analytical Chemistry
- Lyndia Shih**
BScN, RN
- Claire Sinclair**
BScN, RN
- Cynthia Smith**
MHSA, BPE
- Rita Smith**
MEd, RN
- Jayne Smitten**
MEd, RN
- Maria Smyth**
MSW, RSW, Social Work
- Mark Solomonovich**
PhD Mathematics, Physics
- Joe Sombach**
MSW, Correctional Services
- Teri Spronk**
MSW, RSW, Social Work
- Deborah Sterling-Bauer**
BScN, RN
- Ruth Stewart**
MEd, RN
- Mike Stock**
PhD Zoology
- Debbie Styles**
MEd, RN
- Ibrahim Sumrain**
PhD Instructional Technology
- Margaret Swedish**
BScN, RN
- Diane Symbaluk**
PhD Sociology
- Lorraine Taggart**
BScN, RN
- John Tanasichuk**
PhD, C.Psych
- Barb Tarnowski**
MN, RN
- Patti Telford**
M Health Studies, RN
- William Thompson**
PhD English
- John Valentine**
MA Canadian Studies, MA Physical Education
- Marina Vettergreen**
MEd, RN
- Petr Vogels**
MSW, RSW, Social Work
- Cathy Walsh**
MSc Biomechanics
- David Watson**
PhD Psychology
- Tim Weinkauff**
MEd, Human Service Administration
- Trish Whelan**
BScN, RN
- Barbara Whetstone**
MSc Health Promotion, RN
- Gail Wilkinson**
BScN, RN
- Claudette Williams**
BScN, RN
- Barbara Wilson**
MEd, RN
- Shannon Wisdom**
BScN, RN
- Darryl Wishnowski**
BN, RN
- Jonathan Withey**
DPhil Chemistry
- Robert Woznura**
PhD English
- Randy Wojtowicz**
PhD Philosophy
- Sue Wong**
BScN, RN
- Marianne Wright**
MA, RSW, Social Work
- Melissa Wright**
BScN, RN

Sam Yakimishyn
MA French

Gord Youzwshyn
MSc Zoology

Nataliya Zadorozhna
PhD Mathematics

Edith Zdrodowski
BScN, RN

Cynthia Zutter
PhD Anthropology

Brian Zwicker
MBA, Accounting

FACULTY OF ARTS AND SCIENCE DEPARTMENTS

English Department

Marian Allen
Chair
MA English

Barbara North
Chair
MA English

Diane Brouwer
Instructional Assistant
BEd, BA English

Instructors

David Buchanan
PhD English

Jannie Edwards
MA English

Robert Einarsson
PhD English

Pamela Farvolden
PhD English

Don Fisher
PhD English

David Grant
PhD English

Elizabeth Hollis-Berry
PhD English

Romuald Lakowski
PhD English Literature

Susan Lieberman
MA English Literature

Paul Lumsden
PhD English

Amin Malak
PhD English

Peter Mitchell
PhD English

Jack Robinson
PhD English

Ilona Ryder
MA English

William Thompson
PhD English

Robert Woznura
PhD English

Humanities Department

Randy Wojtowicz
Acting Chair
PhD Philosophy

Judith Bode
Instructor/Instructional Assistant
MA German

Instructors

Donna Dorsey
MA Philosophy

Bob Irwin
PhD History

Renata Knos
MA French

Maria Kozakiewicz
PhD Classical Archeology

Ernest LeVos
PhD History

Maritza Mark
MA Spanish

Sean O'Connell
MA Philosophy/PhD Educational Psychology

Cristina Ruiz Serrano
MA Linguistics, MA Philology

Sam Yakimishyn
MA French

Anthropology, Economics and Political Sciences Department

Cynthia Zutter
Chair
PhD Anthropology

Michelle Pollard
Instructional Assistant
BA Psychology

Instructors

Terri Aihoshi
MA Anthropology

Joseph Fong
PhD Economics

Shahidul Islam
PhD Agricultural Economics

Sen Lin
PhD Political Science

Shahram Manouchehri
PhD Economics

Chaldeans Mensah
PhD Political Science

Psychology and Sociology Department

Russ Powell
Chair
PhD Psychology

Michelle Pollard
Instructional Assistant
BA Psychology

Instructors

Fiona Angus
PhD Sociology

Tami Bereska
PhD Sociology

John Casey
PhD Sociology

Nancy Digdon
PhD Psychology

Megan Easterbrook
PhD Psychology

Jayne Gackenbach
PhD Psychology

Barbara Heather
PhD Sociology

Lynne Honey
PhD Psychology

Andrew Howell
PhD Psychology

Genevieve Johnson
PhD Educational Psychology

Joanne Minaker
PhD Sociology

Lawrence Peta
MSc Psychology

Peter Pupilampu
PhD Sociology

Sandra Rollings-Magnusson
PhD Sociology

Dolf Ryks
PhD Psychology

Melike Schalomon
PhD Neuroscience

Diane Symboluk
PhD Sociology

David Watson
PhD Psychology

Biology Department

Mark Degner
Chair
MSc Zoology

Instructors

Mrinal Das
PhD Zoology

Rick Lewis
PhD Zoology/Biology

David McFadyen
PhD Molecular Biology and Genetics

Ross Shaw
PhD Zoology

Mike Stock
PhD Zoology

Gord Youzwysyhyn
MSc Zoology

Chemistry Department

Lucio Gelmini
Chair
PhD Chemistry

Instructors

Rob Hilts
PhD Chemistry

Roy Jensen
PhD Physical Chemistry

Barbara Migaj
PhD Chemistry

Manzar Saberi
PhD Organic Chemistry

Mary Sheppard
MSc Analytical Chemistry

Jonathan Withey
DPhil Chemistry

Computing Science Department

Ron Meleshko
Chair
PhD Computing Science

Instructors

Cathy Adams
MEd Adult Education

Marcel Berard
MSc Computing Science, MSc Physics

Sharon Bratt
MEd Instructional Technology

Brian Brookwell
MSc Computing Science

Nick Lehtola
PhD Civil Engineering

Nicole Malloy
MSc Computing Science

Ibrahim Sumrain
PhD Instructional Technology

Mathematics/Statistics Department

David McLaughlin
Chair
PhD Mathematics

Michelle McCurdy
Instructional Assistant
MSc Physics

Instructors

Ion Bica
PhD Applied Mathematics

Karen Buro
PhD Statistics

Tiina Hohn
MSc Mathematics

Muhammad Islam
PhD Statistics

John O'Connor
MSc Statistics, MSc Mathematics

Cristina Popescu
PhD Applied Mathematics
PhD Probability and Statistics

Mark Solomonovich
PhD Mathematics and Physics

Nataliya Zadorozhna
PhD Mathematics

Physical Education Department

John Valentine
Chair
MA Canadian Studies
MA Physical Education

Instructors

Dave Kato
MA Sports Medicine/Exercise Physiology

Mark Lund
MSc Physical Education

Cynthia Puddu
MSc Physical Education

Cathy Walsh
MSc Biomechanics

Physics and Earth and Atmospheric Sciences Department

Shelley Lorimer
Chair
PhD Mechanical Engineering, PEng

Michelle McCurdy
Instructional Assistant
MSc Physics

Instructors

Orla Aaquist
PhD Astrophysics

Evan Hackett
PhD Physics

Jack Park
MSc Physical Geography, MAT Geography

GRANT MACEWAN COLLEGE EMERITI

The College has established an honorary Emeritus title to bestow on faculty members and administrative staff who are retired from the College and who have contributed distinguished service to the College through teaching, administration and professional services to the College and the community. The College has recognized the following individuals as Emeriti of the College:

Laurence B. (Laurie) Allen
Arts and Science, 1972 – 1996

Paul Ancel
Travel program, 1977 – 2000

Joseph Andrew (Andy) Blake
Police and Security Program, 1974 – 1997

Anne Gurney (Cooksey)
Centre for the Arts, 1975 – 1994

Harry Davis
Executive Director Academic Affairs, 1989 – 2004

E.R. (Liz) Dawson
Faculty of Health and Community Studies, 1976 – 1993

Dr. T.C. (Chuck) Day
Vice President Academic, 1971 – 1993

Brian Ellis
Centre for the Arts, 1975 – 2003

Kathleen (Kay) Feehan
Social Work Program, 1974 – 1994

Dorothy Gray
Faculty of Arts and Science, 1976 – 2004

Ross Hill
Theatre Production Program, 1978 – 1999

Dorothy Howard
Early Childhood Development Program, 1978 – 2000

Claire Kibbler
Nursing, 1975 – 2000

Allen McQueen
Accounting Program, 1973 – 2001

Bill Mucklow
Faculty of Arts and Science, 1975 – 2003

Gerri Nakonechny
Faculty of Health and Community Studies, 1974 –

Gordon Nicholson
Centre for the Arts, 1973 – 2002

Mildred (Millie) Stefanick
Secretarial Sciences Program, 1974 – 1988

D. Marina Vettergreen
Nursing Program, 1975 – 2000

Norma Young
Nursing, 1972 – 1998



CLASSIFICATION OF HIGH SCHOOL COURSES

CLASSIFICATION OF HIGH SCHOOL COURSES

Grade 12 Courses

Acceptable Alberta Education Grade 12 subjects, other than English 30 or English Language Arts 30-1, have been placed in four groups, as follows:

Group A (Humanities)

1. Social Studies 30
2. 30-level language other than English
3. Additional 30-level language other than English

Note: Each of French 21, 20S, 20N, 30S, 30N; French 31, 31A, 31B, 31C; French Language Arts 20, 30; Français 20, 30; Langue et Littérature 20, 30 is equivalent to French 30 for admission purposes.

Students who have French Language Arts 30, Français 30, Langue et Littérature 30, or French 31A, 31B, or 31C may be granted advanced placement upon application to the University of Alberta.

Any one of the following courses will also meet the Language other than English requirement: American Sign Language and Deaf Culture Studies 35, German 30 or 31, Italian 30, Latin 30, Spanish 30, Ukrainian 30, Ukrainian Language Arts 20 or 30, Arabic 35, Chinese 35, Chinese (Mandarin) 35, Cree 35, German Literature 35, Greek 35, Hebrew 35, Hungarian 35, Japanese 35, Lithuanian 35, Polish 35, Portuguese 35, Russian 35, Spanish 35, and Swedish 35.

Group B (Fine Arts)

1. Applied Graphic Arts 35
2. Art 30
3. Art 31
4. Commercial Art 35 A, B, or C
5. Communication Technology Advanced (5 credits)
6. Dance 35
7. Drama 30
8. Music 30 (Choral, Instrumental or General (5 credits)
9. Music 35
10. Musical Theatre 35
11. Performing Arts 35, A, B, or C (Refer to Notes 1 and 2)

Note: 1. Equivalents of Music 30: Conservatory Canada, Grade 8 Practical and Grade IV Theory; Royal Conservatory of Music of Toronto, Grade 8 Practical, Grade II Theory, Mount Royal College, Grade 8 Practical and Grade II Theory. Documents must be presented to Alberta Education for evaluation.

Note: 2. The Grade 12 courses listed above are based on Alberta Education approved curriculum and nomenclature. Prospective applicants from other provinces and territories should request out-of-province equivalencies from the Office of the Registrar, or visit our website at www.macewan.ca.

Group C (Sciences)

1. Biology 30
2. Chemistry 30
3. Mathematics 30/
Pure Mathematics 30
4. Mathematics 31
5. Physics 30
6. Science 30

Note: Mathematics 30/Pure Mathematics 30 is strongly recommended for students intending to pursue an Elementary Education degree or specialization in Political Science or Psychology.

Students pursuing Economics or Mathematics must take Mathematics 30/Pure Mathematics 30, and are strongly recommended to take Mathematics 31.

(Applied Math 30 Not applicable)

Group D

(Optional Subjects)

- Applied Sociology 30
- Cultural & Physical Anthropology 30
- Experimental Psychology 30
- International Politics 30
- Macroeconomics 30
- Microeconomics 30
- Philosophies of Man 30
- Religious Studies 35 (for approved schools)
- Western World History 30
- World Geography 30
- World Religions 30

Advanced CTS strands as follows:

Community Health
Construction/Electro Technologies or Fabrication Studies
Fashion Studies
Financial Management
Foods
Information Processing
Legal Studies
Management & Marketing

Note: Students using a Group D subject for admission must present either one 5-credit subject or any combination of two 3-credit subjects.

Course Descriptions

The following section is a complete alphabetical listing of courses for all Grant MacEwan College programs. This listing also includes all university transfer courses offered by Grant MacEwan College.

While many courses offer transfer credit to the University of Alberta, some do not. Many courses may be transferable to other Alberta universities, and if so, the receiving institution(s) has been indicated within the listing. For the most up-to-date listings, refer to the Alberta Transfer guide, www.acat.gov.ab.ca

To receive transfer credit for any of the university courses listed, or to use the course to satisfy a prerequisite requirement, a minimum grade of C- must be attained.

For clarification purposes, course listings follow the below legend:

LEGEND

COURSE #
↓
AVDM-290

COURSE NAME
←
New Media II

COURSE CREDIT(S) and INSTRUCTIONAL HOURS
←
2 credits (45:0:0)

These courses examine the successful integration of a variety of media to create a multi-media program. Students will create multi-media programs for computer or videotape.
Prerequisite: AVDM 280.

UNIVERSITY TRANSFERABLE
←
ACCT-114
Introduction to Computers/CIS
3 credits (45:0:0) **Transfer***

This hands-on introductory computer course explores PC-compatible business software applications in the computer lab. Industry standard word processing, spreadsheet and database programs will be used in the Windows environment. It is strongly recommended that students have keyboarding speed of 25 wpm.
*(AU, UAC, KUC, CUC, Other)

RECEIVING INSTITUTIONS
←

Receiving Institution Abbreviations LEGEND

ACAD Alberta College of Art and Design
 AU Athabasca University
 AUC Augustana University College
 CU Concordia University College
 KUC King's University College
 CUC Canadian University College
 UA University of Alberta
 UC University of Calgary
 UL University of Lethbridge
 Other Transfers in combination with other courses. Refer to the Alberta Transfer Guide for details www.acat.gov.ab.ca.

ACCT-100**Introduction to Accounting and Computerized Accounting Applications**

3 Credits (45:0:0 hours)

This course introduces students to financial statements (Income Statement, Statement of Owner's Equity, Balance Sheet) and the accounting systems used to generate them. Manual and computer systems are covered. The accounting cycle (recording transactions in the journal, posting to the ledger, trial balancing, preparing a worksheet, adjusting and closing the books) is examined in detail. Students are also introduced to payroll and the handling of cash.

ACCT-111**Financial Accounting I**

3 Credits (45:0:0 hours) Transfer*

This course provides an introduction to accounting principles, concepts and techniques. It provides an overview of the accounting cycle from the initial recording of transactions through to the preparation of financial statements.

*(UA, OTHER)

ACCT-114**Information Technology I**

3 Credits (45:0:0 hours) Transfer*

An introductory course in the use of desktop tools and groupware. The explicit use of information technology is expected in this course.

*(AU, AUC, KUC, CUC, OTHER)

ACCT-126**Strategies for Success**

3 Credits (45:0:0 hours)

Strategies for Success offers an intense study of the principles, techniques and practical tools needed to increase your success as a student and to build a portfolio of employability skills. These are the skills, attitudes and behaviors that employers expect from their employees. Based on a profile of critical skills required in the workforce, this course focuses on learning, understanding and applying new ways to enhance academic success, developing personal management skills and integrating teamwork. Topics include: memory, reading and note taking techniques, communication skills, stress and time management, test writing, critical thinking and building self-esteem.

ACCT-136**Co-Operative Job Awareness**

2 Credits (30:0:0 hours)

This course will assist students completing the Cooperative Education major. During this course students are expected to participate in mock interviews to assist them in securing a position within the accounting industry.

ACCT-152**Commercial Law**

3 Credits (45:0:0 hours) Transfer*

Introduction to Canadian legal system; law of contracts and agencies; sale of goods and consumer protection; secured transactions and creditors' rights; partnerships; corporation law and securities legislation; torts, bankruptcy, insolvency, insurance, and real property.

*(AU, KUC)

ACCT-155**Business Economics**

3 Credits (45:0:0 hours) Transfer*

An overview of micro- and macroeconomics; theory of supply and demand; competitive markets; cost curves; production choices and costs; characteristics of monopolies and oligopolies; economic efficiency in the allocation of resources and markets; national outputs and the determination of gross national product; investment, money, prices and inflation; goals of economic policy and international trade.

*(UL, AU, KUC)

ACCT-156**Organizational Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course will examine the individual processes, team processes, and organizational processes that shape the behaviour of people in organizations. Emphasis will be placed on the application of theory through group interaction and case studies.

*(AU, KUC)

ACCT-161**Financial Accounting II**

3 Credits (45:0:0 hours) Transfer*

This course provides an overview of accounting for various legal forms of business organization, aspects of corporate reporting and analysis of financial statements. Prerequisite: ACCT 111, or equivalent.

*(OTHER)

ACCT-162**Practical Tax Applications**

3 Credits (45:0:0 hours) Transfer*

This course is designed to be a hands-on course introducing the student to the preparation of personal tax returns (T1) and corporate tax returns (T2), including the documentation and schedules related to T1 and T2 preparation. Students will gain an understanding of the concepts underlying income tax legislation. This course also provides a brief introduction to the Goods and Services Tax (GST). The explicit use of taxation software is expected in this course. Prerequisite: ACCT 111. *(OTHER)

ACCT-163**Co-Op Work Placement I**

3 Credits (0:0:500 hours)

This course is the first work placement course in the Cooperative Education major. Students gain practical accounting experience in an entry level position with public accounting firms, government, industry or not for profit organizations. Prerequisite: Successful completion of Term I and consent of the program.

ACCT-164**Information Technology II**

3 Credits (45:0:0 hours) Transfer*

This course covers an intermediate level use of selected desktop tools, groupware, and communications technology. Students will also work with selected accounting software. The explicit use of information technology is expected in this course. Prerequisites: ACCT 114 and ACCT 111 or equivalent.

*(AU)

ACCT-165**Payroll Administration**

3 Credits (45:0:0 hours)

This course covers the manual and computerized basics of payroll practices and procedures. The student will gain an understanding of payroll record keeping and procedures by reading, analyzing, and applying relevant legislation to business scenarios. Manual and computerized applications will be used to establish, convert, and maintain a payroll system. Prerequisite: ACCT 111, or equivalent, or permission of the program.

ACCT-166**Presentation and Communications**

3 Credits (45:0:0 hours) Transfer*

This course focuses on the principles and operational details of communication skills for accountants. Successful completion of this course will require students to demonstrate written, verbal and multimedia presentation skills to industry acceptable standards.

*(AU)

ACCT-211**Financial Accounting III**

3 Credits (45:0:0 hours) Transfer*

This course provides an in-depth examination of accounting topics including the statement of operations, statement of retained earnings, and the cash flow statement. Prerequisites:

ACCT 111, ACCT 161 or equivalent.

*(AU, AUC, KUC, CUC, UL)

ACCT-214**Introduction to Accounting Software**

3 Credits (45:0:0 hours) Transfer*

Students are expected to complete a comprehensive case using popular financial and accounting software. Prerequisites:

ACCT 161, ACCT 164 or equivalent.

*(OTHER, AU, CUC)

ACCT-215**Quantitative Decision Support**

3 Credits (45:0:0 hours) Transfer*

This introductory level course is designed to give a working knowledge of descriptive and inferential statistics, the underlying probability distributions, and the use of statistical analysis within the business cycle. This course introduces students to several critical quantitative concepts which form part of the professional accountant's library of skills.

*(AU)

ACCT-218**Management Accounting I**

3 Credits (45:0:0 hours) Transfer*

The objective of this course is to introduce the student to the role that management accounting plays in determining an appropriate cost for goods and services in a number of different business contexts. In addition, the successful student will be able to articulate the importance of analyzing and managing costs and the importance of costing to the decision making process. Prerequisites: ACCT 111 or equivalent.

*(OTHER)

ACCT-255**Financial Management**

3 Credits (45:0:0 hours) Transfer*

This course explores the goals and decision making process of financial management. It is a study of the financial and investment decisions from the corporation's perspective which includes the valuing of financial assets, determining the cost of capital and capital structure and managing short and long term finances. Prerequisite: ACCT 211 or equivalent. Corequisite: ACCT 318 or equivalent.

*(AU, KUC)

ACCT-261**Financial Accounting IV**

3 Credits (45:0:0 hours) Transfer*

This course provides an in-depth examination of accounting topics including capital leases, earnings per share, post retirement benefits, pension expense, capital transactions and future income taxes. Prerequisite: ACCT 211 or equivalent. Note: The explicit use of information technology is expected in this course.

*(AU, KUC, CUC, AUC, UL)

ACCT-263**Co-Op Work Placement II**

3 Credits (0:0:500 hours)

This course is the second work placement course in the Cooperative Education major. Students will gain further practical experience at a higher level of responsibility in public accounting firms, industry, government or not-for-profit organizations. Prerequisite: ACCT 163.

ACCT-264**Information Technology III**

3 Credits (45:0:0 hours)

Successful students will demonstrate an ability to use information technology as a tool within the data collection, storage, manipulation, presentation and communication functions. This will include the ability to model business situations and build code as necessary. A DBMS (Database Management System) software package will be used to construct a working solution to a business problem. The course will use SAP to examine and explain how enterprise resource planning (ERP) software models business processes. Prerequisites: ACCT 164, ACCT 211 and ACCT 268.

ACCT-268**Management Accounting II**

3 Credits (45:0:0 hours) Transfer*

This second level course focuses on enhancing decision-making skills and performance evaluation. This is accomplished through an in-depth study and application of various management accounting models and techniques for planning, recording and evaluating activities of the organization. Prerequisite: ACCT 218 or equivalent.

*(AU, OTHER)

ACCT-275**Accounting Information Systems**

3 Credits (45:0:0 hours) Transfer*

This introductory level course emphasizes the accountant's role in the design, operation and control of accounting information systems. The course uses SAP to demonstrate the capabilities of an integrated information system. SAP is a recognized market leader of enterprise resource planning (ERP) software. Prerequisites: ACCT 114 and ACCT 211 or equivalent.

*(AU, KUC)

ACCT-311**Introductory Accounting**

3 Credits (60:0:0 hours) Transfer*

Introduces the preparation, use and interpretation of financial statements. The emphasis is on reporting to shareholders, creditors and other external decision makers. The course includes principles and standards of balance sheet valuation, income measurement, financial disclosure and cash flow analysis. Prerequisites: Minimum grade of C- in ECON 101 and ECON 102. Restricted to Bachelor of Commerce and Management Transfer, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Bachelor of Arts-Business Studies Minor students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ACCT-318**Management Accounting III**

3 Credits (45:0:0 hours)

Successful completion of this course will require students to demonstrate the ability to use complex quantitative decision analysis tools to solve intermediate and advanced costing and business process problems. Prerequisites: ACCT 215 and ACCT 268 or equivalent courses.

ACCT-322**Managerial Information and Control Systems**

3 Credits (45:0:0 hours) Transfer*

This course focuses on how to prepare and use management accounting information for management decision making. Major topics include: product costing, cost-volume-profit analysis, budgeting and relevant costs in decision making. Prerequisite: Minimum grade of C- in ACCT 311. Restricted to Bachelor of Commerce and Management Transfer, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Bachelor of Arts-Business Studies Minor students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ACCT-350**Audit**

3 Credits (45:0:0 hours)

This course will cover the fundamentals of auditing objectives, analytical procedures, internal control, along with materiality, control risk and audit planning. Audit sampling techniques to test controls, and to provide detailed account balances, will be reviewed. Computer assisted audit procedures, operational and comprehensive audit services will also be examined. The audit of specific systems within an organization will also be studied. Prerequisites: ACCT 211 and ACCT 215 or equivalent courses; or permission of the program.

ACCT-351**Advanced Financial Accounting**

3 Credits (45:0:0 hours) Transfer*

This advanced course in financial accounting will cover consolidations, foreign currency transactions, current value accounting and not-for-profit accounting. Prerequisite: ACCT 261 or equivalent course.

*(AU)

ACCT-352**Issues in Global Accounting Practice**

3 Credits (45:0:0 hours) Transfer*

This course introduces students to the major issues involved in doing business internationally, and how business is conducted within the international economic and trade system. Specifically, this course will deal with the impact of these issues on accounting, finance and taxation. Prerequisites: LEGL 105 or equivalent, and any introductory level economics course.

*(UA)

ACCT-353**Leadership and Ethics**

3 Credits (45:0:0 hours)

This course is designed to enhance understanding of the nature of leadership and the potential roles leaders may play within an organization. Various leadership models are examined and attention is devoted to the application of the leadership models and skill sets. In addition, the course explores the subject of ethics and ethical conduct. Accountants are generally viewed as ethical. Students will explore both the theoretical and practical aspects of ethics. Prerequisite: ACCT 156 or equivalent or permission of the program.

ACCT-358**Advanced Management Accounting**

3 Credits (45:0:0 hours)

Successful completion of this course will require the student to demonstrate an understanding of advanced costing procedures, integrated use of quantitative decision analysis tools, current issues facing business and management accounting and certain leading edge concepts in regard to business process. Prerequisite: ACCT 318 or equivalent.

ACCT-370**Directed Field Study Seminar I**

3 Credits (45:0:0 hours)

Directed Field Studies Seminar I (DFSS I) will bridge the gap between academic studies and practical experience. The course will prepare students for their Directed Field Studies thus building on the program's guiding principle of Theory + Experience = Learning.

ACCT-371**Directed Field Study I**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-372**Directed Field Study II**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-373**Directed Field Study III**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-374**Directed Field Study IV**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-375**Directed Field Study V**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-376**Directed Field Study VI**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-377**Directed Field Study VII**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-378**Directed Field Study VIII**

3 Credits (15:0:150 hours)

Having completed sufficient depth and breadth of the four general areas of study (Strategic Measurement, Information Technology, Financial Accounting and General Studies) within the Accounting and Strategic Measurement Program, students are ready to study very specific topics, in detail, within these areas of study. Building on the program's guiding principle of Theory + Experience = Learning, each of the Directed Field Studies (DFS) begin with a residential session designed to explore current topics and practice within the industry and subject area. At the end of the residential session, the student will pick a topic (to be approved by the faculty advisor) to be explored in detail. The employer will necessarily be involved in the selection of the topics. The student will then, for a period of four weeks, work within the topical area during the day and conduct academic research pertaining to the topic during evenings and weekends. The DFS will conclude with the submission of a paper and the presentation of the paper to other students, employers, faculty and other interested members of the community. Prerequisite: ACCT 370.

ACCT-379**Directed Field Study Seminar II**

3 Credits (45:0:0 hours)

Directed Field Studies Seminar II (DFSS II) will complete the bridge between academic studies and practical experience. The course will prepare students for success in their career through continuous learning. DFSS II builds on the program's guiding principles of Theory + Experience = Learning and continuous improvement. DFSS II will deal with employment and workplace issues including ethical conduct, career planning and a critical analysis of the accounting profession. The seminar will review the accreditation standards of the professional accounting bodies and (for those students choosing a designation) begin the student's journey to that end. For those students choosing an alternate career path, this course will ensure the student has a plan and begins the journey to that end. Prerequisites: ACCT 370, ACCT 371, ACCT 372, ACCT 373, ACCT 374, ACCT 375, ACCT 376, ACCT 377 and ACCT 378.

ACCT-388**Operations Management**

3 Credits (45:0:0 hours)

Transfer*

Operations management is defined as the design, operation and improvement of the systems that create the firm's primary products or services. Demand for quality, time-based competition and international production have clearly demonstrated the importance of superior operations management to the survival of an organization. Prerequisite: ACCT 358 or equivalent or permission of the program.

*(AU)

ACCT-390**Advanced Audit**

3 Credits (45:0:0 hours)

This advanced audit course covers in-depth techniques and auditing procedures relevant for assets, liabilities, revenue and expense accounts. It will include the procedures for preparation of working papers and the assembly of portions of an audit file. Mini-cases and a computerized audit case supplement will be included in this course. Prerequisite: ACCT 350 or equivalent or permission of the program.

ACCT-391**Accounting Theory**

3 Credits (45:0:0 hours)

Transfer*

Accounting Theory is an in-depth study of: domestic and international standard setting, including the conceptual framework, alternative financial accounting models and theories, the agency theory, the efficient market hypothesis, the annual report, and emerging issues in financial accounting. Prerequisite: ACCT 351 or permission of the program.

*(AU)

ACCT-392**Taxation II**

3 Credits (45:0:0 hours)

Topic areas in this course include sources and structure of income tax legislation; the meaning of income; determination of net income (various sources); computation of taxable income and tax payable for individuals and corporations. The impact of taxation on business transactions and decision making will be considered in all topic areas. Prerequisites: ACCT 162, LEGL 105 and ECON 203, or equivalent or permission of the program.

ACCT-394**Management Information Systems**

3 Credits (45:0:0 hours)

Transfer*

Information system managers must possess the ability to perform appropriate cost/benefit analysis of IT investments, to simulate and manage organizational change and communicate IT issues to user groups. In addition to computer technology, information system managers must understand how business strategy drives information needs. The collection, manipulation, transmission, storage and presentation of management information is critical to an organization's ability to meet its goals. This course deals with these issues. Prerequisites: ACCT 114, ACCT 164, ACCT 264, or ACCT 214 and ACCT 275, or equivalent or permission of the program.

*(AU)

ACCT-395**Advanced Finance and Treasury Management**

3 Credits (45:0:0 hours)

This course is designed to use the tools acquired through previous studies in finance, management accounting, financial accounting and information technology, to assess financial securities and identify the risk associated with those securities. In addition the course looks at treasury management including risk management. Prerequisites: ACCT 255, ACCT 164, ACCT 351 and ACCT 358, or equivalent or permission of the program.

ACCT-398**Strategic Management**

3 Credits (45:0:0 hours)

This is the capstone course in management accounting. Successful completion of this course will require students to demonstrate an in-depth understanding of performance measurement within the corporate, business and functional levels of strategy. This will necessarily include the demonstration of a solid understanding of strategic planning. Prerequisite: ACCT 358 or equivalent or permission of the program.

ACUP-100**Foundations of Traditional Chinese Medicine I**

4 Credits (60:0:0 hours)

This course explores the philosophical and experiential beginnings of Traditional Chinese Medicine (TCM). Students will study the models and thought processes which established the foundations of Traditional Chinese Medicine theory.

ACUP-101**Meridian Systems and Acupuncture Points I**

5 Credits (45:45:0 hours)

During a combination of lectures, demonstrations and practice, students learn the location of acupoints on the lung, large intestine, stomach and spleen meridians. They will also learn the system of meridians, channels and collaterals as well as anatomical landmarks, systems of measurement, types of points and point functions and the Chinese name of each point. Corequisites: NURS 105, NURS 108 and ACUP 100.

ACUP-102 Foundations of Traditional Chinese Medicine II

3 Credits (45:0:0 hours)

This course explores the causes of disease and symptom patterns of Zang Fu organ systems. Treatment strategies using acupuncture and related TCM modalities are examined according to channel and organ theory. The student will become familiar with Zang Fu disharmonies and the methods used to return the body to balance. Prerequisite: Minimum grade of C in ACUP 100.

ACUP-103 Meridian Systems and Acupuncture Points II

4 Credits (45:30:0 hours)

During a combination of lecture, demonstrations and practice, students learn the location of acupuncture points on the heart, small intestine, urinary bladder, kidney and pericardium meridians. They will also learn the concept of meridians, channels and collaterals, as well as anatomical landmarks, methods of measurement, acupuncture point energetics, indications and the Chinese name of each point. This course is a continuation of Meridian Systems and Acupuncture Points I. Prerequisite: ACUP 100.

ACUP-104 Diagnostics in Traditional Chinese Medicine

3 Credits (45:0:0 hours)

Students learn to accurately diagnose disorders according to the principles of TCM. All the patient assessment skills used in modern Traditional Chinese Medicine, including the Four Methods of Diagnosis are explained and practiced. Prerequisites: Minimum grade of C in ACUP 100 and ACUP 102.

ACUP-105 Introduction to Qi Gong and Tui Na

1 Credit (15:15:0 hours)

Qi Gong and its value in the practice of Traditional Chinese Medicine is discussed and students will be introduced to basic methods of Qi Gong which includes the traditional methods of moving and tonifying Qi. Students will also become familiar with basic principles of Tui Na, a style of Chinese manipulations using non-invasive techniques for therapeutic and relaxation purposes.

ACUP-106 Medical Terminology

1 Credit (15:0:0 hours)

Topics in this course include an introduction to the use of words and word parts as they relate to different structures of the human body and selected major body systems.

ACUP-108 Clinical Observation

1 Credit (0:0:30 hours)

Clinical observation offers students the opportunity to witness all facets of patient care, diagnosis and treatment. It provides a link between theoretical studies and practical clinical application. This portion of clinical observation allows the student to become familiar with all aspects of clinic operation, procedures and patient visits. Prerequisite: ACUP 104 or equivalent as determined by the Chair.

ACUP-109 Foundations of Traditional Chinese Medicine III

3 Credits (45:0:0 hours)

This course will focus on assessment and description of pathology according to diverse diagnostic systems that have developed in Traditional Chinese Medicine. Differentiation of disease patterns according to the theories of Qi, Blood, Body Fluids, Six Stages, Four Levels and Three Jiao's will be discussed. Prerequisites: ACUP 100, ACUP 102, ACUP 104, or equivalent as determined by the Chair.

ACUP-110 Meridian Systems and Acupuncture Points III

4 Credits (45:30:0 hours)

This course continues the process of locating and learning the functions and indications of the meridian system and acupuncture points. This course covers the Triple Warmer, Gall Bladder and Liver Channels as well as commonly used extra points. Prerequisites: Minimum grade of C in ACUP 100 and ACUP 103.

ACUP-111 Meridian-Based Physical Assessment

3 Credits (45:15:0 hours)

This course provides the students with an understanding of the acupuncture concepts of Tendino-Muscular pathways and Divergent or Distinct channels. Students will learn the therapeutic use of these channels. Emphasis is also on the development of palpation skills and its importance in clinical practice. Prerequisites: ACUP 104, ACUP 209, ACUP 216 or equivalent as determined by the Chair.

ACUP-112 Traditional Chinese Medicine Internal Therapeutics I

2 Credits (30:0:0 hours)

This course covers the various conditions that may appear as a result of dysfunction of the digestive system and how these conditions are assessed, diagnosed and treated using the Traditional Chinese Medicine system. Prerequisites: ACUP 104 and ACUP 109 or equivalent as determined by the Chair.

ACUP-113 Clinical Observation and Practice I

1 Credit (0:0:60 hours)

This second clinical observation course builds upon the skills learned in Clinical Observation. Students will gradually become more involved with the patient intake process and other clinic procedures. Prerequisite: ACUP 104 or equivalent as determined by the Chair.

ACUP-201 Meridian Systems and Acupuncture Points IV

2 Credits (30:15:0 hours)

This course examines the eight extraordinary channels, the microsystem of the ear and scalp acupuncture. Prerequisite: ACUP 109 or equivalent as determined by the Chair.

ACUP-203**Therapeutic Principles of Acupuncture Point Selection and Combination**

1 Credit (15:15:0 hours)

This course covers the theoretical and practical principles that are used to formulate an acupuncture point prescription. The meaning of acupuncture point energetics and the synergy between specific points are explained. This course also covers how the acupuncturist can adjust and customize basic point combinations to the patient's actual signs, symptoms, complaints and condition. Course topics include a variety of fundamental TCM theories such as the Zang Fu or Jing Luo theories and risk management principles. Prerequisites: ACUP 109, ACUP 110 and ACUP 111 or equivalent as determined by the Chair.

ACUP-204**Traditional Chinese Medicine Internal Therapeutics II**

3 Credits (45:0:0 hours)

This course covers the various conditions that may appear as a result of dysfunction of the respiratory and cardiovascular systems and how these conditions are assessed, diagnosed and treated according to TCM. Prerequisites: ACUP 104 and ACUP 109 or equivalent as determined by the Chair.

ACUP-205**Traditional Chinese Medicine Modalities I**

1 Credit (15:15:0 hours)

This course introduces the various techniques used in Traditional Chinese Acupuncture such as needling, cupping, moxibustion, gwa sha and explains appropriate therapeutic use of these techniques in clinical practice. The techniques of needle stimulation, ie. tonification and sedation techniques, are also discussed. Prerequisite: ACUP 103 or equivalent as determined by the Chair. Corequisite: ACUP 110 or equivalent as determined by the Chair.

ACUP-206**Traditional Chinese Medicine Nutrition, Lifestyle and Zhong Yao**

3 Credits (45:0:0 hours)

Topics in this course include the history of Chinese nutrition, basic principles of nutrition from a Chinese energetic perspective, the use of specific foods for therapeutic purposes and the role that nutrition and lifestyle play in the overall maintenance of health in an individual. A generalized overview of the energetic properties of Chinese herbs is also discussed including an introduction to Chinese herbology. Prerequisite: ACUP 109 or equivalent as determined by the Chair.

ACUP-208**Clinical Observation and Practice II**

2 Credits (0:120:0 hours)

In this Clinical Observation, students, within the clinical setting, participate in all facets of patient care with the exception of therapeutic modalities in which they are not yet trained. Prerequisites: Minimum grade of C in ACUP 109 and ACUP 110.

ACUP-209**Internal Medicine**

3 Credits (45:0:0 hours)

This course covers the pathological conditions which may affect the various systems of the body. Assessment and therapeutic principles are outlined for the digestive, circulatory, respiratory and urogenital systems. Through the understanding of the disease process and Western assessment and therapeutic models, students develop skills in communicating and working with and referring to other health care professionals. Prerequisites: NURS 105 and NURS 108.

ACUP-210**Traditional Chinese Medicine Modalities II**

3 Credits (30:15:0 hours)

This course builds further on the acquired skills and knowledge of acupuncture techniques that were covered in the first modalities course. More specialized techniques such as electro acupuncture, bleeding techniques, and other less commonly used techniques will be explained and discussed. Prerequisite: ACUP 205 or equivalent as determined by the Chair.

ACUP-211**Traditional Chinese Medicine Internal Therapeutics III**

3 Credits (45:0:0 hours)

This course covers the various pathological conditions that may occur in obstetrics, gynecology and the urogenital systems based on the theory of Traditional Chinese Medicine. Students learn to do a TCM assessment, diagnosis and form appropriate treatment strategies for these conditions according to the theory of Traditional Chinese Medicine. Prerequisites: ACUP 104, ACUP 109 and ACUP 209 or equivalent as determined by the Chair.

ACUP-213**Traditional Chinese Medicine External Therapeutics I**

2 Credits (30:0:0 hours)

This course focuses on musculoskeletal disorders including muscle pain, joint and bone pain resulting from arthritis, injuries and other reasons. For each disorder, etiology, diagnosis and treatment according to TCM will be discussed. The concept of Bi Syndrome and Wei Syndrome and their assessment, diagnosis and treatment is also covered in this course. Prerequisites: ACUP 104 and ACUP 109 or equivalent as determined by the Chair.

ACUP-214**Clinical Case Studies I**

1 Credit (15:0:0 hours)

The first in a series of courses focusing on relevant clinical situations from a TCM perspective. Interns present cases from their clinical experience and discuss them with the class and instructor. Prerequisite: ACUP 215 or equivalent as determined by the Chair.

ACUP-215**Internship I**

1 Credit (0:60:0 hours)

During the first internship, students make appropriate assessments and proceed with an accurate TCM diagnosis with the help of the supervisor(s), ensure that proper charting of the treatment is done and contribute actively to the treatment of patients using correct therapeutic techniques. According to the intern's progress, they will be encouraged to take more initiative in the complete treatment of the patient. Prerequisites: ACUP 208 and ACUP 209 or equivalent as determined by the Chair.

ACUP-216**Traditional Chinese Medicine
External Therapeutics II**

3 Credits (45:0:0 hours)

The second course of External Therapeutics covers the use of TCM for neurological conditions such as Parkinson's disease, facial paralysis, trigeminal neuralgia and dermatological disorders including urticaria, acne, dermatitis, eczema, etcetera. Disorders of the mouth, eye, ear, nose and throat such as tinnitus, deafness, otitis media, tonsillitis, laryngitis, myopia and toothache will be covered. For each disorder, definition, etiology and pathology, differentiation and treatment according to TCM will be discussed. Prerequisites: ACUP 104, ACUP 109 and ACUP 209 or equivalent as determined by the Chair.

ACUP-218**Professional Ethics and
Regulations**

1 Credit (15:0:0 hours)

In this course students will expand their knowledge and appreciation of issues of professional conduct. Various ethical and practice related topics will be explored in a format that allows students freedom of expression in a relaxed classroom setting.

ACUP-219**Clinical Case Studies II**

2 Credits (30:0:0 hours)

This is the second in a series of courses focusing on relevant clinical situations. Interns present cases from their clinical experience and discuss them with the class instructor. Prerequisite: ACUP 215 or equivalent as determined by the Chair.

ACUP-220**Internship II**

2 Credits (0:0:120 hours)

During this second internship, students continue to make appropriate assessments and proceed with an accurate TCM diagnosis with the help of the supervisor(s), ensuring that proper charting is done and contributing actively to the treatment of patients, using correct therapeutic techniques. Students gradually take more initiative in the complete treatment of the patient. Prerequisites: ACUP 215, ACUP 209 and ACUP 211 or equivalent as determined by the Chair.

ACUP-221**Traditional Chinese Medicine
Internal Therapeutics IV**

3 Credits (45:0:0 hours)

This course covers disorders of the immune system including AIDS, MS and others. Also covered are male reproductive system disorders such as prostatitis, impotence and EDS; endocrine disorders such as obesity, hyperthyroidism and hypothyroidism; pediatric disorders such as infantile diarrhea and dyspepsia and enuresis. Students learn appropriate assessment diagnosis and treatment strategies for these disorders according to the theory of TCM. Prerequisites: ACUP 104, ACUP 109 and ACUP 209 or equivalent as determined by the Chair.

ACUP-303**Internship III**

2 Credits (0:0:150 hours)

During the third internship, students will learn to become more independent as they are expected to make appropriate assessments and accurate TCM diagnoses. Interns will be encouraged to take more initiative in the complete treatment of the patient. Supervisor(s) will assist with difficult cases, deficiencies in techniques or areas that need improvement. Prerequisite: ACUP 220 or equivalent as determined by the Chair.

ACUP-304**Internship IV**

2 Credits (0:0:90 hours)

This is the final clinical phase of internship where the senior intern applies all the skills necessary to work independently and successfully in an acupuncture clinic. Prerequisite: ACUP 303 or equivalent as determined by the Chair.

ACUP-305**Practice Management and
Professional Entry Requirements**

3 Credits (45:0:0 hours)

This course includes several management aspects of an acupuncture practice such as appropriate communication skills with third parties and other health care providers. It also covers information to prepare the future acupuncturist to enter the profession successfully. Prerequisite: ACUP 218.

ACUP-311**Acupuncture Safety Course (Clean
Needle Technique)**

1 Credit (15:0:0 hours)

This course teaches how to apply the Alberta standards for hygienic acupuncture practice using common sense approaches for acupuncture modalities that will protect public health, without burdening practitioners with procedures that go beyond necessary precautions.

AGAD-101**Advocacy and Lobbying**

3 Credits (45:0:0 hours) Transfer*

The focus of this course is on the development of the knowledge and skills necessary to become a successful advocate for the arts. Federal, provincial and municipal cultural policies and structures will be studied. Consideration is also given as to why the arts are important, the history of cultural development, the nature of the political process and topical issues affecting the arts and cultural industries in Canada.

*(UA)

AGAD-103**Marketing Principles and Research
in the Arts**

3 Credits (45:0:0 hours)

This course covers the basic marketing concepts including identifying publics, segmentation, target marketing and the marketing mix. Building on the concepts discussed in the first part of the course, both quantitative and qualitative research are also explored, culminating in the completion of a market research project in cooperation with a local arts organization.

AGAD-105**Financial Management for the Arts**

3 Credits (45:0:0 hours)

This course provides an introduction to accounting and the management of a set of accounting records for an organization. It also introduces the student to the preparation of financial reports, the analysis of information contained within them and the use of that information for managing the organization. Students will explore examples of profit-seeking organizations as well as not-for-profit organizations. Manual and computerized systems will be examined.

AGAD-107**Computer Applications in the Arts**

3 Credits (45:0:0 hours)

This course explores current computer applications for performing and visual arts organizations. Students gain an understanding of basic word processing, desktop publishing, database and spreadsheet programs.

Prerequisite: Introductory computer course or equivalent experience.

AGAD-109**Publicity and Media Relations in the Arts**

3 Credits (30:15:0 hours)

In this course students will benefit from a hands-on approach to the development of promotional material aimed at the performing and visual arts audience. Each of the components of a publicity campaign (news releases, public service announcements, media kits, media events) will be studied. Students will also examine the importance of developing positive relations with the media and other partners in the community.

AGAD-121**Applied Marketing in the Arts**

3 Credits (45:0:0 hours)

This course provides a detailed look at the components of a marketing plan including direct marketing strategies as they apply to a variety of sales functions such as subscription sales and gallery membership drives. Topics will include direct mail, telemarketing, print and electronic media advertising, as well as the process of incorporating these components into the marketing plan. Prerequisite: AGAD 103.

AGAD-123**Human Resource Management in the Arts**

3 Credits (45:0:0 hours)

This course examines the role of boards of directors, volunteers and paid personnel, and teaches the skills necessary to build successful relationships among these sectors. Emphasis is placed on the governance function of the board, as well as on the processes of recruitment, supervision, motivation and evaluation for all three stakeholder groups.

AGAD-125**Facility Management**

3 Credits (45:0:0 hours)

This course is a pragmatic study of the specific skills and challenges involved in the business, administration and management practices relating to the performing arts facility. Topics include types of facilities, technical design and production elements, programming and booking the facility. Discussions will also include an exploration of the related unions, guilds and associations the facility manager may encounter. Other important elements of the course include front of house management – ticketing, crowd control, risk management and achieving excellence in customer service – as well as event production, budgeting, staffing and maintaining the physical plant, and the essentials of touring the performing artist.

AGAD-126**Museum/Gallery Management**

3 Credits (45:0:0 hours)

This course is designed to provide the student with an understanding of the organizational structure and functions of museums, public galleries, commercial galleries and artist run centres. Mandates, collections, management, acquisition and deaccessioning, policies and procedures, public programming, education, exhibitions and conservation will be discussed.

AGAD-127**Fundraising and Grants**

3 Credits (45:0:0 hours) Transfer*

The purpose of this course is to develop a practical and systematic approach to fundraising from both the private and public sectors. Students will learn to plan special events, prepare funding proposals, solicit individual and corporate donors, apply for grants and plan campaigns. An overview of the current trends in philanthropy is also provided. *(UA)

AGAD-129**Management Seminar I**

2 Credits (0:0:39 hours)

In this course students will address current management issues in arts administration using interactive methods such as group discussions and case studies. To prepare students to function as managers, this seminar will require the application and integration of knowledge from all other courses in the program to solve the problems presented. Topics include conflict and stress management, leadership and other organizational behaviour topics. For those intending on obtaining the Arts and Cultural Management credential, time will also be spent exploring field placement objectives and preparing for the field placement search.

AGAD-130**Management Seminar II**

2 Credits (0:0:39 hours)

This course will focus on the development of critical thinking skills and the importance of understanding personality type. Organizational behaviour topics including stress management, motivational techniques and effective communication models and strategies will also be explored. Students will continue preparing for field placement and the realities of the job search through the development of a job search and networking plan. Prerequisite: AGAD 129.

AGAD-131**Field Placement in Arts and Cultural Management**

5 Credits (0:0:280 hours)

This eight-week practicum is an opportunity to transfer arts administration knowledge and skills from the classroom to a real life setting. There is a wide range of placements available, including government agencies, not-for-profit visual and performing arts organizations and the cultural industries such as film and publishing. Students are encouraged to pursue placements across Canada. Prerequisite: Successful completion of Terms I and II. Corequisite: AGAD 133.

AGAD-133**Field Placement Integration**

1 Credit (0:0:15 hours)

This course offers the opportunity for students on field placement to share experiences and to clarify their understanding of their administrative and employability skills. This integration seminar is offered concurrently with field placement. Prerequisite: Successful completion of Terms I and II. Corequisite: AGAD 131.

ANTH-101**Introduction to Anthropology**

3 Credits (45:0:0 hours) Transfer*

This course is a general introduction to Anthropology through the study of central concepts and key issues. These include human evolution, the appearance of culture, social organization, cultural theory, symbolic systems and culture change.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ANTH-105**Aboriginals of North America**

3 Credits (45:0:0 hours) Transfer*

A survey of North American Aboriginal cultures and civilizations. Historic and present day perspectives are used to examine economic adaptation, social organization, political structure, culture, ritual and mythology.

*(UA, UC, UL, AU, AUC, KUC, CUC, CU)

ANTH-108**Elements of Human Linguistics**

3 Credits (45:0:0 hours)

This course provides an introduction to the principle ideas about language and communication, including laboratory exercises. Course content includes human evolution, anatomy and language development; design features and structural elements of language; language acquisition and writing systems.

ANTH-110**Gender, Age and Culture**

3 Credits (45:0:0 hours) Transfer*

A study of sex, gender and age distinctions from a biological, and cross-cultural perspective. We will examine how societies organize sexual differences and what it means to be a man or a woman in different cultures. The impact of sex or gender and age differences as crucial aspects of social organization, and the structure of daily life in human species are considered.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ANTH-150**Race and Racism in the Modern World**

3 Credits (45:0:0 hours) Transfer*

This course gives an anthropological perspective on how race has been used to examine biological and cultural variation among humans. Issues and topics that will be discussed include multiculturalism, ethnic identity, prejudice and ethnocentrism, racism, eugenics and the persistence of ethnic identity in the face of globalization. Case studies dealing with race issues in Canada and other countries will be used to illustrate these concepts.

*(UA, UC, UL, KUC)

ANTH-206**Introduction to Archaeology**

3 Credits (30:15:0 hours) Transfer*

A general introduction to the methods and theory of prehistoric archaeology. Topics include the goals and objectives of the discipline, data collection and analysis and its interpretation. Emphasis will be on methods used to reconstruct prehistoric life-ways and explain cultural development rather than a general survey of prehistory. Prerequisite: Minimum grade of C- in a 100-level course in Anthropology or consent of the Department.

*(UA, UL, AU, AUC, CU, KUC, CUC, UC)

ANTH-207**Introduction to Social and Cultural Anthropology**

3 Credits (45:0:0 hours) Transfer*

An overview of sociocultural anthropology which introduces the students to the diversity of human cultures and the concepts and theoretical orientation of the cultural anthropologist. Unity and diversity in human social life will be emphasized. Prerequisite: A minimum grade of C- in a 100-level course in Anthropology or consent of the Department.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ANTH-208**Introduction to Linguistic Anthropology**

3 Credits (45:0:0 hours) Transfer*

This course focuses on the anthropological study of language and communication. It examines a brief survey of field and analytical methods and the theory of linguistic anthropology. Prerequisite: A minimum grade of C- in a 100-level course in Anthropology or consent of the department.

*(UA)

ANTH-209**Introduction to Physical Anthropology**

3 Credits (30:15:0 hours) Transfer*

This course is an introduction to the subject matter of physical anthropology. Students will be introduced to the study of human physical variation and the theoretical and methodological frameworks used to understand variation. Prerequisite: A minimum grade of C- in a 100-level course in Anthropology or consent of the Department.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ANTH-219**World Prehistory**

3 Credits (45:0:0 hours) Transfer*

This course provides a survey of the archaeological evidence for cultural evolution in various regions of the Old and New World. Different cultural sequences will be examined in turn, and parallels will be drawn from one region to the other. The general question of rates of cultural change, and what is responsible for them also will be addressed.

*(UA, UL, AU, AUC, CU, KUC, UC)

ANTH-230**Anthropology of Science, Technology and Environment**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the anthropological study of science, technology and environment. It begins with a view of the cultural character of contemporary technology, followed by an examination of the generation and cultural construction of knowledge through science, and finally to an exploration of implications for both cultural livelihood and ecological sustainability of science and technology.

*(UA, UC)

ANTH-250**North American Aboriginal Peoples**

3 Credits (45:0:0 hours) Transfer*

This is a course about North American Aboriginal Peoples from an anthropology perspective. The course will survey the study of American indigenous cultures through the use of selected ethnographies. The topics include oral traditions, culture areas, politics, economics, family, kinship, religion and conflict between cultures.

*(UA, UC, UL)

ANTH-261**Peoples and Cultures of Middle America**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the culture area of Mesoamerica. It examines the cultural history of the native peoples of Mesoamerica from the pre-Columbian past to the present and includes studies of contemporary native communities.

*(UA)

ANTH-262**Peoples and Cultures of South America**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to cultural history of the native peoples of South America. It examines the social and cultural history of indigenous peoples, surveying local and regional cultural variations.

*(UA)

ANTH-340**Contemporary Aboriginal Issues**

3 Credits (45:0:0 hours) Transfer*

The cultural anthropology of contemporary aboriginal issues. Cultural theories for the analysis of patterns, processes and trends are examined. Specific topics include politics, economics, education, religion, health, law and the arts. Prerequisites: Minimum grade of C- in ANTH 207 or ANTH 250.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ANTH-370**Anthropology of Space and Place**

3 Credits (45:0:0 hours)

Much of anthropological data is based on notions of space and place and archaeologists invest much of their time in detailing location and arrangement of built form and material culture. This course examines the theoretical and methodological approaches to landscape, space, and place in anthropology and archaeology. Topics include the conceptualization of space, place, and landscape in anthropological and archaeological research and writing, the changing nature of concepts of landscape, and space and place as analytical frameworks for understanding past, present, and future societies and cultures. We consider three related dimensions of human spatial practice over time and space/place: experience, perception, and imagination. Prerequisites: Minimum grade of C- in ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

ANTH-385**Archaeology of the Americas**

3 Credits (45:0:0 hours)

This course provides a survey of select prehistoric cultures of North, Middle and South America. Topics to be discussed include the peopling of the Americas, rise of pre-Columbian civilizations and the variety of cultural adaptations in the Americas.

Prerequisite: Minimum grade of C- in ANTH 206.

ANTH-392**Introduction to Primate Behaviour**

3 Credits (45:0:0 hours) Transfer*

Emphasis on field studies of non-human primates. Topics include: social organization, behaviour and ecology, territorial behaviour, communication, reproductive behaviour and other relevant topics.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ANTH-393**Cross-cultural Perspectives on Health And Healing**

3 Credits (45:0:0 hours)

This course provides an introduction to the sub-field of Medical Anthropology. Beginning with an overview of the central concepts and theoretical perspectives of medical anthropology, this course addresses the different ways in which health and illness are constructed cross-culturally, the roles of healers in different societies, and the political economy and social determinants of health and illness. Prerequisites: Minimum grade of C- in any 100 level Anthropology course.

ANTH-394**Qualitative Methods in Anthropology**

3 Credits (45:0:0 hours)

This course concentrates on the perspectives, methods, and strategies of qualitative research. Special emphasis is placed on techniques of major qualitative research traditions, methods of data collection, analysis of narrative or textual data, and presentation of findings from qualitative studies and ethical issues in qualitative research. The use of technology (including computers and video/film) and grant writing is also explored. Prerequisites: Minimum Grade of C- in one of the following: ANTH 206, ANTH 207, ANTH 208 or ANTH 209.

ANTH-395**Archaeological Theory and Practice**

3 Credits (45:0:0 hours)

As a survey of theory and practices currently used in archaeology, students study the concepts and models used for interpreting archaeological data as well as the evaluation of ethical issues regarding archaeological investigations and remains. Prerequisites: Minimum grade of C- in ANTH 206.

ANTH-396**Archaeological Field Training**

6 Credits (45:45:0 hours) Transfer*

This course is an introductory course in archaeological field work. Instruction will be given in all practical aspects of archaeological field techniques, including surveying, excavation, documentation, photography and conservation. Prerequisites: ANTH 206 and consent of the department.

*(UA)

ANTH-399**Ethnoecology**

3 Credits (45:0:0 hours)

This course considers the question of human relationships to the environment as mediated through culture. To what extent and in what ways can we consider nature or the environment as sociocultural constructions? Alternatively, to what extent and in what ways are cultures shaped by natural environments? Interdisciplinary in nature, this course brings together concerns about the production and use of knowledge regarding human social and cultural behaviour in specific environmental contexts. Prerequisites: A minimum grade of C- in at least 3 credits from the following: ANTH 206, ANTH 207, ANTH 208, ANTH 209. Note: It is recommended (but not required) that students take ANTH 230.

ANTH-411**Environmental Archaeology**

3 Credits (45:0:0 hours)

This course provides an overview of the techniques used in the analysis of past environments and the human interactions in these environments. Theories and methods are presented for reconstructing ancient ecosystems and assessing human transformation of these ecosystems. Case studies are used as examples. Prerequisite: Minimum grade of C- in ANTH 206.

ANTH-415**Anthropological Theory**

3 Credits (45:0:0 hours)

This course is an overview of key trends and paradigms in anthropological theory, from classical to contemporary approaches. Using a topical or thematic approach we consider the contributions of a number of anthropological theorists. Through the application of theoretical perspectives to case studies and ethnographies, the distinctive and mutual relationship between theory, method, and ethnographic data in anthropology is emphasized. Prerequisites: A minimum grade of C- in ANTH 206 ANTH 207, ANTH 208 or ANTH 209 and ANTH 394.

ANTH-420**Culture and Globalization**

3 Credits (0:0:45 hours)

Transnational movement of money, media images, information, and people have spawned intense debates about the global impact of commodities, ideas, and capital on cultural and biological diversity. This course provides an anthropological consideration of globalization and its relationship to culture, modernity, tradition, diaspora, nationalism, race, class, and gender. In particular, we track the movements and reconfigurations of capital(ism), commodities, communication, and people by focusing on ethnographic analyses of such circuits. Prerequisites: Minimum grade of C- in ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

ANTH-481**History of Archaeological Theory**

3 Credits (0:0:45 hours)

This course provides in-depth analysis of the evolution of archaeological theory from early antiquarianism to current ideas and practices. Prerequisites: Minimum grade of C- in ANTH 206.

ARTE-0050**History of Western Art I**

3 Credits (45:0:0 hours)

This course is an introduction to western art and architecture from the Paleolithic era to the end of the Late Gothic era. Course material is presented by analysis of selected works and movements. Restricted to ITESM students.

ARTE-101**Art History I**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the history of Western art and architecture from the prehistoric to the end of the late Gothic period (circa the early 1300s). Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair.

*(UA, UC, UL, AU, AUC, KUC, CUC, CU, ACAD)

ARTE-102**Art History II**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the history of Western art and architecture from the early Renaissance (circa 1300) to the present. Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, ACAD)

ARTE-109**Visual Art Fundamentals**

4 Credits (15:75:0 hours)

This course provides a basic introduction to visual art theory and studio practice. Students will study visual language concepts and their applications in creating two dimensional artworks.

ARTE-110**Drawing I**

4 Credits (30:60:0 hours) Transfer*

This course is an introduction to the basic elements and principles of drawing. Students will work in a variety of media such as charcoal, graphite, ink wash, conte, and will deal with the following content: tonal scales and tonal drawing, perspective principles and application, various mediums and mark making exploration, still life contour drawing and gesture drawing of objects. Studio assignments will be supplemented with lectures and slides. Students will learn to problem-solve as well as to analyze and critique their work. Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair. Note: In combination with ARTE 111, transfers to ART 131 or 132 at the U of A.

*(OTHER, UC, ACAD, AU, AUC, CUC, KUC, CU)

ARTE-111**Design I**

5 Credits (30:90:0 hours) Transfer*

This course provides an extensive introduction to the principles, vocabulary and concepts of two-dimensional form. Students will study the following: basic two-dimensional elements and principles, composition, visual dynamics, spatial cues and colour theory. Students work with a variety of methods and materials including acrylic paint. Emphasis is placed on the development of problem solving skills, communication skills and work habits. The course is structured around lectures, slide presentations, studio work, critiques, visiting artist lectures and visits to art galleries. Students may be required to attend lectures or art exhibitions outside of class hours. Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair. Note: In combination with ARTE 110, transfers to ART 131 or 132 at the U of A.

*(OTHER, UC, UL, AU, AUC, CUC, KUC, ACAD, CU)

ARTE-120**Drawing II**

4 Credits (30:60:0 hours) Transfer*

This course deals with a variety of media and further develops the principles dealt with in Drawing I. Sustained tonal drawing and life drawing are a part of this course. Students are encouraged to broaden their notions of what can be considered drawing. Photocopy/lascopy technologies and installation are used in this context. Studio work is supplemented with lectures and slides of contemporary art. Students may be required to attend some lectures and art exhibitions outside of the scheduled class hours. Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair. Prerequisite: ARTE 110.

*(UA, UC, UL, AU, AUC, CUC, KUC, ACAD, CU)

ARTE-121**Design II**

4 Credits (30:60:0 hours) Transfer*

This course provides an in-depth study of the elements and principles of two-dimensional form and their application within the context of art today. Projects are designed to stimulate analytical and creative thinking skills. Students work with a variety of methods and materials including acrylic paint. The course is structured around lectures, slide presentations, studio work, critiques, visiting artist lectures and visits to art galleries. Students may be required to attend lectures or art exhibits outside scheduled class hours. Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair. Prerequisite: ARTE 111. Note: In combination with ARTE 123, transfers to ART 133 at the U of A.

*(OTHER, UL, AU, AUC, CUC, KUC, ACAD, CU)

ARTE-123**Sculpture I**

3 Credits (15:45:0 hours) Transfer*

This is an introductory studio-based course on the concepts, materials and techniques of traditional and contemporary sculpture. Students study various forms of three-dimensional artwork including abstraction, the figure, mixed media and installation. Entry into second year fine art courses requires successful completion of this course with a minimum grade of C- or consent of the Chair. Note: In combination with ARTE 121, transfers to ART 133 at the U of A.

*(OTHER, AU, AUC, CU, KUC, CUC, ACAD, UL)

ARTE-202**Early 20th Century Modernist Art**

3 Credits (45:0:0 hours) Transfer*

This course examines the art, architecture and design movements of Western Europe and America in the Modernist era. These movements, developed during the period from the beginning of the 20th century to the beginning of World War II, are examined within a broad range of formal, social, geopolitical and religious contexts.

*(UA, ACAD, UC, UL)

ARTE-203**Contemporary Art Issues**

3 Credits (45:0:0 hours) Transfer*

This course is designed to familiarize the student with art made from 1945 onwards. It deals with the various styles, media, issues and artists that make up the contemporary art scene. Slides, current art periodicals, databases and books are essential resource materials. Students are actively involved in discussions and in the analysis of art, texts and ideas. They are required to research various topics and artists for both oral presentations and assigned essays. Students may be expected to attend some lectures and exhibitions outside of scheduled class time. Prerequisite: Minimum grade of C- in ARTE 102 or consent of the Chair. Corequisite: ARTE 231 or consent of the Chair.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, ACAD)

ARTE-230**Drawing III**

4 Credits (30:45:0 hours) Transfer*

Drawing III provides an in-depth study of the subjects, mediums and techniques examined in Drawing II. Emphasis is on refining skills in observation and representation. Colour drawing is introduced. The course is structured around lectures, studio assignments and critiques. Students may be required to attend some lectures and art exhibitions outside of scheduled class hours. Prerequisite: Minimum grade of C- in ARTE 120 or consent of the Chair.

*(UA, UC, UL, AU, AUC, CUC, KUC, ACAD, CU)

ARTE-231**Painting**

8 Credits (60:120:0 hours) Transfer*

In this course the students work primarily with acrylic paint. The ideas dealt with in the course are broad in scope. Emphasis is placed on contemporary painting and its relationship to the history of painting. Studio work is supplemented by frequent slide lectures and critiques. Students may be required to attend some lectures and art exhibitions outside of scheduled class hours. Prerequisites: Minimum grade of C- in ARTE 101, ARTE 102, ARTE 110, ARTE 111, ARTE 120, ARTE 121 and ARTE 123; AVDM 100, ENGL 101 or ENGL 111 and an elective or consent of the Chair. Corequisite: ARTE 203.

*(UA, UC, UL, AU, AUC, CUC, KUC, ACAD, CU)

ARTE-240**Drawing IV**

4 Credits (30:45:0 hours) Transfer*

Drawing IV provides an in-depth study of the concepts, subjects and techniques examined in Drawing III. Emphasis is on the development of personal ideas and the exploration of innovative mediums and methods. The course is structured around lectures, studio projects and critiques. Students may be required to attend some lectures and art exhibitions outside of scheduled class hours. Prerequisite: Minimum grade of C- in ARTE 230 or consent of the Chair.

*(UA, UC, UL, AU, AUC, CUC, KUC, ACAD, CU)

ARTE-241**Intermedia**

8 Credits (70:110:0 hours) Transfer*

In this course, the students work with various media as well as with new combinations of traditional materials. Within Intermedia, it is possible to explore virtually any type of media or material that serves to complete a concept. Students may explore sculpture, installation, video, photo works, performance art, assemblage, photocopy or laser copy technology, digital video and digital image manipulation. Students may be required to attend some lectures and art exhibitions outside of scheduled class hours. Prerequisites: Minimum grade of C- in ARTE 110, ARTE 120, ARTE 111, ARTE 121 and ARTE 123 or consent of the Chair. Successful completion of ARTE 203 and AVDM 100 or consent of the Chair.

*(UA, UC, UL, AUC, CUC, KUC, ACAD, CU)

ASCM-200**Introduction to Logistics and Supply Chain Management**

3 Credits (45:0:0 hours) Transfer*

This course provides an overview of the importance of logistics and the supply chain process in determining the competitive success of a company. Students will be introduced to the various components of the supply chain and their logistical requirements. Topics to be surveyed in this course include defining the supply chain, its participants and activities, purchasing, inventory management, transportation management, warehousing, integration (within and across organizations), performance measurement in the supply chain, modeling supply chain problems, business strategy and the supply chain, global logistics and material flow models. Technological issues and current trends will be integrated into the above mentioned topics. Corequisite: BUSN 201 or consent of the program.
*(UA)

ASCM-201**Introduction to Physical Distribution**

3 Credits (45:0:0 hours)

This course provides an overview of the various transportation modes and procedures in Canada. Topics include all current modes of transportation and intermodalism, intermediate transport agencies, warehousing, materials handling and utilization devices. Note: This course is equivalent to Distribution I, a Level I course in the Canadian Institute of Traffic and Transportation (C.I.T.T.) program.

ASCM-202**Physical Distribution and Logistics**

3 Credits (45:0:0 hours)

This course examines the relationship between physical distribution and logistics. Related issues such as contract administration, loss and damage, dangerous goods, marine insurance, Canada customs, computers and Electronic Data Interchange (EDI), international trade and transportation laws will also be explored. Prerequisite: Minimum grade of C- in ASCM 201 or consent of the program. Note: This course is equivalent to Distribution II a Level I course in the Canadian Institute of Traffic and Transportation (C.I.T.T.) program.

ASCM-203**Fundamentals of Purchasing**

3 Credits (45:0:0 hours)

This course introduces students to the basic principles of purchasing. Topics include supplier selection, organization and procedures of purchasing, computerization, price and quality considerations, specification and inspection, supplier relations and supply chain management, ethics and outsourcing, price determination, investment recovery and public purchasing. Note: This course is equivalent to Principles of Buying offered by the Purchasing Management Association of Canada (PMAC).

ASCM-205**Introduction to e-Business**

3 Credits (45:0:0 hours) Transfer*

This course provides students with the fundamental knowledge necessary to operate in the world of electronic business. Topics include: the history of e-commerce, the new e-business ecosystem, marketing/selling through the web, tools of e-business, e-business portals, technology integration and business solutions, e-business and the supply chain and emerging trends in e-business. Prerequisites: BUSN 201, CMPT 157 and MARK 301, or consent of the program.
*(UA)

ASCM-211**Business Ethics**

1 Credit (15:0:0 hours)

This course develops the student's ability to propose and defend rational ethical decisions in daily business practice. Through the study of ethical theories, and by considering differing views, students examine different ideas about ethical and unethical business practice. Practice in the art of rational discussion of controversial and emotionally-charged subjects is part of the classroom learning experience.

ASCM-213**Personal Effectiveness**

1 Credit (15:0:0 hours)

This course introduces students to the interpersonal skills required for effective business conduct as well as the rules of good business etiquette. Topics include: personal image, rules for successful networking, dining etiquette, telephone manners, meeting etiquette, how to conduct a meeting and principles of public speaking.

ASCM-301**Inventory Management**

3 Credits (45:0:0 hours)

Inventory management models and topics are explored in depth. Topics include the types of and reasons for inventory in the supply chain, the financial impact of inventory, deterministic and probabilistic models for determining order quantities and safety stock as well as additional relevant quantitative models for inventory management, cycle counting and managing inventory accuracy, forecasting of demand, materials requirements planning, and managing inventory in the greater supply chain (including select current topics such as vendor managed inventory). Prerequisites: ASCM 200, CMPT 157 and MGTS 200 or consent of the program. Note: This course is equivalent to Principles of Inventory and Operations Control offered by the Purchasing Management Association of Canada (PMAC).

ASCM-302**Production and Operations Management**

3 Credits (45:0:0 hours)

This course builds on the basic concepts of supply chain operations. It focuses on specific techniques for production planning and scheduling, although the concepts discussed are also applicable to service operations. It incorporates qualitative and quantitative aspects of production management and manufacturing planning systems. Production operations are considered in the context of make-to-stock, make-to-order and also other less traditional environments. Topics include aggregate production planning, master scheduling, order promising, materials requirements planning, operations scheduling, JIT systems and capacity planning. Spreadsheet applications and production planning software are used. Prerequisite: ASCM 301 or consent of the program.

ASCM-303 Materials Handling and Warehouse Management

3 Credits (45:0:0 hours)

Operations of a warehouse are explored in depth and models for analyzing and improving operations are examined. Topics include types of materials handling and storage equipment, measuring and benchmarking, activity profiling, innovation of operations (receiving, put away, storage and retrieval, picking, unitizing and shipping), including best practices and techniques for modeling and analysis, designing warehouse layout, warehouse management systems and managing a warehouse workforce. Prerequisites: ASCM 200, CMPT 157 and MGTS 200 or consent of the program.

ASCM-305 Transportation Management

3 Credits (45:0:0 hours)

This course expands student knowledge of freight transportation into more advanced aspects of transportation operations, planning and control systems. The focus is on transportation decisions made from the point of view of a particular company or supply chain. Topics include the selection of shipment quantities, transportation modes, carriers and routing patterns, terminal and loading operations, freight consolidations, shipping and delivery schedules and some general elements of transportation economics. The course also introduces quantitative methods for transportation planning and students will use transportation planning and scheduling systems. Prerequisites: ASCM 201, ASCM 205 and ASCM 301 or consent of the program.

ASCM-307 Principles of Quality Management

3 Credits (45:0:0 hours)

This course will combine both qualitative and quantitative approaches to the management of quality in an organization. Topics covered include total quality management principles (customer focus, leadership, planning and strategy, empowerment of employees, process management and supplier-partner focus), the philosophies of renowned quality experts, quality awards and frameworks (such as ISO 9000), the costs of quality, statistical process control, analytical tools for quality (such as flowcharts and fishbone diagrams), and project management. Prerequisites: CMPT 157, MARK 301, MGTS 200 and ORGA 201 or consent of the program. Note: This course is equivalent to Principles of Quality offered by the Purchasing Management Association of Canada (PMAC).

ASCM-311 Change Management

1 Credit (15:0:0 hours)

This course introduces students to the dynamics of organizational change and the principles of change management. Students will learn how to address the need and forces for change, assess organizational readiness, remove organizational change barriers, identify critical success factors and implement an effective change strategy. Prerequisites: BUSN 201, ASCM 200 and ORGA 201 or consent of the program.

ASCM-312 Customer Value Management

1 Credit (15:0:0 hours)

This course introduces students to the importance of customer service as a competitive tool in the supply chain. Students will also learn how customer value and satisfaction can be created through effective management of a customer service system. Topics include: nature of services, customers as the focus of service management, service strategy and competitiveness, positioning and marketing services, technology and customer services and design and development of service delivery systems. Prerequisites: ASCM 200, ORGA 201 and MARK 301 or consent of the program.

ASCM-313 Effective Leadership

1 Credit (15:0:0 hours)

This course teaches the principles and skills necessary for effective leadership in today's rapidly changing business environment. Topics include: leadership and organization, leadership styles, value of emotional intelligence, team leadership and the eight principles of leadership – vision, trust, participation, learning, creativity, diversity, integrity and community.

ASCM-314 Competitive Intelligence

1 Credit (15:0:0 hours)

This course introduces students to the concept of competitive intelligence and how it can be used to support decision-making and strategy development. Students will learn how to conduct competitive analysis and estimate competitors' strengths and vulnerabilities. Topics include: techniques of competitive analysis, identification of business rivals' strategies and product development direction, evaluation of competitors' strengths and weaknesses, ethical issues in competitive analysis, utilization of competitive data and creation of a cost-effective intelligence system. Prerequisites: ACCT 311 and MARK 301 or consent of the program.

ASCM-315 Independent Project

1 Credit (15:0:0 hours)

This course provides students will an opportunity to enhance and further their knowledge of a supply chain-related topic in a learner-centered approach. It also allows students to develop their research and independent study skills. The format of this project can be in the form of an essay, report, business plan or video presentation as deemed appropriate by the instructor. Prerequisite: Completion of first two years of program, or consent of the program.

ASCM-400 Practicum I

15 Credits (0:0:640 hours)

This course provides students with an opportunity to gain practical experience and apply their academic knowledge in a work environment. Students must perform a minimum of 640 work hours in a supply chain or logistics-related job approved by the program. Criteria for job approval include: relevance of job description, application of academic knowledge and opportunity for new learning. An individualized learning program designed for each student will detail the learning objectives that must be met to receive credit. Prerequisite: Fourth-year standing in the Bachelor of Applied International Business and Supply Chain Management Program, or consent of the program.

**ASCM-401
Practicum II****15 Credits (0:0:640 hours)**

This is a continuation of Practicum I. A minimum of 640 work hours must be performed within an individualized learning program for students to receive course credits. Prerequisite: Fourth-year standing in the Bachelor of Applied International Business and Supply Chain Management Program, or consent of the program.

**ASCM-403
Supply Chain Planning and
Coordination****3 Credits (45:0:0 hours)**

This course helps students to expand their knowledge in supply chain planning and coordination. The goal is to introduce students to advanced logistics topics as well as improve their analytical skills by using planning and decision making problems and cases. Topics include performance measurement for supply chain design and improvement, logistics network planning, advanced inventory management, sourcing and transportation decisions, supply chain contracts, supply chain coordination and decision support systems. Quantitative methods and advanced planning systems will be used to support these topics. Prerequisite: Completion of all courses in terms I, II, III, IV and V of the program or consent of the program.

**ASCM-404
e-Business Execution****3 Credits (45:0:0 hours)**

This course examines the strategic and tactical considerations necessary to implement an e-business plan. Students will learn how the various activities of supply chain management are woven into the e-business plan. In the course of this examination, some of the software applications available in the field of supply chain management will be reviewed. Students will learn to assess selected software applications and systems designed for various activities in the supply chain such as enterprise resource planning, e-commerce transactions, transportation management, inventory management, materials and purchase planning, advanced planning and scheduling, and e-collaboration. The focus is on the fit between technology and strategy. Prerequisites: ASCM 205, ASCM 302, ASCM 303 and ACCT 322 or consent of the program.

**ASCM-405
Strategic Management****3 Credits (45:0:0 hours)**

This course introduces students to the tools of strategic analysis and strategy formulation as well as their application in a competitive economy. Students will learn how to identify and analyze various strategic issues, employ different analytical tools, develop and implement a strategic plan, evaluate planning effectiveness and manage strategic change. Prerequisites: ASCM 205, ACCT 322, FNCE 301 and INTB 403 or consent of the program.

**ASCM-407
Global Sourcing and Logistics****3 Credits (45:0:0 hours)**

This course helps students to expand and apply their knowledge in international sourcing and logistics. It covers both strategic and operational logistical decisions for individual companies. Topics include planning of global sourcing and distribution, international transportation and other logistics functions, terms and conditions for international sale/ purchasing contracts with foreign partners, logistics of international finance, cargo insurance and customs procedures for international shipments. Some of these topics will be explored by means of quantitative methods, and case studies will provide students with opportunity to review and apply their knowledge. Prerequisites: Completion of all courses in terms I, II, III, IV and V of the program or consent of the program.

**ASCM-408
Business Negotiations and
Supplier Management****3 Credits (45:0:0 hours)**

This course helps students to develop their skills necessary to manage the interpersonal and contractual relationships that are part of supply management strategic alliances. Topics include the role of supply manager as change agent, facilitator, negotiator and contract manager, the strategic alliance development process, supplier measurement and development, negotiation theory and practice and the competitive bidding process. A major component of this course will be a negotiation simulation. Prerequisites: ASCM 203, LEGL 105 and ORGA 201 or consent of the program.

**ASTR-120
Astronomy of the Solar System****3 Credits (45:0:0 hours) Transfer***

This course studies the development of astronomy and astronomical techniques, including results obtained from orbiting observatories as related to the origin, evolution and nature of our solar system. Because many new developments and discoveries are readily available on the internet, a substantial portion of this course involves use of Internet access. Prerequisites: Pure Math 30 and Physics 30. *(UL, UC, UA, CUC, KUC, CU, AUC, AU)

**ASTR-122
Astronomy of Stars and Galaxies****3 Credits (45:0:0 hours) Transfer***

This course studies the development of astronomy and astronomical techniques, including results obtained from ground-based and orbiting observatories as related to the origin, evolution and nature of stars and galaxies. Because many new developments and discoveries are readily available on the internet, a substantial portion of this course involves use of Internet access. Prerequisites: Pure Math 30 and Physics 30. *(UA, UC, UL, CUC, KUC, CU, AUC, AU)

**AVDM-100
Introductory Photography****3 Credits (30:30:0 hours) Transfer***

This course provides students with the opportunity to bring together the camera, the darkroom and their visual skills in the creation of photographic images. Using the 35mm camera and black and white film, the students learn basic camera and darkroom skills and gain an understanding and appreciation of the photographic medium. Students also receive a basic introduction to colour theory. *(ACAD, UC, UL, AU, AUC, CU, KUC, CUC)

**AVDM-115
Photographic Methods****3 Credits (45:0:0 hours)**

This course explores composition, light sources and exposure factors, while working with a variety of film types (colour print, colour slide and black and white print). Students receive black and white darkroom instruction and are guided in the process of critiquing their work. The course also includes a survey of basic photographic equipment.

AVDM-155**Introduction to Digital Media**

3 Credits (45:0:0 hours)

This course is designed to give students with previous experience on the Macintosh platform an introduction to digital content creation and manipulation within the print, aural and multimedia fields. Utilizing industry standard applications like Adobe Photoshop, Adobe Illustrator, Bias Peak LE, Apple iMovie and Macromedia Flash, students will learn techniques for creating static and dynamic content, which will ultimately be incorporated into an interactive Flash-based presentation.

BICM-200**Introductory Biochemistry**

3 Credits (45:0:0 hours) Transfer*

Biochemistry is the study of the chemistry of life. This course will introduce students to the complexities of the cellular environment and its impact on the chemical reactions that occur in the cell. Structural, and functional analysis of proteins (both enzymatic and non-enzymatic), lipids, and nucleic acids will be discussed. The course will introduce intermediary metabolism, focusing on carbohydrates, lipids, and nitrogen. Emphasis will be on energy released by these processes, their regulation, and integration. Note: Students who have taken BICM 203, BICM 205, or BICM 220, cannot take BICM 200 for credit. Prerequisites: Minimum grade of C- in CHEM 101 and CHEM 161 or CHEM 261.

*(UA, UC, UL, AU)

BIOL-0020**Biology 20**

5 Credits (90:0:0 hours)

Biology 20 is equivalent to Alberta Learning's Biology 20. The course deals with major concepts of systems, equilibrium, energy and matter. The major topics include cell dynamics, cellular pathways, the biosphere, cellular matter and energy flow, matter and energy exchange in ecosystems, and matter and energy exchange by the human organism. Prerequisite: SCIE 0010 or equivalent.

BIOL-0030**Biology 30**

5 Credits (90:0:0 hours)

Biology 30 is equivalent to Alberta Learning's Biology 30. The course concentrates on many aspects of the human body – its function and maintenance. The major topics include the nervous system, hormones and controls, reproduction and human development, cell division and classical genetics, heredity and molecular genetics, population dynamics and populations and communities. Prerequisite: BIOL 0020 or equivalent or consent of the department.

BIOL-101**Biology of Human Concern**

3 Credits (45:0:0 hours) Transfer*

This course enables students to study and discuss various topics in biology that are of current concern. The selection of topics depends on interests of the students and the instructor.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

BIOL-102**Nutrition and the Body**

3 Credits (45:0:0 hours) Transfer*

This course is designed to develop both content knowledge and critical thinking in basic nutrition. Physiological processes and how these are affected by various nutrients will be considered. Possible topics include energy balance (weight loss and gain), the influence of nutrition on chronic disease and physical fitness.

*(UA, UL, AU, AUC, KUC, CUC)

BIOL-103**Humans and Their Environment**

3 Credits (45:0:0 hours) Transfer*

This course provides a general overview of global environmental problems which have accompanied the evolution of the human species and identifies the principal areas in which critical decisions are now required if humanity is to survive. Detailed case studies on a number of specific environmental topics comparing Canada (a developed country) with a developing country will be presented. Note: This course is intended for students that will not be majoring in ecology or environmental science. Credit cannot be obtained for both BIOL 103 and BIOL 260.

*(UA, UC, UL)

BIOL-107**Introduction to Cell Biology**

3 Credits (45:36:0 hours) Transfer*

All life functions are based on cells, and this course will provide an introduction to cell structure and function. Major topics will include characterization of prokaryotic and eukaryotic cell lineages, chemical composition of cells, functional characterization of sub-cellular structures, autotrophic and heterotrophic metabolism, the compartmentalization of biochemical functions within a cell and communication from cell to cell. The processes influencing the flow of genetic information will be studied. Prerequisites: Biology 30 and Chemistry 30 or equivalents. Note: Students with credit in both GENE 197 and MICR 193 may not receive credit in BIOL 107. BIOL 107 and BIOL 108 may be taken in either order.

*(UA, UC, UL, AU, CU, KUC, CUC, AUC)

BIOL-108**Organisms in Their Environment**

3 Credits (45:36:0 hours) Transfer*

From the origin of life on earth through the evolution of prokaryotic and eukaryotic organisms, this course examines the diversity of life on earth. Using a phyletic approach to classification, the major taxonomic groups of organisms are introduced. These include prokaryotes, numerous protists, fungi, plants and animals. Features that adapt these organisms to their environment are emphasized using Darwinian evolution as the underlying principle. Prerequisite: Biology 30 or equivalent. Note: Students with credit in both BOTN 199 and ZOO 120 may not receive credit in BIOL 108. BIOL 108 and BIOL 107 can be taken in either order.

*(UA, UC, UL, AU, CU, KUC, AUC, CUC)

BIOL-201**Eukaryotic Cellular Biology**

3 Credits (45:0:0 hours) Transfer*

This course will provide for a structural and functional dissection of a eukaryotic cell. Major topics include: structural and functional aspects of the nucleus and its contents, the cytoskeleton, intercellular junctions, protein targeting, cell signalling and cell cycle regulation. Tools used by cell biologists to investigate cellular structure and function will be discussed including: microscopy, tissue culturing, transfection, sub-cellular localization and fractionation. Prerequisite: Minimum grade of C- in BIOL 107. Prerequisite or Corequisite: CHEM 161 or CHEM 261.

*(UA, UL, AU, CU, CUC, KUC, UC)

BIOL-207**Molecular Genetics and Heredity**

3 Credits (45:36:0 hours) Transfer*

The chromosomal and molecular basis for the transmission and function of genes. The construction of genetic and physical maps of genes and genomes. Strategies for the isolation of specific genes. Examples of regulatory mechanisms for the expression of the genetic material in both prokaryotes and eukaryotes. Prerequisite: Minimum grade of C- in BIOL 107 or equivalent.

*(UA, UL, AU, CU, KUC, UC, CUC, AUC)

BIOL-208**Principles of Ecology**

3 Credits (45:36:0 hours) Transfer*

Ecology is the study of the interactions between organisms and their environment. These include interactions at the individual, population, community and ecosystem levels. Topics presented include: abiotic and biotic factors that form an organism's environment, models of population growth and factors controlling growth, competition and predator-prey interactions in communities, energy flow and nutrient cycling in ecosystems. Laboratories emphasize collection, analysis and interpretation of experimental data. These experiments will be drawn from a broad range of organisms and ecological systems and will complement lecture material. Prerequisite: Minimum grade of C- in BIOL 108.

Laboratories emphasize collection, analysis and interpretation of experimental data. These experiments will be drawn from a broad range of organisms and ecological systems and will complement lecture material. Prerequisite: Minimum grade of C- in BIOL 108.

*(UA, UL, AU, CU, KUC, UC, CUC, AUC)

BIOL-260**Humanity and the Biosphere**

3 Credits (45:0:0 hours) Transfer*

A consideration of the place of people in the biosphere and of the biological bases of environmental problems including population, pollution and consideration of renewable and aesthetic resources. Prerequisite: One full year (1 FCE) of university level Biology. Note: Credit may be obtained for only one of ZOOL 260 and BIOL 260.

*(UA, UC, UL, AU, AUC, CU, KUC)

BIOL-315**Biology: An Historical Perspective**

3 Credits (45:0:0 hours)

This course covers the scientific foundations of biological discovery to the mid-20th century. Students must have sophisticated understanding of modern concepts in biology and be prepared to write two major essays on focused topics and to participate actively in class discussions. Prerequisites: Completion of one 100-level and one 200-level biology or permission of Chair. Corequisite: Students should be registered in another 300 level Biology course.

BIOL-321**Mechanisms of Evolution**

3 Credits (45:0:0 hours) Transfer*

This course introduces the major principles of evolutionary biology including basic population genetics, variation, natural selection, adaptation, specialization, and macroevolution. Understanding of basic Mendelian genetics and some knowledge of biological diversity are required. Prerequisites: Minimum grade of C- in BIOL 108, BIOL 207.

*(UA, UC)

BIOL-365**Tropical Rainforest Ecology**

3 Credits (45:36:0 hours) Transfer*

This course provides an introduction to the ecology and diversity of organisms in the world's most biologically rich ecosystem, the tropical rainforest. The physical and biotic forces that contribute to this incredible diversity will be explored, and the most serious threats to the conservation of the tropical rainforest ecosystem will be investigated. The course will include a field trip to the Tiputini Biodiversity Station and other sites in Ecuador. Prerequisites: Students should have completed two years of a science degree with a specialization in biology. Minimum grade of C- in an introductory ecology course such as BIOL 208 is highly recommended. Students lacking BIOL 208 will require special permission from the Science Department to attend. Preference will be given to students from the Bachelor of Science Transfer Program at Grant MacEwan College.

*(UA, UC)

BOTN-205**Fundamentals of Plant Biology**

3 Credits (45:36:0 hours)

This course is an overview of the biodiversity of organisms traditionally included in the Plant Kingdom (mosses, ferns and other seedless vascular plants, gymnosperms, and flowering plants) as well as algae, fungi, and lichens. Emphasis throughout the course is on the relationship between form and functional adaptations and how this has influenced the evolution of plants in various ecosystems. Symbioses and co-evolutionary relationships between and among plants and other types of organisms are also examined.

Prerequisite: Minimum grade of C- in BIOL 108.

BUSN-201**Introduction to Canadian Business**

3 Credits (45:0:0 hours) Transfer*

This is an interdisciplinary course, based on the premise that managerial decision-making requires an understanding of business as well as related fields in the humanities and social sciences. The course covers three major themes: innovation and entrepreneurship, complex interactions/complex organizations and the national/international business environment. Note: Restricted to second year Bachelor of Commerce and Management students, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management, and Bachelor of Arts-Business Studies Minor students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

CHEM-0020**Chemistry 20**

5 Credits (90:0:0 hours)

The material covered in this course is equivalent to Alberta Learning's Chemistry 20. Topics include matter as solutions (acids, bases and gases), quantitative relationships in chemical changes, chemical bonding in matter and the diversity of matter (organic chemistry). Prerequisite: Science 10 or equivalent.

CHEM-0030**Chemistry 30**

5 Credits (90:0:0 hours)

The material covered in this course is equivalent to Alberta Learning's Chemistry 30. Topics include basic concepts of chemistry, atoms, molecules and ions, stoichiometry, oxidation/ reduction reactions, electrochemistry, acids and bases, chemical energetics, nuclear chemistry and chemical kinetics. Prerequisite: Chemistry 20 or equivalent.

CHEM-0095**Pre-Engineering Chemistry**

3 Credits (45:0:0 hours)

This course reviews and extends the basic general chemistry concepts required to be successful in first year engineering chemistry courses. Topics include: compounds, balancing equations, reaction calculations, equilibrium, electrochemistry and thermo chemistry. This course is highly recommended for students planning to enrol in the University Transfer Engineering program, who received less than 75 per cent in Chemistry 30 or have not taken Chemistry 30 in the last three years. Prerequisite: CHEM 0030.

CHEM-101**Introductory University Chemistry I**

3 Credits (45:36:15 hours) Transfer*

This course incorporates atomic structure, covalent and ionic bonding, thermochemistry, thermodynamics, chemical equilibrium, acids and bases, and solubility. Prerequisite: Chemistry 30 or equivalent.

*(UA, UC, UL, AU, AUC, CU, CUC, OTHER)

CHEM-102**Introductory University Chemistry II**

3 Credits (45:36:15 hours) Transfer*

States of matter and intermolecular forces, solutions, molecular geometry, electrochemistry, chemical kinetics, properties of transition-metal complexes and descriptive chemistry of the main-group elements. Prerequisite: Minimum grade of C- in CHEM 101 or equivalent.

*(UA, UC, UL, AU, AUC, CUC, CU, OTHER)

CHEM-161**Organic Chemistry I**

3 Credits (45:36:0 hours) Transfer*

The study of basic molecular structure and reactivity of organic compounds based on their functional groups. Introduction to nomenclature, three dimensional structure, physical properties and reactivity of compounds of carbon. Functional groups covered will emphasize alkanes, alkenes, alkynes, alkyl halides, alcohols and some aromatics. Examples will include hydrocarbons (petroleum products), halogenated organic compounds (e.g. pesticides) and polymers of industrial importance which may be found in everyday life. Prerequisite: Chemistry 30 or equivalent. Note: Students who already have credit in CHEM 101 and CHEM 102 should register in CHEM 261.

*(UA, UC, UL, AU, CU)

CHEM-163**Organic Chemistry II**

3 Credits (45:36:0 hours) Transfer*

Continuation of the study of structure and reactivity of functional groups with special emphasis on molecules important to biology (e.g. fats, sugars, medicinal agents, antibiotics, amino acids, proteins, nucleic acids). Functional groups covered will include alcohols, aromatics, carbonyl compounds (aldehydes, ketones, carboxylic acid derivatives) and amines. Molecules found in everyday life (soaps, detergents, fibers, perfumes and biopolymers) will be discussed. Prerequisite: Minimum grade of C- in CHEM 161.

*(UA, UC, UL, AU, CU)

CHEM-211**Quantitative Analysis I**

3 Credits (45:48:0 hours) Transfer*

Principles, methods and experimental applications emphasizing solution phase equilibria, titrimetry, volumetric laboratory skills and evaluation of experimental data. Includes examples of organic and inorganic analysis. Prerequisites: Minimum grade of C- in CHEM 101 and CHEM 102.

*(UA, UC, UL)

CHEM-261**Organic Chemistry I**

3 Credits (45:36:0 hours) Transfer*

The correlation of structure and chemical bonding in carbon compounds with the physical properties and chemical reactivity of organic molecules. Discussion will be based on functional groups with emphasis on hydrocarbons and derivatives that contain halogens, oxygen, sulfur and the hydroxy group. Introduction to stereochemistry, three dimensional structure, reaction mechanisms, especially addition to double bonds, nucleophilic substitution and elimination reactions. Prerequisites: Minimum grade of C- in CHEM 101 and CHEM 102 or CHEM 105 or CHEM 100 or CHEM 104. Note: Students who have obtained credit for CHEM 161 cannot take CHEM 261 for credit.

*(UA, UC, UL, CU, KUC, CUC, AU)

CHEM-263**Organic Chemistry II**

3 Credits (45:36:0 hours) Transfer*

Continuation of the structural and chemical properties of the basic functional groups of organic compounds including alkynes, aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives and amines. Illustration of these functional groups in natural products such as carbohydrates, amino acids and proteins, nucleic acids and lipids. Discussion of the application of spectroscopic methods for the structure determination in simple organic molecules. Prerequisite: Minimum grade of C- in CHEM 261. Note: Students who have obtained credit for CHEM 163 cannot take CHEM 263 for credit.

*(UA, UC, UL, AU, CU, KUC, CUC)

CHEM-331**Basic Inorganic Chemistry I**

3 Credits (45:36:0 hours) Transfer*

This course deals with basic bonding, structural principles and chemical properties of inorganic compounds. Emphasis is placed on chemistry of main group elements. Prerequisites: Minimum grade of C- in CHEM 101, CHEM 102 and CHEM 163 or CHEM 263. Note: No credit is available for this course in the Honours or Specialization Chemistry programs.

*(UA, UC, UL)

CHEM-361**Organic Chemistry I**

3 Credits (45:48:0 hours) Transfer*

This course focuses on chemistry of aliphatic and aromatic compounds with emphasis on mechanisms of reactions, synthesis and structure determination. Prerequisites: Minimum grade of C- in CHEM 101, CHEM 102, CHEM 161 or CHEM 261, CHEM 163 or CHEM 263.

*(UA)

CHEM-363**Organic Chemistry II**

3 Credits (45:48:0 hours) Transfer*

This course focuses on chemistry of aliphatic and aromatic compounds with emphasis on mechanisms of reactions, synthesis and structure determination. A continuation of CHEM 361. Prerequisite: Minimum grade of C- in CHEM 361.

*(UA)

**CHIN-101
Introductory Chinese I**

3 Credits (75:0:0 hours) Transfer*

This is an introductory course in Mandarin Chinese for students with little or no formal background in Chinese or whose native language is not Chinese. The four language skills of oral/aural comprehension, speaking as well as basic reading and writing using simplified characters will be emphasized. Students will learn approximately 100 characters. In addition, students will become acquainted with some aspects of Chinese culture. Note: Not open to students with credit in Chinese 30, 35, Chinese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Mandarin Chinese. Students with background in another dialect such as Cantonese or who have been partly or solely educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese.
*(UA, UL, KUC, UC, CU, AUC)

**CHIN-102
Introductory Chinese II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Introductory Chinese 101. Students continue to acquire further oral/aural comprehension skills in elementary Mandarin Chinese, as well as to continue to develop reading and writing skills using simplified characters. Students will learn approximately 200 characters. In addition, students will further develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 101 or equivalent. Note: Not open to students with credit in Chinese 30, 35, Chinese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Mandarin Chinese. Students with background in another dialect such as Cantonese or who have been partly or solely educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese.

*(UA, CU, UC, KUC, AUC, UL)

**CHIN-103
Chinese Level I**

3 Credits (60:0:0 hours) Transfer*

This is an introductory course for students with little or no formal background in Chinese or whose native language is not Chinese. Students will develop oral/aural skills in Mandarin Chinese in conjunction with basic reading and writing skills using simplified characters. The emphasis will be on the spoken language. Students will learn approximately 100 characters by the end of this course plus CHIN 104. As well, students will be acquainted with various aspects of Chinese culture. Note: This course is designed for students registered in the Asia-Pacific Management Program and, accordingly, priority to register in this class will be given to them. Not open to students with credit in Chinese 30, Chinese 35, Chinese 100 or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Mandarin Chinese. Students with background in another dialect such as Cantonese or who have been partly or solely educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese. In conjunction with CHIN 104, transfers to U of A CHINA 101.

*(OTHER)

**CHIN-104
Chinese Level II**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of CHIN 103; it is designed to acquire further oral/aural skills in conjunction with basic reading and writing skills. The emphasis will be on the spoken language and students will continue to increase facility in reading and writing Chinese with simplified characters. Students will learn approximately 100 characters by the end of this course plus CHIN 103. As well, students will further develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 103. Note: This course is designed for students registered in the Asia-Pacific Management Program and, accordingly, priority to register in this class will be given to them. Not open to students with credit in Chinese 30, Chinese 35, Chinese 100 or similar or equivalent courses. Nor is it open to students with native speaker background or who have solely or partly educated in Mandarin Chinese. Students with background in another dialect such as Cantonese or who have been partly or solely educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese. In conjunction with CHIN 103, transfers to U of A CHINA 101.

*(OTHER)

CHIN-105**Chinese Level III**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of CHIN 104; it is designed for students to acquire further oral/aural skills in conjunction with basic reading and writing skills. The emphasis will be on the spoken language and students will continue to increase facility in reading and writing Chinese with simplified characters. By the end of this course plus CHIN 106, students will learn approximately 200 new characters. As well, students will further develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 104 or CHIN 101 or equivalent. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this class will be given to them. Not open to students with credit in Chinese 30, 35, Chinese 100 or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Mandarin Chinese. Students with background in another dialect such as Cantonese or who have been partly or solely educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese. In conjunction with CHIN 106, transfers to U of A CHINA 102.

*(OTHER)

CHIN-106**Chinese Level IV**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of CHIN 105; it is designed for students to acquire further oral/aural skills in conjunction with basic reading and writing skills. The emphasis will be on the spoken language and students will continue to increase facility in reading and writing Mandarin Chinese with simplified characters. By the end of this course plus CHIN 105, students will learn approximately 200 new characters. As well, students will further develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 105. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this class will be given to them. Not open to students with credit in Chinese 30, 35, Chinese 100 or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Mandarin Chinese. Students with background in another dialect such as Cantonese or who have been solely or partly educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese. In conjunction with CHIN 105, transfers to U of A CHINA 102.

*(OTHER)

CHIN-201**First-Year University Chinese I**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Chinese 101/102. Students continue to acquire further oral/aural comprehension skills at the beginning intermediate level in Mandarin Chinese, as well as continue to develop reading and writing skills using simplified characters. Students will learn approximately 250 characters. In addition, students will further develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 102 or equivalent.

*(UA, CU, UC, KUC)

CHIN-202**First-Year University Chinese II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Chinese 201. Students continue to acquire further oral/aural comprehension skills at the intermediate level in Mandarin Chinese, as well as to continue to develop reading and writing skills using simplified characters. Students will learn approximately 350 characters. In addition, students will further develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 201 or equivalent.

*(UA, CU, UC, KUC)

CHIN-203**Chinese Level V**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of CHIN 105 plus CHIN 106; it is designed for students to acquire further oral/aural skills in conjunction with basic reading and writing skills. Students are expected to gain fluency at the beginning intermediate level of spoken Mandarin and by the end of this course plus CHIN 204 will have learned approximately 250 additional simplified characters. As well, students will continue to develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 106 or CHIN 102 or equivalent. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this class will be given to them. Students with native speaker background or who have been solely or partly educated in Mandarin Chinese, or who have background in another dialect such as Cantonese or who have been solely or partly educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese. In conjunction with CHIN 204, transfers to U of A CHINA 201.

*(OTHER)

CHIN-204**Chinese Level VI**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of CHIN 203 and is designed so that students acquire further skills in both spoken and written Mandarin. Students are expected to gain fluency at the beginning intermediate level of the spoken language and by the end of this course plus CHIN 203 will have learned approximately 250 additional simplified characters. As well, students will continue to develop their understanding of various aspects of Chinese culture. Prerequisite: Minimum grade of C- in CHIN 203. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this class will be given to them. Students with native speaker background or who have been solely or partly educated in Mandarin, or who have background in another dialect such as Cantonese or who have been solely or partly educated in that dialect will be required to take a placement test and may be asked to take a different level of Chinese. In conjunction with CHIN 203, transfers to U of A CHINA 201.

*(OTHER)

CHIN-211**Mandarin Chinese I**

3 Credits (45:0:0 hours) Transfer*

This course is designed to provide fluency in Mandarin for those students proficient in one of the regional dialects of Chinese. It aims to help students improve the four communication skills of listening, speaking, reading and writing in Mandarin. Prerequisite: Proficiency in any of the regional dialects of China.

*(UA)

CHIN-212**Mandarin Chinese II**

3 Credits (45:0:0 hours) Transfer*

This course is a continuation of CHIN 211. It aims to help students further improve the four communication skills of listening, speaking, reading and writing in Mandarin. Prerequisite: Minimum grade of C- in CHIN 211 or equivalent.

*(UA)

CHME-103**Introductory University Chemistry I**

4.30 Credits (45:18:15 hours) Transfer*

Atomic structure, covalent bonding, thermochemistry, chemical equilibrium, acids and bases, descriptive chemistry of the main group elements. Prerequisite: Chemistry 30 or equivalent. Restricted to Engineering students.

*(UA, UC, CU, UL)

CHME-105**Introductory University Chemistry II**

3.80 Credits (45:18:0 hours) Transfer*

States of matter and intermolecular forces, solubility and solutions, electrochemistry, thermodynamics, chemical kinetics, bonding and properties of transition-metal complexes. Prerequisite: Minimum grade of C- in CHME 103. Restricted to Engineering students.

*(UA, UC, CU, UL)

CLAS-102**Greek and Roman Mythology**

3 Credits (45:0:0 hours) Transfer*

In this survey course students will learn the most significant myths and sagas of Greece and Rome. Selected readings from ancient literature and illustrations from Classical art will emphasize the cultural, historical and religious contexts of the myths within ancient society. The continuing influences of the myths as a source of inspiration for some of the major themes in Western art and culture for two millennia will be discussed. The course will also examine theories and interpretations of the myths.

*(UA, CU, UC, KUC, AUC, UL)

CLAS-110**Early World History I**

3 Credits (45:0:0 hours) Transfer*

This course covers world history from the beginning of written records down to the end of the sixth century A.D. It will cover the ancient history of the Mediterranean world, with particular emphasis on the Near East, Greece and Rome and compares developments in civilizations in these areas with those in Persia, India and China. Note: Students choosing CLAS 110 for partial fulfillment of their Humanities core requirement must also take HIST 110. Students will be expected to have a knowledge of the material covered in CLAS 110 when they register for HIST 110, and it is therefore strongly recommended that they take CLAS 110 first.

*(UA, KUC, CU, AUC, UC, UL)

CLAS-221**Literature of Greece and Rome**

3 Credits (45:0:0 hours) Transfer*

This course is an introductory survey in English translation of major works from Greek and Latin Literature. It will include epic and lyric poetry and drama. May not be taken concurrently with, or subsequent to, U of A CLASS 321/322.

*(UL, UA, UC)

CLAS-252**Ancient Art and Archaeology**

3 Credits (45:0:0 hours)

This course is a survey of the most important artwork and architectural monuments created in the Middle East, Greece and Rome.

CLAS-261**Women in the Ancient World**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the role of women in the ancient world through the study of literature, law, religion and art. It will survey the changing status of women in the Greco-Roman world, ranging historically from the society of Minoan Crete, which reached its height ca. 1700-1500 BCE, to the Roman empire of Constantine, 274-337 CE. It deals with the portrayals of women in both literary and visual art, as well as the historical evidence we have concerning family life, marriage customs, religious cults and legal issues. This course aims to be an impartial investigation and to serve as an introduction to Classical culture for students.

*(KUC, UC, UA, CU, AUC)

CLAS-270**Greek Civilization**

3 Credits (45:0:0 hours) Transfer*

An introduction to Greek social history illustrated by reference to contemporary literature and archeological discoveries. Topics covered include the Bronze Age, the rise of the city, trade and colonization, Athens and Sparta, warfare, religion, the theatre, art and architecture and philosophy.

*(UA)

CLAS-271**Roman Civilization**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to Roman social history, illustrated by reference to contemporary literature and archeological discoveries. Topics covered include government, family, religion, law, education, entertainment, agriculture, all presented in their historical context. Some aspects of art and architecture, technology and medicine will be discussed as well.

*(UA)

CLAS-323**Literature in the Augustan Age**

3 Credits (45:0:0 hours)

In this course, students explore Roman literature of the Augustan Age through literary translations in a variety of genres. Students also examine the complex literary, social, historical, philosophical and aesthetic forces that shaped the literature of the time. No knowledge of Latin is required, but students will benefit by having taken at least one English 100-level English or Classics course before registering for this course.

CLAS-354**Art and Architecture of the Augustan Age**

3 Credits (45:0:0 hours)

This course will focus on the religious and historical context of ancient Rome during the Augustan Age as examined through art and architectural monuments. No knowledge of Latin is required, but students will benefit by having taken at least one Art History or Classics course before registering for this course.

CLTR-101**Intercultural Communications I**

1 Credit (15:0:0 hours)

This course introduces students to the dynamics of intercultural interaction and communication. The basic concepts of cultural Anthropology are used to illustrate the fundamental insights and knowledge required in effectively bridging and communicating across cultural boundaries. The key topics covered in this course include the culture-general approach to understanding cultural diversity, cultural self-awareness, universal systems, understanding verbal and nonverbal communication patterns, contrasting cultural values and dealing with cultural shock.

CLTR-103**Philosophy of Thought in China and Japan**

1 Credit (15:0:0 hours)

This course examines the philosophical foundation of two of the major cultures in East Asia: China and Japan. The influence of linguistic structure, religion, cultural organization, social environment and logical rules on a people's way of thinking will be studied in the context of China and Japan. The rules of social behaviour and the dominant value patterns in these societies will be explained with reference to the defining characteristics of Japanese and Chinese ways of thinking or philosophical outlooks.

CLTR-104**Society and Culture in East Asia**

1 Credit (15:0:0 hours)

This is a short course on the culture and social life in East Asia (Japan, Korea, Taiwan and Hong Kong). Students will be given an overview of various aspects of life in these countries. The topics covered include general geography, impact of colonization, current political and economic issues, key elements of culture, religious beliefs, daily life and customs, and topics of special interest.

CLTR-105**Society and Culture in ASEAN Countries**

1 Credit (15:0:0 hours)

This is a short course on the culture and social life in the ASEAN (Association of South East Asian Nations) countries. Students will be given an overview of various aspects of life in these countries. The topics covered in this course include general geography, impact of colonization, current political and economic issues, key elements of culture, religious beliefs, daily life and customs, and topics of special interest.

CMPT-101**Introduction to Computing I**

3 Credits (45:36:0 hours) Transfer*

This course provides a breadth-first introductory treatment of science and engineering concepts in computing science for students with little or no programming background. Topics include number representation, machine architecture, and operating systems; algorithms, their properties, and the control constructs of sequence, selection and repetition; and the notions of data type and operations on data types in low-level and high-level programming languages. Students do introductory programming for a portion of the Note: Students with no previous computing experience should enroll in CMPT 101 first and then take CMPT 114. Credit cannot be obtained for CMPT 101 if credit has already been granted for CMPT 114. Students who enroll in CMPT 101 must complete CMPT 114 and CMPT 115 to apply for specialization or honours program.

*(UA, UL, KUC, AUC, CU, AU, CUC, UC)

CMPT-104**Introductory Computer Literacy**

3 Credits (45:0:0 hours)

This general introduction to computers course focuses on how the computer operates, and the potential for its application in our society. Curriculum introduces the information system, data, software, hardware, connectivity, the system unit, IPOS, secondary storage and the Internet and the Web. Practical component includes hands on experience using the microcomputer using common productivity tools such as Microsoft Word, Excel, Powerpoint, Internet tools and Web page creation.

CMPT-114**Introduction to Computing Science**

3 Credits (45:36:0 hours) Transfer*

An introduction to solving Computing Science problems by writing computer programs in a high-level programming language called Java. Students are introduced to objects and values, messages and methods, control structures and simple containers. Discussion of elementary algorithms and software engineering techniques for constructing elegant and robust solutions to problems. Prerequisites: Pure Math 30 and Computing Science 30 or equivalent. Note: Students with no previous computing experience should enroll in CMPT 101 instead of CMPT 114. Students should seek advice from a Program Advisor. Credit will be granted for only one of CMPT 114 or ENCP 100. Students who enroll in CMPT 101 must complete CMPT 102 and CMPT 115 in order to apply to Specialization or Honours programs. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

CMPT-115**Programming With Data Structures**

3 Credits (45:36:0 hours) Transfer*

A study of dynamic data structures (e.g. sets, lists, stacks, queues, dictionaries) and their associated algorithms (e.g. traversal, sorting, searching, element addition and removal) using the Java programming language. An introduction to recursive references and algorithms and to more advanced programming language techniques including inheritance and exceptions. Prerequisite: Minimum grade of C- in CMPT 102 or CMPT 114 or ENCP 100. Note: Students with no previous computing experience should enrol in CMPT 101 instead of CMPT 114. Students should seek advice from a Program Advisor. Credit will be granted for only one of CMPT 114 or ENCP 100. Students who enrol in CMPT 101 must complete CMPT 102 and CMPT 115 in order to apply to Specialization and Honours programs. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

CMPT-157**Introduction to Computing for Business**

3 Credits (45:36:0 hours) Transfer*

This course introduces students to applications of technology within a business context. Concepts such as computer information systems, information systems management and business information systems will be studied. The practical component of the course focuses on the use of the Microsoft Office suite to develop skills using Word, Excel, Access and Powerpoint. Internet tools and technology and Web page development are also covered. Credit will be granted for only one of CMPT 101, CMPT 114, CMPT 157, CMPT 162 or CMPT 251. Restricted to Bachelor of Commerce and Management Transfer, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Bachelor of Arts-Business Studies minor students. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

CMPT-201**Practical Programming Methodology**

3 Credits (45:36:0 hours) Transfer*

Introduction to principles, methods, tools and practices of the professional programmer. The lectures focus on the fundamental principles of software engineering based on abstract data types and their implementations. The laboratories offer an intensive apprenticeship to the aspiring software developer. Students use C and C++ and software development tools of the UNIX environment. Prerequisite: Minimum grade of C- in CMPT 115. Corequisite: CMPT 272. *(UA)

CMPT-204**Algorithms I**

3 Credits (45:15:0 hours) Transfer*

A first course on algorithms design and analysis, with emphasis on fundamentals of searching, sorting and graph algorithms. Examples include divide and conquer, dynamic programming, greedy methods, back tracking, and local search methods, together with analysis techniques to estimate program efficiency. Prerequisites: Minimum grade of C- in CMPT 115, CMPT 272 and MATH 113 or MATH 114 or MATH 117. *(UA)

CMPT-229**Computer Organization and Architecture I**

3 Credits (45:36:0 hours) Transfer*

This course provides a general introduction to number representation, the architecture and organization concepts of von Neumann machines, assembly level programming, exception handling, peripheral programming, floating point computations and memory management. Prerequisite: Minimum grade of C- in CMPT 115. Restrictions: Credit may be obtained in only one of CMPT 229, CMPT 285 or EE 380. *(UA)

CMPT-272**Formal Systems and Logic in Computing Science**

3 Credits (45:36:15 hours) Transfer*

An introduction to the tools of set theory, logic and induction, and their use in practice of reasoning about algorithms and programs. Basic set theory. The notion of a function. Counting. Propositional and predicate logic and their proof systems. Inductive definitions and proofs by induction. Program specification and correctness. Prerequisite: Minimum grade of C- in CMPT 101 or CMPT 114 or equivalent. *(UA, AU, AUC, CU, KUC)

CMPT-291**Introduction to File and Database Management**

3 Credits (45:36:0 hours) Transfer*

Basic concepts in computer data organization and information processing; hardware devices, physical organization, and access methods for file storage; file I/O; introduction to database systems. Prerequisite: Minimum grade of C- in CMPT 201. *(UA)

CMSK-0011**Introduction to Computer Application Skills I**

5 Credits (35:40:0 hours)

This is a beginner level computer applications course. The purpose of this course is to provide students with the skills to use a word processing and spreadsheet program. The emphasis will be on skills that can be used in further studies such as preparing reports and essays and researching via the Internet. We will be working with Microsoft Office (Word and Excel) in a Windows environment. Topics to be covered include: basic computer literacy, keyboarding skills, word processing, spreadsheets, e-mail and Internet. The course includes 15 hours of open lab time to complete course projects.

CMSK-0015**Introduction to Computers Level II**

5 Credits (35:40:0 hours)

This course is intended to continue to develop the computer skills that a college student will need in order to do his/her course work. Word processing skills will be practiced in order to create simple and complex documents. The students will learn the MLA format to annotate references. Spreadsheets will be used to organize data and draw graphs. Internet activities will focus on locating and retrieving information in various forms. The course will use e-mail, Netscape, Windows and Microsoft Office components: Power Point, Word, Excel and Access. The course includes 15 hours of open lab time to complete course projects. Prerequisite: CMSK 0011 or equivalent.

COMP-100**World Literature**

6 Credits (90:0:0 hours) Transfer*

This course focuses on analyzing and comparing major works of world literature from antiquity to the late twentieth century. Reflecting on the depth and diversity of various civilizations, the texts in this course shall be studied in English translations. The course is designed to cultivate the students' appreciation for serious literary works within a global, comparative context and to encourage their love of reading. As well, it is intended to enrich the students' awareness of other cultures and literary traditions and enhance the ethos of tolerance, acceptance and respect for others. Prerequisite: English 30.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

CORR-100**Human Relations**

3 Credits (45:0:0 hours)

The goal of this course is to assist the student to become aware of the process of communication and the way in which it might be improved. Interpersonal communication skills will be emphasized together with awareness of self, the impact of the self on others and the relationship of these skills to the work of the corrections/criminal justice professional.

CORR-102**Correctional Law**

3 Credits (45:0:0 hours)

Students will study correctional law as it relates to the function of the corrections/criminal justice worker. There will be an examination of the development of our legal system as well as current legislation, including the Criminal Code, the Alberta Corrections Act, the Corrections and Conditional Release Act, Youth Criminal Justice Act and the Charter of Rights and Freedoms. Particular attention will be given to the court system.

CORR-104**Criminal Justice System**

3 Credits (45:0:0 hours)

This course will provide an overview of the criminal justice system as it operates in Canada, from the commission of a crime to the termination of the sentence given to an offender. Included will be an examination of the police, courts and the correctional programs including probation, fine options, community service orders, conditional sentences, incarceration, temporary absence, parole and statutory release. A brief history of the development of corrections will be presented.

CORR-106**Correctional Security**

3 Credits (45:0:0 hours)

Specific skills in the supervision, management and control of offenders will be addressed. Emphasis will be on existing practices within the Correctional Services Division/Alberta Solicitor General and the Correctional Service of Canada. The concepts of static and dynamic security will be introduced. Students will receive training in self-defence and restraint techniques.

CORR-110**Introductory Criminology**

3 Credits (45:0:0 hours) Transfer*

This is an introductory course in criminology that will examine the development of criminological thought, theories of crime causation from varying perspectives, the concepts of crime and delinquent behaviour, the public understanding of and reaction to crime and the methods of measuring crime. *(AU)

CORR-112**Correctional Interviewing**

3 Credits (45:0:0 hours)

This course is aimed at increasing the student's helping skills in order to work effectively in a corrections/criminal justice environment. Specific interviewing skills will be taught, including relationship building, active listening, data collection and assessment. Students will also have an opportunity to assess their own values and ethics within the context of a helping relationship.

CORR-114**Field Placement I**

2 Credits (0:0:120 hours)

Field placements constitute the practical component of the program and they provide the opportunity for integration of theory and practice. They are taken concurrently with Integration Seminar. The purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate professional practice based on the knowledge, skills and values taught in the program courses.

CORR-116**Integration Seminar I**

1 Credit (0:0:30 hours)

The Integration Seminar provides a regular opportunity for students to prepare themselves for field placement, to share their experiences in field placement as well as examine issues relating to course material and field placement.

CORR-118**Introduction to Corrections**

3 Credits (45:0:0 hours)

This course examines correctional systems in Canada today including federal, provincial and non-governmental agencies. Topic areas include a brief history of corrections, approaches to punishment, treatment and restoration, community and prison based correctional programming, operational effectiveness and future trends. International approaches to correctional programming will be studied.

CORR-202**Cultural Influences**

3 Credits (45:0:0 hours)

A major component is awareness and understanding of Aboriginal culture, religion and values. Issues relating to Aboriginal people including land claims, treaties, residential schools, social problems and corrections/criminal justice services are explored and discussed. Prejudice, stereotyping, discrimination, and racism are examined. The impact of other cultural influences on the criminal justice system are also explored, particularly the challenge of dealing with cultural conflicts within correctional facilities. An underlying principle of the course is that in order to work with clients effectively, an understanding of their cultural background is essential.

CORR-206**Substance Abuse Intervention**

2 Credits (30:0:0 hours)

Alcohol, non-prescription and prescription drugs will be examined in a number of areas. The symptoms of drug abuse will be presented as well as a description of the paraphernalia that is used. Assessment and treatment techniques will be described as well as the various institutional and community resources that are available. Material will be presented on the economy and politics of the drug scene. Changing societal attitudes toward substance abuse will be explored.

CORR-208**Selected Issues**

3 Credits (45:0:0 hours)

This course is designed to expose students to theory in specific aspects of correctional services practice such as understanding and working with female offenders, crisis intervention and suicide, mental health/illness and alternative dispute resolution. Students will practice skills, examine interventions and research in these specific areas.

CORR-210**Correctional Methods and Practice**

3 Credits (45:0:0 hours)

This course provides an examination of the principles, values and effectiveness of correctional programming in both community and institutional settings. Case management including investigation, classification, documentation, supervision and intervention programs will be emphasized as well as the roles of the correctional worker. Case studies are employed to give students direct and practical experience.

CORR-212**Correctional Counselling**

4 Credits (60:0:0 hours)

This course is a continuation of Correctional Interviewing. Using the case study method, students will learn about and apply a variety of counselling methods and techniques including problem solving models, cognitive-behavioural models, time-limited models and group counselling models. As well, an overview of strategies to work effectively with special populations including youth, violent offenders and offenders with mental health issues will be presented. Behavioural management techniques will also be presented. Prerequisite: CORR 112.

CORR-214**Field Placement II**

4 Credits (0:0:240 hours)

Field placements constitute the practical component of the program, and they provide the opportunity for integration of theory and practice. They are taken concurrently with Integration Seminar. The purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate professional practice based on the knowledge, skills and values taught in the program courses. Prerequisite: CORR 114.

CORR-216**Integration Seminar II**

1 Credit (0:0:30 hours)

The Integration Seminar provides a regular opportunity for students to share their experiences in field placement, to identify and discuss current issues, and to apply and integrate course material with field placement activities. Students will focus on career development skills such as job search techniques, resume preparation, interviews and networking. Prerequisite: CORR 116.

CORR-218**Youth and Crime**

3 Credits (45:0:0 hours)

This course provides a study of the social and legal influences on young people involved in criminal behavior. The emphasis is on a detailed explanation of the Young Offenders Act and the proposed Youth Criminal Justice Act, as well as an exploration of the roles of the police, courts, correctional agencies and community in responding to youth crime. International approaches to dealing with youth crime will also be examined.

CORR-224**Field Placement III**

4 Credits (0:0:240 hours)

Field placements constitute the practical component of the program, and they provide the opportunity for integration of theory and practice. They are taken concurrently with Integration Seminar. The purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate professional practice based on the knowledge, skills and values taught in the program courses. Prerequisite: CORR 114.

CYCW-100**Adolescent Development**

3 Credits (45:0:0 hours)

An introduction to normal adolescence, this course examines childhood and adolescent development patterns as influenced by family and peers. Physiology, identity and psychosocial development, cognition and moral judgment, as well as environmental influences and typical patterns of behaviour among youth will be studied. Students will develop insight into their own style of relating to youth as it has been influenced by their experiences as a young person. Students will also acquire frameworks for helping families support children/adolescents with normal developmental tasks and fostering resilience in their young people. Corerequisite: CYCW 103.

CYCW-101**Helping Skills for Youth and Families**

3 Credits (45:0:0 hours)

This course introduces students to the skills of effective relationship building with youth and families. The role of the child and youth care counsellor in the helping process is also explored. Students practice and demonstrate effective individual counselling skills. Corerequisite: CYCW 103.

CYCW-102**Integration Seminar**

1 Credit (0:30:0 hours)

Seminars provide students with an opportunity to discuss field placement experiences and to apply theory and skills from program course work at an introductory level. Professional and ethical conduct in relation to field experience will be a focus. Students will practice the skills of group work and will be introduced to observation and recording skills. Corequisite: CYCW 103.

CYCW-103**Field Placement**

2 Credits (0:0:120 hours)

Through workplace experience, students are introduced to the roles and responsibilities of a child and youth care worker. In this first course in a series of four field placements, students plan and lead a youth group in a recreationally focused program. Recreation programs are designed to assist youth with life-skill and personal development. This workplace experience will foster the student's ability to develop a helping relationship, to work on a team of child and youth care professionals and to lead a school, agency or community program. Corequisite: CYCW 102.

CYCW-104**Activities Programming for Youth**

2 Credits (15:30:0 hours)

This experiential course is designed to equip students with the attitudes, conceptual frameworks and skills to develop appropriate recreational activities for young people. Students will be able to program such activities to facilitate leisure, educational and therapeutic goals. Corequisite: CYCW 103.

CYCW-106**The Child and Youth Care Professional**

3 Credits (45:0:0 hours)

This course is an introductory course to the field of child and youth care work. The students will explore the professional tasks and roles of a child and youth care worker and the challenges of being a member of this profession. An overview of the needs of youth, the types of agencies providing service and the legal system governing children and youth in Canada will be studied. Corequisite: CYCW 103.

CYCW-107**Child and Youth Care Practice**

3 Credits (45:0:0 hours)

Child and Youth Care Practice will serve as an introductory course to the field of child care. The basic philosophy permeating this course is that there is a set of attitudes, specific knowledge, skills and proficiencies that are uniquely those of the competent child and youth care worker. This course will explore three central themes: the youth and family, the setting and the child and youth care worker. Prerequisite: CYCW 100. Corequisite: CYCW 111.

CYCW-108**Special Topics in Child and Youth Care**

2 Credits (30:0:0 hours)

This course introduces students to special topics of significance for the prospective child and youth care worker, in particular, cross-cultural awareness and substance abuse issues. Corequisite: CYCW 111.

CYCW-110**Integration Seminar**

1 Credit (0:30:0 hours)

Seminars provide students with an opportunity to discuss field placement experiences and to apply theory and skills from program course work at an intermediate level. Professional and ethical conduct in relation to field experience will be a focus. Students will practice the skills of group work as well as observation and recording skills. Prerequisite: CYCW 102. Corequisite: CYCW 111.

CYCW-111**Field Placement**

2 Credits (0:0:120 hours)

Through the continuing leadership of a youth group, this placement will further develop the core skills of a competent child and youth care practitioner. Students advance their skill and knowledge beyond Field Placement-CYCW 103 by focusing on recreation as a therapeutic tool in a group context. Students are expected to show creativity in planning activities to be more independent problem solvers and to show initiative. Prerequisite: CYCW 103. Corequisite: CYCW 110.

CYCW-112**Family Dynamics**

2 Credits (30:0:0 hours)

Family Dynamics is an introduction to the study of the family as a system. The course will begin with an overview of basic family systems theory and then will focus each student's attention on his or her own family of origin. This self-study approach is seen as an aid to recognition of issues that may affect the student's ability to work with troubled youth and families. Corequisite: CYCW 111.

CYCW-114**Individual Counselling**

3 Credits (45:0:0 hours)

This course presents a continuation of the developmental model of individual counselling. Specific skills are taught that allow students to assist youth and adult clients in fully exploring and clarifying problem situations and missed opportunities in their lives. Specific skills are taught that allow students to assist clients (youth and families) to challenge their limited perspectives and access personal strengths, competencies and capabilities. Students will also be introduced to the solution-focused approach to helping. Prerequisite: CYCW 101. Corequisite: CYCW 111.

CYCW-200**Child/Youth Care Methods I**

3 Credits (45:0:0 hours)

The student will become familiar with a competency-based approach to working with children, youth and their families in a variety of settings. Developmental theory will be reviewed and applied to youth. The principles of effective behaviour management will be learned and applied to the development of short-term behaviour plans. Students will learn preliminary skills in creating intervention strategies and treatment plans for youth and families. Students will leave the course with an overall framework that will enhance their developing attitudes and skills in working effectively with children and their families. Prerequisite: CYCW 107. Corequisite: CYCW 203.

CYCW-201
Child and Youth Care Practice in Mental Health

3 Credits (45:0:0 hours)

This course will introduce a range of childhood and adolescent mental health issues including various types, origins and symptoms of disorders. Emphasis will be placed on the causes, symptoms and treatment of physical/organic, social, emotional and behavioural disorders. Students will learn to understand a range of disturbances from a solution-focused perspective and the family perspective, in terms of assessment and management. Students will find ways to access their own resources and resiliencies as they address issues which are traumatic for clients and self. This course will explore the role of the child and youth care worker in settings providing mental health services. Prerequisite: CYCW 100. Corequisite: CYCW 203.

CYCW-202
Integration Seminar

1 Credit (0:30:0 hours)

Seminars provide students the opportunity to discuss field placement experiences and apply information and skills from second year course work. Students will practice advanced group work skills. This third integration seminar will also explore the notion of caring for the caregiver to prepare students for self-care as a helping professional. Prerequisite: CYCW 110. Corequisite: CYCW 203.

CYCW-203
Field Placement

4 Credits (0:0:240 hours)

In this third field placement course, students will work in challenging and complex child and youth care services, with a focus on supporting youth and families to make effective change in their lives. In group care, family-based or specialized community programs, students demonstrate advanced methods such as individual counselling, life-space teaching and crisis intervention, along with the core competencies of relationship-building, behaviour management and team work. Prerequisite: CYCW 110. Corequisite: CYCW 202.

CYCW-204
Group Counselling

3 Credits (45:0:0 hours)

This course highlights the role of groups in the treatment process for adults, adolescents and children in child and youth care contexts. It provides an opportunity for students to extend individual counselling skills into group work practice. Prerequisite: CYCW 114. Corequisite: CYCW 208.

CYCW-205
Issues in Family Work

3 Credits (45:0:0 hours)

This course will introduce students to the role of the family support worker and to issues the child and youth care worker encounters in working with a child's/youth's family across various settings in child and youth care practice. Theoretical approaches to working with families will be explored. Students will also be introduced to concepts and skills for collaboratively engaging families in practical, real life solutions. Prevention and early intervention strategies with families will be explored. Prerequisite: CYCW 112. Corequisite: CYCW 203.

CYCW-206
Child/Youth Care Methods II

3 Credits (45:0:0 hours)

This course is a continuation and integration of the Child and Youth Care Methods sequence, beginning in Child and Youth Care Practice, and including Child and Youth Care Methods I. The student will learn the process of altering the story about treatment which is held by the youth, his/her family and the child and youth care counsellor. Solution-focused treatment approaches and relationship-building skills are the main techniques presented, along with integration of developmental theory and counselling skills. Prerequisite: CYCW 200. Corequisite: CYCW 208.

CYCW-207
Integration Seminar

1 Credit (0:30:0 hours)

Seminars provide students with an opportunity to discuss field placement experiences and to apply information and skills from second year course work. Students will practice advanced group work skills. This fourth seminar course also engages students in essential job search activities. Prerequisite: CYCW 202. Corequisite: CYCW 208.

CYCW-208
Field Placement

4 Credits (0:0:240 hours)

In this fourth in the series of field placement experiences in year one and year two of the program, students will demonstrate all required entry level competencies of a child and youth care worker. In group care, family-based or specialized community programs for youth and their families, the student demonstrates the advanced competencies of treatment planning, implementation and evaluation, as well as group counselling. Prerequisite: CYCW 203. Corequisite: CYCW 207.

CYCW-209
Family Support and Intervention

2 Credits (30:0:0 hours)

This course will build on the concepts and skills learned in two previous courses: Family Dynamics and Issues in Family Work. The student will become familiar with and practice assessment and intervention skills required to work with families, using a solution-focused approach. Prerequisites: CYCW 205 and CYCW 112. Corequisite: CYCW 208.

CYCW-211
Development Across the Lifespan

3 Credits (45:0:0 hours)

This course highlights major developmental milestones and challenges across the lifespan, from infancy through adulthood. Human development will be explored from various theoretical perspectives. Practical application of developmental theories to child and youth care practice with youth and families will be addressed. Prerequisite: CYCW 100. Corequisite: CYCW 203.

CYCW-301**Professional CYC Practice: Theory and Application**

6 Credits (90:0:0 hours)

The purpose of this course is to integrate theory and practice in Child and Youth Care by focusing on issues and techniques in assessment, case planning and intervention. It provides an opportunity to explore major therapeutic approaches and their associated philosophies, goals, strategies and techniques; and practical models for case consultation, presentation and evaluation. Students develop competence in these professional practice areas and analyze the relationships between knowledge, skills, values and styles. Throughout the course, students are challenged to critically analyze and synthesize what they already know with what they are learning. Emphasis is placed on developing one's on-going self-awareness, critical thinking abilities and purposeful practice.

CYCW-338**Applying Developmental Theory in CYC Practice**

6 Credits (90:0:0 hours)

This course invites students to consider the implications of contemporary developmental theory and research for advanced Child and Youth Care practice. Emphasis is placed on the development of self and relationships in the contexts of the family, school, community and client/worker relationship. The themes of resilience, diversity, and holistic perspectives on development are explored. Students apply developmental perspectives to their own life experiences as these relate to their work with youth and families. Prerequisite: CYCW 100, CYCW 211 or the equivalent.

CYCW-350**Law and Social Services**

3 Credits (45:0:0 hours)

This course is designed to provide students with a basic introduction to law and knowledge about the legal issues in the child welfare system. The CYC role requires increasing knowledge of the law and awareness of ethical and legal obligations for the professional CYC practitioner. Throughout the course, consideration is given to the function of law as an institution and the role of law as an expression of social policy. The course raises awareness about legal principles, and of the rights of clients and the responsibility of social services staff to uphold these rights. The course provides a knowledge base in family and child protection law, civil liberties, court procedures and hearings, and evidence giving skills.

CYCW-360**Abuse and Neglect**

3 Credits (45:0:0 hours)

Front line Child and Youth Care Workers are often in a position to observe, hear and respond to evidence of child and family abuse and neglect. Being prepared to respond confidently and effectively requires advanced professional preparation involving the integration of knowledge, skill and enhanced self-awareness. This course is designed to address all three of these levels of learning in order to prepare students to recognize, assess, respond, and intervene competently in situations of abuse and neglect as they arise in their practicum and/or work experience.

CYCW-361**Substance Abuse**

3 Credits (45:0:0 hours)

This course will analyze and compare theories, principles, systems, issues, and the interventions in the field of alcohol and substance abuse as they pertain to Child and Youth Care practice with children, youth, families, and communities. Students will consider the influence of their personal beliefs, values, and ethics regarding substance abuse and change on their work with clients. Prerequisite: CYC or related Human Services diploma. Must obtain program approval.

CYCW-410**Advanced Field Placement**

6 Credits (0:0:286 hours)

This supervised field placement focuses on the student's chosen professional area of interest and requires students to apply case planning, evaluation skills, intervention strategies and/or project planning and delivery skills at an advanced level. Clinical functioning and the integration of theory and practice are emphasized. Students are expected to access the expertise of other professionals and to function as partners in workplace and service teams. Prerequisites: CYCW 301, CYCW 338, CYCW 350, CYCW 360, CYCW 361. Corequisites: CYCW 465, CYCW 466, CYCW 474, or permission of the program.

CYCW-423**Child and Youth Care Research**

3 Credits (45:0:0 hours)

In this course, students study ways in which research within the field of Child and Youth Care is developed and executed. Within an applied research context, students are introduced to the knowledge and skills necessary to locate, understand, evaluate, critique and utilize research relating to Child and Youth Care. Students examine the basic issues, designs and methodologies within both qualitative and quantitative research models, and are guided in the development of a literature review paper and the development of a basic formal research proposal. Prerequisite: CYCW 301, CYCW 338.

CYCW-425**Qualitative and Quantitative Analysis**

3 Credits (45:0:0 hours)

In this introductory statistics course, students use a set of tools to analyze data. These tools when applied to a sample of data are collectively called statistics. This course explores measures of central tendency with both the derivation and uses of these measures. Students will learn ways of proving that some sets of data are correlated to other sets of data. Students also study analysis of qualitative research using non-parametric methods.

CYCW-465**Advanced Child and Youth Care Practice with Groups**

3 Credits (45:0:0 hours)

Drawing extensively on research findings and established clinical practice, this course demonstrates the value of using group experiences in a variety of Child and Youth Care contexts. Students participate in and design group experiences that integrate those theories considered essential to effective Child and Youth Care practice, including development, behavioural, systems and competency-based approaches. Prerequisites: CYCW 301, CYCW 338.

CYCW-466**Advanced CYC Practice with Families**

3 Credits (45:0:0 hours)

This course presents conceptual frameworks and models for understanding family functioning and parenting. Family assessment methodologies and interventions which are appropriate to Child and Youth Care settings are studied. This course builds on existing theories of family functioning and intervention strategies to create a Child and Youth Care theory and approach to working with families. Prerequisites: CYCW 301, CYCW 338.

CYCW-474**Advanced CYC Practice with Individuals**

3 Credits (45:0:0 hours)

This course focuses on advanced skills and frameworks for Child and Youth Care practice with individuals. Using a relational perspective, students integrate and apply a range of theories for counselling individual children, youth, and family members including: life-space counselling, resiliency based and solution focused interview approaches, and the developmental model of counselling. Spirituality and cross-cultural issues are studied as they relate to counselling individuals. Students examine literature and research relevant to counselling in Child and Youth Care practice. Prerequisites: CYCW 301, CYCW 338.

DECA-310**Decision Analysis**

3 Credits (45:15:0 hours) Transfer*

Application of theories in quantitative analysis applied to management problems; linear programming, forecasting, inventory models, queuing models, transportation models; Markovian decision processes; simulation. Offered in Outreach format; distance and on-site deliveries. Prerequisite: Minimum grade of C- in BUSN 201 or ECON 383. *(UC, UL, AU)

DMWP-100**Essential Anatomy and Physiology**

3 Credits (45:0:0 hours)

This course provides a basic understanding of the structure and function of the normal human body. Essential anatomy and physiology required to prepare the student for their role in disability management at the workplace is discussed.

DMWP-102**Medical and Pharmaceutical Concepts**

3 Credits (45:0:0 hours)

This course provides the student with a basic knowledge of medical and pharmaceutical terminology related to work management. Corequisite: DMWP 100.

DMWP-104**Introduction to Disability Management**

3 Credits (45:0:0 hours)

This course introduces the student to the field of disability management in the workplace by presenting basic concepts in disability management and return-to-work planning. The history and future of disability management is explored and the roles and functions of the multi-disciplinary team are described. Students will gain an understanding of the value of this field and the growing career opportunities.

DMWP-110**Ethics and Professionalism in Disability Management**

3 Credits (45:0:0 hours)

This course will introduce the standards of practice for consensus based disability management in the workplace. Ethics, values and principles related to disability management in the workplace will be discussed. Opportunities for professional growth and development will be explored. Prerequisite: DMWP 104.

DMWP-112**Health, Social and Legislative Foundations**

3 Credits (45:0:0 hours)

This course will provide an overview of federal and provincial legislation, policy and standards that relate to disability management practice in the workplace. Students will discuss the evolution of work and the relationship to compensation, benefits, return-to-work planning and disability management.

DMWP-114**Conflict and Crisis Management in Return To Work**

3 Credits (45:0:0 hours)

This course will explore the personal impact of illness or injury on return-to-work and disability management. Students will develop strategies to diffuse hostility and manage conflict and crisis related to an individual's return to work.

DMWP-116**Return to Work Management**

3 Credits (45:0:0 hours)

This course will prepare the student to apply the return-to-work process to accommodate employees who are away from work due to an illness or injury. Students will use a consensus-based model to develop, implement and evaluate return-to-work plans for employees. Prerequisites: ENGL 111, INTD 105, DMWP 100, DMWP 102, DMWP 104.

DMWP-118**Field Placement I in Disability Management**

3 Credits (15:0:100 hours)

Students will apply a consensus-based model in return to work planning. Following principles of self-directed learning, they will identify personal learning objectives for the field placement and review relevant literature in order to develop a comprehensive return to work plan for an employee of the field placement organization. Students are expected to demonstrate professional and ethical behaviour throughout the placement. Prerequisites: ENGL 111, INTD 105, DMWP 100, DMWP 102, DMWP 104, DMWP 110, DMWP 112, DMWP 114 and DMWP 116.

DMWP-200**Disability Management Program Design**

3 Credits (45:0:0 hours)

This course is designed to give the student a basic understanding of the strategic planning process in order to successfully design and implement an effective management program. Prerequisites: DMWP 100, DMWP 102, DMWP 104, DMWP 110, DMWP 112, DMWP 114, DMWP 116, DMWP 118, INTD 105 and ENGL 111.

DMWP-204**Trends and Issues in Disability Management**

3 Credits (45:0:0 hours)

The student will examine current trends and issues related to disability management in the workplace. Issues such as the impact of privacy legislation and the implications of the changing demographics of the workforce are discussed.

DMWP-210
Evidence Based Practice in Disability Management

3 Credits (45:0:0 hours)

The student is introduced to evidence based practice and its importance in disability management at the workplace. Knowledge and skills of research will be applied and integrated.

DMWP-212
Health and Safety Issues in Disability Management

3 Credits (45:0:0 hours)

Students discuss occupational health and safety issues and trends in relationship to workplace disability management programs. Through case study analysis, students identify occupational hazards and lifestyle issues and discuss their impact on the worker and the disability management program. Students also identify health promotion and primary prevention activities to address workplace hazards.

DMWP-214
Treatment and Prevention Activities

3 Credits (45:0:0 hours)

The student is introduced to conventional treatments and complementary practice. Roles and responsibilities of health professionals in an integrated health system will be examined.

DMWP-216
Disability Management Program Evaluation

3 Credits (45:0:0 hours)

The student will be introduced to methods of measurement and evaluation of a disability management program. Monthly, quarterly and annual measurements and reporting requirements will be discussed. Prerequisites: DMWP 200.

DMWP-218
Field Placement II in Disability Management

3 Credits (15:0:100 hours)

Students will have opportunities for concentrated practice in disability management. Following principles of self-directed learning, they will identify personal learning objectives for the field placement and conduct a literature review in order to complete an independent project. At the end of this field placement, they will be prepared to provide consensus-based disability management programs in the workplace. Students are expected to demonstrate professional and ethical behaviour throughout the placement. Prerequisites: ENGL 111, ENGL 211, INTD 105, DMWP 100, DMWP 102, DMWP 104, DMWP 110, DMWP 112, DMWP 114, DMWP 116, DMWP 118, DMWP 200, DMWP 204, DMWP 210, DMWP 212, DMWP 214 and DMWP 216.

DNCE-114
Perspectives Through Dance

3 Credits (0:44:0 hours)

This is an introductory course offered to non-Dance Program students. It is designed to introduce the basic concepts of Modern Dance. The course will include an elementary exploration of 20th Century Modern Dance history and some experimentation with improvisation and composition as tools toward developing creativity.

DRMA-102
Play Analysis

3 Credits (45:0:0 hours) Transfer*

Although it explores the influence of drama as theatre, Drama 102 concentrates on the critical analysis of the dramatic text. Through the study of scripts representing the major historical periods when drama significantly influenced society, students will become aware of the basic elements of dramatic structure. The influence of drama on contemporary society will be part of this exploration. Students are required to attend and study at least two productions during the current term.

*(UA, UC, AUC, CU, KUC, UL)

DRMA-105
Introduction to Drama I

3 Credits (45:0:0 hours) Transfer*

Topics include movement on stage, space and awareness, character development, script reading, memorization techniques and processes, improvisational techniques, as well as practical elements of set creation, stage design and management. Emphasis is on the practical problems of an actor's experiences in creating a role.

*(UL, AUC, CUC, AU, KUC)

DRMA-149
Introduction to Dramatic Process

3 Credits (0:78:0 hours) Transfer*

This course is designed for students with little or no previous experience in drama and will therefore introduce students to the process of acting and dramatic form. By improving their improvisational techniques in the disciplines of speech and movement, students will develop an increased awareness of the art of drama in relationship with the process of the actor. The class focus is on concentration and group dynamics; there is no scripted work.

Attendance is essential. (This course replaces DRMA 147 and DRMA 148.)

*(UA, CU, KUC, UL, UC)

DRMA-247
Introduction to Oral Communication

3 Credits (0:78:0 hours) Transfer*

This course aims to help students improve their oral communication and oral interpretation. It includes voice production appropriate for various forms of literature and for public speaking. The course begins with how the voice is produced and progresses with various specifics of prose and poetry, scripted and improvisational speaking, and the effective delivery of dramatic literature (reader's theatre and theatrical monologues). DRMA 247 concentrates on individual student presentations of both original and scripted material. Note: Not normally to be taken by BA Drama majors. Not open to students with credit in DRMA 243, 245, 341, and 342.

*(UA, CU, KUC, UL, UC)

EASC-0050**Introduction to Earth Science XII**

5 Credits (45:45:0 hours)

This course concentrates on many characteristics of the natural earth and the human effects upon the earth's resources. Major topics include early and present atmospheric composition, weather and climate, storms, oceans and fresh water, chemical principals of water, the effect of water on living systems, soil characteristics, subsoil chemistry and pollution. Students will participate in local fieldtrips to explore the natural earth and to explore career opportunities in Earth Science. Prerequisite: Any 20 level science or equivalent.

EASC-101**Introduction to Physical Earth Science**

3 Credits (45:36:0 hours) Transfer*

This course provides an introduction to the origin of the earth and solar system, minerals and rocks, geological time, plate tectonics, and structural geology. Other topics include geomorphic environments and surface processes, groundwater, and mineral and energy resources.

*(UA, KUC, AU, AUC, UC, UL, OTHER)

EASC-102**Introduction to Environmental Earth Science**

3 Credits (45:36:0 hours) Transfer*

The global energy budget and major energy pathways, the earth's patterns of weather systems and their impact on temperature, precipitation, moisture, and winds are covered in this course. Circulation systems of the atmosphere and oceans, the global environmental system – evolution of the atmosphere, the oceans, the hydrosphere, the cryosphere, and the biosphere (including soils), climate change and the evolution of the earth's climate patterns are also topics dealt with in this course.

*(KUC, UA, AU, UC, CU, AUC, CUC, OTHER)

EASC-103**The Earth and Life Through Time**

3 Credits (45:36:0 hours) Transfer*

This course provides a study of the geologic history of the earth from the development of the solar system to the present. The first part of the course will consist of a review of rocks and minerals, geochronology, stratigraphy, sedimentary and structural geology, plate tectonics as well as an introduction to fossils and the origin and evolution of life. The second part will be a time-sequence analysis of the earth's geologic past using the development and movement of continents, orogenies, changes in sea-level, appearance and evolution of life through fossils, mass extinctions and adaptive radiations. The focus will be on the North American continent. Prerequisite: Minimum grade of C- in EASC 101.

*(UA, KUC, AUC, AU, CU, UC, CUC, UL)

EASC-230**Introduction to Invertebrate Paleontology**

3 Credits (45:36:0 hours) Transfer*

This course will address principles and problems associated with paleontology in areas such as evolution, extinction, paleoecology, functional morphology, biogeography and biostratigraphy. There will be a systematic coverage of invertebrate fossils, including microfossils, Porifera, Cnidaria, Brachiopoda, Bryozoa, Mollusca, Echinodermata and Arthropoda. Labs promote recognition of fossils and their attributes. Prerequisite: Minimum grade of C- in EASC 103 or consent of the instructor.

*(UA)

EASC-270**The Atmosphere**

3 Credits (45:0:0 hours) Transfer*

This course provides an introduction to weather and climate with a descriptive, rather than a mathematical approach. Topics that are included are the composition and structure of the atmosphere, temperature, pressure, circulation, humidity, instability, and storm systems. Weather forecasting methods and global climatic change will also be discussed. Prerequisite: Any 100 level science course or consent of the instructor.

*(UA)

ECDV-101**Healthy Environments for Early Learning and Care**

3 Credits (45:0:0 hours)

In this introductory course, students will explore the components of quality early childhood settings. Attention will be paid to regulation, legislation and appropriate practice in environments for young children. Selected types of programs for early learning and care will be examined. The role of the early childhood professional in creating healthy, safe environments for children and their families will be discussed. Students will reflect on the personal attributes of the early childhood professional.

ECDV-102**Curriculum I: Creative Expression in Early Learning and Care**

3 Credits (45:10:0 hours)

In this course, students will explore the creative curriculum in programs for early learning and care. They will select, plan and implement creative experiences to support the development of literacy, numeracy/math, art, music and drama. Age and developmentally appropriate curriculum and planning concepts, including planning for child-centered experiences within a play framework, will be introduced. The early childhood professional's role and the child's role in curriculum development will be explored. Students will collect and use resources to support the creative curriculum in early childhood settings.

ECDV-110**Child Development I**

3 Credits (45:0:0 hours)

In conjunction with ECDV 160, this course provides the students with a basic understanding of the growth and development of young children. The focus is on developing a sensitivity to children and the world in which they live, based on historical and current perspectives. Course content will also include current and emergent theories and their influence on creating a developmental framework for understanding the study of children. The impact of diversity, culture and lifestyle on child rearing and identity formation will be discussed. Students will use techniques for observing children's behaviours and documenting developmental outcomes.

ECDV-115**Communications I: Interpersonal Competencies**

2 Credits (30:0:0 hours)

This is the first of three courses in an integrated communications stream that will support students' personal and professional development. There will be a focus on identity formation as affected by socialization processes, diversity issues and the role of culture. An approach to developing team processes will be introduced with a view to developing skills in nurturing positive interactions. An emphasis will be placed on developing safe and appropriate verbal and physical environments for successful learning for children and adults. A theoretical base for communication will be introduced.

ECDV-120**Field Placement I**

3 Credits (0:0:200 hours)

This is the first of four field placement courses designed to support the student's progressive development of skills in the two year diploma program in Early Childhood. Field placement provides the student with the opportunity to blend theory from classes with practice in early childhood settings under the supervision of an early childhood practitioner across a broad range of early learning and care settings. The student is mentored by an instructor as well as the on-site supervisor. Students are assessed in the following categories: professional suitability, interactions with children and planning for early learning and care settings. The focus in this first field placement is on focused observation of, and thoughtful interaction in, children's play and learning, on developing some beginning skills in planning and on demonstrating professional attitudes by being responsible, cooperative and thoughtful. Prerequisites: Acceptance in the ECD program; completion of or concurrent enrolment in ECDV 101, ECDV 102 and ECDV 110. Corequisite: ECDV 125.

ECDV-125**Integration Seminar I**

1 Credit (0:0:15 hours)

The Integrated Seminar provides an opportunity to reflect on professional practice with peers under the guidance of an instructor. Field placement issues are discussed and class learning is integrated with practical field experiences. Seminar focuses on developmentally appropriate practice across a broad range of early childhood programs. It also provides an opportunity to discuss issues and explore topics in early learning and care. Seminar will engage students at a variety of practice levels. Students will come to an integrated grouping in seminar with different experiences in field placement. Corequisite: ECDV 120.

ECDV-155**Curriculum II: Learning Through Play**

3 Credits (45:10:0 hours)

In this course, students explore the nature and development of play in the lives of children. Students learn how to research, organize and prepare meaningful play experiences to enhance learning and development in early learning and care settings. Through active exploration with suitable play materials, students gain a personal appreciation of the functions of play and their role as adult facilitators in that process. A primary focus will be working with preschool children. Prerequisites: Acceptance in the ECD program; ECDV 101, ECDV 102 and ECDV 110. Completion of or concurrent enrolment in ENGL 111.

ECDV-160**Child Development II**

3 Credits (45:0:0 hours)

In conjunction with ECDV 110, the course provides the student with a basic understanding of the growth and development of young children. The focus is on recognizing typical milestones, across all developmental domains and building on theories of child development presented in ECDV 110. Diversity issues will be discussed. Observation techniques will be used to document children's development and to make recommendations for programming. Students will discuss how cultural values impact child rearing practices. The effects of abuse and resilience in development will be discussed. Prerequisites: Minimum grade of C in ECDV 110; completion of or concurrent enrolment in ENGL 111.

ECDV-165**Communications II: Child-Centred Guidance**

3 Credits (45:0:0 hours)

This is the second of three courses in an integrated communications stream that will support students' personal and professional development. There will be a focus on developing skills and strategies for guiding children's behaviour in developmentally appropriate ways. Knowledge of child development will assist the student to understand the issues, techniques presented and the importance of fostering a strong sense of self and identity. The difference between discipline and guidance will be discussed. Opportunities for practical application of effective communication skills will be provided in settings for children and adult teams. Strategies for supporting children with challenging behaviours will be discussed. Prerequisites: ECDV 110 and ECDV 115; completion of or concurrent enrolment in ECDV 160 and ENGL 111.

ECDV-170**Field Placement II**

3 Credits (0:0:200 hours)

This is the second of four field placement courses designed to support the student's progressive development of skills in the two year diploma program in early childhood. Field placement provides the student with the opportunity to blend theory from classes with practice in early childhood settings under the supervision of an early childhood practitioner across a broad range of early learning and care settings. The student is mentored by an instructor as well as the on site supervisor. Students are assessed in the following categories: professional suitability, interactions with children and planning for early learning and care. In this field placement, students will begin to demonstrate effective communication skills and guidance strategies with young children, continue to develop skills for observing children and planning for safe and interest-based play experiences to meet individual and group needs. Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115, ECDV 120, ECDV 125 (minimum grade of C in ECDV 120 and ECDV 125 is required); completion of or concurrent enrolment in ECDV 155, ECDV 160, ECDV 165, ECDV 210 and ENGL 111. Corequisite: ECDV 175.

ECDV-175**Integration Seminar II****1 Credit (0:0:15 hours)**

The Integrated Seminar provides an opportunity to reflect on professional practice with peers under the guidance of an instructor. Field placement issues are discussed and class learning is integrated with practical field experiences. Seminar focuses on developmentally appropriate practice across a broad range of early childhood programs. It also provides an opportunity to discuss issues and explore topics in early learning and care. Seminar will engage students at a variety of practice levels. Students will come to an integrated grouping in seminar with different experiences in field placement. Prerequisites: Minimum grade of C in ECDV 120 and ECDV 125. Corequisite: ECDV 170.

ECDV-201**Curriculum III: Planning for Early Learning and Care****3 Credits (45:10:0 hours)**

This course focuses on theories of emergent curriculum and inclusive planning. Students will gain an understanding of and practice planning play-based early learning experiences that integrate literacy, numeracy, social studies, science and fine arts. Students will document children's learning. Collection and use of resources for planning is emphasized. Prerequisites: Completion of all first year ECD courses and ENGL 111.

ECDV-210**Family-Centered Practice****2 Credits (30:0:0 hours)**

This course will help you to understand and support the diverse range of families you will be working with. Students will be encouraged to explore their own family experience as a starting point for understanding the diversity of family values, beliefs, lifestyles and needs. The course draws on theory in family dynamics, family systems and communications. Students will explore the early childhood professional's role in building a relationship of mutual respect with families, in enhancing the parent-child relationship and in serving as an advocate for young children and their families. The concept that the family is central in the lives of young children is the focus of course content and process. Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115, ECDV 120 and ECDV 125; completion of or concurrent enrolment in ECDV 155, ECDV 160, ECDV 165 and ENGL 111.

ECDV-220**Field Placement III****3 Credits (0:0:200 hours)**

This is the third of four field placement courses designed to support the student's progressive development of skills in the two year diploma program in early childhood. Field placement provides the student with the opportunity to blend theory from classes with practice in early childhood settings under the supervision of an early childhood practitioner across a broad range of early learning and care settings. The student is mentored by an instructor as well as the on site supervisor. Students are assessed in the following categories: professional suitability, interactions with children and planning for early learning and care. In this field placement, students will focus on developing relationships with families, increase ability to take on responsibility for the daily functioning of the program including more in-depth planning and observation skills, and demonstrate a commitment to professional growth. Prerequisites: Completion of all first year ECD courses and ENGL 111. Minimum grade of C in ECDV 170 and ECDV 175. Completion of or concurrent enrolment in ECDV 201 and ECDV 230. Corequisite: ECDV 225.

ECDV-225**Integration Seminar III****1 Credit (0:0:15 hours)**

The Integrated Seminar provides an opportunity to reflect on professional practice with peers under the guidance of an instructor. Field placement issues are discussed and class learning is integrated with practical field experiences. Seminar focuses on developmentally appropriate practice across a broad range of early childhood programs. It also provides an opportunity to discuss issues and explore topics in early learning and care. Seminar will engage students at a variety of practice levels. Students will come to an integrated grouping in seminar with different experiences in field placement. Prerequisites: Completion of all first year ECD courses and ENGL 111; minimum grade of C in ECDV 170 and ECDV 175; completion of or concurrent enrolment in ECDV 201 and ECDV 230. Corequisite: ECDV 220.

ECDV-230**Communications III: Working in Professional Teams****2 Credits (30:0:0 hours)**

This is the third of three courses designed to support personal and professional communication skills. Students will gain an understanding of the nature of professional teams and the skills required for successful practice in teams. Context based learning will assist the student to apply skills and strategies in working with families, interdisciplinary and workplace teams to ensure best practice in meeting developmental outcomes for children. A values and ethics framework will be discussed as we develop problem solving models. Prerequisites: Completion of all first year ECD courses and ENGL 111. Minimum grade of C in ECDV 165.

ECDV-250**Foundations of Early Childhood****2 Credits (30:0:0 hours)**

Students look at current issues in the field of early childhood development from the view of a reflective practitioner. The course focuses on selected historical philosophers and educators who have shaped present early childhood theory, practice, materials/equipment, and who raised issues still relevant. Contemporary models of early childhood programs and the role of research are examined. Students review a code of ethics and apply it to their practice with families and children. Professional resources, further education and professional associations are presented to assist students in establishing a professional development plan. Prerequisites: completion of all first year ECD courses and ENGL 111; ECDV 201, ECDV 230 and ECDV 260.

ECDV-255**Child Development III****3 Credits (45:0:0 hours)**

Child Development III extends the principles of Child Development I and II. It provides the student with opportunities to identify and examine the needs of children with developmental challenges, with attention to inclusive principles. Students will have regular opportunities to observe and relate to a child with delays or deviations in development. The course is an introduction to the field of exceptionality and is designed to heighten awareness rather than train specialists. Prerequisites: Completion of all first year ECD courses and ENGL 111.

ECDV-260**Family and Community Issues**

3 Credits (45:0:0 hours)

This course looks at the family from a societal perspective with the intention of deepening participants' understanding of the families with whom they will be working and their awareness of issues concerning families.

The focus is on the ecology of the family with particular emphasis on family policy, economic issues and the social safety net, power and violence, gender issues, children's rights/parent's rights and advocacy. Students will discuss strategies to support families using a capacity building and strengths-based approach. Prerequisites: Completion of all first year ECD courses and ENGL 111.

ECDV-270**Field Placement IV**

3 Credits (0:0:200 hours)

This is the fourth of four field placement courses designed to support the student's progressive development of skills in the two year diploma program of early childhood.

Field placement provides the student with the opportunity to blend theory from classes with practice in early childhood settings under the supervision of an early childhood practitioner across a broad range of early learning and care settings. The student is mentored by an instructor as well as the on site supervisor. Students are assessed in the following categories: professional suitability, interactions with children and planning for early learning and care. In this final field placement, students will apply early childhood best practice knowledge to support children's learning and development. The student will engage in final preparation for professional practice. Prerequisites: Completion of all first year ECD courses and ENGL 111. Completion of ECDV 201, ECDV 230, ECDV 255 and ECDV 260. Minimum grade of C in ECDV 220 and ECDV 225. Completion of or concurrent enrolment in ECDV 250, ECDV 280, ECDV 285 and OOSC 200. Corequisite: ECDV 275.

ECDV-275**Integration Seminar IV**

1 Credit (0:0:15 hours)

The Integrated Seminar provides an opportunity to reflect on professional practice with peers under the guidance of an instructor. Field placement issues are discussed and class learning is integrated with practical field experiences. Seminar focuses on developmentally appropriate practice across a broad range of early childhood programs. It also provides an opportunity to discuss issues and explore topics in early learning and care. Seminar will engage students at a variety of practice levels. Students will come to an integrated grouping in seminar with different experiences in field placement. Prerequisites: Completion of all first year ECD courses and ENGL 111; ECDV 201, ECDV 230 and ECDV 255; minimum grade of C in ECDV 220 and ECDV 225. Completion of or enrolment in ECDV 250, ECDV 280, ECDV 285 and OOSC 200. Corequisite: ECDV 270.

ECDV-280**Infant and Toddler Care and Development**

3 Credits (45:0:0 hours)

In this course, students will learn about developmental stages and milestones for infants and toddlers. Implications of current neurodevelopmental research on early learning and care settings will be discussed. The importance of responsive and caring interactions and the adult's role in planning and implementing play and learning environments and experiences will be addressed. Infant and toddler health and nutrition issues will be a focus. Students will develop strategies for supporting families and respecting diversity. Students will gain an understanding of effective guidance strategies in supporting infant and toddler social and emotional development. Prerequisites: Completion of all first year ECD courses, ENGL 111 and ECDV 201.

ECDV-285**Curriculum IV: Theories of Early Learning**

3 Credits (45:0:0 hours)

Building on previous curriculum courses, students will engage in critical thinking, dialogue and reflection focused on theories of early learning and models of curriculum. Using cooperative learning teams, students will participate in planning, implementing, evaluating and documenting play and early learning. Use of resources to support early learning will be emphasized. Prerequisites: Completion of all first year ECD courses, ENGL 111 and ECDV 201. Completion of or concurrent enrolment in ECDV 250 or permission of the chair.

ECON-100**Elementary Business Economics**

3 Credits (45:0:0 hours)

This course will provide an introduction to the principal ideas of economics designed to give students a basic understanding of economic theories and their application to Canadian policy and business practice. Course content combines both micro and macro concepts, including supply and demand, market failure and elasticity, national income accounting, national income determination, fiscal and monetary policy, international trade and the foreign exchange market. Note: Students cannot receive credit for this course if they have taken ECON 203, ACCT 155, or ECON 101 and ECON 102.

ECON-101**Introduction to Microeconomics**

3 Credits (45:0:0 hours) Transfer*

This course will provide an introductory investigation to supply and demand analysis: the theory of production, costs, and price determination under competitive and non-competitive market conditions. Emphasis is given to the Canadian economy.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-102**Introduction to Macroeconomics**

3 Credits (45:0:0 hours) Transfer*

This course will provide an introductory investigation of national income determination, the monetary and banking system and elementary fiscal and monetary policies. Contemporary problems of unemployment, inflation, economic growth, exchange rates and international trade are analysed. Wherever possible, emphasis is given to Canadian problems. Prerequisite: Minimum grade of C- in ECON 101 or consent of the Chair.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-203**Business Economics**

3 Credits (45:0:0 hours) Transfer*

This is an intensive course designed to overview the basic concepts of micro and macro economics in a Canadian setting. The topics covered in this course include supply and demand, consumer choice, characteristics of competitive markets, cost curves and production decisions, oligopolies and monopolies, economic efficiency and market structure, national income accounting, national output determination, money and banking, inflation and unemployment, stabilization policy and international trade. Note: Students cannot receive credit for this course if they have taken ECON 100, ACCT 155, or ECON 101 and ECON 102.

*(CUC, CU, UC, UA, UL, AU, AUC, KUC)

ECON-206**Pacific Rim Economics**

3 Credits (45:0:0 hours) Transfer*

This course surveys the characteristics and development strategies of the Pacific Rim economies, their trade and investment relations and their significance to the Canadian economy. Prerequisites: Minimum grade of C- in ECON 100 or ECON 101 and ECON 102 or consent of the instructor.

*(UA, UC, UL, AUC, CU, KUC, AU)

ECON-213**An Introduction to the Economics of Developing Countries**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the major approaches to, and the problems of, economic development in the less developed countries with emphasis on issues relating to savings and investment, income, employment and population growth, trade and aid. Prerequisite: Minimum grade of C- in ECON 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-281**Intermediate Microeconomics Theory I**

3 Credits (45:0:0 hours) Transfer*

This course examines the theory of consumer behaviour; theory of production and cost; price and output determination under competition, monopoly and other market structures; and applications of microeconomic theory. Prerequisite: Minimum grade of C- in ECON 101 or equivalent. Note: Students cannot receive credit in both ECON 281 and ECON 383.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-282**Intermediate Macroeconomics Theory I**

3 Credits (45:0:0 hours) Transfer*

This course will provide an examination of national income determination, theories of aggregate consumption, investment and employment behaviour, the effects of inflation on prices and income and monetary and fiscal policy. Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-299**Quantitative Methods in Economics**

3 Credits (45:15:0 hours)

This course is an introduction to the use of statistical and mathematical methods in economics. The traditional methodology of econometrics is presented and the students are exposed to the different steps involved in econometrics, including economic theory, mathematical model of the theory, specification of the econometric model, data, simple regression analysis, hypothesis testing, forecasting or prediction, and use of the model for control or policy purposes. Students gain their first experience with the mathematical tools of econometric models using computer applications, where applicable. Prerequisites: Minimum Grade of C- in ECON 101 and ECON 102, STAT 141 or STAT 151, and MATH 113. Note: Designed for students taking Economics as a major subject of concentration. ECON 299 or equivalent is the prerequisite to ECON 399.

ECON-319**Contemporary Canadian Economic Issues**

3 Credits (45:0:0 hours)

This course examines the development of the Canadian Economy since 1945 in relation to macroeconomic performance, trade liberalization, endowment of natural resources, industrial policies, social policy and regional development. The evolution and the role of public policy in Canada are discussed. Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

ECON-323**International Economics**

3 Credits (45:0:0 hours) Transfer*

This course will provide a study of the basic principles underlying the international economy in both trade and finance. Emphasis is placed on the determination of trade patterns, comparative advantages, trade and tariffs and exchange rate changes. Prerequisites: Minimum grade of C- in ECON 101 and ECON 102 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-341**Money and Banking**

3 Credits (45:0:0 hours) Transfer*

An analysis of the role of money and credit in the exchange process, the savings – investment process, commercial banking, financial intermediaries, financial markets, central banking. Prerequisites: Minimum grade of C– in ECON 101 and ECON 102.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ECON-353**Taxation Policy and Structure I**

3 Credits (45:0:0 hours) Transfer*

This course examines the normative aspect of the Canadian income tax system. The Federal tax system is analyzed and appraised in relation to Canada's general social goals using criteria such as equity, efficiency and economic growth. The key topics in this course include the optimal tax base, net tax payable, non-revenue uses of the tax system, and an overall evaluation of the tax system. Prerequisite: Minimum grade of C– in ECON 281 or consent of department.

*(UA, UC, UL, AU, AUC, CU, KUC)

ECON-355**Economics of Project Evaluation**

3 Credits (45:0:0 hours)

This course covers the use of cost-benefit analysis and other economic methods in evaluating private and public investment projects with examples from transportation, river basin management, electrical generation, and oil and gas. Prerequisites: Minimum grade of C– in ECON 101 or equivalent.

ECON-366**Energy Economics**

3 Credits (45:0:0 hours)

This course examines the economics of producing and consuming energy: pricing, role in economic growth; energy sources and markets; the role of government; regulation and other energy policy issues. Prerequisites: Minimum grade of C– in ECON 101 and ECON 102.

ECON-369**Economics of the Environment**

3 Credits (45:0:0 hours)

This course examines economic growth and the deterioration of the environment; types and causes of environmental deterioration; theory, policy, and measurement relating to environmental deterioration; and current Canadian environmental topics. Prerequisite: A minimum grade of C– in ECON 101.

ECON-384**Intermediate Microeconomics Theory II**

3 Credits (45:0:0 hours)

Designed for Economics majors and Honours Economics students, this course examines extensions and applications of microeconomic theory: intertemporal choice, risk, uncertainty and expected utility; oligopoly and game theory; externalities, public goods, adverse selection, moral hazard, and asymmetric information; general equilibrium. Prerequisites: A minimum grade of C– in ECON 281 and MATH 113 or equivalent.

ECON-385**Intermediate Macroeconomics Theory II**

3 Credits (45:0:0 hours)

In this course, designed for majors and honour students in economics, students examine theories of stabilization policy; expectations; the government budget constraint; inflation and unemployment; business cycles and growth; theories of aggregate consumption, investment, money demand, and money supply. Prerequisites: Minimum grade of C– in ECON 281 and ECON 282.

ECON-399**Introductory Econometrics**

3 Credits (45:15:0 hours)

This course is an elementary treatment of the major topics in econometrics with emphasis on applied regression methods. Prerequisites: Minimum grade of C– in ECON 281, ECON 282, STAT 141 and ECON 299 or equivalent. Note: Students with credit in AREC 313 or ECON 408 or MGTSC 413 or MGTSC 414 or MGTSC 417 or MGTSC 419 or STAT 341 may not take ECON 399.

ECON-414**Economics of Developing Countries**

3 Credits (45:0:0 hours)

This course focuses on economic models of growth and development in non-Western countries. Topics include the role of agriculture, industry, finance, and trade in structural transformation of developing countries as well as the various approaches to development planning. Prerequisites: Minimum grade of C– in ECON 281 and ECON 282.

ECON-422**International Payments**

3 Credits (45:0:0 hours)

This course examines these macroeconomic topics: the types of international transactions, macroeconomics in an open economy, exchange rates, balance of payments adjustments, and issues within the international monetary system. Prerequisites: A minimum grade of C– in ECON 281, ECON 282 and MATH 113 or equivalent.

ECON-442**The Economics of Financial Markets**

3 Credits (45:0:0 hours)

The central topics covered in this course include the measurements of risk, hedging and speculation, market microstructure, asset pricing and market equilibrium. Prerequisites: Minimum grade of C– in ECON 281, STAT 141 or equivalent, MATH 113 or equivalent.

ECON-467**Environmental and Natural Resource Policy**

3 Credits (45:0:0 hours)

This course focuses on the relationship between economics and environmental and natural resource law; domestic and global policy issues related to environmental, renewable and non-renewable resources. Prerequisites: Minimum grade of C– in MATH 113, ECON 281 and ECON 365 or ECON 366 or ECON 369.

ECON-482**Advanced Macroeconomic Theory**

3 Credits (45:0:0 hours)

This course explores modern macroeconomic theory including theories of business cycles and growth, microfoundations of macro models, government budget constraints, expectations formation, the open economy and representative agent optimizing models. Prerequisites: Minimum grade of C– in ECON 384 and ECON 385.

ECRP-131**Call Processing/Radio Communications**

3 Credits (45:30:0 hours)

This course examines the basics of call processing and radio communications. The course includes theory, technical language and the application of equipment used in the industry. Students will practice call-taking, radio communications, dispatching and keyboarding skills. Corequisite: ECRP 141.

ECRP-141**Emergency Communications I**

3 Credits (45:30:0 hours)

This course includes the theory and techniques as applied to police, fire and medical communications. Students will practice the various techniques through role playing and simulated lab experiences. Prerequisite/ Corequisite: ECRP 131.

ECRP-151**Emergency Communications II**

3 Credits (45:30:0 hours)

This course continues the theory and application of techniques used in police, fire and medical communications. Students will practice the various techniques through role playing and simulated lab experiences. Prerequisite: ECRP 141.

ECRP-161**Emergency Planning**

2 Credits (30:0:0 hours)

This course focuses on the planning, preparation and management of a response to an emergency, disaster, or crisis situation. The students will apply knowledge to practical situations.

ECRP-171**Field Placement**

2 Credits (0:0:100 hours)

This course provides the student with related practical field experience. The placement offers the unique opportunity to observe and participate in a variety of learning activities related to the field.

ECRP-172**Integration Seminar**

1 Credit (15:0:0 hours)

This course promotes the integration of theory and practice by linking the knowledge, skills and values gained in the classroom through discussion of issues experienced in the field placement. Corequisite: ECRP 171.

ECRP-181**Document Processing in
Emergency Communications**

1 Credit (15:30:0 hours)

This course will assist students to learn to create, format and use various documents and reports to the emergency communications field.

EDFX-200**Introduction to the Profession of
Teaching**

3 Credits (45:0:0 hours) Transfer*

This course explores the complex roles of teachers as professionals in contemporary schools. Through classroom experiences, students will become familiar with the scope and expectations of the role of the teacher and the framework within which teachers work. *(UA, AUC, CU)

EDIT-202**Technology Tools for Teaching and
Learning**

3 Credits (45:36:0 hours) Transfer*

Provides undergraduate Education students with the basic skills for using the most common information technology tools currently applied in schools. The types of tools include Internet tools, digital media processing, multimedia/hypermedia presentations, spreadsheets and databases. The course offers a number of advanced modules dealing with more complex topics in these areas plus additional tools such as those for editing digital video and sound. Prerequisite: Basic computer skills within a Macintosh or MS Windows environment including word processing, e-mail and use of a Web browser. Note: Students may not receive credit for both EDIT 202 and any of EDPY 202, EDPY 302, EDPY 485 or EDIT 485. Students are encouraged to register in this course as early in their program as possible.

*(UA, UL)

EDPY-200**Educational Psychology for
Teaching**

3 Credits (45:0:0 hours) Transfer*

This course deals with the teaching-learning process and student behavior. It includes theory, research and illustrations, all dealing with the classroom application of psychological principles. Topics typically covered are student development, student learning and instruction, individual and group differences in student abilities and student motivation. The course presents the basic principles of effective teaching and learning using a balanced theoretical orientation. Students may not receive credit for both EDPY 200 and EDPY 371.

*(CUC, UL, UA, UC, AU, CU)

ENCP-100**Computer Programming for
Engineers**

3.80 Credits (45:36:0 hours) Transfer*

This course covers the following topics: fundamentals of computer programming with emphasis on solving engineering problems; C/C++ language implementation; syntax, variables, statements, control structures, loops, functions, data structures, files, pointers and memory use; procedural and object-oriented programming; and objects, inheritance, and polymorphism. Restricted to Engineering students.

*(UA, UC, CU, UL, KUC)

ENGG-100**Orientation to the Engineering
Profession I**

1 Credit (15:0:0 hours) Transfer*

This course provides an introduction to the Faculty and the engineering profession. The engineering disciplines, study skills, cooperative education, work opportunities, engineering and society are topics that will be explored. Several written assignments will be required to assist in developing the students' communication skills. Restricted to Engineering students.

*(UA, CU)

ENGG-101**Orientation to the Engineering
Profession II**

1 Credit (15:0:0 hours) Transfer*

This course provides an introduction to the engineering profession and its challenges. Career fields, professional responsibilities of the engineer, ethics, the history and the development of the engineering profession will be explored. Several written assignments will be required to assist in developing the student's communication skills. Restricted to Engineering students.

*(UA, CU, OTHER)

ENGG-130**Engineering Mechanics**

4 Credits (45:30:0 hours) Transfer*

Equilibrium of planar systems is presented in this course. The course will also provide an introduction to the analysis of statically determinate trusses and frames, explore the concept of friction, and introduce the concept of centroids and centres of gravity. Topics also covered include forces and moments in beams and second moments of area. Corequisite: MATH 100.

*(UA, CU, UL, UC, OTHER)

ENGL-0015**Bridge to Academic English**

5 Credits (90:0:0 hours)

The Bridge to Academic English course is a literature based reading and writing course designed to prepare students for the secondary academic English program. Its focus is to strengthen reading competency, both literal and inferential, and to build composition skills required for responding to literature and for other functional writing. The course will also encourage students to develop oral skills through short presentations. This course is intended for both learners of English as a second language and for other students who require a foundation on which to build skills for success in future academic programs.

Prerequisites: English as a Second Language, Intermediate; English 9 or equivalent.

ENGL-0089**Fundamentals of Writing**

3 Credits (45:0:0 hours)

ENGL 0089 is an intensive developmental course designed to prepare students for college-level writing courses, especially ENGL 111. The course will give students control over their own writing, competence in using different paragraph structures, and the opportunity to write at least one full-length essay. Students will practice grammatically correct sentences, explore effective word choices and begin to develop a personal style. Prerequisite: Students must complete a Skills Appraisal prior to registration. This course is designed for students who have been fully or conditionally accepted into a college program.

ENGL-0101**English 10-1**

5 Credits (90:0:0 hours)

This course is an introductory academic stream study in the following: the short story, the essay, the novel, modern drama, Shakespearean drama, poetry, language skills including reading, writing, representation, speaking, listening and viewing. Critical and interpretive skills are emphasized through the understanding and appreciation of literature. This course is equivalent to Alberta Learning's English 10-1. Prerequisite: Grade 9 Language Arts or equivalent.

ENGL-0102**English 10-2**

5 Credits (90:0:0 hours)

English 10-2 is an introductory non-academic stream course. It focuses on the study of literature and emphasizes the development of language skills including reading, speaking, writing, listening, viewing and representing. The course emphasizes development of oral and written communication skills, reading for enjoyment and personal growth, and language skills for the everyday world. Basic grammar and sentence building are reviewed. This course is equivalent to Alberta Learning's English 10-2. Prerequisites: Grade 9 Language Arts or ESL level 5.

ENGL-0201**English 20-1**

5 Credits (90:0:0 hours)

This course builds upon the skills and concepts developed in English 10-1. Emphasis is placed on analytical skills through the detailed study of literature, including: the short story, the essay, the novel, modern drama, Shakespearean drama, and poetry. This course is equivalent to Alberta Learning's English 20-1. Prerequisite: ENGL 0101 or equivalent.

ENGL-0202**English 20-2**

5 Credits (90:0:0 hours)

English 20-2 is an intermediate non-academic stream study of literature emphasizing the development of language skills including reading, speaking, writing, listening, viewing, and representing. This course is equivalent to Alberta Learning's English 20-2. Prerequisite: ENGL 0102 or equivalent.

ENGL-0301**Senior Academic English**

5 Credits (90:0:0 hours)

The goals of ELA 30-1 are to provide an advanced study in the academic stream of literature. This study will include the following genres: the short story, the essay, the novel, Shakespearean drama, poetry and either a modern drama or a film study. Language art skills, including reading, writing, speaking, viewing, listening and representing, are covered with the literature in thematic units. Intensive analytical and interpretive skills are emphasized along with the refinement of formal writing skills. This course is equivalent to Alberta Learning's ELA 30-1. Prerequisite: ENGL 0201 or equivalent.

ENGL-0302**Senior Non-Academic English**

5 Credits (90:0:0 hours)

The goals of ELA 30-2 are to provide an advanced study in the non-academic stream of literature. This study will include the following genres: the short story, the essay, drama, film, poetry and the novel. Language art skills, including reading, writing, speaking, listening, viewing and representing, are emphasized. A variety of literature will be studied in thematic units. As well, a unit will focus on employment skills. Primary focus in this course is placed on comprehensive and clear communication. This course is equivalent to Alberta Learning's ELA 30-2. Prerequisite: ENGL 0202 or equivalent.

ENGL-100**Literature in English: Beginnings to Present**

6 Credits (90:0:0 hours) Transfer*

This course will introduce students to representative works and authors of the major historical periods of literature in English. These works will demonstrate the development, enlargement and experimentalism of literature in English throughout its ongoing history. A minimum of 20 per cent of class time will be devoted to instruction in academic essay writing. English 100 lays the groundwork for the academic study of literature, it is strongly recommended for students intending to major in English or in a Humanities subject. Prerequisites: 1. A minimum final grade of 65 per cent in English 30. 2. Minimum grade of C- in ENGL 111. 3. Satisfactory completion of the Skills Appraisal Exam. Satisfactory completion means that the student does not need to take either ENGL 0089 or READ 0089. a.) A student who writes the Skills Appraisal Exam and places at the ENGL 0089 level must pass ENGL 0089 with a minimum grade of D and must pass ENGL 111 with a minimum grade of C- before enrolling in ENGL 100. b.) Students who write the Skills Appraisal Exam and who do not need ENGL 0089 but who need READ 0089 must complete READ 0089 with a minimum grade of C- before taking ENGL 100.

*(UA, UC, UL, CU, KUC)

ENGL-101**Critical Reading and Writing**

6 Credits (90:0:0 hours) Transfer*

The goals of English 101 are to teach critical writing, reading and thinking. Students will study works in a variety of genres (novels, poems, plays, stories, essays, non-fiction prose) from a variety of historical periods and cultural contexts. A minimum of 30 per cent of class time will be devoted to writing instruction. Students will write at least four essays, including a research paper. Students must meet one of the following Prerequisites: 1. Acceptance into one of the following University Transfer programs: Bachelor of Arts, Science, Commerce, Education, and Physical Education. 2. A minimum grade of 65 per cent in English 30. 3. A minimum grade of C- in ENGL 111. 4. A minimum grade of D in ENGL 108 or ENGL 199. 5. A minimum grade of D in ENGL 101 or any other 6-credit university level English course. 6. Satisfactory completion of the Skills Appraisal. Satisfactory Completion means that students do not need to take ENGL 0089 or READ 0089.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, CAD)

ENGL-108**Introduction to Language and Literature**

3 Credits (45:0:0 hours) Transfer*

This course combines instruction in writing with the study of the essay and the short story. Students may also study other forms of literature such as articles, poems and drama. The double aims of this course are to increase students' appreciation of literature and to give them practice in academic writing. This course is not to be taken by students in Arts or Education. Prerequisites: Students can meet the prerequisites for English 108 in the following ways: - Acceptance into a University Transfer program. - A minimum grade of 65 % in English 30. - A minimum grade of C- in ENGL 111. - Satisfactory completion of the Skills Appraisal. Satisfactory completion means that the student does not need to take either ENGL 0089 or READ 0089. A student who writes the Skills Appraisal and places at the ENGL 0089 level must pass ENGL 0089 with a minimum grade of D and must pass ENGL 111 with a minimum grade of C- before enrolling in ENGL 108. Students who write the Skills Appraisal and do not need ENGL 0089, but who do need READ 0089, must complete READ 0089 with a minimum grade of C- before taking ENGL 108.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-111**Communications**

3 Credits (45:0:0 hours) Transfer*

The course aims to help students improve all their communication skills: writing, reading, speaking and listening. The main emphasis, however, is on writing skills. Students will write an expository and a persuasive essay, summarize written text and apply principles of clear and correct writing to their own compositions. Students will learn research and documentation strategies and will strengthen and expand their writing skills so that they can write more effectively for a variety of audiences and purposes. Prerequisites: Students must meet one of the following: - A minimum grade of 65% in English 30, - A minimum grade of 75% in English 33, - Satisfactory completion of the MacEwan Skills Appraisal, - Successful completion of ENGL 0089, - Acceptance into a College program. In combination with ENGL 211, transfers to Athabasca University ENGL 255.

*(OTHER)

ENGL-199**Essentials of Writing for Engineering Students**

3 Credits (45:0:0 hours) Transfer*

This course is designed to develop the student's ability to write expository, analytical, technical and persuasive prose. Instruction and practice will be integrated with the study of prose models drawn from modern essayists. A review of basic grammar will be included. Prerequisite: English 30 or equivalent.

Restricted to Engineering students.

*(UA, UC)

ENGL-203**History of the English Language**

3 Credits (45:0:0 hours) Transfer*

This course traces the history of English, from its ancient Indo-European and Germanic roots to its present status as a vital, ever-changing and important world language. By examining representative texts from Old, Middle, Early Modern, Modern and World Englishes, students will learn how present-day English spelling, pronunciation, grammar, vocabulary and syntax have evolved and see how this dynamic language responds to and has been shaped by historical forces. Prerequisite: ENGL 101 or ENGL 100 or equivalent.

*(UA)

ENGL-204**Traditions in English Poetry**

6 Credits (90:0:0 hours) Transfer*

Through the close study of selected poetic works from late medieval times to the present, this course traces the history of poetry in English. The core of this course will be British, but students may read poems written in English by writers from other countries. The social forces that act upon poetry are considered, but the focus of this course is on the reading of the poems themselves. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-205**Traditions in English Rhetoric**

3 Credits (45:0:0 hours)

Rhetoric is fundamental to the study of literature and criticism and to the practice of writing. English 205 includes the traditional types of arguments, but it places more emphasis on a selection of key texts in the discipline of rhetoric. Thus, as students move from historical to contemporary rhetorical texts, they gain a solid foundation in the history, theory, and practice of rhetoric in English. Students strengthen their writing skills, especially in academic discourse, but the writing component of this course is secondary to the study of literature. Prerequisites: Minimum grade of C- in ENGL 101, ENGL 100 or equivalent.

ENGL-206**The Short Story**

3 Credits (45:0:0 hours) Transfer*

The course involves close, critical study of a representative selection of short stories. The choice of the stories demonstrates the depth and diversity of the short story genre, covering historical periods, national cultures and stylistic varieties. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-209**Effective Communication: Speech**

3 Credits (45:0:0 hours)

This course deals with the preparation and presentation of speeches on a variety of subjects, with special emphasis on the coordination of speech materials, audience temperament and the speaker's capabilities. Students are taught how to prepare appropriate visual material and are required to prepare and present speeches during the course.

ENGL-211**Business Communications**

3 Credits (45:0:0 hours) Transfer*

The course focuses on effective problem-solving approaches in business writing situations. Letters, memos and reports – often presented in case study formats – aid in developing expertise in gathering and analyzing data, writing with a clear sense of purpose and writing with a reader's needs clearly in mind. Although the principles of clear, concise business communications are covered, the main emphasis is on practical applications of these concepts. Prerequisite: ENGL 111. In combination with ENGL 111, transfers to Athabasca University ENGL 255. *(OTHER, UC)

ENGL-214**Creative Writing**

3 Credits (45:0:0 hours) Transfer*

This is a workshop course designed to encourage students to experiment with a variety of forms and styles of short fiction and poetry. The focus is on helping each student to produce a polished portfolio of creative work. This enterprise is accomplished within a context of learning about the nature of creativity and the craft of writing. Students will study the work of established writers and participate in giving and receiving constructive feedback in a collegial workshop setting. Prerequisite: Acceptance into a College program. *(ACAD)

ENGL-224**English Literature of the Later Middle Ages**

3 Credits (45:0:0 hours) Transfer*

This course focuses on the literature of fourteenth- and fifteenth-century England, by examining a selection of poetry, prose and drama from one of the richest periods of English literature. From tales of chivalry, Arthurian adventure and romance to religious mysticism, from lyrical love poetry to witty satire and bawdy humour, this period has near-unrivalled diversity and depth, and is crucial for understanding much of how English literature develops in subsequent centuries. Prerequisite: Minimum grade of C- in ENGL 101, ENGL 100 or equivalent. *(UA)

ENGL-239**Studies in Shakespeare**

3 Credits (45:0:0 hours) Transfer*

This course introduces students to the range and depth of Shakespeare's drama through the attentive reading of nine plays. Comedies, histories, tragedies and romances will introduce students to Shakespeare's thought and give them an understanding of the dramatic genres in which Shakespeare wrote. Shakespeare's non-dramatic poetry may also be included. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent. Note: Students cannot receive credit in both ENGL 338 and ENGL 239. *(UA, UC, AU, AUC, CU, KUC, CUC)

ENGL-242**Prose and Poetry of the Augustan Age**

3 Credits (45:0:0 hours) Transfer*

This course will cover the authors, works and genres that were predominant in the eighteenth-century period of English literature. Students will discover and explore this period of British literature as a unique and important era of literary production. The contribution of women to eighteenth-century literature and intellectual life will be explored. Prerequisite: Minimum grade of C- in ENGL 101 or ENGL 100 or equivalent. *(UA)

ENGL-267**Literary Theory**

3 Credits (45:0:0 hours) Transfer*

This course will introduce a variety of literary theories in English and cultural studies in the context of their intellectual and institutional histories. It will examine the current and historical theoretical strategies that propose solutions to problems arising in the reading and study of literary and social discourse. Students will be introduced to the plural ways in which various kinds of theory can map out issues encountered in different texts and contexts. Prerequisites: Minimum grade of C- in ENGL 101 or ENGL 100 or equivalent. *(UA)

ENGL-271**Canadian Literature: Major Writers and Movements**

6 Credits (90:0:0 hours) Transfer*

The course presents a critical study of selected works of Canadian literature from its beginnings to the present, representing major authors, historical periods, literary movements, regional literatures and authors of various cultures, including Aboriginal authors. Authors of both genders are represented equally. Close readings reveal authors' techniques, worldviews and kinds of literary excellence. Themes of cultural gender and class differences are addressed. Canadian literature is studied against the cultural background of the shift from political to economic and cultural colonialism. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent. *(UA, UC, AU, AUC, CU, KUC, CUC)

ENGL-281**Post-Colonial Literature**

6 Credits (90:0:0 hours) Transfer*

The course involves close, critical study of some of the finest and most stimulating works in modern and contemporary literature written in English by men and women writers from Africa, the India/Pakistan subcontinent, the Caribbean, as well as Australia and New Zealand. The analysis of these works will be comparative, cross-cultural and from a post-colonial/third-world literary perspective. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent. *(UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-299 Essay Writing for Education Students

3 Credits (45:0:0 hours) Transfer*

ENGL 299 aims to increase Education students' ability to understand and to write non-fiction expository prose. The course focuses on the study of style and rhetoric and their application to students' writing and on the relationship between content and form in non-fiction writing. This is not a remedial course in grammar or writing but, rather, a class in which Education students can hone their reading, writing and thinking skills. Both in and out of class, students will write a total of at least 6, 000 words. Students can expect to write at least one in-class essay. There is no final examination. Prerequisites: 6 credits and a minimum grade of C- in a junior English course such as ENGL 101 or ENGL 100. Not to be taken by students with credit in any senior level non-fiction prose writing course. Restricted to Education students.
*(UA, UC)

ENGL-305 The Novel in English

6 Credits (90:0:0 hours) Transfer*

This course surveys the evolution of the novel written in English, from the early eighteenth century to the present. The core of this study of 9-12 novels is British, but students may also read novels written in English by writers from other countries to gain an increased appreciation of the complex diversity of this genre. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.
*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-324 Chaucer

3 Credits (45:0:0 hours) Transfer*

This course focuses on the works of Geoffrey Chaucer, one of the greatest poets in English literature. Chaucer's place in English literature is central; his poetry in its rich diversity has influenced writers in English from Shakespeare to Tolkien. The *Canterbury Tales* are justly considered his masterpiece, but just as accomplished and equally influential are the early dream visions and the great love poem *Troilus and Criseyde*. Despite the passage of time, Chaucer's works in their humour, compassion, and beauty remain fresh, accessible, and, in many ways, surprisingly contemporary. Prerequisites: Minimum grade of C- in ENGL 101, ENGL 100, or equivalent.
*(UC)

ENGL-338 Shakespeare

6 Credits (90:0:0 hours) Transfer*

This course introduces students to the range and depth of Shakespeare's drama through the attentive reading of fifteen plays. Comedies, histories, tragedies and romances will give students an understanding of the dramatic genres in which Shakespeare wrote and introduce them to his thought. Shakespeare's non-dramatic poetry may also be included. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent. Note: Students cannot receive credit in both ENGL 338 and ENGL 239.
*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-342 The Rise of the British Novel

3 Credits (45:0:0 hours) Transfer*

This course will explore the rise of the novel as a literary form in Britain in the eighteenth century. Students will study a representative selection of novels written in Britain during the period when the novel was establishing itself as a dominant literary form in English. This course will trace the evolution of this new genre, from its beginnings in the late seventeenth century up to the Romantic Period, and assess the place of the novel in the social fabric of eighteenth-century Britain. Prerequisite: Minimum grade of C- in ENGL 101 or ENGL 100 or equivalent.
*(UA, UC)

ENGL-345 English Rhetoric 1660-1800

3 Credits (45:0:0 hours)

This study of English rhetoric from the long-eighteenth century, focuses on the functions of style embodied in the complexities of grammar, as conceived by rhetoricians of the period and by contemporary theorists. While considering the period's notable epistolary and satirical forms, this course examines the rhetorical uses which the genres of prose served. These include construction of audience and readers, or gender, class and social hierarchy, and of national and imperial identity. This course attends to classification of rhetorical prose styles, while stressing the instrumentality of prose in imperial, scientific, agrarian, and industrial contexts. Prerequisites: Minimum grade of C- in ENGL 101 or ENGL 100, or equivalent.

ENGL-348 Milton

3 Credits (45:0:0 hours) Transfer*

This course examines the achievements of John Milton, in both prose and in verse. The course will primarily focus on the major works of Milton: *Paradise Lost*, *Paradise Regained* and *Samson Agonistes*, but it will also examine a select number of Milton's minor poems and prose works. Prerequisite: Minimum grade of C- in ENGL 101, ENGL 100 or equivalent.
*(UA)

ENGL-350 British Romantic Poetry

3 Credits (45:0:0 hours) Transfer*

Conventionally end-marked by the French Revolution in 1789 and the First Reform Bill in 1832, the Romantic period in Britain was a time of intense social and political upheaval. In this course, students will study the diverse poetry of the period in relation to its complex and volatile literary, intellectual and historical contexts. Also, in keeping with recent expansions in Romantic studies itself and in order to explore the meanings of the term romantic, students will read not only the traditional big six – Blake, Wordsworth, Coleridge, Byron, Shelley, Keats – but also women, pre-Romantic, and other formerly marginalized writers such as Cowper, Burns, More, Smith, Barbauld, Hogg, Robinson and Hemans. Prerequisite: Minimum grade of C- in ENGL 101 or ENGL 100 or equivalent.
*(UA, UC)

ENGL-352 The Early Victorian Period

3 Credits (45:0:0 hours) Transfer*

In literature of this earlier Victorian period marked by energetic and momentous change, writers conveyed a multitude of doubts about religious faith and changing gender roles, while also voicing moral quandries about class privilege and imperial rule. This course explores selected fiction, poetry, and non-fiction (from about 1832 to 1870) in the context of the dominant ideological concerns which show Victorians as self-consciously modern and engaged in vigorous self-scrutiny. Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.
*(UA)

ENGL-358**American Literature 1845-1900**

3 Credits (45:0:0 hours) Transfer*

This course is a study of representative literary texts from the period by a variety of major authors. Novels, poetry and essays are represented. Authors include some of the following: E.A. Poe, R.W. Emerson, Margaret Fuller, Henry Thoreau, Nathaniel Hawthorne, Herman Melville, Harriet Beecher Stowe, Walt Whitman, Fanny Fern, J.W. De Forest, Emily Dickinson, Henry James, William Dean Howells, Mark Twain, Henry Adams, Kate Chopin, Stephen Crane, Frank Norris, and Paul Laurence Dunbar. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-361**American Literature 1900-1945**

3 Credits (45:0:0 hours) Transfer*

This course is a study of representative literary texts from the period by a variety of authors. The works are analyzed closely and placed within their historical and cultural context. Authors studied in this course include some of the following: Anderson, Dreiser, Eliot, Faulkner, Fitzgerald, Hemingway, Hughes, Hurston, James, Lewis, Moore, Porter, Pound, Stein and Wharton. Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101, or equivalent.

*(UA, UC, UL, CU, KUC)

ENGL-362**American Literature From 1945**

3 Credits (45:0:0 hours) Transfer*

In this course students will study representative texts from major American writers of the period, including stories, novels, poems, and plays. The study of these texts will focus both on innovations and on the persistence of traditional American genres – comedy, the jeremiad, the historical novel – in a rapidly changing social, cultural and ideological environment and with the participation of previously excluded voices. The course will examine authors such as Salinger, Ellison, O'Connor, Mailer, Ginsberg, Bishop, Updike, Rich, Barth, Pynchon, Barthelme, Beattie, Doctorow, Walker, Ford, DeLillo, Dove, Morrison, Erdrich, Mamet and Shepard. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, AU, UC, UL)

ENGL-365**Early Twentieth-Century British Novel**

3 Credits (45:0:0 hours) Transfer*

This course is a close study of representative works of twentieth century British fiction written between 1900 and 1950. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-366**Contemporary British Literature and Culture**

3 Credits (45:0:0 hours) Transfer*

This course will survey representative British fiction, drama and poetry written from 1950 to the present. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-373**Canadian Literature to 1925**

3 Credits (45:0:0 hours) Transfer*

This course presents a critical study of selected works of Canadian Literature from its beginnings to 1925. The works studied expand the definition of the literary to include aboriginal myth and legend; various works from the colonial cultures of exploration, pioneering, settlement, and nation-building; and from the period of early postcolonial nationhood. Works selected demonstrate the interplay between literary, cultural, and political discourses, including the diversity of their roots in diverse ethnic cultures, classes, and regional cultures. Critical readings will recognize the "pastness of the past" in the central techniques, forms, themes, and critical views of the period; they will also apply re-interpretations from contemporary perspectives. Prerequisites; Minimum grade of C- in ENGL 101, ENGL 100 or equivalent.

*(UC)

ENGL-374**Canadian Literature 1925-1960**

3 Credits (45:0:0 hours) Transfer*

This course will examine how representative works of Canadian literature in English from 1925 to 1960 demonstrate the rise of socially critical realism, the influence of modernism, and the early uses of mythopoeic and postmodern outlooks and techniques. This course will also cover literary depictions of national, ethnic and regional identities; gender and class differences; and English Canada's growth from an anglocentric former colony to a multicultural state. Critical readings will recognize the "pastness of the past" in the themes and forms of the literature studied and will also re-interpret the literature from contemporary perspectives. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, AU, AUC, CU, KUC, CUC)

ENGL-376**Canadian Literature Since 1960**

3 Credits (45:0:0 hours) Transfer*

The course presents a critical study of selected works of Canadian literature from the period studied, representing major authors, regions and cultures, including Aboriginal authors and a balance between authors of both genders. Close readings cover gender, class, cultural, and regional differences, and the literary transition from modernism to postmodernism. Texts reveal the authors' unique voices and worldviews, set against the backdrop of Canada's growth from a postcolonial to a pluralist society. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, AU, AUC, CU, KUC, CUC)

ENGL-377**Modern Canadian Drama**

3 Credits (45:0:0 hours) Transfer*

In this study of modern Canadian dramatic literature in English, from eight to twelve representative plays will be studied for their places within Canadian theatre history and within the canon of Canadian dramatic masterworks. Plays will be analyzed as works of literature and as staged performances. The course explores the historical and cultural reasons for the prevalence of certain themes and subjects in Canadian drama, defines a variety of forms and sub-genres by examples, and evaluates the works selected as examples of those forms and sub-genres. The course also examines the cultural influences that shaped Canadian drama and the ways in which the plays have, in turn, had an impact upon Canadian culture. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ENGL-381**Post-Colonial African Literature**

3 Credits (45:0:0 hours) Transfer*

This course focuses on literary works, in several genres, produced by African men and women writers, representing various regions, perspectives, and cultural affiliations. The texts studied reflect the depth, complexity, and technical diversity of literature produced in Africa. While most of the texts are written in English, the syllabus may include translations of works written in languages such as Arabic, Kikuyu, Swahili, French or Spanish. Prerequisites: Minimum grade of C- in ENGL 100 or equivalent.

*(UC)

ENGL-389**Classics of Children's Literature in English**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of important texts in children's literature in English. It examines current and historical attitudes towards children and explores how the literature reflects, reacts or comments upon these attitudes. It also introduces students to the development of children's literature and to significant works. Finally, the course also develops students' ability to read children's literature critically. Prerequisite: Minimum of C- in ENGL 101 or equivalent.

*(UA)

ENGL-399**Writing Non-fiction**

3 Credits (45:0:0 hours) Transfer*

Discover your writing voice in the diverse world of non-fiction. Readings will include classical and contemporary texts and students will learn to compose and to revise works in a variety of genres. Writing process and practice may constitute a significant component of classroom time. Each section will have at least four different writing assignments totaling at least 3000 words to be graded by the instructor. A personal essay and a research paper are required; multi-media projects such as web page design and visual texts that incorporate illustrations may be included as options. Research can be understood in a context broader than formal academic research.

Prerequisites: Minimum grade of C- in

ENGL 100, ENGL 101, or equivalent.

*(UC)

ENGL-401**Studies in Genres**

3 Credits (45:0:0 hours)

This course gives students the opportunity to focus on a single genre or to compare two or more genres. Because "genre" is such a fluid term, the works studied and approach to genre will depend in any given year on the interests and expertise of the instructor. The course could, for example, focus on a specific type of poem, such as the sonnet or the dramatic monologue, on a specific type of novel such as the Gothic novel or the Bildungsroman, on a specific type of drama, such as Restoration Comedy, or on a specific type of non-fiction, such as the essay or biography. Alternatively, students could focus on a genre such as satire and study a variety of types of satiric literature that could include poems, essays, stories, novels, and drama. Prerequisites: 12 credits of 200- or 300-level English courses.

ENGL-402**Studies in Authors**

3 Credits (45:0:0 hours)

This course focuses on the works of a single author. In any given year, the author studied and the approach to the works depends on the interests and expertise of the instructor. Through a close examination of the works of a single author, students will get a better sense of the social and cultural context in which the author lived and worked. Students will also strengthen their knowledge of how the central ideas and techniques of the author developed and changed. Prerequisites: Minimum grade of C- in 12 credits of 200-level or 300-level English courses.

ENGL-403**Independent Thesis Project**

3 Credits (0:0:45 hours)

This course gives students the opportunity to engage in research and to write a mini-thesis of about 50 pages. In the beginning, students will work closely with the instructor to determine the subject and scope of the thesis. During the term, students will have regular consultations with their instructor to ensure that work on the thesis is proceeding well. Students can use this thesis project to fill a gap in their study of genres, periods, or authors. Alternatively, students may use this thesis project to expand their knowledge in a field of special interest. Prerequisites: 12 credits of 200- or 300-level English courses.

ENGL-404**Further Studies in Creative Writing**

3 Credits (0:0:45 hours)

This seminar course is designed to give students an opportunity to expand their abilities as creative writers. Students may specialize in a particular genre, such as the short story, or they may write pieces in a variety of genres. Students will identify their own interests and will work independently to develop and strengthen their skills and techniques. Work in new genres such as the graphic novel will be encouraged. Students should be prepared to submit at least three pieces of their own work for group discussion over the term and to prepare at least one piece for possible publication. By the end of the course, every student should have a substantial portfolio of work. Prerequisites: 12 credits of 200- or 300-level English courses. A portfolio of work and the approval of the instructor. A 200/or 300-level writing course is highly recommended.

ENGL-481**Post-Colonial Theory and Practice**

3 Credits (45:0:0 hours) Transfer*

This course surveys the keyworks in post-colonial theory, validating the status of post-colonial literature as a vibrant segment of contemporary writing in English. Seminal thinkers and significant scholars such as Frantz Fanon, Edward Said, Aime Cesaire, Gayatri Chakravorty Spivak, and Robert Young are covered. Post-colonial theory is meaningfully used as a tool for in-depth analysis of major primary texts, representing various regions, political perspectives, and cultural affiliations. While most of the works studied are written in English, post-colonial texts translated into English may be included. Authors such as Chinua Achebe, Salman Rushdie, Nadine Gordimer, Arundhati Roy, V.S. Naipaul, and Ahdaf Soueif are studied. Prerequisites: 12 credits of 200- or 300-level courses.

*(UL, UC)

ENPH-0095**Pre-Engineering Physics**

3 Credits (45:0:0 hours)

This course reviews and extends the physical and mathematical concepts needed to be successful in calculus-based, university level engineering courses. Topics include: kinematics, forces, moments, energy conservation and oscillations. The focus is on developing math skills: trigonometry, vector addition, logarithms and solving systems of equations. Students planning to enrol in the University Transfer Engineering program, who received less than 75 percent in Physics 30 or have not taken Physics 30 in the last three years, are strongly urged to take this course. Prerequisites: Physics 30, Pure Math 30 and Math 31.

ENPH-131**Mechanics**

4.30 Credits (45:18:15 hours) Transfer*

An introduction to the kinematics and dynamics of particles is presented in this course. Gravitation, work and energy, linear momentum, and angular momentum are also topics that are covered. A study of the dynamics of systems of particles is also provided as well as an introduction to the dynamics of rigid bodies. Prerequisites: MATH 100 and ENGG 130. Corequisite: MATH 101. Prerequisite or Corequisite: PHYS 130. Note: Restricted to Engineering students.

*(UA, CU, UL, UC, OTHER)

ESLG-0035**English for Second Language Learners**

4.60 Credits (30:78:0 hours)

This course is designed to assist second language learners in the development of social and work related language skills. Instruction is individualized and length of study depends on the needs of each learner.

ESLG-0036**Oral Communication I**

5 Credits (50:50:0 hours)

This course is designed to teach oral communication skills to ESL learners at a basic level for social and workplace situations. It includes strategies for improving pronunciation, intelligibility, expression and vocabulary extensions. Prerequisites: Placement Test.

ESLG-0041**Integrated Reading & Writing I**

5 Credits (50:50:0 hours)

This course is designed for ESL students at a beginning level of writing, particularly those with literacy difficulties due to a change in script from their first language. The focus will be on addressing difficulties in spelling and basic sentence structure. A whole language approach will be used in conjunction with other current approaches to teaching literacy. Reading assignments and discussions will form the basis for most writing tasks. Prerequisites: Placement Test.

ESLG-0046**Next Generation IBT TOEFL Preparation**

5 Credits (60:30:0 hours)

This course provides advanced-level ESL learners (500 + PBT/174 + CBT entry score) an opportunity to become familiar with the new iBT (internet-based) TOEFL format, to improve specific examination skills and strategies, and to improve abilities in English listening comprehension, speaking, reading comprehension and essay writing. Prerequisites: ESLG 0104 or equivalent.

ESLG-0049**Introduction of TOEFL**

5 Credits (80:10:0 hours)

This course is intended for both local and international ESL learners who are planning to challenge the Test of English as a Foreign Language (TOEFL). Introduction to TOEFL will provide intermediate-level learners (400-500 PBT/97-173 CBT entry score) an opportunity to become familiar with TOEFL format, improve specific examination skills and strategies, and improve abilities in English listening comprehension, structure, reading comprehension and essay writing. Prerequisite: Completion of a TOEFL pre-test. Restrictions: Available only to learners who score below 500/173 on a TOEFL pre-test.

ESLG-0050**English-International Students English for International Students**

3 Credits (45:45:0 hours)

This course will provide international students with the academic and language skills required to succeed in college or university studies. Prerequisite: Minimum TOEFL score of 530 or greater or equivalent.

ESLG-0089**Introductory English As a Second Language**

15 Credits (115:222.5:0 hours)

Introductory ESL emphasizes the development of proficiency in the listening and speaking tasks required for integration into the Canadian college and community culture. Basic literacy skills will also be covered. Prerequisite: Placement testing/assessment interview.

ESLG-0090**Beginner ESL (General)**

15 Credits (115:222.5:0 hours)

This course is intended for both local and international ESL learners who require or seek general English language training at the beginner level. Students will develop foundational speaking and listening skills, study basic English grammar, learn sentence writing, improve reading comprehension and develop vocabulary. Prerequisite: Completion of the College ESL Placement examination.

ESLG-0091**Intermediate ESL I (General)**

15 Credits (115:222.5:0 hours)

This course is intended for both local and international ESL learners who require or seek general English language training at the low-intermediate level and have mastered the basic skills of English or completed a beginner-level ESL course. Students study intermediate-level English grammar, learn paragraph writing, develop speaking and listening skills, improve reading comprehension and develop vocabulary. Prerequisite: Completion of the College ESL Placement examination or a beginner-level ESL course.

ESLG-0092**Intermediate ESL II (General)**

15 Credits (115:222.5:0 hours)

This course is intended for both local and international ESL learners who require or seek general English language training at the high-intermediate level and have a high-intermediate proficiency in English or have completed a low-intermediate level ESL course. Students study English grammar, learn paragraph and composition writing and develop speaking, listening and reading skills. Prerequisite: Completion of the College ESL Placement examination or a low-intermediate level ESL course.

ESLG-0101**Intermediate English as a Second Language I**

15 Credits (115:222.5:0 hours)

Intermediate I develops a level of oral and written fluency in English that will allow students to be successful if they choose to pursue further academic studies. There is a strong oral/aural focus at this level and new vocabulary and sentence structures are constantly practised to encourage incorporation into the students' language use. New and interesting content areas are introduced which provide a medium for learning to make requests, to give and understand directions and instructions, to ask for clarification and to talk or write about what they have learned. Prerequisite: Placement testing.

ESLG-0102**Intermediate English as a Second Language II**

15 Credits (115:222.5:0 hours)

Intermediate II introduces short narratives on common topics of interest. Students learn to scan for details and interpret maps and tables. Students also learn to take notes, organize information and use reference sources such as dictionaries. This course places greater emphasis on clarity of oral expression, the ability to paraphrase and comprehension of oral instructions, messages, etc. Expansion of vocabulary and continuing development of accuracy in oral tasks is essential at this level. Students learn to write paragraphs and news summaries. Prerequisite: ESLG 0101 or equivalent as determined by placement testing.

ESLG-0103**Advanced English as a Second Language I**

15 Credits (115:222.5:0 hours)

Advanced I includes the development of the following skills: skimming, scanning, predicting and summarizing. Students will take part in discussions based on reading or listening assignments and will also learn to give a short oral presentation. They will learn to write a book report, four types of paragraphs and an essay. Sentence structure, spelling and punctuation will be reviewed and practised as well as pronunciation strategies. Prerequisite: ESLG 0102 or equivalent as determined by placement testing.

ESLG-0104**Advanced English as a Second Language II**

15 Credits (115:222.5:0 hours)

Advanced II teaches students reading, writing, listening and speaking at a level which will ensure their comprehension and interpretation of complex texts and vocabulary. Grammatical accuracy is emphasized in both oral and written work. Students will be expected to write both essays and reports in a logical, well-organized manner. News items are analyzed for fact and opinion and students are expected to take part in group discussions. Students will also be expected to write summaries and practise note-taking skills. Speed reading is introduced at this level. Students will be expected to read and report on a novel of their choice. Prerequisite: ESLG 0103 or equivalent as determined by placement testing.

ESLG-0105**English for Academic Purposes**

15 Credits (115:222.5:0 hours)

This course is intended for ESL students who plan to pursue a post-secondary education instructed in the English language and prepares students to function effectively in an academic setting. Students will learn to read, write, listen and speak on topics at a post-secondary academic level. Discussion and analysis of literary works will be covered in conjunction with the development of critical thinking skills and clarity of expression – both in written and oral form. Charts, graphs, reference and non-fiction are also studied and interpreted for content, opinion, bias and writing style. EAP prepares students to write the Canadian Academic English Language (CAEL) Assessment. Some TOEFL preparation is also introduced. Prerequisite: ESLG 0104 or equivalent as determined by placement testing.

FNCE-301**Introductory Finance**

3 Credits (45:0:0 hours)

Transfer*

This course will provide an introduction to corporate financial decision-making and analysis. Topics include financial markets, market efficiency, models for valuing stocks, bonds, risk measures, risk reduction, dividend policy, capital budgeting and the valuation and selection of assets. Financing policy is also examined, including choices between debt and equity financing. Prerequisites: Minimum grade of C- in ACCT 311, MGTS 103 (previously MGTS 301) or STAT 151 or equivalent.

*(UL, UA, UC, AU)

FNCE-404**International Finance**

3 Credits (45:0:0 hours)

Transfer*

This course introduces students to the fundamental concepts of international financial management in global business. Students will learn how the foreign exchange and the global financial markets operate, how currency risks and international financial investments can be managed and how international trade may be financed. The key topics covered in this course include workings of the foreign exchange market, determination of foreign exchange rates, the forward exchange market and forward exchange rates, currency options, covered interest investment, the Eurocurrency market and methods of global debt financing, currency and interest rate swaps and various methods of trade finance. Corequisite: FNCE 301.

*(UA, UL, UC)

FREN-111**Introductory French I**

3 Credits (75:0:0 hours) Transfer*

This is a course for students with little or no previous background in French. Students learn basic French grammatical structures and a wide variety of vocabulary. Oral comprehension, speaking, reading and writing are all emphasized, and students are introduced to aspects of the French-speaking world. Note: Not open to students with native or near-native proficiency or to students with credit in FREN 100, FREN 101, FREN 102 or French 20S, 20N, 30 or equivalent. A minimum grade of C- is required in FREN 111 to continue with FREN 112.

*(UA, UC, UL)

FREN-112**Introductory French II**

3 Credits (75:0:0 hours) Transfer*

In this sequel to FREN 111, students continue to develop their skills in oral comprehension, speaking, reading and writing, as well as their understanding of the French-speaking world. Prerequisite: Minimum grade of C- in FREN 111. Note: Not open to students with native or near-native proficiency or to students with credit in FREN 100, FREN 102 or French 20S, 20N, 30 or equivalent. A minimum grade of C- is required for university transfer.

*(UA, UC, UL)

FREN-211**First-Year University French I**

3 Credits (75:0:0 hours) Transfer*

This course aims to strengthen the students' speaking, listening and writing skills. It includes readings of short texts, an extensive grammar review and a cultural overview of the French-speaking world. Prerequisite: FREN 112, FREN 102, FREN 100 or French 20S, 20N, 30 or equivalent. Note: Students with native or near-native proficiency may be directed to an advanced course more suitable to their level of ability. A minimum grade of C- is required in FREN 211 to continue with FREN 212.

*(UA, UC, UL)

FREN-212**First-Year University French II**

3 Credits (75:0:0 hours) Transfer*

In this sequel to FREN 211, students continue to develop their speaking, listening, reading and writing skills and to expand their knowledge of grammar and of the French-speaking world. Prerequisite: Minimum grade of C- in FREN 211. Note: Students with native or near-native proficiency may be directed to an advanced course more suitable to their level of ability. A minimum grade of C- is required for university transfer.

*(UA, UL, UC)

FREN-297**Second-Year University French I**

3 Credits (75:0:0 hours) Transfer*

This course aims to improve the students' oral communication and writing skills. Through practice in discussions and compositions based on themes from readings and films, students will also expand their knowledge of vocabulary and grammar. Prerequisite: FREN 154, FREN 212, FREN 150 or equivalent. Note: Not open to students with credit in FREN 250, FREN 251, FREN 252 or equivalent. Students with native or near-native proficiency may be directed to an advanced course more suitable to their level of ability. A minimum grade of C- is required to continue to FREN 298 and/or for university transfer.

*(UA, UC, UL)

FREN-298**Second-Year University French II**

3 Credits (75:0:0 hours) Transfer*

In this sequel to FREN 297, students continue to improve their oral communication and writing skills to expand their knowledge of vocabulary and grammar through practice in discussions and compositions. Prerequisite: Minimum grade of C- in FREN 297 or equivalent. Note: Not open to students with credit in FREN 250, FREN 252 or equivalent. Students with native or near-native proficiency may be directed to an advanced course more suitable to their level of ability. A minimum grade of C- is required for university transfer.

*(UA, UC, UL)

FREN-321**French Culture and Civilization**

3 Credits (45:0:0 hours)

This course explores the major historical, social, political and cultural aspects of France from its beginnings to modern times. It will also enhance students' speaking, reading and writing skills in French. Prerequisites: Minimum grade of C- in FREN 212 or equivalent or consent of the instructor.

FREN-331**Advanced French Composition**

3 Credits (45:0:0 hours)

This course examines the practices of informal, formal and scholarly writing with the objective of enhancing students' writing skills, particularly with regard to structuring and defending an argument. Prerequisites: Minimum grade of C- in FREN 298, or equivalent or consent of the instructor.

FREN-341**Introduction to Translation**

3 Credits (45:0:0 hours)

This course introduces students to the theory and practice of translation between French and English. Prerequisites: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

FREN-351**French Foundational Fiction**

3 Credits (45:0:0 hours)

This course examines, through excerpted writings, the most important authors of French fiction and their impact on the development of French literary culture and thought. Prerequisites: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

GENE-270**Foundations of Molecular Genetics**

3 Credits (45:13:0 hours) Transfer*

This course will provide an overview of the role bacteria and their viruses have played in the development of molecular genetics. Basic concepts on the organization of genetic material and its expression will be developed from experiments on bacteria and viruses. Prerequisite: Minimum grade of C- in BIOL 207. Corequisite: GENE 270S.

*(UC)

GERM-111**Introductory German I**

3 Credits (75:0:0 hours) Transfer*

This is an introductory course for students with limited or no previous knowledge of German. It is designed to lead to mastery of spoken and written German. GERM 111 introduces the sounds of the German language, essential grammatical structures and tenses and a practical basic vocabulary to aid the student in the development of oral comprehension, expression, reading and writing skills. General aspects of geography, history and culture in German-speaking countries are also introduced. Note: This course is not open to students with credit in German 30, 35, 101/102, 100 or similar or equivalent courses in Canada or other countries, nor is it open to students with native or near-native proficiency or who have been solely or partly educated in German. A minimum grade of C- is required for university transfer and/or to continue with GERM 112.

*(UA, UL, KUC, AU, CUC, AUC, CU)

GERM-112**Introductory German II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of GERM 111 and is intended to further the development of the four language skills acquired in GERM 111. Prerequisite: Minimum grade of C- in GERM 111. Note: This course is not open to students with credit in German 30, 35, 101/102, 100 or similar or equivalent courses in Canada or other countries, nor is it open to students with native or near-native proficiency or who have been solely or partly educated in German. A minimum grade of C- is required for university transfer.

*(UA, UL, KUC, AU, CUC, AUC, CU)

GERM-211**First-Year University German I**

3 Credits (75:0:0 hours) Transfer*

This course is designed to develop ability in speaking, listening, reading and writing German using modern short stories, cultural readers and multi-media aids. Prerequisite: Minimum grade of C- in GERM 100 or GERM 112 or German 102 or successful completion of German 30, 35 or other similar or equivalent introductory German course. Note: Students with native or near-native proficiency or who have been solely or partly educated in German may be directed to an advanced course more suitable to their level of ability. A minimum grade of C- is required for university transfer and/or to continue to GERM 212.

*(UA, UL, KUC, AU, CUC, AUC, CU)

GERM-212**First-Year University German II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of GERM 211 and is designed to further develop ability in speaking, listening, reading and writing German using modern short stories, cultural readers and multi-media aids. Prerequisite: Minimum grade of C- in GERM 211. Note: Students with native or near-native proficiency or who have been solely or partly educated in German may be directed to an advanced course more suitable to their level of ability. A minimum grade of C- is required for university transfer.

*(UA, KUC, AU, CUC, UL, UC, CU)

GOMT-111**Overview of Facility Management**

2 Credits (30:0:0 hours)

This course provides a comprehensive overview of the operation of leisure facilities. Through the use of field trips to facilities, students will be introduced to the management of these operations. Some of these facilities will feature golf as the single most important activity and some will be multi-use facilities.

GOMT-112**Facility Maintenance**

2 Credits (30:0:0 hours)

This course examines a facility's record drawings and specifications and deals with each building system including architectural, structural, mechanical, electrical and site. Various aspects of facility operations and maintenance will be reviewed including organizational structures, preventative maintenance, inspections, security, life safety, contracted services, operating costs, alterations and renovations.

GOMT-121**Food and Beverage Operations I**

2 Credits (30:0:0 hours)

This course provides an overview of food and beverage operations in golf facilities and examines the requirements for their successful operation.

GOMT-171**Golf Operations Management Practicum I**

2 Credits (0:0:800 hours)

Practicum is an integral part of the program that balances on-the-job training and experience with completed coursework. Reporting to a senior manager, this practicum involves working full time as a paid staff member in a golf operation. Prerequisite: Enrolment in the Golf Operations Management Major.

GOMT-211**Working With Boards and Committees**

1 Credit (15:0:0 hours)

This course will enable participants to work more effectively with boards and committees. Various aspects of the structure, roles and administration processes that characterize board-governed, non-profit organizations, will be examined.

GOMT-221**Food and Beverage Operations II**

2 Credits (30:0:0 hours)

This second level food and beverage course provides an overview of the features of food and beverage facilities and examines the requirements of their successful operation. Prerequisite: GOMT 121.

GOMT-241**Golf Course Maintenance**

2 Credits (30:0:0 hours)

This course provides an overview of the various aspects of golf course maintenance, beginning with spring start-up procedures and ending with fall closing. Aspects of maintaining a high-quality golf course throughout the playing season will be emphasized.

GREK-101**Introductory Greek I**

3 Credits (75:0:0 hours) Transfer*

This course introduces both written and spoken Greek in the Classical language tradition. Classical Greek grammar is practiced and simple texts are read for comprehension. A minimum grade of C- in this course is required for advancement to GREK 102. Note: This course is closed to students with or GREK 100, GREK 101 and GREK 102, Greek 30 or Greek 35 or other matriculation level course in writing and speaking Greek.

*(UA, CU, KUC)

GREK-102**Introductory Greek II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of GREK 101; students will continue to study the elements of Classical Greek grammar, to acquire additional vocabulary and read simple texts. Prerequisite: A minimum grade of C- in GREK 101 or equivalent. Note: This course is not open to students with credit in GREK 100, GREK 102, Greek 30 or Greek 35 or any other matriculation level Greek course. A minimum grade of C- in this course is required for university transfer.

*(UA, CU, KUC)

HAPR-101**Bioacoustics of Human Hearing**

3 Credits (45:0:0 hours) Transfer*

This course provides information regarding the basic anatomy and physiology of the auditory system and also addresses sound and its measurements in terms of acoustics and psychoacoustics.

*(AU)

HAPR-102**Hearing Testing I**

2 Credits (15:30:0 hours)

This course introduces the types of hearing measurement techniques performed by hearing aid practitioners, examines the equipment and environmental set-up required for measurement of hearing, and discusses calibration of the equipment. Corequisite: HAPR 101.

HAPR-103**Hearing Instrument Technology I**

4 Credits (45:30:0 hours)

Hearing Instrument Technology I focuses on hearing aids and earmolds, from descriptions of the various types of hearing aids and earmolds currently available, to examination of the basic components, function, electroacoustic characteristics and troubleshooting procedures for hearing aids and earmolds, and making ear mold impressions. Prerequisite/Corequisite: HAPR 101.

HAPR-104**The Aging Client**

3 Credits (45:0:0 hours) Transfer*

This course explores the psychological, social and physical aspects of normal aging. Demographics of an aging population are examined and discussed as they influence and impact society. Personal values and attitudes as well as those evident in government policies, community planning and the health care delivery system are also examined.

*(AU)

HAPR-105**Customer Relations and Communications**

3 Credits (45:0:0 hours)

This course introduces students to communication skills that form the foundation of the helping process, and discusses unique features for communication with deaf and hard of hearing persons who use hearing aids.

HAPR-108**Business Management**

3 Credits (45:0:0 hours) Transfer*

An overview of the various administrative functions required to establish and manage a hearing aid practitioner practice. Marketing and service promotion are emphasized.

*(AU)

HAPR-110**Hearing Disorders**

2 Credits (30:0:0 hours) Transfer*

This course describes the hearing disorders associated with the various anatomical areas of the ear as well as the audiological manifestation of these disorders, and discusses medical conditions and diseases that are commonly associated with hearing disorders.

Prerequisites: Minimum grade of C- in HAPR 101 and HAPR 102. Corequisite: HAPR 111.

*(AU)

HAPR-111**Hearing Testing II**

4 Credits (45:30:0 hours)

This course focuses on the specific hearing measurement techniques performed by hearing aid practitioners, including the case history, pure-tone air and bone conduction audiometry, masking for pure-tone audiometry, speech testing, and interpretation of the entire test battery. Prerequisites: Minimum grade of C- in HAPR 101 and HAPR 102. Corequisite: HAPR 110.

HAPR-112**Professional Responsibilities**

3 Credits (45:0:0 hours) Transfer*

This course examines the scope of practice associated with working as a Hearing Aid Practitioner. Ethical issues as well as skills and knowledge required to be successful in the profession are also addressed.

*(OTHER)

HAPR-114**Practicum I**

4 Credits (0:90:15 hours) Transfer*

The focus of this course is on the practical application of knowledge gained from first-year courses in the Hearing Aid Practitioner program. To meet the requirements of the course, all students attend daily seminars with the instructor and complete supervised practice activities either on site at MacEwan or under the guidance of an approved tutor in their community. Prerequisites: Minimum grade of C- in HAPR 103, HAPR 105, HAPR 110 and HAPR 111.

*(AU)

HAPR-201**Interviewing and Counselling**

3 Credits (30:0:15 hours) Transfer*

In this course, students learn about the importance of and procedures involved in the client interview process as well as appropriate methodology for client counselling.

Demonstration interviews are utilized to enhance interaction skills for case history taking and counselling. Specific information regarding reporting of findings is also discussed, with emphasis on the interaction between the hearing aid practitioner and other health care professionals.

*(OTHER)

HAPR-202**Health Promotion and Rehabilitation for Individuals With Hearing Loss I**

3 Credits (45:0:15 hours) Transfer*

This course focuses on health promotion and the use of a team approach to hearing health care service. Students are introduced to the various health care professions providing deaf and hard of hearing individuals with a multi-disciplinary approach to diagnosis, treatment and rehabilitation.

*(AU)

HAPR-203**Hearing Instrument Technology II**

4 Credits (45:30:0 hours)

In this course, students learn how to determine if a client is a candidate for use of hearing aids or assistive listening devices and the process to be completed if a client does wish to try amplification. Then real-ear measurements and soundfield testing are introduced, and a review of electroacoustic analysis is completed. Finally, specific assistive listening devices and how hearing aid practitioners can help clients overcome challenges in a number of different and difficult listening environments are examined. Prerequisite: Minimum grade of C- in HAPR 114.

HAPR-204**Hearing Testing III**

2 Credits (15:30:0 hours)

This course covers immittance testing, special tests that provide additional or supporting information to the basic test battery, modifications to basic test procedures and writing referral letters to physicians. A review of the entire testing process, and a brief overview of some of the diagnostic physiological tests completed by audiologists are also included. Prerequisite: Minimum grade of C- in HAPR 114.

HAPR-210**Health Promotion and Rehabilitation for Individuals With Hearing Loss II**

3 Credits (45:0:15 hours) Transfer*

In this course, hearing aid practitioner students learn strategies they can use to assist families and hard of hearing individuals cope with loss of hearing, discuss a variety of rehabilitation and special educational settings and incorporate different strategies into practice. Prerequisite: Minimum grade of C- in HAPR 202.

*(AU)

HAPR-211**Hearing Instrument Technology III**

4 Credits (45:30:0 hours)

This course provides students with the necessary knowledge to help clients make decisions about hearing aid characteristics, to select appropriate acoustic hearing aid characteristics, order hearing aids, complete hearing aid fittings, provide short and long term follow-up to clients and evaluate the success of the hearing aid fitting and client benefit from use of their hearing aids. Prerequisites: Minimum grade of C- in HAPR 203 and HAPR 204. Corequisite: HAPR 204 if not taken previously.

HAPR-212**Practicum II**

4 Credits (0:0:210 hours)

In this final practicum, students complete seminar activities with the course instructor and other students and complete course activities in hearing aid dispensing clinics under the direct supervision of approved hearing aid practitioners or audiologists. Prerequisites: Minimum grade of C- in HAPR 104, HAPR 108, HAPR 112, HAPR 201, HAPR 204, HAPR 210, and HAPR 211.

HEED-110**Personal Health and Well-Being**

3 Credits (45:0:0 hours) Transfer*

This course is an individual-based analysis of physical fitness and personal health issues. Emphasis is on planning and managing one's own lifestyle for health and well-being within the context of the current health care system. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

HHPR-100**The Multidimensional Being – Part I**

2 Credits (30:0:0 hours)

Within a context-based learning environment, students will develop their knowledge about human functioning from a multidimensional perspective (psychological, physiological, bioenergetic, spiritual and socio-cultural). They will work together in a collaborative relationship with their fellow students utilizing client scenarios as a focus for integrating their knowledge and developing skills in preparing relevant, safe, appropriate and client-centered plans for care. Prerequisite: 90 hour/six credit course in human anatomy and physiology or human physiology.

HHPR-110**Therapeutic Relationships**

2 Credits (15:30:0 hours)

This course focuses on effective interpersonal roles and relationships. Students will have the opportunity to explore their own personal communication style and critique this. Opportunity will be provided to practice effective communication skills in a structured setting.

HHPR-130**Awakening the Inner Healer: Self-Healing Practices – Part I**

3 Credits (45:0:0 hours)

Students will experience a variety of self-healing practices that could be incorporated into their own lives and the care of their clients. Theory, research and skill development for the self-healing practices will be addressed.

HHPR-150**The Multidimensional Being – Part II**

2 Credits (30:0:0 hours)

Within a context-based learning environment, students will develop their knowledge about human functioning from a multi-dimensional perspective (psychological, physiological, bio-energetic, spiritual and social-cultural). They will work together in a collaborative relationship with their fellow students utilizing client scenarios as a focus for integrating their knowledge and developing skills in preparing relevant, safe, appropriate and client-centred plans for care. Knowledge, skills and research from all prior program courses will be integrated into the plans of care. Students will provide substantive support for the goal priorities, the action plan and the evaluation methods. Prerequisites: HHPR 100, HHPR 110, HHPR 130, HHPR 160, HHPR 190, HHPR 200 and HHPR 170. Corequisite: HHPR 180.

HHPR-160**Counselling and Teaching**

3 Credits (30:30:0 hours)

Basic principles of counselling and teaching will be introduced and practised. Students will have the opportunity to utilize these skills in structured settings. Prerequisite: HHPR 110.

HHPR-170 **Introduction to Complementary/ Alternative Modalities**

2 Credits (30:0:0 hours)

An overview of a wide variety of complementary/ alternative healing modalities, their theoretical and/or philosophical foundations, practice and research will be explored. Practitioners from the community will discuss their specific practice and how it promotes health and well-being of clients.

HHPR-180 **Awakening the Inner Healer: Part II**

3 Credits (45:0:0 hours)

Students will learn about the theory, research and practical applications of a variety of self-healing practices. These practices could be used for their own self-healing and could be taught to their clients for their personal healing. Students will have the opportunity to practice each of these self-healing approaches. Prerequisite: HHPR 130 or permission of the Chair.

HHPR-190 **Health and Healing: Unitary Person Assessment**

4 Credits (30:60:0 hours)

A holistic approach to client assessment is the focus of this course. The course includes basic assessment skills (inspection and palpation), energy assessment, nutrition assessment, iridology assessment and use of numerology as a client assessment tool. Opportunity for practice of these skills will be provided in a lab setting. Prerequisites: All first year program courses.

HHPR-200 **Establishing a Collaborative Practice**

3 Credits (45:0:0 hours)

Knowledge and skills required for starting a small holistic health business, establishing a business plan, developing a marketing plan, understanding ethical and legal implications of practice, networking, technology in the workplace and establishing a healing environment, are addressed in this course. Prerequisites: All term one, two and three courses.

HHPR-240 **Clinical Internship**

3 Credits (0:30:120 hours)

During this course, students will work in practice settings as Holistic Health Practitioner students. The internship will provide opportunities to integrate all aspects of the program, develop role definitions for their future holistic practice, and utilize entrepreneurship skills in practice settings. Integration seminars will provide students with opportunities to discuss practice issues that have arisen during their internship experiences and discuss topics related to their professional practice. Prerequisite: All term one, two, three, four and five courses.

HHPR-250 **Acupressure**

8 Credits (90:28:60 hours)

Acupressure is an effective ancient healing art, which uses finger pressure to stimulate specific points on/under the skin using special manipulation techniques. This local stimulation causes a global reaction, which affects the energy flow and activates the body's self-curative abilities. Students will learn the fundamental theory of Chinese medicine, principles of diagnosis and treatment, acupressure techniques and the application of these principles to individuals in their care. Special attention will be paid to the accurate determination of the locations of acu-points and meridians and their usage in treating different adult and infant diseases. Corequisite: HHPR 110.

HHPR-251 **Flower Essences**

8 Credits (90:28:60 hours)

In this course, you will develop the skills to help others select and use flower essences. Skill areas include: essence selection, essence preparation, preparation of mixed remedies, combining the use of essences with related modalities (e.g. essential oils, bodywork), client assessment and documentation. To support your development as a flower essence practitioner, you will learn about the values, philosophy and theories related to flower essences, the influence of botany and plant attunement and how to read the language of the soul. Ethical and legal issues related to establishing a practice are included. Corequisite: HHPR 110.

HHPR-252 **Herbology**

8 Credits (90:28:60 hours)

This course provides an introduction to herbology history and its models, definitions and terms as well as health and disease models. The functions and therapeutic uses of individual herbs are addressed from a functional perspective. Students will also learn the characteristics of medicinal plant species including their anatomy, physiology, ecology, phylogeny, nomenclature classification and use. Nutritional therapy is also addressed. An overview and synthesis of various perspectives (Ayurvedic, traditional Chinese medicine, Native medicine and Western holistic medicine) will be presented. Corequisite: HHPR 110.

HHPR-253 **Reflexology**

8 Credits (90:28:60 hours)

This course will cover assessment of the hands and feet from a reflexology perspective. The basic reflex points for the hands and feet according to the reiterative theory of reflexology are learned and practiced. The relationship between acupuncture meridians and reflex points is also included. How to safely practice as a reflexologist is addressed theoretically and practically. In addition, students will learn how reflexology can support the health and well-being of clients by promoting relaxation, circulation, assimilation and elimination. Corequisite: HHPR 110.

HHPR-254 **Reiki**

8 Credits (90:28:60 hours)

This course will introduce students to Reiki, a technique for healing and stress reduction that uses universal life force energy. This course includes initiation to Reiki at the first degree, second degree and advanced level, instructions on how to use this energy, opportunities to use this energy, spiritual- physical practices to enhance the flow of universal energy for Reiki and other energy modalities. Corequisite: HHPR 110.

HHPR-255**Touch for Health**

8 Credits (90:28:60 hours)

Touch for Health educates practitioners in the techniques of specialized kinesiology, which combines muscle testing and the Chinese meridian system. In this way, the practitioner can identify blockages in a person's energy field and allow the innate intelligence of the person's body to dictate the best corrective procedure. These corrections will vary from person to person and may involve pain relief techniques, working with emotional issues, balancing with colour or sound, testing for nutritional requirements or possible food sensitivities, as well as a wide range of other techniques specific to the person's individual needs. Corequisite: HHPR 110.

HHPR-256**Neuro-Linguistic Programming (NLP)**

8 Credits (120:0:0 hours)

Neuro-Linguistic Programming is the art and science of communication. NLP is also a collection of observations, attitudes, skills and techniques derived from studying successful people. The observations, attitudes and skills of NLP can provide you with ways to identify and change habitual thinking patterns, unproductive attitudes, beliefs and behaviours. The techniques of NLP can enhance your communication skills and assist you in managing your thoughts, attitudes and actions so that you successfully fill your life with exactly what you want. Keys to success include: demonstration of understanding and integration of the presuppositions, attitudes and techniques of the NLP Model, demonstration of the ability to shift awareness to external or internal as required by the moment's task, dissociation and association skills, verbal and non-verbal elicitation of responses, accessing and building of resources and demonstration of behavioural flexibility. Corequisite: HHPR 110.

HHPR-257**Holistic Nutrition**

8 Credits (90:28:60)

This course will introduce students to the use of whole foods for health maintenance and disease prevention. Students will learn how to identify easily recognizable signs and symptoms of nutritional imbalance in themselves and others. Information on therapeutic food choices and when to refer to other health care professionals will be discussed. Corequisites: HHPR 110 or equivalent.

HIST-110**Early World History II**

3 Credits (45:0:0 hours) Transfer*

This course will examine the leading themes, developments, and events in world history from the end of the sixth century to the fifteenth century.

*(UA, KUC, CU, UL, UC)

HIST-111**The Early Modern World: c. 1400 – 1800**

3 Credits (45:0:0 hours) Transfer*

This course presents a survey of world history from the fifteenth to the eighteenth century. Note: Students choosing HIST 111 for the partial fulfilment of the Humanities requirement must also take one of CLAS 110, HIST 110, or HIST 112. Not open to students with credit in HIST 120.

*(UA, UC, UL)

HIST-112**The Modern World: c. 1800 – Present**

3 Credits (45:0:0 hours) Transfer*

This course presents a survey of world history since the beginning of the nineteenth century. Note: Students choosing HIST 112 for the partial fulfilment of the Humanities requirement must also take one of CLAS 110, HIST 110 or HIST 111. Not open to students with credit in HIST 120.

*(UA, UC, UL)

HIST-207**Europe in the Central Middle Ages**

3 Credits (45:0:0 hours) Transfer*

This course aims to introduce the student to the important events, developments and themes of a period crucial to the emergence of Europe: the central Middle Ages (c. 800-1200). The emphasis will be on political developments, but other themes – social, religious, economic, cultural, etc. – will also be examined. Note: Not open to students with credit in HIST 200.

*(KUC, UC, UA, CUC, UL)

HIST-208**Europe in the Later Middle Ages**

3 Credits (45:0:0 hours) Transfer*

This course aims to introduce the student to the important events, developments and themes in medieval European history from the thirteenth to the fifteenth centuries. The emphasis will be on political developments, but other themes – social, religious, economic, cultural, etc. – will by no means be ignored. Note: Not open to students with credit in HIST 200.

*(KUC, UC, UA, CU, UL)

HIST-209**Early Modern European History: 1300 – 1815**

3 Credits (45:0:0 hours)

This course is a survey of European history from the Renaissance to Napoleon.

HIST-210**Modern European History: 1789 – PRESENT**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of European history from the French Revolution to the present time.

*(UC)

HIST-221**Twentieth Century World**

3 Credits (45:0:0 hours)

This course is an introduction to contemporary history: the twentieth century world. Major social, economic, intellectual and political issues after 1900 will be examined. The emphasis will be on developments after 1945 and their implications today.

HIST-250**American History to 1865**

3 Credits (45:0:0 hours) Transfer*

This course presents a survey of United States history from Colonial times to the Civil War.

*(UC, UA, UL)

HIST-251**American History Since 1865**

3 Credits (45:0:0 hours) Transfer*

This course presents a survey of United States history from the Civil War to the present.

*(UC, UA, UL)

HIST-260**History of Pre-Confederation****Canada: 1500-1867**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the leading developments and themes in Canadian pre-confederation history from 1500 – 1867. It will treat the various individuals and cultures which have contributed to building the pre-confederation society and their role in shaping the present.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

HIST-261**History of Post-Confederation****Canada: 1867 to the Present**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the leading developments and themes in Canadian history since Confederation in 1867. It will treat the various individuals and cultures which have contributed to building the post-confederation society and their role in shaping the present.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

HIST-281**Asia Since A.D. 1500**

3 Credits (45:0:0 hours) Transfer*

This Asian survey course will focus on developing an understanding of East, Southeast and South Asia through an examination of the main themes and developments in the region. The emphasis will be on the socio-cultural, economic and political history, and the role of indigenous societies will be stressed.

*(UA, KUC, CU, UC, UL)

HIST-294**History of Sciences and Technology**

3 Credits (45:0:0 hours) Transfer*

This course surveys important themes, traditions, people and institutions of Western science, technology and medicine. It is designed to familiarize students with an important aspect of European/Western culture and to serve as an introduction to and preparation for more advanced courses in the history of science and medicine. This course emphasizes how individuals and societies have understood and explained the natural world and their place in it, and how they have approached and justified the investigation of that world.

*(UL, UA)

HIST-300**Methodology**

3 Credits (30:0:15 hours)

This course examines the nature and function of history and the methods of historical research and writing. Students will be introduced to basic questions and issues concerning the nature of our knowledge of the past, and methodological issues such as the nature and use of sources, questions of bias and perspective. Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

HIST-301**Topics in World History**

3 Credits (45:0:0 hours)

This course is an intermediate level course that examines world history through detailed examination of a particular topic. The topic in any given year will be determined by the instructor. Examples of topics include, but are not limited to, broad-based themes such as environmental issues or the status of women, or specialized topics such as the impact of disease or slavery. Prerequisites: A minimum grade of C- in one of HIST 110, HIST 111 or HIST 112.

HIST-338**Britain As a World Power**

3 Credits (45:0:0 hours) Transfer*

This course briefly sketches Britain's rise to predominance, then it examines more closely her experience while in that position – the domestic issues and changes as well as the problems and shifts of foreign relations. Finally, it looks at the process, the events and developments of Britain's eclipse as a world power.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

HIST-340**Diplomacy, War and Conflict in the 20th Century**

3 Credits (45:0:0 hours)

This intermediate-level course investigates the origins and consequences of the major military conflicts of the 20th century. It covers the Great War, the Second World War and the Cold War, as well as the national wars of independence in Asia and Africa, the war for Jammu and Kashmir, the Arab-Israeli conflicts of the Middle East, the Vietnam War and the Gulf War. It is recommended that students take a 100- or 200-level history course prior to registering in HIST 340.

HIST-365**The Canadian West to 1885**

3 Credits (45:0:0 hours) Transfer*

This course will examine the history of the Canadian West to 1885. Topics will include the development of fur trade societies, origins of the Metis, Red River and west coast settlements, British Columbia gold rushes and the incorporation of the western territories and peoples into Canada.

*(UC, UA, UL)

HIST-366**The Canadian West Since 1885**

3 Credits (45:0:0 hours) Transfer*

This course will examine the history of the Canadian West since 1885 with a focus on the economic, social and political aspects of regional alienation, identity and protest.

*(UC, AU, UA, UL)

HIST-367**Canada in World Affairs**

3 Credits (45:0:0 hours)

This course examines Canada's diplomatic, military, economic and political role in world affairs. Canada's relationship with the British Empire and the United States receives special emphasis. Attention is placed on how international affairs shape domestic issues. Prerequisites: Minimum grade of C- in 100- or 200-level history course.

HIST-369**The History of Indian Policy in Canada**

3 Credits (45:0:0 hours)

This intermediate level course examines the history of Canadian Indian policy from its genesis in the 1830s to the present. The focus is on the interplay between Aboriginal peoples, Aboriginal rights, constitutional law, economic and social changes, and the development of government policy. Special attention is paid to the consequences of the policy development for Aboriginal societies and culture. Prerequisite: Minimum grade of C- in HIST 260 or HIST 261.

HIST-400**Senior Thesis**

3 Credits (0:0:45 hours)

In this seminar course, students write a major essay and make a conference style presentation on a specific topic of their choice. This course is open only to History Majors. Prerequisites: Successful completion of 30 credits of senior history including HIST 300.

HIST-460**Topics in Canadian History**

3 Credits (0:0:45 hours)

In this seminar, students discuss, critique, and analyze readings on a selected topic in Canadian history. They also prepare a major research paper on an issue related to the seminar topic. The topic in any given year is selected by instructor. Prerequisites: A minimum grade of C- in HIST 260 or HIST 261 and successful completion of 9 credits in senior history.

HLSC-120**Human Anatomy**

3 Credits (45:0:0 hours)

This course provides an introduction to the structure and basic functions of the human body. Major body systems are described to the tissue level. Cellular structure and function is also addressed. Note: Only one of HLSC 120 or NURS 105 may be taken for credit. Prerequisite: Biology 30.

HLSC-122**Human Physiology**

6 Credits (90:0:0 hours)

This course provides for an understanding of how the normal human body and its component parts function, from the cellular to systemic levels. The concept of homeostasis and regulatory mechanisms which enhance integrated functioning provide the organizing framework. Body changes associated with pregnancy and aging are considered. Note: Only one of HLSC 122, NURS 108 or PHSL 162 may be taken for credit. Prerequisites: Science 30 or Chemistry 30, Biology 30.

HLSC-220**Pharmacology for Health Professionals**

3 Credits (45:0:0 hours)

This course focuses on pharmacotherapeutics across the life span. Particular emphasis is placed on professional responsibilities in the provision of optimal drug therapy through application of knowledge about medications, physiology, and human growth and development. Specific information regarding indications for use, mechanisms of action, therapeutic and adverse effects, and client education requirements as related to selected major drugs/drug classifications are addressed. Prerequisites: Minimum grade of C- in HLSC 120 (formerly NURS 105), HLSC 122 (formerly NURS 108) and MMID 133.

HLSC-222**Pathophysiology**

3 Credits (45:0:0 hours)

This course integrates knowledge of normal human anatomy and physiology in the study of abnormal physiology and clinical manifestations of disease. The focus is on common pathophysiologic processes and principles of disease causation. Common chronic and acute disorders of body systems which illustrate these processes are explored. Examples of alterations occurring across the lifespan are considered. Note: Only one of HLSC 222 or NURS 202 may be taken for credit. Prerequisites; Minimum grade of C- in HLSC 120 (formerly NURS 105), HLSC 122 (formerly NURS 108) and MMID 133.

HLST-100**Spiritual Foundations of Mental Health**

2 Credits (0:60:0 hours)

This experiential based course explores different methods to achieve inner balance and harmony. Students also explore the sense of self as a whole person and how we relate in our world. Various techniques are utilized to develop inner balance, including traditional Aboriginal teachings.

HLST-121**Introduction to Case Management**

3 Credits (45:0:0 hours)

This course is designed to provide health care professionals with an overview of different modes and principles of case management as they apply to different settings. The roles, responsibilities, qualifications as well as legal and ethical issues will be discussed.

HLST-150**Human Disease Processes**

3 Credits (45:0:0 hours)

In this course, students explore the concept of health, and study the various aspects of disease. Body systems are reviewed and diseases of each system are covered. Prerequisite: MTST 120, MTST 122, MTST 125, MTST 126. Prerequisite or Corequisite: MTST 122, MTST 125 and MTST 126.

HLST-210**Human Sexuality**

3 Credits (45:0:0 hours)

Transfer*

This course provides an overview of human sexuality. Biological, psychological and cultural components of sexual health are integrated throughout the course. Instructor presentation, group discussions and expert guest speakers provide students with the opportunity to explore a wide range of topics in this complex subject.

*(UA, CU, AU)

HLST-290**Nutrition/Pharmacological Concepts**

3 Credits (45:0:0 hours)

Presents the basic principles of nutrition and pharmacology that promote healthy lifestyle. Nutrition will emphasize awareness and choice. Pharmacology content will include how drugs work and knowledge of classifications. Over-the-counter and natural products will be examined. Prerequisites: MTST 120, MTST 125, MTST 126, MTST 122, HLST 150.

HLST-300**Teaching and Learning in Health Care**

3 Credits (45:0:0 hours)

Transfer*

Within a healthcare context this course explores the concepts of the teaching process and learning theories. The process of assessment, planning, implementation and evaluation of instructional design will be introduced. Skills necessary to put theory into the practice of teaching different types of learners, individuals and groups will be developed. The importance of teaching as a healthcare professional role will be emphasized.

*(UA, CU, UL, KUC, AU, CUC, AUC)

HLST-310**Health Promotion for Human Service Providers**

3 Credits (45:0:0 hours)

This course provides students with a broad survey of health promotion concepts, strategies and tools. Key determinants of health and their impact on health status are explored and strategies for health promotion are introduced. The course fosters an understanding of the relevancy of a health promotion orientation to quality of life.

HLST-350**Assessment and Management of the Wound Environment**

3 Credits (45:12:0 hours)

In this course the student will explore the rapidly expanding domain of wound management. The student will acquire the knowledge and skills necessary to appropriately assess a client with a chronic or problem acute wound and determine a care plan that provides optimal wound management.

HLST-351**Management of Chronic and Problem Acute Wounds**

3 Credits (45:12:0 hours)

This course focuses on the management of chronic and problem acute wounds. The student will further develop knowledge and skills in order to establish, implement and evaluate a care plan that provides optimal wound management. Prerequisite: HLST 350.

HLST-352**Wound Management: Clinical Application Of Wound Management**

3 Credits (0:12:64 hours)

In this course the student will have an opportunity to translate the principles of evidence-based wound management into clinical practice. Students will observe and practice wound management in various clinical settings. Prerequisites: HLST 350 and HLST 351.

HRMT-130**Compensation and Benefits I**

3 Credits (45:0:0 hours)

This introductory course gives the participant an overview of compensation and other benefits concepts, including linkages to other human resources disciplines. Compensation topics include: historical background, philosophies, elements of total compensation, job evaluation and salary administration, legislative framework and emerging trends. Benefit topics include government and private retirement income, health care, life insurance, and income protection plans. Prerequisites: HRMT 180 and minimum grade of 50 per cent in Math 30, Math 31 or Pure Math 30, or a minimum grade of 65 per cent in Math 33 or Applied Math 30 or successful completion of the skills appraisal, or upgrading as a result of the skills appraisal with a grade of C-.

HRMT-140**Staffing and Performance Management I**

3 Credits (45:0:0 hours)

This course examines the dynamics of the staffing function and provides the student with a background in recruitment and selection. Students examine legislative and legal issues in relation to staffing functions, and consider and develop the role of staffing within the organizational framework. Students also examine the elements of performance management systems and their role in the organization. Prerequisite: HRMT 180.

HRMT-145**Staffing**

3 Credits (45:0:0 hours)

This course examines the dynamics of the staffing function and provides the student with a background in recruitment and selection. Students examine legislative and legal issues in relation to staffing functions and consider and develop the role of staffing within the organizational framework. Topics include: outsourcing contracts, redeployment, non-traditional employment relationships, the infrastructure needed for support of these models, as well as evaluation and modification of these models. Prerequisite: HRMT 180.

HRMT-150**Employee/Labour Relations I**

3 Credits (45:0:0 hours)

This introductory course provides students with an overview of the practice of employee and labour relations. The course reviews the role and structure of unions and management as well as provides a brief history of the labour movement. The environment in which unions and management operate is also examined. The legislative framework for labour relations practices is provided, including a review of the relevant laws. The union organizing drive to certification, collective bargaining and collective agreements are introduced as are disputes and dispute resolution. Building positive employee and labour relations is emphasized. Prerequisite: HRMT 180.

HRMT-160**Human Resources Training and Development I**

3 Credits (45:0:0 hours)

This is an introductory course focusing on principles, concepts and processes leading to quality learning experiences. Course topics include the learning organization, organizational culture, adult learning concepts and strategies, needs assessment, development and delivery of alternate learning experiences, evaluation of the learning experiences and the design of a learning centre. Theory and practical applications are developed through various learning experiences, including mini-cases and a presentation situation. Prerequisite: HRMT 180.

HRMT-180**Human Resources Management**

3 Credits (45:0:0 hours) Transfer*

This course is designed as an overview of the human resource process. It shows how organizations obtain, maintain and retain their human resources. In particular, it shows the interrelationship of the various human resource functions within an organization and their relationship with the rest of the management systems in the organization. *(AU, KUC)

HRMT-200**Management of Human Resources**

3 Credits (45:0:0 hours)

This course builds on previous foundational studies in management and organizational behaviour to examine human resource management from both human resource and general management perspectives. Topics include human resource planning, recruitment, selection, training, performance management and compensation. The course also introduces students to key legislation relating to areas of management responsibility for human resources. Prerequisites: MGMT 121 and MGMT 122, or ORGA 201. Note: Only one of HRMT 180 or HRMT 200 may be taken for credit.

HRMT-220 Human Behaviour in the Organization

3 Credits (45:0:0 hours)

This course is intended to examine specific elements of behaviour in organizations in greater depth than in the prerequisite course. Topics include communication, leadership, motivation, conflict management and team skills. Emphasis is on the ability to work with these concepts in a practical and effective manner. A significant proportion of the course requirements will be met through group work. The perspective taken is that of the human resource professional in the organization. Prerequisite: MGMT 122.

HRMT-230 Compensation and Benefits II

3 Credits (45:0:0 hours)

This course builds on the philosophies, principles and concepts presented in Compensation and Benefits I using a planning, design and administration perspective. Compensation topics include: determining comparator markets, linking compensation organizational needs, business strategies and plans, the role of performance management in compensation, costing compensation programs and current trends such as broad banding, competency pay and variable pay. Benefits topics include: pay for time not worked, health and dental care, employer sponsored insurance and retirement benefits, retirement planning, benefit plan design and emerging issues affecting it. Prerequisite: HRMT 130.

HRMT-240 Staffing and Performance Management II

3 Credits (45:0:0 hours)

This course builds on Staffing and Performance I and provides greater depth. It examines the training, measurement, evaluation and legal issues of staffing and performance management. Topics include: outsourcing contracts, redeployment, non-traditional employment relationships, development of performance management models, the infrastructure needed for support of these models, as well as evaluation and modification of these models. Prerequisite: HRMT 140.

HRMT-245 Performance Management

3 Credits (45:0:0 hours)

This course examines the training, measurement, evaluation, and legal issues of performance management. Topics include: development of performance management models, the infrastructure needed for support of these models, as well as evaluation and modification of these models. Prerequisite: HRMT 180.

HRMT-250 Employee/Labour Relations II

3 Credits (45:0:0 hours)

Building upon Employee/Labour Relations I, this course covers such topics as the interpretation and administration of collective agreements and corporate policies. Unfair labour practices, human rights complaints and pay issues are examined in detail. Human rights, labour and employment standard legislation form the foundation for this practical oriented, hands-on look at employee and labour relations. Prerequisite: HRMT 150.

HRMT-260 Human Resources Training and Development II

3 Credits (45:0:0 hours)

In this course, the student will examine and apply advanced principles, concepts, processes and applications. Specifically, topics will include assessing current and future job/task requirements, needs and tasks assessments, development of custom learning experiences, evaluation of learning experience activities and programs, overall staff development plans, application of value-added training and development concepts, use and evaluation of external consultants and contract supplies, and networking techniques. The relationship, role and recommendations between the staff development function and corporate strategic business plan(s) will be explored. Considerable emphasis is placed on practical application of principles. Prerequisite: HRMT 160.

HRMT-270 Human Resources Information Management

3 Credits (45:0:0 hours)

This course is intended for participants with computer experience in basic operating systems and business software. The student will use an integrated approach to solve human resource problems. The course will examine various human resource information systems (HRIS), including computerized payroll systems, and will proceed to look at various other HRIS applications. Participants will also examine the mechanics of purchasing and operating HRIS in the workplace. Current computer applications and HRIS will be used. Prerequisite: MCSP 131 or equivalent.

HRMT-280 Human Resources Field Placement

3 Credits (15:0:105 hours)

This is a supervised field project which is individualized to fit the needs of the student. Each student meets with the Program Coordinator and their employer or a participating organization. An appropriate project is designed and carried out by the student. This human resources diploma capstone course is jointly evaluated by College staff and members of the participating organization. Prerequisite: Fourth term standing.

HSAD-300 The Human Service Administrator

3 Credits (45:0:0 hours)

Transfer*

In this overview course you will be introduced to the roles and responsibilities of administrators in human services organizations. Beginning with a discussion of the changing context for human services delivery, course content includes leadership, organizational culture, human resource management, financial management, strategic planning, working with Boards, marketing and public relations, social entrepreneurship, partnership and collaboration. By the end of the course you will have an understanding of the range of skills you need to develop in order to be successful in a management position. You will have a beginning familiarity with recognized management literature, as well as discipline specific resources and journals.

*(AU)

HSAD-305**Interpersonal Communication Skills for Human Service Administrators**

3 Credits (45:0:0 hours) Transfer*

This course will explore the interpersonal dimension of the role of leaders, managers and supervisors in human service agencies. It will help those aspiring to, or in leadership roles, develop skills and understandings for creating effective interpersonal environments in their workplace. Participants will have the opportunity to review and extend their communication skills, to learn strategies for time and stress management, and to explore and practice skills required for team building: setting directions, action-planning, managing meetings, problem-solving and resolving conflict. Please note: this course is intended for persons who have trained in an area of human services. *(AU)

*(AU)

HSAD-310**Managing Human Resources in Human Service Agencies**

3 Credits (45:0:0 hours)

This course is designed to introduce you to the theory and practice of personnel management in human service organizations. Utilizing a humanistic approach to human service management, you will acquire the skills to recruit, select, orient, train and retain staff that will allow your organization to achieve its goals. You will examine a number of leadership styles and learn to apply them appropriately. You will also acquire the skills to appraise staff and improve performance. Additional topics include: labour relations, occupational health and safety and the unique considerations related to part-time and contracted employees.

HSAD-315**Managing Financial Resources in Human Service Agencies**

3 Credits (45:0:0 hours)

In the era of increased accountability, human service administrators are required to be effective financial managers and leaders. Starting with the basics of understanding and presenting financial reports, students will learn the forms of financial reporting, basic accounting principles and the use of technology in financial management. Key concepts in financial controls, auditing and cost-benefit analysis will also be discussed. Prerequisites: HSAD 300, HSAD 305 and HSAD 310.

HSAD-320**Trends and Issues in Human Service Administration I**

3 Credits (45:0:0 hours)

This course focuses on exploring the management implications of current trends and issues in the organization and delivery of human services. Trends affecting the worker, workplace, delivery of service and the management of human services will be identified and the resulting issues and implications discussed. Human service delivery in Canada along with a selection of countries: New Zealand, United States and Sweden will also be explored. Prerequisites: HSAD 300, HSAD 305, HSAD 310 and HSAD 315.

HSAD-399**Work Project in Human Service Administration I**

15 Credits (0:0:537)

Work Project I is the first of two terms of directed field studies in the Bachelor of Applied Human Service Administration program. Students explore leadership development and application within the directed work situation. Students apply management theory to the work context. An agency-based project is planned, implemented, and evaluated. Upon completion of the project, students prepare a report and provide a formal presentation to agency personnel and classmates. Prerequisites: Admission to the Bachelor of Applied Human Service Administration; HSAD 300, HSAD 305, HSAD 310, HSAD 320; or consent of the Chair.

HSAD-430**Managing Physical Resources in Human Service Agencies**

3 Credits (45:0:0 hours)

This course is designed to familiarize students with important aspects of managing physical resources in human service organizations. You will learn about business plans, the importance of risk management, how to assess existing facilities and how to plan for improvements. The basics of facility and equipment management, including maintenance procedures and purchasing versus leasing will be introduced as important tools for the human service administrator. Prerequisites: HSAD 300, HSAD 305, HSAD 310 and HSAD 315.

HSAD-435**Managing Change: Planning, Monitoring, and Evaluating Human Service Agencies**

3 Credits (45:0:0 hours)

Human service agencies are faced with tremendous and continual changes. Learning how to plan for change, monitor progress towards goals and ensure effectiveness and efficiency are critical to remain viable in today's rapidly changing world. In this course, students are introduced to environmental scanning, needs assessment, strategic and operational planning and outcome monitoring. Proposal writing, marketing and agency promotion are addressed. Prerequisites: HSAD 300, HSAD 305, HSAD 310 and HSAD 315 or consent of the Chair.

HSAD-440**Research Practices in Human Service**

3 Credits (45:0:0 hours) Transfer*

Designed to introduce students to research practices in the human service fields this course covers qualitative and quantitative research, action research and narrative research. Reflective practice will be emphasized. Students will develop skills in locating, reading critically and analyzing research relevant to their field. Prerequisites: HSAD 300, HSAD 305, HSAD 310, HSAD 320 and HSAD 399 or consent of the Chair.

*(AU)

HSAD-445**Community-Based Practice in Human Service Agencies**

3 Credits (45:0:0 hours)

This course examines the role of the administrator in service delivery to communities using a community development framework. Focusing on a community strengths approach, the course includes community consultation, inter agency cooperation, networking and building professional community, moral and ethical issues in community work and serving diverse communities including immigrant and native communities. Prerequisites: All 300 level courses, HSAD 430, HSAD 435, HSAD 440, or consent of the Chair.

HSAD-499**Work Project in Human Service Administration II**

15 Credits (0:0:537 hours)

In this second directed field studies course in the Bachelor of Applied Human Service Administration program, students demonstrate leadership capacity through planning, implementing, and evaluating a relevant project in the work project agency. Students analyze the project in a capstone paper which shows their ability to integrate theory and practice. Students present their findings in an academically and professionally competent manner. Students engage in professional dialogue with classmates, providing consultation and feedback in a constructive and ethical manner. Prerequisites: All 300 level courses, HSAD 430, HSAD 435, HSAD 440 and HSAD 445.

INCO-111**Communications International**

3 Credits (45:0:0 hours)

This course aims to help students improve all their communications skills; writing, reading, speaking and listening. The main emphasis is on writing skills. Students will strengthen and expand their writing skills so that they can write more effectively for a variety of audiences and purposes. Restriction: Only offered in the Ukraine.

INFM-101**Introduction to Information Resources**

3 Credits (45:0:0 hours)

This course will introduce students to the philosophy of information services and the types of information providers and their resources. Major topics covered will include the structure of information, the roles of information personnel in a variety of information environments, library and other information related associations and an introduction to current major issues in the information field.

INFM-103**Reference Fundamentals**

3 Credits (45:0:0 hours)

This course is designed to provide an introduction to basic information sources and services. Standard reference sources, both print and electronic, will be studied and students will acquire an understanding and practical knowledge of the common reference sources used in public services. The philosophy and ethics of public service, as well as customer service issues and procedures, will be introduced.

INFM-104**Collection Development**

3 Credits (45:0:0 hours)

This course examines the principles, policies and procedures for developing collections of information materials. It includes topics relating to the tools necessary for the selection and acquisition of materials, the ordering of materials both manually and in an automated context, the deselection of materials, interlibrary loan and resource-sharing models and issues of current importance in the information industry, including copyright, personal portfolio and intellectual property.

INFM-110**Professional Skills Development and Support Services**

3 Credits (45:0:0 hours)

In this course, students identify and develop professional and support service skills required of library technicians, with a focus on customer service and career development. Working both individually and in teams, students develop and deliver on-to-one and small group training sessions. Students identify the design and attributes of effective library support services and identify strategies and techniques for improving them. Student learn to maintain and troubleshoot audiovisual equipment. Students identify career paths within the library profession and develop a personal portfolio to use in employment interviews.

INFM-152**Information Services and Resources I**

3 Credits (45:0:0 hours)

This course covers current trends and issues regarding reference services in libraries. Students learn how to conduct an effective reference interview and evaluate reference services. Advanced Internet search techniques will be developed and students will learn to evaluate Internet sources and provide virtual reference services. Students will learn about providing reference services to specific groups of users, including issues and resources relating to public and school libraries. Prerequisite: INFM 103.

INFM-155**Organization of Information I**

3 Credits (30:30:0 hours)

This course introduces students to the theory and principles of information organization. It examines in detail the Anglo-American Cataloguing Rules for describing information materials in a variety of formats, and the Sears and Library of Congress Subject Headings lists for organizing information for retrieval by subject. Also included are MARC and other information exchange formats and procedures for deriving cataloguing and subject access information from external sources.

INFM-202**Information Services and Resources II**

3 Credits (45:0:0 hours)

This advanced level reference course introduces students to the principles and practices of database searching, reference materials in specialized collections and bibliographic instruction. Students will examine the structure and philosophy of academic and special libraries, focusing on resources for specific subjects and special clientele. Factors influencing the future of libraries and information technology will also be discussed. Prerequisite: INFM 152.

INFM-205**Organization of Information II**

3 Credits (30:30:0 hours)

This course covers the theory and principles of indexing and abstracting and the classification of materials using the Dewey Decimal and Library of Congress classification schemes. Further examination and use of information exchange formats such as MARC are also included. Prerequisite: INFM 155.

INFM-208**Library Services for Children and Young Adults**

3 Credits (45:0:0 hours)

This course introduces the learner to children's and young adults' literature; its history, the various forms, and evaluative techniques employed in selecting literature for these age groups. Students learn to design and deliver library programs for children and young adults including storytelling, book talks, and puppetry. Prerequisites: INFM 101 and INFM 152.

INFM-255**Organization of Special Materials**

3 Credits (45:0:0 hours)

This course examines methods for organizing specialized information materials, including systems for organizing records and archives. Also included in this course are methods for serials management and the use of computer technology to manage special types of materials. Prerequisites: INFM 155 and INFM 205.

INFM-258**Information Systems Design**

3 Credits (45:0:0 hours)

This course is an introduction to the planning and process of information systems. Topics will include the components of a technology plan such as evaluating and selecting software and hardware, customizing systems, network requirements, and evaluating vendor support. Prerequisites: INFM 202 and INFM 205.

INFM-259**Information Services Management**

3 Credits (45:0:0 hours)

This course familiarizes students with the governance of libraries and other information organizations, the marketing of such organizations, mission and vision statements and policy development. Also studied are leadership styles, supervision, job descriptions, performance appraisals and financial management. Customer service and entrepreneurship are also discussed. Prerequisites: INFM 202 and INFM 205.

INFM-260**Field Placement**

3 Credits (10:0:170 hours)

This is a practical course in which students will spend four weeks in an information agency to gain actual first hand experience. The ten classes in the term will cover such topics as resume writing, cover letters, job search techniques, interview skills and proposal writing. Prerequisites: INFM 255, INFM 258 and INFM 259.

INSE-0097**Integration Seminar**

1 Credit (15:0:0 hours)

This course is designed to provide students in University Studies an opportunity for general academic development and planning. Students will be updated on current happenings at the University of Alberta, in order to facilitate a smooth transfer between institutions. This is a required course for all first-year computing science specialization students. (This course carries no credit toward a degree.)

INSE-0098**Integration Seminar**

1 Credit (15:0:0 hours)

This course is designed to provide students in University Studies an opportunity for general academic development and planning. Students will be updated on current happenings at the University of Alberta, in order to facilitate a smooth transfer between institutions. This is a required course for all first-year physical education students. (This course carries no credit toward a degree.)

INSE-0099**Integration Seminar**

1 Credit (0:0:7 hours)

This course is designed to provide students in University Studies an opportunity for general academic development and planning. Students will be updated on current happenings at the University of Alberta, in order to facilitate a smooth transfer between institutions. This is a required course for all first-year science students. (This course carries no credit toward a degree.)

INSR-101**Insurance Principles and Practices**

3 Credits (45:0:0 hours)

This course is an introduction to the principles of insurance and the legal environment of insurance, documents of insurance, applications, binders, policies, insurance company organization, insurance procedures, claims adjusting, reinsurance and insurance organizations.

INSR-119**Essentials of Insurance and Risk Management**

3 Credits (45:0:0 hours)

This introductory course provides the non-insurance student with an overview of the risk management process and the insurance environment. Topics covered include: the concept and function of risk management within an organization, the steps in the risk management process, major loss exposures facing an organization, the nature of insurance and the coverages available for an organization, how to obtain insurance and the players involved in the insurance transaction.

INSR-202**Personal Property Insurance**

3 Credits (45:0:0 hours)

This introduction to personal property insurance covers the basic fire insurance policy and the extended coverage endorsement, Insurance Act provisions, fire insurance, fire statutory conditions, concepts relating to property insurance, co-insurance, mortgage clauses, dwelling fire insurance coverages, dwelling extended coverage endorsement, introduction to inland, marine and multi-peril forms and underwriting of those forms, miscellaneous coverages, homeowner's policy, tenant's package policy, cooperative and condominium insurance. Prerequisite: INSR 101.

INSR-203**Automobile Insurance**

3 Credits (45:0:0 hours)

This course focuses on introduction and development of automobile insurance, applications for automobile insurance, the automobile policy, endorsements, industry programs for insurance availability and highway victims' indemnity funds, automobile insurance rating, automobile marketing and specifics of policy coverage in each province including Quebec and Ontario plans.

INSR-204**Liability Insurance**

3 Credits (45:0:0 hours)

This course introduces the student to those legal principles that affect liability insurance. Some of the more common ways people become liable to each other are discussed. Various liability insurance policies, such as the commercial general liability, and others are examined in detail. Other topics include underwriting, claims and reinsurance. Prerequisite: INSR 101.

INSR-205**Risk Management and Insurance**

3 Credits (45:0:0 hours)

This course is an introduction to the risk management process – scope, objectives, exposure identification and analysis, formulating alternatives for dealing with each exposure, loss control, loss financing, retention and transfer. Case studies are used to identify risk. Different forms of commercial insurance are discussed. Prerequisite: INSR 101.

INSR-210**Essential Skills for the Insurance Broker and Agent**

3 Credits (45:0:0 hours)

This course is an overview of insurance business practices from the broker's perspective. It is a skills-based course concentrating on the needs of personal lines clients and small commercial risks. The student will be introduced to the role of a broker as an insurance intermediary. The progress of a risk from initial contact with the client through the evaluation and application process, to binding and policy documents will be studied. The course will also review the major product lines and common policy transaction that a broker handles. Prerequisite: INSR 101 or equivalent.

INSR-211**Essentials of Loss Adjusting**

3 Credits (45:0:0 hours)

Focused knowledge of insurance and professional conduct within the claims domain forms the core of this course. Soft skills and knowledge required to handle claims are blended in the curriculum in order to improve fundamental claims handling techniques. The student will learn about managing relationships in order to gather critical information in the claims handling process. A step-by-step process delivers the key to policy analysis for coverage evaluations. The student will also learn the fundamentals of investigations, evaluation, negotiation, and settlement within the claims process. Specific introductory claims knowledge will be covered in automobile, property and liability claims. Prerequisite: INSR 101 or equivalent.

INSR-212**Underwriting Essentials**

3 Credits (45:0:0 hours)

The course begins with an overview of the underwriter's role as an investor of shareholder capital on behalf of the insurer. The role of the underwriter in accepting or rejecting risk for the insurer within parameters both set by the insurer and imposed by the external environment will be discussed. Consideration will be given to the many types of detailed knowledge, the hard and soft skills, and the temperament of an underwriter needed to perform effectively and efficiently. These characteristics will be applied in the analysis of individual property, liability and automobile risks. Prerequisite: INSR 101 or equivalent.

INSR-213**Advanced Loss Adjusting**

3 Credits (45:0:0 hours)

This course builds on the knowledge gained in INSR 211. Real claim scenarios provide the backdrop for this learning model. In a commercial fire loss setting, the claims process is explored. More complex claim situations that involve appraisal, salvage, subrogation, and more formal contact with claimants are covered. Business interruption, crime and stock burglary claims are analyzed. Gathering and preserving evidence and the assessment of its credibility are discussed. A comprehensive analysis is presented on liability claims with respect to policy coverage analyses, duty owed, obligations, and damages. Important issues to consider with respect to preparing for mediation are covered. Prerequisites: INSR 101 and INSR 211 or equivalent.

INTB-104**Global Business Trends**

1 Credit (45:0:0 hours)

This course examines the recent trends in global economic conditions and their implications for business management. In particular, it will overview the business implications of recent developments such as the formation of the World Trade Organization (WTO), the Maastricht Treaty and the establishment of other trade blocs, emergence of an international financial market, increased international mobility of capital and global technological change. This course will explain how these developments have impacted upon the conduct of business in today's economy. Phenomena such as rising global competition, greater international production, the pursuit of economies-of-scale by firms and international strategic business alliances will be explained in the context of the above economic events.

INTB-105**Canada and the Asia Pacific**

1 Credit (15:0:0 hours)

This course provides a broad survey of the relations between Canada and the Asia-Pacific countries such as China (including Hong Kong), Japan, Korea, Taiwan and ASEAN. It covers the historical evolution of Canada's relations with Asia-Pacific countries and contemporary policies of the federal government and the government of Alberta towards these countries. Students discuss the recent development in Canada's economic, cultural, educational and immigration ties with the Asia-Pacific region.

INTB-200**Asia Pacific Practicum**

3 Credits (10:0:255 hours)

Students work in the Asia-Pacific region or in Canada with an organization that is active in the Asia-Pacific region. This course provides students with first hand exposure to international business practices and lifestyles. Under special circumstances, students may undertake to complete a business project in consultation with the Program. Prerequisite: Completion of Asia-Pacific Program including INTB 213 Orientation to Asia. Note: Students are assessed tuition for the practicum.

INTB-204**Trade Logistics**

1 Credit (15:0:0 hours)

This course introduces students to the basics of logistics management in international trade. Students learn the import/export processes and the basics transportation management. Topics to be covered in this course include the export/import processes, elements of logistics, formation of a logistics plan, transportation management, trade documentation and product standards and related issues.

INTB-205**Independent Project**

1 Credit (15:0:0 hours)

In this course, students complete an independent project in a specific area of interest related to their program of study. Suitable topics could include the study of social, cultural or business life in an Asian country but students may propose other topics. Students may also link their study to an appropriate workplace issue. A contract between the student and the instructor outlines the learning outcomes, process and criteria for evaluation.

INTB-206**Managerial Accounting**

1 Credit (15:0:0 hours)

This course introduces students to the basic concepts of accounting for pricing and business decisions. Students will learn the role of cost accounting in the functioning of various forms of businesses, the different classifications of cost concepts and terms, cost/volume/profit relationships, profit planning and techniques of pricing and marketing analysis. Prerequisite: Minimum grade of C- in ACCT 311.

INTB-207**Business Negotiations in Asia**

1 Credit (15:0:0 hours)

This course overviews the general techniques of business negotiations and examines how cultural factors may impinge on the application of these techniques. The dynamics of global and cross-cultural negotiations are discussed with reference to the Asian cultures. Students are required to apply concepts studied in this course through case studies and simulated exercises.

INTB-209**Doing Business in Asia**

1 Credit (15:0:0 hours)

This course overviews the business culture, practices and etiquette in selected Asian countries (Indonesia, Malaysia, Philippines, Singapore, Thailand, China, Japan, South Korea and Taiwan). How business in these countries approach the establishment of business contacts, conduct business meetings and negotiations, and development and maintenance of business relationships is the main focus of the course. Through simulated exercises, students learn the influence of local culture on business conduct in areas such as gift-giving, proper dress code, social etiquette and communication style.

INTB-210**Business Etiquette and Ethics**

1 Credit (10:0:5 hours)

This course provides students with the necessary etiquette skills and ethical awareness to be an effective and responsible business agent in today's corporate environment. Students will learn how to conduct themselves appropriately in various business settings and how their decisions may impact on their community at large. Topics in this course include the necessity and rules of good business etiquette and the fundamentals of business ethics. Pedagogy in this course includes interactive seminars and classroom discourse.

INTB-211**Preparation for Introductory Accounting**

1 Credit (15:0:0 hours)

This course is intended to refresh and reinforce background material that is important to the understanding of basic principles covered in Accounting (ACCT 311). The primary focus of this course is on mathematical and fundamental accounting concepts which are essential to understanding the material taught in an introductory accounting course.

INTB-212**Preparation for Basic Principles in Finance**

1 Credit (15:0:0 hours)

This course is intended to refresh and reinforce the background material that is important to the understanding of basic principles covered in finance. The primary focus of this course is on mathematical and accounting concepts.

INTB-213**Orientation to Asia**

1 Credit (15:0:0 hours)

This course provides pre-departure orientation to Asia-Pacific Management students who are preparing for their practicum in Asia. Topics covered include: review of destination countries and host organizations, how to deal with local culture, awareness of culture shock and other necessary pre-departure preparations. Prerequisite: Successful completion of the Asia-Pacific Management program or permission of the program.

INTB-403**International Business and Trade Management**

3 Credits (45:0:0 hours) Transfer*

This course overviews elements of international business which must be addressed as businesses venture into the world of international business. Students will learn the relevance of cultural, legal and political considerations, implications of globalization, externalization of business operations, management of international risks and elements of an international business plan. Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.
*(UA, UL, UC)

INTD-105**Interpersonal Skills Development**

3 Credits (45:0:0 hours)

This course will provide the student with the knowledge and skills to communicate effectively with individuals and groups from diverse backgrounds and cultures. Students will identify the impact of communication styles on individuals and groups. Team building strategies will be included.

INTD-125**Shakespeare in Film**

3 Credits (45:0:0 hours) Transfer*

This course offers students a variety of opportunities to explore how filmmakers have employed visual images to interpret Shakespeare's plays. Students read plays, watch films and discuss the strengths and weaknesses of various film versions of a particular play. Through these activities students strengthen their critical skills as they learn more about both Shakespeare and cinema. Prerequisites: Students must meet one of the following prerequisites: – 65% or better in English 30 – 75% or better in English 33 – satisfactory performance on the MacEwan Skills Appraisal – successful completion of ENGL 0089 – acceptance into a College program *(UA)

JAPN-101**Introductory Japanese I**

3 Credits (75:0:0 hours) Transfer*

This is an introductory course for students with little or no formal background in Japanese or whose native language is not Japanese. The four language skills of oral/aural comprehension, speaking, as well as basic reading and writing will be emphasized. In addition, students will be acquainted with some aspects of Japanese culture. Note: Not open to students with credit in Japanese 30, 35, Japanese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Japanese. *(UA, UL, KUC, UC, CU)

JAPN-102**Introductory Japanese II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Introductory Japanese I. Students continue to acquire further oral/aural comprehension skills of elementary Japanese, as well as continue to develop reading and writing skills of approximately 100 Kanji. In addition, students will develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C– in JAPN 101 or equivalent. Note: Not open to students with credit in Japanese 30, 35, Japanese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Japanese. *(UA, CU, UC, KUC, UL)

JAPN-103**Japanese Level I**

3 Credits (60:0:0 hours) Transfer*

This is an introductory course for students with little or no formal background in Japanese or whose native language is not Japanese. Students will develop oral/aural Japanese in conjunction with basic reading and writing skills. The emphasis will be on the spoken language. As well, students will be acquainted with various aspects of Japanese culture. Note: This course is designed for students registered in the Asia-Pacific Management program, and accordingly, priority to register in this class will be given to them. Not open to students with credit in Japanese 30, 35, Japanese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Japanese. In conjunction with JAPN 104, transfers to U of A JAPAN 101. *(OTHER)

JAPN-104**Japanese Level II**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of JAPN 103, it is designed for students to acquire further oral/aural skills in conjunction with basic reading and writing skills. The emphasis will be on the spoken language and students will continue to increase facility in reading and writing Japanese. As well, students will further develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C– in JAPN 103. Note: This course is designed for students registered in the Asia-Pacific Management program, and accordingly, priority to register in this class will be given to them. Not open to students with credit in Japanese 30, 35, Japanese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Japanese. In conjunction with JAPN 103, transfers to U of A JAPAN 101. *(OTHER)

JAPN-105**Japanese Level III**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of JAPN 104; it is designed for students to acquire further oral/aural skills in conjunction with basic reading and writing skills. The emphasis will be on the spoken language and students will continue to increase facility in reading and writing skills. Students will learn approximately 100 Kanji by the end of this course plus JAPN 106. As well, students will further develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C– in JAPN 104 or JAPN 101 or equivalent. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this course will be given to them. Not open to students with credit in Japanese 30, 35, Japanese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Japanese. In conjunction with JAPN 106, transfers to U of A JAPAN 102. *(OTHER)

JAPN-106**Japanese Level IV**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of JAPN 105. It is designed for students to acquire further oral/aural skills of elementary Japanese. The emphasis will be on the spoken language and students will continue to increase facility in reading and writing skills. By the end of this course plus JAPN 105 students will have acquired approximately 100 Kanji. As well, students will further develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C– in JAPN 105. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this course will be given to them. Not open to students with credit in Japanese 30, 35, Japanese 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Japanese. In conjunction with JAPN 105, transfers to U of A JAPAN 102. *(OTHER)

JAPN-150**First-Year University Japanese**

3 Credits (75:0:0 hours) Transfer*

This is a non-intensive course designed for students who have completed Japanese 30, 35 or equivalent, and desire further training in the four communication skills of listening, speaking, reading and writing in Japanese. Prerequisites: Japanese 30 or 35, or equivalent. *(UA)

JAPN-201**Basic Japanese III**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Japanese 101/102. Students will acquire further oral/aural comprehension skills in Japanese are expected to gain fluency at the intermediate (early) level of reading and writing. An additional 88 Kanji will be learned. As well, students will continue to develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C- in JAPN 102 or Japanese 100 or equivalent. Note: Students with native speaker background or who have been solely or partly educated in Japanese will be asked to take a placement test and may be required to take a different level of Japanese.

*(UA, CU, UC, KUC)

JAPN-202**First-Year University Japanese II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Japanese 201. Students will acquire further oral/aural comprehension skills in Japanese and are expected to gain fluency at the intermediate level of reading and writing. An additional 109 Kanji will be learned. As well, students will continue to develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C- in JAPN 201 or equivalent. Note: Students with native speaker background or who have been solely or partly educated in Japanese will be asked to take a placement test and may be required to take a different level of Japanese.

*(UA, CU, UC, KUC)

JAPN-203**Japanese Level V**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of Japanese 105 plus 106 and is designed so that students continue to develop skills in both spoken and written Japanese. Students are expected to gain fluency at the beginning intermediate level of the spoken language and will have acquired approximately 88 additional Kanji by the end of this course plus JAPN 204. As well, students will further develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C- in JAPN 106 or JAPN 102 or equivalent. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this course will be given to them. Students with native speaker background or who have been solely or partly educated in Japanese will be asked to take a placement test and may be required to take a different level of Japanese. In conjunction with JAPN 204, transfers to U of A JAPAN 201. *(OTHER)

JAPN-204**Japanese Level VI**

3 Credits (60:0:0 hours) Transfer*

This is a continuation of Japanese 203 and is designed so that students continue to develop skills in both spoken and written Japanese. Students are expected to gain fluency at the beginning intermediate level of the spoken language and will have acquired approximately 88 additional Kanji by the end of this course plus JAPN 203. As well, students will further develop their understanding of various aspects of Japanese culture. Prerequisite: Minimum grade of C- in JAPN 203. Note: This course is designed for students registered in the Asia-Pacific Management program and, accordingly, priority to register in this course will be given to them. Students with native speaker background or who have been solely or partly educated in Japanese will be asked to take a placement test and may be required to take a different level of Japanese. In conjunction with JAPN 203, transfers to U of A JAPAN 201. *(OTHER)

JOUR-106**Reporting I**

3 Credits (45:0:0 hours)

The course introduces the student to the basics of Canadian journalism, its history and current practices. It will provide basic training in skills required in print and broadcast news.

JOUR-150**Newspaper Production**

3 Credits (45:0:0 hours)

The course allows students of journalism to develop the hands-on production skills they need to work in a small daily or weekly newspaper. Students produce a professional quality newspaper at the end of the course. Prerequisites: AVDM 102 or PROW 117.

JOUR-152**Introduction to Mass Communications in Canada**

3 Credits (45:0:0 hours)

This course covers the definitions, forms and effects of mass communications in Canada. It will include a historical survey of Canadian mass media and an analysis of the nature of communication, the methods of persuasion and the structure of a mass audience. Through such issues as technological change, convergence and globalization, students will be encouraged to examine critically their roles and responsibilities as communicators in the information age.

JOUR-154**Photojournalism**

3 Credits (45:0:0 hours)

Photojournalism explores the techniques and develops the skills needed to produce publishable pictures quickly under deadlines. Each assignment is preceded by a lecture and places the student in a real situation in the community.

JOUR-155**How Government Works**

3 Credits (45:0:0 hours)

This course focuses on how government functions at the federal, provincial, municipal and local school board levels. Students will learn how these different political bodies operate, how their operations can affect news stories and how a reporter can cover a political beat effectively. Assignments and exams will ask students to describe, analyse and evaluate the different ways governments and journalists interact to produce today's news.

JOUR-156
Reporting II

3 Credits (45:0:0 hours)

The student learns the fundamentals of reporting and writing for print and electronic news media, considering trends such as the growing importance of electronics, depth, methods, ethics and responsibilities. Prerequisite: Minimum grade of C- in JOUR 106.

JOUR-204
Photo Assignment

3 Credits (45:0:0 hours)

Using skills from JOUR 154, students cover live events on an assigned basis. Black and white, colour and digital photography are used in an electronic newsroom setting. Prerequisite: Minimum grade of C- in JOUR 154.

JOUR-206
Reporting III

3 Credits (30:30:0 hours)

This course teaches the student how to cover more advanced stories, how to work on 'news beats' and how to prepare copy for publication. Prerequisite: JOUR 156.

JOUR-251
Introduction to New Media

3 Credits (45:0:0 hours)

This course is about preparing students to write and produce online news. It covers the elements of information design, non-linear storytelling and narrative structure and trends in online journalism. It examines what makes good online news, and encourages students to think about how journalism is being affected by the quick-changing world of technology. Students will end up producing web pages. They will walk away with a portfolio of work that demonstrates their understanding of multimedia and news content production for the web. Prerequisite: JOUR 206. Corequisites: JOUR 256 and JOUR 255.

JOUR-256
Advanced Reporting

3 Credits (30:30:0 hours)

Students learn about more difficult reporting assignments and how to handle them. They examine, discuss and become aware of the wider responsibilities of the reporter: handling continuing stories, allocating assignments, and deploying staff. They also study procedures for selecting subjects for editorials, establishing newspaper policies, column writing, and interpretive writing. Prerequisite: JOUR 206.

JOUR-257
Writing News for Television

3 Credits (45:0:0 hours)

In this course, students apply their general reporting techniques to the specifics of broadcast television news. Through examples and exercises, students learn to create television news stories. The process includes writing effective leads to stories and assembling video and sound for a news script. Students learn how producers choose where to place those stories in a lineup for a television newscast. During a field trip to a local TV station, students see how all the elements come together for a live 6 o'clock broadcast. Although this course is focused mainly on writing, discussions also touch on professional attitudes of reporters and ethics standards in the industry. Prerequisite: Minimum grade of C- in JOUR 258.

JOUR-258
Writing News for Radio

3 Credits (45:0:0 hours)

In this course, students apply their general reporting skills to the specific of radio news. Through examples, exercises and assignments, students learn to write radio news stories in various formats. They learn to write strong radio leads to stories, develop their own on-air voice, conduct effective radio interviews, and edit and package sounds and actuality. Students also learn how to line up stories in a radio newscast. They participate in a field trip to a local radio station to see how reporters produce the news. Although this course focuses mainly on writing, students will also be exposed to legal and ethical issues in radio broadcasting. Prerequisites: JOUR 106 and JOUR 156.

JOUR-259
Industry Internship

3 Credits (0:0:180 hours)

The program facilitates a five-week/180-hour placement for on-the-job journalism experience. The instructor assigns the student to the placement based on the student's preferred medium, level of achievement and demonstrated performance in journalism courses. Students are evaluated by both college and placement staff. Prerequisites: Successful completion of all year two, term two courses.

LATN-101
Introductory Latin I

3 Credits (75:0:0 hours)

Transfer*

This is an introductory course for students with little or no background in Latin. Students will be introduced to the fundamental structure and vocabulary of the language in order for them to read and understand simple Latin texts. Note: Not open to students with credit in Latin 30, 35, Latin 100, or similar or equivalent courses.

*(UA, UC, AUC, KUC, UL)

LATN-102
Introductory Latin II

3 Credits (75:0:0 hours)

Transfer*

In this sequel to LATN 101, students will learn more advanced grammatical structures and will acquire additional vocabulary to enable them to read and understand simplified Latin texts. Students will also continue to develop the skills acquired in LATN 101. Prerequisite: Minimum grade of C- in LATN 101 or equivalent. Note: Not open to students with credit in LATN 30, LATN 35, LATN 100, or similar or equivalent courses.

*(UA, UC, AUC, KUC, UL)

LATN-301
Intermediate Latin I

3 Credits (75:0:0 hours)

This course aims to strengthen students' reading and writing skills in Latin. The course includes an extensive grammar review, the acquisition of additional vocabulary, more complex syntax and grammatical structures, which will enable students to read, understand and translate unabridged intermediate Latin texts. Prerequisites: Minimum grade of C- in LATN 102 or equivalent or consent of instructor.

LATN-302
Intermediate Latin II

3 Credits (75:0:0 hours)

In this sequel to LATN 301, students continue to strengthen their reading and writing skills at the intermediate level in Latin. The course includes composition, the acquisition of additional vocabulary, more complex syntax and grammatical structures, which enables students to read, understand and translate unabridged intermediate Latin prose and poetry. Prerequisites: Minimum grade of C- in LATN 301 or equivalent or consent of instructor.

LEGL-100**Introduction to Law I**

3 Credits (45:0:0 hours)

This course begins the overview of the areas of substantive law that are of special interest to the business student. Topics included are the judicial system and the constitution, contracts, tort law, criminal law, civil law procedures and legal forms of business organizations (proprietorship, partnership and corporation).

LEGL-104**Introduction to Law II**

3 Credits (30:30:0 hours)

This course continues the overview of substantive law provided in Introduction to Law I. In this course, the student will be introduced to the law governing wills and inheritance, family law, personal property and real property. This course will cover the civil litigation process from the opening of a file through to drafting documents and procedure to trial. Students will become familiar with the rules and procedures governing this area of law and will learn how to apply these rules in order to draft pleadings and legal documents typically used in a litigation practice.

Prerequisite: LEGL 100.

LEGL-108**Administrative Law**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the area of the law concerned with administrative boards and review of actions of those boards by the Courts. The law will be discussed in terms of principles applicable to the boards' hearings and what principles of review and appeal are possible to the Courts. The relationship between the citizen and government through administrative tribunals such as local planning boards, the Workers' Compensation Board, Royal Canadian Mounted Police Public Complaints Commission and other commissions and authorities established by government will also be examined.

*(AU)

LEGL-110**Introduction to Legal Research**

3 Credits (45:0:0 hours)

This is an introduction to the fundamental elements of legal research including a study of primary and secondary research materials. This course will focus on the legal research tasks commonly undertaken in a legal working environment, including researching and citing case law, statutes and regulations.

LEGL-130**Corporate Procedures**

3 Credits (45:0:0 hours)

The course is a study of the law governing Alberta proprietorships, partnerships and corporations, and federal corporations, as well as the procedures to register and maintain the registrations of such organizations.

LEGL-140**Introduction to the Law Office**

3 Credits (45:0:0 hours)

This course examines the organization and operation of the law office. Topics covered include law office systems and billing, avoidance of unauthorized practice of law, ethics, dealing with the client and time stress management. The Legal Profession Act and Rules of the Law Society of Alberta are reviewed.

LEGL-150**Residential Real Estate Transactions**

3 Credits (30:30:0 hours)

This course is an overview of the law governing interests and transactions in land. The requirement of registration and procedures in the sale, purchase and mortgage of residential units will be studied. Students prepare a mock file of a real estate transaction, and work on various documents required to complete a real estate transaction.

LEGL-160**Civil Litigation Procedures I**

3 Credits (30:30:0 hours)

In this introductory course, students learn the steps taken on a civil litigation file. From opening the file, to preparing for trial and judgment, students work on mock files, drafting legal documents and tracking deadlines.

LEGL-170**Technology in the Law Office I**

3 Credits (30:15:0 hours)

Students continue to work with WordPerfect in preparing documents and using advanced merge functions. Students prepare accurate reports, letters and other documents using Word. Students achieve an intermediate level of competence which includes the ability to manage desktop and electronic files, incorporate tables and columns in documents, and produce brochures. Students are introduced to real estate conveyancing software and machine transcription. Prerequisite: OADM 102 or OADM 103.

LEGL-180**Financial Procedures for the Law Office**

3 Credits (30:15:0 hours)

This course is a study of law office administration, with a focus on the procedures and concepts used in law office accounting/trust accounting.

LEGL-210**Business Law I**

3 Credits (45:0:0 hours) Transfer*

This course offers an introduction to various substantive areas of law that are of special interest to the business student. Topics of study include tort, contract, business ethics, agency, partnership and corporations. The student will acquire a general knowledge of some of the basic principles of business law and will be able to apply them to everyday business situations. In addition, students will acquire a better understanding of the Canadian legal system.

*(UA, AU, AUC, CU, KUC, UL, OTHER)

LEGL-215**Commercial Transactions**

3 Credits (30:30:0 hours)

Students learn the procedures involved in various commercial transactions. From the opening of a file to its close, students become familiar with the typical documentation used in various commercial transactions (commercial leasing, commercial financing of real and personal property, and the sale and purchase of a business). Prerequisites: LEGL 130 and LEGL 150.

LEGL-220**Criminal Law Procedures**

3 Credits (30:30:0 hours)

As an introduction to criminal law in Canada, this course includes a study of substantive law as well as the procedures unique to criminal law.

LEGL-230**Civil Litigation Procedures II**

3 Credits (45:0:0 hours)

This course reviews selected topics in the litigation process such as personal injury actions, the new streamlined procedure, costs and civil appeals. It begins with a discussion of automobile litigation and car insurance. The course also explores alternatives to the litigation process. The emphasis will be on document production in conformity with the Rules and Practice Directives. Prerequisite: LEGL 160.

LEGL-240**Technology in the Law Office II**

3 Credits (30:30:0 hours)

Students will continue to work with Word and are introduced to PowerPoint, Excel, Access, Quattro Pro, Presentations, Summation, Esilaw and Machine Transcription. Prerequisite: LEGL 170.

LEGL-260**Credit and Collection Procedures**

3 Credits (45:0:0 hours)

Students learn practical aspects of creditors' rights, including relevant statute law. The emphasis is on provincial legislation and procedural rules relating to the bringing of a simple debt action and the various means of enforcing a judgment. Realizing on various security interests is also reviewed. Prerequisites: LEGL 160 and LEGL 215.

LEGL-270**Estate Procedures**

3 Credits (45:15:0 hours)

This is an introduction to the study of the law relating to estate succession on a testacy or intestacy and the essentials of a valid will. As well, this course emphasizes the practice and procedures relating to the administration of a deceased's estate. Applications under the Dependent Adults Act are also covered. Students will draft a will and prepare a mock estate and dependent adult files.

LEGL-280**Family Law Procedures**

3 Credits (30:30:0 hours)

Students learn the substantive and procedural law relating to family law matters, including divorce actions, family law chambers applications and desk divorce applications. Students complete a mock file, with emphasis on document production in conformity with the Rules and Practice Directives.

LEGL-290**Law Office Simulation**

3 Credits (30:30:0 hours)

Students will independently prepare mock files in various areas of law in a simulated office setting. Students will be expected to prioritize and organize multi-task workloads. Prerequisites: Terms I, II and III except for electives/options. Corequisite: Term IV courses or permission of the Chair.

LEGL-295**Legal Fieldwork**

3 Credits (0:0:180 hours)

Students gain practical law office experience over a five-week period by observing the work and responsibilities of legal assistants working in a legal office. Students participate in the operation of a legal office, working as student interns under the supervision of lawyers and legal assistants. Prerequisites: Terms I, II, III and IV courses except elective.

LING-100**Introduction to Human Language**

3 Credits (45:0:0 hours)

This course is an introduction to how human language works: how it is structured, learned, used, studied, and how it changes through time. Examples from English and other languages around the world will be discussed. Although LING 100 is neither a prerequisite nor a corequisite for LING 101, which is more focussed on a linguistic analysis of the structure of language, these two courses provide a nice complement to each other.

LING-101**Introduction to Linguistics I**

3 Credits (45:0:0 hours) Transfer*

Linguistics is best known as the scientific study of language. This course will briefly introduce language as a general phenomenon and the methodology of modern descriptive linguistics. The course of study will be divided among the fundamental topics of phonetics, phonology, morphology, syntax and semantics.

*(UA, UL)

LING-204**Modern English Syntax**

3 Credits (45:0:0 hours) Transfer*

This course focuses on linguistic analysis of the syntax of modern English, including discussion of both the regularities and irregularities at the word, phrase, clause, and sentence level of structure. Prerequisite: LING 101.

*(UA)

MARK-301**Fundamentals of Marketing**

3 Credits (45:0:0 hours) Transfer*

The marketing concept method, market segmentation and measurement, buyer behaviour, marketing planning and budgeting, strategic and tactical decisions concerning elements of the marketing mix. Prerequisites: Minimum grade of C- in ECON 101 and ECON 102 or consent of the Chair. Note: This course is not open to first year students.

*(UA, UC, UL, CU, AU, KUC)

MARK-403**International Marketing**

3 Credits (45:0:0 hours) Transfer*

This course introduces students to the fundamentals of international marketing and market research. Students will learn how to apply the basic principles of marketing and international business to marketing products internationally. The topics to be covered in this course include differences between domestic and international marketing, cultural, political and legal aspects of marketing internationally, market entry strategy, promotional and product strategies, international marketing management and elements of international market research. Prerequisite: Minimum grade of C- in MARK 301.

*(UA, UL, UC)

MASD-201**Business Logistics**

3 Credits (45:0:0 hours)

This course introduces students to the fundamental principles of logistics management in a business context. Its aim is to familiarize students with the skills needed in operating and managing a business effectively. The topics in the course include the role of logistics in an organization, customer service, logistics information system, inventory management, management of materials flow, transportation and warehousing, purchasing, materials handling and packaging issues, and global logistics. Prerequisite: BUSN 201.

MASD-330**Managerial Skill Development**

3 Credits (45:0:0 hours) Transfer*

This course provides theoretical concepts and practical training in the key competencies required for managerial success: self management, relationship building, performance management and organizational change. Students assess their own skills, abilities, and interests to assist in managing their work and careers.

*(UA, UC, UL, AU, CU)

MATH-0017**Mathematics Foundations**

3 Credits (10:80:0 hours)

This course is intended to prepare students for entry into Alberta Learning's Math 10 Pure/23. Students with background gaps will benefit from one or more of the nine units. Interactive Flash animations present important concepts in a very accessible way. Supplementary content provides the opportunity to stretch beyond the standard grade 10 content. Prerequisite: Grade nine math or equivalent.

MATH-0031**Math 31**

5 Credits (90:0:0 hours)

Math 31 is equivalent to Alberta Learning's Math 31. The course will focus on the study of calculus and linear algebra, both as ends in themselves and as tools in developing problem solving skills and analytical thought processes. Prerequisite or corequisite: Pure Math 30 or equivalent.

MATH-0089**Introductory Mathematics**

3 Credits (45:0:0 hours)

Introductory Mathematics is a pre-college course that explores sources of earlier learning difficulties and gives students an opportunity to acquire the skills in mathematics needed to pursue a college program. This basic course reviews operations and application of whole numbers, fractions, decimals, ratios and s, proportions, percentages, and includes a study of the metric system. Additional topics, as required, may be included. Prerequisites: Grade 9 math or equivalent. Students must complete the Skills Appraisal prior to course registration.

MATH-0095**Pre-Engineering Mathematics**

3 Credits (45:0:0 hours)

This course reviews and extends the mathematical concepts and skills needed to be successful in engineering calculus at the university level. Topics include: polynomial, algebraic, rational, trigonometric, inverse trigonometric, exponential and logarithmic functions. We will evaluate, factor, graph, take limits, take derivatives and use all of the functions to solve single equations or systems of equations. In addition we introduce anti-derivation, simple integration, maple software, mathematical induction, binomial theorem and vectors in 2-D and 3-D, parametric equations and polar coordinates. Calculators are not used in this course. Prerequisites: MATH 030P – Pure Math 30 and MATH 0031 – Math 31.

MATH-0099**Precalculus Mathematics**

3 Credits (45:0:0 hours)

This course reviews and extends the mathematical concepts needed to be successful in university level calculus. Topics include: graphing; straight lines; inequalities; review of elementary algebra; functions; trigonometry; and an introduction to limits and derivatives. Prerequisite: Pure Math 30 or equivalent.

MATH-010A**Mathematics 10 Applied**

5 Credits (90:0:0 hours)

Applied mathematics is primarily data driven, using numerical and geometrical problem-solving techniques. In this course, students study number patterns in tables, measurement, linear functions, trigonometry, relations, and functions. This course is equivalent to Alberta Learning's Mathematics 10 Applied. Prerequisite: Grade 9 Math or equivalent.

MATH-010P**Pure Mathematics 10**

5 Credits (90:0:0 hours)

Pure Mathematics 10 is the equivalent to Alberta Learning's Pure Math 10. The Pure Mathematics 10 course emphasizes mathematical theory and the testing of hypotheses. The approach to mathematics is deductive and symbolic. Real life problems are introduced to demonstrate the applications of theory and procedures. Effective communication of math concepts is emphasized. Students are expected to explain, illustrate, reason and make connections. Multiple solution strategies to problems and problem contexts will be expected as students work through both routine and non-routine problems. Prerequisite: MATH 0009 or equivalent.

MATH-020A**Mathematics 20 Applied**

5 Credits (90:0:0 hours)

In this course, students collect data in experiments and activities and develop mathematical concepts from analyses of the data. Course topics include: numeric operations, variables and equations, relations and functions, polynomials, rational expressions, data analysis and measurement. This course is equivalent to Alberta Learning's Mathematics 20 Applied. Prerequisite: Math 010A or equivalent.

MATH-020P**Pure Mathematics 20**

5 Credits (90:0:0 hours)

Pure Mathematics 20 is equivalent to Alberta Learning's Pure Math 20. The course focuses on a variety of areas within mathematics, including polynomials and rational functions, equalities, circle geometry, quadratic functions, and mathematical reasoning and the circle. Prerequisite: MATH 010P or equivalent.

MATH-025A**Applied Math 25**

5 Credits (90:0:0 hours)

This course is an amalgamation of Math 10 and Math 20 Applied. The objective of this course is to prepare students for Math 30 Applied. Topics covered in this course include basic algebra, percentage, and interest calculations, spread sheet operations, measurement, trigonometry of right triangles and oblique triangles, statistics, linear, exponential, and quadratic relations. This course places emphasis on the use of technology; the graphing calculator is used quite extensively in most units.

MATH-030A**Mathematics 30 Applied**

5 Credits (90:0:0 hours)

The study of applied mathematics is primarily data driven, using numerical and geometrical problem-solving techniques. Course topics include: matrices, statistics and probability, finance, cyclic, recursive and fractal patterns, vectors and design. This course is equivalent to Alberta Learning's Mathematics 30 Applied. Prerequisite: MATH 020A or MATH 020P or equivalent.

MATH-030P**Pure Mathematics 30**

5 Credits (90:0:0 hours)

Pure Math 30 is equivalent to Alberta Learning's Pure Math 30. It is designed as a preparation course for university and college mathematics. The course includes the following topics: trigonometry, conic sections, exponential and logarithmic functions, combinatorics, probability and statistics. Prerequisite: MATH 020P or equivalent.

MATH-100**Calculus I**

4 Credits (45:26:0 hours) Transfer*

Review of numbers, inequalities, functions, analytic geometry; limits, continuity; derivatives and applications, Taylor polynomials; log, exp, and inverse trig functions. Integration, fundamental theorem of calculus, substitution, trapezoidal and Simpson's rules. Prerequisites: Pure Math 30 and Math 31. Restriction: Engineering Program students. Note: This course may not be taken for credit if credit has already been obtained in MATH 113 or MATH 114.

*(UA, UC, CU, UL, AUC)

MATH-101**Calculus II**

3.50 Credits (45:13:0 hours) Transfer*

Area between curves, techniques of integration. Applications of integration to planar areas and lengths, volumes and masses. First order ordinary differential equations: separable, linear, direction fields, Euler's method, applications. Infinite series, power series, Taylor expansions with remainder terms. Polar coordinates. Rectangular, spherical and cylindrical coordinates in R3. Parametric curves in the plane and space: graphing, arc length, curvature; normal, binormal, tangent in R3. Volumes and surface areas of rotation. Prerequisite: Minimum grade of C- in MATH 100. Note: this course may not be taken for credit if credit has already been obtained in MATH 115. Restriction: Engineering Program students.

*(UA, UC, AU, AUC, CU, KUC, CUC, UL)

MATH-102**Applied Linear Algebra**

3.50 Credits (45:13:0 hours) Transfer*

Vectors and matrices, solution of linear equations of lines and planes, determinants, matrix algebra, orthogonality and applications (Gram-Schmidt), eigenvalues and eigenvectors and applications, complex numbers. Prerequisite or Corequisite: Minimum grade of C- in MATH 100. Note: This course may not be taken for credit if credit has already been obtained in MATH 120, MATH 125 or MATH 127. Restriction: Engineering Program students.

*(UA, CU, KUC, UL, UC)

MATH-113**Elementary Calculus I**

3 Credits (60:0:0 hours) Transfer*

Analytic geometry is reviewed and differentiation and integration of simple functions along with applications are studied. Prerequisite: Minimum grade of 80% in Pure Math 30, or successful completion of the MATH 113 gateway exam or minimum grade of C- in Math 0099. Note: Students who have taken Mathematics 31 are advised to take MATH 114. Students who have received credit in MATH 114 or MATH 100 or MATH 117 may not take MATH 113 for credit.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

MATH-114**Elementary Calculus I**

3 Credits (60:0:0 hours) Transfer*

A review of analytic geometry. Differentiation and integration of simple functions along with applications are studied. Prerequisite: Pure Math 30 and Math 31. Note: Students who have received credit in MATH 113 or MATH 100 or MATH 117 may not take MATH 114 for credit.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

MATH-115**Elementary Calculus II**

3 Credits (45:12:0 hours) Transfer*

This course investigates the differentiation and integration of trigonometric, exponential and logarithmic functions. Indeterminate forms and improper integrals are studied, as well as the techniques and applications of integration. Prerequisite: Minimum grade of C- in MATH 113 or MATH 114. Note: This course may not be taken for credit if credit has already been obtained in MATH 101 or MATH 118.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

MATH-120**Basic Linear Algebra I**

3 Credits (45:0:0 hours) Transfer*

Systems of linear equations. Vectors in n-space, vector equations of lines and planes. Matrix algebra, inverses and invertibility. Introduction to linear transformations. Subspaces of n-space. Determinants. Introduction to eigenvalues and eigenvectors. The dot product and orthogonality. Applications in a variety of fields, numerical methods. Prerequisite: Math 30/Pure Math 30. Notes: (1) See also the calendar description of MATH 125. (2) This course cannot be taken for credit if credit has already been obtained in any of MATH 102, MATH 125 or MATH 127. (3) Students who are planning to transfer into Engineering should take MATH 125 rather than MATH 120.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

MATH-125**Linear Algebra I**

3 Credits (45:0:0 hours) Transfer*

Systems of linear equations. Vectors in n-space, vector equations of lines and planes. Matrix algebra, inverses and invertibility. Introduction to linear transformations. Subspaces of n-space. Determinants. Introduction to eigenvalues and eigenvectors. The dot product and orthogonality. Applications in a variety of fields, numerical methods. Prerequisite: Pure Math 30. NOTES: (1) This course is an enriched version of the basic linear algebra course MATH 120. It covers the same basic topics as MATH 120. However, some of these basic topics will be covered in more depth than in MATH 120. Also the instructor will discuss some additional applications and/or discuss some of the applications in more depth. MATH 125 is recommended for students who plan to take further courses in algebra. (2) This course cannot be taken for credit if credit has already been obtained in any of MATH 102, MATH 120 or MATH 127.

*(UA, CU, UC, AU, AUC, KUC, UL, CUC)

MATH-160**Higher Arithmetic**

3 Credits (45:0:0 hours) Transfer*

This course emphasizes the development of clarity in the understanding of mathematical ideas and processes, communication of these ideas to others, and application of these ideas to problem solving. Both inductive and deductive methods will be explored in the study of elementary number theory, numeration systems, operations on integers and rational numbers, and elementary probability theory. Prerequisite: Pure Math 30 or consent of the department. Note: MATH 160 is restricted to Elementary Education students.

*(UA, UL)

MATH-214**Intermediate Calculus I**

3 Credits (45:13:0 hours) Transfer*

Plane curves and polar coordinates. Three dimensional analytical geometry. Functions of several variables and partial derivatives. Infinite series and approximation. Prerequisite: Minimum grade of C- in MATH 115. Note: This course may not be taken for credit if credit has already been obtained in MATH 209 or MATH 217.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

MATH-215**Intermediate Calculus II**

3 Credits (45:13:0 hours) Transfer*

First order and second order linear differential equations with constant coefficients. Curves, tangent vectors, arc length, integration in two or three dimensions, polar, cylindrical and spherical coordinates, line and surface integrals. Green's, divergence, and Stoke's theorems. Prerequisite: Minimum grade of C- in MATH 214 or equivalent. Note: This course may not be taken for credit if credit has already been obtained in MATH 209 or MATH 317.
*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

MATH-222**Introduction to Discrete Mathematics**

3 Credits (45:0:0 hours) Transfer*

This course provides an introduction to counting, graphs, proof techniques, coding and cryptography. Counting techniques covered include permutations, combinations, inclusion-exclusion principle and pigeon hole principle. The Eulerian tour and graph colouring problems are used to illustrate graph definitions and properties. Induction and recursive definitions are described. Simple, public-key and error-correcting codes are introduced. Prerequisite: Minimum grade of C- in any 100 level mathematics course.
*(UA, AU, UL)

MATH-225**Linear Algebra II**

3 Credits (45:0:0 hours) Transfer*

Vector spaces and inner product spaces; n-space of continuous functions. Gram-Schmidt process, QR-factorization and least squares. Linear transformations, change of basis, similarity, diagonalization, quadratic forms. Applications, numerical methods. Prerequisite: Minimum grade of C- in MATH 120 or MATH 125, Math 31 or any calculus course. Note: This course cannot be taken for credit if credit has already been obtained in MATH 121 or MATH 227.
*(UA, AU, AUC, UC, UL, CUC, CU, KUC)

MATH-228**Algebra: Introduction to Ring Theory**

3 Credits (45:0:0 hours) Transfer*

This course covers the following mathematical concepts: integers; mathematical induction; equivalence relations; commutative rings, including the integers mod n, complex numbers and polynomials; the Chinese remainder theorem; fields and integral domains; Euclidean domains, principal ideal domains and unique factorisation; quotient rings and homomorphisms; construction of finite fields; applications such as public domain encryption, Latin squares and designs; polynomial error detecting codes; and/or addition and multiplication of large integers. Prerequisite: MATH 120 or MATH 125 or any linear algebra course. Note: this course cannot be taken for credit if credit has already been obtained in MATH 128 or MATH 223.
*(UC, UA, UL)

MATH-241**Geometry**

3 Credits (45:0:0 hours) Transfer*

Basic Euclidean geometry, congruence, parallelism, area, and similarity. Sound axiomatic development with emphasis on problem solving. Constructions and loci, inequalities, maxima and minima, circles, isometries, and additional topics. Prerequisite: Minimum grade of C- in any 100 level Mathematics course.
*(UA)

MATH-PR10**Mathematics Preparation 10**

5 Credits LEC (90:0:0 hours)

This course is designed to meet the needs of of grade 10 students who wish to enroll in either Applied Math 10 or Pure Math 10, but do not possess the requisite skills. Topics include: number systems, fractions, rate, ratio proportions and percents, exponents, solving equations, polynomials, measurement and data. Prerequisite: Grade 9 math or equivalent.

MCSP-108**Operating Systems I**

3 Credits (45:0:0 hours) Transfer*

This hands-on course explores industry-standard desktop operating system(s). Emphasis is placed on planning, installing, configuring, and effectively using the operating system(s). Major topics include: disk and file management, installing and using applications, managing resources, printing, optimizing and troubleshooting.
*(OTHER)

MCSP-123**Introduction to Web Development**

3 Credits (45:0:0 hours)

Students use a web development tool to create, maintain and publish web pages that incorporate images, links, tables, frames, forms, simple Javascript, cascading style sheets, character formatting and security encryption. Students use industry standard internet applications to manage electronic mail, participate in mailing lists, and perform file transfers. Students conduct internet research in support of projects.

MCSP-131**Business Computing**

3 Credits (45:0:0 hours) Transfer*

This course explores PC-compatible business software applications in the computer lab. Topics covered will include industry standard word processing, spreadsheet and database programs for the Windows environment.
*(OTHER, AU)

MCSP-154**Microcomputer Application I**

3 Credits (45:0:0 hours) Transfer*

This course will examine microcomputer software packages for spreadsheets and database management systems. In this applications intensive course, students will build models, use a spreadsheet program to perform numerical analysis as well as design and build a database system complete with reports, forms and supported queries. Prerequisite: MCSP 131.
*(AU, AUC, KUC, CUC)

MCSP-157**Database Applications**

3 Credits (30:30:0 hours) Transfer*

This course will serve as an in-depth study of the processes and techniques involved in creating and using relational database application. Students will study the structure and design of this powerful application tool to develop databases with operating features that are essential to the computer industry. Problem solving techniques that will enable you to provide support, usability and scalability to the client will be covered. Prerequisite: MCSP 155 or MCSP 131.
*(OTHER)

MCSP-162 Hardware and Network Fundamentals

3 Credits (30:0:0 hours)

This course deals with the physical components and internal workings of computers as well as how they are networked. Emphasis is placed on the computer system: hardware, software and the end user. Students will identify components, disassemble systems, install new components, troubleshoot, diagnose problems and perform preventative maintenance. Students will also learn about network media, design, architecture and the context in which individual computers communicate with each other and the Internet. A functioning local area network will be built and tested. Prerequisites: MCSP 108 AND MCSP 131.

MCSP-164 Golf Applications

3 Credits (45:0:0 hours)

This course examines microcomputer software packages that can be applied to proshop and/or clubhouse functions such as inventory control, customer billing and reporting of sales. Prerequisite: MCSP 131.

MCSP-252 Training and Support

3 Credits (45:0:0 hours)

This course provides opportunities for students to plan, develop materials and deliver one-on-one and small group computer training. Additionally, the design and attributes of effective computer user support will be discussed. Topics include lesson and course planning, adult learning, evaluation and delivery methods, computer user support, needs analysis, roles and responsibilities, measuring performance and customer care. Prerequisites: MCSP 150 and MCSP 157.

MCSP-259 Web Site Design

3 Credits (45:0:0 hours)

This course deals with creating web sites using software programs, Dreamweaver, Flash, Fireworks, Director and Quicktime. Students will learn to integrate photographic images, QuickTime movies, text and backgrounds into linking web pages. Web site management will be covered as well. Note: Advanced Macintosh skills required. Course offered to Digital Arts and Media students only.

MGMT-0101 Program Orientation

0.00 Credits SEM

This one day course addresses issues such as student and program expectations, program philosophy and group dynamics. The purpose of this activity is to create a positive environment conducive to teamwork and to the development of interpersonal skills that will enhance the student's experience within the program. This is a critical first step in building student success.

MGMT-111 Financial Math

3 Credits (45:0:0 hours) Transfer*

Managers in all organizations must be able to understand and apply mathematical concepts. Learners in Financial Math will review basic math and then apply the concepts in a merchandising environment to determine revenues, costs and profits. Borrowing, lending and investing money will also be addressed through the calculation of simple and compound interest, annuities, loans and sinking funds. Basic descriptive statistics will also be introduced. Prerequisite: Math 30 or 33 or Math 30 Pure or Math 30 Applied, or successful completion of Skills Appraisal. *(AU, AUC, KUC, CUC)

MGMT-112 Accounting for Managers I

3 Credits (45:0:0 hours) Transfer*

Managers must use accounting information to facilitate decision-making. This course will help students learn basic financial accounting concepts and processes. Topics to be covered include the accounting cycle, basic accounting procedures and systems, preparation of financial statements and a brief introduction to other topics such as bank reconciliation, payroll, petty cash and inventory systems and valuation. *(OTHER)

MGMT-113 Accounting for Managers II

3 Credits (45:0:0 hours) Transfer*

Managers are often required to estimate revenues, sales volumes, costs and profits when deciding the direction their business should take. This course explores the managerial accounting tools used in making those decisions: cost behaviour, costing methods, cost-volume-profit analysis, budgeting, activity-based costing and managerial control and evaluation systems. Familiarity with the use of spreadsheets will be an asset in this course. Prerequisites: MGMT 111 and MGMT 112, or equivalent. *(UC, UL, AU, AUC, CU, KUC, OTHER)

MGMT-114 Personal Finance and Money Management

3 Credits (45:0:0 hours) Transfer*

Personal Finance and Money Management develops your skills as a financial manager for your own resources and assets. The course focuses on the money and assets that you have now and in the future. The personal money management marketplace is evaluated with emphasis on balancing risks, returns and avoiding pitfalls in personal investing. Reference is made to computerized personal financial management software. A number of simulations and research projects are conducted to assist your problem-solving competency in this area. Practical problems are discussed and potential solutions presented in class to help you achieve this objective. *(UL)

MGMT-115 Financial Statement Analysis

1 Credit (15:0:0 hours)

Financial Statement Analysis gives the students a working knowledge of financial statements. The course covers ratio analysis, analysis of cash flow and the foundations of a financially healthy operation. Prerequisite: MGMT 112 or equivalent. Corequisite: MGMT 113 or equivalent.

MGMT-117**Investment Funds in Canada**

3 Credits (45:0:0 hours)

This course provides the student with the knowledge and skills required to assist customers to make their investment choices and match their needs with products available in the financial marketplace. Risk and return characteristics, consumer protection regulations and customer service will be addressed in relation to mutual funds, securities and investment products. Upon successful completion of the course and the Institute of Canadian Bankers exams, students will be eligible to obtain a certificate from the Institute of Canadian Bankers and be licensed to sell mutual funds in Canada.

MGMT-121**Principles of Management**

3 Credits (45:0:0 hours) Transfer*

This course examines the role of a manager in a Canadian organizational setting and within the global business environment. Discussions and activities will focus on the functions and roles of management as they relate to both the internal and external environments. Students will also develop and utilize problem solving and decision making skills both individually and in small groups.

*(UA, UL, AU, AUC, CU, KUC, CUC, OTHER)

MGMT-122**Organizational Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course examines the impact of individuals and groups on behaviour within organizations. Students will work individually and in groups to explore topics including personality and perception, diversity, motivation, small group dynamics, communication, change and leadership within the organizational context.

*(UA, AU, AUC, CU, KUC, CUC, OTHER)

MGMT-123**Thought Patterns for a Successful Career**

3 Credits (45:0:0 hours)

Open minded, strong self-image, high self-esteem, accountable, self-motivated, creative, increased self-efficacy – these are some of the attributes of the person completing this curriculum. This course provides breakthrough concepts for individuals interested in reaching their full potential personally and professionally. It develops innovative leadership qualities through goal-setting techniques that overcome resistance to change and help sustain energy and creativity. People learn how to change negatives into positives, failures into successes and dreams into realities. Life becomes an adventure! Attendance is compulsory as students participate each day in classroom activities.

MGMT-125**Business Skills for Self-Employed Arts And Communication Professionals**

3 Credits (45:0:0 hours)

For self-employed artists, understanding the business aspects of their discipline is necessary for survival. If you are going to be self-employed, this course can help you learn real-life business skills quickly and effectively. It uses a hands-on approach to develop skills in planning, marketing and promotion, networking, negotiation and interpersonal communications, accessing funding, avoiding legal and tax problems, and personal money management. It will also provide techniques to help you maintain a positive and professional approach to your career.

MGMT-126**Introduction to Conflict Resolution and Mediation**

3 Credits (45:0:0 hours)

This course is an introduction to the theory and practice of conflict resolution and mediation. Although this course has no specific prerequisites, it does demand work at a high level of complexity. Role plays and in class exercises will be used to familiarize students with the application of the theoretical concepts.

MGMT-131**Marketing**

3 Credits (45:0:0 hours) Transfer*

In this course, students examine basic decisions made by business in development, promotion, distribution and sale of goods and services. Students learn to analyze buyer decision processes and to convert this information into reasonable marketing strategies. Through discussion of cases and readings and through various projects, students acquire some knowledge of the methods available for solving marketing problems.

*(UC, UL, AU, AUC, CU, KUC, CUC)

MGMT-132**Retail Merchandising**

3 Credits (45:0:0 hours)

This course provides an introduction to key principles and practices in operating a successful retail outlet. Emphasis is placed upon store design, layout, merchandise display, inventory (purchasing, control, and turnover), pricing, financial control and credit.

MGMT-141**International Business**

3 Credits (45:0:0 hours) Transfer*

This course provides the student with an introduction to the international business field, particularly from the viewpoint of a firm located in Alberta. The student becomes familiar with the international environment in terms of the terminology associated with this field, concepts of conducting business in the international marketplace and the public and private institutions and agencies assisting businesses.

*(AU, KUC, CUC)

MGMT-142**International Marketing**

3 Credits (45:0:0 hours) Transfer*

This course provides a comprehensive overview of the way in which consumer and industrial goods and services are marketed at the international level. Marketing intelligence, product planning, export pricing, promotion, distribution channels, and the adaptation of the marketing mix to foreign markets are analyzed. You will be expected to develop an international marketing plan by the end of the course. Prerequisite/Corequisite: MGMT 131.

*(AU, KUC, CUC)

MGMT-211**Business Finance**

3 Credits (45:0:0 hours) Transfer*

All businesses are required to make long-term financial decisions. Managers must raise capital, through the use of debt or equity, and invest that capital in projects that will produce an acceptable return. Learners will be introduced to the major tools in this area including Financial Statement Analysis, Bond and Stock Valuation, and Capital Budgeting techniques such as Net Present Value, Internal Rate of Return and Payback. Prerequisites: MGMT 111, MGMT 112, MGMT 113 and MCSP 131 or equivalent.
*(UC, AUC, KUC, CUC)

MGMT-212**Entrepreneurship**

3 Credits (45:0:0 hours) Transfer*

This course is designed for the individual who is interested in exploring the areas of entrepreneurship with a view of potentially becoming an independent business person. Critical areas which are considered to be essential to the development of a sound business plan and infra-structure for various business ventures are explored. Prerequisites: Completion of first year Management Studies, plus MGMT 113. When offered as an elective, the prerequisites are waived.
*(AU, AUC, KUC, CUC)

MGMT-213**Topics in Finance**

3 Credits (45:0:0 hours) Transfer*

Topics in Finance gives the student a further understanding of the financing activities of an organization, raising funds and allocating funds. The course examines these tasks from an internal and external viewpoint, with particular emphasis on the balance sheet accounts of a firm. Each part of the course reviews theory of the concepts. Practical problems are discussed and solved in each area to help the student understand the concepts. The transition from the understanding of theory to problem-solving competency is the main objective of the course. Prerequisites: MGMT 111, MGMT 112, MGMT 113 and MGMT 211 or equivalent. Corequisite: MGMT 211 or equivalent
*(UC, AU, AUC, KUC, CUC, UL)

MGMT-215**Accounting for Managers III**

3 Credits (45:0:0 hours)

This course covers the nine steps of the accounting cycle and preparation of three formal financial statements. It reviews the operation cycle of a merchandising company, accounts for inventory, and calculation of cost of goods sold. Students study special journals, internal control and cash transactions, accounts and notes receivable, four inventory costs methods and payroll accounting. Participants gain an understanding of GAAP, accounting for partnerships and corporations, bond and stock investments by corporations, and interpretation of financial statements. This course is a prerequisite for Auditing. Prerequisites: MGMT 112 and MGMT 113. Restriction: To only be offered in the Ukraine.

MGMT-221**Organizational Theory**

3 Credits (45:0:0 hours) Transfer*

This is an advanced course in organizational behaviour. Topics include organizational climate, conflict resolution, change and organizational dynamics. A major research report is undertaken on a team-work basis. Prerequisites: MGMT 121 and MGMT 122 or equivalent.
*(UA, AU, AUC, KUC, CUC, CU, OTHER)

MGMT-222**Human Resource Development**

3 Credits (45:0:0 hours)

A performance oriented course, Human Resource Development focuses on the development of the student as it pertains to public speaking and employment interviewing processes. Considerable time is spent on developing verbal presentation skills with the goal of building confidence in the employment sector of business. Additional activities such as researching business sources and publications support the above named activities. Resumes are compiled with the student developing a career portfolio to support the interviewing process in the workplace. The course concludes with an on-site mock interview conducted by employers in the community. Attendance in class is compulsory as the student participates each day in specific activities related to public speaking and employment practices. Prerequisites: MGMT 121 and MGMT 122, or equivalent.

MGMT-223**Supervision**

3 Credits (45:0:0 hours) Transfer*

This capstone course is intended to examine and practice specific elements of behaviour in organizations from the supervisory perspective. Topics include communication, leadership, conflict management and team skills. Emphasis is on the ability to work with these concepts in a practical and effective manner. A significant proportion of the course requirements is met through group work. Prerequisite: Fourth term standing.
*(AU, AUC, CU, KUC, CUC, UA)

MGMT-224**Topics in Organizational Behaviour, Theory & Design**

3 Credits (45:0:0 hours) Transfer*

This course examines selected topics in organizational behaviour, theory and design, including the inter-relationship between these areas. Although the course has no specific course prerequisites, it does demand work at a level of complexity suited to its senior level designation. Case analysis is a major tool used to examine and apply course concepts in contextual settings.
*(AU)

MGMT-231**Sales**

3 Credits (45:0:0 hours) Transfer*

Sales is a highly effective method of promoting products and services. This course sets the foundation for developing a consultative approach to selling. Focusing on the customer and not on the sale is the fundamental element in developing long-term business relationships, selling value and establishing differentiation in the market place.
*(AU, AUC, KUC, CUC)

MGMT-232**Marketing Management**

3 Credits (45:0:0 hours) Transfer*

Marketing Management involves the development of expertise in reviewing implications of strategic marketing decision-making from the perspective of a marketing manager. Qualitative and quantitative analysis are emphasized. Using financial analysis to assess impacts of actual and hypothetical marketing decisions is of particular importance. Marketing management uses a case-based approach to develop understanding and skills in assessing marketing decisions in areas such as product, pricing, promotion, distribution, and after sales service. Prerequisites: MGMT 113 and MGMT 131. Corequisite: MGMT 131 with the permission of the instructor.

*(UC, UL, AU, AUC, CU, KUC, CUC)

MGMT-233**Marketing Research**

3 Credits (45:0:0 hours) Transfer*

Students enrolled in this course achieve a solid understanding of research procedures and how they relate to decision making. Students examine the practical application of research through a group project for a client outside the college using written research proposals, questionnaire design, data collection and analysis, and written reports. Prerequisite: MGMT 131 or equivalent.

*(AU, AUC, KUC, CUC)

MGMT-241**Business Policy and Practice**

4 Credits (60:0:0 hours) Transfer*

This course examines the influence of policy and strategic management theories, and analysis and techniques in the management of contemporary organizations. As a capstone course, it draws substantially on other inter-related program disciplines and practices. The course utilizes Canadian case studies and a business simulation to examine the relationship of policy and strategic management with environmental forces, decision systems, resources, organizational structure, management preferences, organizational culture and strategic balance. Prerequisites: MGMT 111, MGMT 112, MGMT 113, MGMT 121, MGMT 122, MGMT 131 and MGMT 221 or equivalent. Fourth term standing in Management Studies.

*(OTHER)

MGMT-242**Business Fieldwork**

2 Credits (15:0:105 hours) Transfer*

This course is the work experience component of the program. It is intended to expose the student to realistic management situations and integrate the program content with industry realities. Prerequisite: Fourth term standing.

*(OTHER)

MGMT-243**Business Policy**

3 Credits (45:0:0 hours) Transfer*

In this course, students have an opportunity to experience decision making in a simulated, competitive business environment. The exercise is primarily a marketing game, but students will examine both the quantitative and qualitative aspects of their own small business. Student groups work as a team in researching, planning, setting internal policies, decision making and keeping financial records for their business. Prerequisites: MGMT 111, MGMT 112, MGMT 113 and MGMT 131.

*(AU, AUC, KUC, CUC)

MGTS-103**Probability and Statistics I**

3 Credits (45:15:0 hours) Transfer*

This course is an introduction to probability, discrete and continuous random variables and probability distributions, expectations and variance, normal and binomial distribution, sampling distributions for means and proportions, Bayesian decision theory.

Students are expected to have basic familiarity with micro-computer applications including spreadsheets. Note: A student may receive credit for only one of STAT 141, STAT 151, MGTS 103, MGTS 200 or MGTS 301.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

MGTS-312**Probability and Statistics II**

3 Credits (45:15:0 hours) Transfer*

Statistical inference for the variance, statistical inference for the means, proportions and variances from two populations, analysis of variance, non-parametric statistics, joint probability distributions, marginal and conditional distributions, covariance, correlation and independence, contingency tables, simple linear regression, multiple linear regression, multiple linear regression, non-linear regression, and time series analysis. Students are expected to have basic familiarity with micro-computer applications including spreadsheets. Prerequisite: Minimum grade of C- in MGTS 103 or MGTS 301 or STAT 151 or STAT 141.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

MGTS-352**Operations Management**

3 Credits (45:15:0 hours)

This is a problem-solving course which introduces the student to quantitative models which are useful for production planning and operations management in business and government. Note: Students are expected to have basic familiarity with microcomputer applications. Prerequisites: MATH 113 and one of MGTS 103 (previously MGTS 301) or STAT 141 or STAT 151.

MHST-100**Historical Foundations**

2 Credits (30:0:0 hours)

This course provides a basic understanding of Canadian Native historical events with a focus on the impact of significant events on the mental health of Aboriginal Canadians. Students explore the historical contexts for contemporary conditions in Aboriginal communities. Topics include Aboriginal terms and definitions, the treaty making process, assimilation policies as well as historical events from colonization to present day influences.

MHST-101
Interpersonal Communications
– Fostering Helping Relationships
in Native Communities

3 Credits (30:15:0 hours)

This course is designed to introduce students to communication skills that form the foundation of the helping process and group dynamics. Students examine and explore the unique features of native verbal and non-verbal communication and how culture, ethics and rules of behaviour influence interpersonal communication. The aim of the course is to foster self-understanding and develop effective communication and relationship skills through a variety of experiential and interactive learning exercises.

MHST-102
Healthy Living – Promoting Mental
Health In Native Communities

3 Credits (45:0:0 hours) Transfer*

This course introduces a variety of perspectives on health and mental health, and examines the nature of health promotion as well as disease and injury prevention. Individual and community health concepts are addressed. Students will consider various health determinants and explore strategies for promoting their own health and fostering health in their communities. Contemporary health issues in native communities will be featured throughout the course.

*(AU)

MHST-103
Human Growth and Development

3 Credits (45:0:0 hours)

This course provides an introduction to the process and nature of human development. Physical, cognitive, psychosocial, and spiritual development throughout the life span are examined as well as cultural and individual variations. Health and mental health related issues as well as promotion and prevention strategies at various life stages are also addressed.

MHST-104
Introduction to Field Placement

1 Credit (0:0:30 hours)

In this course, students link concepts and theories with practice skills, preparing students for field placement experiences. Students are introduced to a variety of community agencies and services and begin identifying and exploring appropriate placements. Issues such as personal suitability, professional responsibility and confidentiality are also addressed. Corequisites: MHST 100, MHST 101, MHST 102 and MHST 103.

MHST-105
Cultural Integration: Working With
Two Systems

2 Credits (30:0:0 hours)

The focus of this course is to explore and examine strategies to promote awareness and understanding of cultural diversity. Seminars and related group activities will provide a forum for discussing professional responsibilities, confidentiality, and strategies for client advocacy.

MHST-106
Supporting Healthy Families

3 Credits (30:15:0 hours)

This course examines parenting and providing helping services to parents and children. Parenting in Aboriginal communities are the focus of this course. Traditional values and societal influences on parenting as it is practiced today are explored. Advocacy and effective methods of empowering families to promote responsible parenting, accountability and healthy family roles are examined.

MHST-107
Community Support Work
Experience

2 Credits (0:0:120 hours)

Students will be placed in various agencies for work experience. The focus is to provide students opportunity to integrate theoretical knowledge into field experience.

MHST-120
Disease and Disorders – An
Introduction To Mental Illness

2 Credits (30:0:15 hours)

This course provides an overview of various influences and conditions that impact mental health. Public attitudes, stigma, and the influences of culture will be included. We will be studying various mental disorders including the symptoms, causes, and treatment modalities. Class discussions, lectures, reading, and presentations will help illustrate this material. Elders/cultural teachers will also be available to assist in this process, allowing for a more relevant exploration of the philosophies of Western and Aboriginal mental health. Corequisite: MHST 121.

MHST-121
Introduction to Pharmacology

3 Credits (45:0:0 hours) Transfer*

In this course students will explore medications from a holistic point of view and an (Aboriginal) cross-cultural perspective pertaining to a mental health client. In the first part of this course the students will examine the history and evolution of psychiatric medications up to and including current drug therapies for mental illnesses. Traditional medicines from other cultures (Aboriginal) will be discussed as part of the holistic philosophy. The second portion of this course will cover pharmacological treatments for physical illnesses encountered by mentally ill clients which requires close attention by a mental health worker to maintain wellness of the mind, body and spirit of their clients. Corequisite: MHST 120.

*(OTHER)

MHST-122
Family Dynamics

2 Credits (30:0:0 hours) Transfer*

This course is designed to offer students knowledge and insight into the dynamics of the family, including traditional and extended family systems. Students are encouraged to examine their families of origin, to gain insight into their personal attitudes and current relationships, and to apply this knowledge to relationships they will encounter in their work.

*(AU)

MHST-123**Counselling and Interviewing Skills**

3 Credits (30:15:0 hours) Transfer*

This course provides an introduction to the basic counselling and interviewing skills necessary for the effective helper. Students are introduced to various counselling approaches and interviewing techniques. The process of the helping interview and stages of counselling are explored with further examination of communication skills within the context of the helping process with individuals and groups. Unique features of native communications and barriers to counselling are addressed. Extensive practice is provided to help students develop effective skills in these areas. Prerequisite: Minimum grade of C- in MHST 101. Corequisites: MHST 120, MHST 121, MHST 122, MHST 124.

*(AU)

MHST-124**Grief and Loss**

3 Credits (30:15:0 hours) Transfer*

This course is designed to emphasize the historical and cultural perspective of loss as it applies to Aboriginal peoples and the effects on a person's physical, emotional, psychosocial and spiritual well-being. The ramifications of socio-cultural experiences will be examined to demonstrate the various types of loss and the impact on mental health. Assessment and intervention techniques for both adults and children will be explored. Emphasis will be on helping oneself to facilitate personal and professional growth.

*(AU)

MHST-125**Field Placement I**

2 Credits (0:15:120 hours)

In a community-based mental health related agency, the field placement experience will provide students the opportunity to receive practical experience and observe others in their work. Through field placement, students will integrate knowledge from courses, which focuses on professional responsibilities. Seminars will focus on applying communication skills and mental health concepts in practice settings, recognizing personal limitations, asking for help and making referrals. Prerequisites: Minimum grade of C- in MHST 104 and MHST 101.

MHST-126**Aboriginal Cultural Integration I**

1 Credit (0:0:15 hours)

This course is one of three Aboriginal Cultural Integration courses. In this course, students explore the nature of culture and how it affects one's values, beliefs and attitudes. Students begin to explore practices that reflect effective integration of cultural values, practices, and accessing services. Students begin to develop an understanding of the diversity of culture among Aboriginal peoples. Prerequisite: Minimum grade of C- in MHST 100.

MHST-130**Aboriginal Issues and Crisis Intervention Techniques**

4 Credits (60:0:0 hours)

This course provides an overview of substance abuse and chemical dependency, gambling, family violence and sexual abuse within the Aboriginal population. Students will develop skills for dealing effectively with a variety of crisis situations through practice activities. Students will also complete a Suicide Prevention Certification Workshop. Restricted to Aboriginal Police Studies students.

MHST-201**Mental Health Assessment**

3 Credits (45:0:0 hours)

The focus of this course is on theory and practice related to assessing and promoting mental health when interacting with clients who have mental health challenges or disturbances. Students will learn methods of assessing the mental health status of a client. The course will address the roles of the various members of the mental health care team promoting optimal client functioning in a community setting. In addition, students will learn to apply the generic theoretical knowledge and practice experience for mental health assessments to the care of people with an Aboriginal cultural background. Prerequisites: Minimum grade of C- in MHST 102, MHST 120 and MHST 121.

MHST-202**Crisis Intervention Techniques**

3 Credits (30:0:30 hours)

In this course, students are introduced to strategies and procedures used when reacting to crisis situations. Extensive practice activities are provided to ensure that students develop skills for dealing effectively with a variety of crisis situations. Suicide prevention and critical incident stress debriefing are featured. Students will participate in a Suicide Prevention Certification and a Non-violent Crisis Intervention workshop as part of their course requirements. Prerequisites: Minimum grade of C- in MHST 101 and MHST 123.

MHST-203**Violence and Abuse**

3 Credits (45:0:0 hours)

This course addresses violence and abuse issues with particular emphasis on historical impact and Aboriginal cultural perspective and the effects on Aboriginal families and communities. Emphasis will be on holistic healing perspectives and dealing with disclosures and appropriate responses to violence and abuse. Students will explore assessment, intervention, prevention, referral and reporting procedures and how to support clients through this process. Developing personal awareness and self-care will be addressed to facilitate personal and professional growth.

MHST-204**Substance Abuse and Addictions**

3 Credits (45:0:0 hours)

This course introduces students to information on various forms of substance abuse, chemical dependency and addictive behaviours. Historical factors that contribute to addictions in Aboriginal communities will be explored and the importance of culture in working with addictions. Screening and assessment as well as treatment and relapse prevention are discussed from an Aboriginal perspective.

MHST-205**Field Placement II**

2 Credits (0:15:120 hours)

Field placement experiences will provide students the opportunity to continue to develop practical skills and confidence working in mental health related agencies. Through field placement experience, students will integrate knowledge from courses that focus on challenges that clients experience and issues that impact Aboriginal clients. The area of stress in the helping profession and self-care will continue to be examined. Prerequisite: Minimum grade of C- in MHST 125. Corequisites: MHST 201, MHST 202, MHST 203 and MHST 206.

MHST-206**Aboriginal Cultural Integration II**

1 Credit (0:15:0 hours)

This is the second course of three Aboriginal Cultural Integration courses. Students will explore various methods used in the helping process of diverse Aboriginal individuals, groups and communities. This course will focus on the use of sharing and healing circles, medicine wheel teachings, protocol practices as well as the role of elders, cultural teachers and traditional ceremonies. Prerequisites: Minimum grade of C- in MHST 100 and MHST 126.

MHST-222**Community Development**

2 Credits (30:0:0 hours)

The development of Aboriginal communities represents changes in organization, community structure and in the everyday life of people. To make sure developments involve community members as full participants, an overall understanding of development and change is needed to guide this work. This course explores ways of introducing change at the community level in order to enhance health and well being. Model community development projects in Aboriginal communities are featured. Outcome monitoring and evaluation of mental health programs are also discussed. Prerequisite: Minimum grade of C- in MHST 102.

MHST-223**Healing and Mental Health**

2 Credits (30:0:15 hours) Transfer*

In this course, students are introduced to holistic principles of healing and explore a variety of approaches for treating mental health problems and restoring health. Conventional interventions to mental health, such as psychotherapeutic approaches are compared with holistic approaches that promote mental health and wellness of the whole person. Alternative therapies such as breath work, meditation, energy work, body work, Reiki, art therapy and spiritual healing are addressed, as well as the importance of cultural and traditional healing practices. Prerequisite: Minimum grade of C- in MHST 201. *(OTHER)

MHST-224**Field Placement III**

2 Credits (0:15:120 hours) Transfer*

The focus of this final field placement will involve promoting health at the community level and building healthy environments. This placement continues to build upon previous theoretical knowledge and practical field experiences. Weekly seminars will focus on professional and career development and debriefing about the practicum journey. Professional responsibility for self-care and strategies for managing stress and burn-out will be further examined. Prerequisite: Minimum grade of C- in MHST 205. *(OTHER)

MHST-225**Aboriginal Cultural Integration III**

1 Credit (0:15:0 hours)

This is the third of three Aboriginal Integration courses. Students will examine the importance of cultural healing in achieving balance to promote mental health. Alternative healing practices and western theories of therapy and health will be explored. Prerequisites: Minimum grade of C- in MHST 100, MHST 126 and MHST 206.

MHST-226**Counselling and Interviewing II**

2 Credits (30:15:0 hours)

In this course, students study counselling approaches and interviewing techniques, including family, marriage and group counselling. Students practice solution-focused interviewing and counselling and learn how counselling approaches can be applied in various contexts and situations. Issues related to culturally appropriate approaches are explored, with a focus on developing awareness of cross-cultural issues and skills in working with Aboriginal clients. Experiential and skill building exercises are used to further develop students' personal counselling style. Prerequisites: Minimum grade of C- in MHST 101 and MHST 123.

MMID-133**Medical Microbiology and Infectious Diseases**

3 Credits (45:0:0 hours) Transfer*

Students in the health science field develop a solid foundation in medical microbiology. Students examine general principles of microbiology and their clinical application. Students focus on microorganisms, their nature and distribution, and the role of pathogenic organisms in disease. Students also study basic immunology, the epidemiology of infection, health care responsibilities and general strategies for prevention and control of infection, and use of antimicrobial drugs. Prerequisite: Biology 30. Note: Only one of MMID 133 and NURS 109 may be taken for program credit.

*(UA, AU, AUC, CU)

MSTD-101**Becoming a Master Student**

3 Credits (45:0:0 hours)

This course is ideal for the person wishing to return to school after a long absence or wishing to upgrade their study skills. The focus is on the variety of skills needed for success. Topics include: Motivation, diversity in learning styles, time management, memory, reading, writing, note taking, test writing, critical thinking, public speaking, communication, health issues, managing finances, using college and community resources and planning your future.

MTST-102**Massage Therapy As a Profession**

2 Credits (30:0:0 hours)

This course is an introduction to massage therapy. The course includes consideration of the history of massage along with current and future trends. Demands on massage therapists are reviewed along with various modalities of related bodywork, professionalism and ethics related to massage therapy. Consideration is also given to massage therapy associations.

MTST-105**Terminology for Massage Therapists**

1 Credit (15:0:0 hours)

The origin of medical/health terminology is surveyed. The language and terms used in the study of anatomy, physiology, massage theory and techniques are introduced. The emphasis is on word analysis and construction. This course should be taken as one of the first four courses taken in the massage therapy program. This is prerequisite/corequisite to MTST 115, MTST 121, MTST 122, MTST 125 and MTST 126.

MTST-115**Functional Survey for Massage Therapists**

1 Credit (15:15:0 hours)

Information and techniques to provide a basic overview assessment of the wellness status of clients seeking massage therapy are presented. Hygiene and safety issues are addressed. Prerequisites or corequisites: MTST 105 and MTST 120.

MTST-120**Body Structure I**

3 Credits (45:15:0 hours)

This course is an in depth study of the anatomical structures of the upper and lower extremities, head and neck, trunk and abdomen. It looks at all the components of the musculoskeletal system, nervous system, circulatory system, arthrology and surface anatomy. Prerequisite or Corequisite: MTST 105.

MTST-122**Body Structure II**

3 Credits (45:0:0 hours)

The anatomy of the body is examined. The nervous, digestive, respiratory, endocrine, urinary and reproductive systems as well as the special senses are studied. Prerequisites/ Corequisites: MTST 105 and MTST 120.

MTST-125**Body Functioning I**

3 Credits (45:0:0 hours)

This course is an introduction to the physiology of the body. The nervous, musculoskeletal, cardiovascular and protective systems are emphasized to explain the relationships between body fluid distribution, sensory stimulation and the modulation of pain perception. Prerequisite or corequisite: MTST 105.

MTST-126**Body Functioning II**

3 Credits (45:0:0 hours)

This course integrates the nervous, endocrine, cardiovascular and immune systems in their regulation of the functioning of the body. Hormonal and autonomic control of the respiratory, digestive, urinary and reproductive systems are emphasized along with an examination of the special senses. Prerequisites or corequisites: MTST 105 and MTST 125.

MTST-131**Techniques I**

3 Credits (30:30:30 hours)

This course examines the principles, procedures and techniques involved in giving a relaxation massage. Basic massage techniques, draping and the use of posture and body mechanics are presented. Students will develop and utilize palpation skills in identifying bony landmarks and soft tissues structures. Prerequisites: MTST 105 and MTST 120. Corequisite: MTST 137.

MTST-137**Developing Therapeutic Relationships I**

1 Credit (20:10:0 hours)

This course is an introduction to the process involved in developing therapeutic relationships. Personal growth and awareness are emphasized. Through discussion and experiential learning, the following areas are examined: establishing trust in relationships, recognizing and respecting boundaries, interviewing skills and responding effectively to individual and cultural differences. Applications of communication techniques and personal responses to massage therapy are explored. Corequisite: MTST 131.

MTST-140**The Human Lifespan**

2 Credits (30:0:0 hours)

In this course the growth and development of a human being is examined from conception to death. Current theories from various disciplines are explored.

MTST-142**Techniques II**

3 Credits (30:30:30 hours)

This course continues with application and refinement of the basic relaxation massage techniques. Students will work with more tissue depth and alternative client/therapist positioning. Stress is placed on developing greater tissue sensitivity within a therapist self-care approach. Professional note taking is introduced. Students gain further practice in reviewing and using case histories. Prerequisite: MTST 131. Prerequisites or Corequisites: MTST 122, MTST 125 and MTST 126.

MTST-143**Techniques III**

3 Credits (30:30:30 hours)

This course introduces hydrotherapy, manual lymph drainage techniques and cross-fibre frictioning. Students will further refine palpation skills on muscles, tendons, ligaments, calcifications and scars. Prerequisites: MTST 120, MTST 122, MTST 125, MTST 126 and MTST 142.

MTST-146**Body Movements**

3 Credits (35:10:0 hours)

This course consists of an in depth analysis of the structure and muscle function of human movement and gait. Prerequisite: MTST 120.

MTST-151**Critical Review of Massage Literature**

1 Credit (15:0:15 hours)

Students will locate, evaluate and discuss professional literature in massage therapy in order to be able to use research in their practice. Prerequisite: MTST 102.

MTST-155**Assessment for Massage Therapists I**

2 Credits (25:20:0 hours)

The basic theory for assessment is presented. Assessment of the adult body (musculoskeletal) includes postural and gait assessment, range-of-motion and muscle testing. The process for recording the assessment is an integral part of the course. Application is to the upper body. Prerequisite: MTST 120. Prerequisite or corequisite: MTST 146.

MTST-156**Assessment for Massage Therapists II**

2 Credits (25:20:0 hours)

The theory and techniques from MTST 155 are expanded with emphasis on the lower body and clients with special needs. Documentation in a multidisciplinary environment is addressed. Prerequisites: MTST 120, MTST 146 and MTST 155.

MTST-161**Clinical Practice I**

1 Credit (0:0:45 hours)

This course consists of supervised application of relaxation massage techniques to clients in a clinic setting. Prerequisites: MTST 122, MTST 126 and MTST 142. Standard First Aid and Level C CPR. Prerequisites or corequisites: MTST 102 and MTST 155.

MTST-224**Techniques IV**

3 Credits (30:30:30 hours)

This course addresses therapeutic exercises, muscle testing, various stretching exercises, muscle energy techniques and specific aspects of exercise physiology within the context of massage therapy. The stages of rehabilitation, the application of gait patterns and postural analysis are studied and practiced within the context of massage therapy. Prerequisites: MTST 143 and MTST 161. Prerequisites or Corequisites: MTST 156 and HLST 150.

MTST-225**Techniques V**

3 Credits (30:30:30 hours)

This course examines the principles, procedures and techniques involved in trigger point techniques, soft tissue and myofascial mobilization, and muscle energy. Students will develop and utilize palpation skills in identifying bony landmarks and soft tissue structures. Prerequisite: MTST 224.

MTST-226**Techniques VI**

3 Credits (30:30:30 hours)

This course examines the theory, procedures and techniques for peripheral, spinal and pelvic joint mobilizations. Students will refine their palpation skills in order to safely mobilize the specific structure involved. Prerequisites: MTST 225, MTST 261 and MTST 283.

MTST-240**Developing Therapeutic Relationships II**

1 Credit (20:10:0 hours)

This course takes a deeper look at the client/therapist relationship and focuses on working with potentially emotional situations. Through discussion and experiential learning, the following topics are explored: self-care, body image, transference and counter-transference, and the management of the therapist's personal values in client relationships. The course also addresses working with clients who are chronically ill and introduces approaches for clients who are survivors of abuse or trauma. Prerequisites: MTST 137 and MTST 161.

MTST-261**Clinical Practice II**

1 Credit (0:0:45 hours)

This course is the supervised application of therapeutic massage techniques to clients in a clinic setting. Case conferences will be conducted at which time students will present assessment data treatment plans for individual clients. Prerequisites: MTST 140, MTST 156, MTST 161, MTST 224 and HLST 150. Current CPR and First Aid.

MTST-262**Clinical Practice III**

1 Credit (0:0:45 hours)

Intended as the final course in the Massage Therapy Program. In this course the focus is on the application of therapeutic massage techniques to clients with special needs in a supervised clinic setting. Case conferences will be conducted at which time students will present assessment data and treatment plans for individual clients. Prerequisites: MTST 261, MTST 274, MTST 283, MTST 286, and HLST 290. Current CPR and First Aid. Prerequisite or corequisite: MTST 226.

MTST-265**Business Management for Massage Therapists**

2 Credits (30:0:0 hours)

This course will provide an introduction to setting up and maintaining a personal service business. Basic principles of business management are explored. From an entrepreneurial view, marketing and service promotion are emphasized. Application to massage therapy practice in market analysis and selection are addressed.

MTST-273**Massage Therapy for Special Populations I**

2 Credits (25:20:0 hours)

This course teaches therapeutic massage techniques for healthy populations of clients throughout the age span. The areas of consideration include pre- and post-natal, perimenopausal, geriatric, as well as neo-natal and young clients. Breast massage will also be addressed. Prerequisites: MTST 131 and MTST 140.

MTST-274**Massage Therapy for Special Populations II**

2 Credits (25:20:0 hours)

This course examines the application of therapeutic massage of clients with special needs. The areas considered include psychiatric, chronic long term and deteriorating conditions, severe trauma and palliative care. Prerequisite: MTST 273. Corequisites: HLST 150 and MTST 240.

MTST-281**Treatments and Planning I**

2 Credits (30:15:0 hours)

An examination of the principles for planning ongoing treatment for clients with various needs. Simulation and case studies are used for lab type practice. Prerequisite: MTST 161. Prerequisites or corequisites: MTST 156, MTST 273, HLST 150.

MTST-283**Treatments and Planning II**

2 Credits (30:15:0 hours)

The focus of this course is on injuries that generally affect more than one area of the body. Students will learn how various massage techniques can assist in recovery. Prerequisites: MTST 261 and MTST 281. Prerequisite or Corequisite: MTST 225.

MTST-286**Sports Massage**

3 Credits (30:20:10 hours)

This course presents the theory and practice of sports massage including the history and role of the sports massage therapist. The indications and contraindications to different sports are addressed as well as specific techniques, positioning, common sport injuries, including their assessment and treatment, pre and post event and training/conditioning massage.

Prerequisites: MTST 122, MTST 126 and MTST 142. Prerequisite or Corequisite: MTST 146.

MUSC-100**Introduction to Music**

3 Credits (45:0:0 hours) Transfer*

Music 100 is an introduction to the study of music through an historical survey of Western art-music with an emphasis on listening, and rudimentary theory and analysis. In addition, the course identifies some of the individuals and socio-political forces that shaped the development of this music. Students are not required to be able to read or perform music. Note: Only full-time students admitted to the Music Program can register in MUSC courses (except MUSC 100).

*(UA, UC, CU, KUC, UL)

Only full-time students admitted to the Music Program may register in MUSC courses (except MUSC 100).

MUSC-101**Theory I**

2 Credits (30:0:0 hours) Transfer*

The purpose of Theory I is to give students an understanding of the basic rudiments of music theory, as well as an introduction to jazz theory necessary to complete the first term ensemble program. Prerequisite: Admission to the Music program. Corequisite: MUSC 111

*(UL, OTHER)

MUSC-102**Theory II**

2 Credits (30:30:0 hours) Transfer*

This course is divided into two parts – jazz theory and traditional harmony/part writing. Whereas the focus of Theory I was to give the students a working knowledge of basic theory, this course focuses more on the application of theoretical concepts in both writing and analysis. Prerequisite: Successful completion of first term Music Program courses. Corequisite: MUSC 112.

*(UL, OTHER)

MUSC-111**Ear Training I**

3 Credits (45:0:0 hours) Transfer*

Ear Training I closely follows the musical material delivered in Theory I and includes aural identification of intervals, chords, rhythms, melodies, as well as sight singing of melodies and rhythms. Prerequisite: Admission to the Music program. Corequisite: MUSC 101. *(OTHER)

MUSC-112**Ear Training II**

3 Credits (45:0:0 hours) Transfer*

This course continues to develop the ability to see with the ears and to hear with the eyes. In other words, the student will learn to hear a piece of music and then write it down, as well as look at a piece of music and know how it sounds. Prerequisite: Successful completion of first term Music Program courses. Corequisite: MUSC 102.

*(OTHER)

MUSC-121**History of Jazz Music**

2 Credits (30:0:0 hours) Transfer*

This course draws materials from the whole range of musical literature and styles with particular attention directed to the history of jazz.

*(OTHER)

MUSC-122**History of Popular Music**

2 Credits (30:0:0 hours) Transfer*

This course covers four separate topics – 1) Pop music history in the twentieth century including Blues/Rhythm and Blues, Pop and Rock, and Jazz Fusion from the 50's to the 90's 2) Latin American music 3) World music 4) Basic writing techniques including transposition, rhythm section score layout (including drum parts and bass lines) and jazz paraphrasing. Prerequisite: Successful completion of first term Music Program courses.

*(AU, AUC, KUC, CUC, OTHER)

MUSC-131**Principal Instrument I**

3 Credits (0:10.5:0 hours) Transfer*

In this course, the student receives individual instruction in technique and its application to repertoire. The course consists of three parts – a lesson, a technical and a repertoire component. Prerequisite: admission to the Music Program. Corequisite: MUSC 141.

*(UL, AUC, KUC, OTHER)

MUSC-132**Principal Instrument II**

3 Credits (0:10.5:0 hours) Transfer*

This course is a continuation of Principal Instrument I – MUSC 131 – at a more advanced level. In this course, the student receives individual instruction in technique and its application to repertoire. The course consists of three parts – a lesson, a technical and a repertoire component. Prerequisite: Successful completion of first term Music Program courses. Corequisite: MUSC 142.

*(UL, AUC, KUC, OTHER)

MUSC-141**Ensemble I**

3 Credits (30:45:0 hours) Transfer*

This course develops a wide variety of performance skills and tools necessary for the jazz/pop/contemporary professional musician within an ensemble environment. Prerequisite: Admission to the Music Program.

*(OTHER)

MUSC-142**Ensemble II**

3 Credits (30:45:0 hours) Transfer*

This course is a continuation of Ensemble I – MUSC 141. It develops a wide variety of performance skills and tools necessary for the jazz/pop/contemporary professional musician in an ensemble environment. Prerequisite: Successful completion of first term Music Program courses.

*(OTHER)

MUSC-190**Jazz Combo**

0 Credit (0:22.5:0 hours)

Jazz Combo is a performance group made up from some of the most advanced MacEwan Music Program students. It rehearses twice a week and performs music brought to the group by its members as well as faculty and any other appropriate source. It is a part of the ensemble experience at MacEwan, but no credit is awarded and no grades are given. Prerequisite: Admission to the Music Program and by audition.

**MUSC-191
Jazz Choir**

0 Credit (0:30:0 hours)

The curriculum consists of the following: 1. Technique – melodic style and interpretation, phrasing, rhythm, articulation and dynamics. 2. Style – Jazz, Pop and Latin. 3. Ensemble participation – choir blend, colour and ensemble sound. 4. Improvisation – basic concepts for improvisation such as vocal syllables, patterns and motifs, call and response, rhythm and melody. 5. Harmony – voice leading, chord structure and analysis. Note: Audition required.

**MUSC-192
Guitar Band**

0 Credit (0:45:0 hours)

This course is designed to give the guitar students the opportunity to experience and learn section playing skills. Note: Audition required.

**MUSC-193
Showcase Band**

0 Credit (0:30:0 hours)

This is a performance group made up of some of the most skilled MacEwan music students. It rehearses twice a week and performs music by members of the group as well as music provided by the faculty and, on occasion, other students. This ensemble performs many concerts throughout the year. Note: Audition required.

**MUSC-194
Percussion Ensemble I**

0 Credit (0:22.5:0 hours)

This course is an ensemble that rehearses music written for various combinations of percussion instruments. The ensemble will perform a number of concerts throughout the year.

**MUSC-195
Jazz Band**

0 Credit (0:67.5:0 hours)

This ensemble is to provide students the opportunity to rehearse and perform music in the jazz idiom, to increase their knowledge and skill in the area of jazz improvisation and to assist student musicians in developing a professional attitude. Students will be evaluated on their ability to perform large ensemble music in a variety of jazz styles. Note: Audition required.

**MUSC-196
Dixie Band**

0 Credit (0:22.5:0 hours)

This is a performance group made up of a variety of MacEwan Music students. It rehearses once a week and performs music from the Dixieland tradition.

**MUSC-197
Percussion Ensemble II**

0 Credit (0:22.5:0 hours)

This course is an ensemble that rehearses music for various combinations of percussion instruments. The ensemble will perform a number of concerts throughout the year.

**MUSC-198
Improvisation I**

0 Credit (0:15:0 hours)

This course is designed to develop the theoretical skills necessary to perform improvised solos on melodies and chord progressions. Prerequisite: Successful completion of first term Music Program courses. Corequisite: MUSC 142. Restricted to Music Program students.

**MUSC-199
Improvisation II**

0 Credit (0:15:0 hours)

This course is designed to develop the theoretical skills necessary to perform improvised solos on melodies and chord progressions. It is a sequel to Improvisation I. Extended chords, complex progressions and advanced ensemble concepts will also be an important part of the course. Prerequisite: Successful completion of first year of study in the Music Program. Corequisite: MUSC 243. Restricted to Music Program students.

**MUSC-203
Arranging I**

3 Credits (15:30:0 hours) Transfer*

The purpose of Arranging I is to build upon the knowledge learned in Theory I, II and Literature and Style II. Students are introduced to all the standard commercial instruments. They learn the ranges, the idiomatic qualities and, in the case of the rhythm section, the proper roles of the commercial instruments. The students explore harmony as it applies to reworking the chords of a piece. They then learn how to construct a successful arrangement including intros, endings, modulations and other arranging elements. Prerequisite: Successful completion of first year of study in the Music Program. *(UL, CU, KUC, OTHER)

**MUSC-204
Arranging II**

3 Credits (15:30:0 hours) Transfer*

Building on the knowledge gained in Arranging I, the focus of this course is writing for winds and, to a similar degree, strings. Time is spent learning the proper ranges of these instruments, as well as how to write articulations and dynamics. The second half focuses on learning how to voice, blend and balance these instruments. Prerequisite: MUSC 203.

*(UL, CU, KUC, OTHER)

**MUSC-205
Composition I**

3 Credits (45:0:0 hours) Transfer*

This course introduces students to the creative world of composition. Students learn to manipulate melody, harmony and rhythm as they create pieces in a variety of styles and genres. All compositions are performed in class and students give constructive criticism of the work being presented. Students also give short presentations on music they listen to, as well as on the composers discussed in class. Prerequisites: Successful completion of first year of study in the Music Program. Minimum grade of B- in MUSC 102 and MUSC 112 and by permission of the instructor.

*(UL, OTHER)

**MUSC-206
Composition II**

3 Credits (45:0:0 hours) Transfer*

This course introduces students to some of the major trends in twentieth century composition. Students compose and analyze music from three major trends: impressionism, serialism and minimalism. As in Composition I, students give short presentations on music they listen to as well as on composers discussed in class. Prerequisite: MUSC 205.

*(UL, OTHER)

MUSC-207
Songwriting I**3 Credits (30:22:0 hours)**

This course will explore, in depth, the art and craft of songwriting. The goal of the course is to develop skills and attributes that will help musicians to become better songwriters and to prepare them to participate as songwriters in today's music industry. Students will be active in developing technical proficiency and experiencing a variety of songwriting techniques. An examination of the songwriting process will include concepts such as attaching meter and rhythm to pitch shapes, motive generation, form, attaching lyrics to melody, and song refinement.

MUSC-208
Songwriting II**3 Credits (30:15:0 hours)**

This course is designed to further explore the mechanics of songwriting. Students will examine and experience a variety of song writing techniques through concepts such as attaching meter and rhythm to pitch shapes, generating original lyric ideas, song forms, putting lyrics to melody, re-writing and co-writing. A component of this course will be to examine market trends, song demos, song plugging and where the money comes from. Prerequisite: MUSC 207 or equivalent.

MUSC-213
Ear Training III**3 Credits (45:0:0 hours) Transfer***

Ear Training III addresses three interrelated areas of study: aural skills, sight-reading skills, and music theory. The ability to recognize and identify elemental musical structures such as intervals, scales, chords, bass lines, and melodies, and to determine their relationships through practical theory (traditional and jazz), is a primary focus of this course. Separating the elements of a typical pop or jazz ensemble recording develops transcribing skills. In order to prepare for the task of transcribing, regular activities in this course include melodic, harmonic, and rhythmic dictation. Singing, which is practiced in class using the Tonic sol-fa system in conjunction with the scale-degree system, also develops aural skills. Regular sight-singing activities include singing melodies, two-, three-, and four-part examples of traditional and jazz choral music, and singing simple and complex rhythms using various vocalization methods. Prerequisite: successful completion of first year of study in the Music Program.

*(OTHER, UL)

MUSC-214
Ear Training IV**3 Credits (45:0:0 hours) Transfer***

Ear Training IV further explores the three interrelated areas of study addressed in Ear Training III – aural skills, sight-reading skills, and music theory. The primary focus of this course is to develop the ability to recognize and identify elemental musical structures such as intervals, scales, chords, bass lines and melodies, and to determine their relationships through traditional and jazz theory. Regular activities in this course include melodic, harmonic, and rhythmic dictation exercises (for preparation towards transcribing complete small-ensemble arrangements), and singing using the Tonic sol-fa system in conjunction with the scale-degree system. Sight-singing activities include singing melodies, two-, three-, and four-part examples of traditional and jazz choral music, and performing simple and complex rhythms using various vocalization methods. Prerequisite: MUSC 213.

*(OTHER, UL)

MUSC-233
Principal Instrument III**3 Credits (0:10.5:0 hours) Transfer***

This course is a continuation of Principal Instrument II–MUSC 132– at a more advanced level. In this course, the students receive individual instruction in technique and its application to repertoire. The course consists of three parts – a lesson, a technical and a repertoire component. Prerequisite: Successful completion of first year of study in the Music Program. Corequisite: MUSC 243.

*(UL, AUC, KUC, OTHER)

MUSC-234
Principal Instrument IV**3 Credits (0:10.5:0 hours) Transfer***

This course is a continuation of Principal Instrument III – MUSC 233 at a more advanced level. The student will receive individual instruction in technique and its application to repertoire. The course consists of three parts – a lesson, a technical, and a repertoire component. Prerequisite: MUSC 233. Corequisite: MUSC 244.

*(UL, AUC, KUC, OTHER)

MUSC-243
Ensemble III**3 Credits (30:45:0 hours) Transfer***

This course is a continuation of Ensemble II – MUSC 142. It further develops a wide variety of performance skills and tools necessary for the jazz/pop/contemporary professional musician within an ensemble environment. Prerequisite: Successful completion of first year of study in the Music Program.

*(OTHER)

MUSC-244
Ensemble IV**3 Credits (30:45:0 hours) Transfer***

This course is a continuation of Ensemble III– MUSC 243. It further develops a wide variety of performance skills and tools necessary for the jazz/pop/contemporary professional musician. Prerequisite: MUSC 243.

*(OTHER)

MUSC-245
General Ensemble III**3 Credits (0:30:0 hours)**

The course is designed to give the student a hands-on approach to preparing and performing a variety of styles of music, ie. Blues, Early Rock, Rhythm and Blues, Bossa Nova, and Country. Prerequisite: Successful completion of first year of study in the Music Program.

MUSC-246
General Ensemble IV**3 Credits (0:30:0 hours)**

The course is a continuation of General Ensemble III–MUSC 245 and is designed to give the student a hands-on approach to preparing and performing a variety of the more complex styles of music, ie. Jazz standards, Fusion, Latin, Show music and Country and advanced Rock. Prerequisite: MUSC 245.

MUSC-251
Studio Recording Techniques**3 Credits (30:30:0 hours) Transfer***

This course concentrates on all aspects of recording studio engineering. Topics will include the behaviour of sound, acoustics, recording studio design, analog and digital audio, and the theory and operation of all typical recording studio equipment. Prerequisite: Successful completion of first year of study in the Music Program.

*(UA, CU, UL)

MUSC-252**Recording Studio Production**

3 Credits (30:30:0 hours) Transfer*

This course introduces students to the role of the producer in the recording studio. It also continues to develop the skills of the recording engineer, established in MUSC 251 – Studio Recording Techniques. As well, this course introduces students to a variety of types of work done in a typical modern recording studio and explains the role of the recording studio in the music business. Students complete a variety of projects that will allow them to function as producers and develop other production and recording skills. Prerequisite: MUSC 251.

*(UA, CU, KUC, UL)

MUSC-253**Live Sound Reinforcement I**

3 Credits (30:15:0 hours)

This course concentrates on all aspects of P.A. systems, but focuses on sound reinforcement for music applications. The objectives of this course are to develop knowledge and understanding of sound in live situations, how it behaves and how it is amplified, to develop the skills and abilities necessary to set up and operate a P.A. system and to develop an understanding of the duties and responsibilities of all the people involved with a major concert and how to work as part of that crew. Prerequisite: Successful completion of first year of study in the Music Program.

MUSC-254**Live Sound Reinforcement II**

3 Credits (30:15:0 hours)

This course continues to develop the knowledge and skills established in Live Sound Reinforcement I. Students develop their knowledge of advanced modern concert sound reinforcement. Students also develop an understanding of the duties and responsibilities of all people involved with a major concert and how to work as part of that crew. The course integrates practical experience in a concert or event setting with classroom instruction. Prerequisite: MUSC 253.

MUSC-261**Music Technology I**

3 Credits (30:15:0 hours) Transfer*

This course concentrates on the use of various types of music technology, and the application of this technology to student compositions in a project studio environment. The class consists of lectures, smaller labs, group, and individual projects. The students learn the basics of audio, synthesizers, various software programs, and basic troubleshooting techniques. Prerequisite: Successful completion of first year of study in the Music Program.

*(UA, KUC, CUC, CU, UL)

MUSC-262**Music Technology II**

3 Credits (30:15:0 hours) Transfer*

This is a continuation of Music Technology I--MUSC 261 at a more advanced level. Students are introduced to creative applications and additional software programs. Prerequisite: MUSC 261.

*(UA, KUC, CU, UL)

MUSC-271**Professionalism**

3 Credits (45:0:0 hours)

This course is an introduction to the business of music. Professionalism provides students with an overview of the music industry, concert tour planning and promotion, funding options available to musicians, and a look at the current trends in recording, publishing, and distribution. Prerequisite: Successful completion of first year of study in the Music Program.

MUSC-301**Special Project I**

1 Credit (0:0:15 hours)

This one credit course allows the student to explore independently, in detail, a specific area of interest. A contract between the student and the Chair outlines the objectives, process and criteria for evaluation. Chair approval is required for registration. Prerequisite: Successful completion of first year study in the Music Program.

MUSC-302**Special Project II**

2 Credits (0:0:30 hours)

This two credit course allows the student to explore independently, in detail, a specific area of interest. A contract between the student and the Chair outlines the objectives, process, and criteria for evaluation. Chair approval is required for registration. Prerequisite: Successful completion of first year of study in the Music Program.

MUSC-303**Special Project III**

3 Credits (0:0:45 hours)

This three credit course provides the student an opportunity to explore independently, in detail, a specific area of interest. A contract between the student and the instructor outlines the learning outcomes, process, and criteria for evaluation. Chair approval is required for registration. Prerequisite: Successful completion of first year of study in the Music Program.

NURS-101**Interpersonal Communications**

3 Credits (30:30:0 hours) Transfer*

This course focuses on application of theory and development of interpersonal communication skills in relation to conditions of helping, with emphasis on self-awareness, group process and nurse/practitioner-client interactions.

*(UA, AUC, CU, KUC, CUC)

NURS-118**Elementary Physiology – Part I**

3 Credits (45:0:0 hours) Transfer*

This course introduces the basic concepts of physiology. These concepts are used to explain events in the muscular, nervous, respiratory, cardiovascular, and reproductive systems. Special emphasis is placed on the nervous and endocrine systems as extra-cellular controls of body function. Prerequisites: Science 30 or Chemistry 30, and Biology 30. Note: Course runs over two terms in Year 1. This course, together with NURS 228, is equivalent to NURS 108. To be taken by Nursing students only.

*(UA, OTHER)

NURS-150**Concepts in Nursing I**

3 Credits (45:0:0 hours)

Students are introduced to the profession of nursing as an integrative science. Students explore basic concepts applicable to the role of the professional nurse. Students examine nursing history, nursing organizations, nursing roles, nursing practice standards, and principles that guide professional nursing practice. Students explore the program conceptual framework and the roles of research and theory in the establishment of a framework for nursing knowledge and practice. In addition, students examine critical thinking and ways of knowing, the ethical-legal decision-making process, the nurse's role in relation to power, influence and advocacy; and selected factors influencing nursing within the context of the health care environment. Students develop foundational information literacy skills.

NURS-152**Foundations in Health**

3 Credits (45:0:0 hours)

Students explore definitions of health and related basic concepts. Students are introduced to the Canadian health care system, levels of care, health determinants, population health, primary health care principles, and health promotion. Students examine multiple factors that have an influence on health including: research, legislation, politics, health care access and the health-illness continuum, formal and informal support systems, environmental/social issues and trends, technology, changing health demographics, culture, lifestyle, coping skills, and individual health practices. Students are also introduced to selected government initiatives at the provincial, national and international level, designed to address changing health/illness patterns. Students apply a selected health change model to make a change in a specific health-related practice.

NURS-154**Professional Communication in Nursing**

3 Credits (30:30:0 hours)

Students focus on professional communication and the nurse-client relationship. Students use communication theory to develop strategies that convey caring and empathy and that facilitate development of therapeutic communication skills. Students examine group process, conflict management, therapeutic use of self, and associated ethical-legal considerations. Students apply the principles of informatics and documentation related to professional communication. Prerequisites/Corequisites: NURS 150 and NURS 152.

NURS-156**Foundations for Nursing Practice**

3 Credits (30:30:0 hours)

Students focus on developing the foundational knowledge, skills and attitudes necessary for the provision of evidence-based basic nursing care for clients across the lifespan. Students explore the application of communication skills within the therapeutic relationship. Students develop nursing skills relating to safety for self and client, health promotion, asepsis, hygiene and comfort care, ambulation and assessment of vital signs. Students use simulations and laboratory practice in the acquisition of foundational psychomotor skills. Prerequisite/Corequisite: NURS 150 and NURS 152.

NURS-157**Foundations in Clinical Practice**

3 Credits (15:0:112 hours)

In this agency-based clinical course, students focus on applying knowledge, skills and attitudes in assisting clients with activities of daily living. Students establish therapeutic relationships with clients and implement nursing skills relating to safety for self and client, health promotion, asepsis, hygiene and comfort care, ambulation and assessment of vital signs. Prerequisites/Corequisites: HLSC 120, HLSC 122, MMID 133, NURS 150, NURS 152, NURS 154, and NURS 156.

NURS-190**Nursing in Context A**

7 Credits (60:30:0 hours) Transfer*

This course provides an introduction to the professional discipline of nursing, communication theory, and context-based learning. The primary health care emphasis is on health promotion and disease prevention across the lifespan. Health assessment, restoration, rehabilitation, and basic nursing skills are introduced.
*(UA)

NURS-191**Nursing Practice I**

2 Credits (10.5:0:56 hours) Transfer*

This course covers beginning nursing practice with a focus on health promotion and interaction with clients across the life span in a variety of non-traditional settings. Prerequisite or Corequisite: Minimum grade of C- in NURS 190.
*(UA)

NURS-194**Nursing in Context A1**

5 Credits (42:21:0 hours) Transfer*

This course continues the study of concepts introduced in NURS 190, with a focus on teaching and learning principles, health assessment and basic nursing skills. Prerequisite: Minimum grade of C- in NURS 190.
*(UA)

NURS-195**Nursing Practice II**

5 Credits (21:0:144 hours) Transfer*

Nursing practice includes health status assessment of clients and appropriate health promotion and disease prevention interventions. Practice occurs in settings where clients live or in community agencies (non-acute) where services to clients are offered. Prerequisite: Minimum grade of C- in NURS 190. Prerequisite/Corequisite: NURS 191.
*(UA)

NURS-228**Elementary Physiology-Part II**

3 Credits (45:0:0 hours) Transfer*

This course builds on the basic concepts of physiology introduced in NURS 118. These concepts are used to explain events associated with genitourinary, gastrointestinal and other body systems. A more integrated approach is used, with emphasis on hormonal control of systems. Body changes associated with pregnancy and aging, as well as selected pathologies are considered. Prerequisite: Minimum grade of C- in NURS 118. Note: This course, with NURS 118, is equivalent to NURS 108. Note: To be taken by Nursing students only.

*(UA, OTHER)

NURS-250**Concepts in Nursing II**

3 Credits (45:0:0 hours)

Students focus on the role of the professional nurse in teaching and learning in health care within the context of caring. Students develop skills related to application of teaching and learning principles and age-appropriate, culturally sensitive teaching strategies within the context of evidence-based practice. Students continue the development of critical thinking skills such as reflection, questioning and evaluation skills. Students study the professional code of ethics and explore leadership, power and influence, including legislative considerations. Students examine technological advances, use of technological modalities in nursing, and selected trends and issues within the context of client education. Prerequisites: Minimum grade of C- in NURS 150.

NURS-252**Health Assessment Across the Lifespan**

4 Credits (45:45:0 hours)

Students focus on the holistic health assessment of individuals across the lifespan within a framework of health promotion. Students develop knowledge and skills related to health history taking, physical assessment and communication techniques, and documentation of findings. Through participation in laboratory activities and seminars, students integrate concepts for provision of culturally sensitive, age-appropriate, client centred assessment. Students practise data collection with healthy individuals through interviewing and physical examination. Students use simulations to augment laboratory practice and learn to discriminate between normal and abnormal findings. Prerequisites: Minimum grade of C- in HLSC 120, HLSC 122, MMID 133, PSYC 104 and PSYC 105.

NURS-256**Nursing Care Across the Lifespan**

3 Credits (30:30:0 hours)

This course focuses on the knowledge, skills and attitudes required to provide evidence-based nursing care to clients in medical or surgical health care settings. Adaptations for nursing care across the lifespan necessitated by acute and chronic variances in health are explored. Prerequisites: Minimum grade of C- in HLSC 120, HLSC 122, MMID 133, NURS 152, NURS 154, NURS 156, and NURS 157.

NURS-257**Nursing Practice Across the Lifespan**

10 Credits (30:0:293 hours)

In this hospital-based clinical course, students focus on the application of knowledge skills and attitudes for nursing care of clients experiencing acute and chronic variances in health. Students establish therapeutic relationships and collaborate with clients, families, and members of the interdisciplinary health care team to promote culturally sensitive, age-appropriate, client centred nursing care. Students complete a home visit and participate in selected learning experiences in alternative settings. Prerequisites: Minimum grade of C- in HLSC 220, HLSC 222, NURS 252 and NURS 256. Prerequisite or Corequisite: NURS 250 or HLST 300.

NURS-290**Nursing in Context B**

5 Credits (42:21:0 hours) Transfer*

Within the context of primary health care, the focus shifts to restoration, rehabilitation and support of clients experiencing chronic and less acute variances in health. Discussion related to health promotion and disease prevention continues. Intermediate health assessment and nursing skills are introduced. Prerequisites: Minimum grade of C- in HLSC 120 (formerly NURS 105), NURS 118, MMID 133, NURS 191, NURS 194 and NURS 195.

*(UA)

NURS-291**Nursing Practice III**

7 Credits (21:0:196 hours) Transfer*

Clinical nursing practice focuses on restoration, rehabilitation and support (including health promotion and disease prevention) of clients with chronic and less acute variances in health across the life span. Practice occurs primarily in primary-level acute care centres and continuing care agencies. Prerequisites: Minimum grade of C- in HLSC 120 (formerly NURS 105), NURS 118, MMID 133, NURS 191, NURS 194, NURS 195, and NURS 290 except when NURS 291 precedes NURS 290. Note: If NURS 291 is preceded by NURS 295, a minimum grade of C- in NURS 295 is also a prerequisite.

*(UA)

NURS-294**Nursing in Context B1**

5 Credits (42:21:0 hours) Transfer*

This course continues from NURS 290, with a focus on continuing development of the concepts of rehabilitation, restoration and support of clients experiencing chronic and less acute variances in health, in situations of increasing complexity. Prerequisites: Minimum grade of C- in NURS 290 and ONE of NURS 291 or NURS 295.

*(UA)

NURS-295**Nursing Practice IV**

7 Credits (21:0:196 hours) Transfer*

Clinical nursing practice focuses on restoration, rehabilitation and support (including health promotion and disease prevention) of clients with chronic and less acute variances in health across the life span. Practice occurs in homes or in community-based settings. Prerequisites: Minimum grade of C- in HLSC 120 (formerly NURS 105), NURS 118, MMID 133, NURS 191, NURS 194, NURS 195 and NURS 290 except when NURS 295 precedes NURS 290. Note:

If NURS 295 is preceded by NURS 291, a minimum grade of C- in NURS 291 is also a prerequisite. Prerequisite for Registered Psychiatric Nurses: a minimum grade of C- in NURS 354.

*(UA)

NURS-304**Specific Study – Home Care Nursing**

1 Credit (15:0:0 hours)

In this course, the student will examine the role of the nurse in the home care setting. Students will apply the nursing process to both individuals and families in the home care setting. Case coordination/management principles will be discussed. Restricted to graduate nurses.

NURS-305**Specific Study – Mental Health Disorders**

1 Credit (15:0:0 hours)

This course is designed to introduce nurses to the challenges of mental health nursing. The course focuses primarily on communication techniques, basic mental health principles, mental health promotion and rehabilitation. Psychiatric disorder such as mood disorders, cognitive disorders, schizophrenia and other psychotic disorders will be reviewed. Restricted to graduate nurses.

NURS-306**Specific Study – Nursing Care of the Childbearing Family**

1 Credit (15:0:0 hours)

In this course, the student will explore the nurse's role in meeting the needs of a family during the maternity cycle. Health care issues of families who are or have the potential to become pregnant, including the period preceding conception, pregnancy, childbirth and the recovery will be addressed. Restricted to graduate nurses.

NURS-307**Specific Study – Oncology Nursing**

1 Credit (15:0:0 hours)

In this course oncology nursing practice including the phases of prevention, diagnosis, treatment, rehabilitation, palliation, and bereavement will be examined. The focus of the course will be on health promotion, detection of risk factors and deviations from health, and provisions of care and treatment for persons of all ages with cancer. Restricted to graduate nurses.

NURS-308**Specific Study – Pediatric Nursing**

1 Credit (15:0:0 hours)

This course will examine the role of the pediatric nurse. Emphasis will be placed on growth and development as an essential assessment guide in the care of children. The student will explore a family oriented approach to the care of children. Restricted to graduate nurses.

NURS-311**Specific Study – Gerontological Nursing**

1 Credit (15:0:0 hours)

In this course, students will examine the aging process and the factors which can interfere with or promote healthy aging. Social, economical and political issues related to older clients will also be discussed. Restricted to graduate nurses.

NURS-312**Specific Study – Trauma Nursing**

1 Credit (15:0:0 hours)

This specific study course introduces the student to the role of nursing in the specialty area of Trauma Nursing. Emphasis will be place on the assessment and management of care for the multiple trauma client. Restricted to graduate nurses.

NURS-322**Nursing Care of the Childbearing Family**

9 Credits (90:0:90 hours)

Through directed home-study and clinical practice, the role of the nurse with regard to the expectant family prior to, during and following delivery is presented. The focus is on health supervision and anticipatory guidance needed during the maternity cycle: complications that may occur during the maternity cycle, deviations from the normal that may occur in the newborn and community resources available to families. Must be a graduate R.N.

NURS-323**Mental Health Nursing**

9 Credits (90:0:90 hours)

This course is designed to prepare students in the promotion of mental health and the care of clients with mental health problems and mental disorders. Utilizing current research findings and a variety of methods of inquiry, the student will be expected to acquire the knowledge and skill necessary to provide nursing care as a novice in an active psychiatric treatment setting. The focus will be on the promotion of optimal client functioning. Students will have an opportunity to integrate theory in the clinical experience. Prerequisites: Graduate nurse or recommended by professional association. Restriction: Graduate nurse.

NURS-324**Pediatric Nursing**

9 Credits (90:0:90 hours)

The student will explore a family oriented approach to the care of children. Emphasis will be placed on growth and development as an essential assessment guide in the care of children. Students will have the opportunity to integrate theory into practice during the clinical placement. Prerequisites: Graduate nurse or recommendation of professional association.

NURS-325**Medical-Surgical Nursing Speciality**

9 Credits (60:15:90 hours)

The focus of this course is on nursing care of adults with a wide range of acute and chronic health problems. Students will review the basic concepts of nursing practice and expand their knowledge and skills in providing care to clients with specific diseases and disorders. Clinical practice on a medical surgical unit will provide students opportunities to apply their theory into practice. Prerequisites: Graduate nurse or recommendation of the professional association.

NURS-329**Nursing Practice VI – Diploma Completion**

4 Credits (0:0:160 hours)

Clinical nursing practice focuses on restoration, rehabilitation and support (including health promotion and disease prevention) of clients experiencing more acute variances in mental health. Practice occurs primarily in institutional settings. Prerequisite: Minimum grade of C- in NURS 390. Note: This course, with NURS 330, is equivalent to NURS 399.

NURS-330 Nursing Practice VII – Diploma Completion

5 Credits (0:0:280 hours)

This clinical preceptorship course focuses on integration of learning and transition to the graduate role. Students provide nursing care to a selected group of clients, primarily in an acute care context, for those experiencing physical variances in health. The student is mentored by a registered nurse and gradually assumes the role and responsibilities of that position. Prerequisite: Minimum grade of C– in NURS 398. Note: This course, with NURS 329, is equivalent to NURS 399.

NURS-331 Nursing Refresher Theory Part A

2 Credits (0:0:30 hours)

This course introduces the nurse to the basic concepts of nursing practice by reviewing the theory behind nursing care using a theoretical model and the nursing process. Specific areas of health promotion and community health nursing are reviewed. Restriction: Must be a registered nurse.

NURS-332 Nursing Refresher Theory Part B

5 Credits (0:0:75 hours)

Nursing practice will focus on restoration, rehabilitation and support (including health promotion and disease prevention) of clients with chronic and acute conditions across the life span. Prerequisite: NURS 331. Restriction: Must be a registered nurse.

NURS-333 Nursing Refresher Theory Part C

5 Credits (0:0:75 hours)

This course will focus on health assessment and professional responsibilities. Placing nursing care in the context of understanding the life span, communication and pharmacology will be emphasized. Prerequisites: NURS 331 and NURS 332. Restriction: Must be a registered nurse.

NURS-334 Clinical Nursing Skills

2 Credits (15:15:0 hours)

Includes the theory and practice components of clinical nursing skills. Prerequisites: NURS 331, NURS 332 and NURS 333.

NURS-335 Nursing Refresher Clinical

3 Credits (0:0:160 hours)

The primary focus will be client centred nursing care of the hospitalized adult. The nursing refresher student is preceptored in the clinical area by a Registered Nurse from the unit they are assigned to. Selected learning experiences in alternative settings may be included. Prerequisites: NURS 331, NURS 332, NURS 333 and NURS 334. Restriction: Must be a graduate RN.

NURS-337 Orientation to the Canadian Health Care System for Foreign Qualified Nurses

6 Credits (92:0:18 hours)

The course assists students to understand the Canadian and Alberta health care environment. In addition, students develop strategies to improve their professional and academic communication skills, and to prepare to write the Canadian Nurse Registration Examination. Students must be enrolled in the Nursing Refresher Program.

NURS-338 Orientation to the Role of the Registered Nurse for Foreign Qualified Nurses

6 Credits (90:0:12 hours)

This course assists foreign qualified nurses in the transition to the role of the registered nurse as outlined by the Alberta Association of Registered Nurses. The course assists students to understand the role of the nurse as they work through the nursing process. In addition, students develop strategies to improve their professional communication skills and prepare for the job search. Prerequisite: NURS 337. Note: Students must be enrolled in the Nursing Refresher program.

NURS-339 Nursing Refresher Program, Instructor Lead Clinical

3 Credits (0:0:160 hours)

The primary focus of this course will be client centred nursing care of the hospitalized adult. The nursing refresher student in the clinical area will be assigned to an instructor. Prerequisites: NURS 300 and NURS 301 or NURS 331, NURS 332, NURS 333, NURS 334, NURS 337 and NURS 338. Restriction: Must have completed the theory component of the Nursing Refresher program and eligible to write the CRNE exams.

NURS-340 Health Assessment

3 Credits (30:15:0 hours) Transfer*

This course is designed to provide registered nurses with knowledge and skills in health history taking and health assessment. The focus is on the physical examination of adults. Prerequisites: Registered nurse, registered psychiatric nurse or nursing undergraduate with permission.

*(UA, CU, UL, KUC, AU, CUC, AUC)

NURS-341 Nursing Research Processes

3 Credits (45:0:0 hours) Transfer*

This course provides an introduction to the fundamental concepts and methodologies of nursing research. The intent of the course is to enhance the student's knowledge and appreciation of the research process and the role research plays in nursing practice. Emphasis is placed on the critique of research reports and the application of research findings to nursing practice.

*(UA, AUC, UC, CU, UL, KUC, AU, CUC)

NURS-342 Management and Leadership in Nursing Practice

4 Credits (45:0:60 hours) Transfer*

This course is designed to provide knowledge and skills about the management of nursing systems in health care organizations. The concepts are presented in a manner which will benefit nurses who work in hospital settings as well as those who work in community health, or in other community settings. Emphasis is placed on the understanding of the critical responsibilities of the nurse manager and the development of leadership skills. A practicum component is designed to increase the student's knowledge about the activities, roles and responsibilities of nurse managers. Prerequisite: Must be a nurse, registered with their respective association, or an undergraduate nursing student with permission.

*(UA, CU, UL, KUC, AU, CUC, AUC)

NURS-354**Nursing Care of the Childbearing/Childrearing Family**

3 Credits (45:0:0 hours)

This course focuses on the knowledge, skills and attitudes required for evidenced-based care of the childbearing/childrearing woman and her family from conception through the first year of life. The emphasis is on nursing care of the family during preconception, pregnancy, labour and delivery, postpartum, as well as adjustment to the new family member during the first year. Prerequisites: Registered Psychiatric Nurse or program permission.

NURS-390**Nursing in Context C**

5 Credits (42:21:0 hours)

Transfer*

Within the context of primary health care, the focus is on restoration, rehabilitation and support of clients experiencing more acute variances in health. Discussion related to health promotion and disease prevention continues. Advanced health assessment and nursing skills are introduced. Prerequisites: Minimum grade of C- in all Year I and Year II courses.

*(UA)

NURS-391**Nursing Practice V**

7 Credits (21:0:196 hours)

Transfer*

Clinical nursing practice focuses on restoration, rehabilitation and support (including health promotion and disease prevention) of clients experiencing more acute variances in health across the life span. Practice occurs in primary, secondary and tertiary level acute care settings. Prerequisites: Minimum grade of C- in all courses in Years 1 and 2.

*(UA)

NURS-394**Nursing in Context C1**

5 Credits (42:21:0 hours)

Continuation of NURS 390 with increasing situational complexity. Prerequisites: NURS 390, NURS 391 or NURS 395.

NURS-395**Nursing Practice VI**

7 Credits (21:0:196 hours)

Nursing practice will focus on restoration, rehabilitation and support (including health promotion and disease prevention) of clients across the lifespan experiencing more acute variances in health. Practice will occur in homes or in community-based settings. Prerequisites: Minimum grade of C- in NURS 291, NURS 294 and NURS 295.

NURS-398**Transition to the Graduate Role**

3 Credits (24:12:0 hours)

This course focuses on the management of complex situations and issues of transition to the graduate role. Prerequisites: Minimum grade of C- in NURS 390 and NURS 391.

NURS-475**Life Decisions and Moral Dilemmas**

2 Credits (15:0:30 hours)

This course explores the ethical situations and moral dilemmas nurses encounter around life decisions facing older persons and persons at the end of life. The historical and philosophical influences of ethics, foundation principles and decision-making frameworks are discussed in the context of complex ethical, legal, and moral situations faced by nurses in every day practice, and more specifically within gerontological and palliative nursing. Central to the course are principles of ethical practice, relational ethics, professional standards, decision-making frameworks, and the role of professional advocacy in the context of the person, family, nursing, and the health care system. Prerequisite: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-476**Coordinating Care Delivery Resources**

2 Credits (30:0:0 hours)

Using case management models, students focus on the knowledge and skills nurses require for leadership within health care organizations. Students explore a variety of case management tools, including information systems, to enhance nursing practice and to facilitate successful outcomes for the patient/client. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-477**Advanced Therapeutic Relations**

3 Credits (45:0:0 hours)

This course examines various psychosocial factors that affect therapeutic relationships between nurses and families, inclusive of: cultural considerations, family dynamics and spirituality. Advanced therapeutic communication techniques and teaching skills for nurses are emphasized. Strategies to support and strengthen coping mechanisms of the person, formal and primary caregivers, are targeted. Key concepts surrounding grief and bereavement across the lifespan are addressed. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-478**Field Project: Post Basic Nursing Practice**

1 Credit (0:0:60 hours)

This course is a practicum and focused study, integrating and applying concepts throughout the program. Students develop, implement, and evaluate a specific program, focusing on either a gerontological or hospice palliative nursing situation. Students are responsible for the design of the program objectives and selection of the learning strategies under the supervision of faculty. Prerequisites: NURS 475, NURS 476, NURS 477, NURS 480, or NURS 483. Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-480**Conceptualizing Gerontology Conceptualizing Gerontological Nursing Practice**

2 Credits (30:0:0 hours)

This course examines concepts and ideas that describe the "growing old" experience in relation to the shift in the Canadian population and the associated nursing experience from the perspective of gerontology, the study of aging. The gerontological nurse's exploration of concepts and issues such as aging, health transitions, self actualization, and independence are necessary to respond to the unique needs of the older individual. Along with this expanded knowledge, a review of gerontological nursing standards and models of nursing practice allows the student to describe a personal framework of care delivery to older adults. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-481**Responding to the Older Adult's Health Status**

4 Credits (60:0:0 hours)

Health status changes in the older adult occur as a result of normal aging processes, individual environmental adaptation, and the presence of disease. This course examines methods of detecting and interpreting health status changes and developing an appropriate nursing response. In addition to reviewing common health conditions, the student uses exploration of presenting signs and symptoms as a strategy for health assessment. In doing so, the student reviews and incorporates knowledge of anatomy and physiology, the inter-relationship between aging body systems, disease processes and medication effects into a nursing response to the older person's health status. The student evaluates the resultant care strategies planned to optimize the individual's health status by applying personal experience, available research and the new knowledge learned in this course. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-482**Dementia Care in the Elderly**

4 Credits (60:0:0 hours)

Student focus on the characteristics and etiology of dementia. Risk factors and behavioural manifestations associated with dementia are explored. Current protective factors, drugs, and treatments used in care of persons with dementia are reviewed. Ethics, values, and end-of-life issues are discussed within the context of dementia care. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-483**Conceptualizing Hospice Palliative Care**

2 Credits (30:0:0 hours)

This course focuses on the holistic approach, foundational values, and models of care in the provision of end-of-life care. Professional standards of practice, providing a framework throughout the life-threatening illness continuum of care, are summarized. Issues pertaining to the palliative population are discussed. The impact of a terminal illness on quality of life for the person and family is addressed. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-484**Pain Assessment and Management**

4 Credits (60:0:0 hours)

This course examines the multidimensional, interdisciplinary approach to the assessment and management of pain. This course explores the impact of pain in malignant, nonmalignant, and chronic conditions. The use of pharmacological, non-pharmacological, and complementary therapies used in the management of pain are summarized. Issues associated with pain management are addressed. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

NURS-485**Palliative Symptoms and Complications**

4 Credits (60:0:0 hours)

This course delineates physical symptoms of concern in palliative care. Assessment, etiology, interpretation, and treatment of symptoms are examined. The implications and treatment of common complications and palliative emergencies are discussed. The physiological changes approaching death are explained. Prerequisites: Registered Nurse, Registered Psychiatric Nurse or permission of program.

OAAS-110**Administrative Office Procedures I**

3 Credits (30:30:0 hours)

In this course, students focus on professional skills needed for success in the business world. Topics include business etiquette, business ethics, stress management, distributing written documents (incoming and outgoing mail), and current issues in the workplace. Students develop skills in interpersonal communication, time management, and telephone communications.

OAAS-111**Office Technology I**

3 Credits (45:15:0 hours)

In this introduction to word processing, students attain an intermediate level of proficiency with Microsoft Word. Also, students use Windows operating system.

OAAS-120**Administrative Office Procedures II**

3 Credits (30:30:0 hours)

In this course, students focus on the preparation of business documents and the coordination of business activities. Topics include: information management, travel arrangements, conferences and meetings. Students research, prepare, and present an information-gathering report on a company in preparation for field placement. Prerequisite: Minimum grade of C- in OAAS 110.

OAAS-121**Office Technology II**

3 Credits (30:30:0 hours)

In this course, students attain an intermediate level of proficiency in Excel and Access from Microsoft's Office Suite. Students compare/contrast Microsoft Word and Corel WordPerfect. Prerequisite: Minimum grade of C- in OAAS 111.

OAAS-127**Presentations and Web Pages**

3 Credits (45:0:0 hours)

Students develop effective presentations and maintain Web pages using current specialized software. Prerequisite: Minimum grade of C- in OAAS 111.

OAAS-130**Administrative Office Procedures III**

3 Credits (30:30:0 hours)

In this course, students are introduced to the functions of selecting, hiring, training, and supervising of office personnel. In addition, students complete an office simulation project in a team environment. Students complete a 10-day field placement. Prerequisite: Minimum grade of C- in OAAS 120.

OAAS-131**Office Technology III**

3 Credits (30:30:0 hours)

In this course, students work at an advanced level with Word and at an intermediate to advanced level with other elements of MS Office Suite. Prerequisite: Minimum grade of C- in OAAS 121.

OADM-100 Introductory Keyboarding and Formatting

3 Credits (30:15:0 hours)

This course is a general introduction to keyboarding. Using the touch typing method, students are expected to attain a speed of 25 words per minute and demonstrate competency in inputting and formatting in correspondence and reports using Microsoft Word.

OADM-101 Keyboarding, Formatting and Presentations

3 Credits (30:15:0 hours)

This course is a general introduction to keyboarding. Using the touch-typing method, students are expected to attain a speed of 25 words per minute and demonstrate a basic competency in setting up and keyboarding correspondence and reports using Microsoft Word. In addition, students will learn the basics of PowerPoint.

OADM-102 Introductory Word Processing

3 Credits (45:0:0 hours)

Students prepare accurate reports, letters and other documents using WordPerfect. Students achieve an intermediate level of competence which includes the ability to manage electronic files, incorporate tables and columns in documents, and produce brochures.

OADM-103 Word Processing for Legal Assistants

3 Credits (30:45:0 hours)

In this introduction to word processing, students work with WordPerfect. They apply concepts learned to legal office documents. Students will receive an introduction to Windows Explorer.

OADM-112 Customer Communications and Service I

3 Credits (30:30:0 hours)

This course focuses on proper business writing techniques and revising and proofreading business documents. Students prepare e-mail, memorandums, correspondence, and informal reports. Students also gain skill in preparing and delivering business presentations.

OADM-113 Document Formatting I

3 Credits (30:30:0 hours)

In this course, students develop intermediate skills in the production of business documents using rough draft, edited copy, and machine dictation. Students attain a minimum speed of 40 wpm on a five-minute timing using a five-error cut-off.

OADM-122 Customer Communications and Service II

3 Credits (45:0:0 hours)

Students actively engage in job search techniques including the preparation of resumes, covering letters and a personal portfolio. In addition, they explore the concept of teamwork while preparing a research report with a customer service focus. Students continue to develop their oral and business writing skills. Prerequisite: Minimum grade of C- in OADM 112.

OADM-123 Document Formatting II

3 Credits (30:30:0 hours)

In this course, students develop advanced skills in the production of business documents using rough draft, edited copy and verbal instructions. Students analyze and design effective and professional forms. Students attain a minimum speed of 50 wpm on a five-minute timing using a five-error cut-off. Prerequisite: Minimum grade of C- in OADM 113.

OADM-124 Office Math Applications

1 Credit (15:15:0 hours)

Students apply basic mathematical concepts in business and personal applications, including petty cash, expense claims, reconciliation, purchasing, discounts and budgeting.

OALS-110 Legal Office Procedures I

3 Credits (30:30:0 hours)

This course reviews basic theory and procedures for working in a legal office. Topics covered include: confidentiality, telephone techniques, reception, voice mail, proofreading, records management and introductory law office accounting. Students work with basic legal documents and wills. In addition, students work through a basic probate process.

OALS-111 Word Processing

3 Credits (45:15:0 hours)

Students prepare accurate reports, letters, and other documents using WordPerfect. Students achieve an intermediate level of competence which includes the ability to manage desktop and electronic files, incorporate tables and columns in documents, and produce brochures. Students also use standard e-mail functions.

OALS-112 Customer Communications and Service

3 Credits (30:30:0 hours)

In preparation for success in the changing business world, this course focuses on customer service, basic business correspondence, meetings, and job search preparation. In addition, students prepare a professional portfolio.

OALS-115 Corporate Procedures in the Law Office

3 Credits (45:0:0 hours)

This course is an introduction to the fundamental elements of the law governing corporate procedures. This course focuses on tasks related to corporate procedures including preparation of Articles of Incorporation and various notices as well as the preparation of corporate resolutions and maintaining minute books.

OALS-120 Legal Office Procedures II

3 Credits (30:30:0 hours)

This course reviews the basic theory and procedures for working with court documents. Students explore the fundamentals of family law and litigation. In addition, students complete documents and correspondence related to family law and litigation. Prerequisite: Minimum grade of C- in OALS 110.

OALS-121 Integrated Office Applications

3 Credits (30:30:0 hours)

Students gain further proficiency with WordPerfect in preparing documents and using advanced merge functions. Students are introduced to Quattro Pro and Presentations software as well as Excel in Microsoft Office. Prerequisite: Minimum grade of C- in OALS 111.

OALS-123**Legal Research and Technology**

3 Credits (30:30:0 hours)

This course examines the fundamentals of legal research, including a study of primary and secondary research materials. Students work primarily with print sources. An overview of online and CD ROM resources is included. Students work to an advanced level with MS Word. Students attain a minimum keyboarding speed of 50 wpm on a five-minute timing using a five-error cut-off.

OALS-131**Legal Transcription and Technology**

3 Credits (30:45:0 hours)

Students transcribe legal correspondence and documents from dictation. Students are introduced to Quicklaw, Summation, Esilaw, Realti, PowerPoint, and Access. Student compile a precedent book of sample documents and correspondence used in a legal office. Students complete a ten-day field placement. Prerequisites: Minimum grade of C- in OADM 113 and OALS 120.

OALS-132**Conveyancing Procedures in the Law Office**

3 Credits (30:30:0 hours)

In this course, students learn basic theory and practical procedures of the law governing conveyancing. Students learn and apply the process to complete both a sale and a purchase of a residential property. Students are introduced to realti software.

OAMS-110**Medical Office Procedures I**

3 Credits (30:30:0 hours)

Students explore the changing role of the medical secretary with emphasis on communication, telephone techniques, and medical administrative procedures. Students discuss ethical and professional standards as well as the relevant acts and legislation. Students explore diversity in a medical environment.

OAMS-111**Office Technology and Skill Development I**

3 Credits (30:30:0 hours)

Students work with Windows, e-mail and attain an intermediate level of competency in Word. Students attain a minimum speed of 35 wpm on a five-minute timing using a five-error cut-off.

OAMS-112**Customer Communications and Service**

3 Credits (30:30:0 hours)

In preparation for success in the changing business world, this course focuses on customer service, basic business correspondence, meetings and job search preparation. Students prepare a professional portfolio.

OAMS-113**Medical Terminology**

3 Credits (45:0:0 hours)

Students analyze the language and terms used to refer to body systems and the related pathology and medical procedures. Emphasis is placed on spelling through word building. Students apply knowledge of medical terminology to read and understand medical reports.

OAMS-114**Pharmaceutical Terminology**

3 Credits (45:0:0 hours)

This course is an introduction to basic pharmaceutical terminology. Students focus on the pharmaceutical terminology related to their administrative duties as medical office assistants and unit clerks.

OAMS-120**Medical Office Procedures II**

3 Credits (30:30:0 hours)

This course focuses on appointment scheduling, medical billing, using specialized software, and records management. Building on skills developed in Medical Office Procedures I, students practice more advanced medical office procedures. Prerequisite: Minimum grade of C- in OAMS 110.

OAMS-121**Office Technology and Skill Development II**

3 Credits (30:30:0 hours)

Students work with Excel and Access and integrate software packages from the Microsoft Office Suite in specific applications. Students attain a minimum speed of 45 wpm on a five-minute timed writing using a five-error cut-off. Prerequisite: Minimum grade of C- in OAMS 111.

OAMS-123**Medical Terminology II**

3 Credits (45:0:0 hours)

This course provides students with further knowledge of medical terminology and the pathology and medical procedures related to each body system studied. Emphasis is placed on spelling through word building. Students also apply knowledge of medical terminology to read and understand medical reports. Prerequisite: Minimum grade of C- in OAMS 113.

OAMS-126**Medical Machine Transcription**

3 Credits (30:30:0 hours)

In this course, students develop the skills and knowledge necessary to accurately transcribe a variety of medical reports from audio tapes. Students incorporate their knowledge of medical and pharmaceutical terminology, medical abbreviations, and punctuation and grammar. Emphasis is placed on development of transcription speed and proofreading skills. Prerequisite: Minimum grade of C- in OAMS 113.

OAMS-127**Unit Clerk**

2 Credits (15:30:0 hours)

This course prepares students to work as Health Unit Coordinators in a hospital or medical office setting. Students learn to transcribe doctors' orders, coordinate tasks in the nursing unit and support the manager in various administrative tasks. Prerequisite: Minimum grade of C- in OAMS 113.

OAMS-128**Office Math Applications and Basic Bookkeeping**

2 Credits (15:30:0 hours)

Students apply basic mathematical concepts in business applications including petty cash, expense claims, reconciliation, purchasing, discounts, payroll and budgeting. In addition, students are introduced to types of businesses, sources of revenue and GST determination.

OAMS-130**Medical Office Procedures III**

3 Credits (30:30:0 hours)

This course focuses on practical experience for work in a variety of medical office environments. Students learn health and safety regulations, infection control precautions, and first-aid techniques necessary to work in a clinical environment. Students continue to increase proficiency in technology, keyboarding, and transcription skills. Prerequisites: Minimum grade of C- in OAMS 120, OAMS 123 and OAMS 126.

OAMS-134**Medical Major: Field Placement**

3 Credits (0:0:120 hours)

This course focuses on practical application of the skills required in the functional operation of a medical environment (such as a doctor's office, clinic, hospital, or government medical department) for a period of three weeks. Prerequisite: OAMS 130.

OCCH-300**Introduction to Occupational Health Nursing**

3 Credits (45:0:0 hours) Transfer*

This course introduces the student to the field of occupational health nursing by presenting basic concepts in occupational health and specifically, occupational health nursing. The history of occupational health is explored and the roles and functions of the multi-disciplinary occupational health team are described. Standards, competencies and roles required in this specialty of nursing are reviewed. As well, government legislation which influences occupational health is considered. Specific program areas such as assessing workers and the work environment, primary and emergency care, disaster planning, rehabilitation, counselling and health promotion are introduced.

*(OTHER)

OCCH-301**Occupational Environments**

4 Credits (60:0:0 hours) Transfer*

This course examines the relationship between workers and their working environment. The focus will be on minimizing workers to occupational exposures. Students learn basic principles of hazard assessment including identification, evaluation, and control of occupational stressors that affect the health of workers. Health hazards produced by physical, chemical, biological, and ergonomic stressors are addressed. As well, basic principles of accident prevention are discussed.

*(UA, AUC, CUC, UC, CU, AU, KUC, OTHER)

OCCH-302**Occupational Health Screening**

4 Credits (45:0:30 hours)

The focus of this course is occupational health examination. Students learn to perform and interpret results of screening tests such as audiometry, spirometry, vision screening, and venipuncture. In the venipuncture section, there is an optional practical component in which students practice venipuncture under supervision and demonstrate performance competencies. Students are responsible for finding a practicum in consultation with the instructor. Prerequisite: Must be a Registered Nurse.

OCCH-303**Field Visits in Occupational Health**

2 Credits (15:0:60 hours) Transfer*

This course provides the student with learning experiences in occupational health settings. Individual placements and virtual workplaces allow the student to apply theoretical concepts of occupational health. Combining theory with practice allows the student to apply the nursing process in planning a comprehensive occupational health program for a worker group. Prerequisites: OCCH 300, OCCH 301 and OCCH 302.

*(OTHER)

OCCH-304**Occupational Health Program Development**

3 Credits (45:0:0 hours)

This course provides the basis that will enable students to develop and manage occupational health services and programs. Specific information in the areas of assessing, planning, implementing and evaluating programs is reviewed. Planning an occupational health centre is covered along with developing policies and procedures. Business skills required by employers such as preparing business plans, strategic planning, budgeting, marketing and conducting a cost-benefit analysis are reviewed. The course is intended to be practical and directly applicable to the occupational health setting.

OCCH-305**Managed Rehabilitation**

3 Credits (45:0:0 hours)

This course provides the foundation needed to develop and manage comprehensive and effective managed rehabilitation programs. It reviews the basic principles required to plan, develop and evaluate programs that are aimed at controlling the economic and human costs of disabilities in the workplace. Roles and responsibilities of the managed rehabilitation team members are reviewed along with processes for job evaluation, worker assessment and vocational rehabilitation. Transitional work programs are presented. The course also includes discussions of injury prevention, education, worker accommodation, absenteeism control, and employee assistance programs. After completing the course, students will have the knowledge required to manage injuries and illnesses in the workplace that result in workers' compensation, short-term disability or long-term disability claims.

OCCH-306**Trends and Issues in Occupational Health**

3 Credits (45:0:0 hours)

This course provides the student with an opportunity to examine current trends and issues related to occupational health. Professional issues such as quality improvement and independent practice are discussed. In addition, a number of topics relevant to today's practice such as drug testing in the workplace are examined.

OCCH-307**Occupational Toxicology**

3 Credits (45:0:0 hours) Transfer*

This course presents the principles of toxicology related to the working environment. Substances such as pesticides, solvents, metals, gases, and particulates are discussed. The effects of these substances on reproductive systems and carcinogenesis are addressed. The student is introduced to the principles of epidemiology. *(UA, AUC, CUC, UC, CU, AU, KUC, OTHER)

OCCH-308**Health Surveillance in the Workplace**

3 Credits (45:0:0 hours) Transfer*

This course considers the legal and ethical responsibilities of the occupational health nurse in developing health surveillance programs for workers exposed to physical, chemical, biological and ergonomic hazards. As well, emphasis is placed on the development of skills in primary care, counselling, rehabilitation and emergency preparedness.

*(OTHER)

OCCH-309**Field Project in Occupational Health**

2 Credits (15:0:60 hours) Transfer*

This course provides students with an opportunity for considerable, concentrated nursing practice. Knowledge and skills in occupational health nursing will be applied and integrated. The integration of theory and practice emphasizes self-directed learning and prepares the student to provide a comprehensive occupational health service for clients. Prerequisites: OCCH 303, OCCH 304, OCCH 305, OCCH 307 and OCCH 308.

*(OTHER)

OOSC-200**School Age Care and Development**

3 Credits (45:0:0 hours)

This course focuses on understanding the role of the caregiver and the goals and philosophy of a school age care program for children ages six to twelve years of age. You will learn about the developmental characteristics of the school age child and will apply this knowledge to program planning in a group care setting. You will discover and explore recreational and educational resources in your community. An overview of present standards and professional qualifications is included. This course is a required course for the Early Childhood Development Diploma but is open to others who meet the prerequisites listed below. Prerequisites: ECD students using OOSC 200 to meet their diploma requirements must have completed all first year ECD courses, ENGL 111 and ECDV 201. All other students must have background knowledge and coursework in each of these three content areas: program planning, child development and human relations, and be working in a school age care setting.

OOSC-205**Quality Programming and Practices in Out of School Care**

3 Credits (45:0:0 hours)

In this course you will build on the link between the developmental needs of school-age children and program planning for this age group. You will have the opportunity to plan programs that are developmentally appropriate, and to create real play experiences with children who are six to twelve years old. The course includes further study and practice of communication strategies that are effective with children and adults. You will apply your developing communications skills to your work with children as you study appropriate child guidance strategies. You will consider the needs and interests of school age children, as well as their developing sense of self. Consideration will be given to conflict resolution and bullying. Prerequisite: OOSC 200.

ORGA-201**Introduction to Management**

3 Credits (45:0:0 hours) Transfer*

This course focuses on the nature and structure of work organizations and how people function in these environments. Topics will include leadership, organizational design and structure, communication, teams, motivation, conflict, change, unions and professional associations and strategy. Note: A student may receive credit for only one of MOHR 321, MGMT 122 or ORGA 201.

*(UA, UC, UL, AU, KUC)

PACT-101**Principles of Physical Activity**

3 Credits (15:0:30 hours) Transfer*

This course is an exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. The focus of the course is on the development of a conceptual understanding of movement, therefore, a wide range of activities and their contexts will be examined and experienced.

*(UA)

PACT-110**Aquatics**

1.50 Credits (15:30:0 hours) Transfer*

Development of proficiency in swimming and aquatic skills and to the examination of theoretical aspects of aquatics. Prerequisite: One of Red Cross Aquaquest Level 8 or RLSS Lifesaving II or YMCA Level 3. Red Cross Level Blue or the ability to swim front crawl and back crawl efficiently. Credit may not be taken for more than one of PACT 100 and PACT 110. Note: Students cannot obtain credit for both PACT 110 and PHSD 107.

*(UA, KUC, UC, UL)

PACT-111**Basketball**

1.50 Credits (15:30:0 hours) Transfer*

In this course, students will acquire theoretical knowledge and personal skill in basketball. Note: Students cannot obtain credit for both PACT 111 and PHSD 111.

*(UA, UC, AUC, CU, KUC, UL)

PACT-114**Introduction to Ice Hockey**

1.50 Credits (15:30:0 hours) Transfer*

This course is designed to provide students with the opportunity to acquire and/or improve upon the fundamental skills requisite to proficiency as an ice hockey player. Note: Students who have Note: Students cannot obtain credit for both PACT 114 and PHSD 114.

*(UA, UC, UL)

PACT-118**Soccer**

1.50 Credits (15:30:0 hours) Transfer*

In this course, students will acquire theoretical knowledge and personal skill in the basic soccer skills including: passing, trapping, tackling, heading, shooting, goalkeeping, small group and team attacking, and defensive strategies. Note: Students cannot obtain credit for both PACT 118 and PHSD 118.

*(UA, AUC, CU, KUC, UC, UL)

PACT-131**Badminton**

1.50 Credits (15:30:0 hours) Transfer*

Acquisition of theoretical knowledge and personal skill in basic badminton strokes and strategies. Students must supply their own racquets and shuttlecocks. Note: Students cannot obtain credit for both PACT 131 and PHSD 131.

*(UA, AUC, CU, KUC, UC, UL)

PACT-133**Squash**

1.50 Credits (15:30:0 hours) Transfer*

In this course, students will acquire theoretical knowledge and personal skill in basic squash strokes and strategies. Note: Students cannot obtain credit for both PACT 133 and PHSD 133.

*(UA, AUC, CU, KUC, UC, UL)

PACT-137**Volleyball**

1.50 Credits (15:30:0 hours) Transfer*

This course is designed to help students acquire theoretical knowledge and personal skill in the fundamental skills of volleyball. Students will be taught in individual and small group settings. Note: Students cannot obtain credit for both PACT 137 and PHSD 137.

*(UA, UC, AUC, CU, KUC, UL)

PACT-145**Golf**

1.50 Credits (15:30:0 hours) Transfer*

In this course, students will acquire theoretical knowledge and personal skill in driving, chipping, pitching, and putting. This course requires the payment of additional fees. Students must provide their own equipment. Note: Students cannot obtain credit for both PACT 145 and PHSD 145.

*(UA, UC, AUC, CU, KUC, UL)

PACT-154**Wrestling**

1.50 Credits (15:30:0 hours) Transfer*

This course is designed to offer students introductory skill and theoretical development fundamental to safe and enjoyable recreational and/or competitive involvement in the sport of Amateur Wrestling. About 75 per cent of class time and course assessment will focus on skill development and the remaining 25 per cent will reflect theoretical instruction and assessment. Note: Students cannot obtain credit for both PACT 154 and PHSD 154.

*(UA, UC, UL)

PACT-155**Social Dance**

1.50 Credits (0:45:0 hours) Transfer*

This is a dance activity course that involves the instruction of a number of ballroom dances including, but not restricted to, the foxtrot, waltz, tango, rumba, cha cha, and swing. Emphasis will be placed on the acquisition of the basic movement and style of each dance, as well as step variations and sequences.

*(UA, UC, UL)

PACT-180**Canoeing and Kayaking**

1.50 Credits (15:30:0 hours) Transfer*

Acquisition of theoretical knowledge and personal skill in strokes, maneuvers, and rescue. Prerequisite: Red Cross Aquaquest Level 8 or RLSS Lifesaving II or YMCA Level 3 or the ability to swim front crawl and back crawl efficiently. Note: Students cannot obtain credit for both PACT 180 and PHSD 180. Equipment is available from the Sport and Wellness Centre. This course requires some weekend commitments.

*(UA, UC, AUC, CU, KUC, UL)

PACT-181**Cross Country Skiing**

1.50 Credits (15:30:0 hours) Transfer*

In this course, students will acquire theoretical knowledge and personal skill in the basic Nordic ski skills including, classic, skating and hill maneuvers. course will include touring and citizen racing opportunities. Equipment is available from the college but participants are encouraged to provide their own. Note: Students cannot obtain credit for both PACT 181 and PHSD 181.

*(UA, UC, AUC, CU, KUC, UL)

PACT-198**Yoga for Beginners**

1.50 Credits (15:30:0 hours) Transfer*

This course is designed to introduce students to fundamental postures while developing a basic appreciation of yoga theory as it pertains to health and wellness. Students will be introduced to several different yoga forms with an emphasis on Hatha and Asthanga (power) yoga. Approximately 70 per cent of class time and course assessment will focus on practical skill development, while the remaining 30 per cent will encompass the physiological and psychological benefits of yoga as they relate to health and wellness.

*(UA, UL)

PACT-199**Introduction to Strength Training**

1.50 Credits (15:30:0 hours) Transfer*

An introduction to the theory and practical basis of resistance training. The focus of the course will be on the practical application of accepted physiological principles to program development for general conditioning and sport specific enhancement. Emphasis is placed on lifting techniques, program design, nutrition, training myths, weight training apparatus and physiological adaptations to strength training. Other topics include power lifting, special populations and advanced conditioning methodology.

*(UC, UL, UA)

PEDS-100**Structural Anatomy**

3 Credits (45:26:0 hours) Transfer*

Students will be introduced to the study of human anatomy. Students will learn structural and functional components of selected systems of the human body. Restriction: Physical Education students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PEDS-101**Introduction to Human Physiology**

3 Credits (45:4:0 hours) Transfer*

This course provides an introduction to human physiology from the cellular to systemic level with special emphasis on systems that adapt to exercise stress. Note: For BPE students only.

*(UA)

PEDS-103**Introduction to Integrative Human Physiology**

3 Credits (45:4:0 hours) Transfer*

This course focuses on the regulation, control and integration of cellular functions in the human body with special emphasis on systems that respond to exercise stress. Prerequisite: Minimum grade of C- in PEDS 101.

*(UA, UL)

PEDS-200**Physiology of Exercise**

3 Credits (45:22:0 hours) Transfer*

An introduction to physiological adaptations to stress of exercise and training. Prerequisite: Minimum grade of C- in PEDS 102 or equivalent.

*(UA, UC)

PEDS-201**Applied Ethics in Physical Education and Sport**

3 Credits (30:0:15 hours) Transfer*

A philosophical examination of ethical questions in the professional practice of physical education and sport.

*(UA, UC, UL)

PEDS-203**Skill Acquisition and Performance**

3 Credits (45:0:0 hours) Transfer*

The course presents a psychological approach to understanding human motor behaviour. The course will examine the processes involved in learning motor skills and controlling movement and the factors that influence acquisition and performance.

*(UA, UC, UL)

PEDS-205**Introduction to Outdoor Environmental Education**

3 Credits (15:45:0 hours) Transfer*

A conceptual and experiential introduction to outdoor environmental education and leadership. In addition to weekly lecture and lab components, the course includes weekend commitments.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PEDS-206**Qualitative Biomechanics**

3 Credits (45:12:0 hours) Transfer*

This course provides students with the required background knowledge and method to perform qualitative biochemical analyses of human movement. Such analyses will include the application of appropriate mechanical principles and the identification of relationships between these principles.

Prerequisite: Minimum grade of C- in PACT 101 or PEDS 294.

*(UA, UC, UL)

PEDS-240**Introduction to Sports Injuries**

3 Credits (45:24:0 hours) Transfer*

Analysis of practical and theoretical concepts of sports injury. Includes an overview of sports medicine, care and prevention of injuries and safety in athletics and physical education.

Prerequisite: Minimum grade of C- in PEDS 100.

*(UA, UC, UL)

PEDS-246**Coaching Practicum I**

3 Credits (100:0:0 hours)

The purpose of the practicum is to provide the student with a practical coaching experience under the guidance of a head coach. It is intended to introduce the student to the demands of the profession of coaching. Students will be required to coach for a complete season as an Assistant Coach in a program approved by the student's Coaching Mentor. Note: At least 100 hours of outside-classroom time is required.

PEDS-293**Introduction to the Movement Activities of Children**

3 Credits (0:0:45 hours) Transfer*

This course is a study of developmentally appropriate movement activities for children. Students will participate and work with children in a variety of physical activities in recreational, educational and sport environments. Note: This course is not open to students who have received credit for PEDS 292 or equivalent.

*(UA, UC, UL, AU)

PEDS-294**A Conceptual Approach to Physical Activity**

3 Credits (30:0:15 hours) Transfer*

This course is an exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. The focus of the course is on the development of a conceptual understanding of movement therefore, a wide range of activities and their contexts will be examined and experienced.

*(UA)

PEDS-391**Scientific Basis of Human Movement**

3 Credits (45:0:0 hours) Transfer*

This is a lecture course with an emphasis on introductory knowledge and practical implications of the structural and functional characteristics and capabilities of the human body with respect to movement. Prerequisite: Biology 30.

*(UC, UA)

PERL-104**Introduction to Sociocultural Aspects of Leisure and Sport**

3 Credits (45:0:0 hours) Transfer*

The study of play, physical education, recreation, sport and leisure as institutionalized ways in which society organizes and teaches attitudes and skills. Provides an introduction to the importance of sociocultural inquiry and the notion of being critical as an empowering process. Restricted to Physical Education students.

*(UA, UC, UL)

PERL-105**Introduction to the Administration of Sport and Physical Education Programs**

3 Credits (45:13:0 hours) Transfer*

This course provides students with the basic skills required to successfully administer a sport and/or recreation program. Note: This course is not open to students with credit in PEDS 105. Restricted to Physical Education students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PERL-204**Leisure and Sport in Canadian Society: Historical Perspective**

3 Credits (45:0:0 hours) Transfer*

An examination of the significant changes which have occurred in leisure and sport, specifically over the last century and with particular reference to Canadian society. Prerequisite: Minimum grade of C- in PERL 104 or consent of the Department. Restricted to Physical Education students.

*(UA, UC, UL)

PERL-207**Physical Activity and Leisure for Special Populations**

3 Credits (45:18:0 hours) Transfer*

Students are introduced to theory and practice in physical education and recreation for people with disabling conditions or special needs. Students study selected disabilities and the implications of these disabilities for participation in sport, physical activity and leisure. Students also learn about local activities and leisure resources, programs and services available to serve persons with disabilities or special needs. Restricted to Physical Education students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PESS-195**The Spectrum of Dance in Society**

3 Credits (30:30:0 hours) Transfer*

This course explores the theory and practice of dance as a human physical activity. Focus will be on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The study will include movement content, techniques, improvisation, composition and performance in a variety of dance forms including modern/creative, social, jazz and folk dance. Restricted to Physical Education students.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PGCT-331**Setting Up a Golf Operation and CPGA By-Laws**

2 Credits (30:0:0 hours)

This course focuses on developing a business plan, the first step in establishing a successful golf operation. Management considerations such as budgeting and accounting, legal concerns, banking, overhead, establishing a power car fleet and contractual arrangements are addressed. This course also reviews the rules, regulations and by-laws of the Canadian Professional Golfers' Association (CPGA).

PGCT-341**Golf Course Design**

3 Credits (45:0:0 hours)

This course examines principles of golf course design, architecture and construction. Various golf courses are featured to illustrate these principles. Special requirements for courses in northern climates are also covered.

PGCT-351**Golf Equipment Repair**

1 Credit (15:0:0 hours)

This course provides practical experience in most common golf club repair techniques. Students conduct actual repairs under the supervision of the instructor.

PGCT-352**Club Fitting**

1 Credit (15:0:0 hours)

This course explores the theory of golf club fitting and how the components of a golf club relate to one another, the flight of the golf ball and to the physical characteristics of the person swinging it. Also included is practical experience conducting golf club fitting under the supervision of the instructor.

PGCT-353**First Aid**

1 Credit (15:0:0 hours)

This course provides students with the basic skills and knowledge to deal with injuries and emergency situations and to be able to develop an emergency action plan for their facility. Upon completion of the course, students will be certified in Basic First Aid, CPR and use of an automated external defibrillator (AED).

PGCT-361**Player Development**

3 Credits (45:0:0 hours)

The aim of this course is to provide each student with the experience of taking and observing golf lessons. The students will develop skills to improve their golf swing technique, short game, pre-shot routine and course management strategy.

PGCT-362**Sports Psychology**

2 Credits (30:0:0 hours)

This course explores the psychological dimensions of high performance sport. The students gain an understanding of the theoretical and practical problems facing high performance athletes in high stress situations. The types of advice and counselling now given to players on the various professional tours is examined. The course also provides the students with techniques for themselves and their students to use to prepare for casual and competitive golf. It provides the students with some life skills to assist them when setting and achieving their goals. This includes academic achievement, success in business and personal game improvement.

PGCT-363**Instructional Skills Seminar**

2 Credits (30:0:0 hours)

Using the instructional skills workshop model, students learn methodology to help them plan, develop and deliver effective presentations. The course is based primarily upon experiential learning. Students prepare and deliver presentations and observe and evaluate presentations delivered by the other students in the class.

PGCT-365**Coaching**

1 Credit (15:0:0 hours)

This course teaches the important principles of coaching such as planning, sport safety, skill analysis and growth and development. It helps coaches understand why athletes participate in sports, prepares them to teach skills and design safe, enjoyable and challenging practice plans.

PGCT-371**Professional Golf Practicum**

2 Credits (0:0:800 hours)

Practicum is an integral part of the program that balances on-the-job training and experience with completed coursework. Reporting to a senior manager, this practicum involves working full time as a paid staff member in a golf operation. Restricted to Professional Golf Management students.

PGMT-111**Golf As a Profession**

1 Credit (15:0:0 hours)

This course provides an opportunity for people who wish to pursue golf industry-related careers as a profession to examine their personal suitability as well as career development strategies. Various aspects of the golf industry, including the history of golf and an introduction to the Canadian Professional Golfers' Association (CPGA), are also examined in this course.

PGMT-121**Rules of Golf**

2 Credits (30:0:0 hours)

This course involves a comprehensive examination of the rules of golf as presented in the Royal Canadian Golf Association Rule Book. Use of the RCGA Decisions Book, as well as the handicapping and course rating system, will be covered.

PGMT-151**Backshop and Practice Facility Operations**

1 Credit (15:0:0 hours)

Backshop operations are covered in part one of this course, including management of the backshop (staffing, training, supervising and budgeting), equipment storage, maintenance, repair and cleaning. Loading and unloading procedures, safe operation and cleaning of golf cars are reviewed. The practice centre, an integral part of a golf facility and as a stand alone business, is examined in part two of this course. A comprehensive examination of practice facility operations, including management consideration, design features and equipment are covered.

PGMT-171**Professional Golf Management Practicum I**

2 Credits (0:0:800 hours)

Practicum is an integral part of the program that balances on-the-job training and experience with completed coursework. Reporting to a senior manager, this practicum involves working full time as a paid staff member in a golf operation. Restricted to Professional Golf Management major students.

PGMT-211**History and Current Practice of Golf**

2 Credits (30:0:0 hours)

This course is designed to develop the student's research, analytic and presentation skills. The course content includes the history and development of the game of golf, the business of golf and the significant players and instructors who have shaped the game.

PGMT-251**Booking Systems, Programs and Leagues**

1 Credit (15:0:0 hours)

Part one of this course examines the role and implementation of various booking systems as a means of managing the inventory of tee times within a golf operation. The role of the starter and the course marshal are also covered. Part two of this course examines how to establish and implement special programs, leagues and events.

PGMT-252**Tournament Organization**

1 Credit (15:0:0 hours)

This course examines the effective design and management of golf tournaments. The skill set acquired in this course is transferable to the design and management of major events in other sports and the hospitality industry.

PGMT-253**Golf Equipment and Golf Car Fleet Management**

2 Credits (30:0:0 hours)

This course provides an overview of golf equipment, both hard and soft goods, with an emphasis on how to purchase inventory for the golf shop. Enhancing customer satisfaction and achieving profitability are addressed. This course also provides a comprehensive examination of how to manage a golf car fleet. Topics include building an inventory, golf car maintenance and repair, as well as management considerations for achieving cost-effectiveness and customer satisfaction.

PGMT-271**Professional Golf Management Practicum II**

2 Credits (0:0:800 hours)

Practicum is an integral part of the program that balances on-the-job training and experience with completed coursework. Reporting to a senior manager, this practicum involves working full time as a paid staff member in a golf operation. Prerequisite: PGMT 171 or equivalent.

PHIL-101**Values and Society**

3 Credits (45:0:0 hours) Transfer*

An introduction to philosophy through study and critical discussion of selected philosophical classics and contemporary works. Topics may include: relativism, the nature of justice, individual rights, the nature of obligation, utilitarianism and social contract theory. Contemporary issues such as the morality of euthanasia and abortion may also be discussed. Note: Not open to students with credit in PHIL 130, PHIL 140 or PHIL 160. *(UA, CU, UC, KUC, UL)

PHIL-102**Knowledge and Reality**

3 Credits (45:0:0 hours) Transfer*

An introduction to philosophy through study and critical discussion of selected philosophical classics and contemporary works. Topics may include: appearance and reality, minds and bodies, personal identity, death and immortality, free will, the nature of God, perception, causation, space and time. Note: Not open to students with credit in PHIL 130 or PHIL 140. *(UA, CU, UC, KUC, UL)

PHIL-125**Analytical Reasoning**

3 Credits (45:0:0 hours) Transfer*

In this course, students use elementary methods and principles for analyzing reasoning as it occurs in everyday contexts. Topics may include informal fallacies, introduction to scientific method, elementary statistical reasoning, elementary sentential logic, as well as the study of argument in contemporary debates about issues of social concern.

*(UC, AU, UA, UL)

PHIL-160**Contemporary Moral Issues**

3 Credits (45:0:0 hours) Transfer*

An introduction to the elementary principles and methods of moral reasoning. The course surveys the basic issues in normative ethics and meta-ethics. Emphasis will be given to current moral problems in the following areas: abortion, capital punishment, euthanasia, gender equality, sexual morality, censorship and pornography and environmental ethics. Note: Students cannot obtain credit in both PHIL 160 and PHIL 101.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

PHIL-200**Metaphysics**

3 Credits (45:0:0 hours) Transfer*

An introduction to basic theories of the nature and structure of reality. Topics will include appearance and reality, the mind-body problem, metaphysical idealism and realism, freedom and determinism, time and space, naturalism and supernaturalism, universals and particulars.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

PHIL-205**Philosophy of Mind**

3 Credits (45:0:0 hours) Transfer*

This course will examine basic questions concerning the mind and our attempts to study it scientifically. Several philosophical problems concerning the nature and status of mind such as the mind-body problem, personal identity, and artificial intelligence will be studied.

*(UA)

PHIL-210**Symbolic Logic**

3 Credits (45:0:0 hours) Transfer*

An introduction to modern symbolic logic, including the basic concepts of justification, argument, deduction, validity and soundness, translation of ordinary language into symbolic form, using sentential and predicate designators, carrying out truth functional analyses for validity and invalidity, using rules of inference and equivalence to prove validity of arguments, using methods of conditional and indirect proof in sentential and quantified forms. Note: Students cannot receive credit in both PHIL 210 and PHIL 120.

*(UA, AU, CU, UC, AUC, KUC, UL)

PHIL-215**Epistemology**

3 Credits (45:0:0 hours) Transfer*

This course is a study of such central topics in the theory of knowledge as truth and rationality, scepticism and the limits of knowledge, relativism and the objectivity of knowledge, the role of perception, memory and reason as sources of knowledge.

*(CUC, KUC, UA, AU, CU, UC, UL)

PHIL-230**Greek Philosophy to Plato**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the thought of the ancient Greek world from its beginnings with the Pre-Socratics up to and including Plato.

*(UA, KUC, UC, UL)

PHIL-240**Descartes to Kant**

3 Credits (45:0:0 hours)

This course provides an examination of the history of modern philosophy through a close reading of some of the major rationalist, empiricist, and transcendental idealist contributors of the period: Descartes, Leibniz, Locke, Berkeley, Hume and Kant.

PHIL-242**Aristotle and Hellenistic Philosophy**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the thought of the ancient Greek world from Aristotle into the Hellenistic period.

*(UA, KUC, UC, UL)

PHIL-250**Ethics**

3 Credits (45:0:0 hours) Transfer*

A survey of the theories and problems in the areas of normative ethics and meta-ethics. The emphasis will be on teleological and deontological frameworks, cognitivism and non-cognitivism, moral obligation, egoism and altruism, moral responsibility, morality and law, and morality and religion.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

PHIL-265**Philosophy of Science**

3 Credits (45:0:0 hours) Transfer*

This course will introduce central issues in contemporary philosophy of science. Topics may include theory evaluation, paradigm shifts and theory change, laws of nature, causation and explanation, the rationality of science and its social and historical setting.

*(UC, AU, UA, UL)

PHIL-270**Social and Political Philosophy**

3 Credits (45:0:0 hours) Transfer*

This course is an examination of issues in social and political philosophy, with attention to liberalism and communitarianism, sovereignty, feminism, entitlement and global justice.

*(UL, UC)

PHIL-280**Aesthetics**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the theories of art, aesthetic experience, aesthetic judgement, and the role of art in society.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

PHIL-291**Existentialism**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the background and main themes of existentialist philosophy. Consideration will be given to philosophical and literary ideas stemming from Kierkegaard, Nietzsche, Sartre, Heidegger and others in the areas of religion, theatre, literature, psychology and education.

*(UA, UL, AUC, KUC, UC, AU, CU, CUC)

PHIL-301**Comparative Philosophy**

3 Credits (45:0:0 hours) Transfer*

This course examines issues from the areas of metaphysics, epistemology, ethics and social and political philosophy through a study of texts and thinkers in classical and modern Western traditions and classical and modern non-Western, particularly Asian, traditions.
*(UC)

PHIL-325**Risk, Choice and Rationality**

3 Credits (45:0:0 hours) Transfer*

A study of the formal theory of rationality, including probability and induction and elementary decision theory, with attention to the paradoxes of choice.
*(UC, UA, UL)

PHIL-331**Philosophy of Love and Sex**

3 Credits (45:0:0 hours)

This course is an examination of representative philosophical issues and arguments pertaining to human sexuality and love. Topics may include; the five forms of love, forms of erotic attachment, traditional and non-traditional marriage, prostitution, pornography, homosexuality, promiscuity, perversions and sexual harassment.

PHIL-332**Feminist Issues in Political and Social Philosophy**

3 Credits (45:0:0 hours)

This course is an examination of feminist issues in political and social philosophy with attention to comparison and evaluation of various schools of current feminist thought such as liberal feminism, radical feminism, Marxist feminism and socialist feminism.

PHIL-355**Philosophy of the Environment**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the central issues in the philosophy of the environment. Topics include: foundational ethical theories, animal rights, anthropocentrism and biocentrism, deep ecology and social ecology, ecofeminism, conservationism, preservationism, sustainability, carrying capacity and population pressures, the commons and property, the constitution of species, and varieties of activism.
*(UA)

PHIL-357**Philosophy of Religion**

3 Credits (45:0:0 hours) Transfer*

An examination of several philosophical problems connected to religious belief, including religious language, arguments for the existence of God, arguments for atheism, the problem of evil and suffering, faith and reason, miracles, arguments for immortality.
*(UA, UC, UL)

PHIL-386**Philosophy and Health Care**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the central issues in biomedical ethics, including abortion, euthanasia, autonomy and paternalism, research and therapy and reproductive technology. Foundational ethical theories and moral principles are also examined.
*(UC, UA, UL)

PHIL-401**Senior Thesis**

3 Credits (0:0:45 hours)

In this seminar course, students will make seminar presentations and write a major essay on a specific topic of their choice. This course is open only to Philosophy majors. Prerequisites: Successful completion of 30 credits of senior philosophy.

PHIL-402**Topics in the History of Philosophy**

3 Credits (45:0:0 hours)

In this course, students examine a major figure or historical period in the history of philosophy. Prerequisites: Successful completion of 6 credits of senior philosophy.

PHIL-403**Topics in Ethics or Social/Political Philosophy**

3 Credits (45:0:0 hours)

In this course, students will either examine a major philosophical figure in ethics or social/political philosophy or examine major ethical, normative, meta-ethical, applied ethical or social/political positions in philosophy. Prerequisites: Successful completion of 6 credits of senior philosophy.

PHIL-444**Kant**

3 Credits (45:0:0 hours)

This course is an examination of Kant's theoretical philosophy, with close attention to interpretations of Kant's transcendental idealism of the early critical period. Prerequisites: Minimum 6 credits in Philosophy at the 200- or 300- level.

PHSD-103**Physical Fitness**

3 Credits (45:0:0 hours)

An experiential and lecture program to provide participants with a working understanding of physical fitness, the basic concepts, programs for development and measurement. The interrelationship of food, nutrition, weight and activity will be studied, researched and evaluated on a personal basis.

PHSD-106**Aquatics for Non-Swimmers**

3 Credits (15:30:0 hours)

PHSD 106 is an experiential program designed to assist non-swimmer participants to develop basic aquatic skills. Participants can expect to learn the underlying principles of aquatic activities, basic strokes (swimming skills) and safe basic rescue procedures. An introduction to aquatic fitness programs may be included.

PHSD-107**Aquatics for Swimmers**

3 Credits (15:30:0 hours)

PHSD 107 is an experiential program designed to assist participants with basic swimming skills to further develop their strokes and stroke repertoire. Participants can expect to learn the underlying principles of aquatic activities, strokes (swimming skills) and safe rescue procedures. An extensive review of aquatic team sports and aquatic fitness programs will be included. Prerequisite: Basic mechanics of the front crawl, elementary backstroke and an ability to tread water. Note: Students cannot obtain credit for both PHSD 107 and PACT 110.

PHSD-111**Basketball**

3 Credits (15:30:0 hours)

In this course students will acquire theoretical knowledge and personal skill in individual and team activities in basketball. Note: Students cannot obtain credit for both PHSD 111 and PACT 111.

PHSD-114**Introduction to Ice Hockey**

3 Credits (15:30:0 hours)

This course is designed to provide students with the opportunity to acquire and/or improve upon the fundamental skills requisite to proficiency as an ice hockey player. Note: Students cannot obtain credit for both PHSD 114 and PACT 114.

PHSD-118**Soccer**

3 Credits (15:30:0 hours)

In this course, students will acquire theoretical knowledge and personal skills in the basic soccer skills, including: passing, trapping, tackling, heading, shooting, goalkeeping, small group and team attacking, and defensive strategies. Note: Students cannot obtain credit for both PHSD 118 and PACT 118.

PHSD-131**Badminton**

3 Credits (15:30:0 hours)

Acquisition of theoretical knowledge and personal skill in basic badminton strokes and strategies. Note: Student must supply their own racquets and shuttlecocks. Note: Students cannot obtain credit for both PHSD 131 and PACT 131.

PHSD-133**Squash**

3 Credits (15:30:0 hours)

In this course, students will acquire theoretical knowledge and personal skill in basic squash strokes and strategies. Note: Students cannot obtain credit for both PHSD 133 and PACT 133.

PHSD-137**Volleyball**

3 Credits (15:30:0 hours)

This course is designed to help students acquire theoretical knowledge and personal skill in the fundamental skills of volleyball. Students will be taught in individual and small group settings. Note: Students cannot obtain credit for both PHSD 137 and PACT 137.

PHSD-145**Golf**

3 Credits (15:30:0 hours)

In this course, students will acquire theoretical knowledge and personal skill in driving, chipping, pitching, and putting. This course requires the payment of additional fees. Students must provide their own equipment. Note: Students cannot obtain credit for both PHSD 145 and PACT 145.

PHSD-154**Wrestling**

3 Credits (15:30:0 hours)

This course is designed to offer students introductory skill and theoretical development fundamental to safe and enjoyable recreational and/or competitive involvement in the sport of amateur wrestling. About 75 per cent of class time and course assessment will focus on skill development and the remaining 25 per cent will reflect theoretical instruction and assessment. Note: Students cannot obtain credit for both PHSD 154 and PACT 154.

PHSD-180**Canoeing and Kayaking**

3 Credits (15:30:0 hours)

Acquisition of theoretical knowledge and personal skill in strokes, maneuvers, and rescue. Prerequisite: Red Cross Aquaquest Level 8 or RLSS Lifesaving II or YMCA Level 3 or the ability to swim front crawl and back crawl efficiently. Note: Students cannot obtain credit for both PHSD 180 and PACT 180. Equipment is available from the Sport and Wellness Centre. This course requires some weekend commitments.

PHSD-181**Cross Country Skiing**

3 Credits (15:30:0 hours)

In this course, students will acquire theoretical knowledge and personal skill in the basic Nordic ski skills including classic, skating and hill manoeuvres. The course will include touring and citizen racing opportunities. Equipment is available from the college but participants are encouraged to provide their own. Note: Students cannot obtain credit for both PHSD 181 and PACT 181.

PHSD-198**Yoga for Beginners**

3 Credits (15:30:0 hours)

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. Students will be introduced to several different yoga forms with an emphasis on Hatha and Asthanga (power) yoga. Approximately 70 per cent of class time and course assessment will focus on practical skill development, while the remaining 30 per cent will encompass the physiological and psychological benefits of yoga as they relate to health and wellness.

PHSD-301**Scientific Analysis of the Golf Swing**

3 Credits (36:9:0 hours)

This course is designed to provide the student with both theoretical and practical knowledge related to the golf swing. The course will focus on the anatomical and physiological concepts associated with the golf swing plus the biomechanical principles necessary to move the golf ball towards its target. A review and analysis of the scientific literature associated with this motor skill will be the concluding activity of the course.

PHSL-162**Elementary Physiology**

6 Credits (90:0:0 hours) Transfer*

This course is designed to provide students with a comprehensive understanding of how the normal human body and its component parts function. Central to the course is the concept of homeostasis and the study for mechanisms of regulation which enable the body to function as an integrated whole. Prerequisite: Biology 30 or consent of the Science Department. Note: This course is not intended for most students in University Studies Science Programs – please refer to the calendar of specific degree granting institution for transferability of credit.

*(UC, AU, AUC, CU, KUC, UL)

PHYS-0020**Physics 20**

5 Credits (90:0:0 hours)

Physics 20 is equivalent to Alberta Learning's Physics 20. The course deals with major concepts of kinematics and dynamics, circular motion, universal gravitation, waves and light. Prerequisite: Science 10, Math 10 or equivalent.

PHYS-0030**Physics 30**

5 Credits (90:0:0 hours)

The material covered in this course is equivalent to Alberta Learning's Physics 30. Topics include conservation laws, electric and magnetic forces and fields, the nature of the atom and wave-particle duality in nature. Prerequisite: Physics 20 or equivalent.

PHYS-108**Introduction to University Physics I**

3 Credits (45:36:22.5 hours) Transfer*

This is a non-calculus course in Physics for students without Physics 30. It includes the study of vectors, forces in equilibrium, linear and rotational momentum, dynamics of particles, and simple harmonic motion. These topics are accompanied by related laboratory work. During the course the student will develop a conceptual understanding of physical principles of classical mechanics, develop reasoning, and problem solving abilities, and relate physical principles to real-world applications. Prerequisite: Pure Math 30. Note: This course is intended to be taken in sequence with PHYS 109. Not available to students with Physics 30. Credit may be obtained for only one of PHYS 108, PHYS 124, PHYS 144. *(UA, CU, KUC, UL, UC, AUC, OTHER)

PHYS-109**Introduction to University Physics II**

3 Credits (45:36:22.5 hours) Transfer*

This is a non-calculus course in Physics for students without Physics 30 to be taken subsequent to Physics 108. Topics covered include the study of simple harmonic motion, waves, sound, fluids, geometric optics, physical optics, heat, and thermodynamics. These topics are accompanied by related laboratory work. During the course the student will develop a conceptual understanding of physical principles and develop reasoning and problem solving abilities in the above areas. Prerequisite: Minimum grade of C- in PHYS 108. Note: Credit may be obtained for only one of PHYS 109, PHYS 126, PHYS 130, AND PHYS 146. *(UA, CU, KUC, UL, UC, AUC, OTHER)

PHYS-124**Particles and Waves**

3 Credits (45:36:0 hours) Transfer*

This course is an algebra based course for students in life and medical sciences. It guides the student through two distinct types of motion; motion of matter (particles) and wave motion. Topics that are covered include vectors, forces, bodies in equilibrium, elasticity and fracture, review of kinematics, and base dynamics. Conservation of momentum and energy, circular motion, vibrations, waves in matter, wave optics, and sound are also covered. In addition, black body radiation, photons, de Broglie waves, and models of the atom are also presented. Examples relevant in biology and medicine will be emphasized. Prerequisites: Physics 20 or equivalent, Pure Math 30. Physics 30 strongly recommended. Note: Credit may be obtained for only one of PHYS 108, PHYS 124, PHYS 144. *(UA, UL)

PHYS-126**Fluids, Fields, and Radiation**

3 Credits (45:36:0 hours) Transfer*

The course is a continuation of PHYS 124 for students in life and medical sciences. The topics that are covered include fluid statics and dynamics, gases, and kinetic interpretation. Electrostatics, current and circuits, magnetic fields, and electromagnetic induction are also explored. Nuclear radiation, its interaction with matter and applications, is also presented. Prerequisite: Minimum grade of C- in PHYS 124. Note: Credit may be obtained for only one of PHYS 126 and PHYS 146. *(UA, UL)

PHYS-130**Wave, Motion, Optics and Sound**

3.80 Credits (45:18:0 hours) Transfer*

This course provides an introduction to geometrical optics, optical instruments, oscillations, waves, sound, interference, diffraction. Prerequisites: Pure Math 30, Math 31 and Physics 30. Corequisite: MATH 100 or equivalent. Restricted to Engineering Program students. *(UA, UC, CU, UL, AUC, KUC)

PHYS-144**Newtonian Mechanics and Relativity**

3 Credits (45:36:0 hours) Transfer*

This course is a calculus based course for students majoring in the physical sciences. Topics will include Newtonian mechanics, kinematics, dynamics, conservation of momentum and energy, rotational motion and angular momentum. The course will also provide an introduction to special relativistic kinematics and dynamics, including length contraction, time dilation, and the conservation of energy and momentum in special relativity. Prerequisites: Pure Math 30, Math 31 and Physics 30. Corequisite: MATH 113 or 114 or equivalent. Note: Credit may be obtained for only one of PHYS 108, PHYS 124, PHYS 144. *(UA, UL).

PHYS-146**Fluids and Waves**

3 Credits (45:36:0 hours) Transfer*

This course is a calculus based course for students majoring in the physical sciences. Topics include fluid statics and dynamics, elasticity and simple harmonic motion, sound waves, and wave properties of light. Quantum waves and wave-particle duality will also be explored. Prerequisite: Minimum grade of C- in PHYS 124 or PHYS 144. Corequisite: MATH 115 or equivalent. Note: Credit may be obtained for only one of PHYS 126 and 146. *(UA, UL)

PHYS-200**Relativistic Aspects of Modern Physics**

3 Credits (45:0:0 hours) Transfer*

Topics that are included in this course are the limitations of classical physics, Einstein's special theory, length contraction, time dilation, twin paradox, equivalence of mass and energy, relativistic mass and momentum. The General Theory of Relativity including deflection of light, black holes, models of the universe and curvature of space is also presented. Prerequisite: First year physics course(s) (two terms). Prerequisite or Corequisite: MATH 113 or MATH 114. Note: This course is not available for credit towards Honours or Specialization Physics and Mathematical Physics degree programs. *(UA, CU, UL, AUC)

PHYS-212**Revolutions in Physics: The Structure of the Universe**

3 Credits (45:0:0 hours) Transfer*

This is a physics course for students who do not intend to specialize in a physical science. The course emphasizes man's role in creating physics rather than systematic formulization and problem solving, which is often found in physics courses. The course traces the development of our understanding of the physical universe from ancient to modern times, up to Einstein's Theory of Relativity. Prerequisite: Minimum grade of C- in PHYS 126 or PHYS 109.

*(UC, UA)

PHYS-281**Electricity and Magnetism**

3 Credits (45:0:0 hours) Transfer*

The topics covered in this course include electric fields, Gauss' law, electric potential, capacitance and dielectrics, electric current and resistance. DC circuits, magnetic fields, Ampere's law, and Faraday's law are also covered. Additional topics include inductance, magnetic properties of matter, AC circuits, Maxwell's equations, and electromagnetic waves. Prerequisite: Minimum grade of C- in PHYS 109 or PHYS 126 or PHYS 146 Corequisite: MATH 214 or MATH 217 or equivalent.

*(UC, UA, UL)

PNRS-155**Concepts in Mental Health Nursing I**

4 Credits (45:0:40 hours)

Students are introduced to the knowledge, skills and attitudes required to provide client centred, evidence-based nursing care to clients in mental health settings. Students focus on the history, recent trends, legislation, and selected ethical-legal and professional issues in mental health nursing; therapeutic milieu; and the application of therapeutic communication techniques across the lifespan. Students are introduced to nursing models and mental health theory applicable to mental health nursing. Students explore selected mental health pathologies, interventions, therapies, and basic counselling skills. Students apply communication theory and skills for the establishment of therapeutic nurse-client relationships in selected settings. Prerequisites: Minimum grade of C- in NURS 150, NURS 152, NURS 154, NURS 156, NURS 157 and PSYC 104. Note: Students in the Psychiatric Nursing Program complete PNRS 155 rather than NURS 254.

PNRS-254**Concepts in Mental Health Nursing II**

3 Credits (45:0:0 hours)

Students further develop knowledge, skills and attitudes required to provide client centred, evidence-based, holistic nursing care for clients who are experiencing a broad range of chronic and acute mental health issues and disorders. Students address selected mental health pathologies, interventions and therapies, including psycho-pharmacology, psychosocial and alternative therapies. Students explore selected ethical/legal issues. Students are introduced to group therapies and crisis intervention and further develop skills in counselling. Students focus on care of the individual within the context of family and community/environment and adaptations of nursing care across the lifespan. Prerequisites: Minimum grade of C- in PNRS 155 and PSYC 105.

PNRS-255**Psychiatric Nursing Practice Across the Lifespan**

5 Credits (10:0:143 hours)

In selected mental health care settings, students focus on the application of knowledge, skills and attitudes for nursing care of clients experiencing a broad range of chronic and acute mental health problems and disorders. Students establish therapeutic relationships and collaborate with clients, families, and members of the interdisciplinary health care team to promote culturally sensitive, age-appropriate, client centred mental health nursing care. Students may complete a home visit and participate in selected learning experiences in alternative settings. Prerequisites: Minimum grade of C- in HLSC 220, HLSC 222, NURS 252, NURS 256 and PNRS 254. Prerequisite or Corequisite: NURS 250 or HLST 300.

PNRS-259**Psychiatric Nursing Practice in Community Mental Health**

5 Credits (10:0:143 hours)

In selected community mental health care settings, students focus on the application of knowledge, skills and attitudes for nursing care of clients experiencing a broad range of chronic and acute mental health problems and disorders. Students establish therapeutic relationships and collaborate with clients, families, and members of the interdisciplinary health care team to promote culturally sensitive, age-appropriate, client centred mental health nursing care. Students may complete a home visit. Prerequisites: Minimum grade of C- in HLSC 220, HLSC 222, NURS 252, NURS 256 and PNRS 254. Prerequisite or Corequisite: NURS 250 or HLST 300.

PNRS-354**Concepts in Mental Health Nursing III**

3 Credits (45:0:0 hours)

Students focus on the further development of knowledge, skills and attitudes required to provide client-centred, evidence-based, holistic nursing care for clients who are experiencing mental health issues related to eating disorders, sexuality, gender, and family relationships. Students focus on care of the individual within the context of family and community/environment. Students continue to incorporate adaptations of nursing care across the lifespan. Students further develop skills in group therapy, family therapy, counselling and crisis intervention. In addition, students explore transition to the role of the graduate psychiatric nurse. Prerequisites: Minimum grade of C- in ENGL 108, NURS 250 or HLST 300, NURS 257, PNRS 255 and PNRS 259.

PNRS-355**Clinical Preceptorship**

7 Credits (12:0:375 hours)

Students focus on consolidation of knowledge and skills related to the roles, functions, and competencies of the entry level psychiatric nursing graduate in a selected setting. With guidance and mentoring from a professional nurse preceptor, students gradually assume the role and responsibilities of that position while working within clinical practice guidelines for nursing students. Prerequisite: Minimum grade of C- in PNRS 354.

POLS-101
Introduction to Politics and Government

3 Credits (45:0:0 hours) Transfer*

This course will provide an introduction to a systematic study of the primary institutions and processes of modern government and the discipline of Political Science. Students will explore the significant concepts, methods, approaches and issues of the discipline considered necessary for the study of politics. Topics include political power, political authority, sovereignty and the state, the nation, constitutionalism, international relations, political ideology, elections and electoral systems, democracy, and totalitarianism.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

POLS-103
Modern Political Issues

3 Credits (45:0:0 hours) Transfer*

This course will provide an introduction to some of the basic concepts and thoughts in political theory such as democracy, liberty, collective responsibility, obligation and dissent. Note: This course is designed for students not contemplating a Political Science major. Not open to students who are taking or who have taken POLS 101 or POLS 102.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

POLS-110
Politics of Globalization

3 Credits (45:0:0 hours) Transfer*

This course addresses the basic features – new actors and rules – of today’s globalizing world. It discusses the opportunities and threats of globalization in both developing and developed countries. Specific topics and issues to be discussed include the following: the politics of trade, debt, trans national corporations, North-South relations, poverty, migration, as well as the impact of globalization on democracy and political change.

*(UA, UC)

POLS-200
Comparative Political Systems

3 Credits (45:0:0 hours) Transfer*

This course introduces students to the field of comparative politics. Topics include the role of the nation-state, patterns of government, difference in national economic development, political parties and political cultures, as well as problems associated with social development. Countries to be considered will vary and may include Britain, France, Russia, China, Brazil, and South Africa. Prerequisite: A minimum grade of C- in POLS 101. Note: This is a core course in the field of comparative politics and a prerequisite for most 400-level courses in the field.

*(UA, UL, AU, AUC, CU, KUC, CUC, UC)

POLS-210
The History of Political Thought

6 Credits (90:0:0 hours) Transfer*

This course engages students in a critical and social philosophy from ancient Greece to the present time. It discusses selected readings of major political philosophers in their historical contexts and applies their work to contemporary politics. Prerequisite: A minimum grade of C- in POLS 101. Note: This is a core course in the field of political philosophy.

*(UA, UC, AU, AUC, CU, KUC, UL)

POLS-212
Ethics and Politics

3 Credits (45:0:0 hours)

This course provides an introduction to various schools of thought on ethics in politics. It discusses relevant perspectives of selected ancient, modern, and contemporary philosophers. The course further examines and analyzes the practices of political ethics in selected democratic, communist/former communist, and developing countries. Based on the information in these country studies, this course further discusses and analyzes the interactions and gaps between the theoretical principles of ethics and the political realities of the contemporary world. Prerequisite: A minimum grade of C- in POLS 101.

POLS-220
Canadian National Government and Politics

6 Credits (90:0:0 hours) Transfer*

Political Science 220 is the core course in the field of Canadian politics. At the end of the course, the student should have a comprehensive understanding of the institutions, processes, concepts and compelling issues of Canadian politics. Topics to be covered include the following: democracy and representation, constitutional development, federalism, the executive, legislative and judicial branches of government, political culture, political parties, social movements and interest groups, the bureaucracy, the electoral system and Canadian foreign policy. Prerequisite: Minimum grade of C- in POLS 101.

*(UC, UL, AU, UA)

POLS-221
Canadian Political Realities

3 Credits (45:0:0 hours) Transfer*

This course is an introductory course in Canadian politics designed for students who do not intend to take more senior courses in the field of Canadian politics. Students will develop a basic knowledge of the political institutions and processes of the government of Canada. They will also demonstrate understanding of the major challenges facing Canada in its political development. note: POLS 221 is not open to students from any faculty who have taken or plan to take POLS 220.

*(UC, UA, AU, UL)

POLS-260
International Relations

6 Credits (90:0:0 hours) Transfer*

This course introduces students to the study of international relations. Topics include the nature of foreign policy, the dynamics of interaction among states, the causes of war and conflict, balance of power, diplomacy, international political economy and the role of non-state actors. Emphasis will be given to contemporary issues. Prerequisite: Minimum grade of C- in POLS 101. Note: This is a core course in the field of international relations and a prerequisite for most 400-level courses in the field.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

POLS-261**Asia Pacific Political Systems**

3 Credits (45:0:0 hours) Transfer*

The purpose of this survey course is to introduce students to the political systems of ten Asia-Pacific countries: China, including Hong Kong and Taiwan, Brunei, Indonesia, Singapore, Malaysia, The Philippines, Japan, South Korea, Thailand, and Vietnam. This dynamic region of the world exhibits a range of political systems, from constitutional monarchies to one-party dominant states. This course will emphasize the linkages between economic and political development and the cultural catalysts and obstacles to both processes. The process of regional and global economic integration of the countries in the region will be discussed. The course will explore other topics such as the following: Constitutional development, Legislature, Political Executive, Judiciary, Political Culture and Socialization, Political Parties and Pressure Groups, Public Opinion and the Mass Media, Public Enterprise and Bureaucracy, Foreign Policy.

*(AUC, UL, AU, UA, UC, KUC)

POLS-276**Problems of Political Development**

3 Credits (45:0:0 hours) Transfer*

This course will introduce students to the processes and problems of political development. A thematic and comparative focus will be used to assist students to demonstrate critical thinking around the issues of Third World development. Topics to be discussed include the following: military intervention and disengagement, corruption, clientelism, revolution, political participation, women and development, the environment and the challenges of globalization.

*(UA, AU, UC, UL)

POLS-324**Topics in Canadian Politics**

3 Credits (0:0:45 hours)

This course provides discussions and analyses of selected topics in Canadian Politics. The topics include: multiculturalism, immigration and immigrants, national unity and regionalism, parliamentary reforms, the Charter of Rights and Freedoms and judicial review, public policy, role of the public sector, powers of the local government, women in politics, and politics of environmental protection. The current state of each of the topics is examined with reference to its historical evolution. Different theoretical perspectives on each of the topics are outlined and evaluated. Relevant government policies and policy alternatives proposed by political parties and interested groups are examined, analyzed, and critically assessed. Prerequisite: Minimum grade of C- in POLS 220.

POLS-325**Canadian Political Economy**

3 Credits (0:0:45 hours)

This course provides a study of the Canadian Political Economy. The scope of the topic is mapped out with a conceptual discussion and a review of the historical evolution of key issues, institutions and policies. Various theoretical perspectives on the topic are discussed and evaluated. Current policy issues and institutional stakeholders are identified, and relevant government policies and policy alternatives on the issues are examined and analyzed. Students apply theoretical perspectives to explain and assess the policies and policy alternatives. Prerequisite: Minimum grade of C- in POLS 220.

POLS-345**Issues in Globalization and Governance**

3 Credits (45:0:0 hours)

This course offers a comprehensive study of some of the major issues in the areas of Globalization and Global Governance. Topics include: Global Governance Theory, the Global Political Economy, Global Security Challenges, the Global Financial System, the Global Civic Ethic, Poverty and Globalization, UN Reform, and the Global Environmental Challenge. Prerequisites: Minimum grade of C- in POLS 260 or POLS 200.

POLS-349**Topics in International Politics**

3 Credits (45:0:0 hours)

The course is geared to current controversial issues in international relations. Selected topics will come from international political economy, the international strategic system, global challenges, and international relations theory. Prerequisite: Minimum grade of C- in POLS 260.

POLS-357**The Third World in Global Politics**

3 Credits (45:0:0 hours)

This course discusses the challenges facing the Third World in the global economy. Students focus on the specific constraints faced by the developing countries in the era of globalization, while assessing opportunities and options for overcoming the structural constraints. The institutional underpinnings of the Third World movement – the Nonaligned Movement and the group of 77 – as well as the specific regional and interregional responses to globalization will be addressed. Prerequisite: Minimum grade of C- in POLS 200.

POLS-364**Politics of the International Economy**

3 Credits (0:0:45 hours)

This is a critical examination of the conjunction of a series of market and political issues in international affairs, including the major facets of globalization. The course uses major theoretical perspectives to explain the intersection of states and markets in the global economy. Topics examined include the following: the global trading system, foreign direct investment, foreign portfolio investment, international debt problems, the impact of the international financial institutions, North-South relations, and balancing development with environmental protection. Prerequisites: Minimum grade of C- in POLS 260 or POLS 200.

POLS-365**Canadian Foreign Policy**

3 Credits (0:0:45 hours)

This is an overview of the significant post-Second World War developments in Canadian foreign policy. It assesses Canada's foreign policy priorities, orientations, and sources. Topics addressed include the following: Canadian security, development assistance, role in international organizations, Canada and the global economy, the human security agenda, and the role of non-governmental organizations in shaping Canadian foreign policy. Prerequisite: Minimum grade of C- in POLS 260.

POLS-376**Issues in Development Studies**

3 Credits (45:0:0 hours)

This course provides an understanding of the core theoretical and practical development-related issues confronting countries in Africa, Asia, and Latin America. It presents the contending development theories, while focusing on the significant development challenges facing the developing countries – both domestic and global. Prerequisite: Minimum grade of C- in POLS 200.

POLS-423**Canadian Federalism**

3 Credits (0:0:45 hours)

This course is devoted to the systematic study of the evolution, institutions, challenges, and theoretical underpinnings of the Canadian Federal system. Prerequisite: Minimum grade of C- in POLS 220.

POLS-431**Globalization and the Canadian Political Economy**

3 Credits (0:0:45 hours)

This course provides a study of the interaction between the globalization process and the Canadian political economy. Canadian contributions to the evolution of the international policy framework on global issues such as trade and investment, Third World development, and environment are examined and evaluated. The roles of key Canadian government institutions and interest groups in the globalization process are outlined and analyzed. The domestic debates on selected current policy issues are discussed to demonstrate the impacts of globalization on Canadian politics and the variety of Canadian institutional responses to such impacts. Prerequisite: Minimum Grade of C- in POLS 220 or POLS 260.

POLS-461**Selected Problems in International Politics**

3 Credits (45:0:0 hours)

This course focuses on selected contemporary problems in the sub-fields of international relations. Students undertake a detailed analysis of a specific problem. The specific problem studied is determined by faculty expertise and will change from year to year. Prerequisite: Minimum grade of C- in POLS 260.

POLS-468**International Organization**

3 Credits (45:0:0 hours)

This is a comprehensive examination of the evolution, functions, and relevance of international organizations. The course includes an active learning component, using simulation of the United Nations or the organization of American States. It also deals with global governance as well as specific issue-areas such as human rights, peace, disarmament, development, and the environment. Prerequisite: Minimum grade of C- in POLS 260.

POLS-499**Advanced Study in Political Science**

3 Credits (0:0:45 hours)

This course focuses on the analysis of selected issues in the fields of Canadian, Comparative Politics, International Relations or Political Philosophy. It includes a detailed research component. This is a required course in the Political Science major. Prerequisites: Minimum grade of C- in POLS 210, POLS 220 and POLS 260.

PREL-230**Public Relations Fundamentals and Practice**

3 Credits (45:0:0 hours)

This course is an overview of the public relations profession: what it is, how it is practiced and the role of a public relations practitioner. You will learn that public relations is a profession with its own distinct body of theory and knowledge. You will also learn about its past, present and future. You will be introduced to the ethics and professionalism inherent in the practice and process of public relations. As well, the fundamental concepts of strategy will be examined.

PREL-231**Writing and Editing**

3 Credits (30:30:0 hours)

This course offers students the basic writing and editing skills that are primary tools to the public relations practitioner. Students will sharpen their writing style and editing skills with regular drills and assignments. As well, students will learn how to prepare for and organize their writing so as to more effectively achieve the purpose of their written works. Students will also learn the fundamentals of writing news releases that will be read and used by the media.

PREL-233**Media Relations and Mass Media**

3 Credits (45:0:0 hours)

This course provides practical approaches to media relations for the public relations practitioner. This course explores strategies and techniques for providing media relations expertise in a variety of professional settings. Though the focus is on practical applications, the course also explores some current theories on how the media function in society, with emphasis on news reporting. Prerequisite or corequisite: PREL 231.

PREL-234**Digital Publishing I**

3 Credits (30:30:0 hours)

This course offers students fundamental exposure to the world of digital publishing and the computer tools used by professionals to produce communications vehicles. PREL 234 is devoted to page layout techniques, digital image creation and manipulation, design and typography principles, and presentation skills and techniques.

PREL-240**Integrated Marketing Communications and Advertising**

3 Credits (45:0:0 hours)

Advertising is one of the most exciting and most controversial tools of communication. PREL 240 will introduce students to the workings of the advertising industry and how it interacts with the public relations business. Through practical exercises students will learn the emerging trends in the industry and sample some of the disciplines in the advertising field. Participants will also learn how best to work with advertising agencies and what their roles and responsibilities are as a client.

PREL-241**Advanced Writing**

3 Credits (30:30:0 hours)

In this course, students will apply the skills in writing style and structure from Writing and Editing PREL 231 in the development of written pieces in a variety of public relations formats. While PREL 231 was primarily focused on honing skills in organizing ideas for audience consumption and expressing those ideas in a suitable tone and professional style, PREL 241 will explore the different applications of writing skills within the public relations industry while employing high expectations regarding the skills acquired in the prerequisite course. Prerequisite: PREL 231.

PREL-242**Internal Communications and Organizational Dynamics**

3 Credits (45:0:0 hours)

Students learn theories and concepts of internal communications using various tools and techniques including Intranet and e-mail. Organizational dynamics and structures and how they impact communication will also be emphasized. Students will also learn presentation techniques as well as professional ethics, values and practice. Prerequisite: PREL 230 or PREL 231.

PREL-243**Events Management**

2 Credits (30:0:0 hours)

Increasingly, public relations events are used as a strategy to deliver or enhance elements of the communications mix. Indeed some special events are now so sophisticated that they no longer support the message, but have, themselves, become the message. In this course, students will adopt a management perspective when applying principles of planning, implementing, delivering and evaluating to meet organizational and communications goals. Creativity will be encouraged.

PREL-244**Digital Publishing II**

3 Credits (30:30:0 hours)

Students will continue to develop proficiency in digital publishing by applying skills learned in PREL 234 to the actual development of a variety of public relations communication tools. Then they will extend their fundamental skills in digital publishing to the World Wide Web by learning basic web development software and the principles of web site design. Learning the principles of delivering effective presentations and using popular software for presentation visual support will round out the digital publishing experience. Prerequisite: PREL 234.

PREL-245**Communications Research and Planning**

3 Credits (45:0:0 hours)

Understanding the role of research and how to apply it in a communications context is the focus of the first half of this course. Students will learn the types of research and methodologies and be able to apply this information toward communications planning and execution. Developing a communications plan is the next phase of the course, giving students a well-rounded experience in essential analysis and problem solving. Prerequisite: PREL 230.

PREL-250**Professional Practicum**

5 Credits (0:0:294 hours)

The practicum will provide students the opportunity to gain workplace experience in a variety of settings within the public relations field under supervision. Prerequisite: All program courses and requirements must be successfully completed before students embark on the practicum component.

PROW-100**Grammar for Writers**

3 Credits (45:0:0 hours)

The course presents grammar as a set of working tools. Students work with examples from a range of English language writers in order to understand the relationship between the mechanics of sentence structure and the achievement of an author's intentions. They learn to identify and manipulate sentence elements to understand effects of clarity, drama, confusion, and power, produced by skilled writers. They examine how to use punctuation to make or break meaning, and how to use dictionaries to locate the meaning, usage, spelling, and etymology of words. The course also considers differences between acceptable spoken and written language, and the role of grammar as a conservative or creative force. Prerequisite: Students must meet one of the following: 1. A minimum grade of 65 % in English 30. 2. Admission to the Bachelor of Applied Communications in Professional Writing. 3. Admission to a certificate or diploma program in the School of Communications. 4. Satisfactory completion of the MacEwan Skills Appraisal.

PROW-102**Distilled Prose: Writing Very Short Non-Fiction**

3 Credits (45:0:0 hours)

Professional writers can describe a concept, promote an idea, defend a policy. All they need to do is write a position paper, an article, a book, or at least two or three pages of good, clear copy. Sometimes, however, there are not even two or three pages available. Sometimes, there's only a paragraph – one, two or three hundred words in which to get the job done. This course provides students with the skill needed to write small and communicate large. It engages the students in the practice of creating potent pieces where audience analysis, word choice, sentence structure, tone and voice, creativity and the precise use of all the rhetorical tools in the workshop are all used to produce writing that contains few words and much power. Prerequisite: PROW 100 or program approval.

PROW-104
**Professional Writing:
 Introductory Rhetoric**

3 Credits (45:0:0 hours)

Introductory Rhetoric will provide the students with the ability to use rhetoric as a practical tool for the discovery, arrangement and expression of arguments in a variety of settings. They will learn to construct arguments to address future, past and contemporary writing situations, and arrange those arguments in effective and appropriate patterns. They will be encouraged to describe and imitate rhetorical strategies in past works and to seek out and evaluate similar strategies in contemporary pieces. The course will culminate in a discussion of rhetoric's ethical, aesthetic and political dimensions and evaluate its overall relevance to modern day writers in particular and the world in general.

PROW-115
Research Skills for Writers

3 Credits (45:0:0 hours)

Research is foundational to good writing. Therefore, this course focuses on the need to understand social science research methods as a researcher and writer. Students learn to be intelligent consumers of other people's research, which is a core asset to them when out in the workplace. In this course, students learn and apply the basics of good research including methods such as interviewing, survey design and statistical analysis. Students also learn how to write an effective research paper.

PROW-117
Mac Skills for Writers

3 Credits (45:0:0 hours)

In this course, students combine text, photos and graphics files on the Macintosh platform into documents for print and electronic media. Students examine issues of image resolution, colour space and file compression to ensure successful output of their files to everything from low-resolution printers to printing presses. They then learn to adapt these methods of file transfer to electronic vehicles such as pdfs and websites. Ultimately, students leave the course with the basic tools they need to work with graphic designers, illustrators and photographers in today's electronic publishing industry.

PROW-118
Computer Research for Writers

3 Credits (45:0:0 hours)

Research using computers is becoming one of the standards of how research data is analyzed and understood. Computer software helps to simplify the process of working with statistics and comments that are gathered from surveys, questionnaires and interviews. Using the collected data from a survey in PROW 115- Research Skills for Writers, students learn how to read and input data, select the type of procedures to measure their data and write their results. Students use software to measure statistics and to analyze comments from the collected data. Prerequisite: PROW 115 or permission of the program.

PROW-135
Proofreading and Copyediting

3 Credits (45:0:0 hours)

In this course, students will develop the basic tools and resources necessary for them to copyedit and proof their own and others' written work. By the end of the course, students will be able to distinguish between editing and revision, increase the speed and accuracy of their own editing, determine the appropriate industry style guides for a particular project and differentiate between copyediting and proofreading. Students will also examine some of the larger issues in editing: authorial intention versus editorial responsibility, in-house versus freelance employment, professional conduct and ethics and the importance of deadlines within the publication process. Prerequisite: Minimum grade of C- in PROW 100, or approval of the program.

PROW-140
Project Lead

3 Credits (45:0:0 hours)

This course focuses on the skills needed by a professional writer working as project lead or production coordinator. Students learn the steps in managing a creative project from perceived communications need, through assembly and coordination of resources, to creative collaboration, to final project approvals. Communications strategies used in a range of products from user manuals to promotional items are analyzed to help students develop skills in evaluating creative and production choices. Students will consider the impact of new production and distribution technologies on the role of the writer. Software used in desktop publishing, image manipulation and the preparation of documents for electronic distribution is introduced. Prerequisites: Minimum grade of C- in AVDM 102 or AVDM 105 or MCSP 105 or equivalent introductory computer/graphic application course, and PROW 100.

PROW-200
Applied Grammar for Writers

3 Credits (45:0:0 hours)

In PROW 200, students evaluate the stylistic applications of the basic grammatical features they studied in PROW 100, and explore more sophisticated tools for analyzing English sentence construction. This course combines lectures, discussions and workshops in which students are encouraged to experiment with grammatical forms to determine their suitability for various audiences and purposes. The course culminates with revisiting some fundamental questions introduced in PROW 100: what is grammar, how does it work and what does it do? Prerequisite: PROW 100.

PROW-202
Professional Prose

6 Credits (90:0:0 hours)

The course is an exploration of the expertise that defines professional writing. Writers may be paid to generate a buy decision, or solicit a positive news story or ensure the safe operation of machinery by writing effective instructions. In each case the writer's specific skill is turning words into action. Students examine a range of written material to see how these text effects are produced. Exercises focus on techniques for creating clarity, and also exercises for developing creativity and freshness in texts. Prerequisites: PROW 100 and PROW 102 or permission of the Chair.

PROW-204**Writing for the Ear**

3 Credits (45:0:0 hours)

This course will focus on the art and craft of writing speeches and oral presentations. Students will explore the critical difference between writing for the ear and writing for the page, and practice proven approaches to preparing a speech or oral presentation, from researching, determining a communication objective and building a case, to structuring, refining and delivering the product. They will learn and demonstrate successful ways to engage and motivate an audience in a speech setting and practice writing in teams. Prerequisites: PROW 100 and PROW 102 or approval of the program.

PROW-205**Legal Issues for Writers**

3 Credits (45:0:0 hours)

This course will focus on practical, law-related issues arising in the working life of professional writers. Students will gain a solid grasp of the legal system in which writers operate, and how it both protects them and holds them responsible. They will examine writers' contracts, discuss potential liabilities in a variety of professional situations, and develop strategies to maximize their legal protection and minimize their risk of liability. Prerequisites: PROW 100, PROW 102 and PROW 114 or PROW 116 or permission of the program.

PROW-206**Applied Rhetoric**

3 Credits (45:0:0 hours)

In this course students will use the basic rhetorical skills they learned in PROW 104 to complete a series of composition exercises based on the classical progymnasmata. These exercises will provide students with additional rhetorical tools, such as the anecdote, the commonplace and the description, and will encourage them to construct arguments both for and against current issues, historical events and public figures. Finally, they will attempt to integrate these techniques into a larger argument or call for legislation. Overall, the course seeks to help students find new ways to use classical rhetoric to generate story ideas, experiment with different narrative voices and explore opposing viewpoints in their written work. Prerequisite: PROW 104.

PROW-224**Introducing Technical Writing**

3 Credits (45:0:0 hours)

This course introduces students to the kinds of work done by technical writers. Students learn techniques for writing concise, accurate descriptions and instructions, and sharpen their skills in repackaging technical writing products. This course focuses on the importance of conceptual planning as the foundation of effective technical communication. Students are introduced to industry-standard software for the production of online user documentation for a range of products. Prerequisite: PROW 100 or permission of the program.

PROW-226**Technical Writing II – Writing About Computers**

3 Credits (45:0:0 hours)

This course is the second in the technical writing stream offered through the Professional Writing program. It focuses on the development of documentation for the computer industry, a major employer of technical writers. Students will write an entire manual using a task-oriented approach, collecting appropriate source information, planning and writing a prototype for reviewers, writing and conducting usability tests and writing an online help function. Prerequisite: PROW 224.

PROW-228**Technical Writing III – ISO Engineering Specifications**

3 Credits (45:0:0 hours)

This course is intended to provide participants with basic skills needed in preparing written documentation in support of engineering processes. Prerequisite: PROW 226.

PROW-235**Applied Editing**

3 Credits (45:0:0 hours)

Here, students learn to apply the basic editorial skills they gained in PROW 135: Proofreading and Copyediting. The focus of this course is substantive editing (content and structure editing) and developmental editing (prewriting and pre-acquisition stages). Students will learn how to find the writer's text in the manuscript, how to write effective editorial queries, how to guide a writer through manuscript revision and how to manage a project. They will also learn how to commission a project, acquire a manuscript property, read a manuscript for potential, evaluate audience and research markets. These skills will be introduced and practiced through readings, discussion, exercises, written assignments and guest speakers, and will be honed in simulations based on real-life newspaper, magazine, book and Internet editing. Prerequisite: Successful completion of PROW 135 or permission of the program. Restrictions: Students who have obtained credit for ENGL 221 cannot take PROW 235 for credit.

PROW-300**Advanced Rhetoric**

3 Credits (45:0:0 hours)

This course focuses on the theory side of rhetoric over and above the practical side, but still includes applied assignments. Rhetoric is defined as the the role and function of language within the public, political sphere. Students study the theories of rhetoric developed in classical times, and the further developments treated in the neo-Aristotelian school. Alternate practical rhetorics are included. Students also survey the philosophies of language which are predominant in contemporary discussions of communication, rhetoric and politics. Prerequisites: PROW 100, PROW 102 and PROW 206.

PROW-302**Writing for the Web**

3 Credits (45:0:0 hours)

Writing for the Web focuses on the writing process in an Internet environment: audience analysis, concept documents, copyright issues, flowcharting and storyboarding. Students work with Web page elements, overall layout and navigation. Web page writing techniques, styles and editing are used to create various Web pages.

PROW-304 Popular Culture in Professional Communications

6 Credits (90:0:0 hours)

In Popular Culture in Professional Communications, students examine pop culture as a form of rhetoric in and of itself, and as a potential rhetorical device in their own writing. They begin by formulating a working definition of what popular culture is, and then investigate, through a survey of major trends in film, television and print, how different forms of media influence pop culture's overall form and content. Throughout the course, students are encouraged to develop an analytical approach to pop culture so that they can formulate arguments about its social and commercial effects. Ultimately, students leave the course with an appreciation of popular culture as a powerful tool for change-and control. Prerequisite: PROW 104 or permission of the program.

PROW-306 Psychology of Creativity

3 Credits (45:0:0 hours)

This course introduces students to the theoretical perspectives and empirical literature on the psychology of creativity. Students learn about the cognitive and emotional processes that underlie creative thought. The course examines how creative ideas are generated, what factors inhibit creativity, the roles of intuition and prior knowledge in creative acts, and the role of novelty in creative work. Prerequisite: PROW 100 or permission of the program.

PROW-307 Documentary Screenwriting

3 Credits (45:0:0 hours)

Students in this course begin with an examination of historical and contemporary samples of documentary films with an emphasis on Canadian film and its significant influence on the documentary form worldwide. The course includes a brief survey of the range of documentaries: training and educational, political, social activist, and cultural and artistic films. Students identify story ideas suitable and feasible for documentary treatment, adapt those ideas into detailed, industry-standard outlines, and then apply what they've learned about various formats (interviews, supporting visuals, dramatic reenactments, special effects, and voice-overs) into a professional shooting script. Prerequisite: PROW 204

PROW-308 Screenwriting I

3 Credits (45:0:0 hours)

This course introduces students to the technical skills required to write for dramatic and documentary film, television, and video. It presents the craft of writing for the screen, and allows students to apply this craft to begin to analyze scripts and to create foundations for their own. Students exchange feedback in workshops at which their work is presented. Prerequisite: PROW 100 or permission of the program.

PROW-309 Screenwriting II

3 Credits (45:0:0 hours)

This course builds on Screenwriting I to let students explore deeper applications of the technical skills required to write for dramatic and documentary film, television and video. It will provide background on Canada's cinematic tradition, and present information about the market for, and marketing of their scripts. It will give students hands-on experience in the entire process of creating, crafting and marketing a screenplay, from the initial pitch to a producer, through to the writing of a second draft. Students will exchange feedback in workshops at which their work will be presented. Prerequisite: PROW 308 or permission of the program.

PROW-310 Creative Non-Fiction

6 Credits (90:0:0 hours)

This is where art meets professional writing. The course examines literary journalism, the personal essay, memoir, and literary journals. It looks at sub-genres including nature writing, literary travel writing, the science essay, and cultural criticism. Students read extensively and broadly, analyze what they read with a particular focus on craft, and write creative non-fiction. Prerequisites: PROW 100 and PROW 104 or permission of the program.

PROW-311 Concept Development

3 Credits (45:0:0 hours)

This course demonstrates the process of creative concept development. Students learn to translate communications strategies into targeted creative concepts that use visuals as language, and language as visuals. Students develop concepts that lead to advertising, branding, and other vehicles, then adjust and redevelop those concepts, as they receive input, criticism, and suggestions. Every communications strategy begins as a concept, and communicators skilled in concept development can create the innovative, memorable, and effective strategies that today's organizations are looking for. Prerequisite: PROW 140.

PROW-312 Advertising Copy Writing

3 Credits (45:0:0 hours)

This is a craft course in which students discuss the characteristics of a good ad, and write advertising copy for print, radio, television, and other media. They learn to make their ad copy conform with communications and marketing plan strategies, and critique existing campaigns in a number of different media. Prerequisites: PROW 100, PROW 102, PROW 104 and PROW 206.

PROW-313 Strategic Prose

6 Credits (90:0:0 hours)

In this course, students craft communications objectives, define and research audiences, and write targeted creative prose that meets strategic goals. Building on the business and promotional vehicles they learned in PROW 202: Professional Prose, students apply strategic analysis and testing to the creation of appropriate collateral materials. Through case studies, workshoping, focus groups, and a self-directed final project, each student leaves the course with the ability to apply a strategic communications model to areas as diverse as book and magazine publishing, advertising, or media campaigns. Prerequisite: PROW 202. Note: Not to be taken by students with credit in PROW 212.

PROW-314**Narrative: Function and Technique**

3 Credits (45:0:0 hours)

Stories are an elemental way of informing, influencing and moving audiences. This course examines the role of narrative in a range of communications settings. It deals with narrative theory and practice. Prerequisite: PROW 100 or permission of the program.

PROW-315**Corporate Narrative**

3 Credits (45:0:0 hours)

This course introduces storytelling to the strategic communications model. Students learn to recognize that story is at the core of all effective communications and to find the stories within the organizations, then translate those stories into compelling messages, speeches, reports, newsletters and media releases. Corporate Narrative prepares students to become outstanding communicators, who can attract widespread media coverage and help organizations build strong public and internal reputations. Prerequisite: PROW 202.

PROW-316**Magazine Writing**

3 Credits (45:0:0 hours)

This course provides writers with the skills to analyze the editorial requirements of magazines, to develop topics, to do research and interviews, and to write winning copy. It deals with general interest, special interest, and trade publications in both print and electronic formats. Prerequisite: PROW 100 or permission of the program.

PROW-317**The Media and the Message**

3 Credits (45:0:0 hours)

In this course, students learn to become the bridge between an organization's message and the needs of the media. Students identify issues and anticipate the positive and negative consequences to an organization. Then, they learn to create messages and stories that attract print, television, and radio coverage. Today, communication is global, and the skilled media relations professional is a writer who can create local, national, and international interest in an organization's message and story. Prerequisite: PROW 104.

PROW-318**Technical Writing IV – Government/ Human Resources**

3 Credits (45:0:0 hours)

In this course students apply the basic guidelines and techniques to write clear policies and procedures that send clear messages to both the general public and government employees. Through analysis of selected sensitive and political issues, students research and write a human resources manual and an online employee handbook. Prerequisite: PROW 224 or PROW 226.

PROW-319**Technical Writing V – Instructional Design**

6 Credits (90:0:0 hours)

In the first half of this six credit course, you are introduced to the theory, process, techniques and strategies of how to develop, design and write learning materials for educational courses, workshops and corporate training programs. In the second half of this course, you will apply these techniques by writing a course module first in print format and then in a learning management system. A team approach is emphasized with a focus on understanding team member roles. Prerequisite: PROW 224.

PROW-320**Information Mapping**

3 Credits (45:0:0 hours)

In this course, students learn the three components that comprise good information mapping methodology and techniques: analysis, organization, presentation. Information mapping is the understanding of how readers and writers deal with large amounts of information. Its method is a research-based approach to the analysis, organization, and visual presentation of information. Based on research into how the human mind actually reads, processes, remembers, and retrieves information, information mapping is an integrated set of easy-to-learn principles, techniques, and standards. It enables authors to break complex information into its most basic elements and then present those elements optimally for readers. The result is a set of precisely defined information modules that are consistent from designer to author and document to document. Prerequisites: PROW 224.

PROW-329**Publishing Poetry**

3 Credits (45:0:0 hours)

This course develops in emerging writers the art of writing poetry and the enterprise of publishing poetry. Students will be expected to read widely, to apply poetic theory in a systematic way to their own work, to write regularly and to submit their work for publication in both print and electronic media – nationally and internationally. The course is conducted on a seminar model in which students' original work is the major basis for class workshops. Prerequisite: Minimum grade of B- in ENGL 214 or equivalent, or by instructor's discretion upon reviewing written samples of work prior to class registration.

PROW-330**Publishing Prose**

6 Credits (90:0:0 hours)

Publishing Prose will develop in students the theory and practice of writing prose for publication. The emphasis will be on literary forms, specifically fiction and literary non-fiction. Students will work throughout the course on developing a collection of short fiction, a novel, or a book-length narrative non-fiction project. Genre work is welcome. Students will read widely examples of the form they are working in, and in theoretical works that apply to their chosen form. The course will help students develop their work on the page and the skills to publish that work in recognized outlets. Prerequisite: Minimum grade of B-in ENGL 214 or equivalent, or by instructor's discretion upon reviewing written samples of work prior to class registration.

PROW-331**Literary Journalism**

3 Credits (45:0:0 hours)

This course will teach students the theory and practice of writing literary journalism, sometimes called long-form journalism, the journalism of ideas and narrative journalism. All these descriptors try to capture the essence of the form, which is non-fiction writing featuring core elements, including high standards of craft, narrative techniques, an exploration of complicated themes and issues and a desire to create a lasting literary artifact. The emphasis in class will be on a wide variety of these forms: essays, travel literature, political writing, writing on the arts, profiles. Students will read examples and theoretical works across the full range of these forms. Prerequisite: Minimum grade of B- in PROW 316 or PROW 314, or by instructor's discretion upon reviewing written samples of work prior to registration.

**PROW-335
Magazine Editing****6 Credits (90:0:0 hours)**

Students in PROW 335 will be applying the skills they learned in their 200-level editing courses to the planning, execution and production of a magazine. Students will begin with an investigation of magazines of various sizes, quality and purpose, ranging from popular to technical, commercial to special interest, low brow to high. They will then form work teams to experience the various magazine editing roles and run through two production cycles of a magazine published by the program. As members of this editorial board, they will set editorial policy, calendars, plots, timelines, and costing, determine style guides, recurring features, and publication standards, and manage outside contractors, print production and distribution. Throughout the course, students will refine their ability to work collaboratively and provide constructive criticism of their own and others' work. Prerequisite: Successful completion of ENGL 221 or PROW 235 or permission of the program.

**PROW-336
Book Editing****3 Credits (45:0:0 hours)**

In this course, students apply the skills learned in their 200-level editing course to the field of book editing, viewed through the lens of North American book culture. The course examines the processes of publishing a book, from manuscript acquisition and development to purchase in a bookstore or on a website. These skills are introduced and practised through readings, discussion, exercises, written assignments, and guest speakers, with a focus on the Canadian publishing context. Prerequisites: PROW 235 or ENGL 221.

**PROW-337
Print Culture History****3 Credits (45:0:0 hours)**

This course surveys the development of print-based communications and examines the cultural context of newspapers, magazines, and books as material objects. Students study the history of print technologies, the rise of a literate marketplace through mass education (and the concomitant rise of professional writers to serve that audience), the structure of cultural classes, and the possible future of print in the digital age. The topics covered here enable students to pursue more specialized studies in the history of books and printing. Prerequisites: PROW 235 or ENGL 221.

**PROW-338
Production Editing****3 Credits (45:0:0 hours)**

This course examines the relationship between editorial and print production. It looks at the physical objects of communications and the perceptions of their users and readers. In this course, students explore the management of design and production process, including budgeting and print buying, design and production specifications, and schedules. Classes involve extensive interaction with specialized personnel in the classroom or at their job sites. Prerequisites: PROW 235 or ENGL 221, and PROW 140.

**PROW-400
Directed Workplace Learning I****15 Credits (0:0:535 hours)**

This course provides students with an opportunity to apply in the workplace the knowledge and skills they have acquired during their first three years of study. Students will begin their 15-week Directed Workplace Learning term with an approved learning contract that describes what must be accomplished in order to earn credit. The contract will include regular, written progress reports and a major project. Directed Workplace Learning may take place in any of the following settings: a student's existing place of employment, if his or her job is substantially made up of writing, editing, or a combination of the two; an approved directed workplace learning site identified either by the program or the student; or a freelance writing company if the student is operating with a faculty-approved business plan. Prerequisite: Fourth-year standing in the Bachelor of Applied Communications in Professional Writing.

**PROW-402
Directed Workplace Learning II****15 Credits (0:0:535 hours)**

Building upon their findings in PROW 400, students in this course expand upon their experiences applying their course-based knowledge and skills in the workplace. Depending on the particular student's placement, he or she can compare freelance contracts with in-house positions, one organization or business with another, or one project with another in the same business or organization. As with PROW 400, students begin PROW 402 with an approved contract that describes what must be accomplished for them to earn credit, but here they are encouraged to design their contract as a response to the strengths and weakness they identified for themselves in the first course. Ultimately, each student will leave the course with a concrete plan of action for his or her continuing career development beyond the program. Prerequisite: Fourth-year standing in the Bachelor of Applied Communications in Professional Writing.

**PSSC-102
Criminal Investigation****3 Credits (45:0:0 hours)**

This course focuses on the processes used when conducting criminal investigations. The methods of obtaining and assessing information through interviewing, investigative photography, note taking and report writing, incident scene drawing and crime scene search techniques are studied and applied.

**PSSC-112
Policing in Canada****3 Credits (45:0:0 hours)**

This course examines the origins and philosophical development of policing in Canada and assesses current policing practices. The course focuses on the role of the police, the structure of Canadian police organizations, police accountability, historical policing models and the strategies associated with current policing models.

**PSSC-121
Law and the Administration of Justice****3 Credits (45:0:0 hours)**

This course examines the principles, practice and philosophy of the Canadian judicial system with emphasis on the criminal trial process. A review of the structure of the Canadian court system, statute law, case law and the civil court trial process are included.

PSSC-122**Criminal Law**

3 Credits (45:0:0 hours)

This course is a comprehensive study of the Criminal Code and selected Alberta provincial statutes. The emphasis is on an in-depth analysis of selected criminal offences. The elements of a crime, pre-trial criminal procedures and the nature and significance of the Canadian Charter of Rights are also discussed. Note: It is recommended that PSSC 121 be taken concurrent with or prior to this course.

PSSC-123**Legal Evidence in Criminal Investigations**

3 Credits (45:0:0 hours)

This course explores the laws of evidence as they relate to criminal procedure and trials with a brief review of the laws of evidence as applied in civil law. In addition to studying the Canada Evidence Act and other selected statutes, special consideration is given to legal defences and the powers of search and seizure. The rules relating to obtaining statements, admissions, confessions and the laws surrounding the presentation of evidence in court are also considered. Prerequisite: Minimum grade of C- in PSSC 121.

PSSC-132**Security Law**

3 Credits (45:0:0 hours)

This course is a study of the Criminal Code, selected Alberta provincial statutes and an examination of statutes and procedures applicable to civil and administrative tribunals. The elements of a crime, pre-trial criminal procedures and the nature and significance of the Canadian Charter of Rights are also discussed. Note: It is recommended that PSSC 121 be taken concurrently with or prior to this course.

PSSC-133**Legal Evidence in Security Investigations**

3 Credits (45:0:0 hours)

This course examines the laws of evidence related to criminal and civil trials and administrative proceedings. Included is a study of the Canada Evidence Act and other selected statutes which impact civil and administrative procedures. Attention is given to the discovery process in civil matters. Special consideration is given to powers of search and seizure, the rules related to statements, admissions and confessions, and the laws surrounding the presentation of evidence in court. Prerequisite: Minimum grade of C- in PSSC 121.

PSSC-141**Interpersonal Skills**

3 Credits (45:0:0 hours)

This course increases the students' understanding and awareness of the impact of their behaviour on others. The course examines personality types, leadership styles, gender and cultural issues and the influence these factors have on the development of effective human relations.

PSSC-150**Police Career and Lifestyle Management**

2 Credits (0:120:0 hours)

This course introduces students to the concepts of health and wellness and its importance in the police role. It will provide practical strategies for developing and maintaining a healthy lifestyle as well as strategies for meeting the fitness standards required by various law enforcement agencies. In addition, the course will examine and discuss strategies to reduce the impact of occupational and personal factors on health and wellness such as shiftwork, stress, nutrition, work health hazards, and time management. Restriction: Aboriginal Police Studies Program students.

PSSC-151**Security Programs and Risk Management**

3 Credits (45:0:0 hours)

This course studies the security profession in Canada and examines current security practices. The course provides a detailed introduction to the components of a comprehensive security program and focuses on the operational activities involved in risk management. Emphasis is placed on risk identification, quantification, prioritization, and the risk transfer process.

PSSC-152**Loss Prevention Program Management**

3 Credits (45:0:0 hours)

This course provides a detailed study of the elements of the loss prevention component of a comprehensive security management program. The course focuses on the operational activities involved in the development, implementation and maintenance of a loss prevention program. Consideration is given to policy and procedure development, training program development and program evaluation.

PSSC-160**Preparation for Police Assessments**

2 Credits (30:30:0 hours)

This course focuses on developing practical strategies to improve the student's cognitive and academic skill testing ability as required for entry into the police field. The course will emphasize enhancing the student's cognitive abilities in the following areas: visual discrimination/directional orientation, situational judgment and reasoning, memory and recall, reading comprehension and speed, basic principles in math, grammar and spelling, extracting relevant information, and criminal justice vocabulary. In addition, the course will examine test-taking strategies and stress reduction techniques. Restriction: Aboriginal Police Studies Program students.

PSSC-171**Field Placement**

1 Credit (0:0:80)

This course provides the student with related practical field experience. The placement offers the unique opportunity to observe and participate in a variety of learning activities related to the field. Corequisite: PSSC 172. Restriction: Aboriginal Police Studies Program students.

PSSC-172**Integration Seminar**

1 Credit (0:0:15 hours)

This course promotes the integration of theory and practice by linking the knowledge, skills and values gained in the classroom through discussions of issues experienced in the field placement. Corequisite: PSSC 171. Restriction: Aboriginal Police Studies Program students.

PSSC-203**Forensic Science**

3 Credits (45:0:0 hours)

This course provides an in-depth study of the methods of recognizing, collecting, preserving, examining and presenting physical evidence found at a crime scene. The operations and functions of the forensic crime lab are also studied.

PSSC-204**Forensic Investigation**

3 Credits (45:0:0 hours)

This course studies the processes involved in the recognition, development and identification of fingerprints and other forensic evidence. The course also examines the specific techniques involved in the investigation of selected criminal cases. Prerequisites: Minimum grade of C- in PSSC 102 and PSSC 203.

PSSC-212**Abnormal Behaviour and Crime**

3 Credits (45:0:0 hours)

This course examines the major mental disorders and their relationship to criminal behaviour. The focus is on recognizing, understanding and effectively responding to situations involving individuals displaying abnormal behaviour. Prerequisite: Minimum grade of C- in PSYC 104 or PSYC 100.

PSSC-242**Leadership Skills**

3 Credits (45:0:0 hours) Transfer*

This course examines and applies the communication skills needed to be effective as leaders in business and professional organizations. The focus is on the theory and skills required to be an effective communicator in a variety of contexts involving individuals, groups and teams.

*(AU)

PSSC-252**Security Investigations I**

3 Credits (45:0:0 hours)

This course examines the fundamental investigative techniques used in security investigations. The course gives an overview of the investigative planning process, the nature and types of forensic evidence, and the techniques involved in the collection, identification and assessment of evidence.

PSSC-253**Security Investigations II**

3 Credits (45:0:0 hours)

The course examines and applies evidence search and collection techniques, incident scene drawing, and criminal court presentation procedures. Also studied are the specific techniques involved in the investigation of selected criminal cases. Prerequisite: Minimum grade of C- in PSSC 252.

PSSC-262**Integration Seminar**

1 Credit (0:30:0 hours)

This course promotes the integration of theory and practice by linking the knowledge, skills and values gained in the classroom with issues experienced in the field placement. Note: Must be taken concurrently with PSSC 272.

PSSC-263**Integration Seminar**

1 Credit (0:30:0 hours)

This course promotes the integration of theory and practice by linking the knowledge, skills and values gained in the classroom through discussions of issues experienced in the field placement. Note: Must be taken concurrently with PSSC 273.

PSSC-272**Field Placement**

4 Credits (0:0:240 hours)

This course provides the student with related practical field experience. The placement offers the unique opportunity to observe and participate in a variety of learning activities related to the field. Note: Must be taken concurrently with PSSC 262.

PSSC-273**Field Placement**

4 Credits (0:0:240 hours)

This course provides the student with related practical field experience. The placement offers the unique opportunity to observe and participate in a variety of learning activities related to the field. Note: Must be taken concurrently with PSSC 263.

PSSC-283**Emergency Planning and Response**

3 Credits (45:0:0 hours)

This course focuses on the stages involved in the planning, implementation and management of an organization's response to emergencies, disasters and crisis situations. The emphasis is on the emergency response and disaster recovery phases.

PSSC-293**Emergency Management**

3 Credits (45:0:0 hours)

This course studies the planning and implementation processes involved in the management of emergencies, disasters and crisis situations. Key components are risk management, emergency response, crisis management and disaster recovery.

PSYC-100**Applied Introductory Psychology**

3 Credits (45:0:0 hours) Transfer*

This course provides an introduction to the field of psychology and to the application of psychological concepts and methods. Specific topics include an overview of modern day psychology and its history, the application of psychological research methods to test the validity of conclusions, the biological bases of behaviour, learning through conditioning, memory, motivation and emotion, human development across the lifespan and personality theory, research and assessment.

*(AU)

PSYC-104**Introductory Psychology**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the principles and development of perception, motivation, learning and thinking, and their relationship to the psychological functioning of the individual. It is a prerequisite to most courses in psychology and is normally followed by PSYC 105.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

PSYC-105**Individual and Social Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the study of human development, personality, social behaviour, abnormality and individual differences. In conjunction with PSYC 104, it provides a full year introduction to psychology. Prerequisite: Minimum grade of C- in PSYC 104.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

PSYC-208**General Experimental Psychology**

3 Credits (45:45:0 hours) Transfer*

An overview of research methods and strategies used in the social sciences with specific applications to psychological problems. Theory is combined with practical projects to enable students to carry out their own research and critically assess the work of others. Prerequisites: Minimum grade of C- in PSYC 104 and STAT 151 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC, OTHER)

PSYC-212**Introduction to Research Methods in Psychology**

3 Credits (45:0:0 hours) Transfer*

Experimental and non-experimental methods in psychology. Topics covered include philosophy of science, measurement, reliability and validity of methods, measures and effects, experimental, quasi-experimental and single-subject designs, biases in experimentation, and research ethics. Prerequisites: Minimum grade of C- in PSYC 104, PSYC 105 and STAT 151 or equivalent.

*(KUC, CUC, AUC, AU, UA, UC, UL)

PSYC-223**Developmental Psychology**

3 Credits (45:0:0 hours) Transfer*

This course examines the process and nature of human development with emphasis on infancy, childhood and adolescence. Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PSYC-233**Personality**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of theoretical perspectives, assessment methods and research relevant to the study of personality. Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PSYC-241**Social Psychology**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of theories and research on topics such as attitudes and attitude change, person perception, attraction, pro-social behaviour, aggression and applied social psychology. Prerequisite: Minimum grade of C- in PSYC 104 and PSYC 105. Note: PSYC 241 and SOCI 241 may not both be taken for credit.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PSYC-258**Cognitive Psychology**

3 Credits (45:0:0 hours) Transfer*

This course surveys a number of topics in cognitive psychology including perception, attention, knowledge representation, memory, learning, language, reasoning and problem solving. Prerequisites: Minimum grade of C- in PSYC 104 and STAT 151 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC)

PSYC-267**Perception**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the theoretical and experimental issues associated with the sensory and perceptual experience of the world. The main emphasis is on understanding basic perceptual phenomena, such as the relation between physical stimuli and experience. To this end, we must consider: the nature of the physical stimuli, the anatomy and physiology of the sense organs and receptors, the anatomy and physiology of the neural paths from receptors to the brain, how the brain processes sensory information and the procedures used by researchers to obtain information about these systems. Prerequisite: Minimum grade of C- in PSYC 104 and STAT 151 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC)

PSYC-275**Brain and Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to physiological psychology. Topics include sensation, perception, movement, motivation, memory, cognition, learning and emotion from a biological point of view. Prerequisites: Biology 30 or equivalent and a minimum grade of C- in PSYC 104.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PSYC-281**Principles of Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to behaviour change techniques. It will examine how contingencies of the environment affect the behaviour of organisms. Prerequisite: Minimum grade of C- in PSYC 104.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PSYC-301**History and Systems of Psychology**

3 Credits (45:0:0 hours) Transfer*

Psychology is a relatively young science, but its history is varied, intriguing and extends well beyond the first psychologists. From early philosophy, physiology and medicine, through the dawn of evolutionary theories and radical behaviourism, to the cognitive revolution and modern neuroscience, we will examine the trends, competing theoretical perspectives and sociopolitical influences on the discipline in Western society. Prerequisites: Minimum grade of C- in at least one of PSYC 223, PSYC 233, PSYC 241, PSYC 258, plus one of PSYC 267, PSYC 275, PSYC 281.

*(UC)

PSYC-306**Sports Psychology**

3 Credits (45:0:0 hours)

This course is a study of the psychological factors that influence and are influenced by participation and performance in sport, exercise, and physical activity, and the application of the knowledge gained through this study to everyday settings. Prerequisites: Minimum grade of C- in at least one of PSYC 223, PSYC 233, PSYC 241 or PSYC 258 and one of PSYC 267, PSYC 275 or PSYC 281.

PSYC-307**Health Psychology**

3 Credits (45:0:0 hours)

This course examines how biological, psychological, and social factors affect the efforts people make in maintaining health and addressing illness, the effectiveness with which they cope and reduce stress and pain, and the recovery, rehabilitation and psychosocial adjustment of patients with serious health problems. Prerequisites: Minimum grade of C- in PSYC 104, PSYC 105, plus two 200-level courses in psychology.

PSYC-312**Advanced Research Methods**

3 Credits (45:30:0 hours)

This course will emphasize the following aspects of research methodology: design, analysis, ethics, reporting results, and issues relevant to various areas of specialization in psychology. Also to be explored are the advantages and limitations of using particular designs and how to select the appropriate statistical analysis technique. Students will have the opportunity to gain first-hand experience with research methods along with the statistical techniques used to analyse collected data. Toward the ends of the course, students will have the opportunity to present the results of original data in both an oral presentation and through a poster presentation. Prerequisites: Minimum grade of C- in PSYC 212 or equivalent and STAT 252. Note: STAT 252 may be taken as a corequisite.

PSYC-324**Infant Development**

3 Credits (45:0:0 hours)

This course reviews the biological and sociocultural influences on the development of human infants from conception up to the age of three. Research will be discussed that has revealed the physical, cognitive, and psychosocial factors that serve to distinguish normal from abnormal developments. In addition, issues of concern to caregivers/parents will be explored. Prerequisite: Minimum grade of C- in PSYC 223.

PSYC-326**Atypical Development**

3 Credits (45:0:0 hours) Transfer*

This course provides a theoretical and practical framework for conceptualizing atypical development and psychological disorders of children and adolescents. Prevalent clinical phenomena, treatment methods, approaches to preventing psychological disorders, and promoting optimal development are presented. Developmental, individual, familial, and social factors associated with disruptions in normative psychosocial growth are examined. Prerequisite: Minimum grade of C- in PSYC 223.
*(UC)

PSYC-328**Adult Development and Aging**

3 Credits (45:0:0 hours) Transfer*

This course describes and discusses development from early adulthood through the final stages of life. Topics include lifespan development theories and research methods, age changes in cognitive processes, intellectual functioning and personality, changes in relationships and work, physiological changes, psychopathology associated with aging, death and dying, and psychological services for the adult and the aged. Prerequisite: Minimum grade of C- PSYC 223.
*(UC)

PSYC-333**Advanced Personality**

3 Credits (45:0:0 hours)

This course offers an in-depth examination of theoretical perspectives, assessment, and research relevant to the study of personality. Prerequisite: Minimum grade of C- in PSYC 233.

PSYC-337**Introduction to Forensic Psychology**

3 Credits (45:0:0 hours) Transfer*

This course will survey the topic area addressed by researchers interested in the interface between psychology and the law. It will examine the participation of psychologists and the application of psychological science within the Canadian criminal justice system. Topics include: psychological factors associated with eyewitness and jury experiences, risk assessment, criminal profiling, mental disability and law, and the influence of psychology in the legal system. Prerequisites: Minimum grade of C- in PSYC 104, PSYC 105, plus at least two 200 level courses in psychology.
*(UC)

PSYC-339**Abnormal Psychology**

3 Credits (45:0:0 hours) Transfer*

An introduction to topics which outline the study of abnormal behaviour. Psychological and psychiatric perspectives are examined on a wide range of issues from assessment to treatment. Prerequisite: Minimum grade of C- in at least one 200 level Psychology course (PSYC 233 or PSYC 275 recommended).
*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

PSYC-341**Cross-Cultural Psychology**

3 Credits (45:0:0 hours)

This course examines the effect of culture on the development and cognitive processing of human beings. Methods and results in cross-cultural research are reviewed while considering the value of such research for determining human universals. Particular emphasis is placed upon examining whether there is variability across cultures for basic psychological events, such as perception, development, and social behaviour. In addition, cultural factors are considered by examining some of the similarities and differences across a sample of the various ethnic communities that comprise our Canadian culture. Prerequisites: Minimum grade C- in PSYC 104, PSYC 105 and either PSYC 241 or ANTH 207.

PSYC-350**Human Memory**

3 Credits (45:0:0 hours) Transfer*

This course is a review of the theories related to human memory as well as the empirical research methods and results of human memory investigations. The history, biological bases, and environmental influences on memory will be explored as will be the different memory systems. In addition to the developmental changes, everyday applications, as well as the effects of biological impairments of memory will be reviewed. Prerequisite: Minimum grade of C- in PSYC 258. *(UC)

PSYC-370**Human Sexuality**

3 Credits (45:0:0 hours)

This course offers a multidisciplinary perspective of human sexuality in a diverse world. Human sexual function is explored from biological and developmental as well as psychosocial and cultural perspectives. Included is a comprehensive discussion of human reproduction and medical aspects of sexual function and dysfunction. Prerequisite: Minimum grade of C- in three 300-level courses in psychology.

PSYC-373**Evolution and Human Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the study of human behaviour within an evolutionary context. Adaptive physiology, traits, perception, cognition and other behaviours will be explored by examining theories, methods and results of research from various fields including psychology, anthropology, economics and biology. Prerequisites: Minimum grade of C- in PSYC 223, PSYC 241, or PSYC 275. *(UC)

PSYC-377**Human Neuropsychology**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to changes in behaviour and higher mental processes which result from structural changes to the brain. Through the use of clinical examples, the student becomes familiar with the neuroanatomical correlates of normal and abnormal behaviour in humans. The processes of neuropsychological assessment and diagnosis after insults to the brain is discussed. Prerequisite: Minimum grade of C- in PSYC 275. *(UC)

PSYC-385**Applications of Learning**

3 Credits (45:0:0 hours)

This course examines the ways in which principles of conditioning and learning have been applied to areas of human concern. The basic concepts, specific techniques, and ethical issues involved in the field of behaviour modification, are surveyed. Prerequisites: Minimum grade of C- in PSYC 281.

PSYC-391**Psychology of Consciousness**

3 Credits (45:0:0 hours)

This course focuses on the relations between the subjective experience of consciousness and the theoretical concepts from a variety of psychological perspectives, including cognitive science, phenomenology, neuropsychology, developmental processes, evolutionary psychology, cross cultural psychology and transpersonal perspectives. Additionally, various experiences of consciousness are considered including sleep, dreams, drug effects, meditation, hypnosis, daydreaming, paranormal experiences, trance states, and near death experiences. Prerequisites: Minimum grade of C- in PSYC 104, PSYC 105, and at least two 200 level courses in psychology.

PSYC-400**Psychology Senior Seminar**

3 Credits (0:0:45 hours)

This capstone course focuses on issues relevant to psychology graduates. Students explore and discuss professional ethics, procedures, graduate and professional school, career options, and licensing, as well as contemporary topics and controversies. Note: This course is restricted to students in the final year of their program, with preference given to those completing the honours program. Enrolment by permission of the department.

PSYC-405**Special Topics in Psychology**

3 Credits (0:0:45 hours)

This course provides an in-depth study of a psychology specialization or of a current issue in psychology. The topic for the course varies year to year and is announced prior to registration. Possible topics include human and computer interactions, psychology and law, ethical issues related to psychological research and practice, the impact of the human genome project on the study of psychology and the nature versus nurture debate. Prerequisites: Minimum grade of C- in PSYC 301 or consent of the instructor.

PSYC-423**Special Topics in Developmental Psychology**

3 Credits (0:0:45 hours)

This course provides an in-depth study of a topic in developmental psychology. The theoretical, methodological and applied issues are emphasized. The topic for the course varies year to year and is announced prior to registration. Possible topics include the role of parents in development, prenatal development, infancy, adolescence, cognitive development, social development, physical development or ecological theories of development. Prerequisite: Minimum grade of C- in PSYC 223.

PSYC-428**Applied Lifespan Developmental Psychology**

3 Credits (45:0:0 hours)

From a lifespan developmental perspective, this course examines and applies current and seminal research to selected challenges and developmental tasks in the major periods of the lifespan; the prenatal period, infancy, childhood, adolescence, and early, middle and late adulthood. The reciprocal relationship between research and practice is emphasized with specific implications and practical application for improving human functioning across the lifespan. Prerequisites: Minimum Grade of C- in two of PSYC 324, PSYC 326, PSYC 328 or PSYC 423.

PSYC-431**Theory and Practice of Psychometrics**

3 Credits (45:0:0 hours) Transfer*

This course provides an overview of theories, principles, and applications of psychological testing and assessment. The focus is on standardized psychological tests in the areas of intelligence, aptitude, personality, interests, and attitudes and values. Prerequisites: Minimum grade of C- in PSYC 339 and STAT 151 or equivalent. *(UC)

PSYC-435**Introduction to Clinical Psychology**

3 Credits (0:0:45 hours)

This course examines the professions of clinical psychology, including topics such as clinical assessment and diagnosis, clinical judgment and decision making, psychotherapeutic and community interventions and professional ethics. Prerequisite: Minimum grade of C- in PSYC 339.

PSYC-438
Psychological Interviewing and Professional Skills

3 Credits (45:0:0 hours)

This course concerns the study and development of professional helping skills. Topics include interviewing skills, listening skills, the helping relationship, ethical and legal decision-making, local service providers, and prevention of professional burnout. Prerequisites: Minimum grade of C- in PSYC 435, plus at least two of PSYC 326, PSYC 377, PSYC 385, PSYC 431.

PSYC-449
Special Topics in Social Psychology

3 Credits (0:0:45 hours) Transfer*

This course offers an in-depth study of a specific topic in social psychology. The theoretical, methodological and applied issues are emphasized. The topic for the course varies year to year and is announced prior to registration. Possible topics include eyewitness testimony, prejudice and discrimination, media influences on aggression and interpersonal attraction. Prerequisites: Minimum grade of C- in PSYC-241.

*(UC)

PSYC-456
Cognitive Assessment

3 Credits (45:15:0 hours)

This course examines cognitive assessment and the relationship of cognitive theories to assessment. The techniques and tools for evaluating several areas of cognitive functioning including intelligence, attention, memory, language, perception, learning, and complex cognitive processes such as critical thinking, problem solving, and creativity are surveyed. Prerequisite: Minimum grade of C- in PSYC 431.

PSYC-490
Honours Thesis

6 Credits (0:0:90 hours)

Under the direction of a faculty member, students conduct an empirical research project culminating in the Honours Thesis and formal presentation of research findings. In addition to ongoing research with a faculty member, students attend regular meetings in which they are instructed on various aspects of the research process. Students are expected to present their proposals and results, and elicit feedback from the instructor and their peers on a regular basis. Prerequisites: PSYC 312. Note: This course is restricted to students in the final years of the honours psychology program.

PSYC-498
Individual Study

3 Credits (0:0:45 hours)

In consultation with, and supervised by, a member of the department or an approved professional in the community, a senior student pursues a single research topic in greater depth than is possible within traditional undergraduate courses. Examples of such projects may include directed reading, library research, and/or laboratory or field experience. A formal review paper, research proposal, research report, annotated bibliography, and/or essay is required. Prerequisites: Minimum grade of C- in at least 15 credits in psychology at the 200 level and 9 credits in psychology at the 300 level, as well as consent of the department.

RCLS-100
Leisure in Canadian Life

3 Credits (45:0:0 hours)

Examination of the nature, characteristics and functions of leisure in modern Canada. Review of relationships between leisure and time, play, work, family, education, ethnicity, gender and environment. Discussion of ideas about conventional leisure, serious leisure and deviant leisure. Overview of the structure of the Canadian recreation and tourism delivery systems.

READ-0089
Reading Development II

3 Credits (45:0:0 hours)

This course is intended to increase reading rates, retention and understanding through proficiency in word analysis, paragraph comprehension, and skimming and scanning skills. Prerequisite: Students must complete a Skills Appraisal prior to registration. This course is designed for students who have been fully or conditionally accepted into a college program.

RPPR-102
Perspectives on Assessment And Reporting Practice

3 Credits (45:0:0 hours) Transfer*

This course provides students with an overview of the process of assessment, planning, and outcome measurement as they relate to planning and determining appropriate supports for individuals with disabilities. The necessity and appropriateness of a variety of formal and informal methods of assessment are examined in the context of the person and his or her environment.

*(OTHER)

RPPR-103
Interpersonal Communication

3 Credits (45:0:0 hours) Transfer*

This course provides students with the opportunity to explore and practice a wide range of interpersonal communication skills. Students study the works of several major psychological theorists including Jung, Maslow, and Rogers. Building from a framework of basic communications concepts, emphasis is on developing skills of listening and support. *(OTHER)

RPPR-106
Person-Centred Perspectives

3 Credits (45:0:0 hours)

This course examines approaches to practice that are valuing of individuals with disabilities. It prepares students to develop person-centred practices that focus on gifts, relationships, and community in supporting people to have meaningful lives of their choosing.

RPPR-107
Family-Centred Practice

4 Credits (45:30:0 hours)

This course focuses on the importance of the family as it responds to and impacts upon members with disabilities. Students learn and apply approaches to identifying and supporting diverse family strengths and needs.

RPPR-108
Seminar: Disability Issues I

2 Credits (0:30:15 hours)

The environment of the small group seminar provides the opportunity for practical application of concepts and theories from coursework. Students study specific disabilities (characteristics, impacts and resources) and practice effective teamwork and presentation skills. Through the exploration of community options, students identify future field placements. Students also begin to develop a professional portfolio. Corequisites: RPPR 102, RPPR 103, RPPR 106 and RPPR 107.

RPPR-109
Community Development

3 Credits (45:0:0 hours)

This course prepares students to apply the concepts of asset-based community development to practice. The premise of the course is the belief that strong communities have the capacity to include all citizens. Students learn how to build community capacity and strong community connections that enable the people they support to live lives of meaning, connection, and contribution.

RPPR-114**Seminar: Disability Issues II**

1 Credit (0:0:18 hours) Transfer*

This seminar provides students the opportunity to further develop their knowledge of specific disabilities and the ability to communicate effectively in small group situations.

Discussions integrate major concepts from coursework as well as issues arising from field placements. Students continue to develop a professional portfolio. Prerequisites: RPPR 102, RPPR 103, RPPR 106, RPPR 107 and RPPR 108. Corequisites: RPPR 109, RPPR 117, RPPR 118, RPPR 119 and RPPR 120.

*(OTHER)

RPPR-117**Facilitating Learning and Development**

3 Credits (45:0:0 hours)

This course provides students with a foundation and working knowledge of a variety of teaching strategies as they apply to learning and skill development in individuals with disabilities across settings. Prerequisite: RPPR 108.

RPPR-118**Advocacy and Leadership**

3 Credits (45:0:0 hours)

This course prepares students to facilitate leadership and advocacy among people with disabilities, families, networks and allies. It also prepares students to assume roles of leadership and advocacy in their field of practice. Prerequisite: RPPR 108.

RPPR-119**Health Promotion and Personal Well-Being**

3 Credits (30:30:0 hours)

This course examines practices for promoting healthy living and wellness. Students study wellness theory and health promoting measures that contribute to optimal quality of life in terms of social, emotional, and physical health. Students learn to develop wellness plans for themselves and for individuals they support. The lab component includes practice in tube feeding, lifting, carrying and transferring, and medication administration. Prerequisite: RPPR 108.

RPPR-120**Field Placement I**

3 Credits (0:0:180 hours)

This field placement provides students with the opportunity to apply and enhance their skills and knowledge in relation to person-centred work, community building, interpersonal communication, family support, advocacy and leadership, health promotion and teaching through individual interactions and group activities at a field placement site. Prerequisites: RPPR 102, RPPR 103, RPPR 106, RPPR 107 and RPPR 108. Corequisites: RPPR 109, RPPR 114, RPPR 117, RPPR 118 and RPPR 119.

RPPR-204**Seminar: Disability Issues III**

1 Credit (0:0:15 hours) Transfer*

This seminar continues to provide opportunities to develop knowledge on specific disabilities and discusses the practical application of evidence-based practice, planning, and networking. Students continue to develop a professional portfolio. Prerequisites: RPPR 114 and RPPR 120. Corequisite: RPPR 215.

*(OTHER)

RPPR-211**Connections and Networking**

2 Credits (30:0:0 hours)

This course prepares students to identify and access systems and resources that are required to support individuals with disabilities to achieve lives of meaning, connection, and contribution. Prerequisites: RPPR 114, RPPR 117 and RPPR 120.

RPPR-212**Person-Centred Planning Approaches**

2 Credits (15:30:0 hours)

This course prepares students to develop clear person-centred plans that support positive outcomes for individuals with disabilities. Students select and apply current planning approaches incorporating the practices of inclusion, empowerment and individualization in the planning process. Prerequisites: RPPR 114 and RPPR 120.

RPPR-213**Evidence-Based Practice**

2 Credits (30:0:0 hours)

Using an evidence-based methodology, students are guided in the clear and thoughtful use of current best practices when providing supports to individuals with disabilities and their families. Students critically analyze treatment, supports, social policy and practice with a view to incorporating evidence as the basis of their practice. Prerequisites: RPPR 114 and RPPR 120.

RPPR-215**Field Placement II**

3 Credits (0:0:180 hours)

This field placement provides students with the opportunity to apply and enhance their skills and knowledge in relation to planning, community systems and evidence-based practice at a field placement site. Prerequisites: RPPR 114 and RPPR 120. Corequisites: RPPR 204, RPPR 211, RPPR 212 and RPPR 213.

RPPR-220**Organizational Leadership and Change**

3 Credits (45:0:0 hours) Transfer*

This course requires students to identify theories of leadership that are applicable in a wide range of human service organizations. Students study leadership styles and the skills required to guide organizations through a change process. Prerequisites: RPPR 204 and RPPR 215.

*(AUC, CUC)

RPPR-221**Supervision**

3 Credits (45:0:0 hours)

This course introduces the student to the process of supervision, both from the perspective of being supervised as well as being the supervisor. Students are encouraged to examine the expectations of supervision as well as the theories influencing supervising. Prerequisites: RPPR 204 and RPPR 215.

RPPR-222**Connections: Technology, Adaptation and Accommodation**

3 Credits (30:30:0 hours)

This course requires students to demonstrate a decision-making process relative to assessing individuals and environments. It also challenges students to develop strategies to create adaptations and accommodations that allow individuals to take advantage of all opportunities in the community. Prerequisites: RPPR 102, RPPR 117 and RPPR 211.

RPPR-224**Seminar: Disability Issues IV**

1 Credit (0:0:15 hours) Transfer*

This seminar continues to provide opportunities to obtain knowledge on specific disabilities and discuss practical application of coursework in supervision, organizational leadership, technology, adaptation, and accommodation. The seminar assists students to examine and develop their professional role and prepares students for the career search process. Prerequisites: RPPR 204 and RPPR 215. Corequisites: RPPR 220, RPPR 221, RPPR 222 and RPPR 230.

*(OTHER)

RPPR-230**Field Placement III**

3 Credits (0:0:180 hours)

This field placement provides students with the opportunity to apply and enhance their skills and knowledge in relation to organizational leadership, supervision, technology, adaptation, accommodation and self-evaluation in a field placement site. Prerequisites: RPPR 204 and RPPR 215. Corequisites: RPPR 220, RPPR 221, RPPR 222 and RPPR 224.

SCIE-0010**Science 10**

5 Credits (90:0:0 hours)

Science 10 is based upon the content of Alberta Learning's Science 10. The major topics include energy from the sun, energy and matter in living systems, energy and matter in chemical change, and change in energy. Prerequisite: Science 9 or equivalent.

SOCI-100**Introductory Sociology**

3 Credits (45:0:0 hours) Transfer*

This course consists of an analysis of the nature of society, the interrelationships of its component groups, and the processes by which society persists and changes. Society is analyzed in terms of its structure and culture, interrelationships between various institutions (e.g. family, religion, school, government) and the process whereby an individual is socialized into society.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-101**Canadian Society**

3 Credits (45:0:0 hours) Transfer*

This course will analyze the major dimension of Canadian society with special emphasis on its ethnic composition (the problems and prospects of a multicultural society) its dependence on the American society (the present political, economic and cultural dominance of USA and the nature of Canadian nationalism) and its regional inequalities. Some of the important social issues in Canada (poverty, sexism, aging, educational problems, etc.) will also be addressed in this course. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-102**Social Problems**

3 Credits (45:0:0 hours) Transfer*

This course analyzes the factors that constitute social problems, as well as the cultural forces that influence their development. A wide range of specific social problems will be explored and may include crime, economic deprivation, social inequality, prejudice and discrimination, human rights violations, family violence, family disruption and more. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-210**Introduction to Social Statistics**

3 Credits (45:0:0 hours) Transfer*

This course explores statistical reasoning and techniques used by sociologists to summarize data and test hypotheses. Topics include describing data with tables, graphs, averages and variability, normal distributions, correlation, prediction, populations and samples, probability, sampling distributions, hypothesis testing, t-tests and chi-square tests. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent. Note: This course is intended primarily for students concentrating in sociology.

*(UA, UC, UL, AU, AUC, CU, KUC)

SOCI-224**Deviance and Conformity**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the study of deviance, conformity and social control. The processes involved in defining behaviour patterns as deviant, and the factors which influence deviance and conformity will be explored. Theory and research on a wide range of specific topics will be analyzed and may include topics such as sexuality, addiction, religion, youth, mental disorder and physical appearance. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-225**Criminology**

3 Credits (45:0:0 hours) Transfer*

Criminology is the search for and explanation of general patterns or regularities characterizing the law-breaking behaviour of individuals. The course is an introduction to the sociological study of crime and a critical appraisal of theoretical explanations and methods of conducting research. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-241**Social Psychology**

3 Credits (45:0:0 hours) Transfer*

An introduction to the study of individual and group behaviour observed in social processes. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent or PSYC 104 or PSYC 105, or EDPY 163 or EDPY 371. Note: SOCI 241 and PSYC 241 may not both be taken for credit.

*(UA, UL, AUC, CU, KUC, UC, AU)

SOCI-251**Population and Society**

3 Credits (45:30:0 hours) Transfer*

This course examines population trends and problems in Canada and the rest of the world: social and cultural factors underlying fertility, mortality, migration patterns, urbanization, population explosion, population theory and policy concerns.

*(KUC, CUC, AU, CU, UA, UC, AUC, UL)

SOCI-271**Introduction to the Family**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of sociological perspectives on, and research into families. While the emphasis is on current trends and institutional characteristics in Canada, marriage and families are examined in the context of cross-cultural and historical elements. This course utilizes a comparative approach with emphasis on families in Canada. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-301**Sociology of Gender**

3 Credits (45:0:0 hours) Transfer*

This course will analyze some of the differences, real and imagined, between males and females in this society, historically and cross culturally. The course will examine the various explanations offered for differences in the behaviour of males and females, the historical changes which have occurred, and socialization into male and female gender roles and its consequences. Special attention will be given to the Canadian situation. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-315**Introduction to Social Methodology**

3 Credits (45:30:0 hours) Transfer*

This course is an introduction to quantitative and qualitative social research methods. Methodology concerns the logic and rules for obtaining answers to sociological questions. Specifically, students learn how to formulate research questions and how to apply appropriate procedures for obtaining answers. In addition, students learn about data collection and processing. Finally, students are taught how to interpret research findings and write research reports. Prerequisite: Minimum grade of C- in SOCI 210.

*(UA, UC, UL, AU, AUC, CU, KUC)

SOCI-316**Social Survey Techniques**

3 Credits (45:30:0 hours)

This course examines the production of data in sociological research through the design and use of survey documents. Topics include ethical, methodological and design issues, the design and organization of questionnaires, sampling techniques, data collection options, the use of computer support in processing and analyzing data, and the creation of meaningful reports of survey results. Prerequisites: A minimum grade of C- in SOCI 315 or (with consent of instructor) PSYC 212.

SOCI-320**White-collar Crime and Corporate Criminality**

3 Credits (45:0:0 hours)

This course examines current legal, policy and theoretical debates over the regulation of various aspects of criminality identified as organizational, white-collar and/or corporate crime. Different theoretical perspectives on the nature, extent and cause of corporate crime and the role of the state in regulating corporate behaviour are covered. Prerequisite: Minimum grade of C- in SOCI 225.

SOCI-321**Youth, Crime and Society**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the understanding and treatment of youth in the Canadian criminal justice system. It examines the nature, extent, and regulation of youth crime in Canada as well as historical and contemporary youth justice. Prerequisite: Minimum grade of C- in SOCI 225.

*(UA, AUC, CU, UC, AU)

SOCI-327**Criminal Justice Administration in Canada**

3 Credits (45:0:0 hours)

This course takes a comprehensive look at the basic features of the criminal justice system in Canada. Specifically, it examines the evolution and evaluation of theories of punishment; the law, the police and the courts; penal and reformatory institutions; probation and parole; research and practice in reform and rehabilitation. Prerequisite: Minimum grade of C- in SOCI 225.

SOCI-329**Sociology of Law**

3 Credits (45:0:0 hours)

This course examines conceptual, practical and philosophical relationships between law and society. The key emphasis is on processes by which legal rules are created, maintained and changed, and law as an instrument of social control and change. Prerequisite: Minimum grade of C- in SOCI 225.

SOCI-332**Classical Sociological Theory**

3 Credits (45:0:0 hours)

This course focuses on an in-depth analysis of the emergence and development of classical perspectives on society and human nature. Emphasis will be placed on the sociological theories of 'founding figures' such as Comte, Marx, Durkheim, and Weber, although the contributions of others may be discussed. Social theories will be compared and assessed in terms of issues such as the individual versus society, idealism versus materialism, and conflict versus consensus. Prerequisite: Minimum grade of C- in SOCI 100.

SOCI-333**Contemporary Sociological Theory**

3 Credits (45:0:0 hours)

This course follows the continued development of social (and especially sociological) theorizing since the mid-20th century. Theoretical perspectives to be analyzed include neo-functionalism, critical theory, world systems theory, interactionism, feminist theory, poststructuralist theory, postmodern theory, and more. The application of these theories to contemporary critical debates and societal issues will be emphasized. Prerequisite: Minimum grade of C- in SOCI 332.

SOCI-343**Collective Formations**

3 Credits (45:0:0 hours) Transfer*

This course presents the principles and concepts related to collective behaviour and social movements. Students analyze specific forms of collective behaviour that occur in relation to contested events and social concerns. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent or SOCI 241 or PSYC 241.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-361**Social Inequality in Canada**

3 Credits (45:0:0 hours)

This course explores the structures and institutions within which Canadians reside and which determine relations of ruling and inequality. With a specific focus on power and resistance, students examine the ways in which people in particular social groups have power over those in other social groups. Issues of racism, sexism, sexuality, and the economy are central in this course. Prerequisites: Minimum grade of C- in SOCI 101 or SOCI 102, plus at least one 200 level course in sociology.

SOCI-362**Organization of Work**

3 Credits (45:0:0 hours)

This course explores the meaning and organization of work, with a specific focus on Canada. Areas covered include properties of work organization (division of labour and specialization), technology and working knowledge, and social inequality that results from a polarized labour force. Prerequisites: Minimum grade of C- in at least one 200 level course in sociology.

SOCI-368**Canadian Ethnic and Minority Relations**

3 Credits (45:0:0 hours) Transfer*

This course consists of a sociological examination and analysis of the processes leading to the development and understanding of minority status in Canadian society. Emphasis will be on case studies of ethnic and minority group relations with reference to cross-national studies. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-375**Sociology of Aging**

3 Credits (45:0:0 hours) Transfer*

This course examines aging as a socio-cultural phenomenon. Includes aging in relation to the self-concept, family, religion, politics, health, retirement, leisure, housing, attitudes toward death with particular emphasis on Canadian society. Prerequisite: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, AUC, CU, KUC, CUC)

SOCI-377**Sociology of Youth**

3 Credits (45:0:0 hours)

This course focuses on the comparative analysis of youth in various types of societies, with special emphasis on Canada. Analysis includes investigation of social structures and processes influencing the behaviours and experiences of young people historically and within contemporary society. Prerequisites: Minimum grade of C- in at least one 200 level course in sociology.

SOCI-400**Sociology Senior Seminar**

3 Credits (0:0:45 hours)

This capstone course focuses on issues relevant to sociology graduates. Students explore and discuss professional ethics, procedures, graduate and professional schools, and career options, as well as contemporary topics and controversies in the field of sociology. This course is restricted to students in the final year of their program, with preference given to those completing the honours program. Enrolment by permission of the department.

SOCI-402**Special Topics in Sociology**

3 Credits (0:0:45 hours)

This course provides an in-depth study of a selected topic in sociology. The topic for the course varies from year to year and will be announced prior to registration. Possible topics include sport and gender, sociology of aging, sociology of religion, sociology of health and illness, critical media studies, and sociology of globalization. Prerequisites: Minimum grade of C- in at least one 300-level course in sociology.

SOCI-418**Qualitative Research Methods**

3 Credits (45:0:0 hours)

This course examines the method of sociological research known as qualitative research which can take the form of fieldwork, participant- observation, secondary analysis, and/or ethnography. Prerequisite: Minimum grade of C- in SOCI 315 or (with consent of instructor) PSYC 212.

SOCI-421**Sociology of Punishment**

3 Credits (45:0:0 hours)

This course is an examination and explanation of the historical and contemporary social underpinnings of punishment and the criminal justice system. Topics may include: the social and historical context of punishment; the rationales, principles and goals of sentencing; and current trends in Canadian corrections. Prerequisite: Minimum grade of C- in SOCI 327.

SOCI-422**Aboriginal Peoples and the Criminal Justice System**

3 Credits (45:0:0 hours)

The course is a survey of the involvement of Aboriginal peoples as offenders, victims and service providers in the Canadian criminal justice system at a variety of levels, including policing, courts, corrections, and aftercare. Special attention is given to historic policing, courts, corrections, and aftercare. Special attention is given to historic pressures and consequent socio- demographic and political situation of First Nations which contribute to rates of crime and disorder in Aboriginal communities. Prerequisite: Minimum grade of C- in SOCI 327.

SOCI-424**Advanced Topics in Deviance, Normality And Social Control**

3 Credits (0:0:45 hours)

This course provides an in-depth study of a specific topic or current issue related to deviance, normality and social control. The topic for the course varies year to year and is announced prior to registration. Possible topics include the following: sociology of alcohol; youth subcultures; medicalization of deviance; mass media and social control; sexuality; power and popular music; cults; genetic science, deviance and social control. Prerequisites: Minimum grade of C- in SOCI 224 and at least one 300-level sociology course.

SOCI-425**Research Problems in Criminology**

3 Credits (45:0:0 hours)

This course explores the research methods commonly employed in areas related to criminal justice. It covers general issues in measurement and research design (e.g., purposes of research, ethical issues, design of research projects). Students learn how to formulate research questions and how to apply appropriate procedures for obtaining answers. In addition, students learn about data collection and processing, interpreting research findings, and writing research reports. Prerequisites: Minimum grade of C- in SOCI 225 and SOCI 315.

SOCI-430**Gender, Crime and Social Justice**

3 Credits (0:0:45 hours)

This course critically examines key concepts, issues and debates with respect to gender, crime and social justice. The key focus is on gender differences in crime, theories of women's crime and the treatment of women offenders and victims by the criminal justice system. Prerequisites: Minimum grade of C- in SOCI 225 and SOCI 301.

SOCI-449**Advanced Topics in Social Psychology**

3 Credits (45:0:0 hours)

This course provides an in-depth study of two or three central topics in social psychology. The theoretical, methodological and applied issues in the selected areas are emphasized. The topics for the course vary from year to year and are announced prior to registration. Possible topics include social cognition, social perception, interpersonal attraction, social psychology and health, and social psychology and the environment. Prerequisites: Minimum grade of C- in SOCI 241 or PSYC 241.

SOCI-463**Advanced Topics in Canadian Society**

3 Credits (0:0:45 hours)

This course provides an in-depth study of a topic in Canadian Society. The topic for the course varies from year to year and will be announced prior to registration. Possible topics include colonialism and the historical development of Canada, regionalism, ethnicity and gender inequities, free trade issues, multinationals and globalization, capitalism, government policy, and/or issues relating to Canadian identity. Prerequisites: Minimum grade of C- in SOCI 101 and either SOCI 361 or SOCI 368.

SOCI-470**Advanced Topics in the Sociology of Families**

3 Credits (0:0:45 hours)

This course provides an in-depth study of selected topics in the sociology of families. The topic for the course varies from year to year and is announced prior to registration. Possible topics include gender and family, comparative family systems, inequality and family, deviance and family and family policy. Prerequisites: Minimum grade of C- in SOCI 271 and either SOCI 301 or SOCI 368.

SOCI-477**Advanced Topics in Youth**

3 Credits (0:0:45 hours)

This course provides an in-depth study of a specific topic or current issue related to the sociology of youth. The topic for the course varies year to year and is announced prior to registration. Possible topics include youth subcultures, comparative youth systems, the social construction of adolescence, youth and inequality, and youth, gender, and popular culture. Prerequisite: Minimum grade of C- in SOCI 377.

SOCI-490**Honours Thesis**

6 Credits (0:0:90 hours)

Under the direction of a faculty member, students conduct an empirical research project culminating in the Honours Thesis and formal presentation of research findings. In addition to ongoing research with a faculty member, students will attend regular meetings in which they will be instructed on various aspects of the research process. Students are expected to present their proposals and results and elicit feedback from the instructor and their peers on a regular basis. Note: This course is restricted to students in the final year of the honours sociology program. Enrolment by permission of the department.

SOCI-498**Individual Study**

3 Credits (0:0:45 hours)

In consultation with, and supervised by, a member of the department or an approved professional in the community, a senior student may pursue a single research topic in greater depth than is possible within traditional undergraduate courses. Examples of such projects may include directed reading, library research, field research and/or placement. A formal review paper, research proposal, research report, annotated bibliography, and/or essay is required. Note: Enrolment by permission of the department.

SOST-0030**Social Studies 30**

5 Credits (90:0:0 hours)

This course will explore the different economic and political systems into which present day nations have organized themselves, and the theories and principles that guide these systems. In order to provide the students with an understanding of the contemporary world, the course will focus on the motives, consequences and alternative choices in the twentieth century global interactions since World War I. Prerequisite: Social 20 or grade 12 reading and writing level or placement by an advisor.

SOWK-101**Social Work Philosophy**

3 Credits (45:0:0 hours) Transfer*

The course is an overview of the social services field and the philosophy, purpose and objectives of social work. It examines the nature of helping, social work practice principles, the historical roots of social work and societal attitudes affecting social services. The emphasis is on fostering appropriate understanding of, and attitudes to, a variety of lifestyles and to the value system of the individual student, of clients and of the social work profession. Minimum pass grade C-.* (AU)

SOWK-102**Introduction to Social Work Practice**

3 Credits (45:0:0 hours)

This course is designed to improve students' ability to relate to others by increasing self-understanding and developing effective communication skills, from a social work perspective. Participants will practice communication, relationship and interpersonal skills related to these concepts through a variety of experiential learning exercises. Minimum pass grade of C-.

SOWK-105**Field Placement**

4 Credits (0:0:240 hours)

The field placements constitute the practical component of the program and are concerned with the integration of theory and practice. They are taken concurrently with the Social Work Practice Methods courses. The overall purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate practice skills based on the values, knowledge and skills taught in the core courses of the program. Field education is a form of teaching and learning in which students have the opportunity to experience themselves as developing social workers in a supervised practice setting.

SOWK-110**Social Work Practice Methods I**

3 Credits (45:0:0 hours)

This course introduces students to social work practice methods. The philosophy and values of social work practice and relationship principles/skills will be examined and students will be expected to demonstrate the effective use of these skills in their practice. Social Work Practice Theory including ecological systems and structural models of practice, life cycle theory and an adaptive/coping perspective will be examined. Direct social work practice skills will be learned as well as their application to the helping process. Attention will be given to the four stages of an effective interview: the preliminary phase, the beginning phase, the work phase and the ending phase. The course will focus on assisting the student to develop awareness of cross-cultural issues and skills in social work practice. Prerequisites: Minimum grade of C- in SOWK 101 and SOWK 102. Corequisite: SOWK 115.

SOWK-111**Family Processes and Intimacy**

3 Credits (45:0:0 hours) Transfer*

This course is designed to offer participants knowledge and insight into the dynamics of the family from a social work perspective. Students are encouraged to examine their own place in their families of origin, to gain insight into their personal attitudes and relationships now and to make connections with their understanding of other families which they will encounter in the course of their work. Students will examine family systems theory, communication and relationship processes in families, family life cycle theory and cultural aspects of family processes. Students will also be encouraged to put their understanding of family into ideological and historical perspective. Although this is not a Methods course, students will learn to identify their family strengths and to support positive family life. Prerequisites: Minimum grade of C- in SOWK 101 and SOWK 102.* (AU, AUC, KUC, CUC)

SOWK-112**Social Work With Children and Adolescents**

3 Credits (45:0:0 hours)

This course will examine human growth and developmental life stages, prenatal to age eighteen. Students will examine lifespan development, tasks, needs and issues from a Social Work perspective. Specific emphasis will be placed on children's development. Cross cultural aspects of lifespan development will also be explored. Prerequisites: Minimum grade of C- in SOWK 101 and SOWK 102.

SOWK-115**Field Placement**

4 Credits (0:0:240 hours)

The field placements constitute the practical component of the program and are concerned with the integration of theory and practice. They are taken concurrently with Integration Seminar and the Social Work Practice Methods courses. The overall purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate practice skills based on the values, knowledge and skills taught in the core courses of the program. Field education is a form of teaching and learning in which students have the opportunity to experience themselves as developing social workers in a supervised practice setting.

SOWK-201**Group Work**

3 Credits (45:0:0 hours)

This course is designed to assist students to develop specific group work skills, an appreciation of the impact of groups and a recognition of the appropriate use of groups in the social service field. It will examine the components of the group process and develop skills in facilitating groups. Focus will be on increasing students' awareness of their own interaction in groups. Prerequisites: Minimum grade of C- in SOWK 110, SOWK 111 and SOWK 112.

SOWK-202**Social Work Practice Methods II**

3 Credits (45:0:0 hours)

This course builds on Social Work Practice Methods I (SOWK 110). Methods II unites social work theory and practice skills with particular attention to phases of work in the helping process. Students will learn an organized approach to problem solving including: social work assessments, establishing short and long term goals, implementation of change strategies and evaluation of their work. Students will be encouraged to focus on client strengths keeping in mind the social, political and cultural context of their lives. By the end of the course, students will be able to articulate a professional model of practice. Discussion of theoretical concepts and experiential learning in the classroom will help students develop and enhance their social work practice skills. Through the use of written assignments, students will learn to effectively document their work with clients. Prerequisites: Minimum grade of C- in SOWK 110 and SOWK 111. Corequisite: SOWK 205.

SOWK-203**Mental Health Intervention**

3 Credits (45:0:0 hours)

This course is designed to provide students with an introduction to the concepts and issues related to mental health and mental illness. Students will examine: the history of the treatment of the mentally ill, definition of mental illness and mental health and common disorders, causative factors of mental illness and factors that promote mental health, mental health assessments, treatment approaches and issues, treatment resources within the community and elsewhere in the province and social policy and legislation that pertains to mental illness. Students will also complete suicide prevention training (Certification) as part of the course. This course will provide the opportunity for students to explore their own values, ideas and experiences related to mental health/illness and develop sensitivity to cultural issues in defining and treating mental health problems. Specific attention will be focused on the role of social workers in the delivery of mental health services. Offered in Outreach format: distance and on-site deliveries. Prerequisites: Minimum grade of C- in SOWK 110, SOWK 111, SOWK 112 and PSYC 104.

SOWK-204**Social Policy and Structural Practice**

3 Credits (45:0:0 hours) Transfer*

This course will introduce the students to the range of public policy designed to meet human needs. The course will cover the boundaries and historical development of social policy and the current state of social services in Canada and particularly, Alberta. Students will explore the divergent views of social welfare policy and examine factors such as social justice, deviance and control, the Welfare State and federal-provincial responsibility. Students will be encouraged to explore their understanding of ideology and the ideological underpinnings of social policy. Prerequisite: First year of program.

*(UL, AU, AUC, KUC, CUC)

SOWK-205**Field Placement**

4 Credits (0:0:240 hours)

The field placements constitute the practical component of the program and are concerned with the integration of theory and practice. They are taken concurrently with Integration Seminar and the Social Work Practice Methods courses. The overall purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate practice skills based on the values, knowledge and skills taught in the core courses of the program. Field education is a form of teaching and learning in which students have the opportunity to experience themselves as developing social workers in a supervised practice setting. Corequisite: SOWK 202.

SOWK-210**Community Practice Methods III**

3 Credits (45:0:0 hours)

This course is designed to provide students with an introduction to theoretical knowledge and skills for working with communities. Students will examine current theories of community development/organization and the skills necessary for effective social work intervention and change at the community level. This course will include a local and global perspective and issues related to environment and international development. Prerequisites: SOWK 201, SOWK 202 and SOWK 204.

SOWK-211**Social Work Practice Methods IV**

3 Credits (45:0:0 hours)

This course is a survey of current theory and social work practices, skills and attitudes related to issues of family violence, deprivation/neglect and separation/loss. Students will develop an awareness of the interplay of individual, family, group and societal factors in the emergence and treatment of these problem issues. Though the focus is on the generic aspects of dealing with these family issues, key aspects of child welfare and in-home intervention will be introduced. Students will be encouraged to put their understanding of family violence and deprivation issues into ideological and historical perspective. Prerequisites: Minimum grade of C- in SOWK 201, SOWK 202 and SOWK 204.

SOWK-215**Field Placement**

4 Credits (0:0:240 hours)

The field placements constitute the practical component of the program and are concerned with the integration of theory and practice. They are taken concurrently with Integration Seminar and the Social Work Practice Methods courses. The overall purpose of the placements is to provide students, within the context of specific field settings, the opportunity to develop and demonstrate practice skills based on the values, knowledge and skills taught in the core courses of the program. Field education is a form of teaching and learning in which students have the opportunity to experience themselves as developing social workers in a supervised practice setting. Prerequisite: SOWK 205.

SOWK-217
Foundations and Ethics for Social Work

3 Credits (45:0:0 hours)

This course introduces the student to a comprehensive view of issues in the contemporary ethical practice of social work. It begins with an examination of the Canadian social context, addressing such questions as the evolution of moral codes and diversities of culture, age, gender and geography, among others. Students are challenged to examine their personal value-ethical systems in relation to dominant social standards and the social work Code of Ethics. Important issues of micro-ethics and practice standards will be addressed in order that students will be able to integrate these into their day to day practice. Note: Successful completion of this course will be required for those individuals who wish to qualify for ACSW Registration status under the grandparenting provision of the Health Professions Act.

SPAN-111
Introductory Spanish I

3 Credits (75:0:0 hours) Transfer*

SPAN 111 (and its sequel SPAN 112) is a course designed for beginners and is intended for students with limited or no previous knowledge of Spanish. SPAN 111 introduces the sounds of the Spanish language, essential grammatical structures and tenses and a practical basic vocabulary to aid the student in the development of oral comprehension, expression, reading and writing skills. General aspects of geography, history and culture in Spanish-speaking countries are also introduced. Note: This course is not open to students with credit in Spanish 30, 35, Spanish 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Spanish. A minimum grade of C- is required in SPAN 111 to continue with SPAN 112. *(UL, UA, AU, UC)

SPAN-112
Introductory Spanish II

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of SPAN 111 and is intended to further the development of the four language skills acquired in SPAN 111. Prerequisite: Minimum grade of C- in SPAN 111. Note: This course is not open to students with credit in Spanish 30, 35 Spanish 100, or similar or equivalent courses, nor is it open to students with native speaker background or who have been solely or partly educated in Spanish. A minimum grade of C- is required for university transfer. *(UL, UA, AU, UC)

SPAN-211
Intermediate Spanish I

3 Credits (75:0:0 hours) Transfer*

Span 211 is designed for students to develop and strengthen oral comprehension, expression, reading and writing skills acquired in beginner-level courses. A minimum grade of C- in this course is required to register in the sequel course, SPAN 212, Intermediate Spanish II. Prerequisite: Minimum grade of C- in SPAN 112 or successful completion of Spanish 30, 35, Spanish 100 or equivalent courses. Note: This course is not open to students with native speaker background or to those who have been solely or partly educated in Spanish. *(UA, UC, UL)

SPAN-212
Intermediate Spanish II

3 Credits (75:0:0 hours) Transfer*

SPAN 212 is a continuation of SPAN 211 and is intended to further develop and strengthen oral comprehension, expression, reading and writing skills acquired in beginner-level courses. Prerequisite: Minimum grade of C- in SPAN 211. Note: This course is not open to students with native speaker background or who have been solely or partly educated in Spanish. A minimum grade of C- is required for university transfer. *(UA, UC, UL)

SPAN-306
Spanish for Heritage Speakers

3 Credits (75:0:0 hours) Transfer*

This course is intended for speakers with an advanced level of oral proficiency, but no previous formal study of Spanish. Focus is on topics such as grammar and sentence structure, spelling and punctuation, interference between English and Spanish and colloquial versus formal usages with the objective of improving skills in oral and written communication. Prerequisite: Consent of Department. *(UC, UA, UL)

STAT-141
Introduction to Statistics

3 Credits (45:0:0 hours) Transfer*

The course introduces students to the theory and application of statistics. Topics include: data description; probability theory; discrete and continuous random variables and their distributions; sampling distributions; elementary inference for population means and proportions; Goodness-of-Fit Test; Chi-Squared test for contingency tables; regression and correlation analysis; and analysis of variance. Prerequisite: Pure Math 30 or successful completion of the STAT 141 gateway exam. This course may not be taken for credit if credit has been obtained in any statistics course or SOCI 210 or PSYC 211. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

STAT-151
Introduction to Applied Statistics I

3 Credits (45:18:0 hours) Transfer*

This course studies data collection and presentation of descriptive statistics, probability distributions, sampling distributions and the central limit theorem, point estimation and hypothesis testing, correlation and regression analysis, goodness of fit and contingency table. This course may not be taken for credit if credit has been obtained in any statistics course or in SOCI 210. Prerequisite: Pure Math 30 or equivalent. *(UA, UC, UL, AU, CU, KUC)

STAT-221**Applied Probability**

3 Credits (45:24:0 hours) Transfer*

Probability Models: distribution of one and two random variables, moment generating functions, specific distributions, uniform, binomial, geometric, Poisson, exponential, normal, etc. Markov chains and simple queues. Various applications are considered with emphasis on the analysis of computer systems, simulation techniques are used and the algorithmic approach is used throughout the course. Prerequisites: Minimum grade of C- in MATH 115 or equivalent, MATH 120 or MATH 125 or equivalent. Restrictions: Restricted to Honours and Specialization students in Computing Science and Specialization students in Computational Science (Mathematics). Note: Credit may not be obtained for both STAT 221 and STAT 265. *(UC, UA, AU, UL)

STAT-222**Applied Statistics**

3 Credits (45:24:0 hours) Transfer*

This course will cover Sampling distributions, estimation, hypothesis testing, Linear Regression, Poisson Process, simple queues, models and applications primarily of interest to Computing Science students. Prerequisite: Minimum grade of C- in STAT 221. *(UC, UA, AU, UL)

STAT-252**Introduction to Applied Statistics II**

3 Credits (45:24:0 hours) Transfer*

Methods in applied statistics are presented. The following topics are included: methods of data analysis; non-parametric tests, analysis of variance; and simple and multiple linear regression. Applications are taken from the biological, physical and social sciences, and business. Prerequisite: Minimum grade of C- in STAT 141 or STAT 151 or equivalent. *(UA, UC, UL, AU)

STAT-265**Elements of Probability and Statistical Theory I**

3 Credits (45:13:0 hours) Transfer*

Fundamental methods in probability and statistics are presented. The following topics are included: probability; probability distributions for discrete and continuous random variables; expectations and moments; statistical models; parameters and statistics; methods of estimation; bias and efficiency. Prerequisite: Minimum grade of C- in MATH 115. STAT 151 recommended. Credit may not be taken for both STAT 265 and STAT 221.

*(UA, UL, AU, AUC, CU, KUC, CUC)

STSS-0007**Strategies for Student Success**

1 Credit (0:0:7.5 hours)

This course is designed to provide students in the BA/BEd and General Studies programs an opportunity for general academic development and planning. This course covers topics such as effective studying, essay writing, time management, academic/career planning, stress management, LRC orientation and campus resources. Restricted to Arts, Education and General Studies students.

TAST-100**Role and Responsibilities of the Educational Assistant**

2 Credits (30:0:0 hours)

Educational assistants frequently work in a variety of educational settings with a number of teachers and several different students throughout the year. This course focuses on the skills and attitudes needed by paraprofessionals to effectively support students and teachers in diverse educational environments. Students will examine their own educational beliefs while comparing school and board educational philosophies and practice. Professional ethics and procedural guidelines will be examined, as well as, the many facets of classroom communication. Components of student individual program plans and documentation of the student's progress will be practiced along with the collaborative team skills for this process to be effective. Students will have the opportunity to apply the theoretical aspects of adapting learning materials and applying learning strategies through course work.

TAST-101**Child Development Throughout the School Years**

3 Credits (45:0:0 hours)

This course examines basic theories, principles, research findings and concepts regarding children's learning and development. The student will examine child development from a psychological, sociological and physiological perspective. Course material will explore all aspects of the child's development from prenatal to adolescence with the primary focus being on early and middle childhood.

TAST-102**Effectively Managing Student Behaviour In Educational Settings**

3 Credits (45:0:0 hours)

Children learn best when their self-esteem is healthy and the educational expectations are clear. This course will focus on students developing an understanding of the classroom as a dynamic learning environment in which the educational assistant is an essential part, a philosophy of discipline that forms a basis for dealing effectively with students experiencing behavioural difficulties, strategies and practical approaches for classroom management in addition to effective methods of pupil supervision, proactive approaches to discipline with an emphasis on problem solving and effective interventions, Non Violent Crisis Intervention certification for dealing with inappropriate confrontational behaviour in a productive life enhancing way and, observation and documentation of student actions in behavioural terms.

TAST-103**Language Learning and Math Across the Curriculum**

3 Credits (45:0:0 hours)

This course is a blend of theory and practice set within the framework of the Alberta English language arts and mathematics curricula. Particular attention will be paid to ways in which the educational assistant may support the effective implementation of these programs by adapting materials to meet the learning styles and needs of individual students. Course emphasis is on providing and working with a variety of practical strategies that can be transferred to classrooms. Paired reading, spelling strategies, and the use of math manipulatives are examples of some of these educational methods.

TAST-105
Effective Interpersonal Communication

2 Credits (30:0:0 hours)

This course provides students with the opportunity to gain an understanding of the basic concepts underlying interpersonal communication as they apply to working with adults and children. The course focus will be on understanding human behaviour as it applies to living and working with others. Through group and instructor support, students will be encouraged to examine personal strengths and develop the necessary skills to function productively in both work and personal settings. A strong emphasis is placed on experiential learning through small group exercises and other activities. Effective communication strategies will be emphasized throughout the course.

TAST-107
Working With Students With Exceptionalities – Level I

3 Credits (45:0:0 hours)

Inclusion has led to the full integration of students with exceptionalities into many schools, which in turn has created a greater need for school personnel with special training. This course examines the philosophy and educational concepts associated with inclusion. Students will have the opportunity to develop an in-depth knowledge of strategies and interventions in the field of special education. The course will also focus on the effects of medications on behaviour and learning, as well as, the recognition and appropriate response to many common health issues within inclusive classrooms. Course content includes study in the areas of: metacognition, student evaluation, ADHD, seizure disorders, cerebral palsy and other physical disabilities, developmental delay, playground head injuries, asthma, infectious disease, and FAS.

TAST-108
Technology Applications in Education

3 Credits (45:0:0 hours)

Technology Applications in Education is a hands-on educational computer course designed to help learners acquire basic skills and knowledge about computers, computer peripherals and computer software. Keyboarding and word processing skills related to educational settings are used extensively. The Internet and electronic mail are also introduced.

TAST-109
Practicum I

1 Credit (0:0:60 hours)

The practicum is designed to provide the student with the opportunity to practice in the field through demonstration, appropriate skills and attitudes based on the values, skills and knowledge taught within the program courses. Prerequisites: TAST 101, TAST 103 and TAST 107. Corequisite: TAST 110.

TAST-110
Integration Seminar I

1 Credit (15:0:0 hours)

The Integration Seminar provides students the opportunity to link the classroom learning with field related experiences and issues. The small group seminar format promotes the integration of theory and practice in a professional setting through facilitated group discussion and participation.

TAST-114
Specialized Skills and Practice

2 Credits (30:0:0 hours)

This course provides students the opportunity to develop the skills necessary to support classroom teachers and students with specific special education needs. The course blends theory with effective practice to prepare assistants who must demonstrate an understanding of ways to adapt learning activities and materials for students with a range of academic, emotional and physical challenges. The particular special education need studied will vary from term to term.

TAST-117
Working With Students With Exceptionalities – Level II

3 Credits (45:0:0 hours)

Inclusion of students with special needs into many regular classrooms has created a need for special training of school personnel. This second level course will build on concepts, skills and strategies addressed in level one. Teaching/learning strategies and interventions, etiology, along with the effects of medications on behaviour and learning will be presented. Areas of study include: language delay, schizophrenia, depression, severe behavioural disorders, autism, Tourette's Syndrome, meningomyelocoele, hearing loss, visual loss, traumatic brain injury and documentation. Prerequisite: TAST 107.

TAST-118
Computers in Education and Adaptive Technology

3 Credits (45:0:0 hours)

Computers in Education builds on and extends the skills and knowledge gained by students in the prerequisite Technology Applications in Education course. You will learn to integrate the use of computers into the elementary classroom curriculum and evaluate curriculum-based software. The use and application of databases, graphics and the Internet are also examined. You will learn how adaptive hardware and software enables the student with exceptionalities to use computer technology. Prerequisite: TAST 108.

TAST-119
Practicum II

2 Credits (0:0:120 hours)

The practicum is designed to provide students with the opportunity to practice in the field through demonstration, appropriate skills and attitudes based on the values, skills and knowledge taught within the program courses. This second practicum allows students the opportunity to experience the full range of responsibilities associated with the complex role of the educational assistant within a supervised educational setting. Prerequisite: Successful completion of all program courses. Corequisite: TAST 120.

TAST-120
Integration Seminar II

1 Credit (15:0:0 hours)

The Integration Seminar provides students the opportunity to link the classroom learning with field related experiences and issues. The small group seminar format promotes the integration of theory and practice in a professional setting through facilitated group discussion and participation. Prerequisite: TAST 110. This course is taken concurrently with TAST 119.

* Only full-time students admitted to the Theatre Arts program may register in THAR courses.

THAR-101 Acting Skills I

3 Credits (0:90:0 hours)

Students are introduced to the basics of acting: concentration, imagination, and verbal and non-verbal communication. Through classes in text analysis, improvisation and the creation of a character, students are encouraged to explore realistic behaviour in a variety of contexts. As a means of extending their work on sustaining an imagined reality, students work with simple texts to start building standards by which the quality of acting can be explored.

THAR-102 Vocal Music I

1 Credit (0:37.5:0 hours)

The Vocal Lesson: posture, breath management, tone quality, diction, interpretation and musicianship are stressed in weekly private lessons. The Vocal Lab: the fundamentals of the analysis and preparation of songs from music theatre are explored. Performing songs and integrating songs into a dramatic setting will be the basis of this weekly workshop.

THAR-103 Introduction to Theatre

3 Credits (45:0:0 hours)

Transfer*

This course explores the origins and development of theatre art and is an introduction to theatre aesthetics.

*(UA)

THAR-109 Performer's Lab

3 Credits (0:90:0 hours)

Challenging works from music theatre's repertoire are studied and explored in a workshop format. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120 and THAR 130.

THAR-110 Dance Skills I

3 Credits (0:112:0 hours)

Dance Technique Classes: primarily ballet, jazz, and tap. Weekly studio classes explore the various styles of dance demanded of the musical theatre performer through exercises in these disciplines and the preparation of both solo and ensemble pieces. Movement Classes: regular weekly classes in movement assist the developing actor in increasing body awareness, thus providing a better basis for character physicalization.

THAR-115 Voice for the Stage

1 Credit (0:30:0 hours)

Through various exercises in resonance and breath control, the student begins to learn proper vocal production for the stage. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130.

THAR-120 Music Theory for Music Theatre I

2 Credits (30:0:0 hours)

This course introduces the theoretical basics of music as they apply to the repertoire of music theatre. Topics include, but are not limited to, the basic rudiments: notation, the staff, key signatures, scales, major and minor tonality, intervals, metre and rhythm, triad/chord construction, melodic/structural analysis, an introduction into classical four part voice-leading principles, harmonic progressions, and melodic/harmonic analysis. Emphasis is placed on the relationship of these basic theoretical concepts to the music theatre repertoire. Corequisite: THAR 130.

THAR-121 Music Theory for Music Theatre II

2 Credits (30:0:0 hours)

This course is a continuation of Music Theory I, focusing on the relationship and application of the basic theoretical concepts of music as they apply to the repertoire of music theatre. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130. Corequisite: THAR 131.

THAR-130 Ear Training for Music Theatre I

3 Credits (45:0:0 hours)

This introductory ear training course parallels and supplements the material delivered in the music theory class. Topics include, but are not limited to: the aural identification of intervals, melodies, rhythms, and chords, as well as the sight-singing of melodies and rhythms drawn from the music theatre repertoire. Corequisite: THAR 120.

THAR-131 Ear Training for Music Theatre II

3 Credits (45:0:0 hours)

A continuation of Ear Training I, this course focuses on more advanced studies in ear training as they apply to the repertoire of music theatre. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130. Corequisite: THAR 121.

THAR-151 Acting Skills II

3 Credits (0:90:0 hours)

In this course, exercises continue on concentration and imagination, plus the concept of effective theatricality. Creating a Character: These sessions continue, culminating with the performance of a play from the realistic period, most likely a piece by Chekhov or one of his contemporaries, so that the students may begin to explore the exercises and terminology developed by Stanislavski to describe the actor's progress. The Vocal Masque: The focus shifts somewhat at the end of the term from process to product as each student develops and performs for the students and staff of the Theatre Arts Department a short, one-person spectacle, integrating the lessons learned in the first two terms. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130.

THAR-152 Vocal Music II

1 Credit (0:12:7.5 hours)

The Vocal Lesson: Posture, breath management, tone quality, diction, interpretation, and musicianship are stressed in weekly private lessons. The Vocal Lab: The exploration of the fundamentals of the analysis and preparation of songs from music theatre is reviewed. Prerequisites: THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130.

THAR-153**Play Analysis**

3 Credits (45:0:0 hours) Transfer*

In this course, students develop an understanding of drama through the critical analysis of plays. Through the study of a variety of scripts, students become aware of the basic elements of dramatic structure. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130.
*(UA)

THAR-160**Dance Skills II**

3 Credits (112:0:0 hours)

Dance Technique Classes: Primarily ballet, jazz, and tap. A continuation of the regular weekly studio classes that explore the various styles of dance demanded of the music theatre performer. Students begin the process of integrating technique into choreography. Movement Classes: The regular weekly classes in movement also continue, with a focus upon the development of personal movement patterns that become part of the actor's technique. Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120, and THAR 130.

THAR-201**Acting Skills III**

3 Credits (0:90:0 hours)

Creating a Character: This component of the course consists of a short monologue workshop; as well, at regular intervals throughout the term, scene-study workshops are held. Comedy Workshop: Mask work is introduced as a means of studying the economy and precision required for an actor, and once the students have learned to use the mask effectively, the focus shifts to Commedia dell'arte study. Classic Text: The term concludes with an introduction to classic text. The structure of verse, its sentences, the various rhetorical devices, indeed all of the devices used by Shakespeare and his contemporaries to create their plays will be explored. Prerequisites: Minimum grade of C- in THAR 109, THAR 115, THAR 151, and THAR 160, plus minimum grade of D in THAR 121, THAR 131, and THAR 153, plus minimum grade of D in ENGL 101 (or ENGL 111 and elective).

THAR-202**Vocal Music III**

1 Credit (0:30:9 hours)

The Vocal Lesson: the study of the fundamentals of singing continues. The Vocal Repertoire Class: the analysis and preparation of songs for music theatre continues, with an emphasis on the preparation of material for auditions. Prerequisites: Minimum grade of C- in THAR 109, THAR 115, THAR 151, THAR 152, and THAR 160, plus minimum grade of D in THAR 121, THAR 131, and THAR 153, plus minimum grade of D in ENGL 101 (or ENGL 111 and elective).

THAR-206**Performance I**

2 Credits (0:0:112 hours)

Students participate in both class and public performances. Prerequisites: Minimum grade of C- in THAR 109, THAR 115, THAR 151, THAR 152, THAR 160, plus minimum grade of D in THAR 121, THAR 131, THAR 153, plus minimum grade of D in ENGL 101 (or ENGL 111 and elective).

THAR-215**Voice and Diction I**

1 Credit (0:30:0 hours)

This course is a study of the mechanics of the speaking voice: breath control, phonation, resonance and articulation, drill and practice in the pronunciation of the spoken word. Prerequisites: Minimum grade of C- in THAR 109, THAR 115, THAR 151, THAR 152 and THAR 160, plus minimum grade of D in THAR 121, THAR 131, and THAR 153, plus minimum grade of D in ENGL 101 (or ENGL 111 and elective).

THAR-216**Voice and Diction II**

1 Credit (0:30:0 hours)

This is a continuation of THAR 215 with emphasis on clarity and colour in the voice, plus exercises in prepared and cold readings. Prerequisites: Minimum grade of C- in THAR 201, THAR 202, THAR 206, THAR 215, and THAR 250.

THAR-250**Dance Skills III**

4 Credits (0:135:0 hours)

Dance Technique Classes: Primarily jazz and tap. A continuation of the regular weekly studio classes that explore the various styles of dance demanded of the music theatre performer. Students focus further on the integration of technique into choreography while developing performance skills. Movement Classes: The regular weekly classes in movement also continue, with emphasis on the development of greater anatomical awareness and movement potential. Prerequisites: Minimum grade of C- in THAR 109, THAR 115, THAR 151, and THAR 160, plus minimum grade of D in ENGL 101 (or ENGL 111 and elective).

THAR-251**Acting Skills IV**

3 Credits (0:90:0 hours)

Creating a Character: scene study workshops continue at regular intervals throughout the term. Classic Text: classes continue in the exploration of the dramatic value of heightened text. Students also investigate the ways in which character is revealed through this type of text. Mock Audition: preparation for the mock audition which is the student's final project. This is a combination of workshops and private coachings. Prerequisites: Minimum grade of C- in THAR 201, THAR 202, THAR 206, THAR 215, and THAR 250.

THAR-252**Vocal Music IV**

1 Credit (0:30:0 hours)

The Vocal Lessons: the study of the fundamentals of singing continues. The Vocal Repertoire Class: the analysis and preparation of songs for music theatre continues with an emphasis on the preparation of material for audition and performance. The culmination of this term's activity is the preparation for the mock audition. Prerequisites: minimum grade of C- in THAR 201, THAR 202, THAR 206, THAR 215, and THAR 250.

THAR-256**Performance II**

2 Credits (0:0:112.5 hours)

Students participate in both class and public performances. Prerequisites: Minimum grade of C- in THAR 201, THAR 202, THAR 206, THAR 215 and THAR 250.

THAR-260**Dance Skills IV**

4 Credits (0:135:0 hours)

Dance Technique Classes: primarily jazz and tap. A continuation of the regular weekly studio classes that explore the various styles of dance demanded of the music theatre performer. Emphasis is on the preparation of material for performance and audition. Movement Classes: the regular weekly classes in movement also continue, with work on movement in context. Prerequisites: Minimum grade of C- in THAR 201, THAR 202, THAR 206, THAR 215, and THAR 250.

THAS-101**Normal Development of Speech, Language and Literacy**

3 Credits (45:0:0 hours)

This course will provide students with an overview of normal speech and language development. The normal developmental milestones and sequence of typical language development from birth through to the school-aged years will be presented. Emergent literacy skills and literacy development will be reviewed. General techniques for facilitating early speech and language development and literacy will also be discussed.

THAS-102**Communication Disorders**

4 Credits (60:0:0 hours)

This course introduces speech, language, fluency and voice disorders. Developmental, genetic and acquired disorders of communication in both children and adults will be reviewed. Basic speech and hearing anatomy and physiology, including the respiratory system, vocal apparatus, oral cavity, ear and neurological system will also be discussed.

THAS-103**Pathology**

2 Credits (30:0:0 hours)

Transfer*

This course introduces students to the terminology, etiology, signs and symptoms, medical intervention and effects of common human disorders experienced by clients undergoing occupational and physical therapy treatment. The typical course of each disorder, and the goals and interventions provided by the rehabilitation team, will be outlined.

*(AU)

THAS-114**Introduction to the Health and Education Fields**

3 Credits (45:0:0 hours) Transfer*

Societal values underlie health and education systems. This course examines the evolution and organization of Alberta's systems with emphasis on the influence of politics, research, individual responsibility and the determinants of health. The roles of rehabilitation therapists and assistants will be defined.

*(AU)

THAS-115**Lifespan Development**

4 Credits (45:30:0 hours)

This course focuses on human growth and development throughout the life span with emphasis on rehabilitation perspectives and treatment. Selected pediatric disorders will be discussed. Prerequisites: Minimum grade of C in THAS 102 or THAS 103.

THAS-116**Functional Anatomy and Orthopedics**

4 Credits (45:45:0 hours)

An introduction to functional anatomy as it relates to human movement and common orthopedic conditions. Prerequisites: Minimum grade of C- HLSC 120 and 122. Minimum grade of C in THAS 103.

THAS-117**Principles and Techniques of Client Contact**

3 Credits (30:45:0 hours)

This course is an introduction to client contact. It includes procedures to assure provider and patient safety and dignity, and techniques and devices designed to improve patient mobility. Effective management of challenging behaviours and situations will be addressed. Students will use the health record for gathering and recording information.

Prerequisites: Minimum grade of C- in HLSC 120 and HLSC 122. Minimum grade of C in THAS 103.

THAS-201**Therapeutic Interventions I: Articulation and Phonology**

4 Credits (45:30:0 hours)

This course focuses on learning styles and therapy techniques to implement articulation and phonological therapy. A sampling of activities and strategies reflective of various treatment approaches will be discussed. Data collection, reporting progress and organization of the therapy interaction will be introduced. Cueing, reinforcement, feedback and choosing materials will be covered. This course will also review therapy approaches for children and adults with neuromotor speech disorders. Prerequisites: ENGL 111; Completion of a 3-credit elective; Minimum grade of C- in : NURS 101, PSYC 104 AND PSYC 105; Minimum grade of C in : THAS 101, THAS 102, THAS 114, THAS 115.

THAS-202**Therapeutic Interventions II: Introduction to Clinical Role and Skills**

3 Credits (45:0:0 hours)

This course highlights the role and responsibilities of a Speech-Language Pathologist Assistant. The SLP/SLP Assistant relationship will also be reviewed. This course also introduces students to various clinical skills including the use of the International Phonetic Alphabet. Students will learn how speech sounds are produced and classified. Students will also refine their abilities to distinguish individual speech sounds and transcribe normal and disordered spontaneous speech. Clinical skills to enhance voice and fluency disorders will be reviewed. Students will also learn to complete hearing screenings. Amplification systems for hearing impaired individuals will be discussed. Prerequisites: ENGL 111; completion of a 3-credit elective; minimum grade of C- in NURS 101, PSYC 104 PSYC 105; minimum grade of C in THAS 101, THAS 102, THAS 114, THAS 115.

THAS-203**Field Placement I**

5 Credits (0:0:295 hours)

This course is a seven week field placement under the supervision of a Speech-Language Pathologist. The field placement allows the student to practice the knowledge and skills taught in this academic term. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar.

Prerequisites: Minimum grade of D in TAST 102; minimum grade of C in THAS 201 and THAS 202.

THAS-205**Job Search**

1 Credit (15:0:0 hours)

Job search skills are presented to promote success in securing employment in the rehabilitation sector.

THAS-208**Therapeutic Interventions in Physical Therapy**

8 Credits (90:60:0 hours)

This course enables students to apply focused therapeutic exercise, gait re-education, chest physiotherapy and thermal and electrotherapy modalities in response to identified treatment goals and interventions in physical therapy environments. Included are safety factors that must be followed by the Physical Therapist Assistant. Prerequisites: ENGL 111 and minimum grade of C- in HLSC 120 and HLSC 122, NURS 108. Minimum grade of C in THAS 103, THAS 114, THAS 115, THAS 116, THAS 117.

THAS-209**Therapeutic Interventions in Occupational Therapy**

8 Credits (90:60:0 hours)

This course enables students to apply occupational therapy interventions in the sensory motor, cognitive-perceptual, socio-emotional, self-care, productivity, and play and leisure performance components. Environmental contexts will be considered. Reporting and documentation specific to the field of occupational therapy will be covered. Prerequisite: ENGL 111; minimum grade of C- in HLSC 120 and HLSC 122, NURS 108; minimum grade of C in THAS 103, THAS 114, THAS 115, THAS 116, THAS 117.

THAS-210**Field Placement I**

3 Credits (0:0:205 hours)

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. The student will develop a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in a on-line seminar. Prerequisites: Minimum grade of C in THAS 208 and THAS 209.

THAS-211**Field Placement II**

4 Credits (0:0:205 hours)

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. The student will develop a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar. Prerequisites: Minimum grade of C in THAS 208 and THAS 209.

THAS-212**Field Placement III**

4 Credits (0:0:205 hours)

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. The student will develop a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar. Prerequisites: Minimum grade of C in THAS 208 and THAS 209.

THAS-213**Therapeutic Interventions III: Language**

4 Credits (45:30:0 hours)

This course explores language intervention approaches in preschool, school-aged and adult populations. Students will acquire therapy techniques appropriate to implementing treatment for language delays at the preschool and elementary school levels. The use of books, play and activities will be practiced along with development of the ability to choose appropriate materials. The importance of language modelling (grammar and vocabulary) by the SLP Assistant will be emphasized. Documenting progress and recording language samples will be covered. The course encompasses strategies for working one-on-one with clients and in groups. Therapy approaches to address adult developmental and acquired language delays will also be reviewed. Prerequisites: Minimum grade of D in TAST 102; Minimum grade of C in THAS 201 and THAS 202.

THAS-214**Therapeutic Interventions IV: Special Populations**

4 Credits (45:30:0 hours)

This course focuses on providing communication intervention to a variety of special populations including hearing impaired, limited English proficiency, ADHD, ARND, autistic spectrum and pervasive developmental disorders and various syndromes that impact communication skills. Augmentative and alternate communication devices will be reviewed. Students will learn basic manual signing skills including Signing Exact English and American Sign Language. Students will also be introduced to therapy approaches for adults with voice, fluency and other communication disorders. Prerequisites: Minimum grade of D in TAST 102; Minimum grade of C in THAS 201 THAS 202.

THAS-215**Field Placement II**

5 Credits (0:0:295 hours)

This course is a seven week field placement under the supervision of a Speech-Language Pathologist. The field placement allows the student to practice the knowledge and skills taught in this academic term. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar. Prerequisites: Minimum grade of C in THAS 213 and THAS 214.

TPPR-101**Applied Theatre History**

3 Credits (45:0:0 hours)

This course consists of a general view of history as reflected on stage from early times to the late 18th century including such aspects as social movements, theatrical practices, and the evolution of types of decor and costuming as deemed relevant. The influence of these historical trends on today's theatre is also examined. Reading of several plays of various periods will be required. Lectures also outline techniques and sources for researching all aspects (from planning through construction to the final finishing details) of theatre production. Students continue to survey different information systems (e.g. libraries and other organizations, catalogues, special collections and services, Internet resources, and microforms). Prerequisite: TPPR 111 or permission of instructor.

TPPR-102**Drafting and Model Making**

2 Credits (15:30:0 hours)

This course is a basic introduction to drafting practices as used by theatre professionals. Standard drafting techniques and concepts are introduced. These include: line types, line weights, construction techniques, drawing layouts, orthographic projections, isometric drawings, floor plans, elevations and sections. A hands-on introduction to basic CAD (Computer Assisted Drafting) will be provided addressing the creation of basic plans, elevations and lighting plots. Additionally, scale model making is introduced to assist the student in understanding the relationship between 2-dimensional drawings and the 3-dimensional world. Scale modeling is also used as an aid in solving 3-dimensional problems, which the technical student will encounter when attempting to draw scenic units and properties. The knowledge and skills gained through the successful completion of this core course are fundamental for other courses including Stagecraft I and II, Lighting I and II, Audio I, and Management and Technical Direction. Prerequisites: TPPR 111 or permission of instructor.

TPPR-103**Introduction to Technical Theatre**

1 Credit (15:0:0 hours)

This course is designed to introduce the student to several aspects of the technical theatre. It is a survey course covering a range of topics including, but not limited to: types of theatre, the production process, stage management, theatre staff organization, and professional discipline. The major project will introduce the student to stage management and the preparation of a prompt script, a document required to control any theatrical performance. Prerequisite: TPPR 111 or permission of instructor.

TPPR-104**Stagecraft I**

2 Credits (15:30:0 hours)

Students learn the safe operation of hand and stationary power tools, building techniques and material selection in the production of scenic elements. Prerequisite: TPPR 111 or permission of instructor.

TPPR-105**Lighting I**

2 Credits (15:30:0 hours)

This course introduces students to the requirements, knowledge and practices necessary to be a lighting technician. The course also provides opportunity to practice the skills required of that position. Prerequisite: TPPR 111 or permission of instructor.

TPPR-106**Set Painting I**

2 Credits (15:30:0 hours)

This course is an introduction to the standard procedures, materials, equipment, and safety considerations involved in the surface treatments of scenery. Students explore colour theory, paint and pigment, tools and application of surface treatments. Health and safety considerations and procedures in dealing with various paint products will be introduced. Prerequisite: TPPR 111 or permission of instructor.

TPPR-107**Introduction to Costumes**

2 Credits (15:30:0 hours)

Class sessions balance topical lecture/demonstrations with in-class projects. Students are introduced to the skills necessary to build theatrical costumes. Topics include: basic sewing skills, basic cutting, working with the costume designer, safety in the wardrobe, running a show, sources of information, basic fabric identification, fabric distressing and a survey of basic costuming applications. Prerequisite: TPPR 111 or permission of instructor.

TPPR-108**Rigging**

1 Credit (7:22:0 hours)

This course is an introduction to methods, materials and safe practices in rigging for the theatre and will take place in several different theatre venues. Prerequisite: TPPR 111 or permission of instructor.

TPPR-109**Practicum I**

6 Credits (0:120:120 hours)

In term one and term two of the first year of study, students gain hands-on, real life theatre production experience through 240 hours of work as a production team member. Students apply or bid for a position on at least two major productions and one or more smaller productions mounted on campus. Working for practicing directors and designers, students practice and receive coaching on the tasks and duties of one or more production crew positions, and experience the demands of a live theatre production. Prerequisite: TPPR 111 or permission of instructor.

TPPR-110**Audio I**

2 Credits (15:30:0 hours)

This independent study course is designed to instruct first year students in the field of basic audio production. The topics covered in this course include the physiology of hearing, common audio components, preparation of sound effects and the basics of live sound reinforcement. Prerequisite: TPPR 111 or permission of instructor.

TPPR-111**Footings****5 Credits (30:90:0 hours)**

This course provides the student with the absolute minimum knowledge and skill necessary to function safely and effectively in the shop and backstage during the mounting of a production. Show, tell, and do will be our guideline and students should expect to observe, then practice all content offered in this course. There will be material from all subject areas: audio, carpentry, painting, management, lights, props, etc. The student must successfully complete this course before participating in practicum, or any shop (safety related) activities.

TPPR-201**Modern Theatre Practices****2 Credits (30:0:0 hours)**

Modern Theatre Practices is a study of 19th and 20th century theatre and the impact of technology on theatre production. Plays of different contemporary theatrical movements will be studied. The variety of technical developments affecting production are considered. Course content also includes introductory sections on Music Theatre; artistic and technical formats for Dance, Musicals, and Opera; media crossover demands of staging, lighting, and settings for film and TV; and Equipment Magic (major stage illusions relying on mechanical means as opposed to manipulation by the performers). Prerequisite: TPPR 101 or permission of instructor.

TPPR-202**Model Making****2 Credits (15:0:0 hours)**

Students study the use of three-dimensional models used by the design and artistic staff during pre-production and production for the purposes of problem solving and communicating design concepts. Students also create models from two-dimensional plans using a variety of materials and techniques. Prerequisite: TPPR 102 or permission of instructor.

TPPR-203**Management****2 Credits (30:0:0 hours)**

This course presents the principles of production management and introduces the various techniques used by production and stage managers. Much of this course deals with working as a production team: organizing and scheduling work, working to communicate effectively, and focusing on and monitoring the tasks to be done. These skills are introduced and discussed and then put into practice through practicum. Prerequisite: TPPR 103 or permission of instructor.

TPPR-204**Stagecraft II****2 Credits (15:30:0 hours)**

Students learn more about the construction of scenery in support of a theatrical piece. There is a major emphasis on safety, as well as on building techniques and specialized jigs. Prerequisite: TPPR 104 or permission of instructor.

TPPR-206**Set Painting II****1 Credit (7.5:15:0 hours)**

Students will build on skills introduced in Set Painting I. The course explores in depth the techniques of faux finishing and surface treatments commonly used in the theatre. Graining, dying and physical surface texturing will be explored in a series of workshops. Prerequisite: TPPR 106 or permission of instructor.

TPPR-208**Individual Studies I****1 Credit (0:0:60 hours)**

This is a self-directed course that involves a minimum of six hours of meeting time with a faculty advisor and the completion of a project or research report. The student may choose one of the following: 1. An existing course from a related program, subject to approval by the faculty advisor. 2. A course designed by the student for his or her needs in conjunction with the faculty advisor with the signing of a learning contract specifying purpose, methods of research, evaluation and a time schedule.

TPPR-210**Audio II****2 Credits (22.5:15:0 hours)**

In this course students build on skills learned in the Audio I course TPPR 110. Emphasis is placed on acquiring skills that are needed on a day-to-day basis by the theatre audio technician. Some new topics of a more advanced nature are also introduced. Topics for this course include multi-tracking and over-dubbing in tape recording, creative uses of digital effects processing, advanced mixer operation, trouble shooting, and system configuration and patching. Prerequisite: TPPR 110 or permission of instructor.

TPPR-212**Prop Making I****2 Credits (15:30:0 hours)**

This course examines the following materials and techniques in support of creating properties and set decorations for the theatre: casting and moulding in plaster and plaster bandage; plaster and paint fabric drapery for sculpture; metal finishes; styrofoam carving; examination and breakdown of various props. Prerequisite: TPPR 111 or permission of instructor.

TPPR-215**Lighting II****2 Credits (15:0:0 hours)**

This is an advanced course in theatrical lighting and control, building on skills and knowledge gained from TPPR 105. This course focuses on lighting design, computer control, intelligent lighting and the tools and methods used to manage a lighting department. Prerequisite: TPPR 105 or permission of instructor.

TPPR-218**Individual Studies II****2 Credits (0:0:120 hours)**

This is a self-directed course that involves a minimum of six hours of meeting time with a faculty advisor and the completion of a project or research report. The student may choose one of the following: 1. An existing course from a related program, subject to approval by the faculty advisor. 2. A course designed by the student for his or her needs in conjunction with the faculty advisor with the signing of a learning contract specifying purpose, methods of research, evaluation and a time schedule.

TPPR-221**Technical Director**

2 Credits (30:0:0 hours)

This course is designed to familiarize the student with the role and function of the Technical Director within the performing arts, examine the Analysis-Ideation-Implementation process in order to increase the student's ability to solve problems creatively and how solving technical problems can effect both the technical and artistic process. It will also provide methods and techniques to enhance creative thinking plus enhance a student's ability to communicate with production staff through improved drafting, presentation and interpersonal skills. Prerequisites: TPPR 204 and TPPR 215 plus all core courses with a minimum grade of C or permission of instructor.

TPPR-222**Prop Making II**

1 Credit (7.5:15:0 hours)

This course expands on the materials and techniques introduced in TPPR 212. This course is hands-on and consists of projects aimed at widening the students' abilities to use materials and techniques to fashion various properties and decorative items. The student works on individual projects under the supervision of the instructor. Design concepts are discussed to help the student analyze problems. Some props for college shows may be structured in class. Prerequisite: TPPR 212 or permission of instructor.

TPPR-228**Individual Studies III**

3 Credits (0:0:180 hours)

This is a self-directed course that involves a minimum of six hours of meeting time with a faculty advisor and the completion of a project or research report. The student may choose one of the following: 1. An existing course from a related program, subject to approval by the faculty advisor. 2. A course designed by the student for his or her needs in conjunction with the faculty advisor with the signing of a learning contract specifying purpose, methods of research, evaluation and a time schedule.

TPPR-239**Practicum II**

6 Credits (0:60:0 hours)

In term one and term two of the second year of study, students bid for a production position on a minimum of two major productions. Similar to Practicum I, students work for 300 hours on different types of productions under the direction of professional directors and designers. Students may be assigned crew head or manager positions that include supervisory responsibilities. Prerequisite: TPPR 109 or permission of instructor.

TRVL-110**Airline Ticketing and Scheduling Concepts**

3 Credits (30:30:0 hours)

This course is an introduction to the basic principles of airline documents and itineraries. Students will analyze airline schedules and fares in order to apply them to the automated system. This course is a prerequisite for all ticketing and travel computer courses.

TRVL-111**Destinations I**

3 Credits (30:30:0 hours)

This course is an introduction to the tourist attractions, unique features, culture, climate, topography, and geography of countries in the Western hemisphere and Europe. Current events occurring in these areas will be incorporated into course material. Emphasis is on those destinations most frequented by Canadian travellers.

TRVL-120**Domestic Air Travel**

3 Credits (30:30:0 hours)

In this course, students will apply basic ticketing skills to an automated working environment. The focus will be on North American travel itineraries and fares, and their application to standard airline documents. Students will use a Global Distribution System, the Internet, and third party software systems. Prerequisites: TRVL 110 and TRVL 122.

TRVL-121**Destinations II**

3 Credits (30:30:0 hours)

This course is an overview of the tourist attractions, unique features, culture, climate, topography, and geography of countries in the Middle East, Africa, Asia, and the Pacific. Current events occurring in these areas will be incorporated into course material. Emphasis is on those destinations most frequented by Canadian travellers. Prerequisite: TRVL 111.

TRVL-122**Introduction to Computerized Reservations**

3 Credits (30:15:0 hours)

This course offers hands-on experience with one of the leading GDS (Global Distribution Systems) used in the travel industry. The automated reservations system is introduced and used in making corporate and leisure travel arrangements. Students will access information used in the daily operations of a travel agency. Prerequisite: TRVL 110.

TRVL-230**International Air Travel**

3 Credits (30:30:0 hours)

This course will focus on the skills necessary to prepare international air tickets and itineraries in an automated environment. Students will use the Global Distribution system, the Internet, and third party software programs to research prices, routings, and immigration regulations for international travel. Prerequisites: TRVL 110, TRVL 111, TRVL 120, TRVL 121, TRVL 122.

TRVL-231**Travel Industry Related Services**

3 Credits (30:30:0 hours)

This course familiarizes students with the structure of the travel trade sector of the tourism industry. Students learn the regulations, trade associations, terminology, and the role of travel agencies. They study travel documentation, health requirements, insurance and supplementary travel products. Reservation procedures and the interpretation and application of manuals, such as travel planners, hotel guides, TIM (Travel Information Manual), brochures, and reference information is covered. Prerequisites: TRVL 111 and TRVL 121.

TRVL-232**Selling Travel Products and Services**

3 Credits (30:15:0 hours)

This introductory sales course is designed to acquaint students with the principles of modern selling techniques as they apply to the travel industry. It will enable students to recognize and apply the theories of effective personal selling techniques in an ethical and professional manner.

TRVL-233**Travel Agency Accounting**

3 Credits (30:15:0 hours)

This course introduces students to one of the major accounting programs used by Canadian travel agencies. Emphasis is placed on the practical skills required in an automated travel industry environment. Students will process payments and prepare documents such as receipts, invoices, tickets, cheques, and itineraries. Prerequisites: TRVL 110, TRVL 120 and TRVL 122.

TRVL-235**Travel Industry Study Tour**

3 Credits (15:30:0 hours)

This course provides students with the opportunity to take an out-of-country/out-of-province field study tour. In advance of the tour, students will attend lectures and will complete pre-tour research. During the field study, students will visit airports, hotels and resorts, cruise ships (where practical) and major tourist attractions. Students will attend events and tours and will meet with tourism and hospitality personnel. Prerequisites: Successful completion of all core courses in Terms 1 and 2 of the Travel Program. Restricted to Travel Program students.

TRVL-240**Cruises, Tours and Packages**

3 Credits (45:15:0 hours)

This course will develop the students' knowledge of travel products and services. Principles of service are emphasized. Students will analyze travel packages, tours, cruises, and outline costs for them. They will become familiar with standard industry references such as the Cruise Lines International Association Cruise Manual and other current reference material. Prerequisites: TRVL 111, TRVL 121 and TRVL 231.

TRVL-241**Selling and Marketing Travel**

3 Credits (30:15:0 hours)

This is an advanced sales course designed to reinforce the principles of modern selling techniques and the application of these to everyday sales situations in the travel industry. Students are also introduced to basic planning and marketing situations that they may encounter in a work environment. Prerequisites: TRVL 231, TRVL 232, TRVL 233.

TRVL-242**Advanced Computer Reservations**

3 Credits (30:30:0 hours)

This is an advanced application course in the use of the Global Distribution System, third party software and practical application of the Internet. Students practice complex tasks needed to become proficient in car and hotel bookings, tour and cruise bookings, and corporate PNRs. This final industry computer course ensures that current computer and software enhancements will be covered. Prerequisite: Fourth term standing in the Travel Program.

TRVL-243**Suppliers**

3 Credits (30:15:0 hours)

This course provides the students the opportunity to meet the travel professionals with whom they will be working in their travel careers. An examination of current travel packages and services is presented by supplier representatives as they discuss the unique features of their individual products. Prerequisites: TRVL 231, TRVL 232, TRVL 233.

TRVL-244**Practicum**

5 Credits (30:0:160 hours)

Through this work placement, students will gain experience in the various responsibilities of a travel professional. Supervised by an industry specialist, students will practice the technical procedures, customer service, and sales skills in demand by employers. Prerequisite: Fourth Term standing in the Travel Program.

VCDE-231**Introduction to Visual Presentation**

3 Credits (15:45:0 hours)

Students are introduced to visual presentation history, techniques and materials. Design concept, image, graphics, lighting and industry standards are emphasized. Lectures, demonstrations and studio exercises provide the general concepts of product presentation. Prerequisites: VCOM 220, VCOM 221, VCOM 222 and VCOM 223.

VCDE-233**Typography II**

3 Credits (15:45:0 hours)

This course is an introduction to the design and development of information systems. Standards and hierarchies are studied in the context of corporate identity and information design. The expressive aspects of type and text as visual language are explored. Prerequisite: VCOM 223.

VCDE-331**Interface Design**

3 Credits (45:0:0 hours)

This course will introduce the basic principles of interface design and interaction. Conceptual development, composition and effective navigation elements are explored as the foundations for usability and information architecture. Prerequisites: VCOM 221, VCOM 223 and VCOM 224.

VCDE-333**Corporate Identity and Promotional Design**

3 Credits (15:45:0 hours)

This course is focused on the process and development of corporate identity and promotional design. Creation of unique and distinctive symbol/logo or identity marks will be examined. Students will work through complex issues in application of identity as well as search for appropriate means of promoting essential identity and image. Students will learn to determine most appropriate and efficient means of promoting corporate image and identity by experimenting with a variety of delivery formats from print brochure to on-line presence. Prerequisites: VCDI 223, VCPR 210, VCOM 220, VCOM 221, VCOM 223 and VCOM 224.

VCDE-341**Interface Design II**

3 Credits (30:30:0 hours)

Students will build on concepts covered in Interface Design to accommodate more complex user environments. Content covered will continue to address usability, usability assessment and information architecture and how these relate to creative decisions. Prerequisite: VCDE 331.

VCDE-343**Exhibit Design**

3 Credits (15:45:0 hours)

This course explores the issues and processes involved in the conceptualization, planning, and design of exhibits in a variety of settings. Topics include the development of exhibit interpretations, themes, and goals; design elements; accessibility; and exhibit evaluation methods. This course will encourage students to develop creative problem solving skills through assignments involving real and theoretical exhibit situations. Prerequisites: VCDE 231, VCDR 232 and VCDI 221. Corequisite: VCDI 331.

VCDE-344**Concept and Fabrication Workshop**

3 Credits (15:45:0 hours)

This course builds on the basic concepts explored in Introduction to Visual Presentation. Application of the elements and principles of design in the three dimensional setting continues with emphasis on spatial problem solving. Various techniques in the development, fabrication and use of props and fixtures are studied and employed in a variety of projects. Prerequisites: VCPR 211, VCOM 222 and VCDE 231.

VCDE-351**On Site Marketing and Point of Purchase**

3 Credits (30:15:0 hours)

The primary focus of this course is exploring the elements that combine to develop a successful promotional or retail environment. Students are introduced to traffic patterns, furnishings, fixtures, product placement and promotional signage. Assignments would focus on concept presentations that accommodate spatial and budget limitations. Prerequisites: VCOM 221, VCOM 222, VCOM 223 and VCOM 224.

VCDE-352**Publication Design**

3 Credits (15:45:0 hours)

Various types of publication design will be explored through typography, image and grid systems. Editorial interpretation and ordering of information will be an essential focus while students explore formal, expressive and experimental typography. Common issues surrounding production methods and processes will also be introduced. Prerequisites: VCPR 210, VCDI 223 and VCDE 233.

VCDE-380**Typography and Motion**

3 Credits (30:30:0 hours)

Students will examine the use of kinetic typography and its relevance in digital media. The challenges of readability and communication when using animated type are explored in a variety of contexts. The emphasis throughout the course will be on the effective use of typography, with the use of image as a secondary focus. Prerequisites: VCOM 221, VCOM 223 and VCOM 224.

VCDE-382**Advertising Design**

3 Credits (15:45:0 hours)

Students will be introduced to the marketing principles and tactical issues surrounding the creative development of advertising design. Demographic target, visual interpretation and communication clarity will be central issues throughout the course. Messaging, format and production methods will be explored through the development of a variety of promotional and advertising design. Prerequisites: VCOM 224, VCPR 210 or VCPR 211 and VCOM 223.

VCDF-100**Drawing Foundations**

5 Credits (30:90:0 hours)

Students will learn basic principles that apply to the analysis, interpretation and representation of observed subjects. Successive exercises that involve increasingly complex observational problems are intended to develop a sensitivity to visual form and an understanding of structure, surface, volume and space. Additional focus will be on formal principles of pictorial composition, and investigation into the expressive potential of drawing.

VCDF-110**2 Dimensional Design Foundations**

5 Credits (30:90:0 hours)

Students are introduced to the visual and relational elements of two-dimensional design, and the exploration of visual dynamics through image, type and symbol. Further exercises are intended to encourage the use of the basic language of design, to devise solutions to simple communication problems. Prerequisite: VCDF 100.

VCDF-120**3 Dimensional Design Foundations**

5 Credits (30:90:0 hours)

In this course, students develop basic skills, and acquire knowledge of fundamental principles that relate to three-dimensional design. Studio activities involve drafting design problem solving using paper, card and other lightweight materials. Workshop activities include instruction in the safe handling of tools and materials. Students undertake fabrication exercises to demonstrate their awareness of structural principles gained in the studio course. Prerequisites: VCDF 100 and VCDF 110.

VCDF-130**Design History I**

4 Credits (60:0:0 hours)

This is a survey course which draws material from the history of design including all aspects of our built environment, architecture, furniture, products, interior, clothing and communication design. This course encompasses prehistory to the Renaissance.

VCDF-140**Design History II**

2 Credits (30:0:0 hours)

This survey course is a continuation of Design History I. The course material encompasses all aspects of our built environment, architecture, furniture, products, interior, clothing and communication design from the high renaissance through the industrial era, modernism and into postmodernism.

VCDI-221**3D Visualization**

3 Credits (15:45:0 hours)

This course introduces the general concepts of computer aided design and drafting. Two-dimensional digital drafting techniques will be used to create floor plans, furnishing and fixture plans, and elevations. Basic digital modeling and animation techniques will be introduced. Lectures, demonstrations, and lab exercises present the general concepts of creating, viewing, and editing computer renderings. Prerequisites: VCOM 222, VCOM 224.

VCDI-222**Digital Modeling**

3 Credits (15:45:0 hours)

In this course, traditional 3D design concepts are used as starting points for the challenging transition to designing in virtual space. Students continue to develop an understanding of light, texture and shape. These components are explored through digital modeling exercises. Examples, demonstrations and increasingly complex project challenges provide the groundwork for the hands-on creation of convincing digital models. Prerequisites: VCOM 220, VCOM 221, VCOM 222, VCOM 223 and VCOM 224.

VCDI-223**Digital Applications II**

3 Credits (15:45:0 hours)

Skills developed in this course include page assembly, preparation of digital files for pre-press, and a continued exposure to production issues. Visual problems become more challenging and an even greater importance is placed on the creative process as the students become more aware of effective visual communication. Instructional components continue to use in-class demonstrations while projects focus on more critical evaluation of design and production issues. Prerequisite: VCOM 224.

VCDI-240**Digital Imaging**

3 Credits (45:0:0 hours)

With an emphasis on problem solving, concept development, and the appropriate use of software, students explore the formal and conceptual possibilities unique to the digital construction and manipulation of images. Prerequisites: VCPH 210, VCPH 212.

VCDI-331**3D Visualization II**

3 Credits (30:30:0 hours)

This course expands on the computer drafting techniques explored in 3D Visualization. Students will study more complex modeling techniques and basic animation as well as the incorporation of lighting and texture into sophisticated three dimensional scenes using floor plans as a starting point. Prerequisite: VCDI 221.

VCDI-333**Animation and Modeling**

3 Credits (30:30:0 hours)

Building on student experience acquired in Digital Modeling, basic animation principles are employed through the creation of short animated sequences. Students are given an introduction to the principles of object motion, composition, camera angles and scene lighting. Prerequisites: VCDR 231 and VCDI 222.

VCDI-343**Advanced Animation**

3 Credits (30:30:0 hours)

Expanding on the skills developed in Animation and Modeling, complex motion and movement become essential areas of study. The modeling of natural form, and the incorporation of sound are introduced into the production of longer animation exercises. Prerequisite: VCDI 333.

VCDI-344**Digital Presentation Workshop**

3 Credits (15:45:0 hours)

This course gives students advanced study of software applications for the presentation of concepts. The workshop environment challenges students to determine techniques appropriate to the development of a variety of concept presentations. Page assembly, vector and raster-based image software, motion graphics, kinetic typography and interactive presentation techniques will be explored. Prerequisites: VCOM 223 and VCOM 224.

VCDR-230**Figure Drawing**

3 Credits (15:45:0 hours)

This course will expand on the student's understanding of the human form. Live models will be used as the primary source of study while working through intensive observational exercises. Explored topics will include weight, balance, proportion and basic anatomy. Students will be encouraged to explore a variety of media while working through class exercises. Prerequisite: VCOM 220.

VCDR-231**Modeling Preparation**

3 Credits (15:45:0 hours)

This course will introduce students to the basic principles and techniques of modeling. Students will begin with observational drawing exercises and progress to developing three dimensional figure models. Although detailed study of the human form will be the primary focus, students will also be challenged creatively through conceptual modeling exercises. Prerequisites: VCOM 220, VCOM 221, VCOM 222, VCOM 223, and VCOM 224.

VCDR-232**Drafting and Model Building Techniques**

2 Credits (15:30:0 hours)

This course introduces basic drafting conventions as a means of expressing design concepts. Principles of drafting and basic model building will be explored as students learn to read and prepare working drawings as well as fabricate models using a variety of methods and materials. Prerequisite: VCOM 222.

VCDR-342**Story Boarding**

3 Credits (15:45:0 hours)

The main concern throughout this course is the development of sequential drawings that present the intent or final outcome of a motion graphic or animation. Rendering techniques and appropriate presentation methods are explored and exercised. Exercises will focus on developing the skill to create drawings without a reliance on subject reference. Prerequisites: VCOM 220 and VCOM 221.

VCDR-343**Illustration Techniques**

3 Credits (15:45:0 hours)

The primary focus of this course is to introduce students to a wide range of media and techniques in illustration. Students will be encouraged to experiment and explore alternatives using traditional rendering methods as a starting point. Concept development will become a central issue as students develop a confident and expressive illustration vocabulary. Prerequisite: VCDR 230.

VCDR-344**Interpretive Drawing**

3 Credits (15:45:0 hours)

Students will further explore drawing principles to enhance the interpretation and communication of ideas. Drawings will be created using exaggeration, distortion of perspective, composition and stylization. The methods and processes involved in the creation of a final working drawing will be introduced as students exercise interpretive skills. Prerequisite: VCDR 230.

VCDR-353**Interpretive Illustration**

3 Credits (15:45:0 hours)

The primary focus of this course is the communication of essential themes from editorial writings using clear, expressive ideas and illustrated images. Students will rely on concept to guide the selection of subject matter, technique, drawing, colour composition and finish when making final illustrative decisions. Prerequisites: VCDR 343 and VCDR 344.

VCDR-380**Concept Rendering**

3 Credits (15:45:0 hours)

The main focus of this course is the study and application of concept presentation. A wide range of techniques and media will be explored as students develop the ability to quickly express and represent display design solutions. Subject matter includes the areas of exhibit, display, product, fashion and architecture. Prerequisites: VCOM 220 and VCOM 222.

VCDR-381**Study of Form and Figure**

3 Credits (15:45:0 hours)

This focused studio course provides an opportunity for intensive figure study. Students combine visual interpretation and use of a variety of media in observational drawing exercises. Experimentation with the expressive use of media is encouraged as a means of expanding interpretive skills. Prerequisite: VCOM 220.

VCDR-382**Digital Illustration**

3 Credits (30:30:0 hours)

Students develop the skills to analyze and interpret communication messages using vector and raster based applications. Assignments will focus on the development of concept and the ability to generate interpretive solutions to visual communication problems. Prerequisites: VCOM 220, VCOM 221 and VCOM 224.

VCMi-205**Drawing for Motion Image**

3 Credits (15:45:0 hours)

Students will build on the skills acquired in previous studies and explore a range of media while investigating both the expressive potential of drawing and its practical application to motion image. Exercises will range from rendering simple, natural objects from observation to story boarding and using drawing as a process and problem solving tool.

VCMi-213**Production**

3 Credits (15:60:0 hours)

Students adopt a variety of roles as junior members of a production crew while learning the importance of teamwork and individual responsibility in professional-level video production. Experience is gained working on large-scaled projects with direction provided by faculty and senior students. Themes covered include set etiquette, production planning, and implementation. Prerequisites: VCMi 215, VCMi 230. Corequisites: VCMi 225, VCMi 245.

VCMi-215**Principles of Acquisition**

3 Credits (45:0:0 hours)

This course introduces students to the basic theories and concepts specific to the acquisition of video. Through a combination of lectures, discussions and practical application, students explore and interpret the world around them using basic, consumer-level technology. The emphasis of this course is on the communicative potential of a motion medium.

VCMi-225**Acquisition**

3 Credits (30:30:0 hours)

This course refines technical and conceptual skills developed in previous acquisition studies. Students acquire audio and visual material with an emphasis on professional techniques, standards, and tools. Content is delivered through lectures, demonstrations, and hands-on assignments. Prerequisite: VCMi 215. Corequisite: VCMi 213.

VCMi-230**Principles of Production**

3 Credits (30:30:0 hours)

This course introduces students to theories and practices of audience analysis, scripting, story boarding and editing specific to motion image. Students explore how sound and visual editing techniques affect perception and meaning. Emphasis is placed on the communicative possibilities achieved through the editing process. Corequisite: VCMi 215.

VCMi-245**Editing**

3 Credits (30:30:0 hours)

In this course, students refine technical skills developed in previous studies of editing. Students edit audio and visual material, with an emphasis on professional techniques, standards and tools. Content is delivered through lectures, demonstrations and hands-on assignments. Prerequisite: VCMi 230. Corequisite: VCMi 225.

VCMI-322**Advanced Production**

3 Credits (15:60:0 hours)

Working within a team environment, students develop, refine and apply skills acquired through previous studies. Students are provided with a more detailed examination of the creative and technical responsibilities of the key members of a production team. A variety of production situations are presented to students as they guide the motion image production process. Prerequisites: VCMI 213, VCMI 225. Corequisites: VCMI 336, VCMI 355.

VCMI-332**Interface Design and Delivery**

3 Credits (45:0:0 hours)

In this course, students are introduced to a variety of alternative video delivery mediums including CD-ROM, DVD-Video, and the Internet. Topics covered include interface usability principles, re-sampling and compressing video for digital delivery, and technology-specific issues surrounding DVD-Video. Prerequisites: VCMI 355, VCDE 380.

VCMI-336**Advanced Acquisition**

3 Credits (30:30:0 hours)

Students further explore the concept and craft of video acquisition through lecture, discussion and practical application. Building on previous studies, students refine technical and conceptual skills with an emphasis on professional technical standards and tools. Prerequisite: VCMI 225, VCMI 213 Corequisite: VCMI 322.

VCMI-341**Senior Independent Project**

6 Credits (30:0:180 hours)

The student is responsible for generating a body of work that reflects the valued creative and technical skills that are critical throughout their study experience. The focus of the course assignments is established by the student and a program advisor. In each case, the student utilizes the time and facilities to create a body of work that characterizes the appropriate theoretical, conceptual and practical design and production standards. Prerequisites: VCMI 213, VCMI 225 VCMI 245. Corequisite: VCMI 322.

VCMI-355**Advanced Editing**

3 Credits (30:30:0 hours)

Building on previous studies, students further explore and refine the conceptual and technical skills of editing. Advanced compositing, audio mixing and processing, and editing styles are explored with continued emphasis on professional standards of execution. Prerequisite: VCMI 245. Corequisites: VCMI 336 VCMI 322.

VCOM-151**Design Concept and Process**

3 Credits (45:0:0 hours)

This course gives students an understanding of design and the role of the designer by introducing concept and process as the two most important facets of design. Connections are made to design history throughout the course and the students explore their own design solutions through the study and articulation of past design solutions. Through research, role-playing and a variety of design-based exercises, students begin to explore the design process while planning, executing and articulating creative solutions to design problems.

VCOM-160**Image Structure and Meaning**

3 Credits (30:30:0 hours)

This course covers both theoretical and technical aspects relating to the observation, interpretation, composition and capture of images. Students explore principles of design in pictorial composition and visual interpretation using a 35mm SLR camera and available light. Lecture material will provide examples and an introduction to course concepts while the studio component provides students with an introduction to manual camera operation and a hands-on environment where projects are introduced, critiqued and evaluated.

VCOM-220**Drawing**

4 Credits (30:60:0 hours)

A variety of media and observed subject matter are used to explore issues which relate to exploiting the expressive potential of drawing. Observation of the figure is used to study skeletal anatomy, articular range of the figure and dynamics of the pose. The main intent of these studies is to learn how to draw the figure from memory. Compositional strategies are discussed, and practiced in the form of figure compositions. All work is visualized, supported by extensive sketchbook research. Prerequisite: Successful completion of the Design Foundations Certificate or equivalent.

VCOM-221**2D Design**

3 Credits (15:45:0 hours)

This course continues to define and further investigate the elements of 2D design. Building on the basics acquired in the Design Foundations Certificate, students are introduced to an expanded language of visual communication. The conceptual process is explored through composition, stylization and symbol development. Prerequisite: Successful completion of the Design Foundations Certificate or equivalent.

VCOM-222**3D Design**

3 Credits (15:45:0 hours)

Spatial design is the primary concern in this course. Structure, materials and space will be examined in a variety of 3 dimensional formats. Students will create conceptual models to study the principles involved with exhibit, signage and point of purchase design. Incorporation of typography and image will allow the student to examine the issues surrounding communication in context with three-dimensional form. Prerequisite: Successful completion of the Design Foundations Certificate or equivalent.

VCOM-223**Typography**

3 Credits (15:45:0 hours)

The study of typography is integral to graphic design. Drawing on the history of the alphabet, type design and printing, students will study the principles of typographic measurement, ordering and layout. The student will have the opportunity to analyze design problems and develop appropriate typographic solutions through a wide variety of projects in visual communication. Prerequisite: Successful completion of the Design Foundations Certificate or equivalent.

VCOM-224**Digital Applications**

3 Credits (15:45:0 hours)

This course challenges students to apply the studio skills developed throughout the Design Foundations Certificate using industry standard design software. Emphasis is placed on the creation of vector and raster based images. The course covers production issues and the technical challenges encountered when producing artwork in a digital format. There is also a focus on the computer as a tool and how it is integrated into the design process. Prerequisite: Successful completion of the Design Foundations Certificate or equivalent.

VCPH-205**Drawing for Photography**

3 Credits (15:45:0 hours)

Students will build on the skills acquired in previous studies and explore a range of media while investigating both the expressive potential of drawing and its practical application to photography. Exercises will range from rendering simple, natural objects from observation to using drawing as a process and problem solving tool.

VCPH-210**Form and Photography**

3 Credits (30:30:0 hours)

Students are challenged in the craft and theory of photographic practices introduced in previous studies during their foundation year. Emphasis is placed on developing sensitivity to compositional and technical requirements and their impact on the communicative value of photographs. These concepts are introduced and practiced through a combination of lecture, studio and critique discussion. Corequisite: VCPH 212.

VCPH-212**Photographic Methods and Materials**

3 Credits (45:0:0 hours)

Through lecture, demonstration and studio work, this course emphasizes key technical components of photography. Darkroom black and white photo processes and studio lighting are introduced while students refine and apply camera operation and technical problem solving skills. Corequisite: VCPH 210.

VCPH-216**Photography and the Human Subject**

3 Credits (45:0:0 hours)

This course introduces students to the complexities of photographing people. Topics addressed include lighting, film choice, output or print considerations, and the photographer's interaction with the subject. Concepts are explored through lecture material, assigned projects and critique discussion. Prerequisites: VCPH 210, VCPH 212. Corequisite: VCPH 220.

VCPH-220**Advanced Photography Studio**

3 Credits (45:0:0 hours)

Students continue to develop their technical skills while exploring the communicative potential of the photographic medium. Students are introduced to advanced studio lighting systems, and colour process techniques. Hands-on studio work will be supplemented by lectures, demonstrations and critiques. Prerequisites: VCPH 210, VCPH 212.

VCPH-225**Acquisition**

3 Credits (15:45:0 hours)

This course refines technical and conceptual skills developed in previous studies. Students acquire audio and visual material with an emphasis on professional techniques, standards and tools. Content is delivered through lectures, demonstrations and hands-on assignments. Prerequisite: Successful completion of first term.

VCPH-325**Photo Illustration**

3 Credits (45:0:0 hours)

In this course, students are introduced to the elements of photographic illustration for promotional design purposes. Visual interpretation, clarity of communication and audience awareness are central to the course. Students learn to develop, plan and produce images based on specific concept requirements. Prerequisite: VCPH 220.

VCPH-330**Visual Narrative**

3 Credits (45:0:0 hours)

Students engage in the development of storytelling, narrative structures, sequence, rhythm, audience and point of view through the photographic medium. Using advanced photographic techniques, students explore themes and concepts. Prerequisites: PROW 314, VCDI 240.

VCPH-335**Interpretive Photo Illustration**

3 Credits (45:0:0 hours)

The primary focus of this course is the communication of theme using clear, expressive ideas and photographic images. Students rely on a concept to guide the selection of subject matter, and use visual tools and techniques when creating final photo illustrations. Prerequisites: VCDI 240, VCPH 325.

VCPH-340**Documentary Photography**

3 Credits (45:0:0 hours)

Students are challenged to observe and capture the immediacy of a situation while limiting their intervention or technical manipulation. Through photographic essays, students explore how choices in shooting and editing affect the objective presentation and interpretation of subject matter.

VCPR-210**2D Methods and Materials**

2 Credits (15:30:0 hours)

This course introduces students to tangible techniques that are used in the early creative process, as well as techniques and materials involved in presentation and production of concept presentations and print material. Lectures, discussions and demonstrations provide a context for the designer's role in the creation of printed material. Correct use and suitability of methods and materials are explored while providing an understanding of acceptable levels of execution in the design industry. Prerequisite: Successful completion of Design Foundations Certificate or equivalent.

VCPR-211**3D Methods and Materials**

3 Credits (30:15:0 hours)

Students are introduced to basic techniques and materials used in three-dimensional prop construction. The relationship between concept, planning, materials and techniques is emphasized. Through lectures, demonstrations and studio projects, students develop the knowledge to employ appropriate design solutions. Prerequisites: VCOM 220, VCOM 222, VCOM 223 and VCOM 224.

VCPR-323**Event and Promotional Planning**

3 Credits (30:15:0 hours)

Students explore the essential issues involved with planning and facilitating displays and exhibits for large and small-scale events. Materials sourcing, budget management, building codes and space restrictions, as well as installation factors will be introduced. Drafting, rendering, prop fabrication, and model-making techniques will be employed and cooperative projects will be pursued for the practical application of these skills. Prerequisites: VCPR 211 and VCDE 231.

VCPR-324**Professional Lecture Series**

2 Credits (30:0:0 hours)

Students in this course will be presented with a series of lectures provided by professionals in the design industry or business related fields relevant to the practice of design. Lectures will cover such areas as industry expectations, quoting, billing, copyright law, taxation and self-promotion.

VCPR-325**Internship**

1 Credit (0:0:105 hours)

This course consists of an assigned three-week professional internship. Students work under the direct supervision of industry professionals and observe the relevant employment expectations of their placement. Students are required to document their experience in the form of a daily journal to provide closure to the field placement responsibility. Prerequisite: Thirty-nine Program credits.

WRIT-294**Introduction to Writing Poetry**

3 Credits (45:0:0 hours) Transfer*

WRIT 294 is an introductory course in the art of writing poetry. Students will be expected to read widely and to apply poetic theory to their own work. The course is conducted on a seminar model in which students' original work is the major basis for class workshops. Prerequisites: Minimum grade of C- in ENGL 101 or equivalent course, submission of a portfolio and consent of the instructor. *(UA)

ZOOL-224**Vertebrate Diversity**

3 Credits (45:36:0 hours) Transfer*

This course provides a comprehensive introduction to the diversity of vertebrates using an evolutionary approach. Morphological, physiological, and behavioural adaptations related to locomotion, feeding, reproduction, and other aspects of vertebrate biology are emphasized. Combined with ZOOL 225 (Comparative Anatomy of the Vertebrates) this course will provide students with the necessary background to undertake upper level courses in vertebrate biology and related fields. Prerequisite: Minimum grade of C- in BIOL 108. *(CU, CUC, UA, AU, UC, UL, KUC, AUC)

ZOOL-225**Comparative Anatomy of the Vertebrates**

3 Credits (45:36:0 hours) Transfer*

This course includes a comparative survey of vertebrates emphasizing evolutionary trends and functional adaptations for survival in various habitats. Special emphasis will be on mammals and fish. Prerequisite: Minimum grade of C- in BIOL 108 or equivalent. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

ZOOL-241**Animal Physiology I: Homeostasis**

3 Credits (45:0:13 hours) Transfer*

Survey of physiological systems that regulate levels of gases, food, energy, temperature, water and ions. Examples from invertebrates and vertebrates. Prerequisite: Minimum grade of C- in BIOL 107 or equivalent. Students with credit in Zoology 242 prior to 1996/97 or PHYSL 210 may not obtain credit in ZOOL 241. *(UA, UL)

ZOOL-242**Animal Physiology II: Intercellular Communication**

3 Credits (45:0:13 hours) Transfer*

This course deals with physiological systems that involve intercellular communication. A special focus will be the endocrine, neural, sensory, motor, immune, and reproductive systems. Examples from both invertebrate and vertebrate animals will be used. Prerequisite: Minimum grade of C- in BIOL 107. Restriction: Students with credit in PHYSL 210 may not obtain credit in ZOOL 242. *(UA, UL, UC)

ZOOL-250**Survey of the Invertebrates**

3 Credits (45:36:0 hours) Transfer*

The functional anatomy and life cycles of major invertebrate phyla and protozoa will be discussed in an evolutionary and ecological context. The diversity of major phyla will be illustrated. Prerequisite: Minimum grade of C- in BIOL 108 or equivalent. *(UA, UC, UL, AU, AUC, CU, KUC, CUC)

Grant MacEwan College

P.O. Box 1796
Edmonton, Alberta
Canada T5J 2P2