

MAC^EWAN

The Calendar

2007/08

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think MacEwan

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John-Paul Hermanto and Trina Moyles

Third-year Bachelor of Arts students John-Paul Hermanto and Trina Moyles believe a post-secondary education is more than what is learned inside the classroom. Both are actively involved with the Students' Association of Grant MacEwan College, Trina as Project H.O.P.E. team leader and John-Paul as SafeWalk co-ordinator. And, both have their sights set on being part of MacEwan's first-ever four-year Bachelor of Arts graduating class in April 2008. "MacEwan has been one of the best experiences of my life," says John-Paul. Trina adds that her decision to complete her degree at MacEwan was "largely based on the small class sizes, one-on-one interaction with instructors, and the amazing opportunities the college provides students with to get involved."



PRESIDENT'S MESSAGE

It's certainly no secret that today, more than ever, a post-secondary education is vital to achieving one's personal and professional goals. At Grant MacEwan College, we are constantly striving to ensure that our diverse range of programs meets the needs of today's students, and provides them with the tools they need to build careers and realize their full potential.

However, the MacEwan experience is about much more than that. Our college aims to provide every student with a challenging, stimulating education within a community of learners and educators that is warm, friendly, and supportive. Whether you're a full-time student earning a MacEwan degree, a part-time learner picking up some courses of particular interest, or an online student studying with MacEwan from far away, our college does everything it can to make your time at MacEwan as enjoyable and rewarding as it can be. While you're here, we want you to feel at home at MacEwan, and discover all you can about the world in which we live.

Of course, it's you – each individual student – who ultimately determines what your MacEwan experience will be. This calendar lays out a wide range of options and choices for you; the decisions on how you chart your learning path are yours.

On behalf of all of us at MacEwan, I hope you find the path to your goals and dreams mapped out in these pages. We look forward to welcoming you soon to Grant MacEwan College!

Dr. Paul J. Byrne
President and CEO



MESSAGE FROM THE EXECUTIVE VICE-PRESIDENT ACADEMIC

With the implementation in 2006-07 of the Bachelor of Arts and Bachelor of Child and Youth Care degrees, MacEwan looks forward to the Bachelor of Science in Nursing being launched in 2007-08, and soon, the Bachelor of Commerce. These four-year undergraduate degrees add to the over 80 programs at MacEwan, including certificates, diplomas and applied degrees. Many courses at MacEwan are also offered part-time and online, responding to individual learning patterns and schedules. MacEwan's environment is designed to offer small class sizes and teaching faculty that are accessible.

Engaged learning involves a learner-centred environment, a variety of learning experiences and a committed team of faculty. MacEwan strives to provide interactive learning experiences as well as enrichment opportunities.

Whether you elect to pursue an international field placement opportunity, become involved in Project H.O.P.E. in a developing country, join one of MacEwan's award-winning athletic teams, or find a campus club that suits your interests, your time at MacEwan will provide you with a full learning and life experience.

Our doors, our residence and our staff are open. Come explore MacEwan:
www.MacEwan.ca.

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

their involvement to achieve the most beneficial learning experience possible.

College Connection staff work closely with students and course instructors to offer support that maximizes both the students' 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.

SERVICES FOR STUDENTS WITH CHILDREN

MacEwan's Demonstration Child Care Centre is committed to quality child care and early learning for children aged 19 months through 6 years. The centre provides a warm, safe environment that encourages learning through play. By working closely with families, the centre ensures healthy physical, emotional and social development. It also gives children a head start on early math and literacy skills. MacEwan's stimulating play rooms, creative activities and exceptional staff help children build self-esteem and provide them with a great foundation for early learning.

The centre is open year-round from 7:15 a.m. to 5:30 p.m., Monday to Friday, except for statutory holidays. The centre also closes between Christmas and New Year's Day. To find out more call (780) 497-5195 or drop by Room 7-153, City Centre Campus.

Some families may qualify for Alberta Government subsidies. You can apply at www.childcaresubsidy.gov.ab.ca/css/ccs.nsf/ or by calling (780) 427-0958.

STUDENTS' ASSOCIATION OF GRANT MACEWAN COLLEGE

Through advocacy and support, the Students' Association (SA) provides opportunities that advance student success. SA MacEwan strives to guarantee the strongest possible voice for the students of MacEwan. The SA represents all students at the college with the vision "Success for Students."

MacEwan students are represented by an elected Students' Council. The council contains 4 executive members and 12 student representatives from City Centre Campus, South Campus and Centre for the Arts. The student body elects the council members annually in October.

As the highest governing body of the Students' Association, the council makes decisions on the priorities of SA MacEwan. It oversees a \$1.5M budget, approves policy for dozens of staff and volunteers, and monitors the performance of the executives to hold them accountable. Students' Council is responsible for setting out the mission

and vision of the SA and seeing that mission accomplished.

The Executive Council (President, VP Operations and Finance, VP Academic, and VP Campus Life) is elected each March. It is responsible for giving the SA its vision and direction. With the support of the full- and part-time staff members, the Executive Council initiates projects and manages the logistical and financial operations of the SA. The executive members must attend a minimum of one course per semester, and they must work in the office a minimum of 35 hours per week.

The SA provides a complete health and dental plan for students, speaks for students at the college's Board of Governors and several other college committees, and provides excellent entertainment events for students. It also provides key student services—Safe Walk, Peer Support, Global Projects, Student Food Bank, SWAT (Social Wellness Awareness Team) and the Adopt-a-Family charity—that are available to all MacEwan students. The SA offers a full host of online registries for all of your student needs (tutors, housing, used text books, typists, carpools, classifieds, volunteers and jobs). It publishes the student newspaper *Intercamp*, produced weekly from September to April, and the annual SA handbook, the *Interpreter*, which is given to students at the start of the school year.

To support its services, the SA collects its membership fee, which is assessed on a per-credit basis when tuition is paid. The SA collects this fee and redistributes portions of it to the MacEwan Centre for Sport and Wellness, the MacEwan Alumni Association and the SA Building Fund.

For more information about the Students' Association, call (780) 497-4444, visit www.MacEwan.ca/SA or drop by one of the SA offices: City Centre Campus Room 6-213, SAM Centre Room 6-108, South Campus Room 154, Centre for the Arts Room 153, and Alberta College Campus Room 142.

ABORIGINAL EDUCATION CENTRE

The Aboriginal Education Centre (AEC) meets the educational and cultural needs of Aboriginal students attending MacEwan. From advising on career paths to organizing pot-luck feasts to arranging visits with Elders, the AEC offers a friendly place to hang out, study or get advice. Call (780) 497-5382 or visit the AEC website at www.MacEwan.ca/aec.

THE INTERNATIONAL EDUCATION CENTRE

Vibrant post-secondary institutions have strong internationalization programmes. The International Education Centre pulls together MacEwan faculty and staff with the expertise to deliver exceptional service in:

- International student recruitment
- Study abroad opportunities
- International student success: advising, counselling, orientations, special events, and other supports
- Short-term contract training
- Staff development and assistance with curriculum internationalization
- International relations: student and faculty exchange, joint research initiatives, CIDA and other special projects, and student transfer articulations.

The Centre is located on the City Centre Campus in Room 7-121.

MACEWAN BOOKSTORES

With locations on every campus, the MacEwan Bookstores carry everything a student needs for success. For more information or to order books, visit the website at www.MacEwanBookstore.ca or call the following numbers:

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 Campus

(780) 633-3704

Campus Convenience

(780) 497-5807

LEARNING RESOURCES CENTRES

Each of the four campuses has a Learning Resources Centre (LRC). The LRC offers a wide range of resources, services and staff to support students, including books, magazines, electronic and print journals, videos and CDs, group use rooms, quiet study rooms, audio-visual equipment, computers with word processing and access to the Internet, and photo identification cards. For more information, visit our website at www.MacEwan.ca/lrc.

MACEWAN CENTRE FOR SPORT AND WELLNESS

Take advantage of MacEwan's top-notch facilities and programs to escape from the everyday humdrum of being a student. Your Membership Fee gives you access to on-campus fitness facilities and drop-in classes, as well as student rates on recreation leagues, tournaments and events. This year, watch for MacEwan's Amazing Chase and MacEwan's Fall and Winter Roadtrips. Go to www.MacEwanCentre.ca for fitness information or www.MacEwan.ca/recreation for the latest on campus recreation events.

ATHLETICS

Show your college pride and cheer on our Griffins to victory! Demonstrating a proud tradition of excellence in hockey, soccer, volleyball, basketball, swimming, curling, cross country running and dance, the Griffins strive to always be at the top of their game. Students get great deals on tickets. Visit www.MacEwanAthletics.ca for game times and events.

MEDICAL

The MacEwan Medical Clinic is located on the main floor of the MacEwan Centre for Sport and Wellness. It is open to students, staff and the public on Monday, Wednesday and Friday from 9:15 am to noon and from 1 pm to 2 pm; and Tuesday and Thursday from 1 pm to 2 pm. Although walk-ins are welcome, appointments are appreciated. More health care information is available in the University Studies International handbook.

MACEWAN RESIDENCE

Located next to the City Centre Campus, MacEwan Residence gives nearly 800 students safe, affordable housing and a unique living and learning environment.

It's more than just a place to live. It's a place to meet other students. It's an opportunity to get involved, join campus activities and develop leadership skills.

RESIDENCE LIFE

The best thing about living in residence is the experience of living in a unique community with other students facing the same experiences and challenges you face everyday. You will make friends that last a lifetime. As a community, we are committed to demonstrating our beliefs about the respectful treatment of each individual. Your enjoyment of life in residence will depend, to a large extent, on the thoughtful consideration you demonstrate for your suitemate(s) and your neighbours.

You can participate in formal leadership positions, such as the Residence Students' Activity Committee, Front Desk Assistants or you can apply to be one of the Resident Assistants (RAs), which are paid positions that help organize social activities and help students deal with personal or academic issues. There are also a number of informal opportunities to get involved in the residence community by volunteering or organizing residence activities. You can write for the newsletter, or, participate in a wide range of academic, recreational, social and personal growth opportunities such as study skills workshops, movie nights, volunteering at the local soup kitchen, community competitions and more.

SERVICES

The building is as central as you can get in Edmonton. It's located right on City Centre Campus, close to classes and services like the Learning Resource Centre and the MacEwan Centre for Sport and Wellness. And it's within walking distance to everything from groceries and restaurants to shopping and entertainment. It is also near a major hub for public transit, serving major sites across the city and all other MacEwan campuses.

SAFETY AND SECURITY

With 24-hour security, a multi-key access system, and a team of live-in staff, MacEwan's residence is built to give you the security you need.

Information and Residence Applications Available online at www.MacEwanResidence.ca

COLLEGE DIRECTORY

AREA CODE (780)

SWITCHBOARD/GENERAL INFORMATION

City Centre Campus
497-5040

Centre for the Arts
497-4340

South Campus
497-4040

Alberta College Campus
633-3708

OFFICE OF THE REGISTRAR

Program Information 497-5140

Registration Information 497-5000

Toll-free 1 888 497-4622

PROGRAMS

Aboriginal Police Studies 497-4087

Accounting and Strategic
Measurement 497-5221

Acupuncture 497-5168

Toll-free 1 888 497-9390

Arts and Cultural
Management 497-4408

Asia Pacific Management 497-5113

Bachelor of Applied Business
Administration – Accounting 497-5221

Bachelor of Applied
Communications in
Professional Writing 497-5623

Bachelor of Applied Human
Service Administration 497-5164

Toll-free 1 888 497-9390

Bachelor of Applied
International Business and
Supply Chain Management 497-5106

Bachelor of Arts 497-5653

Bachelor of Child
and Youth Care 497-4646

Bachelor of Commerce
and Management Transfer 497-5234
or 497-5237
or 497-4232

Bachelor of
Education Transfer 497-5653

Bachelor of Physical
Education Transfer 497-4520

Bachelor of Professional
Arts in Communication
Studies (AU) 497-3405

Bachelor of Professional
Arts in Criminal Justice (AU) 497-3403

Bachelor of Science Transfer 497-4520

Bachelor of Science in
Engineering Transfer 497-4520

Bachelor of Science
in Nursing 497-5874

Correctional Services 497-5296

Design Studies 497-4312

Disability Management
in the Workplace 497-5701

Toll-free 1 866 221-2882

Disability Studies:
Leadership and Community 497-5196

Self-study and
distance offerings 497-5099

Toll-free 1 888 497-9390

Early Childhood
Development 497-5146

Emergency Communications
and Response 497-5379

English as a Second
Language/English for
Academic Purposes 497-4000

Fine Art 497-4321

General Studies 497-4150

Hearing Aid Practitioner 497-4142

Toll-free 1 800 799-6113

Holistic Health Practitioner 497-5098

Human Resources
Management 497-5384

Information Management
and Library Technology 497-5763

Journalism 497-5623

Legal Assistant 497-5242

Management Studies
Regular 497-5263

Accelerated 497-5241

Part-time 497-5219

Aviation Management 497-5241

Golf Operations and
Professional Golf
Management 633-3905

Insurance and
Risk Management 497-5576

Massage Therapy 497-5704

Mental Health 497-4111

Music 497-4436

Nurse Credentialling 497-5703

Toll-free 1 888 497-9390

Nursing 497-5874

Occupational Health
Nursing 497-5701

Toll-free 1 800 661-6878

Office Assistant 497-4752

Police and Security 497-5186

Post-Basic Nursing Practice:
Hospice Palliative Care

& Gerontology 497-5701

Toll-free 1 800 661-6878

Preparation for University
and College 497-4029

Psychiatric Nursing 497-5874

Public Relations 497-5389

Social Work 497-5566

Part-time program 497-5099

Special Needs Educational
Assistant 497-5156

Theatre Arts 497-4408

Theatre Production 497-4408

Therapist Assistant 497-5098

Travel 497-5254

Resource Centre for Voluntary
Organizations (RCVO) 497-5616

Services

ABORIGINAL EDUCATION CENTRE

Manager 497-5382

South Campus Advisor 633-3609

LEARNING RESOURCES CENTRES

City Centre Campus 497-5850

Centre for the Arts 497-4346

South Campus 497-4054

Alberta College Campus 633-3738

MACEWAN CENTRE FOR SPORT AND WELLNESS

Main Switchboard 497-5300

Director, Student Life 497-5295

Athletic Director 497-5291

MACEWAN BOOKSTORES

Manager 497-5481

City Centre Campus 497-5482

Centre for the Arts 497-4382

South Campus 497-4082

Alberta College Campus 633-3704

MACEWAN RESIDENCE

Main Switchboard 633-8000

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 – 7:00 pm
Friday: 7:30 am – 4:30 pm
Saturday: 8:00 am – 2:00 pm
Sundays, Holidays and Long Weekends: Closed

Summer Hours: May 14 – August 20

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 – 7:00 pm
Friday: 7:45 am – 4:30 pm
Saturday: 8:30 am – 12:30 pm
Sundays, Holidays and Long Weekends: Closed
Summer Hours: May 14 – August 27
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 – 5:00 pm
Statutory Holidays: Closed

Information Centre Hours

Monday – Thursday: 7:45 am – 7:00 pm
Friday: 8:30 am – 4:30 pm
Saturday, Sunday and Holidays: Closed
Summer Hours: May 14 – August 27
Monday – Friday, 8:00 am – 4:00 pm
Saturday, Sunday and Holidays: Closed

ALBERTA COLLEGE CAMPUS

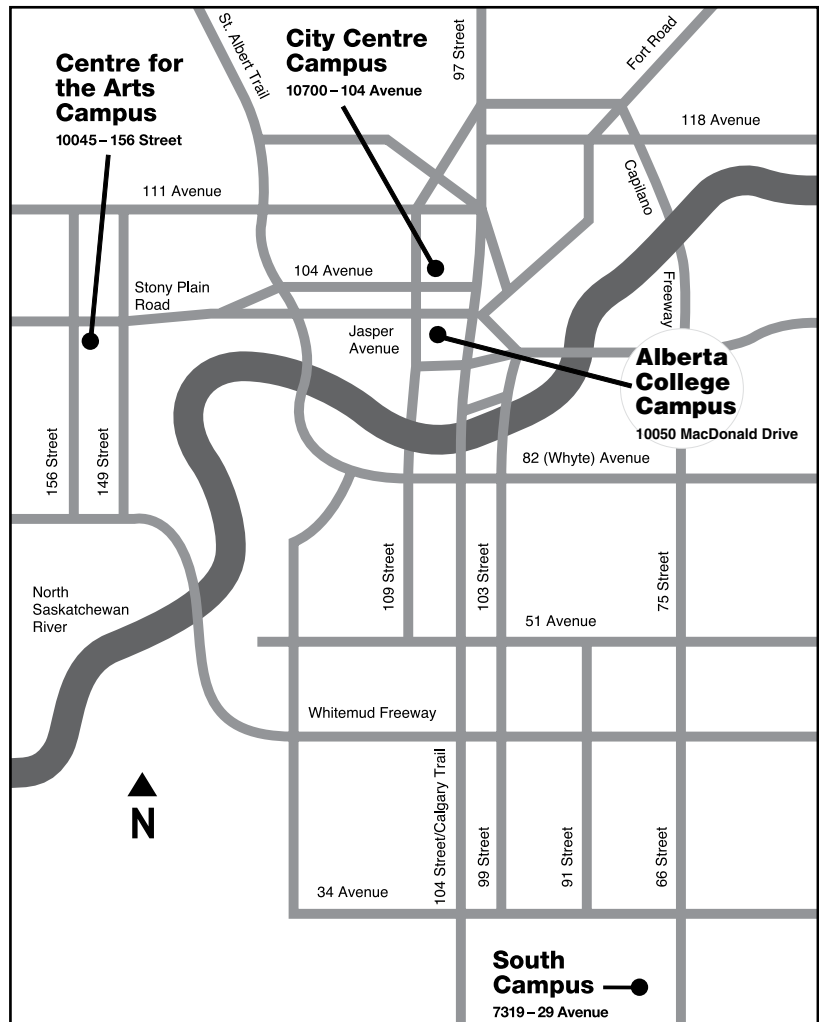
10050 MacDonald Drive
Edmonton, Alberta T5J 2B7
Switchboard: (780) 633-3708

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 14 – August 27
Monday – Friday: 8:30 am – 4:30 pm
Saturday, Sunday and Holidays: Closed



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Student Records, Transcripts, Privacy Protection, and Disclosure Notifications

STUDENT RECORDS

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

E1050	Student Records,
D6010	Use of College Computer Facilities and Information Resources;
D7220	Records and Information Management;
D7230	Information Security ;

other related policies, official manuals of the College, and provincial / federal legislation pertaining to access to information and protection of privacy.

OFFICIAL STUDENT FILE AND RECORD

The Official Student File and Official Student Record are under the custody and control of the Office of the Registrar, who is accountable for the management of these records. Student records are managed according to the provisions of College Policy E1050 Student Records. Additional records relating to students may also exist in academic areas and in Personal Information Banks elsewhere in the College. Original completed student Releases, Consents, Waivers and other Agreements must be sent promptly for placement on the Official Student File in Office of the Registrar.

OFFICIAL STUDENT TRANSCRIPT

An Official Transcript of the student academic record is created, maintained and under the custody and control of the Office of the Registrar. This is considered confidential information and will not be released without written consent.

The Official Transcript includes the official student name(s), birth date, courses, grades, academic standing statuses, and graduation program, major, minor and date.

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 requested; refer to the "Fees" Calendar Section page for Optional Service Fees – Transcripts.

Transcripts can be mailed, faxed, picked-up in person by the student, or picked-up by or sent to anyone other than the student. The College requires the student's written authorization to have Transcripts sent to institutions, employers, legal counsel and other

agencies or picked-up by a Third Party as this is a release of student personal information. If you want the transcript(s) sent to someone other than yourself or a post-secondary institution, be sure to specify the name and address including postal code.

The student is cautioned that faxing is a less than secure mechanism for transmitting sensitive personal information.

CHANGE OF NAME OR ADDRESS

This information is considered confidential and is only used for official college business. Having current name, address and contact information on file with the College is critical to effective College communications with students.

Change of Name: All name changes must be submitted in writing or on the appropriate form to the Office of the Registrar, and accompanied by at least one of the following official Government Issue identification. Valid Drivers Licence, Provincial ID Card, Passport, or Citizen Documentation. Only current ID will be recognized as valid. Expired ID will not be accepted for a name change.

Change of Address: All program students at Grant MacEwan College are given access to WebAdvisor via mymacewan.ca. This allows 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 to the Office of the Registrar.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

The Alberta *Freedom of Information and Protection of Privacy (FOIP) Act* is Alberta provincial legislation which applies to all information collected, generated, and recorded by the College in effecting its business under its charter as a post-secondary educational institution under the *Alberta Post-Secondary Learning Act*.

The *FOIP Act* aims to balance the public's right to access records and the individual's privacy.

The purposes of the *FOIP Act* are to:

- provide access to much of the recorded information held by public bodies;
- protect privacy of individuals by controlling the collection, use and disclosure of personal information;
- allow individuals right of access to personal information about themselves held by a public body;

- allow individuals the right to request corrections to this information; and,
- to provide access to an independent review of decisions made by the public bodies under this Act.

To view the legislation or get official information on the Act please see the website of the Alberta Information and Privacy Commissioner at: www.oipc.ab.ca

For more information on FOIP at MacEwan you may go to the MacEwan Access and Privacy Office website at: www.macewan.ca/foip or contact the MacEwan Access and Privacy Office at 497-5423.

PERSONAL INFORMATION DEFINED

Personal Information is defined in the Alberta *Freedom of Information and Protection of Privacy (FOIP) Act* s.1(n) as recorded information concerning an identifiable individual, including but not limited to:

- the individual's name, home or business address, or home or business telephone number;
- the individual's race, national or ethnic origin, colour, or religious or political beliefs, or associations;
- the individual's age, sex, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- information about the individual's health and health care history, including information about a physical or mental disability;
- information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else's opinion about the individual; and,
- the individual's personal views or opinions, except if they are about someone else.

PERSONAL INFORMATION DISCLOSURE NOTIFICATIONS

The Alberta *FOIP Act* contains provisions allowing or requiring public bodies to disclose personal information in their custody or under their control for a range of reasons. Disclosures of personal information without the express prior written consent of the student are sometimes necessary or desirable in the course of conducting the business of the College and directly or indirectly supporting students and the educational experience. Such disclosures occur only where required or permitted by the Alberta *FOIP Act*. Most releases are governed by provisions found in the *FOIP Act* Part 2 Division 2 "Use and Disclosure of Personal Information by Public Bodies".

The *FOIP Act* requires that personal information collected by a public body may only be used or disclosed for the purpose for which it was collected and purposes consistent with that collection. The best explanation of a consistent use or disclosure may be found in IPC Order 2001-038 on the website of the Alberta Information and Privacy Commissioner.

The Office of the Registrar, Academic Divisions/Faculties or Programs or other College offices may routinely release only the following personal information of students in compliance with provisions of Section 17(2)(j) of the Alberta *FOIP Act*, unless otherwise requested by the student (Section 17(3) of the Act):

- enrolment in a school of an educational body or in a program offered by a post-secondary educational body,
- attendance at or participation in a public event or activity related to a public body, including a graduation ceremony, sporting event, cultural program or club, or field trip, or
- receipt of an honour or award granted by or through a public body.

Additional student personal information uses and disclosures may occur without the prior written consent of the student subject to acceptable consistent use standards, emergency and law enforcement situations, Information Sharing Agreements, participation in Common or Integrated Programs and Services, or other agreements that meet the access and privacy protection provisions of the Alberta *FOIP Act*.

Public inquiries directly related to the collection, use and disclosure of student personal information should be directed to the Associate Registrar – Records.

STUDENT PRIVACY AND SYSTEM PROTECTION RESPONSIBILITIES

Student privacy protection responsibilities include but are not limited to :

- safeguarding and protecting from unauthorized disclosure any passwords or other unique identifiers assigned to them;
- recovering and securing any assignments, examinations or other documents made available for return to them; and,
- treating as confidential any personal information of third parties that might come into their possession during the course of their academic experience or while on practicum placement.

NOTIFICATION OF SURVEY PARTICIPATION AND DISCLOSURES

To facilitate research that supports program and service planning and quality improvement initiatives at MacEwan, and that enhances understanding of Alberta's and Canada's post-secondary educational systems, MacEwan may release student contact and other personal information to external agencies without prior written consent, but within the allowable provisions of the Alberta *Freedom of Information and Protection of Privacy (FOIP) Act*. These agencies include Statistics Canada, Alberta Advanced Education, and external contractors engaged by MacEwan to conduct surveys of current and former students.

These agencies treat the contact information provided with confidentiality, and utilize it only for the specific research purposes for which it was provided. Examples of survey participations and related personal information disclosures by MacEwan may include but are not necessarily limited to the following.

MACEWAN SURVEYS

MacEwan contracts out telephone surveying for our own Graduate, Early Leaver and University Transfer Follow-up surveys, as well as surveys of graduates of programs undergoing evaluation in any given year.

Further information on MacEwan conducted Surveys may be obtained from the MacEwan Office of Strategic Planning at 497-5403.

ALBERTA ADVANCED EDUCATION SURVEYS

MacEwan supports the provincial Post-Secondary Institution Graduate Outcomes Survey and the Post-Secondary Institution Early Leavers Survey of Alberta Advanced Education.

In the Graduate Outcomes Survey Alberta Learning and the publicly funded postsecondary institutions collaborate to conduct a biennial survey of graduates. The data collected help to inform policy development and program and service review and improvements.

Data collected for this study fall into six broad areas of enquiry:

1. Graduate demographics
2. Graduate employment outcomes
3. Graduate satisfaction
4. Graduate awareness of post-secondary options and graduate transitions
5. Financing of post-secondary studies
6. Attitudes towards and experiences in regard to life-long learning

STATISTICS CANADA SURVEYS

Enhanced Student Information System (ESIS) Survey

ESIS is an administrative database on all students. The basis for ESIS is administrative records and the authority to obtain those records is Section 13 of the *Statistics Act*. ESIS involves the full range of student data. Students can have their personal information deleted from ESIS by contacting Statistics Canada. The web address for this process is: www.statcan.ca/english/concepts/ESIS/students.htm#15

National Graduate Survey (NGS)

The National Graduate Survey (NGS) is conducted on a voluntary basis for participating institutions under the authority of Section 8 of the *Statistics Act*. The NGS is a periodic survey of a random sample of graduates. The NGS is intended to measure the short to medium-term labour market outcomes of graduates from Canadian public university, community college and trade-vocational programs. The NGS is a sample survey (compared to a census survey where attempts are made to contact all individuals). It is structured so that there is confidence in the survey results at a provincial level, as well as at the credential level (certificate, diploma, etc.) and the field of study level. This sampling strategy results in relatively low levels of contact with graduates. Statistics Canada will only contact the graduate if they currently live in Canada or the United States.

DISCLOSURE OF PERSONAL INFORMATION TO STATISTICS CANADA

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'.

In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. The Federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student.

Under the federal *Privacy Act*, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database.

Further information on the use of this information can be obtained from Statistics Canada's web site: <http://www.statcan.ca/english/concepts/ESIS/index.htm>, by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6 or by calling 1-613-951-1666.

Academic Schedule, Admissions, and General Student Information

ADMISSIONS

FEES

INTERNATIONAL STUDENTS

**ACADEMIC POLICIES,
PROCEDURES AND
REGULATIONS**

REGISTRATION

**EDUCATIONAL FUNDING,
SCHOLARSHIPS, AND
AWARDS**

ACADEMIC SCHEDULES

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, Commerce 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.

UNIVERSITY CREDIT SUBSTITUTIONS FOR HIGH SCHOOL COURSES

This chart lists the university credit that will be substituted in cases where applicants do not present the appropriate 30-level high school courses. Note that Nursing uses a different university credit substitution chart. ("cr" means "credit")

Grade 12 Courses	University Credits Required
Group A	Group A
1. ELA 30-1	1. English (6 cr)
2. Language other than English 30/31/35	2. Language other than English (6 cr)
3. Social Studies 30	3. Humanities or Social Sciences (3 cr)
Group B	Group B
1. Art 30	
2. Art 31	
3. Commercial Art 35 A, B or C	
4. Visual Communications 32 A, B or C	Fine Arts (3 cr)
5. Drama 30	
6. Music 30	
7. Music 31	
8. Performing Arts 35 A, B or C	
Group C	Group C
1. Mathematics 30/Pure Math 30	1. Mathematics (Algebra) (3 cr)
2. Mathematics 31	2. Mathematics (Calculus) (3 cr)
3. Chemistry 30	3. Chemistry (3 cr)
4. Physics 30	4. Physics (3 cr)
5. Biology 30	5. Biology (includes Botany, Genetics, Microbiology, Zoology) (3 cr)
6. Science 30	6. Science course (3 cr)



FIVE EASY STEPS FOR ADMISSION

Step 1: Apply and Pay Application Fee

Applicants may apply online at www.MacEwan.ca or complete an application form. The application form is available for download at www.MacEwan.ca or from the Office of the Registrar or any Information Centre.

The application requires a non-refundable fee. Applications received without the fee will be returned. Application fees are non-refundable and cannot be applied towards tuition. The application fee must be paid each time an application for admission is submitted.

- Domestic Application Fee (Canadian Citizens or Landed Immigrants): \$50
- International Application Fee (Study permit or other visa): \$120

Paper applications can be mailed or delivered to

The Office of the Registrar
Grant MacEwan College
10700 – 104 Avenue NW
Edmonton, Alberta T5J 4S2

Step 2: Acknowledgement

The Office of the Registrar will send an acknowledgement package outlining requirements. Complete and submit the items as described as soon as possible.

In addition, the acknowledgement will provide applicants with a secure logon to the student portal where the applicant will be able to locate information regarding the admission status. This is an easy way to check the status of the decision-making process.

Step 3: Admission Decision

Once steps 1 and 2 are complete, a decision is made. Note that no final decision letter is sent. If you clear all conditions as listed in your letter of conditional acceptance, you will be admitted. You can check the decision using your secure logon to the student portal (information contained in your acknowledgement package).

Admission decisions are not subject to appeal. In cases where the reason for inadmissibility is failure to meet program specific requirements, applicants may discuss concerns with their program or a MacEwan advisor.

If you are admissible but the quota has been filled, you may be offered a place on a waiting list. For some programs, applicants are accepted from the waiting list according to the decision date. First priority is given to

the earliest date. Other programs rank applicants according to the quality of the application.

Step 4: Deposit

When you are accepted, a deposit is required. Failure to pay the deposit by the date indicated in your letter of acceptance may result in the offer of admission being withdrawn. Program deposits will be refunded in full ONLY if you notify the Office of the Registrar in writing of your withdrawal by the date specified in the letter of acceptance.

- **Domestic Deposit:** Domestic applicants are required to pay a program deposit of \$200 CDN towards the first term's tuition.
- **Out-Of-Country International Applicants:** Out-of-country international applicants are required to pay a program deposit of \$10,000 CDN three months prior to the start of the first term. For CORP/ELSG programs, all out-of-country international applicants are required to pay a program deposit of \$8,000 CDN three months prior to the start of the first term.
- **In-Country International Applicants:** In-country international applicants are required to pay a program deposit of \$1,000 CDN 30 days from the date of the letter of acceptance.

Step 5: Clearing All Conditions

Ensure that you submit any outstanding items for admission by the date specified in the letter of acceptance. Applicants are advised to submit all documentation as soon as possible.

If accepted, your admission may include the condition that you complete specific items prior to the start of the program or by a certain date. Read your acceptance information carefully and take steps immediately to meet any conditions. Upon meeting all conditions, you will be automatically moved to final accepted status. No additional letter will be sent unless you have not met all conditions. Failure to meet all conditions by the timelines indicated in your letter of acceptance may result in your admission being rescinded.

TRANSCRIPTS

Official transcripts of your high school and, if applicable, post-secondary education are vital to the admission decision. Be sure to send them promptly. Once submitted to the college, official copies of educational transcripts become the property of Grant MacEwan College and will not be returned to the applicant. This is a standard practice among Canadian post-secondary institutions and is designed to protect the authenticity of the transcript. You may obtain additional official copies of your transcripts by contacting the institutions you originally attended.

Alberta High School Transcripts

You may obtain an Alberta high school transcript by contacting Alberta Education by mail or in person:

Alberta Education
2nd Floor, 44 Capital Boulevard
10044 – 108 Street NW
Edmonton, Alberta T5J 5E6
Website: www.education.gov.ab

Post-Secondary Transcripts

Transcripts of post-secondary grades must be issued and signed by the institution and bear their official seal. Transcripts stamped "issued to student" will not be accepted.

It is not necessary to request official transcripts for course work previously completed at Grant MacEwan College.

DOCUMENT TRANSLATION

Documents not printed in English must also include a certified English language translation. Translations must be complete, literal, word-for-word, and in the same format as the original document. English translation services are provided by several agencies in Alberta, for example:

Members of the Association of Translators and Interpreters of Alberta (ATIA)
Edmonton Office
P.O. Box 546
Edmonton, Alberta T5J 2K8
Tel: (780) 434-8384

Edmonton Immigration Services Association
Cromdale School
11240 – 79 Street NW
Edmonton, Alberta T5B 2K1
Tel: (780) 474-8445;
Fax: (780) 477-0883

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.

ADMISSION REQUIREMENTS TO DEGREE AND CAREER PROGRAMS

- High School diploma or equivalent, or the required secondary courses as specified by the program.
- English language proficiency requirements (see below).
- Other program specific requirements (see Calendar, Programs publications, or Website (www.MacEwan.ca) for further details).

ENGLISH LANGUAGE REQUIREMENTS

- For University Degree and Transfer programs and Certificate, Diploma, and Applied Degree programs see page 14.
- Admission to the University Studies International program (see below) does not require a specific level of English language preparation. Students with TOEFL scores of at least 530 (paper-based), 197 (computer-based), or 70 (internet-based), an IELTS score of at least 5.5, or a CAEL score of at least 50 will be placed in the college's ENGL 0106 course (other forms of English language testing can also be submitted and will be assessed by the Registrar's Office). Successful completion of ENGL 0106 meets the college's English language requirement for admission to college degree and diploma programs. Students entering USI with levels of English language skills below those specified above will be placed in the appropriate level of English language preparation.

Specialized Programs for International Students

UNIVERSITY STUDIES INTERNATIONAL (USI)

This program is designed to allow international students to complete admission requirements to college degree and diploma programs. This may include English language preparation or completion/upgrading of required high school courses. Students can also register in courses that will later form part of their degree or diploma program if pre-requisites for specific post-secondary courses have already been completed. Students who successfully complete the USI program are eligible to enter any of the over 60 post-secondary programs available at the college. Some of the more popular fields of study include commerce and management studies; science, computing science, and engineering; nursing and health related studies; and many of the fine arts, especially graphic design. Student Advisors are available to assist you in selecting the appropriate coursework that will enable you to achieve your 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.

Application Information

Application forms can be obtained online at www.MacEwan.ca or by contacting the International Education Centre at 1-780-497-5397 (phone) or 1-780-497-5393 (fax).

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

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

Applicants with documents in a language other than English must include certified English translations which must be complete, literal, word-for-word and in the same format as the original document.

Applications are accepted beginning October 1 for a program start date of the following September. Some programs also can be started in January or May (consult the 2007 – 08 Think MacEwan International Programs guide at <http://www.MacEwan.ca/web/ims/client/upload/InternationalPrograms2006.pdf> for information on possible start dates for each college program.

You should apply at least 6 months prior to the program start date to allow adequate time for your application to be processed and to apply for an International student Study Permit to Canada.

INTERNATIONAL TUITION COSTS

CREDIT COURSES

All international students who are registered in college programs are assessed tuition fees on a per credit basis according to the published fee table. Estimated program costs for international students are available from the college's website, www.MacEwan.ca. Refer to page 47 for international fees to our English as a Second language program and to page 48 for our Preparation for University and College program.

NON-CREDIT COURSES

International students taking non-credit courses are charged twice the Canadian tuition fee. This is in addition to any credit tuition charges.

ACADEMIC POLICIES, PROCEDURES AND REGULATIONS

CONTENTS

Student Rights and Responsibilities
 Sexual Harassment
 College Computer Facilities and Information Resources
 Student Discipline
 Student Appeals
 Academic Integrity
 Grading
 Auditors
 Final Assessment
 Deferred Examinations
 Supplemental Examinations
 Reassessment
 Credentials
 Graduation
 Graduation Requirements for Ministry Approved Programs
 Academic Residency Requirements
 Program Time Limits
 Repeat Courses
 Attendance
 Required Communications Course
 Other Learning Experiences
 Academic Standing
 Workplace Learning
 Transfer
 Classification of Students
 Program Completion
 Student Program Advisory Committees

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.)

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 22).

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.

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.

Appeals on grades pertaining to courses that are prerequisites to field placement or clinical courses must be initiated within 20 calendar days from the date of issue of disputed ruling. Failure to initiate an appeal within these time lines 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 college counseling offices.

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 of the Process

- 5.1 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.
- 5.2 The student must, within the timelines stipulated in 4.2, 4.3, or 4.4 above, present in writing to the disputant, with a copy to the Dean and the Program/Section Chair, the appeal as described following:
 - 5.2.1 a description of the decision being appealed, and
 - 5.2.2 the grounds on which the appeal is based, and
 - 5.2.3 a clear statement as to the outcome expected.
- 5.3 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.
- 5.4 In the event that the staff member making the contested ruling is not available, or does not respond within the time frame specified in 5.3, the student may access Step II of the appeal process.

Step II of the Process

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.

- 5.5 Within seven (7) working days from the date of issue of the written reply indicated in 5.3 or having received no such response (5.4), the student may deliver a written presentation of the appeal to the Program/Section Chair where the decision under dispute originated.
- 5.6 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.
- 5.7 Within two (2) working days of the review meeting, the Program/Section Chair shall communicate in writing to the appellant, the disputant, Dean and the Vice President Student Services, a decision on the appeal.

Step III of the Process

- 5.8 Within seven (7) working days from the date of issue of the written reply indicated in 5.3 or having received no such response (5.4), the student may deliver a written presentation of the appeal to the Divisional Dean where the decision under dispute originated.
- 5.9 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.
- 5.10 Within two (2) working days of the review meeting, the Dean shall communicate in writing to the appellant, the disputant, and the Executive Director of Student Services, a decision on the appeal and the outcome requested.

Step IV of the Process

- 5.11 Within ten (10) working days from the date of issue of the Dean's response, the student may deliver a written representation of the appeal to the Vice President Student Services and request initiation of Step IV of the process.
- 5.12 Within fifteen (15) working days of receipt of the appeal notice, the Executive Director, 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:

- 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 Chair of the Committee.

5.13 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 chair or supervisor.
- The Dean of the Division.

5.14 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.

5.15 The decision of the ad hoc appeals committee is final and there is no further appeal.

ACADEMIC INTEGRITY (Excerpt from Policy C1000: Academic Integrity – Under Review and may be in place for 07/08)

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

Academic integrity is essential to the mission and vision of Grant MacEwan College. The college is committed to fostering an environment of academic integrity through education about academic integrity and compliance with academic integrity regulations. Suspected cases of academic dishonesty shall be investigated and adjudicated fairly.

Although academic integrity has many facets, the focus of this policy is on academic honesty in the teaching and learning enterprise.

This policy is complementary to E3101 (Declaration of Student Rights and Responsibilities), E3102 (Student Discipline) and E3103 (Student Appeals). In cases where students appeal decisions related to academic integrity, this policy's regulations are substituted for Steps 1, 2 and 3 of E3103 (Student Appeals).

This policy conforms to National Transcript Guide standards as documented by the Association of Registrars of the Universities and Colleges of Canada.

For purposes of this policy the following definitions apply:

Academic Integrity: Academic integrity involves a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals to action.

Academic Dishonesty: Academic dishonesty involves participating in acts by which a person fraudulently gains, or intentionally attempts to gain an unfair academic advantage thereby compromising the integrity of the academic process. It includes the commission of the following:

Cheating: The use, or attempted use of unauthorized notes, information, materials, study aids, or devices in any academic exercise or activity.

Plagiarism: The use and submission of another's words, ideas, results, work, or processes without providing appropriate credit to the individual(s) responsible for same.

Fabrication and Falsification: Falsifying or altering information; fabricating or counterfeiting information for use in an academic exercise, notwithstanding creative writing type exercises.

Assisting others in dishonest behaviour: Intentionally or knowingly helping or attempting to help another person commit an act of academic dishonesty by providing material, information or other assistance.

Obtaining an Unfair Advantage: Intentionally or knowingly gaining, or attempting to gain an unfair advantage not afforded to all students in an authorized fashion.

Students are responsible for:

- Being informed about, and complying with, E3101 (Declaration of Student Rights and Responsibilities) and this policy.
- Adhering to the principles of academic integrity in all work.
- Refraining from assisting other students in any attempts to violate the Academic Integrity Policy.

Investigations of Suspected Cases of Student Academic Dishonesty:

All cases of suspected academic dishonesty shall be investigated and adjudicated in a fair and timely manner, following procedures outlined below. Three types of procedures have been developed to accommodate different types of situations and needs. In cases where students and/or instructors study by distance, meetings and hearings may be conducted via teleconference or other distance technology modes. Exam invigilators must bring the suspicion of academic dishonesty to the attention of instructors.

- A) Instructor investigation and decision
- B) Adjudication hearings to address student appeals of decisions rendered in Procedure A
- C) Adjudication hearings to address serious offenses

Procedure A: Instructor investigation and decision

- 6.1 Instructors who suspect that a student has engaged in dishonest academic behaviour will:
 - investigate the matter and compile available evidence related to the suspected case
 - consult with Chair and/or Academic Integrity Coordinator for assistance as required
 - inform the student of the suspicion
 - discuss the matter with the student and review information the student presents
 - make determination if academic dishonesty occurred
- 6.2 In cases where the instructor determines that academic dishonesty did not occur or is unsubstantiated, the matter is closed.
- 6.3 In cases where the instructor determines that dishonesty did occur he or she chooses one of the following actions, based on the nature of the case, and advises the student in writing that:
 - the student is required to re-do an assessment event
 - a mark reduction on the assessment event is imposed
 - a mark of zero on the assessment event is imposed.

In addition to one of the above

- the case can be referred to the Academic Integrity Coordinator for a possible Adjudication Hearing, because of the relative seriousness of the offense

- the instructor is also required to provide the student with information in writing about the presence and nature of the appeals process.
- 6.4 Instructors must submit an Academic Integrity Incident Report for every case in which they determine academic dishonesty occurred within 5 working days of making their determination and advising the student of the outcome. This report is submitted to the Academic Integrity Coordinator.
 - 6.5 Students who wish to appeal the instructor's decision, must do so in writing within 5 working days by submitting a written notice to the Academic Integrity Coordinator, with a copy to the instructor outlining:
 - a description of the decision being appealed
 - the grounds on which the appeal is based
 - a clear statement as to the outcome expected
 - 6.6 Guidance for students initiating appeals shall be made available by the Student Resources Centre.

Procedure B: Adjudication Hearings that address student appeals.

- 6.7 Faculty Adjudicators shall be appointed by Deans annually (between one and four per faculty/school). Typically instructional faculty members shall be appointed, although Chairs are not excluded.
- 6.8 The Academic Integrity Coordinator will provide training and support or faculty adjudicators annually.
- 6.9 Upon receipt of a student appeal the Academic Integrity Coordinator will arrange for a Hearing (within 10 working days). The Hearing may occur by teleconference in cases where students do not reside in Edmonton. The Hearing will be conducted by a trained Faculty Adjudicator (typically from the same faculty/school). Information will be presented by both the student appealing the decision and the instructor who made the determination. Other witnesses may be called when appropriate and the student and instructor may bring a support person or peer to the Hearing if they so choose.
- 6.10 In cases where the student fails to attend the Hearing (notwithstanding legitimate

absences due to illness or emergency situations), the Faculty Adjudicator may proceed with the Hearing in their absence.

- 6.11 Within 3 working days after the conclusion of the Hearing, the Faculty Adjudicator shall submit in writing, a finding either supporting the decision previously made by the instructor or failing to support the decision to the Integrity Coordinator.
- 6.12 The Dean communicates his or her decision in writing to the student, instructor of the course, Chair, Faculty Adjudicator, and the Academic Integrity Coordinator, within 7 working days of receiving the recommendation from the Faculty Adjudicator. No other copies of the written communication may be distributed.
- 6.13 Students who wish to appeal the decision can do so through the E3103 (Student Appeals) policy beginning at Step IV of the appeal process.

Procedure C: Adjudication Hearings for Serious or Repeat Offences

- 6.14 In cases of Adjudication Hearings for serious offences, Deans may choose to serve as Hearing Adjudicators. Otherwise, the Academic Integrity Coordinator will assign a faculty adjudicator (typically from the same faculty/school).
- 6.15 Upon receipt of the incident report, the academic integrity Coordinator will review the report, consult with the parties involved as necessary, and within 4 working days determine if a Hearing is warranted. In cases where the Coordinator decides not to proceed with a Hearing, this decision is communicated in writing to the parties involved.
- 6.16 Upon determining a Hearing is warranted, the Academic Integrity Coordinator will arrange for a Hearing within 10 working days. Information will be presented by the parties involved (typically the student and instructor) and other witnesses may be called when appropriate. Both the student and instructor may bring a support person or peer to the Hearing if they so choose.
- 6.17 In cases where the student, instructor or other party do not attend the Hearing (notwithstanding legitimate

- absences due to illness or emergency situations), the Adjudicator may proceed with the Hearing.
- 6.18 Upon the conclusion of the Hearing, the Adjudicator shall submit in writing a finding to the Academic Integrity Coordinator and either impose a disciplinary action (if the adjudicator is a Dean) or recommend a disciplinary action (if the adjudicator is not a Dean). A decision is communicated, including any disciplinary action in writing within 5 working days of the Hearing to the student, the instructor, the chair and the Academic Integrity Coordinator, with a copy filed in the Office of the Registrar as per E1050 (Student Records). Responsibility for communicating and initiating disciplinary actions varies according to the severity and nature of the disciplinary action as per Policy E3102 (Student Discipline).
- 6.19 The following disciplinary actions may be imposed at the discretion of the College:
- grade reduction in the course
 - grade of F in the course
 - required to withdraw from the program
 - recession of the credential
 - letter of reprimand as per Policy E3102
 - disciplinary probation as per Policy E3102
 - Suspension as per Policy E3102
 - Expulsion as per Policy E 3102
- 6.20 Students who wish to appeal the decision may do so through the E3103 (Student Appeals) Policy, beginning at Step IV of the appeal process.
- 6.21 Any person who believes that a student has committed academic dishonesty, may submit a signed statement, including all relevant evidence to the appropriate Associate Dean.
- 7.0 **Transcripts and Records of Incidents of Academic Dishonesty**
- 7.1 Disciplinary action for serious offences of academic misconduct is documented on official transcripts although details of offenses are not shown.
- 7.2 The Office of Academic Integrity shall maintain a record of each finding of academic dishonesty

against a student using a secure storage system. The purpose of this record, which shall be kept separate and apart from other student records, is to determine whether there has been a previous offence, before a penalty is levied. Such a record of offences shall not be used for any other purpose.

- 7.3 For cases that proceed to Adjudication under Procedure B or C, copies of the Faculty Adjudicator's recommendation and the Dean's decision along with any other relevant written material shall be attached to the Academic Incident Report and safeguarded by the Academic Integrity Coordinator."
- 7.4 For cases that go to a Hearing, copies of the Faculty Adjudicator's recommendation and the Dean's decision are attached to the Academic Incident Report, and safeguarded by the Academic Integrity Coordinator.
- 7.5 In the event that a student appeals the Dean's decision, then the record keeping for the appeal is handled according to Policy E3103 (Student Appeals).

GRADING (Excerpt from Policy C2020: Grading – Under Review and may be in place for 07/08)

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

Grant MacEwan College utilizes one system for the reporting of final grades in credit courses. All final grades shall be reported to the Office of the Registrar using letter grades. Letter grades shall be converted to the four-point Alberta Common Grading Scheme for the calculation of a grade point.

The grading system used at the College is based on Criterion-referenced testing and assessment. In this system student performance is assessed according to pre-determined performance levels to ascertain how well each student has learned specific knowledge or skills. There are no pre-established percentages of students earning particular grades.

Students shall have at least one piece of term work constituting part of the final grade evaluated, and shall receive this feedback in time for discussion with the instructor prior to the last day to withdraw from the course without academic penalty. Notwithstanding the above, in cases of workplace learning

(C2060) students shall receive written feedback on their performance during their placement. Whenever possible, this feedback shall be received in time for discussion with the instructor prior to the last day to withdraw from the course without academic penalty.

Although a pass in a course is D (1.0), in some courses students are required to achieve more than the minimum level of achievement in order to proceed in their program or to transfer a course to another program or institution. Further, in order to remain in good standing or graduate, a minimum GPA of 2.0 or higher is required.

Note: Grant MacEwan College adopted the Alberta Common Grading Scheme beginning 2004/2005.

Prior to that, Grant MacEwan College subscribed to a different letter grading system which did NOT include the grade of A+.

The Grade Scale is as follows:

Letter Grade	Grade Point Value	Grade Descriptions
A+	4.0	Outstanding
A	4.0	
A-	3.7	Excellent
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	Satisfactory
D+	1.3	
D	1.0	Poor
F	0.0	Fail
WF	0.0	Failure to Withdraw

Student performance in a course shall normally be assessed on more than one occasion. No single evaluation event shall have a value of greater than 60 per cent of the course grade, with two noted exceptions:

- a) one-credit courses are exempt from the no single evaluation event rule, and
- b) directed field studies courses (in applied degree programs) may be exempted from the no single evaluation rule in cases where a single project or research study constitute the course requirement.

Reassessment of Grades and Change of Grades

Students may request the reassessment of final examinations within 15 calendar days from the date of the official release of course grades.

Within five working days of the posting of grades, a student wishing to write a supplemental examination shall contact the program to ascertain their eligibility for a supplemental examination.

W – Withdrawal Without Academic Penalty – a student shall be allowed to withdraw from an individual course until the date specified in the Academic Schedule. Students who do not withdraw by this date will be assigned a final grade on the basis of work completed.

DEF – Deferred – DEF may be assigned for those students who have applied for and been granted access to a deferred examination in accordance with Policy C2005 Final Assessment.

CR – Completed Requirements – CR is an alternate grade code that indicates course learning requirements have been achieved. CR is not included in the GPA but may be used for determining scholarships or academic merit.

NGR – No Grade Received – NGR shall be used as a temporary entry into a student record at each grade reporting period for instances where grades have not been received at the publishing time of grades.

NCR – Not Completed Requirements – NCR is an alternate grade code that indicates failure in courses assessed using credit/no credit criteria. NCR is not included in the GPA.

S – Supplemental Privilege – Opportunities for the privilege of writing supplemental examinations may be provided in cases where a student's academic performance in a course declines significantly due to poor performance on a final written examination worth more than 40 per cent of the course grade. The instructor may indicate a supplemental privilege by affixing the letter "S" to the course grade, and then the onus rests with the student to request a supplementary examination. The instructor makes a determination based on the circumstances of the case.

Supplemental examinations shall replace the final examination and cover the same material in scope and depth.

The student's record shall clearly indicate the original course grade suffixed with an S as well as the subsequent course grade earned after the writing of a supplemental examination.

TR- Transfer Credit (Advance Standing) – TR shall be assigned by the Registrar and will be used for coursework approval for transfer credit. TR grades are not included in the grade point average.

Outstanding – Exemplary achievement.

Excellent – Superior performance showing sustained excellence in meeting course expectations.

Good – Above average performance with a good knowledge of subject material.

Satisfactory – Average and adequate performance, demonstrating a basic understanding of the subject matter, and meeting course requirements.

Poor – Minimally competent performance showing significant weaknesses in many areas.

Performance may be insufficient to satisfy prerequisite requirements.

Fail – Unsatisfactory performance. Course requirements have not been met.

Withdrawal Failure – This grade is assigned by the Registrar and signifies that course requirements were not met because of failure to comply with the college withdrawal policy (E1055). A WF counts as a 0.0 towards the grade point average.

Students may request a grade of WF up to 10 days prior to the last day of a Fall or Winter course and up to 5 days to the last day of a Spring or Summer Course.

The following other notations or grades may appear on transcripts:

AU – Audit – Students may be allowed to audit courses and will be charged an audit fee. See policy C5020.

IN – Incomplete – IN indicates that a portion of required coursework has not been completed and evaluated in the prescribed time frame due to unusual but justified circumstances. Normally, the maximum time for completion of the work shall not exceed one term.

What is a GPA and how is it calculated?

A grade point average or GPA is calculated by dividing the sum of all grade points by the sum of all credits attempted. The codes AU, IN, W, and CR are not included in this calculation.

Example:

Course	Grade	Points	Credits	Grade Points
ENGL 100	A+	4.0	3	= 12.0
FREN 101	A	4.0	3	= 12.0
HIST 260	C	2.0	3	= 6.0
PSYC 104	W	*	*	= *
SOCI 100	WF	0.0	3	= 0.0
Total Grade Point				= 30
Total Credits				= 12*

To get GPA, divide total grade points by total credits = 2.5
GPA

(*Ws not included in GPA calculation)

Grading Scales

1990 – 2004

– No grade of A+

September 1978 to August 1990

A = Excellent – 4 Grade Points/Credit

B = Very Good – 3 Grade Points/Credit

C = Average – 2 Grade Points/Credit

D = Low Pass – 1 Grade Point/Credit

CR = Completed Requirements – Not Calculated in GPA

I = Incomplete – Not Calculated in GPA

W = Withdrew – Not Calculated in GPA

F = Failure – 0 Grade Points/Credit

AUD = Auditor – Not Calculated in GPA

NMR = No Mark Received – Not

calculated in GPA Hours of Instruction

– May 1982 to August 1990

Figures in brackets – e.g. (15:30:60) following each course name signify the number of lecture, lab, field placement hours per term. Every 15 lecture hours or 30 laboratory hours, or 60 practicum/field placement hours, are equated to one Term credit.

Above example = 3 credits.

AUDITORS

(Excerpt from Policy C5020: Auditors of Courses)

Recognizing that some students will want to participate in credit courses for reasons other than earning credit, the college provides opportunities for the privilege of registering in courses as an auditor, upon approval of the instructor and chair. An audited course will not be credited towards the requirements for any college credential. Audit decisions are not appealable.

Students who wish to audit a course must obtain the appropriate form from the Office of the Registrar.

This policy recognizes that some learners may wish to access credit courses without evaluation and/or participation. Under certain circumstances this privilege may be granted by the college.

- 1 Students requesting to audit cost-recovery credit courses will be required to pay the full cost-recovery tuition and fees.
- 2 Students requesting to audit regular credit courses will be required to pay the nonrefundable audit fee as set out by the Board of Governors.
- 3 Written permission to audit a course must be obtained by the student from the instructor who is teaching the course, together with the endorsement or approval of the chair of the program/section in which the course is being offered.
- 4 Auditors in a course are not permitted to change to Credit Student Status after the course addition deadline in any term.
- 5 It is the responsibility of the instructor and chair to determine the amount of participation the student can access in the class.

- 6 Normally an auditing student will not be provided any feedback from the instructor related to academic progress.
- 7 The permanent record of any student who attends as an auditor in accordance with the above rules will carry the AU notation which can not be converted to a W.

FINAL ASSESSMENT (Excerpt from Policy C2005: Final Assessment)

Students enrolled in credit courses must be notified in a timely manner of final assessment activities (which may include written and oral final examinations, final projects and presentations). The final assessment date(s) will be part of the academic schedule.

Where a final exam period is specified in the academic schedule for a course, the final assessment shall occur within that period and shall be scheduled no later than the last day of term.

The dates and time for all final assessments shall be published no later than half way through the term in which the final assessment is scheduled.

The final assessment shall not have a value of greater than 60 per cent of the maximum course marks except:

- One credit courses
- Directed Field Studies courses (See Policy C2020 Grading)

Students must be available for final assessments for courses in which they are registered. You are responsible for finding out the final assessment date, time and location.

DEFERRED EXAMINATIONS

If a student is unable to attend a final examination or complete a final assessment activity at the scheduled time because of a compelling reason (such as illness, domestic affliction, or religious belief), the student can apply to the Program/Department chair or to the person indicated in the course outline for a deferred examination or an extension for completion for other final assessment activities, but in any case no later than two (2) days after the missed activity (See Policy C2020 Grading). If approved, a notation of DEF for final examinations or IN for final assessments will be temporarily noted on the student record and will be replaced with a final grade in the normal manner.

Approval for a deferral final examination or extension rests with the Program/Department Chair after consultation with the instructor.

Deferred examinations will normally be written within two (2) weeks of the submission of course grades to the Registrar and shall be designed to replace the final examination in weight and scope.

Program students are not expected to complete more than two final assessment activities on any given day except in cases of take-home examinations and outreach credit courses.

During the final examination period, classrooms may be reassigned to accommodate examinations.

SUPPLEMENTAL EXAMINATIONS (Excerpt from Policy C2020: Grading)

Opportunities for the privilege of writing supplemental exams may be provided in cases where a student's academic performance in a course declines significantly due to poor performance on a final written examination worth more than 40% of the course grade. The instructor may indicate a supplemental privilege by affixing the letter "S" to the course grade, and then the onus rests with the student to request a supplementary examination. The instructor makes a determination based on the circumstances of the case.

Supplemental examinations shall replace the final examination and cover the same material in scope and depth.

The student's record shall clearly indicate the original course grade suffixed with an S as well as the subsequent course grade earned after the writing of a supplemental examination.

REASSESSMENT (Excerpt from Policy C2020: Grading)

Students may request the reassessment of a final examination by completing a request for reassessment and submitting the requisite fee to the Office of the Registrar. The application for reassessment shall be made within 15 calendar days from the date of official release of the course grades. The results of the reassessment as affecting the final grade shall be communicated to the student and the Registrar as soon as possible.

CREDENTIALS (Excerpt from Policy C1005: College Credentials)

Grant MacEwan College offers instruction leading to the awarding

of credentials, including certificates, diplomas and applied degrees. Under the provisions of this policy a comprehensive listing of all College credentials issued by Grant MacEwan College is maintained.

The College issues the following Ministry approved credentials:

- Certificate
- Diploma
- Post-Diploma Certificate
- Applied Degree
- Baccalaureate Degree

The College may issue the following credentials for other learning experiences planned and offered by the College:

- Certificate of Completion
- High School Equivalency Diploma
- Certificate of Attendance
- Certificate of Achievement

Certificates, diplomas, post-diploma certificates, applied degrees, and baccalaureate degrees, will be issued by the College to students who have satisfied all program and college requirements, based on the nature of the credential outlined below. Programs for which these credentials are awarded have received Ministry approval.

Certificate

A certificate will be awarded for an approved group of credit courses totaling at least 30 but not more than 59 credits. Certificates may indicate "with distinction" depending upon the level of academic achievement.

4.3.2 Diploma

A diploma will be awarded for an approved group of credit courses totaling at least 60 credits. Diplomas may indicate "with distinction" depending upon the level of academic achievement.

4.3.3 Post-Diploma Certificate

A post-diploma certificate will be awarded on completion of an approved group of credit courses totaling at least 15 credits where entrance to such a program of study requires, as an admission requirement, the completion of a diploma, degree or equivalent professional certification. Post-Diploma Certificates may indicate "with distinction" depending upon the level of academic achievement.

4.3.4 Applied Degree

An applied degree will be awarded on completion of an approved group of credit courses totaling a minimum of either:

- 120 credits; or

- 60 credits (in cases where a 2 year diploma credential is an admission requirements)

An applied degree program focuses on advanced study beyond the diploma level in career or technical studies, has clearly identified competencies, and is employment oriented with the inclusion of a directed field study component. Applied degrees may indicate “with distinction” depending upon the level of academic achievement.

4.3.5 Baccalaureate Degree

A baccalaureate degree will be awarded on completion of an approved group of credit courses totaling a minimum of 120 credits. Degrees may require or allow the study of majors and/or minors and some degrees offer honours programs. Baccalaureate degrees may indicate “with distinction” depending upon the level of academic achievement.

4.4 Certificates of Completion

Certificates of Completion, and High School Equivalency Diplomas may be issued to students who have satisfied all College requirements, based on the nature of the credential outlined below. In addition, Certificates of Attendance and Certificates of Achievement may be issued to students in order to recognize attendance or successful participation in continuing education learning events.

4.4.1 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.

4.4.2 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 level. Of the courses taken, at least one must be in English (ELA 30-1 or ELA 30-2), and at least one must be in Mathematics (either Pure Mathematics 30, Math 30, Math 30 Applied, or Math 31).

4.4.3 Certificate of Achievement

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

4.4.4 Certificate of Attendance

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

GRADUATION (Excerpt from Policy C2100: Graduation – Under Review)

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 18) 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):

Admission

Non-program students who complete program courses required for a Ministry approved credential are ineligible to receive that credential unless they have been admitted to the program by meeting all program admission criteria.

Graduation Grade Point Average

The minimum overall graduation grade point average (GGPA) is 2.00 on the 4.00 scale unless otherwise specified in each program’s individual section of this calendar. The GGPA is calculated by dividing the sum of all grade points for courses attempted and counted toward a program credential at MacEwan by the sum of those credits.

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 academic standing 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% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (i.e. prior learning and recognition) are not included in the 50 percent 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.

Exemptions to Academic Residency Requirements

Bachelor of Applied Human Service Administration

A minimum of 48 credits toward the credential must be completed through Grant MacEwan College.

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.

Therapist Assistant Speech language Pathologist Assistant Major Only:

A minimum of 24 credits toward the program credential must be completed through Grant MacEwan College.

Attendance

Students must comply with any course or program attendance requirements as noted on the course outline. In addition, sponsored students may have special attendance requirements. Detailed information may be found in Policy C2050 Attendance.

Repeating Credit Courses

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

Students must comply with the policy on repeating credit courses. Students in Certificate, Diploma or Degree programs will be allowed to obtain a grade in a course only one additional time when the initial registration resulted in a failing grade; students in university transfer programs will be allowed to obtain a grade only one additional time when the initial registration resulted in a grade of F, WF, D or D+.

In all circumstances, if 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 graduation grade point average. Detailed information may be found in Policy C1035 Repeating Credit Courses.

Required Communications Course

Students in Certificate, Diploma and Applied Degree programs must successfully complete a required communications course (ENGL 111 or equivalent). Please refer to the Program of Study within each program's individual section of this calendar for information on the specified communications course. Detailed information may be found in Policy C1030 Required Communications Course.

Program Time Limits

(excerpt from Policy C2075)

Grant MacEwan College limits the period of time permitted to complete program requirements. This restriction supports the integrity of credentials given that rapid change occurring in society affects learning outcomes, technology applications, accreditation standards and curriculum innovation.

In this policy time limit is defined as the maximum period of time permitted a student to complete a program (including all graduation requirements) and be eligible for a credential. This time limit is calculated from the first day of the term to which the student is accepted into any given program.

This policy applies to programs that have Ministry approved credentials, including degree, applied degree, diploma, certificate and post-diploma certificates.

This policy applies to all program students whether full-time or part-time.

The period of time permitted for completion of program requirements varies by credential type:

Certificate programs: 4 years

Diploma programs: 7 years

Post-diploma certificates: 3 years

Applied degrees

a) of 2 year duration 6 years

b) of 4 year duration 10 years

Baccalaureate Degrees 10 years

EXEMPTIONS TO TIME LIMITS:

a) **Occupational Health**

Time limit exemption extended to 4 years

b) **Psychiatric Nursing**

Time limit exemption decreased to 4 years

c) **Bachelor of Science in Nursing**

Time limit exemption decreased to 6 years

Under extenuating circumstances, a student may be granted permission by the Dean of the relevant Faculty or School to extend program time limits. In this case, the student must complete the program, all graduation requirements and be eligible for a credential by the extended timeline as granted by the Dean, on the recommendation of the Chair. The Dean will notify the Office of the Registrar of the time limit extension, and the Office of the Registrar will formally advise the student.

ACADEMIC RESIDENCY REQUIREMENTS (Excerpt from Policy C1015: Academic Residency Requirements)

In any college credential, at least 50 per cent of the credits shall consist of courses completed through Grant MacEwan College. This policy does not apply to other designations granted by the college where no college credential is issued.

Grant MacEwan College credentials must meet applicable academic policies and curriculum standards by stipulating the minimum credits needed to be earned internally at the college prior to issuance.

The Office of the Registrar will maintain the list of programs that have been approved for exemptions and is responsible for administration of this policy. Programs that have been approved for more or less than the 50 per cent residency requirements shall have a notation listed under "Residency Requirement" in this calendar.

The term "college credential" includes any degree, applied degree, university studies certificate, university studies diploma, diploma, post-diploma certificate (including certificates issued before or after a degree), or other college credential offered by a college program, but does not include other designations issued by the college. For the purposes of this policy a college credential does not include awards granted by the college as honorary degrees or diplomas.

The phrase "program of college credentials offered by or through the college" or similar phrase includes all

programs offered for credit both on and off the physical campuses of the college, whether the courses are offered by distance learning methods (including electronic delivery) or offered at a remote location.

This policy shall not be interpreted in any way to alter the pace or order of course selection of any student enrolled in a program of study in the college. In the event of a conflict between this policy and any other academic policy, this policy shall be paramount.

Any assessment by a college employee or other Learning Experiences pursuant to Policy C2010 Recognition of Other Learning Experiences (or any successor policy) or any assessment of advance standing, challenge examinations, or testing procedures, shall comply with this policy to the extent that the other learning experiences, advance standing, or challenge examinations are similar or comparable to college program credit courses.

This policy applies to:

- every student who, on or after the date this policy comes into effect, has been enrolled by the Registrar.
- every student who, on or after the date this policy comes into effect, transfers credits with the Registrar's approval toward a Grant MacEwan College credential from another educational institution.

For greater certainty this policy does not apply to students who were accepted for enrolment or who transfer credits to the Registrar's satisfaction, as the case may be, toward a college credential before this policy came into effect.

Where a student enrolls or transfers credits toward a college credential before this policy came into effect, but graduates from that credential after this policy came into effect, this policy will not apply.

If a student who has enrolled in the college or who has transferred credit before this policy came into effect, then transfers to another college credential program after this policy came into effect, this policy will apply to the student in that student's new program regardless of whether or not credits from the earlier program are applied to the new program.

REPEAT COURSES (Excerpt from Policy C1035: Repeating Credit Courses)

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

Students are responsible for monitoring the number of times they have repeated a course. Credit may be withheld if the student does not abide by this policy. Exceptions to the policy must be approved by a Chair.

- 1 A student may not repeat any course for credit for which he or she has received a passing grade or for which he or she has been granted transfer credit.
- 2 A student in a MacEwan certificate, diploma or degree program will be allowed to obtain a grade in a course only one additional time when the initial registration resulted in a failing grade. A student in a university transfer program will be allowed to obtain a grade in a course only one additional time when the initial registration resulted in a grade of F, D or D+.
- 3 Students interested in transferring credits from MacEwan to other postsecondary institutions, are responsible for gathering 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)

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 Eligibility for transfer credit and credit by Prior Learning Assessment and Recognition (PLAR) is restricted to Ministry approved programs. The authority to grant transfer credit lies with the post-secondary institutions awarding the credential. MacEwan does not grant transfer credit in programs that are exclusively University Transfer.

Transfer 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/life 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.

Deans, based on advice from Chairs, are responsible for identifying programs and courses within their respective Faculty or School, for which students

may make application for credit by PLAR. Departments and programs are not required to offer PLAR in all courses.

Chairs, in consultation with content experts when required, are responsible for determining, whether a student application for PLAR submitted through the Office of the Registrar meets established eligibility criteria. Chairs are also responsible for recommending timelines for student PLAR submissions.

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 credit by PLAR is being sought).

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

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

Only students accepted to a Ministry approved program may be awarded transfer credit or apply for credit by PLAR. Students must meet the eligibility criteria for registration in the course in which they seek credit by PLAR. In cases where students are seeking credit by PLAR for a prerequisite to a course in which they intend to register, the PLAR process must be completed before registering in the advanced course.

Credit earned through challenge exams 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 other forms of PLAR it is not appropriate to assign grades, so the Office of the Registrar will assign a grade of CR (C2020 – Grading).

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

Students applying for credit through PLAR shall be advised that transfer credit awarded through PLAR at Grant MacEwan College is credit only toward MacEwan's graduation requirements. Other institutions may or may not allow this credit towards their credential.

Decisions of the College with regard to the awarding of transfer credit and credit by PLAR are not subject to appeal under policy E3103 (Student Appeals).

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

Only courses successfully completed at another post-secondary institution

or professional association will be considered for transfer credit. Transfer credit may be awarded for both specific courses in the program of study and for unspecified credit associated with electives.

Transfer credit may be granted for courses transferable to MacEwan if the course is applicable to the specific program to which the student has been accepted and the grade achieved is at least a D or equivalent,

EXCEPT when a grade higher than a D is specified as a course requirement for graduation. Transfer credit may also be assigned in a block according to agreements as noted in the Alberta Transfer Guide or, for out of province or country, as agreed to in a memorandum of understanding signed by the Dean, Registrar and Associate Vice President Academic.

Transfer credits cannot be used to fulfill C1015 (Academic Residency Requirements).

ACADEMIC STANDING (Excerpt from Policy C2070: Academic Standing)

Grant MacEwan College is committed to academic success and provides a variety of services to help students achieve success. As part of this commitment the college establishes criteria for assessing academic performance and reviews students' performance. The results of the academic review enable the college to recognize superior performance and to address unacceptable performance.

The college undertakes to complete the review of academic standing as quickly as possible.

Students are responsible for monitoring their own progress and for seeking assistance.

The categories and definitions of Academic Standing are:

Graduation with Distinction: Students with a cumulative program grade point average of 3.7 or higher shall receive a credential with "Distinction." Students must complete all residency requirements to receive this distinction. A notation will be made on the student's transcript.

Dean's List: Students who maintain a grade point average of 3.7 or higher while enrolled in twenty-four (24) or more credits of study in two consecutive terms and not less than twelve (12) credits in any one term shall be entered on the Dean's List. A notation will be made on the student's transcript and the dean will send a letter.

First Class Standing: Students who maintain a grade point average of 3.30-3.69 or higher while enrolled in twenty-four (24) or more credits of study in two consecutive terms and not less than twelve (12) credits during a term shall be deemed to have attained First Class Standing. A notation will be made on the student's transcript and the chair of the program will send a letter.

Good Standing: Students who for the period of review have a grade point average of 2.0 or higher will be in Good Standing. No transcript notation will be made.

Academic Probation: Students who for the period of review have a grade point average between 1.5 – 1.99 will be placed on Academic Probation. A notation will be made on the transcript and a letter will be sent to the student.

Required to Withdraw: Students who for the period of review have a grade point average between 0-1.49 OR students who have been placed on Academic Probation a second time will be required to withdraw. A notation will be made on the transcript and letter will be sent to the student.

Students must also achieve satisfactory performance in all clinical, field placement, ensemble setting, or equivalent requirements of their program in order to be in Good Standing or to receive recognition of merit.

Academic Standing for all students enrolled in Alberta Learning approved credit programs will be reviewed at the end of the winter term. This review will cover all credit course final grades earned in the winter term, the previous fall term and the previous spring/summer term. This review will apply to all students with a minimum of nine credits accumulated over the period of review.

Decisions as to Academic Standing (3.1) will be deferred for students presenting a final grade of Incomplete, Deferred, or In Progress until the student receives a final letter grade.

At the end of the fall term, the Office of the Registrar will advise those students, whose academic performance might compromise their academic standing, about sources of assistance within the College.

Students who are placed on Academic Probation will be advised in writing by the Office of the Registrar of the consequences of Academic Probation, requirements to regain Good Standing, and sources of assistance available within the college.

After being assigned a standing of Academic Probation, to regain Good Standing a student must, in the following fall term, achieve a grade point average of 2.0 or higher. Failure to clear Academic Probation will result in a student being Required to Withdraw.

Students who have been Required to Withdraw will be advised in writing by the Office of the Registrar of the consequences of being Required to Withdraw, requirements for re-admission; and sources of advice within the college.

Students who have been Required to Withdraw from a program can re-apply to that program, but cannot be accepted into that program nor access its courses until twelve months from the date of the withdrawal have passed. This restriction does not apply to an application to a different program.

clause 3.4, the performance of a student in a clinical, field placement, ensemble setting, or equivalent may be reviewed at any time, and, if the student is failing to meet the prescribed level of performance, the student may be Required to Withdraw from the learning activity at any point in the term upon the recommendation of the instructor and the Chair and with the concurrence of the Dean. Upon receiving instruction from the Dean to withdraw the student, the Registrar (or designate) shall notify the student in writing.

A student who fails to complete a prerequisite course designated as being required for progress in the program, may be Required to Withdraw from the program. Upon receiving instruction from the Chair to withdraw the student, the Registrar (or designate) shall notify the student in writing.

Students wishing to appeal their Academic Standing must follow the Regulations as set out in Policy E3103 Student Appeals. For purposes of this policy, the Chair shall be considered the initial ruler of the decision.

WORKPLACE LEARNING (Excerpt from Policy C2060: Workplace Learning)

Workplace learning is a planned, approved and evaluated activity that is part of an approved program of study. These activities are integral to the curricula of some programs. This policy protects the interests of the student, the College and the work placement.

The method used to establish a workplace learning experience will vary from program to program and must be described in the course outline, as well as the student program handbook and the College website where applicable.

Prior to the start of the workplace learning experience, the student will be advised in writing of his/her responsibilities to both the work placement and the College.

Regular attendance, as described in the course outline, at the work placement is mandatory.

The College reserves the right, at 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.

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.

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 online for a faster response. To access the online 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. Alberta Student Finance website is: www.alis.gov.ab.ca.

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 STUDENT LOAN RELIEF BENEFIT

The first payment is the Alberta Student Loan Relief Benefit. This benefit is automatically awarded to qualifying first-time, first-year, full-time, post-secondary students and is designed to provide students with a financial boost in their first year and ensure that their debt load stays manageable. You do not need to apply – eligibility will be automatically assessed from your student financial assistance application.

To qualify, you must:

- be a first-time, first-year, full-time, post-secondary student;
- receive loan assistance after July 31, 2001;
- effective August 1, 2005, have been issued more than \$7,140 per academic year (or \$3,570 per semester) in provincial or combined federal and provincial student loans **issued by Alberta**.

Once you have been issued \$7,140 (or \$3,570 per semester) in student loans, any further Alberta loan assistance in your first year will be issued as an Alberta Student Loan Relief Benefit. The benefit will not replace your Canada Student Loans.

You will have to repay the full amount of the Alberta Student Loan Relief Benefit if:

- you do not complete your period of study for which the Alberta Student Loan Relief Benefit was issued, or
- you did not sign and return the Electronic Confirmation of Financial Information letter if you applied for financial assistance online.

LOAN RELIEF PROGRAM COMPLETION PAYMENT

The second payment students can receive is the Loan Relief Program Completion Payment. This final payment is automatically awarded to qualifying students at the end of their studies and is designed to provide students with a helping hand when it comes time to pay back their student loans and reduce their overall debt load.

To qualify, you must:

- have completed (graduated or left) full-time, post-secondary studies, and
- have an Alberta Student Loan, and
- have exceeded the minimum debt level for your program

MAINTENANCE GRANTS

Maintenance Grants provide up to \$6,000 per academic year primarily for, but not restricted to, students who are single parents, married/common law students whose spouse/partner cannot work for medical reasons, or single students required to make maintenance payments.

Alberta Opportunities Bursary

This bursary is worth up to \$1,500 per year. It is available to first or second year students with high financial need who are attending an educational institution in Alberta that is participating in this bursary program.

Northern Student Supplement

This bursary is worth up to \$1,500 per year and may be 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

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

MILLENNIUM ALBERTA RURAL INCENTIVE BURSARY **NEW**

This bursary is worth up to \$1,000 per year. This bursary is for rural Albertans attending a designated post-secondary institution in Canada and enrolled in Year 1 or Year 2 of an undergraduate program of at least two years in length. You must also be eligible for a minimum of \$1,000 in student loan funding. Rural Alberta is defined as any community outside of Edmonton, Calgary, Sherwood Park, and St. Albert.

Important: You must complete Schedule 3 of the Application for Financial Assistance to be considered for this bursary.

Note: the Millennium Alberta Rural Incentive Bursary and the Canada Millennium Bursary are *two separate bursaries*. If you are eligible for either or both of these bursaries, you will be notified separately. Read your Notice of Assessment carefully to understand which bursary you will receive.

FEDERAL GRANTS/ BURSARIES

Canada Millennium Bursary

This bursary is worth up to \$3,000 per year. It is available to undergraduate students who demonstrate they have high financial need, have completed 60% of a full year of post-secondary studies, and meet the other eligibility criteria for the Millennium Bursary.

Note: the Canada Millennium Bursary and the Millennium Alberta Rural Incentive Bursary are *two separate bursaries*. If you are eligible for either or both of these bursaries, you will be notified separately. Read your Notice of Assessment carefully to understand which bursary you will receive.

Canada Study Grant for Students with Dependants

Provides up to \$3,120 annually in financial assistance to high-need students with children or other dependants. This grant is available to full or part-time students.

Canada Access Grant for Students with Permanent Disabilities

Provides up to \$2,000 annually in financial assistance to students with permanent disabilities. Students must provide documented proof of a permanent disability. This grant is available to full or part-time students.

Students must see the coordinator for students with permanent disabilities at their educational institution and a Consultant at an *Alberta Service Centre* or *Canada-Alberta Service Centre*.

Canada Study Grant for the Accommodation of Students with Permanent Disabilities

Provides up to \$8,000 annually in financial assistance to students who have Canada Student Loan eligibility and who have a need for exceptional education-related services or equipment required to participate in post-secondary studies. Students must provide documented proof of a permanent disability. This grant is available to full or part-time students.

Students must see the coordinator for students with permanent disabilities at their educational institution and a Consultant at an *Alberta Service Centre* or *Canada-Alberta Service Centre*.

Canada Access Grant for Students from Low Income Families

Provides up to 50% of the tuition costs up to a maximum of \$3,000 annually for dependent students whose family net income is within the eligibility range for entitlement to the National Child Benefit supplement. Dependent students are automatically assessed for eligibility for this grant. The grant is available to first-time, first-year dependent students only.

For more information on any of the programs listed above:

- contact the Student Resource Centre at 497-5063
- call the Student Funding Contact Centre in Edmonton at 427-3722, or toll free in Canada at 1-800-222-6485
- e-mail the Student Funding Contact Centre using the secure **e-Contact service**
- visit your nearest **Alberta Service Centre** or **Canada-Alberta Service Centre**

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 may 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 your 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, 2007. If you are cashing your Canada Student Loan document after October 1, 2007, 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 or diploma. 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, or are receiving "Support for Independence," 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 \$1.0 million in financial assistance to over 1,300 students. In addition, another 1,800 MacEwan students will be awarded over \$2.4 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.

How to Qualify for Grant MacEwan College Bursaries, Scholarships and Awards

Bursaries are offered to students in financial need. Many college programs have bursaries targeted only for their students and require you to describe your financial situation. It is important for you to clearly state the reasons for your need as they are the key factors for the selection committee's assessment. Providing supporting documents can also assist in the decision making process.

Scholarships are awarded based on outstanding academic achievement. The programs, or the SRC Selection Committee will determine the successful recipients upon completion of the school term. Many scholarships do not require applications.

Awards are monetary awards or gifts-in-kind given in recognition of outstanding academic achievement, involvement in and service to college/community-related endeavours, and/or other criteria as determined by the donor.

Application forms are available only during posted times from the Student Resource Centre at each campus. For a complete description of each scholarship, award or bursary, check the college website www.MacEwan.ca/scholarships or the Think MacEwan Scholarships, Bursaries and Awards publication.

ACADEMIC SCHEDULE 2007 – 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 ½ 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.
- Tuesday, 28 and
Wednesday, 29 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.

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 2007 Spring Convocation.

FEBRUARY 2008

- Friday, 8 Last day to withdraw without academic penalty for 6-credit courses that began in Fall term.
- Thursday, 14 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
Wednesday, 20 College-wide 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.

MAY 2008

- Monday, 5 First day of regular Spring term classes.
 Monday, 5 Last for registration in any courses scheduled less than 7 ½ 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.
 Wednesday, 18;
 Thursday, 19;
 and Friday, 20
 (unconfirmed) Graduation Ceremonies
 Thursday, 26 Last day of Spring term classes.

PROPOSED ACADEMIC SCHEDULE 2008 – 2009

NB: Graduation (tba)

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 2008

Tuesday, 1	Canada Day; College closed
Wednesday, 2	First day of regular Summer term classes.
Wednesday, 2	Last day for registration in any courses scheduled less than 7 ½ weeks.
Thursday, 3	Last day for payment of Summer term fees.
Friday, 4	Last day for program changes, course additions, course deletions, and late registration in regular courses for Summer.

AUGUST 2008

Monday, 4	Civic Holiday; College closed.
Wednesday, 6	Last day to withdraw from Summer term courses without academic penalty.
Friday, 22	Last day of Summer term classes.
Monday, 25	Orientation day.
Tuesday, 26 and Wednesday, 27	Registration days.

SEPTEMBER 2008

Monday, 1	Labour Day; College closed.
Tuesday, 2	First day of regular Fall term classes.
Wednesday, 3	Last day for payment of Fall term fees.
Tuesday, 9	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 2008

Monday, 13	Thanksgiving Day; College closed.
Friday, 17	Last day to withdraw from eleven-week courses without academic penalty.

NOVEMBER 2008

Friday, 7	Last day to withdraw from Fall term courses without academic penalty. (Exception: 6-credit courses that span Fall and Winter terms.)
Tuesday, 11	Remembrance Day; College closed.
Wednesday, 12	College-wide Professional Development Day; all regular classes cancelled.
Thursday, 13	Professional Development Day; all regular classes cancelled.
Friday, 14	Last day of eleven-week courses.
Friday, 14	Graduation Ceremony

DECEMBER 2008

Wednesday, 3	Final examination period begins.
Friday, 12	Last day of classes and final examinations for Fall term.
Wednesday, 24	Christmas Eve; College closes at Noon.
Thursday, 25	Christmas Day; College closed.
Friday, 26	Boxing Day; College closed.
Monday, 29 to Wednesday 31	College closed.

JANUARY 2009

Thursday, 1	New Year's Day; College closed.
Monday, 5	First day of regular Winter term classes.
Tuesday, 6	Last day for payment of Winter term fees.
Monday, 12	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, 16	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.)
Friday, 30	Last day for receipt of "Applications to Graduate" for 2006 Spring Convocation.

FEBRUARY 2009

Friday, 6	Last day to withdraw without academic penalty for 6-credit courses that began in Fall term.
Thursday, 12	Grant MacEwan Day (classes in session).
Monday, 16	Family Day; College closed.
Monday, 16 to Friday, 20	Reading Week; all regular classes cancelled.
Tuesday, 17 and Wednesday, 18	College-wide Professional Development Day.
Friday, 27	Last day to withdraw from eleven-week courses without academic penalty.

MARCH 2009

Friday, 20	Last day to withdraw from Winter term courses without academic penalty. (Exception: 6-credit courses that span Fall and Winter terms.)
Friday, 27	Last day of eleven-week courses.

APRIL 2009

- Friday, 10 Good Friday; College closed.
- Monday, 13 Easter Monday; Professional Development for Faculty; College closed.
- Wednesday, 15 Final examination period begins.
- Friday, 24 Last day of classes and final examinations for Winter term.

MAY 2009

- Monday, 4 First day of regular Spring term classes.
- Monday, 4 Last for registration in any courses scheduled less than 7 ½ weeks.
- Tuesday, 5 Last day for payment of Spring term fees.
- Wednesday, 6 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, 18 Victoria Day; College closed.
- Friday, 29 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 2009

- Monday, 8 Last day to withdraw from Spring term courses without academic penalty.
- Wednesday, 24 Last day of Spring term classes.

College and University Entrance Programming

**ENGLISH AS A SECOND
LANGUAGE**

**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

PROGRAM INTRODUCTION/ OVERVIEW

The MacEwan 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, permanent residents and international students wanting to improve their English skills, whether for general communication or for academic study. A variety of special-purpose language training is also offered, including the following:

- Intensive TOEFL Preparation
- CAEL Preparation
- English for University Studies International
- English for Health Care Workers
- English for Nursing
- Technical Writing for New Canadian Engineers
- English for Business
- English for the Workplace

FULL-TIME STUDIES

Three 15-week terms in English as a Second Language (ESL) are offered during the year at seven different levels (beginning to advanced academic).

The higher levels—Advanced ESL I, Advanced ESL II and English for Academic Purposes (EAP)—focus on English for academic studies. They are designed for English language learners who wish to complete high school studies, continue on to post-secondary studies or re-enter their professions in Canada. Instruction in academic language skills is in the areas of reading, writing, speaking and listening. Grammar and pronunciation instruction are integrated into these four skill areas at each level.

The lower levels—Introductory ESL to Intermediate ESL II—provide English communication skills for coping in the community and/or the classroom.

Advanced ESL I and II (General) provide English language training for community integration, basic employment, entry into adult basic education or employment-related training courses.

A modern computer lab provides computer-assisted instruction at all levels, and a language lab provides opportunities for speaking and listening practice. Participation in class is an essential component of the language learning process.

PART-TIME STUDIES

Students unable to attend full-time day classes can take a range of part-time evening courses in writing, speaking, grammar and English for Special Purposes.

CAREER POTENTIAL

ESL prepares students for academic upgrading, employment, or college and university. Teaching English as a Foreign Language (TEFL) is for students planning on teaching abroad. Working with ESL Learners is for students 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.

ADMISSION

Canadian Citizens or Permanent Residents

Applicants must have completed the equivalent of grade 10 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

- Application forms can be obtained online at www.MacEwan.ca or by contacting the English as a Second Language office at 1 (780) 497-4000.
- Submit a completed application form along with a non-refundable application fee of \$50 CDN for Canadian citizens and permanent residents and \$120 CDN for

applicants who will be studying on a Study Permit or Other Visa to the Office of the Registrar.

- Register for your placement test to determine your level of ability.
- Proof of immigrant status or Study Permit will be requested at time of testing.
- After the application and non-refundable application fee is received a letter of acceptance will be issued to apply for an international student Study Permit to Canada.

ESL COST ESTIMATE (PROPOSED 2007-2008)

ESL Tuition Permanent residents = \$2050 per term
 ESL Tuition International = \$4095 per term
 Materials Fee = \$35 (plus GST)
 Technology Fee = \$15
 Secondary Student Association Membership Fee = \$30
 Student ID = \$10

STUDENT FINANCIAL SUPPORT

For Canadian Citizens or Permanent Residents, 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.

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, 2007

Winter Term (15 weeks)

January to April, 2008

Spring Term (15 weeks)

May to August, 2008

FACULTY AND STAFF

All MELI instructional staff have post-graduate training in Teaching English as a Second Language (TESL).

FOR FURTHER INFORMATION

MacEwan English Language Institute
 780-497-4000

PREPARATION FOR UNIVERSITY AND COLLEGE

(Faculty of Arts and Science)

www.MacEwan.ca/preparation

PROGRAM INTRODUCTION/ OVERVIEW

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.

All programming is held at the Alberta College Campus of Grant MacEwan College. The Alberta College Campus is located at 10050 MacDonald Drive.

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 their prerequisites within a year to fast track their way into the program of their choice.

TRANSFERABILITY

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

ADMISSION

Applicants must be able to read and write at a minimum level of grade 10. Applicants presenting transcripts with coursework 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.

HIGH SCHOOL EQUIVALENCY DIPLOMA

MacEwan's Preparation for University and College offers a High School Equivalency Diploma. In order to qualify you must present 5 courses with a minimum grade of D at the 30 level. Three of the five must be completed in the Preparation for University and College program. Of the courses taken, at least one must be in English (30 level) and one must be in Mathematics (30 level).

For more information please contact our Office at 497-4029

APPLICATION PROCESS

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

- A completed, signed application form
- A non-refundable application fee of \$50 CDN for Canadian citizens and permanent residents.
- A non-refundable application fee of \$120 CDN for applicants who will be studying on a Study Permit or Other Visa.

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 English 15*	(90:0:0)	5
ENGL 0201 English 20-1	(90:0:0)	5
ENGL 0202 English 20-2	(90:0:0)	5
ENGL 0301 English 30-1	(90:0:0)	5
ENGL 0302 English 30-2	(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 Computers Application Skills I	(35:40:0)	5
CMSK 0015 Introduction to Computers Level II	(35:40:0)	5

* Bridge to Academic English

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

Fall Term (13 weeks)

September 10 to December 7, 2007

Winter Term (13 weeks)

January 7 to April 11, 2008

Spring Term (13 weeks)

April 28 to July 25, 2008

Not all courses are offered each term. 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 located at 10050 MacDonald Drive.

INSTRUCTIONAL STAFF

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

COST ESTIMATE

(PROPOSED 2007 – 2008)

Permanent residents = \$410.00 per course
 International – Full-time = \$3789 per term
 International – Part-time = \$1025 per term
 Material Fee = \$35 (plus GST)
 Technology Fee = \$15
 SA Membership Fee = \$30
 Student ID = \$10

FOR FURTHER INFORMATION

Preparation for University and College Room 121

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

**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

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

PROGRAM INTRODUCTION/OVERVIEW

The demand for police officers continues to grow. In particular, the demand is high for Aboriginal police officers who are dedicated to the community, to problem solving and to making a difference. To be successful, you need the right skills and theories for front-line work helping the people in your community.

The nine-month Aboriginal Police Studies program provides students with a solid basis in police techniques, law, computer skills, physical fitness and police testing preparation. The program also 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 and develop crisis intervention techniques. In the final month, MacEwan's close partnerships with law enforcement agencies help you pick up practical experience through a two-week field placement opportunity.

The certificate program consists of 33 credits and is completed through full-time day studies over nine months. Entry to this full-time program is only in fall. The program is offered at the City Centre Campus.

CAREER POTENTIAL

Graduates of 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. Graduates may also find careers in the dynamic and challenging field of investigations and security as government, private and corporate investigators or security personnel. As well, new opportunities exist in bylaw enforcement and special constable positions across the province.

TRANSFERABILITY

Up to 15 credits transfer to the Police Studies diploma and up to 12 credits transfer to the Investigations and Security Management diploma, both of which are in the Police and Security program at Grant MacEwan College.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 by the beginning of the intake term.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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)		INST. HRS. CR.	
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)		INST. HRS. CR.	
PSSC 171	Field Placement	0:0:80	1
PSSC 172	Integration Seminar	0:0:15	1

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

David Patterson, LLB

Chair

Karen Adams, MEd

Instructor

Sheryl Boisvert, BEd

Instructor

Jeff Calkins, BHK

Instructor

Bill Hanson

Instructor

Spence Hilton

Instructor

Oceanna Hall, MEd

Instructor

David Languedoc, RSW

Instructor

Jim Myklebust, MA

Instructor

Jo Whitford

Program Consultant

Lynn Frasch

Program Secretary

FOR FURTHER INFORMATION

Aboriginal Police Studies

780-497-4087

E-mail: whitfordj@macewan.ca

ACCOUNTING AND STRATEGIC MEASUREMENT

(School of Business)

www.MacEwan.ca/accounting

PROGRAM INTRODUCTION/ OVERVIEW

- Accounting Technology Certificate
- Accounting and Strategic Measurement Diploma
- 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. Successful accounting students are self-motivated. They have good analytical skills and the ability to work in a team environment. In addition, they need effective oral and written communication skills for success.

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 towards either the one-year Accounting Technology Certificate or a two-year diploma. Students also have the opportunity to apply their diploma towards the first two years of the Bachelor of Applied Business Administration—Accounting.

Good computing skills are essential for this technology-integrated program. Students enrolled in the full-time day sections carry and use laptop computers throughout the program for optimal learning. Students are responsible for the hardware and software costs.

Accounting Technology Certificate

The Accounting Technology Certificate program is designed to provide students with practical, marketable skills for today's business market. It consists of 10 courses, which are equivalent to the first year of the diploma program. These courses may be taken on a full-time basis during the day, commencing in September or January, or through part-time evening classes.

CAREER POTENTIAL

With skills in accounting and computing, graduates of this program may pursue careers in administrative or financial positions in a variety of environments, such as government, industry, accounting firms, financial institutions, hospitals and consulting firms. Students completing this certificate typically find entry-level positions as accounting technicians, accounting clerks and bookkeepers.

TRANSFERABILITY

After completing the Accounting Technology Certificate program, students can continue on to the second year of 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 Certified Management Accountants of Alberta (CMA), the Certified General Accountants of Alberta (CGA) and the Institute of Chartered Accountants of Alberta (CA).

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

Accounting and Strategic Measurement Diploma

The Accounting and Strategic Measurement diploma provides a comprehensive overview of accounting procedures and principles. Students in the program learn about 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.

CAREER POTENTIAL

Most graduates of the diploma program apply their training and skills as accountants in private business, public accounting firms, financial institutions, government, hospitals, industry and consulting firms. Common starting 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.

TRANSFERABILITY

Graduates of the Accounting and Strategic Measurement Diploma program can apply the diploma towards MacEwan's Bachelor of Applied Business Administration—Accounting or towards post-diploma degrees from Athabasca University or the University of Lethbridge. Individual courses are transferable to the CMA, CGA and CA programs.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

Accounting Technology Certificate – 30 credits (Year I)

Accounting and Strategic Measurement Diploma – 60 credits (Years I & II)

YEAR I

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 or MGMT 131*	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	

YEAR II

TERM III

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

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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

Accounting and Strategic Measurement Diploma: Co-operative Education Major

The guiding principle of the Co-operative Education Major in the Accounting and Strategic Measurement program is that Theory + Experience = Learning. The combination of theory and experience is invaluable to a successful career, and the extended work experience of the Co-operative Education Major also gives students an opportunity to make important business contacts in their profession.

The Co-operative Education Major 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. It requires students to work in their field of study for 15 weeks (January to April) in their first and second years of college. Students attend classes and/or work experience for a total of 24 months to complete the program.

CAREER POTENTIAL

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

TRANSFERABILITY

Graduates of the Accounting and Strategic Measurement Diploma program can apply the diploma towards MacEwan's Bachelor of Applied Business Administration—Accounting or towards post-diploma degrees from Athabasca University or the University of Lethbridge. Individual courses are transferable to the CMA, CGA and CA programs.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 with a minimum grade of 65 per cent or Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

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 or MGMT 131 *		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 (JANUARY – APRIL)

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

YEAR II

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
(JANUARY – APRIL)**

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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

**LENGTH OF TIME TO
COMPLETE PROGRAM
REQUIREMENTS**

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Dolores Peterson, MBA, CMA

Chair

Sharon Ramstad, MBA, CMA

Coop Coordinator, Instructor

William Barnhouse, CMA

Instructor

Jane Causgrove-Reinhart, MBA, BCom, CGA

Instructor

Joanne Christie, BA

Instructor

Barry Dwornik, BCom, CA

Instructor

James Herbers, CCNA, BSc, CCAI

Instructor

Judith Koch, LLB, BA

Instructor

Darlene Lowe, MBA, CMA

Instructor

Tamas Lukacs, CGA

Instructor

Sandi Mullane, CGA

Instructor

Odette Pinto, MBA, CGA

Instructor

Doug Ringrose, MEd, CPA

Instructor

Bill Venables, PEng, CNE, CCNA, CCAI

Instructor

Jerry Zdril, CGA

Instructor

Brian Zwicker, MBA, CA

Instructor

Alicia Dewbury

Program Advisor

Heather Molzan

Program Advisor

FOR FURTHER INFORMATION

Accounting Technology Certificate
Accounting and Strategic Measurement
Diploma

Accounting and Strategic Measurement
Diploma – Co-operative Education
Major

780-497-5221

E-mail: accounting@macewan.ca

ACUPUNCTURE

(Faculty of Health and
Community Studies)

www.MacEwan.ca/acupuncture

PROGRAM INTRODUCTION/ OVERVIEW

As one of the best-known branches of Traditional Chinese Medicine (TCM), acupuncture is used extensively and successfully all over the world. The fundamental theories that are essential for an optimal understanding and effective use of acupuncture and TCM are markedly different from the theories of the conventional medical system. According to TCM, a strong interrelationship exists between the environment and body functions. Health is defined as a harmonious relationship between one's constitution and one's external environment or as a perfect balance between body/mind/spirit and one's relationship with nature. Acupuncture promotes health and is used to treat both acute and chronic illness by stimulating specific points on the body, in many cases through the insertion of a filiform needle.

The Acupuncture program prepares you to become a Registered Acupuncturist, subject to successful completion of the provincial registration examination for acupuncturists administered by the Acupuncture Committee. Students receive the instruction needed to practise acupuncture competently, based on the most recent national and international standards. This diploma program gives you an excellent basis for the acquisition of further knowledge of Chinese herbology through continuing education at MacEwan.

CAREER POTENTIAL

TCM and acupuncture are being used more widely than ever before, and this growth in popularity shows no sign of slowing. In the same way as other health professions, such as physicians, nurses, and chiropractors, acupuncturists are regulated by the Health Professions Act. With relatively few registered acupuncturists in Alberta, there continues to be a shortage of comprehensively trained practitioners. There are many employment opportunities for both private practices and partnerships with other health professionals.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present a minimum overall average of 60 per cent in the following high school courses with no course grade lower than 50 per cent:

- ELA 30-1 or ELA 30-2
- One Group A, B, or C course
- Biology 30 AND
- Chemistry 30 or Science 30 AND

- At least two years of post-secondary education with a minimum GPA of 2.0 on a 4.0 scale as calculated on the last 30 post-secondary credits.

PROBATIONARY ADMISSION

To be evaluated through the Office of the Registrar.

A limited number of probationary admissions may be granted to applicants who present:

- a minimum AGPA of less than 2.0 on a 4.0 scale, as calculated on the last 30 post-secondary credits.

or

To be evaluated through the Program office.

- a combination of grade of 50 per cent on each of four required high school courses (or post-secondary substitutions) AND completion of the equivalent of two years (equivalent to 3800 hours) of full-time relevant apprenticeship/work experience within the last four years, as verified through submission of the employer reference(s), personal/professional resume and cover letter.

Applicants admitted within this category will be placed on probation.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed during the first term of Year 1.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Conditionally accepted applicants must provide or complete the following:

- Current clear Security Clearance OR eligible to apply for a pardon and no open youth record by the beginning of the intake 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.

ARTS AND CULTURAL MANAGEMENT

(Centre for the Arts)

www.MacEwan.ca/artsmanagement

PROGRAM INTRODUCTION/ OVERVIEW

This practical and innovative 40-credit certificate program prepares students with a passion for the arts for administrative and management roles in arts and culture. Trained arts administrators are in demand all over Canada, and MacEwan's unique Arts and Cultural Management program has been helping meet that demand for almost 30 years.

Marketing, fundraising and grants, publicity and media relations, human resource management, financial management and computer applications are some of the important and timely topics covered. Guest speakers, interactive workshops, seminars and projects provide students with a practical and engaging experience.

After completing the eight-month academic portion of the program, students have the opportunity to practice what they have learned in an exciting two-month field placement with an organization of their choice. This practical experience comprises six credits in the credential and has been a key factor for students making a successful transition into paid employment in the sector.

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

- arts and cultural management
- business or administration
- an arts discipline
- volunteering

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

Study in this program is available online, face to face, full time or part time.

CAREER POTENTIAL

Graduates of the Arts and Cultural Management program find work in a wide variety of arts organizations: for example, as fundraisers for arts organizations, such as symphony orchestras, as managers of professional theatres, and as volunteer or marketing coordinators for arts and cultural festivals.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

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 schools courses with no course grade lower than 50 per cent:
 1. ELA 30-1 or ELA 30-2
 2. One Group A course
 3. One Group B course
 4. One Group C course or Applied Math 30
 5. One Group A, B or C course

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

TERM I		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 students primarily interested in the performing arts

** for students primarily interested in the visual arts

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Rose Ginther, BA (Alberta)

Chair/Instructor

Jim Draginda, BA (British Columbia)

Instructor

Ken Graham, BEd (Alberta)

Instructor

Shawn Gramiak, Radio and Television Arts Diploma (NAIT)

Instructor

Donna Lemieux, BA (Alberta)

Instructor

Al Rasko

Instructor

Denise Roy, BA, MEd (Alberta)

Instructor

Virginia Stephen, MA (British Columbia)

Instructor

Darka Tarnowsky, BSc (Alberta)

Instructor

Alana Broomfield

Secretary

FOR FURTHER INFORMATION

Rose Ginther

Chair, Arts and Cultural Management

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ASIA PACIFIC MANAGEMENT

(School of Business)

www.MacEwan.ca/asiapacific

PROGRAM INTRODUCTION/ OVERVIEW

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 Asia Pacific Management Diploma program is a 67-credit, two-year, 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. Students can expect a full range of traditional, academic business courses plus specialized practical coursework in Asian culture, language, intercultural communications and international business principles, as well as an overseas practicum in Asia.

CAREER POTENTIAL

The Asia Pacific Management Diploma is a demanding program, 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 program also makes an excellent post-degree diploma.

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 towards the first two years of the post-diploma Bachelor of Management 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Pure Mathematics 30
3. One Group A course
4. One Group C course
5. One Group A, B or C course

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake 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 successful completion of the reading and writing portions of the Skills Appraisal exam.

AND

- Pure Mathematics 30 or successful completion of the math portion of the Skills Appraisal exam.

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar.

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.

PROBATIONARY ADMISSION

To be evaluated through the Office of the Registrar.

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 in this category will be placed on probation.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

APPLICABLE TO MATURE ADMISSION ONLY

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present a minimum overall average of 65 per cent in the following courses with no grade lower than 50 per cent:

- ELA 30-1
- Pure Mathematics 30

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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
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
TERM II			
CHIN 102	Introductory Chinese II	75:0:0	3
or			
JAPN 102	Introductory Japanese II	75:0:0	3
ECON 102	Introduction to Macroeconomics	45:0:0	3
INTB 312	Conducting Business in Asia	45:0:0	3
MGTS 103	Probability and Statistics I	45:15:0	3
ORGA 201	Introduction to Management	45:0:0	3

Students must complete two of the following during Year I:

CLTR 103	Philosophy of Thought in China and Japan	15:0:0	1
INTB 104	Global Business Trends	15:0:0	1

INTB 211	Preparation for Introductory Accounting	15:0:0	1
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The selection of one credit electives offered may vary from year to year and may include courses other than those listed above. Students may be eligible to select from one credit electives in the Bachelor of Applied International Business and Supply Chain Management program after consultation with their program advisor.

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 300	Introduction to International Business	45:0:0	3
MARK 301	Fundamentals of Marketing	45:0:0	3
INTB 311	Diversity and Intercultural Communication	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
or			
MARK 403	International Marketing	45:0:0	3
LEGL 210	Business Law I	45:0:0	3
POLS 261	Asia Pacific Political Systems	45:0:0	3

Students must complete two of the following during Year II:

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 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

Students must complete two of the following during Year II:

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 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 and may include courses other than those listed above. Students may be eligible to select from one credit electives in the Bachelor of Applied International Business and Supply Chain Management program after consultation with their program advisor.

TERM V

INTB 200	Asia Pacific Practicum	10:0:255	3
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The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Mark Arnison, MBA (Alberta)
Chair

Brian Keller, BCom, BA, LLB
Director, Asia Pacific Management Practicum

Shelly Brownlee, BA
Program Advisor

Brigitte Rondeau
Program Secretary

FOR FURTHER INFORMATION

Asia Pacific Management
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CORRECTIONAL SERVICES

(Faculty of Health and
Community Studies)

www.MacEwan.ca/corrections

PROGRAM INTRODUCTION/ OVERVIEW

The Correctional Services diploma equips graduates to work in a variety of positions in the corrections and criminal justice fields, 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.

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.

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 practise the application of a number of skills discussed in the classroom.

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 or criminal justice agencies. Program graduates will establish a network of career contacts through field placement and class activities. Graduates apply directly to corrections and 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.

TRANSFERABILITY

Graduates of the Correctional Services program are eligible to transfer to a number of colleges and universities in Canada and the United States.

- Athabasca University: Graduates will receive 60 credits towards a Bachelor of Professional Arts—Criminal Justice.
- Royal Roads University: Graduates will receive 60 credits towards a Bachelor of Arts in Justice Studies.
- Lethbridge Community College: Graduates will receive 60 credits towards a Bachelor of Applied Arts in Correctional Studies.
- University of Alberta: Graduates will receive up to 30 credits (block transfer) towards a Bachelor of Arts (Sociology).
- Mount Royal College: Graduates will receive approximately 54 credits towards a Bachelor of Applied Justice Studies.
- University of Great Falls: Graduates will receive 60 credits towards a Bachelor of Arts or Science in Criminal Justice.
- Grant MacEwan College: Graduates will receive 60 credits towards a Bachelor of Applied Human Service Administration.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or English 30-2 with a minimum grade of 75 per cent.

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 eligible to apply for a pardon and no open youth record.
- Current Standard First Aid certification by the beginning of the intake term.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Michelle Andrews, MCA

Chair

Mark Baecker, Dip. Justice Administration

Instructor

Marc Bessette, Dip. Correctional Services

Instructor

Sean Carter

Instructor

Tracey Cyca, MCA

Instructor

Doug Heckbert, MA

Instructor

Kevin Hood, MEd

Instructor

Diane Jeffrey

Instructor

Rae-Ann Lajeunesse, MDE

Instructor

Carolyn Lord, MA

Instructor

Joe Sombach, MSW

Instructor

Tim Williams, MA

Instructor

Jan Ardis

Program Consultant

FOR FURTHER INFORMATION

Jan Ardis

Program Consultant

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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 in starting up their own small studios or businesses.

Potential 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.

TRANSFERABILITY

Students who have successfully completed the Design Foundations Certificate are eligible to apply on the strength of their portfolio submission for admission directly into the second year of the Bachelor of Design in Visual Communications Design at the Alberta College of Art and Design.

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.

Students interested in transferring the Design Foundations Certificate or the Design Studies diploma should consult both the receiving institution regarding transfer policies and the Design Studies program regarding coursework and portfolio development.

Other design programs typically base transfer on both the application of creative skills as demonstrated in an entrance portfolio and on an assessment of course content.

Design Foundations

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to Mature admission only

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills Appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 an assigned portfolio project

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

Diploma Studies

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present an Alberta high school diploma (or equivalent) and a Design Foundations Certificate (or equivalent) and ENGL 111 (or equivalent).

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of fulltime high school at least one year by the beginning of the intake term. Applicants must present a Design Foundations Certificate (or equivalent) and ENGL 111 (or equivalent) by the beginning of the intake term.

DISABILITY MANAGEMENT IN THE WORKPLACE

(Faculty of Health and
Community Studies)

www.MacEwan.ca/disabilitymanagement

PROGRAM INTRODUCTION/ OVERVIEW

The Disability Management in the Workplace program provides individuals with the knowledge and skills to coordinate return to work plans and to develop and implement disability management programs in the workplace. As the economic and human costs of worker injuries and illnesses rise, disability management in the workplace is increasingly in demand. The focus of disability management is to assist workers who have been injured, ill or disabled to adapt to a meaningful and productive work environment.

This program is offered via distance delivery using a combination of print material and online learning. Two options are available to the student: complete one year (30 credits) to receive a Certificate in Disability Management in the Workplace or complete two years (60 credits) to receive a Diploma in Disability Management in the Workplace.

CAREER POTENTIAL

A qualified individual has a broad spectrum of employment opportunities. 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 services providers.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 (or equivalent) with a minimum grade of 65 per cent or ELA 30-2 (or equivalent) with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

30 Credits – Certificate (Year I)

60 Credits – Diploma (Years I & II)

YEAR I

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

YEAR II

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

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this certificate program has 4 years (Diploma Program – 7 years) to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Shirley Galenza, RN, MEd

Chair

Donna Munro, MBA

Instructor

Barbara Sonneberg, RN, MBA, COHN(c)

Instructor

Joan Petruk, RN, MHS, DPHN, OHNC, COHN(c)

Instructor

Suzanne Frank, MEd

Instructor

Leah Milton, BN, OHNC

Instructor

Carol Laisinez, BSN

Instructor

Joanne Seglie RN, OHNC

Instructor

Marne Hall, Dip

Instructor

Stacey Lytwyn, RN, OHNC

Instructor

FOR FURTHER INFORMATION

Disability Management in the Workplace

Bonnie Schwanbeck, Program Consultant

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DISABILITY STUDIES: LEADERSHIP AND COMMUNITY

*(Faculty of Health and
Community Studies)*

www.MacEwan.ca/disabilitystudies

PROGRAM INTRODUCTION/ OVERVIEW

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. Graduates apply a caring and respectful philosophy of individual growth, empowerment and self-determination to assist people with disabilities reach their goals.

Students 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. Graduates are respected professionals with a strong sense of social justice and the vision to see the potential in every individual.

Almost all graduates have found employment within six months of graduation for the last two academic years. Job satisfaction is high, and many graduates soon move into senior positions, especially if they have completed the Bachelor of Community Rehabilitation and Disability Studies degree. Career Potential in this exceptional employment market is limited only by your imagination and enthusiasm.

TRANSFERABILITY

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. Available on campus at MacEwan, 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 Services Administration degree from MacEwan.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Accepted applicants are required to complete the following:

- Current clear Security Clearance OR eligible to apply for a pardon and no open youth record by the beginning of the intake term.
- Immunization – immunizations must be up-to-date as outlined on the form supplied by the program at the beginning of the intake term.
- Current Standard First Aid certification by the beginning of the intake term.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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 Practices	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)

RPPR 109	Community Development	30:0:0	2	
RPPR 114	Seminar: Disability Issues II	0:0:36	2	
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)

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 Elective	45:0:0	3	

TERM IV (JANUARY – APRIL)

RPPR 220	Organizational Leadership and Change	45:0:0	3	
RPPR 221	Supervision	30:0:0	2	
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 Elective	45:0:0	3	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Karen Heslop, MEd, Community Rehabilitation (Calgary)

Cheryl Crocker, PhD, Philosophy (Victoria)

Bonnie Lashewicz, PhD, Philosophy (Alberta)

Shauna Pilipchuk, Rehabilitation Practitioner Diploma

Suzanne Frank, MEd, Adult and Higher Education (Alberta)

PART-TIME FACULTY

Emily Gerlach, BA

Petra Schulz, MEd

Camron Schwartz, Master's in Rehab

Cindi Schwartz, BA

Neil Wright, MEd

FOR FURTHER INFORMATION

Disability Studies: Leadership and Community
780-497-5196
Fax: 780-407-5150

EARLY CHILDHOOD DEVELOPMENT

(Faculty of Health and
Community Studies)

www.MacEwan.ca/ecd

PROGRAM INTRODUCTION/ OVERVIEW

Early Childhood Development (ECD) is an exciting and challenging field with a high demand for skilled graduates. Research shows that development in the first five years of life provides a critical foundation for achievement throughout life. MacEwan's ECD program has a reputation as one of the very finest in Canada, providing a solid foundation for supporting children and families in the early learning years. Our unique blend of classroom and hands-on learning prepares students with the knowledge and skills they need to provide exceptional early learning, child guidance and child care, helping children grow to their full potential. Full and part-time study options are available with both day and evening course offerings.

Courses cover a wide range of subject areas, giving students valuable insight into the realities of employment in the field. Classes engage students actively in discussions, workshops, group project and problem-solving activities. Supervised field placement experiences provide opportunities for students to demonstrate and practise skills. Assignments focus on the application of theory to practice in a realistic work environment. Students have regular opportunities to observe the integration of theory with practice in the MacEwan Demonstration Child Care Centre.

CAREER POTENTIAL

MacEwan ECD graduates are leaders in the field, recognized for their confidence, knowledge, sensitivity and empathy, as well as their ability to facilitate children's early learning and optimal growth and development in a caring environment. Graduates are employed in child care centres, family day homes, Head Start and early intervention programs, hospital playrooms, programs for children with special needs, family support programs, nursery schools, kindergartens and school-age care centres. They are prepared to work with young children from newborn through eight years of age.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

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:

1. ELA 30-1 or ELA 30-2
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 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated by through the Office of the Registrar

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skill appraisal in writing and reading if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Conditionally accepted applicants are required to complete the following by the beginning of the intake term:

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

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Jane Hewes, PhD Education (Alberta)
Chair

Grace Furuness, Dip. ECD (MacEwan)
Instructional Assistant

Michelle Logan
Program Secretary

Cindy Reimer, Dip. ECD (Red River College)
Supervisor, Demonstration Child Care Centre

Jennifer Stevenson, Dip. Business Admin (MacEwan)
Program Consultant

INSTRUCTORS

Sherrill Brown, PhD Education (Alberta)

Kerri-Lynn Cayen, BEd (Alberta)

Carolyn Cournoyea, BEd (Alberta)

Tricia Lirette, MEd (Alberta)

Christine Massing, MA (Alberta)

Mary Lynne Matheson, MA (Alberta)

Margaret Mykietyshyn, BA (Victoria)

Linda Scouten, MEd (Alberta)

Pamela Taylor, MEd (Alberta)

Nancy Thomas, MEd (Alberta)

Dianne Tuterra, BEd (Alberta)

Sherry Woitte, PhD Education (Calgary)

FOR FURTHER INFORMATION

Early Childhood Development

780-497-5157

E-mail: ecd@macewan.ca

EMERGENCY COMMUNICATIONS AND RESPONSE

(Faculty of Health and Community Studies)

www.MacEwan.ca/emergency

PROGRAM INTRODUCTION/OVERVIEW

In the increasingly complex field of emergency telecommunications, there is a need for personnel who have the ability to assess situations quickly and respond in an appropriate manner. Emergency communicators are the critical link between the public and those who provide police, fire and emergency medical assistance. As the field evolves, the need for highly skilled and knowledgeable professionals is critical. The field demands professionals who are able to multi-task, use high-tech equipment, think critically and quickly in a stressful setting, and respond to the challenges of the field.

The Emergency Communications and Response program develops the broad knowledge and skills required of call evaluators or dispatchers and the unique knowledge and skills in police, fire and emergency medical environments. The program is a full-time, eight-month certificate program with some options for part-time study (contact the program). Full-time program entry occurs each fall. The full-time program may be offered as a combination of day and evening courses. The students participate in a short field placement with a communication centre in the final month of the program. The program is offered at the City Centre Campus.

CAREER POTENTIAL

Challenging and rewarding careers as call evaluators or dispatchers can be found in police, fire or medical communications centres. Positions can be found with provincial, federal or municipal police, fire or emergency medical services. As well, there are many opportunities available in 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.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Sharon Hobden, MEd

Chair

BJ Anderson

Program Consultant

Lynn Frasch

Program Secretary

Lisa Buys, PhD, C. Psych

Instructor

Ron Camarta, BEd

Instructor

Doug Johnson, EMT-P

Instructor

Rod Tkachuk, LLB

Instructor

FOR FURTHER INFORMATION

Emergency Communications and Response

780-497-5379

E-mail: andersonbj@macewan.ca

- an understanding of the difference between “fine art” and commercial forms such as comic and fantasy imagery
- an attention to presentation
Successful applicants will demonstrate in their statement of intent:
- the ability to express ideas well in writing
- a desire to pursue a professional art practice or a Bachelor of Fine Art degree
- an interest in learning about historical and contemporary art

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)	INST. HRS.	CR.
ARTE 101 Art History I	45:0:0	3
ARTE 110 Drawing I	30:60:0	4
ARTE 111 Design I	30:90:0	5
VCPH 100 Digital Photography	30:30:0	3
ENGL 111 Communications	45:0:0	3
or		
ENGL 101 Critical Reading and Writing	45:0:0	3
TERM II (JANUARY – APRIL)		
ARTE 102 Art History II	45:0:0	3
ARTE 120 Drawing II	30:60:0	4
ARTE 121 Design II	30:60:0	4
ARTE 123 Sculpture I	15:45:0	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)	INST. HRS.	CR.
ARTE 203 Contemporary Art Issues	45:0:0	3
ARTE 230 Drawing III	30:45:0	4
ARTE 231 Painting	60:120:0	8
TERM IV (JANUARY – APRIL)		
ARTE 240 Drawing IV	30:45:0	4
ARTE 241 Intermedia	70:110:0	8
Elective	45:0:0	3

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Darci Mallon, MFA (York)

Chair

Rosemary Clancy, BFA (Alberta)

Instructional Assistant

Connie Nagy

Secretary

Elizabeth Beauchamp, MA (Alberta)

Instructor

Ruth Burns, MA (McGill)

Instructor

Kirk Marlow, MA (Carleton), BEd (Mount

Allison)

Instructor

Agnieszka Matejko, MVA (Alberta)

Instructor

Cherie F. Moses, MFA (Alberta), BA

English (Case Western Reserve)

Instructor

Rebecca Palmer, BEd (Alberta)

Instructor

Daryl Rydman, MFA (Alberta)

Instructor

Hajnalka Santa-Balazs, MA (Alberta)

Instructor

FOR FURTHER INFORMATION

Fine Art

Rosemary Clancy

780-497-4321

E-mail: clancyr@macewan.ca

GENERAL STUDIES

(Faculty of Arts and Science)

www.MacEwan.ca/generalstudies

PROGRAM INTRODUCTION/ OVERVIEW

General Studies is an 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, Health Education, 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. You are encouraged to seek admission to a degree or university transfer program, even if your academic goal is undecided. But, if you do not meet the admission requirements of the Bachelor of Arts or other university transfer programs, the General Studies program may be an option for you.

Please note:

- General Studies offers a liberal arts education. Normally, only first-year courses are available to General Studies students. In some disciplines there are opportunities for senior-level courses.
- Students are encouraged, but not required, to complete a General Studies Certificate (10 courses or 30 credits) or Diploma (20 courses or 60 credits) while enrolled in the program. General Studies students who have completed the Certificate or Diploma program will be eligible for MacEwan Alumni benefits.

CAREER POTENTIAL

The General Studies program is not designed as a career program. However, the benefits of its liberal arts programming can be an important asset to any career. Prospective applicants are encouraged to contact the General Studies program to ensure it is appropriate to assist them with their academic goals.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

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 55 per cent in the following high school courses with no course grade lower than 50 per cent:

1. ELA 30-1 or ELA 30-2
2. One Group A or C course
3. Two Group A, B, C, D or Applied Math 30 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 a grade less than 75 per cent in ELA 30-2 must meet the Skills Appraisal requirements (see Skills Appraisal).

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full-time high school at least one year by the beginning of the intake 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 a grade less than 75 per cent in ELA 30-2 must meet the Skills Appraisal requirements (see Skills Appraisal).

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

LESS THAN 24 CREDITS:

For applicants who have attempted less than 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

HEARING AID PRACTITIONER

(Faculty of Health and
Community Studies)

www.MacEwan.ca/hearingaid

PROGRAM INTRODUCTION/ OVERVIEW

Hearing aid practitioners test hearing ability, select, fit and sell hearing aids, and provide counselling and support to adult hearing aid users.

The Hearing Aid Practitioner program is a 60-credit, distance-delivery diploma program, with the completion of 19 courses required for graduation. Students complete the program on a full-time basis in two years or take up to six years for part-time completion.

For most courses, students are sent a print curriculum, receive telephone support from instructors and use online resources for interaction with instructors and students. Most program courses are offered in the fall and winter terms. Students complete a course to practise and demonstrate competence in practical skills in the spring term at the end of the first year of the program. They complete a practicum in a hearing aid dispensing clinic at the end of the program.

To fulfil practical requirements in most courses, students choose between attending a lab at MacEwan in Edmonton or working under the supervision of a local professional who has received approval from the college. Attendance at the college, however, is mandatory to complete practical requirements in two courses.

CAREER POTENTIAL

Public awareness of hearing loss and the benefits of using hearing aids is currently growing, and hearing aid practitioners are in demand in most areas of Canada and in many international areas. Hearing aid practitioners usually work in private hearing aid dispensing businesses—either self-employed or working with other professionals—although hearing aid manufacturers also employ hearing aid practitioners in a number of roles. Hearing aid practitioners are paid in a number of different ways, from full salary, varying degrees of salary and commission, or full commission, depending on the structure and operation of the business.

TRANSFERABILITY

A block transfer of 36 credits towards a Bachelor of Science (Human Sciences Major) is available to Athabasca University.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

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:

1. ELA 30-1 or ELA 30-2
2. One Group A or C course
3. Any Two courses from Group A, B, C, D or level 33

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 10 or Applied Mathematics 10 with a minimum grade of 50 per cent.

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

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

Math: Applicants must successfully complete the math portion OR must complete any developmental coursework with a minimum grade of D.

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	*MIN CR.	GR.
ENGL 111	Communications	45:0:0	3	C-
HAPR 101	Bioacoustics of Human Hearing	45:0:0	3	C-
HAPR 102	Hearing Testing I	15:30:0	2	C-
HAPR 103	Hearing Instrument Technology I	45:30:0	4	C-
HAPR 105	Customer Relations and Communications	45:0:0	3	C-

TERM II

HAPR 110	Hearing Disorders	30:0:0	2	C-
HAPR 111	Hearing Testing II	45:30:0	4	C-
HAPR 202	Health Promotion and Rehabilitation for Individuals with Hearing Loss I	45:0:15	3	C-
	Elective	45:0:0	3	C-

TERM III

HAPR 114	Practicum I	0:90:15	4	C-
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YEAR II

TERM IV

HAPR 104	The Aging Client	45:0:0	3	C-
HAPR 201	Interviewing and Counselling	30:0:15	3	C-
HAPR 203	Hearing Instrument Technology II	45:30:0	4	C-
HAPR 210	Health Promotion and Rehabilitation for Individuals with Hearing Loss II	45:0:15	3	C-

TERM V

HAPR 108	Business Management	45:0:0	3	C-
HAPR 112	Professional Responsibilities	45:0:0	3	C-
HAPR 204	Hearing Testing III	15:30:0	2	C-
HAPR 211	Hearing Instrument Technology III	45:30:0	4	C-

TERM VI

HAPR 212	Practicum II	0:0:210	4	C-
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*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Jean Duncan, MSc, R. Aud

Program Chair

Regan Lavoie

Program Consultant

INSTRUCTORS

Ken Balcom, MBA, BCom

Arlene Carson, PhD Audiology

Penny Gosselin, M.Cl.Sc., R. Aud

Sue Gray, BA

Lisa Lopez, AuD, R. Aud

Roger Lundberg, MS, R. Aud

Julie Purdy, PhD, Audiology, CCC-A

Michael Rodda, PhD, Ed Psych

Carol Stevenson, MSHA

Lauressa Weinlick, R. HAP

FOR FURTHER INFORMATION

Hearing Aid Practitioner Program

780-497-4142 or 1-800-799-6113

E-mail: lavoier3@macewan.ca

HOLISTIC HEALTH PRACTITIONER

(Faculty of Health and
Community Studies)

www.MacEwan.ca/holistic

PROGRAM INTRODUCTION/ OVERVIEW

Holistic Health Practitioners understand complex connection of body, mind and spirit. Grounded in a variety of theoretical perspectives, Holistic Health Practitioners have a broad view of health and wellness that addresses the multiple dimensions of human beings. By exploring the physical, mental, emotional, spiritual, bio-energetic and socio-cultural aspects of individuals, the Holistic Health Practitioner can support clients in moving towards the level of health and well-being they desire. Specialty areas, including Reflexology, Reiki, Acupressure, Holistic Nutrition, Flower Essences, Touch for Health, Herbology and Neuro-Linguistic Programming, provide a specialized focus to a program that empowers the student to serve as a guide, an explorer, a teacher and a counsellor to clients and clients search for ways to achieve optimal wellness.

The Holistic Health Practitioner program provides a comprehensive education in the science and art of complementary health care and supports students in acquiring the knowledge and skills to work safely within the parameters of one's practice.

CAREER POTENTIAL

As a Holistic Health Practitioner, you will work collaboratively with clients, conventional practitioners and other holistic professionals to offer a complete range of options for supporting and enhancing health and well-being. Your skills are portable, allowing you to travel and experience different cultures, whether you work independently or as a partner in a clinic setting. The primary source of employment for the Holistic Health Practitioner graduates is in establishment of their own private practice. In addition, the Holistic Health Practitioner may work for a variety of agencies, providing services on a contract basis.

TRANSFERABILITY

Although there are no formal transfer agreements in place, diploma graduates have a wide range of continuing education options, ranging from ongoing study in specialty areas to undergraduate and graduate study at institutes and universities across North America.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake 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 101 & 103
- NURS 108
- PHSD 162
- MTST 125 and MTST 126

Note: PEDS 102 will be considered for substitution for PEDS 101 & 103.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants are required to complete:

- response scenarios – demonstrate basic communication skills

Conditionally accepted applicants are required to complete the following:

- Current Standard First Aid certification by the end of the first term of Year I*.
- Current CPR Basic Rescuer Level C certification by the end of the 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 OR eligible to apply for a pardon and no open youth record by the beginning of the intake term. Applicants must have a clear security clearance to work with “Children and/or Vulnerable Persons (Adults and Children).”

*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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	*MIN CR.	GR.
ENGL 111	Communications	45:0:0	3	C-
HHPR 110	Therapeutic Relationships	15:30:0	2	C-
HHPR 130	Awakening the Inner Healer: Self-Healing Practices – Part I	45:0:0	3	C-
MTST 125	Body Functioning I	45:0:0	3	C-

TERM II

HHPR 160	Counselling and Teaching	30:30:0	3	C-
MTST 126	Body Functioning II *Complementary/Alternative Clinical Specialty	45:0:0 90:28:60	3 8	C-

TERM III

HHPR 100	The Multidimensional Being – Part I	30:0:0	2	C-
HHPR 190	Health and Healing: Unitary Person Assessment	30:60:0	4	C-

YEAR II

TERM IV

HHPR 200	Establishing a Collaborative Practice	45:0:0	3	C-
HHPR 270	Introduction to Complementary/Alternative Modalities *Complementary/Alternative Clinical Specialty	30:0:0 90:28:60	2 8	C-

TERM V

HHPR 260	The Multidimensional Being – Part II	30:0:0	2	C-
HHPR 280	Awakening the Inner Healer: Part II *Complementary/Alternative Clinical Specialty	45:0:0 90:28:60	3 8	C-

TERM VI

HHPR 240	Clinical Internship	0:30:120	3	C-
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* Students choose from the following eight (8) credit Complementary/Alternative Clinical Specialty courses. The selection of eight (8) credit Complementary/Alternative Clinical Specialty courses may vary from year to year and/or term to term.

HHPR 250	Acupressure	90:28:60	8	C-
HHPR 251	Flower Essences	90:28:60	8	B-
HHPR 252	Herbology	90:28:60	8	A-
HHPR 253	Reflexology	90:28:60	8	B-
HHPR 254	Reiki	90:28:60	8	B-
HHPR 255	Touch for Health	90:28:60	8	B-
HHPR 256	Neuro-Linguistic Programming (NLP)	90:28:60	8	B-
HHPR 257	Holistic Nutrition	90:28:60	8	C-

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Chery Ann Hoffmeyer, Ph.D.
Program Chair

Joanne Robson
Program Consultant

Shirley Gerrish
Project Assistant

Instructors

Martine Baudot-Adams, BScPT
Jason Baumle, HHP, Reiki Master
Jenn Buda MacDonald, HHP
Brenda Hampson, RAcu
Rae Hankens, MEd
Dorothy Hermary, HHP, Reiki Master
Jonathan Hooton, PhD
Andrea House, RAcu
Tim Huang, RAcu
Jaime Kessel, HHP
Agnnes Kraweck, PhD
Robert Pearman, ND
Cassie Prochnau, MScOT
Madeleine Proudman, HHP, Reiki Master
Laurie Szott-Rogers, BA
Robert Rogers, BSc, Master Herbalist

FOR FURTHER INFORMATION

Holistic Health Practitioner
780-497-5098
E-mail: holistic@macewan.ca

HUMAN RESOURCES MANAGEMENT

(School of Business)

www.MacEwan.ca/hrmanagement
www.MacEwan.ca/hronline

PROGRAM INTRODUCTION/ OVERVIEW

Human Resources (HR) branches into multiple specializations, so many different types of people find niches that suit their personalities and skills. Still, HR professionals 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.

The Human Resources Management program gives students the skills they need to succeed in business, develop a human resources specialty or acquire general human resource skills for a management position.

This state-of-the-art program puts students well ahead in the human resources profession. Designed by leading practitioners in the field, the hands-on approach of this program gives students both the practical skills and strategic insights for 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 format enables our instructors, who are HR professionals and specialists in their fields, to be available to teach in the program. The program is also available in a part-time or online format.

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 coordinators, human resources professionals, corporate trainers, employee relations coordinators and recruiters.

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 that may be transferable towards 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).

The Human Resources Institute of Alberta considers both the certificate and the diploma towards a Certified Human Resources Professional (CHRP) designation. The Human Resources Institute of Alberta may be contacted at 1-800-668-6125 or through its website at www.hria.ab.ca.

Other professional organizations associated with the Human Resources Management program are the Human Resources Management Association of Edmonton (780-448-3723) and the International Personnel Management Association (613-599-8280).

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school for at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum grade of 50 per cent or Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

Certificate – 30 credits (Year I)
Diploma – 60 credits (Years I & II)

YEAR I

TERM I		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			
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
CONF 0200	Student Business Conference	8:0:0	0

YEAR II

TERM III			
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 Elective	45:0:0	3
TERM IV			
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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

- Teresa Costouros, MBA, FCIP, CRM**
Chair
- 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-Irwin, MBA, BCom**
- Lore Clark, CHRP**
- Anna Cuglietta, MBA, BA, CHRP**
- Lorna Dancey**
- Steve Fanjoy, BBA, BA, CPP**
- Mariina Heinonen, CHRP**
- Margaret Jacob, CCP**
- Daryl Johnson, BEd, CCP, CHRP**
- Cara Jones, BEd, CHRP**
- Olivia Kwong, BCom**
- Shirley Leonard, MA**
- Jill Little, BA, CHRP, CEBS, GBA, CMS**
- Susan McGillivray, LLB, CHRP**
- Gary Palamarek, BBA, CHRP**
- Brian Pearson, CHRP**
- Leita Seiver, LLB**
- Earl Shindruk, MTh, BCom**
- Vince Tejada, BCom, BSc, CHRP**
- Judith Waites, BA, CHRP**
- Melody White, CHRP**

FOR FURTHER INFORMATION

Human Resources Management
Full-time Program: 780-497-5384
Part-time Program: 780-497-5219
Email: hrprogram@macewan.ca

INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY

(School of Business)

www.MacEwan.ca/infomanage

PROGRAM INTRODUCTION/OVERVIEW

Libraries and information agencies have undergone some dramatic changes over the years. Since the Information Management and Library Technology program started more than 30 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.

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. As technology is central to this program, proficiency with the computer environment is a must.

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 or library setting.

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 communication technologies such as the Internet, 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 MacEwan's Continuing Education Guide.

CAREER POTENTIAL

Career opportunities in this industry are excellent and varied. 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
- software support personnel
- file and records clerks

TRANSFERABILITY

Graduates may apply this diploma at 60 units of credit towards 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

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.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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.

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST.	HRS.	CR.
INFM 101	Introduction to Information Resources	45:0:0	3	
INFM 103	Reference Fundamentals	45:0:0	3	
INFM 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	
INFM 152	Information Services and Resources I	45:0:0	3	
INFM 155	Organization of Information I	30:30:0	3	
INFM 110	Professional Skills and Support Services	45:0:0	3	
MCSP 157	Database Applications	30:30:0	3	

YEAR II

TERM III				
ENGL 211	Business Communications	45:0:0	3	
INFM 202	Information Services and Resources II	45:0:0	3	
INFM 205	Organization of Information II	30:30:0	3	
INFM 208	Library Services for Children and Young Adults	45:0:0	3	
INFM 209	Records, Information and Privacy Management	45:0:0	3	

TERM IV

INFM 255	Organization of Special Materials	45:0:0	3	
INFM 258	Information Systems Design	45:0:0	3	
INFM 259	Information Services Management	45:0:0	3	
INFM 260	Field Placement Elective	10:0:170	3	
		45:0:0	3	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Brian Keller, BCom, BA, LLB
Chair

Tony Fell, MLS, BA (Honours)
Curriculum Coordinator

Norene James, BA, MLIS
Instructor

Chris Hancock, BEd
Instructor

Raina Rudko-Buac, BEd, MEd
Instructor

Alan Wesley
Instructional Assistant

FOR FURTHER INFORMATION

Information Management and Library Technology
780-497-5763
E-mail: imlt@macewan.ca

JOURNALISM

(Centre for the Arts)

www.MacEwan.ca/journalism

Leslie Nielsen School of Communications

PROGRAM INTRODUCTION/ OVERVIEW

The Journalism program provides realistic, practical training that prepares students for careers as print journalists. Some graduates, however, use their diplomas to enter radio and television newsrooms. Others choose entrepreneurial paths, launching successful independent careers as freelance writers. Over a two-year period, coursework in the Journalism program emphasizes reporting and writing. In addition, students will develop workplace competencies in editing, research, photojournalism and online media.

Successful Journalism applicants demonstrate a keen interest in news, curiosity about the world, initiative and above-average written and verbal communication skills. They also like reading and writing, as well as talking to people. Related experience is desirable.

All journalism courses use industry-standard software on Macintosh computers. Industry professionals who bring cutting-edge, real-world experience into the classroom teach many of the core courses. Students also have the opportunity to experience the real world in the production of the program's community newspaper, the MacEwan Journalist.

The Writing for Electronic Media course introduces students to broadcast media, while courses on government, mass media trends and the law provide valuable background.

As the culmination of the two-year diploma program, an industry internship takes students into newsrooms. This experience provides valuable networking opportunities and gives students the confidence to seek careers as journalists wherever their ambitions lead them. This stimulating program carries a heavy workload but prepares students to "hit the ground running" in today's news industry.

CAREER POTENTIAL

Our graduates have found positions as reporters, editors and feature writers in newspapers, magazines, television and radio. The entry-level job market remains competitive, but those with talent may advance rapidly in journalism careers.

As the news industry redefines itself with the growth of online news, more opportunities will arise in this new area. MacEwan's Journalism program prepares graduates for these opportunities.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Language at the 30 level (other than English) or Pure Mathematics 30 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)

Notes:

- A maximum of two Group B's can be used but not from the same discipline
- Specific university-level courses, 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. Applicants must present:

- 65 per cent in ELA 30-1

or

- C- in ENGL 111 (or equivalent)

Applicants presenting nine or more post-secondary credits must achieve a minimum AGPA* of 2.0 on a 4.0 scale.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants must 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 samples must be typed and double-spaced with the author's name on each page. One of these samples may be creative writing. A minimum grade of 65 per cent is required.
- Aptitude and Proficiency Test – a written test that applicants must pass with a minimum grade of 65 per cent.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	CR.
ENGL 101	Critical Reading and Writing	45:0:0	3
JOUR 106	Reporting I	45:0:0	3
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

TERM II

ENGL 101	Critical Reading and Writing (cont'd)	45:0:0	3
JOUR 150	Newspaper Production	45:0:0	3
JOUR 154	Photojournalism	45:0:0	3
JOUR 156	Reporting II	45:0:0	3
PROW 135	Proofreading and Copyediting	45:0:0	3

YEAR II

TERM III

JOUR 155	How Government Works	45:0:0	3
JOUR 204	Photo Assignment	45:0:0	3
JOUR 206	Reporting III	30:30:0	3
PROW 205	Legal Issues for Writers	45:0:0	3
Choose from one of the following:			
JOUR 258	Writing News for Radio	45:0:0	3
PROW 200	Applied Grammar	45:0:0	3
PROW 316	Magazine Writing Elective	45:0:0	3

TERM IV

JOUR 152	Introduction to Mass Communications in Canada	45:0:0	3
JOUR 251	Introduction to New Media	45:0:0	3
JOUR 256	Advanced Reporting	30:30:0	3
JOUR 259	Industry Internship	0:0:180	3
Choose from one of the following:			
JOUR 257	Writing for Television	45:0:0	3
PROW 235	Applied Editing	45:0:0	3
PROW 331	Literary Journalism Elective	45:0:0	3

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Karyn Zypchyn, MA, Journalism (Western), MA, History (McMaster)
Chair and Instructor

Joyce Nethercote, Management Studies Diploma (MacEwan), CPP
Outreach Supervisor

Debbie Fenton
Secretary

Eileen Bell, Diploma Etudes Collegiate, Marketing (Vanier College)
Instructor

Allan Bolstad, BA (Alberta)
Instructor

Barry Boroditsky
Instructor

Tom Braid
Instructor

Shelly Decker, Journalism Diploma (MacEwan)
Instructor

Fred Kozak, BA, LLB (Alberta)
Instructor

Perry Mah
Instructor

Gigi Meade, BEd (Alberta), Visual Communications Diploma (MacEwan)
Instructor

Jason Scott, BA, Journalism (Ryerson), Photojournalism Diploma (Loyalist College)
Instructor

Leslie Vermeer, MA, MEd (Alberta)
Instructor

Matthew Woodley, LLB, BA (Alberta)
Instructor

FOR FURTHER INFORMATION

Journalism

780-497-5623

E-mail: writing@macewan.ca

LEGAL ASSISTANT

(School of Business)

www.MacEwan.ca/legal

PROGRAM INTRODUCTION/ OVERVIEW

The Legal Assistant program has been preparing students to work in legal support positions in law offices for over 30 years. 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 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. 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.

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.

CAREER POTENTIAL

While the primary aim of the program 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 towards 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, towards 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present an Alberta high school diploma (or equivalent) and have completed ELA 30-1 or ELA 30-2 with a minimum grade of 50 per cent by the beginning of the intake term.

Applicants who present a grade of 50 per cent but less than 65 per cent in ELA 30-1 or a grade of 50 per cent but less than 75 per cent in ELA 30-2 must meet the Skills Appraisal requirements (see Skills Appraisal).

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. Applicants must have completed ELA 30-1 or ELA 30-2 with a minimum grade of 50 per cent by the beginning of the intake term.

Applicants who present a grade of 50 per cent but less than 65 per cent in ELA 30-1 or a grade of 50 per cent but less than 75 per cent in ELA 30-2 must meet the Skills Appraisal requirements (see Skills Appraisal).

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent OR ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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	30:30:0	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	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Brian Keller, BCom, BA, LLB

Chair

G. Thomas Carter, BA, MA, LLB

Instructor/Curriculum Coordinator

Cheryl Kuehn, BA, Legal Assistant

Diploma

Program Advisor

Lorrie Adams, BCom, LLB

Instructor

Angus Boyd, BA, LLB

Instructor

Linda Callaghan, BSc, LLB

Instructor

Lorna Daniel, BA

Instructor

Jacqueline Devlin, BA, LLB

Instructor

Karen Reschke, BSM, LLB, MLIS

Instructor

**Zachary Riavitz, Legal Secretary Cert.,
Legal Assistant Diploma (MacEwan)**

Instructor

Sandra Rioux, Law Clerk Diploma

Instructor

Carla Walker, BA, BCom, CA

Instructor

Elaine Wowchuk

Instructor

FOR FURTHER INFORMATION

Legal Assistant

780-497-5242

E-mail: legal@macewan.ca

MANAGEMENT STUDIES

(School of Business)

www.MacEwan.ca/management

PROGRAM INTRODUCTION/ OVERVIEW

The Management Studies Diploma is a comprehensive, hands-on, relevant and dynamic general business program that prepares you to take on any business 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.

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.

Students may choose to pursue a diploma or certificate in one of the following:

- Management Certificate
- Management Studies Diploma
- Aviation Management Major, Management Studies Diploma
- Golf Operations Management Major, Management Studies Diploma
- Professional Golf Management Major, Management Studies Diploma
- Professional Golf Management, Certificate of Achievement
- Insurance and Risk Management Major, Management Studies Diploma

MacEwan recognizes that every student has unique demands on their time, so we offer an unmatched range of scheduling choices. 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 is offered 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 12 months or over a longer period of time—with customized timetables of full or part-time course loads.
- Evening and online delivery: Evening and online courses are available for the person who is unable to attend classes during the day.

TECHNOLOGY INTEGRATED PROGRAM (T.I.P.)

As of September 2007, this program will require that students carry a computer notebook for most classes. For information on the laptop hardware and software requirements, please visit www.MacEwan.ca/tip

CAREER POTENTIAL

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 and financial services. The opportunities are endless and are only limited by your imagination. 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 towards 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum grade of 50 per cent OR Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

Certificate – 30 credits (Year I)
Diploma – 60 credits (Years I & II)

YEAR I

TERM I		INST	HRS.	CR.
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	
MGMT 260	Strategic Management 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 261	Integrated Management Practice	45:0:0	3	
MGMT 242	Business Fieldwork Business option or Elective	15:0:105	3	
		45:0:0	3	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FOR FURTHER INFORMATION

Two-year regular delivery: 780-497-5263

Accelerated/flexible (full or part-time day) delivery: 780-497-5241

Evening and online delivery: 780-497-5219

E-mail: 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.

Students who love to fly and would like a solid business education should consider this program. The program also appeals to people wanting to pursue their own business, manage flight operations or become commercial pilots.

The flight training and ground school component may be completed at any Transport Canada approved training centre. To complete the management portion of this major, students may enroll in any delivery method (i.e. accelerated/flexible, regular two-year, evening or online) of the Management Studies program. To attain the Aviation Major, six management courses (18 credits) are replaced with aviation training.

CAREER POTENTIAL

Graduates of this specialized diploma gain employment in a variety of aviation-related careers – both as a pilot and airport management personnel. Forecasts by industry experts indicate a rapid growth trend for this industry. Within Alberta, the oil industry boom will create significant aviation work, as oilfield workers are more and more being transported to and from the north by air. Domestic airlines are also expanding.

This combination will force an increase in both pilots and airport management personnel well into the future.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum grade of 50 per cent OR Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

Aviation Management Major

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	CR.
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
MGMT 260	Strategic Management	45:0:0	3

Students with a Private Pilot and Commercial Pilot Licenses and Instrument Rating receive 6 credits toward a diploma in this major.

TERM IV

MGMT 261	Integrated Management Practice	45:0:0	3
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Students with a Commercial Pilot License, Multi-Engine Rating, Instructor Rating or Air Transport License receive 12 credits toward a diploma in this major.

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

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

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.

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 late-September and end in March.

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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum final grade of 50 per cent or Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants are required to submit a resume and letters of reference that demonstrate career intent and knowledge of the industry.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

Golf Operations Management Major PROGRAM OF STUDY

YEAR I

TERM I		INST.	HRS.	CR.
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

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 Elective	15:0:0 45:0:0	1 3	

TERM III

GOMT 171	Golf Operations Management Practicum I	0:0:800	2	
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YEAR II

TERM IV

GOMT 241	Golf Course Maintenance	30:0:0	2	
PGMT 251	Booking Systems, Programs and Leagues Management	15:0:0	1	
ACCT 218	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 45:0:0	3 3	

TERM V

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 Business Option or Elective	30:0:0 45:0:0	2 3	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FOR FURTHER INFORMATION

Golf Operations Management
780-497-5257 or 780-633-3905
E-mail: golf@macewan.ca

Insurance and Risk Management Major

www.MacEwan.ca/insure

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. Highly trained insurance professionals assess risks and insure clients against unforeseen events—physical, financial or acts of nature.

The Insurance and Risk Management 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.

The program is offered in a condensed course of study, with students completing a full diploma in 12 months. 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. 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 offers excellent career opportunities 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated by the Office of the Registrar

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum grade of 50 per cent or Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

Insurance and Risk Management Major

PROGRAM OF STUDY

TERM I		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
MCSP 131	Business Computing	45:0:0	3
MGMT 121	Principles of Management	45:0:0	3
INSR 101	Insurance Principles and Practices	45:0:0	3
INSR 203	Automobile Insurance	45:0:0	3
TERM II			
ACCT 111	Financial Accounting I	45:0:0	3
MGMT 111	Financial Math	45:0:0	3
MGMT 122	Organizational Behaviour	45:0:0	3
INSR 202	Personal Property Insurance	45:0:0	3
INSR 212	Underwriting Essentials	45:0:0	3
TERM III			
INSR 204	Liability Insurance	45:0:0	3
INSR 211	Essentials of Loss Adjusting	45:0:0	3
INSR 210	Essential Skills for the Insurance Broker and Agent	45:0:0	3
ACCT 218	Management Accounting I	45:0:0	3
MGMT 131	Marketing	45:0:0	3
TERM IV			
INSR 205	Risk Management and Insurance	45:0:0	3
INSR 213	Advanced Loss Adjusting	45:0:0	3
LEGL 210	Business Law I	45:0:0	3
MGMT 231	Sales	45:0:0	3
ECON 101	Introduction to Microeconomics	45:0:0	3

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FOR FURTHER INFORMATION

Insurance and Risk Management
780-497-5576 or 780-497-5384
Email: insurance@macewan.ca

Professional Golf Management Major

www.MacEwan.ca/golf

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.

Structured around the golf season, PGM classes begin in late-September and end in March. Classes, group work and case studies focus on general management, organizational behaviour, marketing, sales techniques, accounting, finance, human resources management and business computer applications. Industry-specific courses focus on pro-shop, backshop and practice facility operations, golf equipment, golf carts, programs and leagues, rules of golf, food and beverage operations and golf course maintenance.

CAREER POTENTIAL

Graduates of the Professional Golf Management program typically work as assistant professionals or teaching professionals as they complete the remaining requirements for Class "A" membership status within the CPGA. Attaining Class "A" status allows CPGA members to apply for positions as head golf professionals or seek further advancement as executive professionals or directors of golf.

TRANSFERABILITY

Professional Golf Management (PGM) is accredited by the Canadian Professional Golfers' Association (CPGA) and is intended for individuals who are planning careers as head golf professionals. The completion of the PGM diploma leads to the one-year Professional Golf Management Certificate of Achievement. Together, these two credentials form a three-year package that relates directly to the CPGA's education and accreditation process.

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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum grade of 50 per cent OR Applied Mathematics 30 with a minimum grade of 65 per cent.

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

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

Professional Golf Management Major

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	CR.
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

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

PGMT 171	Professional Golf Management Practicum I	0:0:800	2
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YEAR II

TERM IV

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 Business Option or Elective	15:0:0	1
		45:0:0	3

TERM V

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 Business Option or Elective	30:0:0	2
		45:0:0	3

TERM VI

PGMT 271	Professional Golf Management Practicum II	0:0:800	2
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The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FOR FURTHER INFORMATION

Professional Golf Management
780-497-5257 or 780-633-3905
E-mail: golf@macewan.ca

Professional Golf Management Certificate of Achievement

www.MacEwan.ca/golf

The Professional Golf Management (PGCT) Certificate of Achievement is a one-year program of study exclusively designed for those interested in a career as a head golf professional. 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.

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.

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 late September and end in March.

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.

TRANSFERABILITY

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 towards seminar hours.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must have successfully completed the Professional Golf Management Major, Golf Operations Management Major, or equivalent.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants must demonstrate golf playing skills commensurate with the Canadian Professional Golfers' Association (CPGA) playing ability requirements.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

Professional Golf Management Certificate of Achievement

PROGRAM OF STUDY

TERM I		INST. HRS.	CR.
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	45:0:0	3
MCSP 164	Golf Applications	45:0:0	3
PHSD 301	Scientific Analysis of the Golf Swing	36:9:0	3
TERM II			
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
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			
PGCT 371	Professional Golf Practicum	0:0:800	2

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 3 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FOR FURTHER INFORMATION

Professional Golf Management
780-497-5257 or 780-633-3905
E-mail: golf@macewan.ca

FACULTY AND STAFF**Management Studies**

Dolores Peterson, MBA, CMA
Chair

Joan Patrick, PhD
Curriculum Coordinator

Kathryn Arnold, MA, BA, BCom
Instructor

Joanne Boothby, MBA
Instructor

Kathleen Byrne, MEd, BEd
Instructor

Gord Chapman, MBA, MPubMgmt, BSc
Instructor

Joanne Christie, BA
Instructor

Kerry Couet, MBA, BAdmin, CNA
Instructor

Bill Dean, MBA, MSc, BPE
Instructor

Steve Fanjoy, BBA, BA, CPP
Instructor

Lynne Fisher, BA (Econ)
Instructor

Rob Gawreluck, PhD
Instructor

Chris Hancock, BEd
Instructor

Richard Hinton, MBA, BEng
Instructor

James Hebers, BSc, CCNA, CCAI
Instructor

Jim Humphries, PhD
Instructor

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Instructor

Wally Jaciuk, MBA, BSc
Instructor

Judith Koch, LLB, BA
Instructor

Launa Linaker, MBA, BA
Instructor

Sylvia Leskiw, MSA, BCom, FICB, CFP
Instructor

Chuck Lee, MA, FCIP, CPCU, ARM
Instructor

Darlene Lowe, MBA, CMA
Instructor

Tamas Lukacs, CGA
Instructor

Karen MacKenzie, MBA, BSc
Instructor

Ron Markowski, MBA
Instructor

Sandi Mullane, CGA
Instructor

Jim Penrod, MEd, BSc, BEd
Instructor

Lisa Pittet
Instructor

Sharon Ramstad, MBA, CMA
Instructor

Rylee Raymond, MA, BRecStud
Instructor

Doug Ringrose, MEd, CPA
Instructor

Raina Rudko-Buac, MEd
Instructor

Ted Sadlowski, PhD
Instructor

Glenn Stewart, MBA, BSc (Hons), BBA (Hons)
Instructor

Bill Stinson, BEd, BEnvStud
Instructor

Bill Venables, PEng, CNE, CCNA, CCAI
Instructor

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Warren Yadlowski, BA, BCom
Instructor

Yvonne Lockert
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Hinton*

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Program Advisor

Janice Miller, BA
Program Advisor

Leanna Price
Training Consultant

Golf Management

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Curriculum Coordinator, Golf Management

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Instructor

Andrew Gilchrist, BA
Instructor

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Instructor

Trevor Goplin, CPGA
Instructor

Timothy Hatfield
Instructor

Greg McGarry, CPGA
Instructor

Bill Newbigging, CPGA
Instructor

Ralph Pollock, BA
Instructor

Lisa Rogerson, MSc, BPE
Instructor

Bernie Van Dyke, BCom, CPM
Instructor

Bob Weatherby, PCS
Instructor

Harry Zuzak, BSc
Instructor

Jodi Campbell, Dip. PGMT/PGCT
Program Consultant

Insurance and Risk Management

Teresa Costouros, MBA, FCIP, CRM
Chair and Curriculum Coordinator

Karen Portas
Instructional Assistant

Kimberly Tavares
Program Advisor

Teresa Costouros, MBA, FCIP, CRM
Instructor

Chuck Lee, MA, FCIP, CPCU, ARM
Instructor

MASSAGE THERAPY

(Faculty of Health and
Community Studies)

www.MacEwan.ca/massage

PROGRAM INTRODUCTION/ OVERVIEW

The Massage Therapy diploma program offers comprehensive clinical education aimed at developing well-rounded massage therapists able to practise in a wide range of medical and therapeutic environments.

The Massage Therapy program offers a unique blend of scientific theory and clinical practice. The program teaches various soft tissue manipulation techniques applied to the assessment and treatment of stress, pain and a variety of physical conditions. With challenging courses in anatomy, physiology, kinesiology, pathology and communication, students gain a foundation of knowledge that carries them through dynamic field placement experiences and professional practice at MacEwan's public massage clinics.

Available through full-time and part-time study, the program prepares students to become a Registered Massage Therapist (RMT) with a provincial association. With extensive clinical experience aimed at integrating theory and practice and MacEwan's reputation as a leader in massage education, many graduates are eligible for registration across Canada and internationally.

The massage therapy program is offered at the South Campus. Classes may be scheduled days, evenings and/or weekends subject to student enrolment.

CAREER POTENTIAL

Massage therapy is on the leading edge of a vastly expanding market of health-related services. As massage therapy continues to gain recognition in the general population and the health care community, the profession can be seen as having high job potential, particularly with the growing trend towards self-employment. Graduates can specialize in areas that suit their lifestyles, their needs and the needs of their clients. Potential work sites for massage therapists include an office in their own home; a clinic with other massage/health care professionals; home visits; sports massage in a spa or athletic club; and corporate environments.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present an Alberta high school diploma (or equivalent) and have completed one of the following with a minimum grade of 50 per cent:

1. Chemistry 30
2. Biology 30
3. Science 30

Note: Applicants must have completed the appropriate high school courses or post-secondary equivalent, with the exception of Science 30 which has no equivalent.

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must compete the following:

1. Skills Appraisal

To be evaluated by through the Office of the Registrar

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent OR ELA 30-2 with a minimum grade of 75%.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

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	INST. HRS.	*MIN CR.	GR.
MTST 102	Message Therapy as a Profession	30:0:0	2 C-
MTST 105	Terminology for Massage Therapists	15:0:0	1 C-
MTST 115	Functional Survey for Massage Therapists	15:15:0	1 C-
MTST 120	Body Structure I	45:15:0	3 C-
MTST 125	Body Functioning I	45:0:0	3 C-
MTST 131	Techniques I	30:30:30	3 C-
MTST 137	Developing Therapeutic Relationships I	20:10:0	1 C-
TERM II			
ENGL 111	Communications	45:0:0	3 C-
MTST 122	Body Structure II	45:0:0	3 C-
MTST 126	Body Functioning II	45:0:0	3 C-
MTST 142	Techniques II	30:30:30	3 C-
MTST 146	Body Movements	35:10:0	3 C-
MTST 151	Critical Review of Massage Literature	15:0:15	1 C-

TERM III

MTST 155	Assessment for Massage Therapists I	25:20:0	2 C-
MTST 161	Clinical Practice I	0:0:45	1 C-
MTST 143	Techniques III	30:30:30	3 C-

YEAR II

TERM IV

HLST 150	Human Disease Processes	45:0:0	3 C-
MTST 140	The Human Lifespan	30:0:0	2 C-
MTST 156	Assessment for Massage Therapists II	25:20:0	2 C-
MTST 224	Techniques IV	30:30:30	3 C-
MTST 240	Developing Therapeutic Relationships II	20:10:0	1 C-
MTST 273	Massage Therapy for Special Populations I	25:20:0	2 C-
MTST 281	Treatments and Planning I	30:15:0	2 C-

TERM V

HLST 290	Nutrition/Pharmacological Concepts	45:0:0	3 C-
MTST 225	Techniques V	30:30:30	3 C-
MTST 261	Clinical Practice II	0:0:45	1 C-
MTST 274	Massage Therapy for Special Populations II	25:20:0	2 C-
MTST 283	Treatments and Planning II	30:15:0	2 C-
MTST 286	Sports Massage	30:20:10	3 C-

TERM VI

MTST 226	Techniques VI	30:30:30	3 C-
MTST 262	Clinical Practice III	0:0:45	1 C-
MTST 265	Business Management for Massage Therapists	30:0:0	2 C-
or	Business Elective	45:0:0	3 C-

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

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
- 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
- Dana Kushner, RMT**
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

FOR FURTHER INFORMATION

Massage Therapy
780-497-5704
Fax: 780-497-4058
E-mail: massage@macewan.ca

MENTAL HEALTH

Aboriginal Connections

(Faculty of Health and Community Studies)

www.MacEwan.ca/mentalhealth

PROGRAM INTRODUCTION/OVERVIEW

The emerging shift to community-based programming as a result of health care restructuring is dramatically affecting mental health care systems. There is a need to find solutions to mental health issues at the community level. This program prepares students as community-based mental health workers to assist in the delivery of mental health services in urban and rural communities.

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.

Students are introduced to cultural, spiritual and traditional practices and teachings throughout the program. Elders and Cultural/Spiritual teachers offer the students the opportunity to benefit from the wisdom and experiences of "traditional" teachings. This exposure guides the student's understanding, which ultimately increases their skills in working with Aboriginal people.

This two-year diploma program is designed to address the specific needs of Aboriginal communities. The program is offered at the South Campus, with one intake each year in the fall.

CAREER POTENTIAL

The shift away from an institutional model to community-based services has created great career opportunities in mental health and community services. Working on reserves, in rural communities, in urban areas and inner-city neighbourhoods, graduates have a wide variety of options.

Organizations where employment may be found 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated by through the Office of the Registrar

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements for this program must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 65 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

OCCUPATIONAL HEALTH NURSING

(Faculty of Health and Community Studies)
www.MacEwan.ca/ohn

PROGRAM INTRODUCTION/ OVERVIEW

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 scope of practice is broad and encompasses the application of theoretical principles in management, health assessment, health education, counselling, occupational hygiene, toxicology, program development, information management, primary care, emergency response, managed rehabilitation and client advocacy.

Using a combination of print material and online learning, this one-year (30-credit) program is offered via distance delivery, which allows students to study while they maintain their personal and professional obligations. This program prepares graduates to write the Canadian Nurses Association (CNA) Occupational Health Nursing CNA certification exam.

CAREER POTENTIAL

There is a broad spectrum of employment opportunities for a qualified Occupational Health Nurse. Prospective places of employment include the manufacturing, food processing, petrochemical and mining industries as well as health care agencies, government offices and educational institutions.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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).

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

		INST. HRS.	*MIN CR.	GR.
OCCH 300	Introduction to Occupational Health Nursing	45:0:0	3	C-
OCCH 301	Occupational Environments	60:0:0	4	C-

OCCH 302	Occupational Health Screening	45:0:30	4	C-
OCCH 303	Field Visits in Occupational Health	15:0:60	2	C-
OCCH 304	Occupational Health Program Development	45:0:0	3	C-
OCCH 305	Managed Rehabilitation	45:0:0	3	C-
OCCH 306	Trends and Issues in Occupational Health	45:0:0	3	C-
OCCH 307	Occupational Toxicology	45:0:0	3	C-
OCCH 308	Health Surveillance in the Workplace	45:0:0	3	C-
OCCH 309	Field Project in Occupational Health	15:0:60	2	C-

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Shirley Galenza, RN, MED
Chair

Barbara Sonnenberg, RN, MBA, COHN (c)
Instructor

Joan Petruk, RN, MHS, DPHN, OHNC,
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Chris Shepard, MSc
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Janice Krushinsky, RN, OHNC
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FOR FURTHER INFORMATION

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OFFICE ASSISTANT

(School of Business)

www.MacEwan.ca/officeassist

PROGRAM INTRODUCTION/ OVERVIEW

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 can work for applicants starting out, as a foundation for other careers or as a complement to prior training and experience. It runs for 10 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

People wanting to work in a professional office environment should seriously consider the Office Assistant program. It is well suited to people with 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 people looking for opportunities for career growth and wanting to enter the workforce within a year. 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.

TRANSFERABILITY

Administrative Major graduates can apply 30 credits at Athabasca University towards the Bachelor of Professional Arts Degree in Communication Studies. The Administrative Major offers 12 credits of advanced standing towards MacEwan's Management Studies Certificate and 24 credits of advanced standing towards 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

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 grade lower than 50 per cent:

- ELA 30-1 or ELA 30-2
- Social Studies 30 or 33
- One Group B or D course
- Two Group A, B, or C courses

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated by through the Office of the Registrar

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants are required to achieve a placement at 30 words per minute within six errors on a five-minute keyboarding test.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

Administrative Major

The Administrative Major provides students with a wide range of skills covering all aspects of the office environment from accounting to word processing to office procedures and customer service. 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

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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

Legal Major

The Legal Major provides core office skills and legal specific courses that include legal machine transcription, basic legal theory and legal office procedures. 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.

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

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	30:30:0	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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

Medical Major

The Medical Major provides students with the computer and medical software skills necessary for today's business environment. Add to that a solid foundation in medical terminology, transcription, medical office procedures and patient charting. By graduation, students are prepared for a variety of positions in most health-care environments.

CAREER POTENTIAL

Graduates work as unit clerks, medical receptionists, secretaries and transcriptionists in medical offices, clinics, hospitals and government agencies as well as general areas such as insurance.

PROGRAM OF STUDY

TERM I		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
OAAS 110	Medical Office Procedures I	30:30:0	3
OAAS 111	Office Technology and Skill Development I	30:30:0	3
OAAS 113	Medical Terminology	45:0:0	3
OAAS 114	Pharmaceutical Terminology	45:0:0	3
OAAS 128	Office Math Applications and Basic Bookkeeping	15:30:0	2
TERM II			
OAAS 112	Customer Communications and Service	30:30:0	3
OAAS 120	Medical Office Procedures II	30:30:0	3
OAAS 121	Office Technology and Skill Development II	30:30:0	3
OAAS 123	Medical Terminology II	45:0:0	3
OAAS 126	Medical Machine Transcription	30:30:0	3
OAAS 127	Unit Clerk	15:30:0	2
TERM III			
OAAS 130	Medical Office Procedures III	30:30:0	3
OAAS 134	Medical Major: Field Placement	0:0:120	3

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

POLICE AND SECURITY

*(Faculty of Health and
Community Studies)*

www.MacEwan.ca/investigations
www.MacEwan.ca/police

PROGRAM INTRODUCTION/ OVERVIEW

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 or Police Studies.

Investigations and Security Management Studies

To respond to society's increasing concern for security, the demand for educated personnel in both the public and private sectors of protective services continues to grow at a phenomenal rate. To meet the emerging challenges and responsibilities of this growing profession, the two-year diploma program emphasizes the knowledge and skills necessary to conduct investigations and develop and implement comprehensive security programs.

Evidence of the growth in this profession is often visible. However, there also exists a less visible side of private investigations and security that includes a diverse group of specialists who engage in investigative work for banks, retail outlets, corporations and government. As the roles continue to expand and become increasingly complex, individuals must be well grounded in the law, investigative techniques and develop a broad understanding of the field.

The diploma program consists of 61 credits and can be completed through full-time day or part-time evening studies. The full-time day program is completed over a two-year time period, with one intake in the fall term. 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 MacEwan's Continuing Education Guide.

CAREER POTENTIAL

Investigations and Security Management Studies provide a foundation for individuals seeking positions as investigators, security practitioners 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, sheriff's department, 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present an Alberta high school diploma (or equivalent) by the beginning of the intake term.

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 18 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 beginning of the intake term.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

INVESTIGATIONS AND SECURITY MANAGEMENT STUDIES

PROGRAM OF STUDY

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	*MIN CR. GR.
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 C-
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 C-
SOCI 100	Introductory Sociology	45:0:0	3 C-

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 C-

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

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

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.

The diploma program consists of 61 credits and can be completed through a full-time day program, a 16-month intensive day program or part-time evening studies. The full-time day program is completed over two years, with one intake in the fall term. The 16-month intensive day program is completed over a continuous 16-month period, with one intake in the fall term. 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 MacEwan's Continuing Education Guide.

CAREER POTENTIAL

Graduates from Police Studies may gain employment with the RCMP, municipal police services (e.g. Edmonton Police Service, Calgary Police Service) across Canada, the CN Police, Sheriff's Department 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 towards a bachelor's degree through a block transfer agreement with the University of Alberta.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present an Alberta high school diploma (or equivalent) or GED by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

The college expects all applicants to meet an acceptable level of English language proficiency. We will require

POST-BASIC NURSING PRACTICE: HOSPICE PALLIATIVE CARE AND GERONTOLOGY

(Faculty of Health and
Community Studies)

www.MacEwan.ca/postbasic

PROGRAM INTRODUCTION/ OVERVIEW

As our population continues to age, the demand for nurses qualified to work with both the elderly and the terminally ill will also increase. MacEwan's contemporary Post Basic Nursing Practice certificate program meets this demand as it combines the common skill sets necessary for practice in the areas of gerontology or hospice palliative care. Through innovative distance education strategies, this 18-credit program challenges nurses to apply their compassion, dedication, leadership and knowledge to end-of-life care populations. Evidence-based theoretical foundations guide students to best practices in palliative care and gerontological nursing. The program also prepares nurses to write the Canadian Nurses Association (CNA) gerontological or hospice palliative care certification examinations and contributes to provincial association ongoing educational competency expectations.

Distance delivery courses offer mature learners the flexibility to balance their studies with professional commitments and family responsibilities. The program includes online learning activities that complement print-based course materials. Nurses must select their major; that is, hospice palliative care or gerontology. The nurse has the ability to select option courses most relevant to their personal learning needs.

CAREER POTENTIAL

The global nursing shortage has created unprecedented career opportunities for nurses who specialize in their practice.

The program prepares graduates for rewarding careers in their pursuit of excellence in a variety of acute care, continuing care, hospice or community practice settings. Nurses enrolled in the certificate program will build increased knowledge and skill in the physical, social, emotional and spiritual domains of specialized client care.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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-.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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 this program must meet university level requirements for English language proficiency.

2. Other Admission Criteria

To be evaluated through the Program office.

APPLICABLE TO 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

Applicable to all admission categories

Accepted applicants are required to submit an immunization record by the beginning of the intake term.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

		INST. HRS.	*MIN CR.	GR.
NURS 475	Life Decisions and Moral Dilemmas	15:0:30	2	C-
NURS 476	Coordinating Care Delivery Resources	30:0:0	2	C-
NURS 477	Advanced Therapeutic Relations	45:0:0	3	C-
NURS 478	Field Project: Post Basic Nursing Practice	0:0:60	1	C-
NURS 480	Conceptualizing Gerontological Nursing Practice	30:0:0	2	C-
or				
NURS 483	Conceptualizing Hospice Palliative Care	30:0:0	2	C-
Option Courses				
Choose a minimum of 2 from the following:				
NURS 481	Responding to the Older Adult's Health Status	60:0:0	4	C-
NURS 482	Dementia Care in the Elderly	60:0:0	4	C-
NURS 484	Pain Assessment and Management	60:0:0	4	C-
NURS 485	Palliative Symptoms and Complications	60:0:0	4	C-

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 3 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Shirley Galenza, RN, MEd
Program Chair

Gail Couch, RN, MN
Instructor

Dennie Hycha, RN, MN
Instructor

Cheryl Knight, RN, MN
Instructor

Bonnie Laundhart, RN, MN
Instructor

Jacque Peden, RN, MN
Instructor

Meredith Wild, MN
Instructor

FOR FURTHER INFORMATION

Post-Basic Nursing Practice: Hospice
Palliative Care and Gerontology
780-497-5727 or 1-800-661-6878
E-mail: romanykm@macewan.ca

PSYCHIATRIC NURSING

(Faculty of Health and
Community Studies)

www.MacEwan.ca/psychnursing

PROGRAM INTRODUCTION/ OVERVIEW

Psychiatric Nurses are the largest group of health care professionals in the field of mental health care. With psychiatric nursing recognized as a discrete profession in western Canada and many other countries, psychiatric nurses are valued health team partners within today's complex, multidisciplinary health care environment. Possessing sound clinical judgment and critical thinking skills, they promote health and provide holistic, client-centred nursing care for clients experiencing mental and physical health problems and developmental disorders.

MacEwan's diploma program in Psychiatric Nursing prepares graduates for a challenging and rewarding professional career as a Registered Psychiatric Nurse (RPN). The 28-month program comprises 89 credits of coursework and is delivered at two sites: City Centre Campus in Edmonton and Centennial Centre in Ponoka (formerly Alberta Hospital Ponoka) located approximately 100 kilometres south of Edmonton.

The program of study provides extensive theory and clinical practice, building on knowledge from the discipline and practice of nursing and psychiatric nursing, as well as from the physical, biological, health and social sciences. Upon program completion, graduates receive a Diploma in Psychiatric Nursing and are eligible to write the registration/licensure examination to become an RPN.

CAREER POTENTIAL

With widespread nursing shortages, RPNs are well positioned to play a significant role in meeting the demands for well qualified professionals. They are employed in such areas as community mental health, acute and long-term stay psychiatry, palliative care, rehabilitation, continuing care, correctional services, crisis intervention, residential and community-based treatment programs, family therapy, community health centres, hospitals, administration, education and research. There are four regulatory bodies for RPNs in Canada, one in each of the four western provinces. Psychiatric nurses employed in eastern Canada work in various roles while maintaining registration with one of the four regulatory bodies.

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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Biology 30
3. Chemistry 30 or Science 30
4. Pure Mathematics 30 or Mathematics 31
5. One Group A, B or C course

Note:

- Applicants must have completed the appropriate high school courses or present approved post-secondary substitutions.
- 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. 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
2. Biology 30
3. Chemistry 30 or Science 30
4. One Group C course

Note:

- Applicants must have completed the appropriate high school courses or present approved post-secondary substitutions.
- 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

To be evaluated through the Office of the Registrar.

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.

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 two unsatisfactory academic records from any post-secondary program or institution 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 “required to withdraw” or equivalent.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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 this program must meet university level requirements for English language proficiency.

2. Spoken English Proficiency Requirements

To be evaluated through the Office of the Registrar.

Applicable to 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. Full details of the requirements acceptable for proof of spoken English proficiency are available in MacEwan’s full-time calendar or online at www.MacEwan.ca.

3. Other admission criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants who, within the last five years, were enrolled in a nursing program that they did not complete are required to submit 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 academic document deadline.

- Immunization record meeting provincial regulations for health care workers. The first in Hepatitis B series and all other immunizations must be completed by the beginning of the intake term; full Hepatitis B series must be completed by six months* from the program start date.
- Current CPR Level C certification for Health Care providers completed by the beginning of the intake term.
- Current Standard First Aid certification completed by the beginning of the intake term.
- Current clear Security Clearance by the academic document deadline.

Applicants will be invited to a program information session.

*Provisional Admission – Provisional admission may only be offered to applicants who have a clear security clearance. 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST. HRS.	*MIN CR.	GR.
HLSC 120	Human Anatomy	45:0:0	3	C-
HLSC 122	Human Physiology	45:0:0	3	C-
HLST 152	Foundations in Health	45:0:0	3	C-
HLST 154	Professional Communication	45:0:0	3	C-
NURS 150	The Discipline of Psychiatric Nursing	45:0:0	3	C-
PSYC 104	Introductory Psychology	45:0:0	3	C-

TERM II

HLSC 122	Human Physiology (cont'd)	45:0:0	3	C-
HLSC 124	Microbiology for Health Professionals	45:0:0	3	C-
NURS 175	Nursing Practice Foundations	30:30:75	5	C-
PSYC 105	Individual and Social Behaviour	45:0:0	3	C-
ENGL 108	Introduction to Language and Literature	45:0:0	3	C-

TERM III

PNRS 155	Concepts in Mental Health Nursing I	45:0:40	4	C-
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YEAR II

TERM IV

HLSC 220	Pharmacotherapeutics for Health Professionals	45:0:0	3	C-
HLSC 222	Alterations in Health Across the Lifespan	45:0:0	3	C-
HLST 300	Teaching and Learning in Health Care	45:0:0	3	C-
NURS 252	Health Assessment Across the Lifespan	45:45:0	4	C-
NURS 270	Nursing Care Across the Lifespan	45:30:0	4	C-
PNRS 254	Concepts in Mental Health Nursing II	45:0:0	3	C-

TERM V

NURS 257	Nursing Practice Across the Lifespan	20:0:293	10	C-
PNRS 255	Psychiatric Nursing Practice Across the Lifespan	10:0:143	5	C-

TERM VI

PNRS 259	Psychiatric Nursing Practice in Community Mental Health	10:0:143	5	C-
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YEAR III

TERM VII

PNRS 354	Concepts in Mental Health Nursing III	45:0:0	3	C-
PNRS 355	Clinical Preceptorship	12:0:375	7	C-

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

Note 1: 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 2: 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 3: 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.

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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Marian Anderson, RN, MEd (Alberta), ScN (UBC)
 Jennifer Bishop, Dip Psychiatric Nursing, RN, BScN (Alberta)
 Mary Haase, Dip Psychiatric Nursing, RN, PhD, Nursing (Alberta)
 Cathy Harlan, RN, CPMHN(C), MScN (Loma Linda)
 Marilyn Hoffman, Dip Psychiatric Nursing, RN, MEd (Alberta)
 Ken Kustiak, RPN, RN, BScN (Alberta)
 Robert Lockhart, Dip Social Work, RPN, RN, MA (Royal Roads)
 Corey McAuley, Dip Psychiatric Nursing, RN, BScN (Alberta)
 Susan Palmer, RN, BScN (Alberta)
 Brian Parker, Dip Psychiatric Nursing, RN, BScN (Alberta)
 Paul Ramalingam, PhD, Cell Biology (Notre Dame)
 Heather Scarlett-Ferguson, BSP, MDE (Athabasca)
 Lynne Theriault, Dip Psychiatric Nursing, RN, MSc (Central Michigan)
 Marlene Herbach, Project Assistant (Ponoka Campus)

FOR FURTHER INFORMATION

Psychiatric Nursing
 780-497-5700
 E-mail: nurseinfo@macewan.ca

PUBLIC RELATIONS

(School of Business)

www.MacEwan.ca/pr

PROGRAM INTRODUCTION/ OVERVIEW

The Public Relations Diploma offers a unique opportunity for people with previous post-secondary education to ready themselves for an exciting new career in communications 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.

This program has an excellent reputation in the business community, focusing 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 program is fast-paced. Critical thinking skills, problem solving ability, creativity and the ability to rise to a challenge 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.

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

With an excellent nation-wide reputation, approximately 90 per cent of all graduates become fully employed in the public relations field within one year of graduation. 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.

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.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must present a minimum of 30 post-secondary credits, including a post-secondary English course.

Applicable to 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.

1. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 academic standing grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing.

GRADUATION GRADE POINT AVERAGE

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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Frank Saccucci, BCom, MBA (Windsor)

Chair

Maureen Wagner, BA, MEd, (Alberta)

Instructor

Murray Page, BA Journalism/Marketing (Minnesota)

Instructor

Barbara Martin, BA Psychology (Alberta)

Instructional Assistant

Jennifer Thomas

Program Secretary

FOR FURTHER INFORMATION

Public Relations

780-497-5389

E-mail: prprogram@macewan.ca

SPECIAL NEEDS EDUCATIONAL ASSISTANT

(Faculty of Health and
Community Studies)

www.MacEwan.ca/specialneeds

PROGRAM INTRODUCTION/ OVERVIEW

The Special Needs Educational Assistant Certificate program prepares graduates to assist teachers in developing and implementing appropriate instructional programs and methods. The implementation of inclusive educational policies for students with special needs has created a strong demand for educational assistants. This 10-month certificate program provides a solid foundation of theoretical knowledge and practical strategies to support classroom learning of students with exceptionalities.

Graduates will acquire the knowledge and skills needed to assist students with behaviour difficulties in education settings. Contributing as a member of an interdisciplinary team, a Special Needs Educational Assistant facilitates students to actualize their learning and participate in school activities.

CAREER POTENTIAL

Educational assistants are employed as valuable members of educational teams in schools offering Kindergarten to grade 12, as well as post-secondary institutions. The demand for program graduates in the field is high.

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 the following:

- PSYC 104 for TAST 101 (It is recommended for students to follow PSYC 104 with PSYC 105)
- ENGL 101 for ENGL 111
- EDIT 202 for TAST 108

Two, three-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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent OR ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

TERM I		INST. HRS.	CR.
ENGL 111	Communications	45:0:0	3
TAST 101	Child and Adolescent Development	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			
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 Assistive Technology	45:0:0	3
TAST 109	Practicum I	0:0:60	1
TAST 110	Integration Seminar I	15:0:0	1
TERM III			
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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 4 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Jan Sundmark, EdD (Alberta)

Chair

Jonah Eleweke, PhD (Alberta)

Instructor

Kim Froese, BEd (Lethbridge)

Instructor

Beatrice Gursky, MEd (Alberta)

Instructor

Bill Hanson

Instructor

Faye Hood, MEd (Alberta)

Instructor

Merle Kennedy, PhD (Alberta)

Instructor

Kathy Kiss, MEd (Alberta)

Instructor

Sue Kowton, BSc (Alberta)

Instructor

Kathleen Murphy

Secretary

Theresa Pond, MEd (Seattle Pacific)

Instructor

Janie Scheidl, MEd (Alberta)

Instructor

Linda Schnell, EdD (Alberta)

Instructor

Margaret Simmons

Outreach Program Consultant

Tim Weinkauff, MEd (Alberta)

Instructor

FOR FURTHER INFORMATION

Special Needs Educational Assistant
780-497-5156

THEATRE ARTS

(Centre for the Arts)

www.MacEwan.ca/theatrearts

PROGRAM INTRODUCTION/ OVERVIEW

Theatre Arts is an intense, two-year program that moulds triple-threat performers by offering equal parts theatrical, musical and dance training. Theatre Arts at MacEwan is western Canada's only actor-training program with an emphasis on both musical theatre and drama. The first year is spent in the studio and the classroom, mastering the basics of all three disciplines while studying theatre history, play analysis, music theory and ear training. Performance opportunities involve workshop productions for invited audiences. In the second year studio courses continue while students have the opportunity to perform in public productions, including three full-scale musicals presented in MacEwan's Haar Theatre.

CAREER POTENTIAL

Theatre Arts graduates are working in theatres, festivals, dinner theatres, TV, film and on cruise ships. Many continue their studies in acting, directing or writing. The successful applicant meets the academic admission requirements and is successful at the audition, demonstrating an aptitude in acting, singing and dancing. Proficiency in music theory and ear training will ensure the student's success in the program.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent.

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

Reading: Applicants must successfully complete the reading portion OR must complete any developmental coursework with a minimum grade of C-. Placement at READ 0089 will be required.

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 beginning of the intake term and must pass a subsequent music theory and ear training exam.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		INST.	HRS.	CR.
THAR 101	Acting Skills I	0:90:0	3	
THAR 102	Vocal Music I	0:30:7.5	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

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

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	0:20:7.5	1	
THAR 250	Dance Skills III	0:135:0	4	
	Elective	45:0:0	3	

TERM IV

THAR 216	Voice and Diction II	0:20:7.5	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	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

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 (MacEwan)

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

Torben Holm-Pedersen, Music Diploma (MacEwan)

Instructor: Music Theory, Ear Training

Jennifer Spencer, Theatre Arts Diploma (MacEwan), Acting Diploma (National Theatre School)

Instructor: Voice for the Stage

Janice Flower, Music Diploma (MacEwan)

Accompanist and Vocal Coach

Alana Broomfield

Secretary

FOR FURTHER INFORMATION

Theatre Arts

Doreen Piehl

780-497-4393

E-mail: piehld@macewan.ca

THEATRE PRODUCTION

(Centre for the Arts)

www.MacEwan.ca/production

PROGRAM OVERVIEW

The theatre profession requires skilled lighting, sound, set and costume technicians, stage managers, production managers, technical directors and other theatre professionals. Theatre Production's curriculum provides instruction and practical experience in all these disciplines. Courses in lighting, audio, stagecraft, set painting, prop making, model making, drafting, stage management and technical direction ensure that Theatre Production grads are well-equipped for employment in the entertainment industry.

Instructors are members of the professional community, providing equal parts knowledge and experience. Instruction is complemented by hands-on experience. MacEwan's resident Music and Theatre Arts programs present an unequalled opportunity to gain wide-ranging experience as construction, management or running crew for many live productions. In addition, Theatre Production students provide production services for, and gain valuable exposure to, a variety of professional arts groups who mount productions in MacEwan's John L. Haar Theatre.

CAREER POTENTIAL

Theatre Production students are employed in professional theatre, film and television, plus the cruise line, conference and special event industries. Graduates have played key behind-the-scenes roles at the Citadel Theatre, Winspear Centre, Alberta Theatre Projects, The Stratford Festival, Carnival Cruise Lines, Royal Winnipeg Ballet, Disney, Rexall Place, to mention only a few of the organizations and venues that have hired Theatre Production graduates.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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.

2. English Language Proficiency

To be evaluated by the Office of the Registrar

Applicable to 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.

3. Other Admission Criteria

To be evaluated by the Program office

Applicable to all admission categories

Accepted applicants are required to complete Standard First Aid certification by the beginning of the intake term.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY**YEAR I**

TERM I		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

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**

TPPR 203	Management	40:20:40	4	
TPPR 212	Prop Making I	15:30:0	2	
TPPR 239	Practicum II	0:30:120	3	
	Elective	45:0:0	3	

TERM IV

TPPR 239	Practicum II (cont'd)	0:30:120	3	
	Elective	45:0:0	3	

In Year II, Terms III and IV, students choose a minimum of 8 credits from Program Options I and II:

PROGRAM OPTIONS 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	

PROGRAM OPTIONS II

TPPR 201	Modern Theatre Practices	30:0:0	2	
TPPR 202	Model Making	15:30:0	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	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Geoffrey George, BA (Brock), Diploma EET (NAIT), Diploma IE (NAIT), CET Chair

Doreen Piehl
Instructional Assistant

Alana Broomfield
Secretary

Geoff Bacchus, Diploma Theatre Production (MacEwan)
Instructor

James Robert Boudreau, Theatre Certificate, Technical and Production Option (Ryerson)
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 (MacEwan)
Instructor

FOR FURTHER INFORMATION

Theatre Production
780-497-4393
E-mail: piehld@macewan.ca

THERAPIST ASSISTANT

(Faculty of Health and
Community Studies)

www.MacEwan.ca/therapist

PROGRAM INTRODUCTION/ OVERVIEW

There are two major programs of study within the two-year diploma Therapist Assistant program:

- Speech Language Pathologist Assistant
- Physical Therapist Assistant/
Occupational Therapist Assistant

Speech Language Pathologist Assistant Major

The Speech Language Pathologist Assistant route provides the theoretical knowledge, skill development and practical experience required to work as a Speech Language Pathologist (SLP) Assistant. SLP Assistants support the implementation of treatment for communication disorders. They work primarily with children.

The Speech Language Pathologist Assistant major is delivered at the City Centre Campus or online. The opportunity to undertake one bridging course into the second year of the online program exists for some graduates of Early Childhood Education diploma programs, Special Needs Educational Assistant/Teacher Assistant certificate programs and undergraduate degree programs. See Admission Requirements for full details.

CAREER POTENTIAL

SLP Assistants work in early education settings (with children ages two and a half to five) and in schools, primarily with kindergarten to grade three students. People who succeed in this career enjoy working with children and are patient, flexible, creative and a team player. The ability to communicate in English with clear pronunciation is a requirement of employment in this field.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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 ELA 30-2
2. Social Studies 30
3. Two Group A, B or C courses
4. One Group A, B, C or D course

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. Applicants must have been working in the field of speech language pathology or as a teacher assistant/special needs assistant 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:

- ELA 30-1 or ELA 30-2
- Social Studies 30

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar.

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.)

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

ADMISSION YEAR 2 (Distance Bridging)

To be evaluated through the Office of the Registrar.

Applicants must have successfully completed THAS 0100 (Speech Language Pathologists Assistant Bridging) with a minimum grade of C and one of the following:

- a diploma in an Alberta (or equivalent) Early Childhood Development Program with a minimum AGPA of 2.0.
- a diploma in an Alberta (or equivalent) program for Physical Therapist Assistant, Occupational Therapist Assistant or combined Physical Therapist Assistant/ Occupational Therapist Assistant with a minimum AGPA of 2.0.
- a certificate in an Alberta (or equivalent) Teacher Assistant or Special Need Educational Assistant Program with a minimum AGPA of 2.0 AND one year of work experience (1500 hrs) as a Teacher Assistant or Special Needs Educational Assistant.

or

Applicants must have successfully completed an undergraduate degree with a minimum AGPA of 2.0 that includes:

- ENGL 111 (or equivalent)
- PSYC 104 & 105 (or equivalent)

Note: Students who do not have NURS 101 (Interpersonal Communication) or equivalent must complete it in Year 2.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent OR ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 beginning of the intake term
- Current Standard First Aid certification by the start of term three*
- Current CPR Level C certification for Health Care Providers 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

SPEECH LANGUAGE PATHOLOGIST ASSISTANT MAJOR

YEAR I

		INST. HRS.	*MIN CR.	GR.
TERM I (SEPTEMBER – DECEMBER)				
PSYC 104	Introductory Psychology	45:0:0	3	C-
TAST 100	Role and Responsibilities of the Educational Assistant	30:0:0	2	C-
THAS 101	Normal Development of Speech, Language and Literacy	45:0:0	3	C-
THAS 102	Communication Disorders	60:0:0	4	C-
NURS 101	Interpersonal Communications	30:30:0	3	C-

		INST. HRS.	*MIN CR.	GR.
TERM II (JANUARY – APRIL)				
ENGL 111	Communications	45:0:0	3	C-
PSYC 105	Individual and Social Behaviour	45:0:0	3	C-
THAS 114	Introduction to the Health and Education Fields	45:0:0	3	C-
THAS 115	Lifespan Development	45:30:0	4	C-
	Elective	45:0:0	3	C-

YEAR II

		INST. HRS.	*MIN CR.	GR.
TERM III (SEPTEMBER – DECEMBER)				
TAST 102	Effectively Managing Student Behaviour in Educational Settings	45:0:0	3	C-
THAS 201	Therapeutic Interventions I: Articulation and Phonology	45:30:0	4	C-
THAS 202	Therapeutic Interventions II: Introduction to Clinical Role and Skills	45:0:0	3	C-
THAS 205	Job Search	15:0:0	1	C-
THAS 203	Field Placement I	0:0:295	5	

		INST. HRS.	*MIN CR.	GR.
TERM IV (JANUARY – APRIL)				
THAS 213	Therapeutic Interventions III: Language	45:30:0	4	C-
THAS 214	Therapeutic Interventions IV: Special Populations	45:30:0	4	C-
THAS 215	Field Placement II	0:0:295	5	

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

RESIDENCY REQUIREMENT

At least 40% of the credit towards the credential for this program major shall consist of courses completed through Grant MacEwan College.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

Physical Therapist Assistant/Occupational Therapist Assistant Major

The Physical Therapist Assistant/Occupational Therapist Assistant (PTA/OTA) major prepares students to work in the fields of Physical and Occupational Therapy providing patient treatment interventions related to movement and function. PTA/OTAs assist people to gain or maintain strength, flexibility and their functional status. They work across the health care spectrum from acute care hospitals to home care. In addition to working with people with physical health problems, they also work with people with emotional/mental health problems.

CAREER POTENTIAL

PTA/OTAs work in hospitals, long-term care facilities, sub-acute units, rehabilitation hospitals, mental health programs, physical therapy clinics and home care. To succeed in this field, people should possess patience and flexibility, as they will work with people who are under physical and emotional stress. Creativity, manual dexterity and an interest in fitness are assets, as is the ability to work in a team environment.

CATEGORIES OF ADMISSION

Applicants may be admitted to on of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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 ELA 30-2
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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. 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

To be evaluated through the Office of the Registrar.

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.)

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

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

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

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

3. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 beginning of the intake term
- Current Standard First Aid certification completed by the start of term three*
- Current CPR Basic Rescuer Level C certification completed by the start of term three*
- Immunization up-to-date by the start of term three*

*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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

PHYSICAL THERAPIST ASSISTANT/ OCCUPATIONAL THERAPIST ASSISTANT MAJOR

YEAR I

TERM I (SEPTEMBER – DECEMBER)		INST. HRS.	*MIN CR. GR.
HLSC 120	Human Anatomy	45:0:0	3 C-
HLSC 122	Human Physiology	90:0:0	6 C-
THAS 103	Pathology	30:0:0	2 C-
NURS 101	Interpersonal Communications	30:30:0	3 C-

TERM II (JANUARY – APRIL)

ENGL 111	Communications	45:0:0	3 C-
THAS 114	Introduction to the Health and Education Fields	45:0:0	3 C-
THAS 115	Lifespan Development	45:30:0	4 C-
THAS 116	Functional Anatomy and Orthopedics	45:45:0	4 C-
THAS 117	Principles and Techniques of Client Contact	30:45:0	3 C-

YEAR II

TERM III (SEPTEMBER – DECEMBER)

THAS 205	Job Search	15:0:0	1 C-
THAS 208	Therapeutic Interventions in Physical Therapy	90:60:0	8 C-
THAS 209	Therapeutic Interventions in Occupational Therapy	90:60:0	8 C-

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

*MINIMUM GRADE TO GRADUATE

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 7 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

**Brenda Heffernan, MHS, Physical
Therapist**
Program Chair

Victoria Cooke, MEd
Instructor

Raelene Finlayson, BEd
Teacher, Instructor

Jennifer Hancock, MSc
Speech-Language Pathologist, Instructor

Jacqui Hunt, DipPT
Physical Therapist, Instructor

Katrina Johnson, DipOTA
Occupational Therapist Assistant, Tutor

Daniel Kim, BScOT
Occupational Therapist, Instructor

Sue Kowton, SLP
Instructor

Linda Lazaruk, MScOT
Occupational Therapist, Instructor

Jody Marshall, MEd, BSc(C)
Speech-Language Pathologist, Instructor

Sherry Mengerling, MScPT
Physical Therapist, Instructor

Cassie Prochnau, MScOT
Occupational Therapist, Instructor

Joanne Robson
Program Consultant

Shirley Gerrish
Project Assistant

FOR FURTHER INFORMATION

Therapist Assistant
780-497-5098

TRAVEL

(School of Business)

www.MacEwan.ca/travel

PROGRAM INTRODUCTION/ OVERVIEW

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.

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.

CAREER POTENTIAL

Travel professionals are in high demand. Opportunities abound in everything from adventure tours and leisure packages, to special-interest and incentive travel. 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.

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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

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:

1. ELA 30-1 OR ELA 30-2
2. One Group A course
3. One Group B or C course
4. One Group C or D course

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the skills appraisal if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Applicants must only complete the skills appraisal if they do not present Pure Mathematics 20 or Pure Mathematics 30 with a minimum grade of 65 per cent or Applied Mathematics 30 with a minimum grade of 75 per cent.

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

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

Math: Applicants must successfully complete the math portion (with a grade of 70 per cent) OR must complete any developmental coursework with a minimum grade of D.

2. English Language Proficiency

To be evaluated by through the Office of the Registrar

Applicable to 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.

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**

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 APPLIED BUSINESS ADMINISTRATION—ACCOUNTING

(School of Business)

www.MacEwan.ca/accounting

PROGRAM INTRODUCTION/OVERVIEW

The Bachelor of Applied Business Administration—Accounting prepares students for careers in accounting and industry related professions. 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 four-year applied degree combines professional accounting studies with extensive learning and practice cycles in the workplace. The first two years of the degree requirement are equivalent to MacEwan's Accounting and Strategic Measurement diploma or a business diploma from another recognized institution, which includes the six prerequisites. The third year is comprised of advanced accounting study, while the fourth involves the Directed Field Studies component where students explore real business issues by conducting both practical and academic research while working. The combination of classroom instruction with one year of mentored studies in industry prepares students for immediate success in the workplace.

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 targeted towards 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.

The applied degree 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.

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.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must achieve a recognized Accounting and Strategic Measurement Diploma (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

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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

Choose three from the following options:

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

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 10 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Dolores Peterson, MBA, CMA

Chair

Jane Causgrove-Reinhart, MBA, Bcom,

CGA

Instructor

Barry Dwornik, Bcom, CA

Instructor

Richard Hinton, MBA, Beng

Instructor

Cenap Ilter, BA, MA, PhD, CPA

Instructor

Leanne McGeachy, MBA, BCom

Instructor

Odette Pinto, MBA, CGA

Instructor

Bill Poon, CMA

Instructor

Lynn Sugden, MBA, FCMA

Instructor

Brian Zwicker MBA, CA

Instructor

Cori Foged

Program Advisor

FOR FURTHER INFORMATION

Bachelor of Applied Business

Administration—Accounting

780-497-5221

E-mail: accounting@macewan.ca

BACHELOR OF APPLIED COMMUNICATIONS IN PROFESSIONAL WRITING

(Centre for the Arts)

www.MacEwan.ca/prowrite

Leslie Nielsen School of Communications

PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Applied Communications in Professional Writing equips students for a variety of careers in writing and editing: traditional careers in government, business or the non-profit sector, new careers at the outer edge of technological development, independent careers as freelancers.

The curriculum provides students a solid base of skills in rhetoric, grammar, research and composition, and a range of specific career-related writing courses. But students graduate with more than a degree or diploma. They also have portfolios of work that will demonstrate to prospective clients and employers a range of writing as thoughtful and inspired as it is skillful.

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 academic assignments. 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, allowing students who are working to attend classes. Interactive, student-centred online courses are also an option.

Our typical applicants enjoy writing and always have: stories, letters, journals, cool phrases on scrap paper—anything. Our applicants also read—a lot. Books, magazines, newspapers, cereal boxes—reading is just something you do whenever words are around. Many applicants are into electronic media. Our applicants want to discover the world and want to share their discoveries with the rest of us. Admission is competitive and is based on assessment of admissions materials. We strongly recommend that applicants have good keyboarding skills.

CAREER POTENTIAL

Graduates of our program work in government, business and the non-profit sector. Many have careers as freelance writers and editors. Their work varies widely. Some write technical manuals or policies and procedures. Some write advertising copy, brochures or annual reports. Others are speechwriters and scriptwriters. Their work may be published in traditional or electronic formats. Our writers have one thing in common: ideas are their goods and words are their tools.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Language at the 30-level (other than English) OR Pure Mathematics 30 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).

Notes:

- A maximum of two Group B's can be used but not from the same discipline
- Specific university-level courses, 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full-time high school at least one year by the beginning of the intake term. Applicants must present:

- 65 per cent in ELA 30-1
- or
- C- in ENGL 111 (or equivalent)

Applicants presenting nine or more post-secondary credits must achieve a minimum AGPA* of 2.0 on a 4.0 scale.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants must 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 samples must be typed and double-spaced with the author's name on each page. One of these samples may be creative writing. A minimum grade of 65 per cent is required.
- Aptitude and Proficiency Test – (a written test) applicants must achieve a minimum grade of 65 per cent.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

Diploma – 60 credits (Years I & II)

Applied Degree – 120 credits (Years I, II, III & IV)

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

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
	Elective*	45:0:0		3

Choose one of the following options:

PROW 104	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

YEAR II

TERM III

PROW 200	Applied Grammar for Writers	45:0:0		3
PROW 202	Professional Prose	45:0:0		3
	Elective*	45:0:0		3

Choose two of the following options: (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
PROW 240	Short Fiction Forms	45:0:0		3

TERM IV

PROW 202	Professional Prose (cont'd)	45:0:0		3
PROW 140	Project Lead	45:0:0		3
	Elective*	45:0:0		3

Choose two of the following options: (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
PROW 230	Basic HTML for Writers	45:0:0		3

YEAR III

For Year III, Terms V and VI, students must take a minimum of 30 credits of coursework from any 300-level PROW subject.

YEAR IV

TERM VII

PROW 400	Directed Workplace Learning I	0:0:535		15
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TERM VIII

PROW 402	Directed Workplace Learning II	0:0:535		15
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The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.

*Students may choose a minimum 3 credit course in any discipline or a professional writing course that has not been taken for credit.

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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this Applied Degree program has 10 years (Diploma exit –7 years) to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Leslie Vermeer, MA, MEd (Alberta)

Chair and Instructor

Joyce Nethercote, Management Studies

Diploma (MacEwan), CPP

Outreach Supervisor

Debbie Fenton

Secretary

Timothy Anderson, BA (Carleton), BMus (Ottawa)

Instructor

Dave Bellous, BA (Alberta)

Instructor

Jason Bodnar, BA (Alberta), LLB (British Columbia)

Instructor

Barry Boroditsky

Instructor

Terese Brasen, BA (Alberta)

Instructor

Elaine Calder, BA (Brigham Young)

Instructor

Hugh Calder

Instructor

Lee Craig, BA (Alberta), BJour (King's College)

Instructor

Shelly Decker, Journalism Diploma (MacEwan)

Instructor

Candas Jane Dorsey, BA (Alberta), BSW (Calgary)

Instructor

Jannie Edwards, MA (Alberta)

Instructor

Elaine Laberge, Computer Information Systems Diploma (Lethbridge Community College)

Instructor

H. Sophie Lees, BAppComm (MacEwan), BA (Alberta)

Instructor

Caterina Loverso, MA (Alberta)

Instructor

Cheryl Lund, BEd, BA (Alberta)

Instructor

Kathryn MacLean, PhD (Alberta)

Instructor

Doug Mah, BA (Western), LLB (Calgary)

Instructor

Cheryl Mahaffy, MA (Indiana)

Instructor

Lucille Mazo, BA (Alberta), MDE (Athabasca)

Instructor

Donald McMann, MFA (Bennington College)

Instructor

Gigi Meade, BEd (Alberta), Visual Communications Diploma (MacEwan)

Instructor

Scot Morison, MFA Creative Writing (British Columbia)

Instructor

Patricia Porter, MBA, MA (Alberta)

Instructor

Shelley Reichelt, BAppComm (MacEwan)

Instructor

Peter Roccia, MA (Western), PhD Candidate (Alberta)

Instructor

David Scorgie, MA (Waterloo), LLB (Alberta)

Instructor

Shirley Serviss, MTS (St. Stephen's)

Instructor

Keith Solomon, MA English (Saskatchewan), MA Journalism (Western), PhD Candidate (Alberta)

Instructor

Sherrell Steele, BEd, MA (Alberta)

Instructor

George Takach, LLB, MA (Alberta)

Instructor

Isabela Varela, MA English (British Columbia), MA Education (Western)

Instructor

Coba Veldkamp, BAppComm (MacEwan)

Instructor

FOR FURTHER INFORMATION

Bachelor of Applied Communications in Professional Writing
780-497-5602
writing@macewan.ca

BACHELOR OF APPLIED HUMAN SERVICE ADMINISTRATION

(Faculty of Health and Community Studies)

www.MacEwan.ca/hsa

PROGRAM INTRODUCTION/OVERVIEW

The Bachelor of Applied Human Service Administration program is designed for individuals working in organizations focused on delivering services to people. They hold, or aspire to hold, supervisory or management positions in their field. Curriculum includes theory in administration with an emphasis on leadership, supervision, and human resource management. Courses explore financial and physical resource management, research practices, managing change, and trends and issues analysis. Students will gain the knowledge and skills to work with boards of directors, staff, and clients.

Building on a previous diploma or degree, the program consists of theory courses (30 credits) and directed field studies (30 credits). The program is offered on a part-time, distance delivery and online basis so students can continue to meet their professional and personal commitments while furthering their education. The program format supports students regardless of geographic location and has no residence requirements.

The directed field studies component (Work Project I & II) enables students to apply their learning and develop project management competencies. Graduates are confident leaders in their chosen field.

CAREER POTENTIAL

Enhanced governmental standards, awareness of the impact of trained leaders, and increased competition creates the demand for qualified managers and administrators. BAHSA graduates are capable of filling this need.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants are required to submit a resume which includes educational background, occupational status, employment history and professional activities.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

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		INST.	HRS.	CR.
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	

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 10 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Tricia Lirette, MEd (Alberta)

Chair

Jennifer Stevenson, Dip. Business Admin (MacEwan)

Program Consultant

INSTRUCTORS

Kate Kidd, MEd (Alberta)

Dave Ludwick, MBA (Ottawa)

Patricia Moore-Juzwishin, MBA (Victoria)

Carole Massing, PhD Elementary Education (Alberta)

Philip O'Hara, MSc (Alberta)

Cary Ransome, MBA (Athabasca)

Petra Schulz, MEd (Philipps)

Ron Schlegelmilch, MSc (Nebraska)

Nancy Thomas, MEd, (Alberta)

Theresa Williams, PhD(c) Adult Education (Alberta)

FOR FURTHER INFORMATION

Faculty of Health and Community Studies Outreach

Tricia Lirette, Chair

780-497-5171

E-mail: lirettet@macewan.ca

Jennifer Stevenson, Program Consultant

780-497-5164

E-mail: stevensonj@macewan.ca

BACHELOR OF APPLIED INTERNATIONAL BUSINESS AND SUPPLY CHAIN MANAGEMENT

(School of Business)

www.MacEwan.ca/scm

PROGRAM INTRODUCTION/OVERVIEW

The Bachelor of Applied International Business and Supply Chain Management degree program is designed to meet the demand for highly trained supply chain professionals 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.

This innovative four-year applied degree includes three years of study in the classroom and one year of industry-connected study. During the fourth year, students complete a practicum that enables them to conduct applied research and practise their classroom knowledge in the workplace while being employed fulltime.

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.

CAREER POTENTIAL

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

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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Pure Mathematics 30
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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. 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
2. Pure Mathematics 30
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 I

To be evaluated through the Office of the Registrar.

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

To be evaluated through the Office of the Registrar.

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

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

Diploma – 64 credits (Years I & II)

Applied Degree – 126 credits (Years I, II, III & IV)

After successfully completing the first two years of the program (Terms I-IV), students can exit with a Diploma in Logistics Management, or continue in the program for years three and four to complete the applied degree.

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**	45:0:0	3
	Seminar	15:0:0	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

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
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TERM VIII

ASCM 401	Practicum II	0:0:640	15
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Seminars:

ASCM 211	Business Ethics	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.

*Indicates equivalency to courses in industry/professional certification programs.

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 10 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Mark Arnison, MBA

Chair

Mico Kurilic, MEng

Management, MSc Transportation and Logistics

Instructor

Ryan Orchard, MASC Management Science

Instructor

Lynn Sugden, CMA, FCMA, MBA

Information Systems

Instructor

Patti Callaghan, MBA, MA Applied

Linguistics

Program Coordinator

Shelly Brownlee, BA

Program Advisor

Diseray Schamehorn

Program Secretary

Kathleen Byrne, MEd, BEd

Instructor (part-time)

Kerry Couet, CNA, BAdmin

Instructor (part-time)

Kewal Dhariwal, MEd, ISP

Instructor (part-time)

Brian Dumsday, BAsC, CMC, PEng

Instructor (part-time)

Richard Ford, PhD Management Logistics and SCM (Cranfield)

Instructor (part-time)

Jim Penrod, MEd

Instructor (part-time)

Derrick Ronayne, CITT, PLog

Instructor (part-time)

Joseph Tsui, PEng, MASC Industrial

Engineering

Instructor (part-time)

FOR FURTHER INFORMATION

Bachelor of Applied International Business and Supply Chain Management
780-497-5106
E-mail: supplychain@macewan.ca

BACHELOR OF ARTS

(Faculty of Arts and Science)

www.MacEwan.ca/ba

PROGRAM INTRODUCTION/ OVERVIEW

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

Bachelor of Arts (Majors/Minors) and Bachelor of Arts (Honours) Areas Available			
	BA Major	BA Minor	BA Honours
Anthropology			
Business Studies			
Classics			
Economics			
English			
History			
Philosophy			
Political Science			
Psychology			
Sociology			

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Language at the 30-level (other than English)
OR Pure Mathematics 30 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)

Note:

- A maximum of two Group Bs can be used but not from the same discipline
- Specific university-level courses, with a minimum grade of C-, may be used to substitute for course deficiencies only under the following circumstances:
- Six credits of university-level English in lieu of ELA 30-1
- Six credits of university-level Language other than English in lieu of a group A course (all six 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full-time high school at least one year by the beginning of the intake term. 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

To be evaluated through the Office of the Registrar.

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.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

HONOURS PROGRAM INFORMATION

The BA Honours degree provides eligible students with the opportunity to pursue more intensive study in their chosen field; this may be of benefit to students considering graduate studies. Honours programs have limited enrolment with higher and more specific admission requirements. Individual disciplines may have additional requirements. Admission to the Honours Program normally takes place after the completion of a minimum of 30 credits. Admission requires a minimum cumulative GPA of 3.0 or more, based on a minimum of 30 credits, 24 of which must have been completed during the last 12 months. Applicants must also present a GPA of 3.3 or better in all courses (minimum six credits)* within the Honours discipline of study.

Once enrolled in the Honours Program, students must maintain a minimum cumulative GPA of 3.0 and a minimum GPA of 3.3 in all courses within the Honours discipline of study.

Graduation from an Honours program requires a cumulative GPA of at least 3.0 with a GPA of 3.3 in the courses of the Honours discipline of study. First Class Honours requires a GPA of 3.5 in the last 30 credits completed as well as a GPA of 3.7 in the courses of the Honours discipline of study. Students are expected to complete 30 credits per year and students enrolled in an Honours Program do not complete a minor.

* In some disciplines the six credits must be at the senior-level.

HONOURS ADMISSION

Honours in English—Admission Requirements

Students are eligible for application to the Honours English Program after they have completed a minimum of 30 credits (including at least six credits in English courses), 24 of which must have been completed within the last 12 months. Applicants must present a GPA of at least 3.0 in these courses and a minimum GPA of 3.3 in all English courses. Please note that acceptance into the Honours Program is competitive and dependent on department resources; satisfying the minimum requirements may not guarantee admission. For more information and to apply for entry, contact Marian Allen, Associate Chair, 497-5363, or allenm@macewan.ca. The application deadline for the 2008-2009 academic year is March 30, 2008.

Honours in Psychology—Admission Requirements

Students are eligible for application to the Honours Psychology Program after they have completed a minimum of 45 credits (including at least six credits in senior-level Psychology courses), 24 of which must have been completed within the last 12 months. Applicants must present a cumulative GPA of 3.0 and a GPA of 3.3 in all senior-level Psychology courses. Please note that entry into the program is competitive; satisfying the minimum requirements does not guarantee admission. For more information and to apply for entry, contact Dr. Lynne Honey, 633-3989 or honeyl@macewan.ca. The application deadline for the 2008-2009 academic year is March 30, 2008.

Bachelor Of Arts Honours

PROGRAM OF STUDY

Core		Credits
Analytical Studies	Computing Science, Linguistics, Logic, Mathematics, Statistics	6
Humanities	Classics and/or History or Philosophy	6
Literacy	12 credits from the following: <ul style="list-style-type: none"> 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
Required Courses	Completion of 21 senior credits	
Specialization	Completion of 21 senior credits	
Other Requirements	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

Note: Not all courses offered in these disciplines meet the core requirements for a degree. Please refer to the MacEwan BA degree core requirements planning sheet (available online at the BA office) for a complete list of courses.

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 Anthropology courses

At least six credits must be completed at the 300-level

At least six credits must be completed 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)

Three 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 six credits must be completed 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)

Six credits in two of the following areas:

- Introduction to Archaeology
- Introduction to Socio-Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology

Three credits in:

- Any "Peoples of ..." course

Three credits in:

- Advanced Level Ethnoecology

Six credits chosen from 300- or 400-level Anthropology courses

BUSINESS STUDIES

Business Studies Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least three credits must be completed at the 300- or 400-level

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. This course can be used to satisfy part of the Analytical Studies Core Requirement.
3. It is strongly recommended that students complete BUSN 201 during 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)

Three 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 Systems
- Introductory Finance
- Fundamentals of Marketing
- Introduction to Management

Up to six 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 six credits must be completed at the 300- or 400-level

Required courses (18 credits)

Three credits in each of the following areas:

- Greek Civilization
- Roman Civilization

12 credits chosen from senior-level Classics courses (A maximum of six credits in senior Latin or Greek may be taken to fulfil six credits this requirement)

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 Economics courses

At least six credits must be completed at the at the 400-level

Notes:

1. 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.
2. STAT 151 (or equivalent) and MATH 113 are prerequisites for courses required in the Economics Major. These courses can be used to satisfy the Analytical Studies Core Requirement.

Required courses (21 credits)

Three 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 six credits must be completed 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)

Three 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 English courses

At least six credits must be completed at the 400-level

At least three credits must be completed in Canadian Literature

Note: ENGL 100 or 101 is a prerequisite for courses required in the English Major. These courses can be taken as part of the Literacy Core Requirement.

Required courses (21 credits)

Three credits in each of the following time periods:

- Early and Later Middle English
- Elizabethan and 17th Century
- Restoration and 18th Century
- British, American and Canadian 19th Century
- British, American, Canadian and

Post-Colonial Literature 20th and 21st Century

Three credits in:

- Literary Theory

Three credits in:

- History of English Language

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 three credits must be completed at the 400-level

Note: ENGL 100 or 101 is a prerequisite for courses required in the English Minor. These courses can be taken as part of the Literacy Core Requirement.

Required courses (18 credits)

Three credits chosen from one of the following time periods:

- Early and Later Middle English
- Elizabethan and 17th Century
- Restoration and 18th Century

Six credits chosen from the following areas:

- British, American, Canadian or Post-Colonial Literature

Nine 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 History courses

At least six credits must be completed at the at the 400-level, including the thesis course

At least 15 credits must be completed at the 300-level, including the 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 six 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)

Three credits in each of the following areas:

- American History Survey
- European History Survey
- Canadian History Survey
- Breadth Requirement
- 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 nine credits must be completed at the 300- or 400-level

Required courses (18 credits)

Three credits in two of the following areas (six 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 Philosophy courses

At least six credits must be completed at the 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)

Three 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 six credits must be completed at the 300- or 400-level

Required courses (18 credits)

Three credits in one of the following areas:

- Ethics
- Social and Political Philosophy

Three 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 Political Science courses

At least six credits must be completed at the 300-level.

At least six credits must be at the 400-level, including POLS 499

Note: POLS 101 is a prerequisite for courses required in the Political Science Major. This course can be used to satisfy part of the Social Sciences Core Requirement.

Required courses (21 credits)

Three credits in:

- Comparative Politics

Six 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

Three credits in:

- Advanced Study in Political Science (POLS 499)

Political Science Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least nine credits must be completed at the 300- or 400-level

Note: POLS 101 is a prerequisite for courses required in the Political Science Minor. This course can be used to satisfy part of the Social Sciences Core Requirement.

Required courses (18 credits)

Three credits in:

- Comparative Politics

Six credits in one of the following areas:

- Canadian Politics
- International Relations
- Political Philosophy

Nine 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 Psychology courses

At least nine credits must be completed at the 300-level

At least six credits must be completed 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. This course can be taken as part of the Analytical Studies Core Requirement.

Required courses (21 credits)

Three credits in three of the following areas (nine credits total):

- Developmental Psychology
- Personality
- Social Psychology
- Cognitive Psychology

Three credits in two of the following areas (six credits total):

- Perception
- Brain and Behaviour
- Principles of Behaviour

Three credits in:

- Research Methods

Three credits in:

- History of Psychology

General requirements (21 credits)

21 credits chosen from senior-level Psychology courses

Psychology Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least six credits must be completed 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)

Three credits from one the following areas:

- Developmental Psychology
- Personality
- Social Psychology
- Cognitive Psychology

Three 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 six credits must be completed at the 400-level for General and Specializations.

Note: SOCI 100 is a prerequisite for courses required in the Sociology Major. This course can be used to satisfy part of the Social Sciences Core Requirement.

Required courses for all Sociology majors (21 credits)

Three credits in one of the following areas:

- Gender
- Inequality
- Minority Relations

Three credits in one of the following areas:

- Criminology
- Family

Three credits in each of the following:

- Social Psychology
- Social Statistics
- Research Methodology

Six credits in:

- Sociological Theory

General requirements (21 credits)

21 credits chosen from senior-level Sociology courses

Requirements for Criminology Specialization

21 credits from the following:

Three credits in each of the following areas:

- Criminology
- Youth Crime
- Criminal Justice Administration

12 credits from:

- Select options in Criminology and Deviance, Survey Methods, and Qualitative Research Methods. (A maximum of three credits from SOCI 316 or SOCI 418 can be used for this requirement.)

Requirements for Family, Youth and Diversity Specialization

21 credits from the following areas:

Three credits in each of the following areas:

- Family
- Gender
- Inequality
- Minority Relations
- Youth

Six credits total from 400-level courses in:

- Family
- Youth
- Gender

Sociology Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least nine credits must be completed 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)

Three credits in one of the following areas:

- Gender
- Inequality
- Minority Relations

Three credits in one of the following areas:

- Criminology
- Family

12 credits chosen from senior-level Sociology courses

ACADEMIC RESIDENCY REQUIREMENT

A minimum of 60 credits toward the degree 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 six credits in a minor at the senior-level with 3 of those credits completed at the 300- or 400-level.

ACADEMIC STANDING POLICY

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

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 10 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

COURSE REPEAT POLICY

Refer to Policy C1035.

GRADUATION GRADE POINT AVERAGE

2.0 or higher with a minimum GPA of 2.0 on all courses credited toward the major and a minimum GPA of 2.0 on all courses credited toward the minor.

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of D is required for all Arts degree courses. A maximum of six credits with a final grade of D or D+ are permitted in courses credited toward the major.

NON-DUPLICATIVE COURSEWORK

Each course completed for credit or for which transfer credit is granted may be used only once for credit towards fulfilling any of the program core, major, minor, or option requirements.

PROGRESSION OF STUDIES

Students are responsible for ensuring they meet the prerequisite and/or co-requisite requirements as noted on all courses that may fulfil BA degree requirements.

CORE REQUIREMENTS

Courses that satisfy the core requirements are normally taken at the junior-level with the exception of the Language Other than English (LOE) requirement. Students are advised to complete their core requirements in the first and second years of their program.

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.

CANADIAN CONTENT REQUIREMENT

Students must take three credits of Canadian content selected from a list of approved courses to fulfil program graduation requirements. Courses used to satisfy any of the degree requirements can be counted toward the Canadian content requirement. Please refer to www.MacEwan.ca/ba for a course listing.

INTERNATIONAL CONTENT REQUIREMENT

Students must take three credits of International content selected from a list of approved courses to fulfil program graduation requirements. Courses used to satisfy any of the degree requirements can be counted toward the International content requirement. Please refer to www.MacEwan.ca/ba for a course listing.

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 nine 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.

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 six senior-level credits.

FACULTY AND STAFF

Anthropology, Economics and Political Science Department

Cynthia Zutter
PhD, Anthropology (Alberta)
Chair

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BA, Psychology (Alberta)
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Instructors

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Franca Boag
PhD, Anthropology (Alberta)

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PhD, Economics (Charles)

Ergete Ferede
PhD, Economics (Alberta)

Joseph Fong
PhD, Economics (Queen's)

Shahidul Islam
PhD, Agricultural Economics
(Oregon State)

Geoffrey Kellow
PhD, Political Science (Carleton)

Sen Lin
PhD, Political Science (Calgary)

Chaldeans Mensah
PhD, Political Science (Alberta)

Paul Prince
PhD, Anthropology (McMaster)

English Department

Barbara North
BA, English (Alberta)
Chair

Marian Allen
MA, English (Calgary)
Associate Chair

Diane Brouwer
BEd, (Calgary), BA, English (Alberta)
Instructional Assistant

Instructors

David Buchanan
PhD, English (Alberta)

Jannie Edwards
MA, English (Alberta)

Robert Einarsson
PhD, English (Alberta)

Pamela Farvolden
PhD, English (Alberta)

Don Fisher
PhD, English (Alberta)

Raphael Foshay
PhD, English (Dalhousie)

David Grant
PhD, English (Toronto)

Elizabeth Hollis-Berry
PhD, English (Alberta)

Romuald Lakowski
PhD, English Literature (British Columbia)

Susan Lieberman
MA, English Literature (Alberta)

Paul Lumsden
PhD, English (Alberta)

Amin Malak
PhD, English (Alberta)

Jack Robinson
PhD, English (Alberta)

Ilona Ryder
MA, English (Alberta)

Mark Smith
PhD, English Literature
(UC San Diego)

William Thompson
PhD, English (Alberta)

Robert Wiznura
PhD, English (British Columbia)

Humanities Department

Robert Irwin
PhD, History (Alberta)
Chair

Judith Bode
MA, German (Oregon)
Instructor/Instructional Assistant

Instructors

Ian Armour
PhD, History (London)

Donna Dorsey
MA, Philosophy (Alberta)

Robert Falconer
PhD, History (Guelph)

Benjamin Garstad
PhD, Classics (St. Andrews)

Renata Knos
MA, French (Alberta)

Maria Kozakiewicz
PhD, Classical Archeology (Alberta)

Edvard Lorkovic
PhD, Philosophy (Alberta)

Maritza Mark
MA, Spanish (Calgary)

Sean O'Connell
MA, Philosophy (Alberta), PhD,
Educational Psychology (Alberta)

Cyrus Panjvani
PhD, Philosophy (St. Andrews)

Carolee Pollock
PhD, History (Alberta)

Cristina Ruiz Serrano
PhD, Latin American Studies (Alberta)

Randy Wojtowicz
PhD, Philosophy (UC San Diego)

Sam Yakimishyn
MA, French (Alberta)

Psychology Department

Russ Powell
PhD, Psychology (Alberta)
Chair

Michelle Pollard
BA, Psychology (Alberta)
Instructional Assistant

Instructors

Nicole Anderson
PhD, Psychology (McMaster)

Nancy Digdon
PhD, Psychology (Western Ontario)

Megan Easterbrook
PhD, Psychology (Queen's)

Jayne Gackenbach
PhD, Psychology (Virginia
Commonwealth)

Lynne Honey
PhD, Psychology (McMaster)

Andrew Howell
PhD, Psychology (Concordia)

Genevieve Johnson
PhD, Educational Psychology (Alberta)

Kristine Peace
PhD, Psychology (Dalhousie)

Lawrence Peta
MSc, Psychology (Alberta)

Dolf Ryks
PhD, Psychology (Alberta)

Melike Schalomon
PhD, Neuroscience (Alberta)

David Watson
PhD, Psychology (Alberta)

Sociology Department

Tami Bereska
PhD, Sociology (Alberta)
Chair

Michelle Pollard
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Instructional Assistant

Instructors

Fiona Angus
PhD, Sociology (British Columbia)

John Casey
PhD, Sociology (Alberta)

Michael Gulayets
MA, Sociology (Alberta)

Barbara Heather
PhD, Sociology (Alberta)

Joanne Minaker
PhD, Sociology (Queen's)

Peter Puplampu
PhD, Sociology (Alberta)

Sandra Rollings-Magnusson
PhD, Sociology (Alberta)

Diane Symbaluk
PhD, Sociology (Alberta)

TRANSFERABILITY

MacEwan's Bachelor of Arts students have the option of transferring BA coursework towards a BA, BA Honours, BA Criminology, BEd or BComm at either the U of A or another Canadian university. Most post-secondary institutions will allow a maximum of 60 external baccalaureate transfer credits towards their program graduation requirements.

For information on transferring from Grant MacEwan College to the University of Alberta or other institution, please refer to our website at www.macewan.ca/ba or contact a program advisor at 497-5653. Students should research their intended program of study to ensure compliance with admission and graduation requirements.

The ACAT guide outlines the transfer agreements between MacEwan and other accredited Alberta post-secondary institutions. Copies of this guide are available at www.acat.gov.ab.ca or from the Registrar's Office.

FACULTY AND STAFF

Donna Dorsey, MA
Chair

Monika Edwards, BA, BEd
Program Advisor

Brad Forst, BA
Program Advisor

Sara Ghebremusse, BA
Program Advisor

Nicole McLellan, BA
Program Advisor

Stacy Norrbom, BA
Program Advisor

Meg Brownlee
Program Secretary

Shawna Jansen
Program Assistant

Cait Wills, BJour
Program Resource Administrator

STUDENT FOR A DAY

Contact: Brad Forst
780-497-5653

FOR FURTHER INFORMATION

Student Resource Centre
City Centre Campus
780-497-5063 or 5064

BA Program Office
Room 5-173, City Centre Campus
780-497-5653.

BACHELOR OF CHILD AND YOUTH CARE

*(Faculty of Health and
Community Studies)*

www.MacEwan.ca/cyc

PROGRAM INTRODUCTION/ OVERVIEW

Many young people experience neglect, abuse, emotional distress or family breakdown. Helping young people and their families overcome emotional and behavioural problems is the Child and Youth Care Worker's role. The Bachelor of Child and Youth Care program equips students with foundational knowledge and skills for professional practice with high-risk youth.

In years one and two, foundational courses with a personal growth focus prepare you to form helping relationships with youth and families through effective communication and an understanding of adolescent and lifespan development, family dynamics and activity programming. Child and youth care methods, youth counselling, and family support and intervention courses prepare you for entry-level positions in the field (if you choose the diploma exit option at the end of year two). Field placements provide the opportunity to apply coursework to practice settings.

Years three and four prepare you for advanced practice in intensive programs with youth and families with multiple, complex challenges through courses on abuse and neglect, substance abuse, law and social services, and advanced methodology in individual, group and family practice. Research, statistics, advanced field placement, and arts and science courses complete your degree education, preparing you for graduate programs in child and youth care.

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 or 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 two) are prepared for entry level, front-line positions. Degree graduates (after successful completion of year four) are prepared for positions as advanced front-line child and youth care practitioners, or for supervisory positions.

TRANSFERABILITY

Child and Youth Care diploma graduates are eligible to enter the 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

Regular Admission Year 1

To be evaluated through the Office of the Registrar.

Applicants must be 18 years of age or older and out of full-time high school by the beginning of the intake 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
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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school for at least one year by the beginning of the intake term. 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 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

To be evaluated through the Office of the Registrar.

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 intake 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)

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated by through the Office of the Registrar

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to 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 beginning of the intake term:

- Current clear Security Clearance OR eligible to apply for a pardon and no open youth 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.

PROGRAM OF STUDY

YEAR I

		INST. HRS.	MIN CR.	GR.
CYCW 100	Adolescent Development	45:0:0	3	C
CYCW 101	Helping Skills for Youth and Families	45:0:0	3	C
CYCW 102	Integration Seminar	0:30:0	1	C
CYCW 103	Field Placement	0:0:120	2	C
CYCW 104	Activities Programming for Youth	15:30:0	2	C
CYCW 106	The Child and Youth Care Professional	45:0:0	3	C
CYCW 107	Child and Youth Care Practice	45:0:0	3	C
CYCW 108	Special Topics in Child and Youth Care	30:0:0	2	C
CYCW 110	Integration Seminar	0:30:0	1	C
CYCW 111	Field Placement	0:0:120	2	C
CYCW 112	Family Dynamics	30:0:0	2	C
CYCW 114	Individual Counselling	45:0:0	3	C
ENGL 111	Communications	45:0:0	3	C

YEAR II

CYCW 200	Child/Youth Care Methods I	45:0:0	3	C
CYCW 201	Child and Youth Care Practice in Mental Health	45:0:0	3	C
CYCW 202	Integration Seminar	0:30:0	1	C
CYCW 203	Field Placement	0:0:240	4	C
CYCW 204	Group Counselling	45:0:0	3	C
CYCW 205	Issues in Family Work	45:0:0	3	C
CYCW 206	Child/Youth Care Methods II	45:0:0	3	C
CYCW 207	Integration Seminar	0:30:0	1	C
CYCW 208	Field Placement	0:0:240	4	C
CYCW 209	Family Support and Intervention	30:0:0	2	C
CYCW 211	Development Across the Lifespan	45:0:0	3	C

YEAR III

CYCW 301	Professional CYC Practice: Theory and Application	90:0:0	6	C
CYCW 338	Applying Developmental Theory in CYC Practice	90:0:0	6	C
CYCW 350	Law and Social Services	45:0:0	3	C
CYCW 360	Abuse and Neglect	45:0:0	3	C
CYCW 361	Substance Abuse English Course	45:0:0	3	C
	Arts and Science Electives		6	C

YEAR IV

CYCW 410	Advanced Field Placement	0:0:286	6	C
CYCW 423	Child and Youth Care Research	45:0:0	3	C
CYCW 425	Quantitative and Qualitative Analysis	45:0:0	3	C
CYCW 465	Advanced CYC Practice With Groups	45:0:0	3	C
CYCW 466	Advanced CYC Practice With Families	45:0:0	3	C
CYCW 474	Advanced CYC Practice With Individuals	45:0:0	3	C
	Arts and Science Electives		9	C

ACADEMIC RESIDENCY REQUIREMENT

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

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this degree program has 10 years (Diploma program – 7 years) to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

ACADEMIC STANDING POLICY

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

COURSE REPEAT POLICY

Refer to Policy C1035.

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of C is required for all BCYC program courses.

ELECTIVE REQUIREMENTS

Coursework for the elective requirements may be 100, 200, 300 or 400 level baccalaureate courses from the Faculty of Arts and Science.

ENGLISH REQUIREMENT

The English course requirement may be a 100, 200, 300 or 400 level baccalaureate course from the English department.

NON-DUPLICATIVE COURSEWORK

Each course completed for credit or for which transfer credit is granted may be used only once for credit towards fulfilling any of the program requirements.

PROGRESSION OF STUDIES

Students are responsible for ensuring they meet the prerequisite and/or co-requisite requirements as noted on program courses.

FIELD PLACEMENTS

Students must comply with policy C2060 Workplace Learning regarding their field placements.

FACULTY AND STAFF

Louise Bureau, MEd, Certified CYCW
Chair

Gerard Bellefeuille, PhD
Instructor

Stephanie Bozzer, MSW
Instructor

Maria Chapman, BEd, Certified CYCW
Instructor

Linda Dionne-MacIsaac, BSc, Certified CYCW
Instructor

Kerry Heaney-Dalton, BA, Certified CYCW
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Tom Hill, MA
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Donna Jamieson, MA, Certified CYCW
Instructor

Jenny McGrath, BAA(CYS), MS
Instructor

Jack Phelan, MS, Certified CYCW
Instructor

Christine Pope, BA, Certified CYCW
Instructor

Brandy Warren, BA, Certified CYCW
Program Consultant

FOR FURTHER INFORMATION

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BACHELOR OF SCIENCE IN NURSING

(Faculty of Health and
Community Studies)

www.MacEwan.ca/nursing

PROGRAM INTRODUCTION/ OVERVIEW

Grant MacEwan College has a 34-year history of offering high-quality undergraduate nursing education. The new four-year Bachelor of Science in Nursing (BScN) program comprises 132 credits with two intakes per year (September and January). The curriculum is designed to prepare nurses committed to excellence in professional practice and who contribute to the health and well-being of individuals, families, communities and society. Graduates are eligible to write the Canadian Registered Nurse Examination to become a Registered Nurse (RN).

Throughout the four years of the program, the focus on nursing care increases in complexity. Students are also taught about an increasing diversity of health and illness experiences, nursing knowledge, practice skills and roles within a variety of health care contexts. The focus expands from that of the healthy individual to complex health and illness experiences of individuals, families, groups and communities in years two and three. In year four, the focus extends to society and health care delivery systems and the domains of research, education and administration are further explored. In each year, students attain knowledge and skills pertinent to the subsequent clinical experiences. In the fourth year, students have the opportunity to explore a focus of interest, such as community health or rural nursing, or to acquire introductory knowledge of a nursing specialty, such as gerontology or emergency nursing.

CAREER POTENTIAL

Nursing as a profession is full of opportunities to help others, to make a difference and to grow professionally. The current shortfall of RNs is expected to increase, resulting in unprecedented present and future opportunities for RNs to explore a variety of career paths in such areas as health promotion, illness and injury prevention, and direct patient care. RNs work in diverse settings with people of all ages and stages of life.

TRANSFERABILITY

The new four-year Bachelor of Science in Nursing program is fully delivered through Grant MacEwan College at the new Robbins Health Learning Centre, located at the City Centre Campus. Program graduates are ready to meet the challenges and opportunities they will face as RNs within the complex health care environment of today and the future. Program completion also opens the door to continuing education and application to graduate level studies in nursing.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Biology 30
3. Chemistry 30 or Science 30
4. Pure Mathematics 30 or Mathematics 31
5. One Group A, B or C course

Note:

- Applicants must have completed the appropriate high school courses or present approved post-secondary substitutions.
- 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. 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:

1. ELA 30-1
2. Biology 30
3. Chemistry 30 or Science 30
4. One Group C course

Note:

- Applicants must have completed the appropriate high school courses or present approved post-secondary substitutions.
- 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

To be evaluated through the Office of the Registrar.

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 two unsatisfactory academic records from any post-secondary program or institution 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 "required to withdraw" or equivalent.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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 this program must meet university level requirements for English language proficiency.

2. Spoken English Proficiency Requirements

To be evaluated through the Office of the Registrar.

Applicable to 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. Full details of the requirements acceptable for proof of spoken English proficiency are available in MacEwan's full-time calendar or online at www.MacEwan.ca.

3. Other admission criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants who, within the last five years, were enrolled in a nursing program that they did not complete are required to submit 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 academic document deadline.
- Immunization record meeting provincial regulations for health care workers. The first in Hepatitis B series and all other immunizations must be completed by the beginning of the intake term; full Hepatitis B series must be completed by six months* from the program start date.
- Current CPR Level C certification for Health Care Providers completed by the beginning of the intake term.
- Current Standard First Aid certification completed by the beginning of the intake term.
- Current clear Security Clearance by the academic document deadline.

Applicants will be invited to a program information session.

*Provisional Admission – Provisional admission may only be offered to applicants who have a clear security clearance. 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.

PROGRAM OF STUDY

TERM I		INST. HRS.	MIN CR.	GR.
YEAR I				
TERM I				
ENGL 108	Introduction to Language and Literature	45:0:0	3	C-
HLSC 120	Human Anatomy	45:0:0	3	C-
HLSC 122	Human Physiology	45:0:0	3	C-
HLST 152	Foundations in Health	45:0:0	3	C-
NURS 170	The Discipline of Nursing	60:0:0	4	C-
TERM II				
HLSC 122	Human Physiology (cont'd)	45:0:0	3	C-
HLSC 124	Microbiology for Health Professionals	45:0:0	3	C-
HLST 154	Professional Communication	45:0:0	3	C-
NURS 175	Nursing Practice Foundations	30:30:75	5	C-
PSYC 104	Introductory Psychology	45:0:0	3	C-
TERM III				
PSYC 105	Individual and Social Behaviour	45:0:0	3	C-
YEAR II				
TERM I				
HLSC 220	Pharmacotherapeutics for Health Professionals	45:0:0	3	C-
HLSC 222	Alterations in Health Across the Lifespan	45:0:0	3	C-
NURS 252	Health Assessment Across the Lifespan	45:45:0	4	C-
NURS 270	Nursing Care Across the Lifespan	45:30:0	4	C-
NURS 272	Mental Health Nursing	45:0:0	3	C-

TERM II

NURS 275	Nursing Practice I Across the Lifespan	10:0:143	5	C-
NURS 277	Nursing Practice II Across the Lifespan	10:0:143	5	C-
NURS 279	Nursing Practice: Mental Health Nursing	10:0:143	5	C-

TERM III

	Statistics course		3	C-
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YEAR III

TERM I

HLST 354	Healthy Populations	45:0:0	3	C-
NURS 341	Nursing Research Processes	45:0:0	3	C-
NURS 370	Nursing Care of the Acutely Ill Across the Lifespan	45:30:0	4	C-
NURS 372	Nursing Care of Families with Young Children Elective	45:30:0	4	C- 3 C-

TERM II

NURS 375	Nursing Practice: Nursing Care of Acutely Ill Across the Lifespan	10:0:143	5	C-
NURS 377	Nursing Practice: Nursing in the Community	10:0:143	5	C-
NURS 379	Nursing Practice: Nursing Care of Families with Young Children	10:0:143	5	C-

YEAR IV

TERM I

NURS 472	Leadership in Nursing	45:0:0	3	C-
NURS 474	Future Directions in Nursing	45:0:0	3	C-
PHIL 386	Philosophy and Health Care Senior Elective	45:0:0	3	C- 3 C-
	Senior Nursing Elective		3	C-

TERM II

NURS 479	Nursing Practice: Consolidation	10:0:143	5	C-
NURS 489	Nursing Practice: Preceptorship	0:0:375	9	C-

ACADEMIC 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. Refer to Policy C1015.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

A student who is admitted to this program has 6 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

ACADEMIC STANDING POLICY

The academic standing of each program student shall be reviewed. A minimum academic standing grade point average (GPA) of 2.0 out of 4.0 must be maintained to be considered in good standing. Refer to Policy C2070.

COURSE REPEAT POLICY

Refer to Policy C1035.

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of C- is required for all program courses.

ELECTIVE REQUIREMENTS

The Elective (100 to 400 level) and Senior Elective (200 to 400 level) are baccalaureate courses excluding subject code NURS that extend knowledge within an area of special interest. The Elective may also be chosen to satisfy a prerequisite requirement for a Senior Elective. The Senior Nursing Elective is a 300 or 400 level baccalaureate course that extends nursing knowledge.

NON-DUPLICATIVE COURSEWORK

Each course completed for credit or for which transfer credit is granted may be used only once for credit towards fulfilling any of the program requirements.

TRANSFER CREDIT

A minimum grade of C- is required on any transfer credit granted for the program. Transfer credit decisions made by the college are final and cannot be appealed (see Policies C2010 and E3103).

PROGRESSION OF STUDIES

Students are responsible for ensuring they meet the prerequisite and/or co requisite requirements as noted on program courses. Course registration is required for attendance in all program courses.

Students who have a break in their studies for twelve months or more will be withdrawn from the program. To be considered for readmission, individuals must meet the approved admission criteria and program regulations at that time. Applicants who have two unsatisfactory academic records from any post-secondary program or institution 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 "required to withdraw" or equivalent.

PROGRAM ATTENDANCE

Safe, competent, ethical professional nursing practice derives from a foundation of knowledge, skills, attitudes and values acquired through active engagement in program activities. Regular, punctual attendance and participation in all program activities is therefore an expectation except when illness could jeopardize the health of others and/or adversely affect their ability to provide safe patient care. Attendance and punctuality are considered when clinical grades are assigned. Absences from program activities may compromise success in the course and, ultimately, in the program. Refer to policy C2050 Attendance.

PROFESSIONAL CODE OF CONDUCT

Students must adhere to the Canadian Nurses Association Code of Ethics, the professional code of conduct and the confidentiality agreements signed with the School of Nursing and clinical placement/other agencies.

REGULATIONS GOVERNING CLINICAL COURSES

Students must achieve satisfactory performance in all clinical courses in accordance with the course/clinical criteria. Clinical course hours may include days, evenings, nights and weekends. Students are to arrange their own transportation for required program activities and any costs incurred for meals, travel and accommodation are the student's responsibility. Daily access to a vehicle is highly recommended for clinical courses. Required nursing practice placements will generally be within a 150 kilometer radius of the program site.

Students cannot be in attendance at clinical agencies as a MacEwan nursing student except at times and locations authorized by the clinical course instructor for the course in which the student is currently enrolled. Students must comply with policy C2060 Workplace Learning regarding clinical and/or nursing practice placements.

SECURITY CLEARANCE

A current, clear security clearance for working with vulnerable populations is required for program admission. This check must be completed no earlier than four months prior to the program start date and submitted no later than the academic document deadline. Having a pardon in progress does not meet the admission requirement for a clear security clearance.

In addition, students are responsible for obtaining security clearance checks at intervals specified by clinical agencies and for making these available, upon request, to their clinical agency representative. Students may also be required to obtain child welfare checks for some clinical placements. Students must be able to satisfy agency requirements prior to the start of clinical placements. Students whose security clearance status changes following program admission compromise their ability to complete the program requirements as they may be denied required clinical placements and, therefore, unable to meet graduation requirements.

HEALTH STATUS

Students must be able, both physically and emotionally, to fully undertake all program activities without the need for modifying program standards. Policy E3400, Students with Disabilities, states that students are "presumed to be capable of fulfilling the essential requirements of the program, with the provision of reasonable accommodation (academic or assistive technology) when required."

IMMUNIZATION STATUS

Program students are required to care for patients who have infectious diseases such as Hepatitis B or other blood-borne pathogens when assigned to their care. Current immunization against specified communicable diseases is required for admission and continued enrollment in the program. Students must be able to meet agency requirements for immunizations prior to the start of all clinical or practice placement courses. Further details related to immunizations and School of Nursing health status policies will be sent to accepted students prior to program commencement.

N95 MASK

Program students must be fitted for an N95 mask as a prerequisite for clinical experiences, and refitted in accordance with health region requirements.

STANDARD FIRST AID

Maintaining currency of Standard First Aid certification after program admission is an individual student decision.

CPR CERTIFICATION

A current Health Care Provider Level C CPR certificate (Heart and Stroke Foundation approved) is required for program admission and prior to the start of all clinical courses. CPR certification must be updated every 12 months to meet this requirement.

PROGRAM PERFORMANCE STANDARDS

In order to assist students as early as possible to assess their ability to continue in the nursing program, the following standards 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 counsellor to review their career choices and expectations, if their behaviours do not exemplify the responsible and caring roles of a nurse.
- Students who demonstrate limited command of written and/or spoken English will be referred to the MacEwan English Language Institute. They may be required to complete coursework to enhance these skills to the program's satisfaction as a requirement for program progression.

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 Bachelor of Science in Nursing Program
 780-497-5700
 E-mail: nurseinfo@macewan.ca

University Transfer

**BACHELOR OF COMMERCE
AND MANAGEMENT
TRANSFER**

**BACHELOR OF EDUCATION
TRANSFER**

**BACHELOR OF PHYSICAL
EDUCATION TRANSFER**

**BACHELOR OF SCIENCE
TRANSFER**

**BACHELOR OF SCIENCE IN
ENGINEERING TRANSFER**

**BACHELOR OF
PROFESSIONAL ARTS IN
COMMUNICATION STUDIES**

**BACHELOR OF
PROFESSIONAL ARTS IN
CRIMINAL JUSTICE**

**UNIVERSITY STUDIES
INFORMATION**

**UNIVERSITY STUDIES
FACULTY**

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

PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Commerce and Management Transfer program allows students to complete up to the first two years of coursework towards 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 and Management Transfer advisor to discuss possible options.

CAREER POTENTIAL

Business faculties at Alberta universities are highly competitive, so the successful student in the Bachelor of Commerce and Management Transfer program needs to be well-motivated and achieve a relatively high GPA. Other desirable qualities include a strong work ethic, strong time management skills and self-discipline.

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.

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 2006 admission to Alberta universities was as follows:

- University of Alberta: 3.4 (4-point scale)
- University of Lethbridge: 2.5 (4-point scale)

- Athabasca University: 2.0 (4-point scale)
- Concordia University College: 2.3 (4-point scale)

It is the student's responsibility to apply to the degree-granting institution, to meet the relevant application deadlines and to 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Pure Mathematics 30
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.

SUBSTITUTIONS WITH REGULAR ADMISSION

Course subject requirements listed under the Regular Admission category may be fulfilled through high school or equivalent university credit. 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 work is required.

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. 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
2. Pure Mathematics 30
3. Group C course

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar.

Applicants who have achieved a minimum of 24 approved university credits or 30 post-secondary credits must have achieved a minimum overall *AGPA of 2.0 on a 4.0 scale. Applicants must have the requisite high school courses with no course grade lower than 50 per cent to apply under this category. (Equivalent university transfer coursework may be evaluated instead if applicants have achieved at least a C-.)

PROBATIONARY ADMISSION

To be evaluated through the Office of the Registrar.

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.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum academic standing 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* or	60:0:0	3
MATH 114	Elementary Calculus I*	60:0:0	3
MGTS 103	Probability and Statistics I	45:15:0	3
CMPT 157	Introduction to Computing for Business Humanities, Sciences or Social Sciences Elective(s)	45:36:0	3 9

*Students with credit in Math 31 will be enrolled in Math 114 instead of Math 113.

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 Business, Humanities, Sciences or Social Sciences Elective	45:0:0	3 3

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Advisor

Patrick Morris, MA

Advisor

Tina Williamson, BMgt

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Instructor

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Instructor

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Instructor

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Instructor

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Instructor

Ryan Orchard, MASC Management Science

Instructor

Dal Pirot, BMgt, MPAcc

Instructor

Davar Rezania, PhD

Instructor

Jeff Ryan, BSc, MBA

Instructor

Frank Saccucci, BCom, MBA

Instructor

Kenneth Sutley, PhD, CA

Instructor

Joanna Wozniak, MSc (Eng)

Instructor

FOR FURTHER INFORMATION

Bachelor of Commerce and Management Transfer Program
780-497-5162

Email: bcomm@macewan.ca

BACHELOR OF EDUCATION TRANSFER

*(Offered through the Bachelor of Arts program)
(Faculty of Arts and Science)*

www.MacEwan.ca/education

PROGRAM INTRODUCTION/ OVERVIEW

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.

Please note:

1. Students who wish to enter the Bachelor of Education Transfer Program must apply to the Bachelor of Arts Program at MacEwan
2. 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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Language at the 30-level (other than English)
OR Pure Mathematics 30 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)

Note:

- A maximum of two Group Bs can be used but not from the same discipline
- Specific university-level courses, with a minimum grade of C-, may be used to substitute for course

deficiencies only under the following circumstances:

- Six credits of university-level English in lieu of ELA 30-1
- Six credits of university-level Language other than English in lieu of a group A course (all six 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full-time high school at least one year by the beginning of the intake term. 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

To be evaluated through the Office of the Registrar.

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.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

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.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English language proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Office of the Registrar.

Applicable to all admission categories

Applicants who have been assigned two unsatisfactory academic records within the past five years will not be considered for admission or re-admission to the program until a minimum three years from the date of the assignment of the last unsatisfactory academic record. For the purpose of admission or re-admission, an unsatisfactory record is defined as a transcript with the notation "required to withdraw" or equivalent.

GENERAL PROGRAM INFORMATION

MacEwan offers university transfer courses towards a Bachelor of Education (BEEd) degree at the University of Alberta (U of A) and other Canadian universities. Education programs differ greatly from province to province and even among institutions within the same city. The BEEd Transfer program at MacEwan is structured to align primarily with the U of A's BEEd degree. Students interested in transferring to an institution other than the U of A may also begin their studies at MacEwan, but they are urged to contact a program advisor and consult the admission and degree requirements of their intended program prior to application to the BEEd Transfer program at MacEwan.

The Faculty of Education at the U of A is divided into two routes: Elementary Education (Kindergarten to Grade six) and Secondary Education (Grade seven to Grade 12). Both routes require a total of 120 credits for graduation purposes, of which up to 60 credits may be taken at MacEwan. However, some major and minor specializations require transfer before 60 credits have been completed at MacEwan. But, students may begin either route at MacEwan and should consult the appropriate planning information for the route they plan to pursue.

For admission to the U of A's Faculty of Education, students must complete a pre-professional year consisting of a minimum of 24 credits applicable to the education degree they are pursuing and meet the competitive admission grade point average (AGPA) established by the Faculty of Education at the U of A.

Detailed BEEd program planning sheets are available at the BEEd Transfer office, 5-173, City Centre Campus.

ELEMENTARY EDUCATION ROUTE

The Elementary Education route prepares teachers who are generalists and 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 a BEEd Elementary Education route degree are 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 (six credits required—can be taken at MacEwan)
- Non-Education Options (nine–15 credits required—can be taken at MacEwan)
- Open Options (nine 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 three at the U of A)
- Education Core II (15 credits—must be taken in year three or four at the U of A)
- Advanced Professional Term (15 credits—must be taken in year four at the U of A)

* Students intending to pursue a minor in Music should apply to the Faculty of Arts at the University of Alberta for the pre-professional year.

Recommended Program of Study for the Pre-professional year:

During their first year, Elementary Education route students should get a good start on their non-education 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

Students in the Secondary Education route must select a major teaching subject and a minor teaching subject, which prepares them to teach specific subjects of school instruction. The number of credits that Secondary Education route students may complete at MacEwan depends on their major and minor areas of concentration. Students wishing to stay at MacEwan for a second year should consult a program advisor in the BEEd Transfer program office.

The required 120 credits for a BEEd Secondary Education route degree are as follows:

- Language/Literature (six credits required—can be taken at MacEwan)
- Computing (three credits required—can be taken at MacEwan)
- EDPY 200 and EDFX 200 (six credits required—can be taken at MacEwan)
- Non-Education Options (nine credits required—can be taken at MacEwan)
- Open Option (three 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 (three credits required—must be taken in year three or four at the U of A)
- Introductory Professional Term (15 credits required—must be taken in year three at the U of A)
- Advanced Professional Term (15 credits required—must be taken in year three at the U of A)
- Education Options (six credits required—must be taken at the U of A)

* Students intending to pursue a major or minor in Art or Music should apply to the Faculty of Arts at the University of Alberta for the pre-professional year.

Recommended Program of Study for the Pre-professional year:

During their pre-professional year, Secondary Education route 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.

BED PROGRAM TRANSFER INFORMATION

Students may transfer to another institution after one or two years of study. Each institution has its own program admission requirements, and students are responsible for familiarizing themselves with the requirements of the institution of their choice.

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 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.

Students transferring to another institution must meet their admission and graduation requirements to complete a degree. 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.

FACULTY AND STAFF

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Program Resource Administrator

For a list of University Studies Faculty, refer to page 182.

STUDENT FOR A DAY

Contact: Brad Forst

780-497-5653

FOR FURTHER INFORMATION

Student Resource Centre

City Centre Campus

780-497-5063 or 780-497-5064

BEd Transfer Program Office

Room 5-173

City Centre Campus

780-497-5653

BACHELOR OF PHYSICAL EDUCATION TRANSFER

(Faculty of Arts and Science)

www.MacEwan.ca/physed

PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Physical Education Transfer program offers first- and second-year courses towards a Bachelor of Physical Education degree offered by the Faculty of Physical Education and Recreation at the University of Alberta. That faculty also offers the Bachelor of Science in Kinesiology, Bachelor of Arts in Recreation, Sports and Tourism, and the five-year combined Bachelor of Physical Education/Bachelor of Education degrees. The MacEwan program offers first-year required courses for all these programs, however students interested in these degree streams are encouraged to contact a program advisor.

The small size of this program ensures that each year operates as a cohesive cohort, and students become very familiar with their instructors and classmates. As well, the college provides many opportunities to participate in intramural and interscholastic athletic opportunities.

Admission is competitive. The program is subject to a quota, and the competitive admission average may be considerably higher than the posted minimum.

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 post-secondary institutions.

CAREER POTENTIAL

A physical education degree goes a long way. Growing interest in health and personal fitness makes it 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.

TRANSFERABILITY

To be considered for transfer to Physical Education and Recreation at the University of Alberta, a MacEwan Bachelor of Physical Education Transfer student must meet the following requirements:

TRANSFER TO YEAR II

- must possess the five required matriculation subjects (Bachelor of Science in Kinesiology students must see an advisor)
- must have completed 24 credits towards the Bachelor of Physical Education program with a GPA of at least 2.0
- must meet all other admission criteria established by the Faculty of Physical Education and Recreation at the University of Alberta

TRANSFER TO YEAR III

- must possess the five required matriculation subjects
- must have completed 48 credits towards the Bachelor of Physical Education program with a GPA of at least 2.0
- must meet all other admission criteria established by the Faculty of Physical Education and Recreation at the University of Alberta.

Course planning assistance is available from the Bachelor of Physical Education Transfer program advisors (Room 6-117, City Centre Campus, 780-497-4520). Bachelor of Physical Education Transfer students also attend a weekly seminar that provides them with academic and program planning assistance.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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 with a 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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. 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 with a minimum grade of 60%
2. Biology 30

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

To be evaluated through the Office of the Registrar.

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.

NOTE: ALL ADMISSION CATEGORIES

***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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

ADDITIONAL ADMISSIONS CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

2. Other Admission Criteria

To be evaluated through the Program office.

Applicable to all admission categories

Applicants are required to:

- complete a background questionnaire

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum academic standing 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 courses similar to the first- and second-year at University of Alberta Faculty of Physical Education and Recreation.

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	
	PACT subject coursework		6	

	Options			
	- students normally take:		6	
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	

FACULTY AND STAFF

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For a list of University Studies Faculty, refer to page 182.

STUDENT FOR A DAY

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FOR FURTHER INFORMATION

Bachelor of Physical Education Transfer
E-mail: physed@macewan.ca

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 towards obtaining a Bachelor of Science (BSc) degree. Possible areas of study include Biological Sciences, Biochemistry, Chemistry, Computing Science, Earth and Atmospheric Sciences, Mathematics, Physics, Psychology, Agriculture, Forestry, Nutrition and Home Economics, and a number of pre-professional programs.

BSc (General)—Collaborative Degree Program

The BSc (General)—Collaborative Degree is a joint program involving Grant MacEwan College and the Faculty of Science at the U of A. Years one and two are taken at Grant MacEwan College (to a 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 U of A.

BSc (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 BSc 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, successful students may be eligible for September entry into the Faculty of Science at the U of A. The Faculty of Science traditionally grants an extended document deadline for those students applying for September entry.

BSc (Specialization in Science and Education)/Bachelor of Education Combined Degree

Students pursuing this combined degree program can take the required courses for the first year through the BSc Transfer program at MacEwan. Students should consult the U of A calendar for program requirements.

CAREER POTENTIAL

Alberta has vigorous economic growth. The Alberta Careers Update 2004 brochure 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. Over the next few years, there will be a strong demand for occupations that need university degrees. Highly trained health care workers, computer engineers, scientists and technicians will be in demand.

The University of Alberta (U of A), 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.”

TRANSFERABILITY

The Bachelor of Science Transfer programs are designed for transfer to the U of A. Transfer into the General science program at the U of A requires a grade point average (GPA) of at least 2.0 on the most recent 24 credits. Specialization programs require a 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 period of two academic years.

Students considering transferring to other postsecondary institutions should familiarize themselves with the program requirements of those institutions. Credit for courses taken at Grant MacEwan College may be transferred to other post-secondary institutions within and outside of Alberta. All students should consult with BSc Transfer program advisors for information regarding transferability.

For most programs, a maximum of 10 full course equivalents (60 credits) may be completed before transferring to the University of Alberta, the University of Calgary or the University of Lethbridge. 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.

Students may transfer to the U of A in the BSc program in one of two categories:

1. Students whose high school matriculation average met the minimum average for admission to the U of A on the five required matriculation subjects may be admitted to the U of A BSc General program if they meet the minimum required transfer average at the U of A and meet all other admission criteria (quota, program requirements, interviews, etc.). 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 U of A, or who lacked the five matriculation subjects may be admitted to the U of A if they meet all of the following criteria:
 - They have successfully completed at least 24 credits of transferable coursework that applies to the BSc program.
 - They meet the minimum required transfer average at the University of Alberta.
 - They have cleared all matriculation requirements.
 - They meet all other admission criteria (quota, program requirements, interviews, etc.).

Note: The minimum transfer average is subject to change at the discretion of the U of A Faculty of Science.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Pure Mathematics 30
3. Two of: Biology 30, Chemistry 30, Mathematics 31, Physics 30
4. One Group A, B or C course

Note: Applicants must have completed the appropriate high school courses or present approved post-secondary substitutions.

MATURE ADMISSION

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of high school at least one year by the beginning of the intake 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
2. Two of : Biology 30, Chemistry 30, Mathematics 31, Physics 30

AND

3. ELA 30-1 with a minimum grade of 50 per cent

Note:

- ELA 30-1 will not be calculated in the admission average for **Mature Admission**.
- Applicants must have completed the appropriate high school courses or present approved 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 "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.

PROBATIONARY ADMISSION

To be evaluated through the Science Program

A limited number of probationary admissions may be granted to applicants who have attempted 9 or more credits of post-secondary coursework with a minimum cumulative post-secondary GPA of less than 2.0 on a 4.0 scale.

Such applicants must successfully (no grade less than C) complete at least nine credits of post-secondary level coursework subsequent to their having received a GPA of less than 2.0 before being considered for 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.

Admission decisions will be made by the Science Program based on high school and 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.

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 "required to withdraw" or equivalent.

NOTE: ALL ADMISSION CATEGORIES***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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

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

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

- One FCE from Biology, Earth and Atmospheric Sciences, or Science Psychology
- One FCE from Arts or Science (students interested in the Business Minor must take ECON 101 and 102)
- 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 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 route: 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 BICM 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 fulfil 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.

FACULTY AND STAFF

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June Walker
Program Assistant
780-497-4708

Barbara Migaj, PhD
Acting Chair

For a list of University Studies Faculty, refer to page 182.

STUDENT FOR A DAY

Contact Dawn Philipoff
780-497-5161
E-mail: philipoffd@macewan.ca

FOR FURTHER INFORMATION

Bachelor of Science Transfer
E-mail: science@macewan.ca

BACHELOR OF SCIENCE IN ENGINEERING TRANSFER

(Faculty of Arts and Science)

www.MacEwan.ca/engineering

PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Science in Engineering Transfer program offers first-year courses that may be used towards obtaining a Bachelor of Science in Engineering degree at the University of Alberta.

Credit for courses taken at Grant MacEwan College may be transferred to other post-secondary institutions within or outside Alberta. For a complete listing of transferable courses, refer to the Alberta Transfer Guide website at www.acat.gov.ab.ca.

Admission to the Bachelor of Science in Engineering Transfer program is competitive and is subject to a quota. Within the overall quota, limitations are also placed on the number of international (visa) and mature students, and on the number of students who have been previously enrolled in other postsecondary institutions.

CAREER POTENTIAL

Alberta has vigorous economic growth forecast for the near future. The Alberta Careers Update 2004 brochure 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, Mining and Chemical Engineering as being areas of high growth demand.

TRANSFERABILITY

Students who complete year one at Grant MacEwan College with a grade point average of 2.0 (out of 4.0), with a minimum of 30 successful Engineering transfer credits (**not including ENGG 100 and ENGG 101**) may continue to year two at the University of Alberta's Faculty of Engineering.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar.

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
2. Chemistry 30
3. Pure Mathematics 30
4. Mathematics 31
5. Physics 30

Up to two relevant post-secondary substitutions may be used in lieu of high school courses.

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

To be evaluated through the Office of the Registrar.

Applicants must be 20 years of age or older and out of full time high school at least one year by the beginning of the intake term. Applicants must achieve a minimum grade of 70 per cent in each of the following high school courses:

1. Pure Mathematics 30
2. Chemistry 30
3. Physics 30
4. Mathematics 31

AND

5. ELA 30-1 with a minimum grade of 50 per cent OR completion of the Skills Appraisal exam.

Note:

- ELA 30-1 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.

NOTE: ALL ADMISSION CATEGORIES

*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.

LESS THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine credits of post-secondary work, it will not be calculated for admission purposes.

9–24 POST-SECONDARY CREDITS:

For applicants who have attempted between nine and 24 credits of post-secondary work, the AGPA is based on all post-secondary credits attempted.

ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar.

Applicable to Mature applicants only

- Unless otherwise specified, identified skills appraisal requirements must be completed by the beginning of the intake term.

Applicants must only complete the Skills Appraisal if they do not present ELA 30-1 with a minimum grade of 50 per cent.

Writing: Applicants must successfully complete the writing portion OR complete any developmental coursework with a minimum grade of C- by the beginning of the intake term.

Reading: Applicants must successfully complete the reading portion OR complete any developmental coursework with a minimum grade of C- by the beginning of the intake term.

2. English Language Proficiency

To be evaluated through the Office of the Registrar.

Applicable to 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.

ACADEMIC STANDING

The academic standing of each program student shall be reviewed. A minimum academic standing 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

TERM I

		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	

TERM II

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	

FACULTY AND STAFF

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Dawn Philipoff
Program Assistant
780-497-5161

Shelley Lorimer, PhD, PEng
Chair

For a list of University Studies Faculty, refer to page 182.

STUDENT FOR A DAY

Contact Dawn Philipoff
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E-mail: philipoffd@macewan.ca

FOR FURTHER INFORMATION

Bachelor of Science in Engineering Transfer
E-mail: engineering@macewan.ca

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

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.

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

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/htmprograms.htm

BACHELOR OF PROFESSIONAL ARTS IN CRIMINAL JUSTICE

(Faculty of Health and Community Studies)

PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Professional Arts in Criminal Justice (BPA- Criminal Justice) is a collaborative degree program between Grant MacEwan College and Athabasca University. This innovative program is designed for students who have completed a two-year diploma in Correctional Services, Investigations and Security Management, or Police Studies at MacEwan or an equivalent diploma.

Building on the two-year diploma, this program provides students with an additional two years of arts and administrative study courses along with specialized senior courses in criminal justice. The degree equips graduates with the critical-thinking skills, administrative skills, and advanced education in areas such as community policing, cross-cultural awareness, the environment, organized crime, managing family violence, and law and policing that are needed by police, corrections, security and other enforcement officers.

Courses are offered on-site at MacEwan's City Centre Campus. The program is also available through home-study. The program can be completed through part-time or full-time studies. Entry into the final two years of the degree occurs at any term.

CAREER POTENTIAL

The BPA – Criminal Justice degree provides individuals with increased opportunities for employment and career advancement in the criminal justice field by expanding the breadth and depth of knowledge. It builds on 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 (or equivalent).

APPLICATION PROCESS

Applications are accepted on a continuous basis. The application fee is \$65.

FOR FURTHER INFORMATION

For specific information on the Grant MacEwan College diploma programs transferable to this degree, contact these programs directly or check their websites:

Correctional Services: (780) 497-5296
or www.MacEwan.ca/corrections

Investigations and Security
Management: (780) 497-5186
or www.MacEwan.ca/investigations

Police Studies: (780) 497-5186
or www.MacEwan.ca/police

For further information on the Bachelor of Professional Arts in Criminal Justice at Athabasca University,
Contact: (780) 497-3403

Information Centre Toll Free:
1-800-788-9041

Website: www.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. 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 the 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 NW
Edmonton, Alberta T5K 2J5
780-422-9021

Website: www.acat.gov.ab.ca

COURSE LOAD

The normal full course load is five courses per term, unless otherwise stated. Students may attend MacEwan either part-time or full-time, but taking a full course load is encouraged unless extenuating circumstances prevail.

For student loan purposes, students registered in nine or more credits during the fall and winter terms are classified as full-time, and students with less than nine credits are considered part-time. For the spring and summer terms, registration in five credits is required to maintain full-time status (or three credits if the course is condensed). Students must maintain their full-time status to obtain a student loan, receive bursaries or participate on ACAC teams.

Students are strongly encouraged to complete 30 credits at the junior level (100–199) before registering in a senior-level course (200 and above).

When choosing courses, students should consult the calendar of the university to which they intend to transfer for program requirements. They may then select the appropriate MacEwan courses, provided they have met any prerequisites. For advice and final course selection approval, consult your program advisor.

DEADLINES

The deadlines for adding and withdrawing from courses are strict and are listed in the academic schedule.

To add or withdraw from a course, students must complete an add/drop form. 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.

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 Lethbridge or University of Calgary.

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. Students should consult the calendars of their preferred universities to determine the specific entrance requirements.

Calendars for all post-secondary institutions in Alberta, and many outside Alberta, are available for examination in the LRCs, the Student Resource Centre (7-112A) and from program advisors.

The Alberta Transfer Guide provides a listing of courses offered at Grant MacEwan College that are transferable to other post-secondary institutions in Alberta. Students may obtain more detailed information on the institutions by contacting their respective registrar's offices:

Registrar's Office
University of Alberta
Edmonton, Alberta T6G 2J7
780-492-3111
Website: www.ualberta.ca

Registrar's Office
The University of Calgary
2500 University Drive NW
Calgary, Alberta T2N 1N4
(403) 220-6645
Website: www.ucalgary.ca

Registrar's Office
University of Lethbridge
Lethbridge, Alberta T1K 3M4
(403) 329-2231
Website: www.uleth.ca

Registrar's Office
Athabasca University
Box 10000
Athabasca, Alberta T0G 2R0
780-675-6168 or 1-800-272-5696
(Alberta only)
Website: 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, also see the "Transferability" section 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 a student to take a course without being accepted into a specific faculty and without supplying the university with transcripts (unless they are needed to show proof of having met any prerequisites). Open studies 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 (Calgary)
- Cathy Adams**
MEd Adult Education (St. Francis Xavier)
- Terri Aihoshi**
MA Anthropology (York)
- Rafat Alam**
MA Economics (British Columbia)
- Marian Allen**
MA English (Calgary)
- Nicole Anderson**
PhD Psychology (McMaster)
- Fiona Angus**
PhD Sociology (British Columbia)
- Cristina Anton**
*PhD Applied Mathematics (Alberta),
PhD Probability and Statistics (Romanian Academy)*
- Clare Ard**
MA Comparative Literature (Alberta)
- Ian Armour**
PhD History (London)
- Marcel Berard**
MSc Physics (McGill), MSc Computing Science (Alberta)
- Tami Bereska**
PhD Sociology (Alberta)
- Ion Bica**
PhD Applied Mathematics (Alberta)
- Franca Boag**
PhD Anthropology (Alberta)
- Judith Bode**
MA German (Oregon)
- Sharon Bratt**
MEd Instructional Technology (Alberta)
- Brian Brookwell**
MSc Computing Science (Calgary)
- Diane Brouwer**
BEd (Calgary), BA English (Alberta)
- David Buchanan**
PhD English (Alberta)
- Karen Buro**
PhD Mathematics (Aachen)
- John Casey**
PhD Sociology (Alberta)
- Constantin Colonescu**
PhD Economics (Charles)
- Mrinal Das**
PhD Zoology (Alberta)
- Mark Degner**
MSc Zoology (Alberta)
- Nancy Digdon**
PhD Psychology (Western Ontario)
- Donna Dorsey**
MA Philosophy (Alberta)
- Megan Easterbrook**
PhD Psychology (Queen's)
- Jannie Edwards**
MA English (Alberta)
- Monika Edwards**
BA Classics (Alberta), BEd (Alberta)
- Robert Einarsson**
PhD English (Alberta)
- Robert Falconer**
PhD History (Guelph)
- Pamela Farvolden**
PhD English (Alberta)
- Ergete Ferede**
PhD Economics (Alberta)
- Don Fisher**
PhD English (Alberta)
- Joseph Fong**
PhD Economics (Queen's)
- Brad Forst**
BA Sociology (Alberta)
- Raphael Foshay**
PhD English (Dalhousie)
- Jayne Gackenbach**
PhD Psychology (Virginia Commonwealth)
- Benjamin Garstad**
PhD Classics (St. Andrews)
- Lucio Gelmini**
PhD Chemistry (Windsor)
- David Grant**
PhD English (Toronto)
- Michael Gulayets**
MA Sociology (Alberta)
- Evan Hackett**
PhD Physics (Alberta)
- Barbara Heather**
PhD Sociology (Alberta)
- Robert Hilts**
PhD Chemistry (Victoria)
- Tiina Hohn**
MSc Mathematics (Jyväskylä)
- Elizabeth Hollis-Berry**
PhD English (Alberta)
- Lynne Honey**
PhD Psychology (McMaster)
- Andrew Howell**
PhD Psychology (Concordia University)
- Jessica Huff**
BEd Elementary Education (Alberta)
- Robert Irwin**
PhD History (Alberta)
- Muhammad Islam**
PhD Statistics (Calgary)
- Shahidul Islam**
PhD Agricultural Economics (Oregon State)
- Roy Jensen**
PhD Physical Chemistry (Victoria)
- Genevieve Johnson**
PhD Educational Psychology (Alberta)
- Dave Kato**
MA Sports Medicine/Exercise Physiology (Indiana State)
- Geoffrey Kellow**
PhD Political Science (Carleton)
- Renata Knos**
MA French (Alberta)
- Maria Kozakiewicz**
PhD Classical Archeology (Alberta)
- Romuald Lakowski**
PhD English Literature (British Columbia)
- Nick Lehtola**
PhD Civil Engineering (Pontifical Catholic University)
- Rick Lewis**
PhD Zoology (Alberta)
- Sen Lin**
PhD Political Science (Calgary)
- Shelley Lorimer, PEng**
PhD Mechanical Engineering (Alberta)
- Edvard Lorkovic**
PhD Philosophy (Alberta)
- Paul Lumsden**
PhD English (Alberta)
- Mark Lund**
MSc Exercise Physiology (Alberta), MA Physical Education (Alberta)
- Amin Malak**
PhD English (Alberta)
- Nicole Malloy**
MSc Computing Science (Alberta)
- Maritza Mark**
MA Spanish (Calgary)
- Michelle McCurdy**
MSc Physics (Alberta)
- David McFadyen**
PhD Molecular Biology and Genetics (Alberta)
- David McLaughlin**
PhD Mathematics (Alberta)
- Nicole McLellan**
BA Psychology (Concordia University College)
- Ron Meleshko**
PhD Computing Science (Alberta)
- Chaldeans Mensah**
PhD Political Science (Alberta)
- Barbara Migaj**
PhD Chemistry (Technical University of Warsaw)
- Joanne Minaker**
PhD Sociology (Queen's)

Stacy Norrbom
BA Psychology (Gustavus Adolphus College)

Sean O'Connell
MA Philosophy (Alberta), PhD Educational Psychology (Alberta)

John O'Connor
MSc Mathematics (National University of Ireland), MSc Statistics (Alberta)

Josie O'Reilly
BSc Psychology (Alberta)

Cyrus Panjvani
PhD Philosophy (St. Andrews)

Jack Park
MAT Geography (Indiana State), MSc Physical Geography (Alberta)

Kristine Peace
PhD Psychology (Dalhousie)

Lawrence Peta
MSc Psychology (Alberta)

Carolee Pollock
PhD History (Alberta)

Michelle Pollard
BA Psychology (Alberta)

Russ Powell
PhD Psychology (Alberta)

Paul Prince
PhD Anthropology (McMaster)

Cynthia Puddu
MSc Physical Education (Alberta)

Peter Pupilampu
PhD Sociology (Alberta)

Jack Robinson
PhD English (Alberta)

Sandra Rollings-Magnusson
PhD Sociology (Alberta)

Cristina Ruiz Serrano
PhD Latin American Studies (Alberta)

Iлона Ryder
MA English (Alberta)

Dolf Ryks
PhD Psychology (Alberta)

Manzar Saberi
PhD Organic Chemistry (National University of Iran)

Melike Schalomon
PhD Psychology (Alberta)

Sudarshan Sehgal
PhD Mathematics (Notre Dame)

Ross Shaw
PhD Zoology (British Columbia)

Mary Sheppard
MSc Analytical Chemistry (Alberta)

Mark Smith
PhD English Literature (UC Irvine)

Mark Solomonovich
MSc Mathematics (Moscow State), PhD Physics (Tomsk State)

Mike Stock
PhD Zoology (Alberta)

Ibrahim Sumrain
PhD Instructional Technology (Oregon State)

Diane Symbaluk
PhD Sociology (Alberta)

Adi Tcaciuc
PhD Mathematics (Alberta)

William Thompson
PhD English (Alberta)

John Valentine
MA Canadian Studies (Carleton), MA Physical Education (Alberta)

Cathy Walsh
MSc Biomechanics (Alberta)

David Watson
PhD Psychology (Alberta)

Jonathan Withey
DPhil Chemistry (Oxford)

Robert Woznura
PhD English (British Columbia)

Randy Wojtowicz
PhD Philosophy (UC San Diego)

Sam Yakimishyn
MA French (Alberta)

Gord Youzwysghyn
MSc Zoology (Alberta)

Nataliya Zadorozhna
PhD Mathematics (Winnipeg)

Cynthia Zutter
PhD Anthropology (Alberta)

FACULTY OF ARTS AND SCIENCE DEPARTMENTS

Anthropology, Economics and Political Science Department

Cynthia Zutter
Chair
PhD Anthropology (Alberta)

Michelle Pollard
Instructional Assistant
BA Psychology (Alberta)

Instructors

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MA Anthropology (York)

Rafat Alam
MA Economics (British Columbia)

Franca Boag
PhD Anthropology (Alberta)

Constantin Colonescu
PhD Economics (Charles)

Ergete Ferede
PhD Economics (Alberta)

Joseph Fong
PhD Economics (Queen's)

Shahidul Islam
PhD Agricultural Economics (Oregon State)

Geoffrey Kellow
PhD Political Science (Carleton)

Sen Lin
PhD Political Science (Calgary)

Chaldeans Mensah
PhD Political Science (Alberta)

Paul Prince
PhD Anthropology (McMaster)

Biology Department

Mark Degner
Chair
MSc Zoology (Alberta)

Instructors

Mrinal Das
PhD Zoology (Alberta)

Rick Lewis
PhD Zoology (Alberta)

David McFadyen
PhD Molecular Biology and Genetics (Alberta)

Ross Shaw
PhD Zoology (British Columbia)

Mike Stock
PhD Zoology (Alberta)

Gord Youzwysghyn
MSc Zoology (Alberta)

Chemistry Department

Lucio Gelmini
Chair
PhD Chemistry (Windsor)

Instructors

Rob Hiltz
PhD Chemistry (Victoria)

Roy Jensen
PhD Physical Chemistry (Victoria)

Barbara Migaj
PhD Chemistry (Technical University of Warsaw)

Manzar Saberi
PhD Organic Chemistry (National University of Iran)

Mary Sheppard
MSc Analytical Chemistry (Alberta)

Jonathan Withey
DPhil Chemistry (Oxford)

Computing Science Department

Ron Meleshko
Chair
PhD Computing Science (Alberta)

Instructors

Cathy Adams
MEd Adult Education (St. Francis Xavier)

Marcel Berard
MSc Physics (McGill), MSc Computing Science (Alberta)

Sharon Bratt
MEd Instructional Technology (Alberta)

Brian Brookwell*MSc Computing Science (Calgary)***Nick Lehtola***PhD Civil Engineering (Pontifical Catholic)***Nicole Malloy***MSc Computing Science (Alberta)***Ibrahim Sumrain***PhD Instructional Technology (Oregon State)***Engineering, Physics and Earth and Atmospheric Sciences Department****Shelley Lorimer, PEng***Chair
PhD Mechanical Engineering (Alberta)***Michelle McCurdy***Instructional Assistant
MSc Physics (Alberta)***Instructors****Orla Aaquist***PhD Astrophysics (Calgary)***Evan Hackett***PhD Physics (Alberta)***Jack Park***MAT Geography (Indiana State), MSc
Physical Geography (Alberta)***English Department****Marian Allen***Associate Chair
MA English (Calgary)***Barbara North***Chair
BA English (Alberta)***Diane Brouwer***Instructional Assistant
BEd (Calgary), BA English (Alberta)***Instructors****David Buchanan***PhD English (Alberta)***Jannie Edwards***MA English (Alberta)***Robert Einarsson***PhD English (Alberta)***Pamela Farvolden***PhD English (Alberta)***Don Fisher***PhD English (Alberta)***Raphael Foshay***PhD English (Dalhousie)***David Grant***PhD English (Toronto)***Elizabeth Hollis-Berry***PhD English (Alberta)***Romuald Lakowski***PhD English Literature (British Columbia)***Susan Lieberman***MA English Literature (Alberta)***Paul Lumsden***PhD English (Alberta)***Amin Malak***PhD English (Alberta)***Jack Robinson***PhD English (Alberta)***Iлона Ryder***MA English (Alberta)***Mark Smith***PhD English Literature (UC Irvine)***William Thompson***PhD English (Alberta)***Robert Woznura***PhD English (British Columbia)***Humanities Department****Robert Irwin***Chair
PhD History (Alberta)***Judith Bode***Instructor/Instructional Assistant
MA German (Oregon)***Instructors****Ian Armour***PhD History (London)***Donna Dorsey***MA Philosophy (Alberta)***Robert Falconer***PhD History (Guelph)***Benjamin Garstad***PhD Classics (St. Andrews)***Renata Knos***MA French (Alberta)***Maria Kozakiewicz***PhD Classical Archeology (Alberta)***Edvard Lorkovic***PhD Philosophy (Alberta)***Maritza Mark***MA Spanish (Calgary)***Sean O'Connell***MA Philosophy (Alberta), PhD Educational
Psychology (Alberta)***Cyrus Panjvani***PhD Philosophy (St. Andrews)***Carolee Pollock***PhD History (Alberta)***Cristina Ruiz Serrano***PhD Latin American Studies (Alberta)***Randy Wojtowicz***PhD Philosophy (UC San Diego)***Sam Yakimishyn***MA French (Alberta)***Mathematics/Statistics Department****David McLaughlin***Chair
PhD Mathematics (Alberta)***Michelle McCurdy***Instructional Assistant
MSc Physics (Alberta)***Instructors****Cristina Anton***PhD Applied Mathematics (Alberta),
PhD Probability and Statistics (Romanian
Academy)***Ion Bica***PhD Applied Mathematics (Alberta)***Karen Buro***PhD Mathematics (Aachen)***Tiina Hohn***MSc Mathematics (Jyväskylä)***Muhammad Islam***PhD Statistics (Calgary)***John O'Connor***MSc Mathematics (National University of
Ireland), MSc Statistics (Alberta)***Sudarshan Sehgal***PhD Mathematics (Notre Dame)***Mark Solomonovich***MSc Mathematics (Moscow State), PhD
Physics (Tomsk State)***Adi Teaciuc***PhD Mathematics (Alberta)***Nataliya Zadorozhna***PhD Mathematics (Winnipeg)***Physical Education Department****John Valentine***Chair
MA Canadian Studies (Carleton), MA
Physical Education (Alberta)***Instructors****Dave Kato***MA Sports Medicine/Exercise Physiology
(Indiana State)***Mark Lund***MSc Exercise Physiology (Alberta), MA
Physical Education (Alberta)***Cynthia Puddu***MSc Physical Education (Alberta)***Cathy Walsh***MSc Biomechanics (Alberta)***Psychology Department****Russ Powell***Chair
PhD Psychology (Alberta)***Michelle Pollard***Instructional Assistant
BA Psychology (Alberta)*

*Instructors***Nicole Anderson***PhD Psychology (McMaster)***Nancy Digdon***PhD Psychology (Western Ontario)***Megan Easterbrook***PhD Psychology (Queen's)***Jayne Gackenbach***PhD Psychology (Virginia Commonwealth)***Lynne Honey***PhD Psychology (McMaster)***Andrew Howell***PhD Psychology (Concordia University)***Genevieve Johnson***PhD Educational Psychology (Alberta)***Kristine Peace***PhD Psychology (Dalhousie)***Lawrence Peta***MSc Psychology (Alberta)***Dolf Ryks***PhD Psychology (Alberta)***Melike Schalomon***PhD Psychology (Alberta)***David Watson***PhD Psychology (Alberta)***Sociology Department****Tami Bereska***Chair**PhD Sociology (Alberta)***Michelle Pollard***Instructional Assistant**BA Psychology (Alberta)**Instructors***Fiona Angus***PhD Sociology (British Columbia)***John Casey***PhD Sociology (Alberta)***Michael Gulayets***MA Sociology (Alberta)***Barbara Heather***PhD Sociology (Alberta)***Joanne Minaker***PhD Sociology (Queen's)***Peter Puplampu***PhD Sociology (Alberta)***Sandra Rollings-Magnusson***PhD Sociology (Alberta)***Diane Symbaluk***PhD Sociology (Alberta)*

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, university colleges and colleges/technical institutes. Agreements in effect at December 1, 2006 with the receiving institutions are 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
 CU Concordia University College
 CUC Canadian University College
 KUC King's University College
 MRC Mount Royal College
 RDC Red Deer College
 TUC Taylor University College
 UAA University of Alberta - Augustana Faculty
 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.
*(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, KUC, CUC, UAA, 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 behaviours 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 assists 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-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)

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 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.

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.
Prerequisites: 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 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 gains an understanding of payroll record keeping and procedures by reading, analyzing, and applying relevant legislation to business scenarios. Manual and computerized applications are used to establish, convert, and maintain a payroll system.
Prerequisite: ACCT 111 or equivalent, or consent 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 requires 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, KUC, CUC, UL, UAA)

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.
*(AU, CUC, OTHER)

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 is able to articulate the importance of analyzing and managing costs and the importance of costing to the decision making process.
Prerequisite: 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. Note: The explicit use of information technology is expected in this course.

Prerequisite: ACCT 211 or equivalent.

*(AU, KUC, CUC, UL, UAA)

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 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 demonstrate an ability to use information technology as a tool within the data collection, storage, manipulation, presentation and communication functions. This includes the ability to model business situations and build code as necessary. A DBMS (Database Management System) software package is used to construct a working solution to a business problem. The course uses 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*

This course introduces the preparation, use and interpretation of financial statements. Emphasis is on reporting to shareholders, creditors and other external decision makers.

The course also includes principles and standards of balance sheet valuation, income measurements, financial disclosure and cash flow analysis. Restricted to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Business Studies Minor students.

Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

*(UA, UC, UL, AU, KUC, CUC, UAA)

ACCT-318**Management Accounting III**

3 Credits (45:0:0 hours)

Successful completion of this course requires 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.

ACCT-322**Managerial Information and Control Systems**

3 Credits (45:0:0 hours) Transfer*

This course focuses on how to prepare and use managerial accounting information for management decision making. Major topics include: product costing, cost-volume-profit analysis, budgeting and relevant costs in decision making. Restricted to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Business Studies Minor students.

Prerequisite: Minimum grade of C- in ACCT 311.

*(UA, UC, UL, AU, KUC, CUC, UAA)

ACCT-350**Audit**

3 Credits (45:0:0 hours) Transfer*

This course covers 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, are reviewed. Computer assisted audit procedures, operational and comprehensive audit services are also examined. The audit of specific systems within an organization is also studied.

Prerequisites: ACCT 211 and ACCT 215 or equivalent, or consent of the program.

*(AU)

ACCT-351**Advanced Financial Accounting**

3 Credits (45:0:0 hours) Transfer*

This advanced course in financial accounting covers consolidations, foreign currency transactions, current value accounting and not-for-profit accounting.

Prerequisite: ACCT 261 or equivalent.

*(AU, UL)

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 deals 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)

Students examine the theoretical and practical aspects of leadership and ethics with a focus on ethical decision-making in business operations. Students discuss the implications of unethical business conduct and reflect on their ethical values. Students analyze case studies to develop an in-depth understanding of leadership in the workplace. Then students examine different philosophical theories such as utilitarianism, duty ethics, and virtue ethics, and apply these philosophies to case studies.

Prerequisite: MGMT 122 or equivalent or permission of the program.

ACCT-358**Advanced Management Accounting**

3 Credits (45:0:0 hours)

Transfer*

Successful completion of this course requires 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.

*(AU)

ACCT-370**Directed Field Study Seminar I**

3 Credits (45:0:0 hours)

Directed Field Studies Seminar I (DFSS I) bridges the gap between academic studies and practical experience. The course prepares students for their Directed Field Studies thus building on the program's guiding principle of "Theory + Experience = Learning." DFSS I deals with employment and workplace issues including resumes, networking and office protocol. The seminar also deals with research techniques, effective presentations, case study analysis, and conflict resolution techniques.

Prerequisites: ACCT 350, ACCT 351, ACCT 352, ACCT 353, ACCT 358 or equivalent.

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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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 picks a topic (to be approved by the faculty advisor) to be explored in detail. The employer is necessarily involved in the selection of the topics. The student then, for a period of four weeks, works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. The DFS concludes 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) completes the bridge between academic studies and practical experience. The course prepares 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 deals with employment and workplace issues including ethical conduct, career planning and a critical analysis of the accounting profession. The seminar reviews the accreditation standards of the professional accounting bodies and (for those students choosing a designation) begins the student's journey to that end. For those students choosing an alternate career path, this course ensures 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 consent 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 includes the procedures for preparation of working papers and the assembly of portions of an audit file. Mini-cases and a computerized audit case supplement are included in this course.

Prerequisite: ACCT 350 or equivalent or consent 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 consent of the program.

*(AU)

ACCT-392**Taxation II**

3 Credits (45:0:0 hours) Transfer*

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 are considered in all topic areas.

Prerequisites: ACCT 162, LEGL 105 and ECON 203, or consent of the program.

*(AU)

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 consent of the program.

*(AU, UL)

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 consent 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 requires students to demonstrate an in-depth understanding of performance measurement within the corporate, business and functional levels of strategy. This necessarily includes the demonstration of a solid understanding of strategic planning.

Prerequisite: ACCT 358 or equivalent or consent 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 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 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 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 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.

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.

Prerequisite: ACUP 102 or equivalent as determined by Chair.

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 are introduced to basic methods of Qi Gong which includes the traditional methods of moving and tonifying Qi. Students also become familiar with basic principles of Tui Na, a style of Chinese manipulations using non-invasive techniques for therapeutic and relaxation purposes.

Prerequisite: ACUP 109 or equivalent as determined by Chair.

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 focuses 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 are discussed.

Prerequisite: ACUP 102.

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.

ACUP-111**Diagnostics in Traditional Chinese Medicine II**

3 Credits (45:15:0 hours)

In this course, students examine the physical, anatomical, and energetic aspects of meridian-based physical assessment. Students learn the therapeutic use of the tendino-muscular pathways and the divergent or distinct channels. Students also develop their palpation skills and explore its importance in clinical practice.

Prerequisites: HLSC 120, ACUP 101, ACUP 103, ACUP 110, ACUP 201, ACUP 210.

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 I. Students gradually become more involved with the patient intake process and other clinic procedures.

Prerequisite: ACUP 108.

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 101, ACUP 103, ACUP 104, ACUP 109.

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, gua sha, and explains appropriate therapeutic use of these techniques in clinical practice. The techniques of needle stimulation, i.e., tonification and sedation techniques, are also discussed.

Prerequisites: ACUP 101, ACUP 103 and ACUP 109.

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.

Prerequisites: ACUP 104 and ACUP 109.

ACUP-208**Clinical Observation and Practice II**

2 Credits (0:120:0 hours)

In Clinical Observation III, students participate in all facets of patient care with the exception of the use of invasive techniques and therapeutic modalities in which they have insufficient training.

Prerequisites: ACUP 113 and ACUP 205.

ACUP-209**Internal Medicine**

3 Credits (45:0:0 hours)

This course covers the pathological conditions that 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: ACUP 106, HLSC 120, HLSC 122, HLSC 222 and MMID 133.

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 are explained and discussed.

Prerequisites: ACUP 110 and ACUP 205.

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 and ACUP 109.

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 are 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)

This course is 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.

Prerequisites: ACUP 101, ACUP 103, ACUP 110, ACUP 112, ACUP 201, ACUP 204, ACUP 209, ACUP 211, ACUP 213, ACUP 216.

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 are encouraged to take more initiative in the complete treatment of the patient.

Prerequisites: ACUP 203, ACUP 204, ACUP 208, ACUP 210 and ACUP 213.

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 are covered. For each disorder, definition, etiology and pathology, differentiation and treatment according to TCM are discussed.

Prerequisites: ACUP 104 and ACUP 109.

ACUP-218 Professional Ethics and Regulations

1 Credit (15:0:0 hours)

In this course students expand their knowledge and appreciation of issues of professional conduct. Various ethical and practice related topics are 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 and ACUP 216.

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 and ACUP 109.

ACUP-303 Internship III

2 Credits (0:0:150 hours)

During the third internship, students become more independent as they make appropriate assessments and accurate TCM diagnoses. Interns are encouraged to take more initiative in the complete treatment of the patient. Supervisor(s) assist with difficult cases, deficiencies in techniques or areas that need improvement.

Prerequisites: ACUP 216, ACUP 220 and ACUP 221.

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.

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 are 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) Transfer*

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.

*(UA)

AGAD-105**Financial Management for the Arts**

3 Credits (45:0:0 hours) Transfer*

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 explore examples of profit-seeking organizations as well as not-for-profit organizations. Manual and computerized systems are examined.

*(UA)

AGAD-107**Computer Applications in the Arts**

3 Credits (45:0:0 hours) Transfer*

This course explores computer applications for performing and visual arts organizations. Topics include word processing, desktop publishing, presentation, database and spreadsheet programs.

*(MRC)

AGAD-109**Publicity and Media Relations in the Arts**

3 Credits (30:15:0 hours)

In this course students 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) is studied. Students 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 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 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, 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. Topics include mandates, collections management, acquisition and deaccessioning, policies and procedures, public programming, education, exhibitions and conservation.

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 learn to plan special events, prepare funding proposals, solicit individual and corporate donors, apply for grants and plan fundraising 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 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 requires 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 is also 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 focuses on the development of critical thinking skills and the importance of understanding personality type. Organizational behaviour topics including stress management, decision making, motivational techniques and effective communication models and strategies are also explored. Students 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.
Prerequisites: Successful completion of Terms I and II.
Corequisite: AGAD 133.

AGAD-133**Field Placement Integration**

1 Credit (0:0:15 hours)

This course offers students on field placement the opportunity to share experiences and to clarify their understanding of their administrative and employability skills. The integration seminar is offered concurrently with field placement.
Prerequisites: 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, CU, KUC, CUC, UAA)

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 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, CU, KUC, CUC, UAA)

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 are 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 are used to illustrate these concepts.

*(UA, UC, UL, KUC, AU, CU)

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 is 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, CU, KUC, CUC, UC, UAA)

ANTH-207**Introduction to Social and Cultural Anthropology**

3 Credits (45:0:0 hours) Transfer*

This course provides an overview of socio-cultural 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 are emphasized.

Prerequisite: Minimum grade of C- in a 100-level course in Anthropology or consent of the Department.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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: Minimum grade of C- in a 100-level course in Anthropology or consent of the Department.

*(UA, CU, AU, KUC)

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 are introduced to the study of human physical variation and the theoretical and methodological frameworks used to understand variation.

Prerequisite: Minimum grade of C- in a 100-level course in Anthropology or consent of the Department.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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 are examined in turn, and parallels are drawn from one region to the other. The general question of rates of cultural change and what is responsible for them also is addressed.

*(UA, UL, AU, CU, KUC, UC, UAA)

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, AU, CU, KUC)

ANTH-246**People of the Circumpolar Region**

3 Credits (45:0:0 hours)

This course provides a comprehensive introduction to the peoples and cultures of the circumpolar region. The course begins with a brief overview of the anthropological perspective and methods employed by anthropologists as well as an introduction to the geographical and cultural boundaries that exist in the north. Various topics are covered including the impacts of climate change, re-settlement, economic growth, health issues, ethnicity and identity.

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 surveys 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, AU, CU, KUC)

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, AU, CU, KUC)

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, AU, CU, KUC)

ANTH-324**Economic Anthropology**

3 Credits (45:0:0 hours)

This course provides a comprehensive overview of the key theoretical approaches and research in economic anthropology. Employing a cross-cultural, comparative perspective, this course investigates anthropologists' studies of exchange behaviour as social, political and economic phenomena. The course is designed not only to broaden understanding of exchange in other societies, but to provide the comparative data necessary to evaluate our own forms of exchange and measures of economic well-being. Particular emphasis is placed upon a critical examination of the typologies created and employed by economic anthropologists.

Prerequisite: Minimum grade of C- in ANTH 207 or consent of the department.

ANTH-332**Anthropology of Science**

3 Credits (45:0:0 hours)

Anthropology of Science investigates science as a cultural and historical product. Employing the anthropological perspective, this course investigates anthropologists' studies of science and epistemologies of science; how science is part of an ideological, social, economic and political environment. The course is designed not only to broaden understanding of science in other societies, but to provide the comparative data necessary to evaluate western understanding.

Prerequisite: Minimum grade of C- in ANTH 230 or one of the following: ANTH 206, ANTH 207, ANTH 208 or ANTH 209 or consent of the department.

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.

Prerequisite: Minimum grade of C- in ANTH 207 or ANTH 250.

*(KUC)

ANTH-370**Anthropology of Space and Place**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

*(KUC, UA)

ANTH-375**Zooarchaeology**

3 Credits (45:0:0 hours)

This course is an introduction to the study of animal bones from archaeological contexts. Topics discussed include the reconstruction of environment and season of occupation, the economic uses of animals, domestication and other changes to animal biology, the procedures for analyzing faunal remains and challenges in their interpretation.

Prerequisite: Minimum grade of C- in ANTH 206.

ANTH-385**Archaeology of the Americas**

3 Credits (45:0:0 hours) Transfer*

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.

*(AU, KUC, UA)

ANTH-393**Cross-cultural Perspectives on Health And Healing**

3 Credits (45:0:0 hours) Transfer*

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. Prerequisite: Minimum grade of C- in a 100-level Anthropology course.

*(UA, UC, UL)

ANTH-394**Qualitative Methods in Anthropology**

3 Credits (45:0:0 hours) Transfer*

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. Grant writing and the use of such tools as computer software, video/film and other recording devices are also explored. Prerequisite: Minimum grade of C- in one of the following: ANTH 206, ANTH 207, ANTH 208 or ANTH 209.

*(KUC, AU, UA)

ANTH-395**Archaeological Theory and Practice**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in ANTH 206.

*(KUC, UA)

ANTH-396**Archaeological Field Training**

6 Credits (45:45:0 hours) Transfer*

This course is an introductory course in archaeological field work. Instruction is given in all practical aspects of archaeological field techniques, including surveying, excavation, documentation, photography and conservation.

Prerequisites: Minimum grade of C- in ANTH 206 and consent of the department.

*(UA, CU, KUC)

ANTH-397**Anthropological Field Seminar**

6 Credits (45:0:45 hours)

This course combines classroom learning with fieldwork in social and cultural anthropology. Students design and complete a project that demonstrates the range of research techniques found in anthropology methodology. The course seminar supports fieldwork projects through implementation of scientific methodology, research design, ethical behaviour, resource searching, field notes, surveys and questionnaires, interviewing, data collection, and research reporting.

Prerequisites: Minimum grade of C- in ANTH 394, and in one of ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

ANTH-399**Ethnoecology**

3 Credits (45:0:0 hours) Transfer*

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 socio-cultural 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: Minimum grade of C- in at least 3 credits from the following: ANTH 206, ANTH 207, ANTH 208, ANTH 209. It is recommended (but not required) that students take ANTH 230.

*(AU, KUC, UA)

ANTH-410**Humans, Climate and Culture**

3 Credits (0:0:45 hours)

This course examines the role of climate in our species' evolutionary history and conversely, human influence upon climate. Theories about the role of climate in shaping social organization and social "complexity" are addressed in light of evidence from the prehistoric record. The prehistoric and historic record of human responses to and influences upon climate are further examined through regional and local case studies. The course concludes with a review of socio-cultural institutions and practices as they relate to climate; cultural perceptions weather and climate; cultural responses to climate change; and finally, the consequences to cultures of climate change.

Prerequisites: Minimum grade C- in ANTH 399 and one of the following: ANTH 206, ANTH 207, ANTH 208 or ANTH 209.

ANTH-411**Environmental Archaeology**

3 Credits (0:0:45 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 (0:0:45 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: 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.

Prerequisite: Minimum grade of C- in ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

ANTH-440**The Anthropology of Colonial Encounters**

3 Credits (0:0:45 hours)

This course explores the process of European contact and colonial expansion in the Americas and its long-term consequences from an anthropological perspective. Particular emphasis is placed upon the historical motives involved in colonialism on the part of European and indigenous peoples, the political and ecological effects upon cultures, and the role of colonialism in shaping the discipline of anthropology.

Prerequisites: Minimum grade of C- in ANTH 395 and one of the following: ANTH 246, ANTH 250 ANTH 261 or ANTH 262.

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.

Prerequisite: Minimum grade of C- in ANTH 206.

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).

*(UA, UC, UL, AU, KUC, CUC, CU, ACAD, UAA)

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.

*(UA, UC, UL, AU, CU, KUC, CUC, ACAD, UAA)

ARTE-109**Visual Art Fundamentals**

4 Credits (15:75:0 hours)

Transfer*

This course provides a basic introduction to visual art theory and studio practice. Students study visual language concepts and their applications in creating two dimensional artworks.

*(UA)

ARTE-110**Drawing I**

4 Credits (30:60:0 hours)

Transfer*

This course is an introduction to the principles and elements of drawing. Students work in a variety of media such as charcoal, graphite, ink wash, and conte, and deals with the following content: tonal scales; perspective; mark-making exploration; gestural, contour, and tonal drawing. Students learn to problem solve as well as to analyze and critique their work. Students may be required to attend visiting artist lectures and art exhibitions outside of scheduled class hours.

*(UC, ACAD, AU, CUC, KUC, CU, UL, UA, UAA, OTHER)

ARTE-111**Design I**

5 Credits (30:90:0 hours)

Transfer*

This course provides an extensive introduction to the vocabulary of the visual language. Students study the following: the two-dimensional elements and the principles of 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. Students may be required to attend visiting artist lectures of art exhibitions outside of scheduled class hours.

*(UC, UL, AU, CUC, KUC, ACAD, CU, UA, UAA, OTHER)

ARTE-120**Drawing II**

4 Credits (30:60:0 hours)

Transfer*

This course further develops the principles in Drawing I. Sustained tonal drawing, life drawing, photocopy/lascopy technologies and drawing installation are introduced. Emphasis is on observational drawing skills and a broadening of the definition of "drawing". Students may be required to attend visiting artists' lectures or art exhibitions outside of scheduled class hours.

Prerequisite: ARTE 110.

*(UA, UC, UL, AU, CUC, KUC, ACAD, CU, UAA)

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 may be required to attend visiting artist lectures or art exhibitions outside of scheduled class hours.

Prerequisite: Minimum grade of C- in ARTE 111.

*(UL, AU, CUC, KUC, ACAD, CU, UC, UA, UAA, OTHER)

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.

*(AU, CU, KUC, CUC, ACAD, UL, UC, UA, UAA, OTHER)

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 1950 onwards. It deals with the various styles, media, issues and artists that make up the contemporary art scene. 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, CU, KUC, CUC, ACAD, UAA)

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. Colour drawing media is introduced. Emphasis is on refining skills in observation and representation. Students may be required to attend visiting artist 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, CUC, KUC, ACAD, CU, UAA, OTHER)

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. Note: Attendance at lectures and art exhibitions outside of scheduled class hours may be required.

Prerequisites: Minimum grade of C- in ARTE 101, ARTE 102, ARTE 110, ARTE 111, ARTE 120, ARTE 121, ARTE 123. Complete VCPH 100, ENGL 101 or ENGL 111. Or consent of the Chair.

*(UA, UC, UL, AU, CUC, KUC, ACAD, CU, UAA, OTHER)

ARTE-240**Drawing IV**

4 Credits (30:45:0 hours) Transfer*

Drawing IV continues with the study of the concepts examined in Drawing III, however, emphasis is on the development of personal concepts and the exploration of innovative mediums and methods. Students may be required to attend visiting artist 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, CUC, KUC, ACAD, CU, UAA, OTHER)

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: sculpture, installation, video, photo works, performance art, assemblage, photocopy or lasercopy 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 111, ARTE 120, ARTE 121, ARTE 123, ARTE 203, VCPH 100. Complete VCPH 100, ENGL 101 or ENGL 111. Or consent of the Chair.

*(UA, UC, UL, AU, CUC, KUC, ACAD, CU, UAA, OTHER)

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 are 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 are 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 are also explored.

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.

Prerequisite: Minimum grade of C- in ASCM 201 or consent of the 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). Note: This course is equivalent to Principles of Inventory and Operations Control offered by the Purchasing Management Association of Canada (PMAC).

Prerequisites: ASCM 200, CMPT 157 and MGTS 200 or consent of the program.

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 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 combines 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. Note: This course is equivalent to Principles of Quality offered by the Purchasing Management Association of Canada (PMAC). Prerequisites: CMPT 157, MARK 301, MGTS 200 and ORGA 201 or consent of the program.

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 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 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 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 with 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.

Prerequisites: 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 details the learning objectives that must be met to receive credit.

Prerequisites: 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.

Prerequisites: 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 are used to support these topics.

Prerequisites: 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 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 are reviewed. Students 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 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 are explored by means of quantitative methods, and case studies 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)**

In this course, students develop skills 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. Students also discuss the strategic alliance development process; supplier measurement and development; negotiation theory and practice; and the competitive bidding process. A major component of this course is a negotiation simulation. Note: Students can receive credit in only one of ASCM 408 or SCMT 408.

Prerequisites: ASCM 203, LEGL 210, 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, AU, UAA, OTHER)

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, AU, UAA, OTHER)

BICM-200**Introductory Biochemistry**

3 Credits (45:0:0 hours) Transfer*

Biochemistry is the study of the chemistry of life. This course introduces 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 are discussed. The courses introduce intermediary metabolism, focusing on carbohydrates, lipids, and nitrogen. Emphasis is 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.

*(AU, UA, UC, UL, KUC)

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, CU, KUC, CUC, UAA)

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 are considered. Possible topics include energy balance (weight loss and gain), the influence of nutrition on chronic disease and physical fitness.

*(UA, UL, AU, KUC, CUC, UAA, CU)

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 are 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 provides an introduction to cell structure and function. Major topics 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 are studied. 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.

Prerequisites: Biology 30 and Chemistry 30 or equivalents.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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. Note: Students with credit in both BOTN 199 and Z00L 120 may not receive credit in BIOL 108. BIOL 108 and BIOL 107 may be taken in either order.

Prerequisite: Biology 30 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

BIOL-201**Eukaryotic Cellular Biology**

3 Credits (45:0:0 hours) Transfer*

This course provides 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 are 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, UAA)

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 are drawn from a broad range of organisms and ecological systems and complement lecture material.

Prerequisite: Minimum grade of C- in BIOL 108.

*(UA, UL, AU, CU, KUC, UC, CUC, UAA)

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. Note: Credit may be obtained for only one of ZOO 260 and BIOL 260.

Prerequisite: One full year (FCE) of university level Biology.

*(UA, UC, UL, AU, CU, KUC, UAA, UAA)

BIOL-315**Biology: An Historical Perspective**

3 Credits (45:0:0 hours) Transfer*

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 consent of the Chair.

Corequisite: Students should be registered in another 300-level Biology course.

*(UC)

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 and BIOL 207.

*(UL, 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 are explored, and the most serious threats to the conservation of the tropical rainforest ecosystem are investigated. The course includes 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 is given to students from the Bachelor of Science Transfer Program at Grant MacEwan College.

*(UA)

BOTN-205**Fundamentals of Plant Biology**

3 Credits (45:36:0 hours) Transfer*

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.

*(AU, UA, UC)

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. Restriction to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management, Bachelor of Arts and Business Studies Minor students.

Prerequisite: ECON 102 or consent of the program.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

BUSN-330**Project Management**

3 Credits (45:0:0 hours)

Students learn the theory and practice of successful project management. Students work in a team to lead a project through its various phases. They use project management software to plan, monitor and control the project and then prepare and present an analysis of their project work. Students identify their conflict response, communication and leadership styles and learn to adapt them to work successfully with other members of a project team.

Prerequisite: FNCE 301.

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.

Prerequisite: SCIE 0010.

CHEM-0030**Chemistry 30**

5 Credits (90:0:0 hours) Transfer*

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.

*(AU)

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 serves as a foundation for all subsequent chemistry courses. Atomic properties as they relate to the periodic table are considered, along with quantum mechanics for hydrogen like orbitals and electron configurations. The course provides an introduction to bonding theories as they apply to the stability, molecular geometry and intermolecular interactions of atomic, ionic and molecular species. Topics include chemical nomenclature, stoichiometry, classification of chemical reactivity, gases (both ideal and real) and chemical kinetics.

Prerequisite: Chemistry 30 or equivalent.

*(UA, UC, UL, AU, CU, CUC, UAA, OTHER)

CHEM-102**Introductory University Chemistry II**

3 Credits (45:36:15 hours) Transfer*

This course is a continuation of CHEM 101 and emphasizes the importance of chemical equilibrium as it applies to gases, acid and bases, solubility and precipitation reactions and complex ion formation. Also studied, thermochemistry (heat, work, enthalpy and internal energy), thermodynamics (spontaneity, entropy, free energy), and electrochemistry (balancing redox reactions, calculating standard and non-standard cell potentials), with emphasis on some practical applications related to batteries, corrosion and industrial processes. A special topic, selected by the instructor, is covered if time permits.

Prerequisite: Minimum grade of C- in CHEM 101.

*(UA, UC, UL, AU, CU, CUC, UAA, OTHER)

CHEM-161**Organic Chemistry I**

3 Credits (45:36:0 hours) Transfer*

This course studies the molecular structure and reactivity of organic compounds based on their functional groups. Nomenclature, three dimensional structure, physical properties and reaction mechanisms are introduced. Although most organic functional groups are briefly discussed, the focus is placed on chemistry of alkanes, alkenes, alkynes, alkyl halides and alcohols. Mechanisms of nucleophilic substitution and elimination reactions of alkyl halides are discussed. Note: This course is intended for honours and pre-professional students. Unless specifically required for the program to which students intend to transfer, it is strongly recommended students take organic chemistry in their second year. Students cannot obtain credit in CHEM 161 if they have credit in either CHEM 102 or CHME 105.

Prerequisite: Chemistry 30.

*(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 include alcohols, aromatics, carbonyl compounds (aldehydes, ketones, carboxylic acid derivatives) and amines. Molecules found in everyday life (soaps, detergents, fibers, perfumes and biopolymers) are discussed.

Prerequisite: Minimum grade of C- in CHEM 161.

*(UA, UC, UL, AU, CU)

CHEM-211**Analytical Chemistry I**

3 Credits (45:48:0 hours) Transfer*

This course surveys the principles, methods, and experimental applications of classical and analytical chemistry, emphasizing solution phase equilibria, titrimetry, volumetric laboratory skills, and the evaluation of experimental data. This course includes examples of organic and inorganic analysis.

Prerequisite: Minimum grade of C- in CHEM 102.

*(UA, UC, UL)

CHEM-213**Analytical Chemistry II**

3 Credits (45:48:0 hours) Transfer*

This course is a continuation of CHEM 211 emphasizing the principles, methods, and experimental applications of separation techniques, atomic and molecular spectrometry, electrochemistry, and evaluation of experimental data. It also includes examples of organic and inorganic analysis and use of the analytical literature.

Prerequisite: Minimum grade of C- in CHEM 211.

*(UA)

CHEM-261**Organic Chemistry I**

3 Credits (45:36:0 hours) Transfer*

This course studies the molecular structure and reactivity of organic compounds based on their functional groups and is intended for students who have obtained 6 credits in Introductory University Chemistry. The course provides an introduction to nomenclature, three dimensional structure, physical properties and reaction mechanisms. Although most organic functional groups are briefly discussed, the focus is placed on chemistry of alkanes, alkenes, alkynes, alkyl halides and alcohols. Mechanisms of nucleophilic substitution and elimination reactions of alkyl halides are discussed. Note: Students cannot obtain credit in both CHEM 161 and CHEM 261.

Prerequisite: Minimum grade of C- in CHEM 102 or CHME 105.

*(UA, UC, UL, CU, KUC, CUC, AU)

CHEM-263**Organic Chemistry II**

3 Credits (45:36:0 hours) Transfer*

This is the second course in organic chemistry. The topics covered include structural and chemical properties of alkenes, alkynes, alcohols, phenols, ethers, aromatic compounds, aldehydes, ketones, amines, carboxylic acids and carboxylic acid derivatives. Illustration of these functional groups in natural products is provided. The application of spectroscopic methods for the structure determination in simple organic molecules is discussed.

Prerequisite: Minimum grade of C- in CHEM 161 or CHEM 261.

*(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. Note: No credit is available for this course in the Honours or Specialization Chemistry programs.

Prerequisites: Minimum grade of C- in CHEM 101, CHEM 102 and CHEM 163 or CHEM 263.

*(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)

CHIN-101**Introductory Chinese I**

3 Credits (75:0:0 hours) Transfer*

This introductory course is for students with little or no background in Mandarin Chinese. The four language skills or oral/aural comprehension, speaking, reading and writing are emphasized. In addition, students learn approximately 175 characters and become acquainted with some aspects of Chinese culture. Note: Not open to students with credit in Chinese 30, 35, 100 or equivalent, nor to students with native or near-native speaker background in Mandarin Chinese or any of the regional dialects of Chinese, or who have been solely or partly educated in Chinese.

*(UA, UL, KUC, UC, CU, UAA)

CHIN-102**Introductory Chinese II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation Chinese 101. Students continue to acquire the four language skills of oral/aural comprehension, speaking, reading and writing in Mandarin Chinese. In addition, students learn approximately 200 characters and develop their understanding of various aspects of Chinese culture. Note: Not open to students with credit in Chinese 30, 35, Chinese 100, or equivalent courses, nor to students with native or near-native speaker background in Mandarin Chinese or any of the regional dialects of Chinese, or who have been solely or partly educated in Chinese.

Prerequisite: Minimum grade of C- in CHIN 101 or equivalent.

*(UA, CU, UC, KUC, UL, UAA)

CHIN-201**First-Year University Chinese I**

3 Credits (75:0:0 hours) Transfer*

This course is designed for students who have completed CHIN 102 or equivalent. Students further develop their oral/aural comprehension skills at the intermediate level of Mandarin Chinese. As well, they continue to develop reading and writing skills with approximately 200 characters. In addition, students continue to improve their understanding of various aspects of Chinese culture. Note: This course is not open to students with native or near-native speaker background in Mandarin Chinese or any of the regional dialects of Chinese, or who have been solely or partly educated in Chinese.

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 gain further fluency in oral/aural comprehension at the intermediate level of Mandarin Chinese, as well as continue to develop reading and writing skills of approximately 350 characters. In addition, students continue to improve their understanding of various aspects of Chinese culture. Note: This course is not open to students with native or near-native speaker background in Mandarin Chinese or any of the regional dialects of Chinese, or who have been solely or partly educated in Chinese.

Prerequisite: Minimum grade of C- in CHIN 201 or equivalent.

*(UA, CU, UC, KUC)

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. The focus is on topics such as tones, grammar and sentence structure, interference between Mandarin Chinese and the regional dialects of Chinese, and colloquial versus formal usages with the objective of improving skills in oral and written communication. Note: This course is not open to students with native or near-native speaker background in Mandarin Chinese or who have been solely or partly educated in Mandarin Chinese.

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 is designed to provide fluency in Mandarin Chinese for those students proficient in one of the regional dialects of Chinese. Students continue to improve their oral and written skills with respect to tones, grammar and sentence structure, interference between Mandarin Chinese and the regional dialects of Chinese, and colloquial versus formal usages. Note: This course is not open to students with native or near-native speaker background in Mandarin Chinese or who have been solely or partly educated in Mandarin Chinese.

Prerequisite: Minimum grade of C- in CHIN 211 or equivalent.

*(UA)

CHME-103**Introductory University Chemistry I**

4.3 Credits (45:18:15 hours) Transfer*

This course serves as a foundation for all subsequent chemistry courses. Atomic properties as they relate to the periodic table are considered, along with quantum mechanics for hydrogen like orbitals and electron configurations. The course provides an introduction to bonding theories as they apply to the stability, molecular geometry and intermolecular interaction of atomic, ionic and molecular species. Topics include chemical nomenclature, stoichiometry, classification of chemical reactivity, gases (both ideal and real) and chemical kinetics.

Prerequisite: Chemistry 30 or equivalent.

*(UA, UC, CU, UL)

CHME-105**Introductory University Chemistry II**

3.8 Credits (45:18:15 hours) Transfer*

This course is a continuation of CHME 103 and emphasizes the importance of chemical equilibrium as it applies to gases, acid and bases, solubility and precipitation reactions and complex ion formation. Also studied are thermochemistry (heat, work, enthalpy and internal energy) and thermodynamics (spontaneity, entropy, free energy), electrochemistry (balancing redox reactions, calculating standard and non-standard cell potentials) with emphasis on some practical applications related to batteries, corrosion and industrial processes. A special topic, selected by the instructor, is covered when time permits. Prerequisite: Minimum grade of C- in CHME 103.

*(UA, UC, CU, UL)

CLAS-102**Greek and Roman Mythology**

3 Credits (45:0:0 hours) Transfer*

In this survey course students learn the most significant myths and sagas of Greece and Rome. Selected readings from ancient literature and illustrations from Classical art 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 are discussed. The course also examines theories and interpretations of the myths.

*(UA, CU, UC, KUC, UL, UAA)

CLAS-110**Early World History I**

3 Credits (45:0:0 hours) Transfer*

In this course, students survey world history from the beginning of written records to the end of the sixth century A.D. They focus on ancient history of the Mediterranean world, with particular emphasis on Egypt, Greece and Rome. Developments in civilizations in these areas are compared with those in the Near East, Persia, India and China.

*(UA, KUC, CU, UC, UL, UAA)

CLAS-221**Literature of Greece and Rome**

3 Credits (45:0:0 hours) Transfer*

This introductory survey course treats major works from Greek and Latin literature in English translation and includes epic, lyric and drama. Note: May not be taken concurrently with or subsequent to U of A CLASS 321/322.

*(UL, UA, UC, AU, CU, KUC)

CLAS-252**Ancient Art and Archaeology**

3 Credits (45:0:0 hours) Transfer*

This course is a survey of the most important artwork and architectural monuments created in the Middle East, Greece and Rome.

*(UA, UC)

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. Students 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. Students discuss 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, AU, UAA)

CLAS-270**Greek Civilization**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to Greek cultural history illustrated by reference to contemporary literature and artifacts, as well as 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, AU, CU, KUC, UC)

CLAS-271**Roman Civilization**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to Roman cultural history, illustrated by reference to contemporary literature and artifacts, as well as archeological discoveries. Topics covered include government, family, religions, law, education, entertainment, agriculture, all presented in their historical context. Some aspects of art and architecture, technology and medicine are also discussed.

*(UA, CU, AU, KUC, UC)

CLAS-305**Comparative Mythology**

3 Credits (45:0:0 hours)

In this course students compare Greek and Roman mythology to other world mythologies such as Norse myth or Native American myth. One body of mythology is selected for particular attention in each offering of the course. Students identify the common features shared by different bodies of myth, as well as important differences and their significance. They also examine various explanatory theories of myth and their application to specific problems.

Prerequisite: Minimum grade of C- in CLAS 102 or equivalent or consent of the instructor.

CLAS-323**Literature in the Augustan Age**

3 Credits (45:0:0 hours) Transfer*

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 benefit by having taken at least one 100-level English or Classics course before registering for this course.

*(AU, KUC, UA, UC, UL)

CLAS-354**Art and Architecture of the Augustan Age**

3 Credits (45:0:0 hours) Transfer*

This course focuses 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 benefit by having taken at least one Art History or Classics course before registering for this course.

*(AU, KUC, UA, UC)

CLAS-361**Ancient Family**

3 Credits (45:0:0 hours)

This senior course in ancient social history focuses on in-depth analysis of the ancient Greek and Roman family in their historical and cultural context. While the emphasis is on the character, value system and dynamics of both the nuclear and extended family, state intervention through family laws are examined. Prerequisite: Minimum grade of C- in any Classics course or consent of the instructor.

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 is studied in the context of China and Japan. The rules of social behaviour and the dominant value patterns in these societies are explained with reference to the defining characteristics of Japanese and Chinese "ways of thinking" or philosophical outlooks.

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 course. Note: Students with no previous computing experience should enroll in CMPT 101 instead of 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, CU, AU, CUC, UC, UAA)

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*

This course is an introduction to solving computing science problems by writing computer programs in a high-level language called Java. Students are introduced to objects and values, messages and methods, control structures and simple containers. There is a discussion of elementary algorithms and software engineering techniques for constructing elegant and robust solutions to problems. Note: Students cannot obtain credit in both CMPT 114 and CMPT 103.

Prerequisites: Minimum grade of C- in CMPT 101 or Pure Math 30 and Computing Science 30 or equivalent exposure to programming. Students with no previous computing experience should register in CMPT 101 before CMPT 114.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

CMPT-115**Programming With Data Structures**

3 Credits (45:36:0 hours) Transfer*

This course is a study of dynamic structures (e.g., sets, lists, stacks, queues, dictionaries) and their associated algorithms (e.g., traversal, sorting, searching, element addition and removal) using Java. It includes an introduction to recursive references and algorithms, as well as more advanced programming language techniques, including inheritance and exceptions. Note: Students cannot obtain credit in both CMPT 115 and CMPT 200.

Prerequisite: Minimum grade of C- in CMPT 114.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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 are 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 is granted for only one of CMPT 101, CMPT 114, CMPT 157, CMPT 162 or CMPT 251. Restricted to Bachelor of Commerce and Management, Asia Pacific Management and Bachelor of Applied International Business and Supply Chain Management students.

*(UA, UC, UL, CU, KUC, CUC, UAA)

CMPT-200**Data Structures and Their Algorithms**

3 Credits (45:36:0 hours)

This course continues the study of dynamic data structures (e.g. lists, stacks, queues, trees, and dictionaries) and associated algorithms (e.g. traversal, sorting, searching, element addition and removal). Recursion is covered and some of the basic ideas of object-oriented programming, such as classes and objects, are introduced. Basic paradigms in program design and software engineering are discussed. In addition to the implementation of these data structures, the lab introduces the student to a Unix-like development environment. Note: Credit cannot be obtained for both CMPT 115 and CMPT 200.

Prerequisite: Minimum Grade of C- in CMPT 103.

CMPT-201**Practical Programming Methodology**

3 Credits (45:36:0 hours) Transfer*

This course provides an introduction to the principles, methods, tools and practices of the professional programmer. The lectures focus on best practices in software development and the fundamental principles of software engineering. The laboratories offer an intensive apprenticeship to the aspiring software developer. Students use C, C++ and software development tools of the Unix environment.

Prerequisite: Minimum grade of C- in CMPT 115 or CMPT 200.

*(UA)

CMPT-204**Algorithms I**

3 Credits (45:0:15 hours) Transfer*

This is a first course on algorithm design and analysis with an emphasis on fundamentals of searching, sorting and graph algorithms. Examples of methodologies considered include divide and conquer, dynamic programming, greedy methods, backtracking and local search methods, together with analysis techniques to estimate program efficiency.

Prerequisites: Minimum grade of C- in CMPT 115 or CMPT 200 and CMPT 272 or MATH 200 and MATH 113 or MATH 114.

*(UA)

CMPT-229**Computer Organization and Architecture**

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 103 or CMPT 115.

Corequisite: CMPT 200 or CMPT 201.

*(UA)

CMPT-272**Formal Systems and Logic in Computing Science**

3 Credits (45:36:15 hours) Transfer*

This course provides an introduction to the tools of set theory, logic, and induction, and their use in the practice of reasoning about algorithms and programs. Topics include basic set theory, the notion of a function, counting, propositional and predicate logic and their proof systems, inductive definitions and proofs by induction, and program specification and correctness.

Prerequisite: Minimum grade of C- in CMPT 101 or CMPT 114 or equivalent.

*(UA, AU, CU, KUC, UAA)

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 is on skills that can be used in further studies such as preparing reports and essays and researching via the Internet. We work 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 needs in order to do his/her course work. Word processing skills are practiced in order to create simple and complex documents. The students learn the MLA format to annotate references. Spreadsheets are used to organize data and draw graphs. Internet activities focus on locating and retrieving information in various forms. The course uses 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, CU, KUC, CUC, UAA)

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 are 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 study correctional law as it relates to the function of the corrections/criminal justice worker. There is 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 is given to the court system.

CORR-104**Criminal Justice System**

3 Credits (45:0:0 hours)

This course provides 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 is 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 is presented.

CORR-106**Correctional Security**

3 Credits (45:0:0 hours)

Specific skills in the supervision, management and control of offenders are addressed. Emphasis is on existing practices within the Correctional Services Division/Alberta Solicitor General and the Correctional Service of Canada. The concepts of static and dynamic security are introduced. Students 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 examines 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 are taught, including relationship building, active listening, data collection and assessment. Students 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 are 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 are examined in a number of areas. The symptoms of drug abuse are presented as well as a description of the paraphernalia that is used. Assessment and treatment techniques are described as well as the various institutional and community resources that are available. Material is presented on the economy and politics of the drug scene. Changing societal attitudes toward substance abuse are 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 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 are 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 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 is presented. Behavioural management techniques are also 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 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 behaviour. 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 are also 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) Transfer*

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 are studied. Students develop insight into their own style of relating to youth as it has been influenced by their experiences as a young person. Students also acquire frameworks for helping families support children/adolescents with normal developmental tasks and fostering resilience in their young people.

Corequisite: CYCW 103.

*(MRC)

CYCW-101**Helping Skills for Youth and Families**

3 Credits (45:0:0 hours) Transfer*

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.

Corequisite: CYCW 103.

*(MRC)

CYCW-102**Integration Seminar**

1 Credit (0:30:0 hours) Transfer*

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 is a focus. Students practice the skills of group work and are introduced to observation and recording skills.

Corequisite: CYCW 103.

*(OTHER)

CYCW-103**Field Placement**

2 Credits (0:0:120 hours) Transfer*

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 fosters 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.

*(OTHER)

CYCW-104**Activities Programming for Youth**

2 Credits (15:30:0 hours) Transfer*

This experiential course is designed to equip students with the attitudes, conceptual frameworks and skills to develop appropriate recreational activities for young people. Students are able to program such activities to facilitate leisure, educational and therapeutic goals.

Corequisite: CYCW 103.

*(MRC)

CYCW-106**The Child and Youth Care Professional**

3 Credits (45:0:0 hours) Transfer*

This course is an introductory course to the field of child and youth care work. The students 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 is studied.

Corequisite: CYCW 103.

*(MRC)

CYCW-107**Child and Youth Care Practice**

3 Credits (45:0:0 hours) Transfer*

Child and Youth Care Practice serves 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 explores three central themes: the youth and family, the setting and the child and youth care worker.

Prerequisite: CYCW 100.

Corequisite: CYCW 111.

*(MRC)

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) Transfer*

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 is a focus. Students practice the skills of group work as well as observation and recording skills.

Prerequisite: CYCW 102.

Corequisite: CYCW 111.

*(OTHER)

CYCW-111**Field Placement**

2 Credits (0:0:120 hours) Transfer*

Through the continuing leadership of a youth group, this placement further develops 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.

*(OTHER)

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 begins with an overview of basic family systems theory and then focuses 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 are also 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 becomes familiar with a competency-based approach to working with children, youth and their families in a variety of settings. Developmental theory is reviewed and applied to youth. The principles of effective behaviour management are learned and applied to the development of short-term behaviour plans. Students learn preliminary skills in creating intervention strategies and treatment plans for youth and families. Students 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 introduces a range of childhood and adolescent mental health issues including various types, origins and symptoms of disorders. Emphasis is placed on the causes, symptoms and treatment of physical/organic, social, emotional and behavioural disorders. Students learn to understand a range of disturbances from a solution-focused perspective and the family perspective, in terms of assessment and management. Students find ways to access their own resources and resiliencies as they address issues which are traumatic for clients and self. This course explores 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)

Transfer*

Seminars provide students the opportunity to discuss field placement experiences and apply information and skills from second year course work. Students practice advanced group work skills. This third integration seminar also explores the notion of "caring for the caregiver" to prepare students for self-care as a helping professional.

Prerequisite: CYCW 110.

Corequisite: CYCW 203.

*(OTHER)

CYCW-203**Field Placement**

4 Credits (0:0:240 hours)

Transfer*

In this third field placement course, students 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.

*(OTHER)

CYCW-204**Group Counselling**

3 Credits (45:0:0 hours)

Transfer*

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.

*(MRC)

CYCW-205**Issues in Family Work**

3 Credits (45:0:0 hours)

This course introduces 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 are explored. Students are also introduced to concepts and skills for collaboratively engaging families in practical, real life solutions. Prevention and early intervention strategies with families is explored.

Corequisite: CYCW 203.

CYCW-206**Child/Youth Care Methods II**

3 Credits (45:0:0 hours)

Transfer*

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 learns 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.

*(MRC)

CYCW-207**Integration Seminar**

1 Credit (0:30:0 hours)

Transfer*

Seminars provide students with an opportunity to discuss field placement experiences and to apply information and skills from second year course work. Students practice advanced group work skills. This fourth seminar course also engages students in essential job search activities.

Prerequisite: CYCW 200.

Corequisite: CYCW 208.

*(OTHER)

CYCW-208**Field Placement**

4 Credits (0:0:240 hours)

Transfer*

In this fourth in the series of field placement experiences in year one and year two of the program, students 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.

*(OTHER)

CYCW-209**Family Support and Intervention**

2 Credits (30:0:0 hours)

Transfer*

This course builds on the concepts and skills learned in two previous courses: Family Dynamics and Issues in Family Work. The student becomes 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.

*(MRC)

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 is explored from various theoretical perspectives. Practical application of developmental theories to child and youth care practice with youth and families is 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 ongoing 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 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 analyzes and compares 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 consider the influence of their personal beliefs, values, and ethics regarding substance abuse and change on their work with clients.

Prerequisites: CYC or related Human Services diploma. Consent of the program.

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 consent 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.

Prerequisites: 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 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.

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 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 introduces the standards of practice for consensus based disability management in the workplace. Ethics, values and principles related to disability management in the workplace are discussed. Opportunities for professional growth and development are also explored.

Prerequisite: DMWP 104.

DMWP-112**Health, Social and Legislative Foundations**

3 Credits (45:0:0 hours)

This course provides an overview of federal and provincial legislation, policy and standards that relate to disability management practice in the workplace. Students 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)

Students explore the personal impact of illness or injury on return to work and disability management. Strategies to diffuse hostility and manage conflict and crisis related to an individual's return to work are examined.

DMWP-116**Return to Work Management**

3 Credits (45:0:0 hours)

This course prepares the student to apply the return-to-work process to accommodate employees who are away from work due to an illness or injury. Students 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, HLST 121.

Corequisites: DMWP 110, DMWP 112, DMWP 114.

DMWP-118**Field Placement I in Disability Management**

3 Credits (15:0:100 hours)

Students apply a consensus-based model in return to work planning. Following principles of self-directed learning, they 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 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, ENGL 111.

DMWP-204**Trends and Issues in Disability Management**

3 Credits (45:0:0 hours)

The student examines 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 are 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)

This course discusses prevention of diseases, the promotion of health and examines the value that wellness programs add to an organization. The student is introduced to conventional treatments and complementary practice. Roles and responsibilities of the health care practitioner in an integrated health system are also examined.

DMWP-216**Disability Management Program Evaluation**

3 Credits (45:0:0 hours)

This course explains the concept of program evaluation and describes the process of planning and implementing a disability management program evaluation project. Prerequisite: DMWP 200.

DMWP-218**Field Placement II in Disability Management**

3 Credits (15:0:100 hours)

This course involves the supervised application of disability management concepts in an occupational setting. Through self-evaluation, the student designs and completes a project using the application of management theory, disability management theory, and practice standards in the delivery of consensus building disability management programs. Students function as a member of the team, working within legal, ethical, professional and organizational parameters.

Prerequisites: ENGL 111, DMWP 200, DMWP 204, DMWP 210, DMWP 212, DMWP 214, DMWP 216, HLST 121.

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 become aware of the basic elements of dramatic structure. The influence of drama on contemporary society is part of this exploration. Students are required to attend and study at least two productions during the current term.

*(UA, UC, CU, KUC, UL, UAA)

DRMA-105**Introduction to Drama I**

3 Credits (45:0:0 hours) Transfer*

This course covers movement on stage and awareness of space, character development, script reading and memorization techniques, as well as practical elements of set creation, stage design and management. Emphasis is on the practical experiences of actors in creating a role.

*(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 therefore introduces students to the process of acting and dramatic form. By improving their improvisational techniques in the disciplines of speech and movement, students 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, UL, CU, KUC, TUC, OTHER)

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.

Not normally to be taken by BA Drama majors. Students cannot take this course if they have received credit in DRMA 243, DRMA 245, DRMA 341 and DRMA 342.

*(UA, UL, CU, KUC, TUC, OTHER)

EASC-100**Planet Earth**

3 Credits (45:36:0 hours)

This course is an introduction to the origin and evolution of the Earth and the solar system, and the mechanics of plate tectonics and the rock cycle. The origin and characteristics of minerals and rocks are studied. Energy balances and interactions between radiation and the atmosphere, land, oceans, ice masses, and the global hydrological cycle are examined. Other concepts that are explored are the evolution of life, the carbon cycle, biogeography, and global climate in the context of geological time. The formation, location, and human utilization of mineral and energy resources are also covered.

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, UC, UL, CU, UAA, TUC, 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, CUC, UL, UAA, TUC, 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 consists 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 is 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 is on the North American continent.

Prerequisite: Minimum grade of C- in EASC 101.

*(UA, KUC, AU, CU, UC, CUC, UL, UAA, OTHER)

EASC-105 **Dynamic Earth Through Time**

3 Credits (45:36:0 hours)

This course explains the plate tectonic framework of a dynamic Earth as it relates to structural geology along with the associated earthquakes and formation of mountain belts. Surface weathering and erosional processes and their sedimentary products are covered. Determination and aspects of geologic time are discussed. Evolution of the Earth's large-scale surface features, continents and ocean basin is described. Also, the history of life on Earth through the fossil record and periods of mass extinctions is examined.

Prerequisite: Minimum grade of C- in EASC 100.

EASC-230 **Introduction to Invertebrate Paleontology**

3 Credits (45:36:0 hours) Transfer*

This course addresses principles and problems associated with paleontology in areas such as evolution, extinction, paleoecology, functional morphology, biogeography and biostratigraphy. There is 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 is also discussed.

Prerequisite: A 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 explore the components of quality early childhood settings. Attention is paid to regulation, legislation and appropriate practice in environments for young children. Selected types of programs for early learning and care are examined. The role of the early childhood professional in creating healthy, safe environments for children and their families is discussed. Students 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 explore the creative curriculum in programs for early learning and care. They 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, are introduced. The early childhood professional's role and the child's role in curriculum development are explored. Students 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 also includes 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 is discussed. Students 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 supports students' personal and professional development. There is a focus on identity formation as affected by socialization processes, diversity issues and the role of culture. An approach to developing team processes is introduced with a view to developing skills in nurturing positive interactions. An emphasis is placed on developing safe and appropriate verbal and physical environments for successful learning for children and adults. A theoretical base for communication is 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 engages students at a variety of practice levels. Students 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 is 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 are discussed. Observation techniques are used to document children's development and to make recommendations for programming. Students discuss how cultural values impact child rearing practices. The effects of abuse and resilience in development are discussed. Prerequisite: 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 supports students' personal and professional development. There is a focus on developing skills and strategies for guiding children's behaviour in developmentally appropriate ways. Knowledge of child development assists 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 are discussed. Opportunities for practical application of effective communication skills are provided in settings for children and adult teams. Strategies for supporting children with challenging behaviours are 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 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. Minimum grade of C in ECDV 120 and ECDV 125. 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 engages students at a variety of practice levels. Students 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 gain an understanding of and practice planning play-based early learning experiences that integrate literacy, numeracy, social studies, science and fine arts. Students 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 helps you to understand and support the diverse range of families you will be working with. Students are 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 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 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 engages students at a variety of practice levels. Students 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 gain an understanding of the nature of professional teams and the skills required for successful practice in teams. Context based learning assists 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 is 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 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 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 apply early childhood best practice knowledge to support children's learning and development. The student engages in final preparation for professional practice. Prerequisites: Completion of all first year ECD courses and ENGL 111, 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 engages students at a variety of practice levels. Students come to an integrated grouping in seminar with different experiences in field placement.

Prerequisites: Completion of all first 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 concurrent 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 learn about developmental stages and milestones for infants and toddlers. Implications of current neurodevelopmental research on early learning and care settings are discussed. The importance of responsive and caring interactions and the adult's role in planning and implementing play and learning environments and experiences are addressed. Infant and toddler health and nutrition issues are a focus. Students develop strategies for supporting families and respecting diversity. Students 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 engage in critical thinking, dialogue and reflection focused on theories of early learning and models of curriculum. Using cooperative learning teams, students participate in planning, implementing, evaluating and documenting play and early learning. Use of resources to support early learning is emphasized.

Prerequisites: Completion of all first year ECD courses, ENGL 111 and ECDV 201. Completion of, or concurrent enrolment in, ECDV 250 or consent of the Chair.

ECON-100**Elementary Business Economics**

3 Credits (45:0:0 hours)

This course provides 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.

Prerequisites: Students cannot take this course if they have received credit in ECON 203, ACCT 155 or ECON 101 and ECON 102.

ECON-101**Introduction to Microeconomics**

3 Credits (45:0:0 hours) Transfer*

This course provides 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, CU, KUC, CUC, UAA, TUC)

ECON-102**Introduction to Macroeconomics**

3 Credits (45:0:0 hours) Transfer*

This course provides 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, CU, KUC, CUC, UAA, TUC)

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 take this course if they have received credit in ECON 100, ACCT 155 or ECON 101 and ECON 102.

*(CUC, CU, UC, UA, UL, AU, KUC, UAA)

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, CU, KUC, AU, UAA)

ECON-212**Economic Aspects of the European Union**

3 Credits (45:0:0 hours)

This course focuses on the study of economic policies in the European Union (EU). Though the ideas of trade liberalization and economic integration are as old as economics itself, the ongoing process of integrating Europe is one of the most exciting experiences in human history. The European experience of market integration is a unique opportunity to learn how the process works and what the dangers of it are. This course concerns economic aspects of integration, while holding references to the history and institutions of the European Union at a minimum.

Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

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, CU, KUC, CUC, UAA)

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.

Note: Students cannot receive credit in both ECON 281 and ECON 383.

Prerequisite: Minimum grade of C- in ECON 101 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

ECON-282**Intermediate****Macroeconomics Theory I**

3 Credits (45:0:0 hours) Transfer*

This course provides 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, CU, KUC, CUC, UAA)

ECON-299**Quantitative Methods in Economics**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to the use of statistical and mathematical methods in economics with computer applications. Note: This course is designed for students in the Economics major. Students in a program other than the Economics major require the consent of the department prior to registration.

Prerequisites: Minimum grade of C- in ECON 101, ECON 102, STAT 141 or STAT 151 and Math 113.

*(UA, KUC)

ECON-319**Contemporary Canadian Economic Issues**

3 Credits (45:0:0 hours) Transfer*

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, ECON 102 or equivalent.

*(AU, UA, KUC)

ECON-323**International Economics**

3 Credits (45:0:0 hours) Transfer*

This course provides 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, CU, KUC, CUC, UAA)

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, CU, KUC, CUC, UAA)

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, CU, KUC, UAA)

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.

Prerequisite: Minimum grade of C- in ECON 101 or equivalent.

ECON-365**Resource Economics**

3 Credits (45:0:0 hours)

This course examines the issues involved in the production of exhaustible and renewable natural resources, including exploration, extraction, and taxation; scarcity and pricing; contemporary Canadian resource policy issues.

Prerequisite: Minimum grade of C- in ECON 101.

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: Minimum grade of C- in ECON 101.

ECON-373**Industrial Organization**

3 Credits (45:0:0 hours)

This course is a survey of the behaviour and performance of firms in different market structures and discussion of public policy toward the different structures.

Prerequisite: Minimum grade of C- in ECON 281. Students cannot take this course if they have received credit in ECON 471 or ECON 472.

ECON-384**Intermediate****Microeconomics Theory II**

3 Credits (45:0:0 hours) Transfer*

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: Minimum grade of C- in ECON 281 and MATH 113 or equivalent.

*(UA)

ECON-385**Intermediate****Macroeconomics Theory II**

3 Credits (45:0:0 hours) Transfer*

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.

*(AU, UA)

ECON-389**Mathematical Economics**

3 Credits (45:0:0 hours)

This course focuses on mathematical techniques used to set and solve economic problems. Topics include principles and applications of total and partial differentiation, comparative static analysis, constrained and unconstrained optimization, linear inequalities, convexity, programming, other mathematical theories of interest in modern economics.

Prerequisites: Minimum grade of C- in ECON 281, ECON 282, MATH 113 and MATH 120.

ECON-399**Introductory Econometrics**

3 Credits (45:15:0 hours)

This course is an elementary treatment of 13e major topics in econometrics with emphasis on applied regression methods. 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.

Prerequisites: Minimum grade of C- in ECON 281, ECON 282, STAT 141 and ECON 299 or equivalent.

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-421**International Trade**

3 Credits (45:0:0 hours)

This course examines international trade theory and policy at a more advanced level and is intended for students majoring in Economics. Topics include; nature and relevance of international trade; early trade doctrines; the theory of comparative advantage; classical and modern approaches and empirical evidence of them; new approaches to the pure theory of international trade; economic growth and international trade; market imperfections and trade; commercial policy, economic integration and the gains from trade.

Prerequisites: Minimum grade of C- in ECON 281 and MATH 113.

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: Minimum grade of C- in ECON 281, ECON 282 and MATH 113 or equivalent.

ECON-441**Monetary Theory and Policy**

3 Credits (45:0:0 hours)

In this course students examine formal modeling of money and recent developments in monetary economics including inflation tax and the optimum quantity of money. Key topics include term structure of interest rates, money and economic activity, rules - vs- discretion in monetary policy, and the role of financial deregulation.

Prerequisites: Minimum grade of C- in ECON 281, ECON 282 and MATH 113.

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-481**Advanced Microeconomic Theory**

3 Credits (45:0:0 hours)

This honours level course is an advanced microeconomics study of producer and consumer theory, general equilibrium and welfare economics, and selected topics.

Prerequisites: Minimum grade of C- in ECON 384 and ECON 389 or consent of the department.

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 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 practice the various techniques through role playing and simulated lab experiences.

ECRP 131 may also be taken as Corequisite.

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 practice the various techniques through role playing and simulated lab experiences.

Prerequisites: 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 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 assists 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 become familiar with the scope and expectations of the role of the teacher and the framework within which teachers work.

*(UA, CU, KUC, UL, UAA)

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. Note: Students cannot take this course if they have received credit in EDPY 202, EDPY 302, EDPY 485 or EDIT 485. Students are encouraged to register in this course as early in their program as possible.

Prerequisites: Basic computer skills within a Macintosh or MS Windows environment including word processing, e-mail and use of a Web browser.

*(UA, UL, CU)

EDPY-200**Educational Psychology for Teaching**

3 Credits (45:0:0 hours) Transfer*

This course deals with the teaching-learning process and student behaviour. 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 EDPSY 371.

*(CUC, UL, UA, UC, AU, CU)

ENCP-100**Computer Programming for Engineers**

3.8 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 are explored. Several written assignments are 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 are explored. Several written assignments are required to assist in developing the student's communication skills. Restricted to Engineering students.

*(UA, CU)

ENGG-130**Engineering Mechanics**

4 Credits (45:30:0 hours) Transfer*

Equilibrium of planar systems is presented in this course. The course also provides 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 movements of area.

Corequisite: MATH 100.

*(UA, UL, CU, 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 also encourages 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 gives students control over their own writing, competence in using different paragraph structures, and the opportunity to write at least one full-length essay. Students practice grammatically correct sentences, explore effective word choices and begin to develop a personal style.

Prerequisites: 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. Prerequisite: 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 English 30-1 are to provide an advanced study in the academic stream of literature. This study includes 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 English 30-1.

Prerequisite: ENGL 0201 or equivalent.

ENGL-0302**Senior Non-Academic English**

5 Credits (90:0:0 hours)

The goals of English 30-2 are to provide an advanced study in the non-academic stream of literature. This study includes 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 is studied in thematic units. As well, a unit focuses on employment skills. Primary focus in this course is placed on comprehensive and clear communication. This course is equivalent to Alberta Learning's English 30-2.
Prerequisite: ENGL 0202 or equivalent.

ENGL-100**Literature in English: Beginnings to Present**

6 Credits (90:0:0 hours)

Transfer*

This course introduces students to representative works and authors of the major historical periods of literature in English. These works demonstrate the development, enlargement and experimentalism of literature in English throughout its ongoing history. A minimum of 20% of class time is devoted to instruction in academic essay writing. As ENGL 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.
Prerequisite: Minimum final grade of 65% in English 30 or consent of the English Department.
*(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 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 is devoted to writing instruction. Students write at least four essays, including a research paper.
Prerequisites: 1. Acceptance into one of the following University Transfer programs: Bachelor of Arts, Science, Commerce, Education, and Physical Education. 2. Minimum grade of 65 percent in English 30. 3. Minimum grade of C- in ENGL 111. 4. Minimum grade of D in ENGL 108 or ENGL 199. 5. 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, CU, KUC, CUC, ACAD, UAA, TUC)

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. 1. Acceptance into a University Transfer program. 2. Minimum grade of 65 percent in English 30. 3. Minimum grade of C- in ENGL 111. 4. 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 English 108.
*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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 write an expository and a persuasive essay, summarize written text and apply principles of clear and correct writing to their own compositions. Students learn research and documentation strategies and 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: - minimum grade of 65 percent in English 30; - minimum grade of 75 percent in English 33; - satisfactory completion of the MacEwan Skills Appraisal; - successful completion of ENGL 0089; or - acceptance into a College program.
*(RDC, 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 are integrated with the study of prose models drawn from modern essayists. A review of basic grammar is included. Note: Restricted to UT Engineering program students.
Prerequisite: English 30 or equivalent.
*(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 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: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.
*(UA, AU, CU, KUC)

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 is 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, CU, KUC, CUC, UAA)

ENGL-205**Traditions in English Rhetoric**

3 Credits (45:0:0 hours) Transfer*

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 100 or ENGL 101 or equivalent.

*(AU, KUC, UA)

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, CU, KUC, CUC, UAA)

ENGL-209**Effective Communication: Speech**

3 Credits (45:0:0 hours) Transfer*

This course is designed to develop self-confidence and poise through actual speaking experience. Students prepare many types of speeches and develop a working knowledge of the basic rules for speech preparation and delivery. Also, they learn more about their own capabilities through feedback from AV materials and from classmates. Students become more willing and effective participants in both small and large group situations.

Prerequisite: ENGL 111.

*(AU)

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, emails, 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 communication are covered, the main emphasis is on practical applications of these concepts. Note: This course, in combination with ENGL 111, transfers to Athabasca University ENGL 255.

Prerequisite: ENGL 111.

*(UC, MRC, OTHER)

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 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-220**English Literature of the Earlier Middle Ages**

3 Credits (45:0:0 hours)

This course examines the poetry and prose of one of the richest and most dynamic periods of English literature. Spanning the seventh to thirteenth centuries, the course examines a wide variety of literary forms in the Anglo-Saxon, Anglo-Norman, and early Middle English periods. Beginning with the evocative rhythms of Old English poetry and prose and the epic world of Beowulf, tracing the growth of Arthurian legend, and exploring the subtleties and humour of early Middle English lyric and romance, students learn how the themes and forms from this period have reverberated throughout English literature and inspired countless writers down to our own time, including Tolkien and Lewis. Students read most of the works in translation, although some thirteenth century works may be read in the original.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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 100 or ENGL 101 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 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.

Note: Students cannot receive credit in both ENGL 338 and ENGL 239.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, AU, CU, KUC, CUC, UAA, TUC)

ENGL-242**Prose and Poetry of the Augustan Age**

3 Credits (45:0:0 hours) Transfer*

This course covers the authors, works and genres that were predominant in the eighteenth-century period of English literature. Students 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 are explored.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, AU, CU, KUC)

ENGL-267**Literary Theory**

3 Credits (45:0:0 hours) Transfer*

This course introduces a variety of literary theories in English and cultural studies in the context of their intellectual and institutional histories. It examines the current and historical theoretical strategies that propose solutions to problems arising in the reading and study of literary and social discourse. Students are introduced to the plural ways in which various kinds of theory can map out issues encountered in different texts and contexts. Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA)

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 are 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.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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 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. Restricted to Education students. Note: Not to be taken by students with credit in any senior level non-fiction prose writing course.

Prerequisites: 6 credits and minimum grade of C- in a 100-level English course such as ENGL 101 or ENGL 100.

*(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.

*(AU, KUC)

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.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, KUC, AU, CU)

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 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. Note: Students cannot receive credit in both ENGL 338 and ENGL 239.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA, TUC)

ENGL-342**The Rise of the British Novel**

3 Credits (45:0:0 hours) Transfer*

This course explores the rise of the novel as a literary form in Britain in the eighteenth century. Students 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 traces the evolution of this "new" genre, from its beginnings in the late seventeenth century up to the Romantic Period, and assesses the place of the novel in the social fabric of eighteenth-century Britain.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, KUC, CU, AU)

ENGL-345**English Rhetoric 1660-1800**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, AU, KUC)

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 primarily focuses on the major works of Milton: Paradise Lost, Paradise Regained and Samson Agonistes, but it also examines a select number of Milton's minor poems and prose works.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 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 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 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 100 or ENGL 101 or equivalent.

*(UA, UC, KUC, AU, CU)

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.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, CU, AU, KUC)

ENGL-353**The Later Victorian Period**

3 Credits (45:0:0 hours)

This course focuses on the late nineteenth-century reaction to the aesthetic, religious, and sexual mores of the preceding "high" Victorian period. The closing century's apocalyptic tenor finds expression in metaphors and themes of the period's literature, concerns embodied discursively in response to the New Imperialism, the New Woman, and the Aesthete or Decadent. The course looks at selected fiction, poetry, and non-fiction (from about 1860-1900) in the context of contemporary cultural anxieties about social upheaval, gender crisis, and moral turmoil, the dialectic of change enacted in Pre-Raphaelitism and the Aesthetic and Decadent movements of the 1890s.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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, CU, KUC, CUC, UAA)

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.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, UL, CU, KUC, TUC)

ENGL-362**American Literature From 1945**

3 Credits (45:0:0 hours) Transfer*

In this course students study representative texts from major American writers of the period, including stories, novels, poems, and plays. The study of these texts focuses 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 examines 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, UC, UL, AU)

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, CU, KUC, CUC, UAA)

ENGL-366**Contemporary British Literature and Culture**

3 Credits (45:0:0 hours)

This course surveys 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.

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 recognize the "pastness of the past" in the central techniques, forms, themes, and critical views of the period; they also apply re-interpretations from contemporary perspectives.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, KUC, AU)

ENGL-374**Canadian Literature 1925-1960**

3 Credits (45:0:0 hours) Transfer*

This course examines 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 also covers 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 recognize "the pastness of the past" in the themes and forms of the literature studied and also re-interpret the literature from contemporary perspectives.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, AU, CU, KUC, CUC, UAA, TUC)

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, CU, KUC, CUC, UAA, TUC)

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 are studied for their places within Canadian theatre history and within the canon of Canadian dramatic masterworks. Plays are 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, CU, KUC, CUC, UAA, TUC)

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.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, KUC, AU, UL)

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 grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UL)

ENGL-399**Writing Non-Fiction**

3 Credits (45:0:0 hours) Transfer*

Discover your writing voice in the diverse world of non-fiction. Readings include classical and contemporary texts and students 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 has at least four different writing assignments totalling 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.

Prerequisite: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

*(UA, UC, KUC, AU)

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 depends 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 get a better sense of the social and cultural context in which the author lived and worked. Students 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- 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 work closely with the instructor to determine the subject and scope of the thesis. During the term, students 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 identify their own interests and work independently to develop and strengthen their skills and techniques. Work in new genres such as the graphic novel is 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.

ENGL-440**Early Modern English Poetry 1500-1600**

3 Credits (45:0:0 hours)

This course is a survey of the development of English poetry in the Early Modern period from 1500 to approximately 1600 and includes the following poets: Skelton, Wyatt, Surrey, Sir Thomas More, Gascoigne, Spenser, Shakespeare, Marlowe, Sidney, Donne, Jonson, Herbert, Herrick and Marvell. The course also includes some hands-on experience with formal poetics such as metrical analysis and scansion.

Prerequisites: 12 credits of 200- or 300- level English courses.

ENGL-467**Marxist Literary Theory and Criticism**

3 Credits (45:0:0 hours)

This course is a study of the emergence in the 20th century of Marxist-influenced literary theory and the place of literature in the social and cultural field. It begins with a concise overview of Marxist social and economic theory (with select readings from Marx, Engels and Lenin) with a view, in particular, to how they perceived literary traditions and institutions. Then students consider opposing views in Marxist theory in historical sequence, beginning with the early theoretical debates over realism between Lukacs and Brecht, over dialectics between Adorno and Benjamin, and between Goldmann and Althusser, and over modernity and post-modernity between Eagleton and Jameson. Select literary works are read and discussed in the light of Marxist theory and interpretation.

Prerequisites: 12 credits of 200- or 300-level English courses.

ENGL-476**Deconstructing Canadian Novels**

3 Credits (45:0:0 hours)

This course makes seven Canadian novels more meaningful and relevant by exploring how they expose established cultural "truths" and beloved binaries as questionable social constructs. This way of reading articulates the depths of the texts to arrive at a more accurate sense of their place in the traditions of Canadian and Western literature. Students focus on deliberate narrative gaps in the plot and characterization and on problematic key words to clarify what the text "reconstructs" as a set of truths applicable to the real world after it has deconstructed various socially constructed truths.

Prerequisites: 12 credits of 200- or 300-level English courses.

ENGL-481**Post-Colonial Theory and Practice**

3 Credits (45:0:0 hours) Transfer*

This course surveys the keywords 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 senior level courses; 6 credits must be at the 300-level.

*(UC, UL, UA)

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**

4.3 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. Note: Restricted to Engineering students.

Prerequisites: MATH 100 and ENGG 120.

Corequisite: MATH 101.

Prerequisite or Corequisite: PHYS 130.

*(UA, UL, CU, OTHER)

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.

Prerequisite: ESLG 0104 or equivalent.

ESLG-0050**English-International Students English for International Students**

3 Credits (45:45:0 hours)

This course provides 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 is for the learner with very little English. It includes the development of the basic language skills in reading, writing, speaking and listening. It emphasizes the development of the language tasks required for integration into the community and the college.

Prerequisite: Placement testing/assessment interview.

ESLG-0090**Beginner ESL (General)**

15 Credits (115:222.5:0 hours)

This course is intended for learners who require or seek general English language training at the high beginner level. Students build on those skills acquired in ESLG 0089. In addition they continue to develop basic informal and formal speaking and listening skills, study basic English vocabulary and sentence structure, and improve reading comprehension.

Prerequisite: Minimum grade of D in ESLG 0089 or placement testing/assessment.

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 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-0093**Advanced English as a Second Language I General**

15 Credits (115:222.5:0 hours)

In this course, students develop the following reading skills: skimming, scanning, predicting, and summarizing. Students also develop speaking skills as they take part in discussions and group work based on reading or listening assignments and give short oral presentations or summaries. Other topics include study skills, job search skills and some business correspondence. Sentence structure, spelling and punctuation are reviewed and practised as well as pronunciation/intelligibility strategies.

Prerequisite: ESLG 0102 (or equivalent as assessed by the MacEwan English Language Institute).

ESLG-0094**Advanced English as a Second Language II General**

15 Credits (115:222.5:0 hours)

In this course students learn reading, writing, listening and speaking skills at a level which ensures their comprehension and interpretation of complex texts and vocabulary. Clarity and intelligibility are emphasized in both oral and written work. Students are expected to write both reports and correspondence in a logical well-organized manner. News items are analysed for fact and opinion and students are expected to take part in group discussion. Also, students are expected to write summaries and practise note-taking skills. Speed reading is introduced at this level. Course content focuses on high interest reading selections as well as employment related material

Prerequisites: ESLG 0103, ESLG 0093, or equivalent as determined by placement testing.

ESLG-0101**Intermediate I English as a Second Language**

15 Credits (115:222.5:0 hours)

Intermediate I develops a level of oral and written fluency in English that allows 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: Minimum grade of D in ESLG 0090 or equivalent through placement testing/assessment.

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 I English as a Second Language**

15 Credits (115:222.5:0 hours)

Advanced I includes the development of the following reading skills: skimming, scanning, predicting and summarizing. Students participate in discussions based on reading or listening assignments and give short oral presentations. Paragraph and essay writing are covered in conjunction with the review of grammar and pronunciation/intelligibility strategies.

Prerequisite: Minimum grade of B- in ESLG 0102 or equivalent as determined by placement testing.

ESLG-0104**Advanced II English as a Second Language**

15 Credits (115:222.5:0 hours)

This course teaches reading, writing, listening and speaking at a level which ensures students' comprehension and interpretation of complex texts and vocabulary. News items are analysed for fact and opinion and students participate in resulting group discussions. Students learn to write both essays and reports in a logical well-organized manner. In addition they write summaries, learn effective note taking skills and practise speed writing. Grammatical accuracy is emphasized in both oral and written work. Students may also be required to read and report on a novel of their choice.

Prerequisite: Minimum grade of B- in 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 require an academic level of English for re-entry into a profession, entry into a high school upgrading program or entry into post-secondary education. Students develop the four language modalities (reading, writing, listening, speaking) as well as their test taking skills using material and topics at a post-secondary academic or professional level. Discussion and analysis of literary works are 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 studied and interpreted for content, opinion, bias and writing style. Research skills are further developed in which students apply by research paper.

Prerequisite: Minimum grade of B- in ESLG 0104 or ENGL 0104 or equivalent as determined by placement testing.

FNCE-301**Introductory Finance**

3 Credits (45:0:0 hours) Transfer*

This course provides 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, CU)

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 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.

This course is not open to students with credit in FREN 100 or French 20S, 20N, 30 or equivalent, nor to students with native or near-native proficiency. Students with advanced language skills may be directed to a course more suitable to their level of ability.

*(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. This course is not open to students with credit in FREN 100 or French 20S, 20N, 30 or equivalent, nor to students with native or near-native proficiency. Students with advanced language skills may be directed to a course more suitable to their level of ability.

*(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 an extensive grammar review, and a cultural overview of the French-speaking world.

Prerequisites: Minimum grade of C- in one of FREN 100, FREN 102, FREN 112 or successful completion of one of French 20S, 20N, 30 or equivalent.

*(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. 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.

Prerequisite: Minimum grade of C- in FREN 212. Not open to students with FREN 150, FREN 154 or equivalent.

*(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 also expand their knowledge of vocabulary and grammar. Note: This course is 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.

Prerequisite: Minimum grade of C- in FREN 212.

*(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. Note: This course is not open to students with credit in French 250, French 252, or equivalent. Students with native or near-native proficiency may be directed to an advanced course more suitable to their level of ability.

Prerequisite: Minimum grade of C- in FREN 297 or equivalent.

*(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 also enhances students' speaking, reading and writing skills in French.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

FREN-351**Survey of 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.

Prerequisite: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

GENE-270**Foundations of Molecular Genetics**

3 Credits (45:0:13 hours) Transfer*

This course provides 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 are developed from experiments on bacteria and viruses.

Prerequisite: Minimum grade of C- in BIOL 207.

Corequisite: GENE 270S.

*(UC, UA)

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 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 and expression, reading and writing skills. As well, some general aspects of geography, history and culture in German-speaking countries are explored.

Note: This course is not open to students with credit in German 30, 35, 101/102, GERM 100 or equivalent, nor to students with native or near-native proficiency, or who have been solely or partly educated in German.

*(UA, UL, AU, CUC, CU, KUC, UAA, OTHER)

GERM-112**Introductory German II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of GERM 111.

Students further develop the four language skills of listening, speaking, reading and writing acquired 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 to students with native or near-native proficiency or who have been solely or partly educated in German.

Prerequisite: Minimum grade of C- in GERM 111.

*(UA, UL, AU, CUC, CU, KUC, UAA, OTHER)

GERM-211**First-Year University German I**

3 Credits (75:0:0 hours) Transfer*

This course is designed to develop speaking, listening, reading and writing skills in German at the intermediate level through the use of authentic written, oral and visual materials.

Note: This course is not open to students with credit in GERM 150, nor to students with native or near-native proficiency, or who have been solely or partly educated in German. Students with advanced language skills may be directed to a course more suitable to their ability.

Prerequisite: Minimum grade of C- in GERM 112 or successful completion of German 30, 35.

*(UA, UL, AU, CUC, KUC, UAA, OTHER)

GERM-212**First-Year University German II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of GERM 211. It is designed to further develop speaking, listening, reading and writing skills in German at the intermediate level through the use of authentic written, oral and visual materials. Note: This course is not open to students with credit in GERM 150 nor to students with native or near-native proficiency or who have been solely or partly educated in German. Students with advanced language skills may be directed to a course more suitable to their ability.

Prerequisite: Minimum grade of C- in GERM 211.

*(UA, UL, AU, CUC, KUC, UAA, OTHER)

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 are introduced to the management of these operations. Some of these facilities feature golf as the single most important activity and some are 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 are 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 enables 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 are 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 are emphasized.

GREK-101**Introductory Greek I**

3 Credits (75:0:0 hours) Transfer*

This course introduces students to Classical Greek in the ancient tradition. The students learn the Greek alphabet and elements of Greek grammar. Simple Greek tests are read and translated. Note: A minimum grade of C- for this course is a prerequisite for GREK 102 and for university transfer. This course is not open to students with credit in Greek 100, Greek 101 and Greek 102, Greek 30 or 35 or any other matriculation level Greek course.
*(UA, CU, KUC)

GREK-102**Introductory Greek II**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of GREK 101; students continue to study the elements of Classical Greek grammar, to acquire additional vocabulary and read simple texts. Note: A minimum grade of C- in this course is required for university transfer. This course is not open to students with credit in Greek 100, Greek 102, Greek 30 or 35 or any other matriculation level Greek course.

Prerequisite: Minimum grade of C- in GREK 101 or equivalent.

*(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 (30:15:0 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 ear moulds, from descriptions of the various types of hearing aids and ear moulds currently available, to examination of the basic components, function, electroacoustic characteristics and troubleshooting procedures for hearing aids and ear moulds, and making ear mould impressions.

Prerequisite: HAPR 101. May also be taken as a Corequisite.

HAPR-104**The Aging Client**

3 Credits (0:0:45 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 (0:0:45 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 (0:0:45 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)

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.

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 (0:30:15 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)

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.

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, CU, KUC, CUC, UAA)

HHPR-100
The Multidimensional Being - Part I

2 Credits (30:0:0 hours)

Within a context-based learning environment, students develop their knowledge about human functioning from a multidimensional perspective (psychological, physiological, bioenergetic, spiritual and socio-cultural). They 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.

Prerequisites: 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 have the opportunity to explore their own personal communication style and critique this.

Opportunity is 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 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 are addressed.

HHPR-160
Counselling and Teaching

3 Credits (30:30:0 hours)

Basic principles of counselling and teaching are introduced and practised. Students have the opportunity to utilize these skills in structured settings.

Prerequisite: HHPR 110.

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 is 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 work in practice settings as Holistic Health Practitioner students. The internship provides 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 provide students with opportunities to discuss practice issues that have arisen during their internship experiences and discuss topics related to their professional practice.

Prerequisites: 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 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 is paid to the accurate determination of the locations of acupoints 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 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 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 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) is presented.

Corequisite: HHPR 110.

HHPR-253**Reflexology****8 Credits (90:28:60 hours)**

This course covers 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 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 introduces 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 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 (90:28:60 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 the student 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.

Prerequisite: HHPR 110.

HHPR-257**Holistic Nutrition****8 Credits (90:28:60 hours)**

This course introduces students to the use of whole foods for health maintenance and disease prevention. Students 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 is discussed.

Corequisite: HHPR 110 or equivalent.

HHPR-260**The Multidimensional Being-Part II**
2 Credits (30:0:0 hours)

With a context based learning environment, students demonstrate their ability to integrate knowledge and skills about human functioning from psychological, physiological, emotional, bio-energetic, spiritual and socio-cultural perspective. Students work together in a collaborative relationship with their peers utilizing client scenarios as a focus for integrating their knowledge and enhancing their skills in preparing relevant, safe, appropriate and client-centered plans of care. Knowledge, skills and research from all prior program courses are integrated into the plans of care. Students provide substantive support for the goal priorities, the action plan, and the evaluation methods.

Prerequisites: HHPR 200 and HHPR 270 (formerly HHPR 170).

HHPR-270**Introduction to Complementary/ Alternative Modalities**
2 Credits (30:0:0 hours)

Students explore a variety of complementary/ alternative healing modalities, their theoretical and/or philosophical foundations, and practice and research. Practitioners from the community discuss their specific practices and how they promote the health and well-being of clients.

HHPR-280**Awakening the Inner Healer - Part II**
3 Credits (45:0:0 hours)

Students learn 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 practice each of these self-healing approaches. Prerequisite: HHPR 130.

HIST-110**Pre-Modern World History: C. 600-1400**
3 Credits (45:0:0 hours) Transfer*

This course presents a survey of world history from the end of the sixth century to the fifteenth century. Note: Students choosing HIST 110 for credit toward the Humanities requirement must also take one of CLAS 110, HIST 111 or HIST 112.

*(UA, KUC, CU, UL, UC, AU)

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 cannot take this course if they have received credit in HIST 120.

Prerequisites: Students choosing HIST 111 for the partial fulfillment of the Humanities requirement must also take one of CLAS 110, HIST 110, or HIST 112.

*(UA, UC, UL, AU, CU, KUC, OTHER)

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 cannot take this course if they have received credit in HIST 120.

Prerequisites: Students choosing HIST 112 for the partial fulfillment of the Humanities requirements must also take one of CLAS 110, HIST 110 or HIST 111.

*(UA, UC, UL, AU, CU, KUC, OTHER)

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 is on political developments, but other themes - social, religious, economic, cultural, etc. - are also examined.

Note: Students cannot take this course if they have received credit in HIST 200.

*(KUC, UC, UA, UL, CU)

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 is on political developments, but other themes - social, religious, economic, cultural, etc. - is by no means ignored.

Note: Students cannot take this course if they have received credit in HIST 200.

*(KUC, UC, UA, CU, UL)

HIST-209**Early Modern European History: 1300 - 1815**
3 Credits (45:0:0 hours) Transfer*

This course is a survey of European history from the Renaissance to Napoleon.

*(UC, AU, UA, UL, KUC)

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.

*(UA, UC, UL, CU, KUC)

HIST-211**The British Isles Before 1834**
3 Credits (45:0:0 hours)

This survey course explores major themes in the history of the British Isles and the experiences of its people in the period before the passing of the Poor Law Amendment Act in 1834. By examining the social, cultural, political and intellectual developments of the period, students explore the increasingly interconnected histories of the peoples of Scotland, Ireland, Wales and England and the impact such relationship had on the formation of Britain. Given the expansive time period of this survey, specific topics, themes and the focus of study are determined by the instructor.

Prerequisite: Minimum grade C- in one of HIST 110, HIST 111 or HIST 112.

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, OTHER)

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, OTHER)

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 treats the various individuals and cultures which have contributed to building the pre-confederation society and their role in shaping the present.

*(UA, UL, KUC, UC, AU, CU, CUC, UAA, TUC)

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 treats the various individuals and cultures which have contributed to building the post-confederation society and their role in shaping the present.
*(UA, UL, KUC, UC, AU, CU, CUC, UAA, TUC)

HIST-281**Asia Since A.D. 1500**

3 Credits (45:0:0 hours) Transfer*

This Asian survey course focuses on developing an understanding of East, Southeast and South Asia through an examination of the main themes and developments in the region. The emphasis is on the socio-cultural, economic and political history, and the role of indigenous societies is 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**Making History: Theory and
Methods in History**

3 Credits (30:0:15 hours) Transfer*

History is an academic discipline whose practitioners make a systematic study of the complexity, variety, and change of human ideas, behaviours, and actions across time. Historians gather, assess, analyze, and organize information to create knowledge about the past. This course examines the process of making history. It includes discussions about both the nature of historical evidence and the methods historians use. It also introduces students to basic questions and issues concerning the nature of our knowledge of the past.

Prerequisite: Minimum grade of C- in any 100-level or 200-level History course.

*(AU, KUC, UA)

HIST-301**Topics in World History**

3 Credits (45:0:0 hours) Transfer*

This course is an intermediate level course that examines world history through detailed examination of a particular topic. The topic in any given year is 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. Prerequisite: Minimum grade of C- in one of HIST 110, HIST 111 or HIST 112.
*(UA, UC, AU, KUC)

HIST-308**Europe in the Age of Reformation**

3 Credits (45:0:0 hours)

This intermediate-level course explores some of the major themes in the history of the European Reformations from the fifteenth century through to the end of the sixteenth century. In particular, students investigate the origins and consequences of the Protestant and Catholic Reformations in sixteenth-century Europe. This course focuses predominantly on the religious, social, cultural and intellectual developments of this period; however, some attention is paid to the economic and political environment surrounding the break with Rome.

Prerequisites: Minimum grade C- in HIST 110, HIST 111, HIST 208 or HIST 209.

HIST-309**Crime and Society in Early
Modern Europe**

3 Credits (45:0:0 hours)

This intermediate-level course investigates some of the major themes in the social history of Early Modern Europe from the onset of the Black Death to the Enlightenment. Students focus on the shifts in social, political, economic and cultural attitudes that ushered in new ideas on crime and regulation, poverty and social discipline. Lecture topics and assigned reading materials describe how these ideas affected the peoples of Western Europe and contributed to a variety of ways individuals and groups experienced inclusion and exclusion in their communities.

Prerequisite: Minimum grade C- in HIST 111 or HIST 209.

HIST-310**Nationalism vs. Empire: The
European Multinational Empires
1804-1918**

3 Credits (45:0:0 hours)

This intermediate course investigates the four great multinational empires of Europe in the 'long' nineteenth century: the Habsburg Monarchy, the Russian and Ottoman Empires, and Prussia and its successor, the German Empire. Students consider the problems that emergence of nationalism posed in all these states, the ways in which each attempted to deal with nationalism, ranging from repression to containment to appeasement, and the conflicts culminating in the First World War that resulted in their collective break-up. Prerequisite: Minimum grade of C- in any 100- or 200-level History course or consent of the instructor.

HIST-311**Britain: Politics and Society Since
the Eighteenth Century**

3 Credits (45:0:0 hours)

This course examines the social and political history of Britain since the eighteenth century. It focuses on the political and social frameworks within which its people, both grand and humble, lived their lives, and the changes that occurred in these frameworks over the course of the 19th and 20th centuries. Prerequisite: Minimum grade of C- in any 100- or 200-level HIST course.

HIST-338**Britain As a World Power**

3 Credits (45:0:0 hours) Transfer*

Britain held a position of world dominance from the eighteenth century until the world wars of the twentieth century began its eclipse. In this course, students examine Britain's role as an imperial nation and its relations with other European nations, as well as the process of its decline.

Prerequisite: Minimum grade of C- in any 100- or 200-level HIST course.

*(UA, UL, KUC, UC, AU, CU, CUC, UAA)

HIST-340**Diplomacy, War and Conflict in the 20th Century**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: It is recommended that students take a 100- or 200-level History course prior to registering in HIST 340.

*(AU, KUC, UA)

HIST-342**The Atlantic World**

3 Credits (45:0:0 hours)

Contact among Africans, Europeans and the indigenous peoples of the Americas created an Atlantic World. The Atlantic Ocean linked the nations and peoples living around its edges, beginning in the 15th century, and continuing until the wars of independence and the end of the slave trade in the late 18th and early 19th centuries. Slaves and slave-traders, soldiers, merchants, sailors, pirates, indentured servants, convicts, settlers, governors and administrators crossed the ocean to encounter a diverse array of New World peoples. This course examines the lives of these people and the encounters, relationships, exchanges and clashes among these people in their Atlantic context.

Prerequisite: Minimum grade C- in any 100- or 200-level history course.

HIST-365**The Canadian West to 1885**

3 Credits (45:0:0 hours) Transfer*

This course examines the history of the Canadian West to 1885. Topics 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.

Prerequisite: Minimum grade of C- in any 100- or 200-level HIST course.

*(UC, UA, UL, OTHER)

HIST-366**The Canadian West Since 1885**

3 Credits (45:0:0 hours) Transfer*

This course examines the history of the Canadian West since 1885 with a focus on the economic, social and political aspects of regional alienation, identity and protest.

Prerequisite: Minimum grade of C- in any 200- or 300-level History course.

*(UC, AU, UA, UL, OTHER)

HIST-367**Canada in World Affairs**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in a 100- level or 200-level History course.

*(AU, KUC, UA)

HIST-369**The History of Indian Policy in Canada**

3 Credits (45:0:0 hours) Transfer*

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.

*(AU, KUC, UA)

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-410**Topics in European History**

3 Credits (0:0:45 hours)

In this seminar-based course, students discuss, criticise and analyse readings on a selected topic in European history. They also prepare a major research paper on an issue related to one or more of the seminar topics. The topic in any given year is selected by the instructor.

Prerequisites: Minimum grade of C- in one of HIST 208, HIST 209 or HIST 210 and 6 credits of 200- or 300-level History courses.

HIST-460**Topics in Canadian History**

3 Credits (0:0:45 hours) Transfer*

In this seminar, students discuss, critique, and analyse 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: Minimum grade of C- in 9 credits of 200 or 300 level History courses including either HIST 260 or HIST 261.

*(AU, KUC, UA)

HIST-490**Topics in Social History**

3 Credits (45:0:0 hours)

In this seminar, students discuss, critique, and analyse readings on a selected topic in Social 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 the instructor.

Prerequisites: Minimum grade of C- in 9 credits of 200- or 300-level History courses.

HLSC-120**Human Anatomy**

3 Credits (45:0:0 hours)

The structure and functions of the human body are introduced within a health science perspective. Basic cellular structures and functions are described. The tissues, organs and major body systems are explored at macro and micro levels, with consideration of regional anatomy and functional integration. Terminology particular to descriptions and organization of human anatomy is introduced. Note: Students cannot obtain credit in both HLSC 120 and NURS 105.

Prerequisite: Biology 30.

HLSC-122**Human Physiology**

6 Credits (90:0:0 hours)

Normal function and components of the human body are addressed from cellular to systemic levels. Basic concepts such as homeostasis and regulatory mechanisms are integrated into mind-body function, with a focus on enhancing health. Normal physiological changes associated with pregnancy, growth, development and aging are discussed. 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-124 Microbiology for Health Professionals

3 Credits (45:0:0 hours)

Principles of microbiology and classification of microbes are introduced. The focus is on the nature, reproduction and distribution of common micro-organisms, and the epidemiology and role of pathogenic organisms in infectious diseases. Human immunology, antimicrobial strategies and health systems are integrated into discussion of the prevention and control of infectious diseases in humans. Note: Only one of MMID 133 or HLSC 124 may be taken for credit.

Prerequisite: Biology 30.

HLSC-220 Pharmacotherapeutics for Health Professionals

3 Credits (45:0:0 hours)

Concepts of pharmacology are explored, with an emphasis on pharmacotherapeutics within health and illness experiences. Aspects of human physiology, growth, development and aging are integrated. Indications for use, mechanisms of action, therapeutic and adverse effects, assessment and patient/client education are explored in relation to major medication classifications and common medications. Professional responsibilities for provision of safe and optimal pharmacotherapy are examined. Political, ethical, social and economic factors are discussed with regard to medications and health. Recognition of professional responsibilities and limitations are emphasized with regard to medication administration and evaluation.

Prerequisites: Minimum grade of C- in HLSC 120 (formerly NURS 105), HLSC 122 (formerly NURS 108) and HLSC 124 (formerly MMID 133).

HLSC-222 Alterations in Health Across the Lifespan

3 Credits (45:0:0 hours)

Knowledge of normal human anatomy and physiology is integrated with alterations in structure and function. Pathophysiological processes are related to manifestations and experiences of chronic and acute alterations in health. Major concepts and processes associated with disease processes and health determinants are examined, including epidemiology, illness/injury prevention and restoration of health. The integration of physiological changes and pathophysiological processes with changes in cellular and organ function and mind-body interactions are addressed across the lifespan. 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 HLSC 124 (formerly MMID 133).

HLST-100 Spiritual Foundations of Mental Health

2 Credits (0:60:0 hours)

This experiential-based course explores spirituality and different methods to achieve inner balance and harmony. Students explore their sense of self as a whole person and discover how this relates to our shared world. Various techniques, including traditional Aboriginal teachings, are used to enhance personal awareness and to develop inner balance.

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 are 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.

Prerequisites: MTST 120, MTST 122, MTST 125, MTST 126.

Prerequisite or Corequisite: MTST 122, MTST 125 and MTST 126.

HLST-152 Foundations in Health

3 Credits (45:0:0 hours)

Perspectives and definitions of health are explored. Factors that influence health, including health determinants, are examined. The influence of selected reports, legislation and funding on the health care system are explored. Primary health care, primary care, access to health care services and development of programs and policies are discussed. Professional roles, responsibilities and legislation within the health care system are discussed. Models and theories of change are introduced with regards to individual health promotion and injury prevention within society.

HLST-154 Professional Communication

3 Credits (45:0:0 hours)

Communication theory and skills are introduced. Beginning interpersonal and therapeutic communication skills for professional relationships are developed. Personal and professional perceptions, values and beliefs are clarified within the scope and standards of professional practice including respect, empathy, confidentiality and accountability. Strategies related to interviewing, group and counselling processes and the therapeutic use of self are explored with an emphasis on reflection of self and professional practice. Introductory knowledge and skills for communication media, information retrieval, health informatics and documentation are developed. Note: Students can obtain credit in only one of HLST 154 or NURS 154.

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, UL, AU)

HLST-230 **Culture Competence in a Multicultural Society**

3 Credits (45:0:0 hours)

Students develop the theoretical and experiential knowledge as well as the practical skills they need to function competently in intercultural situations. They explore their own cultural identities in order to understand the nature and influence of culture and develop sensitivity to cultural nuances. They learn the meaning and importance of cultural competency from global, professional and personal perspectives. Students practice skills for effective intercultural communication and relationships and apply cultural knowledge to professional situations. They examine the dynamics of power and oppression as they relate to cultural minorities, particularly immigrant and refugee populations. Principles for community development in cultural communities and culturally diverse communities are addressed. Students evaluate cultural competence in a work environment.

HLST-290 **Nutrition/Pharmacological Concepts**

3 Credits (45:0:0 hours)

Presents the basic principles of nutrition and pharmacology that promote healthy lifestyle. Nutrition emphasizes awareness and choice. Pharmacology content includes how drugs work and knowledge of classifications. Over-the-counter and natural products are 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 is introduced. Skills necessary to put theory into the practice of teaching different types of learners, individuals and groups are developed. The importance of teaching as a healthcare professional role is emphasized.

*(UA, CU, UL, KUC, AU, CUC, UC, UAA)

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-354 **Healthy Populations**

3 Credits (45:0:0 hours)

Principles, concepts and epidemiology of population health are examined with an emphasis on the promotion of health in populations and communities. Health promotion processes are examined and applied, including strengthening community action, building healthy public policy, creating supportive environments, developing personal skills and re-orienting health services. Evaluation of health initiatives and programs is discussed. Primary health care concepts, empowerment and change theories, and capacity building are integrated. Intersectoral and interdisciplinary collaboration within local, national and international community programs are explored. Societal and economic aspects of primary health care and public health policy are considered.

Prerequisites: Minimum grade of C- in HLST 152 and registration in a Nursing or non-Nursing program at second year or higher level.

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 a minimum grade of 50 percent in Math 30, Math 31 or Pure Math 30, or a minimum grade of 65 percent 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-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, and non-traditional employment relationships. 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, UA, UC, UL, CU)

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, and students examine key legislation relevant to human resources management. Note: Students cannot obtain credit in both HRMT 200 and HRMT 180. Prerequisites: MGMT 121 and MGMT 122, or ORGA 201.

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 are 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-245**Performance Management**

3 Credits (45:0:0 hours)

This course focuses on the training, measurement, evaluation, and legal issues of performance management. Topics include: the 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 examines and applies advanced principles, concepts, processes and applications. Specifically, topics 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) are 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 uses an integrated approach to solve human resource problems. The course examines various human resource information systems (HRIS), including computerized payroll systems, and proceeds to look at various other HRIS applications. Participants also examine the mechanics of purchasing and operating HRIS in the workplace. Current computer applications and HRIS are 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. Prerequisites: Fourth term standing.

HSAD-300**The Human Service Administrator**3 Credits (45:0:0 hours) **Transfer***

In this overview course you are 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 have an understanding of the range of skills you need to develop in order to be successful in a management position. You 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 explores the interpersonal dimension of the role of leaders, managers and supervisors in human service agencies. It helps those aspiring to, or in leadership roles, develop skills and understandings for creating effective interpersonal environments in their workplace. Participants 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)

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 acquire the skills to recruit, select, orient, train, and retain staff that allows your organization to achieve its goals. You examine a number of leadership styles and learn to apply them appropriately. You 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 learn the forms of financial reporting and basic accounting. Key concepts in financial controls, auditing and cash flow analysis are also discussed. The management of financial processes unique to human service programs like fees, donations and endowments are described.

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 are 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 are also 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 hours)

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 managing physical resources in human service organizations. Students learn to develop business plans, to assess and address facility needs, and to plan for improvements, including finding space in the community, renovation, new construction and financing. Risk management, the basics of facility and equipment management, strategies to secure information technology resources, and equipment leasing are 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 is emphasized. Students 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: HSAD 300, HSAD 305, HSAD 310, HSAD 315, HSAD 320, HSAD 399, 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.

INFM-101**Introduction to Information Resources**

3 Credits (45:0:0 hours)

This course introduces students to the philosophy of information services and the types of information providers and their resources. Major topics covered 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, are studied and students 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, are 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 deselecting of materials, interlibrary loan and resource-sharing models and issues of current importance in the information industry, including copyright and intellectual property.

INFM-110**Professional Skills 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 training sessions. Students identify the design and attributes of effective library support services and identify strategies and techniques for improving them. 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. Basic Internet search techniques are developed and students learn to evaluate Internet sources and provide virtual reference services. Students learn about providing reference services to specific groups of users and examine issues and challenges 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 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 are also discussed.

Prerequisites: INFM 152 and INFM 110.

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-209**Records, Information and Privacy Management**

3 Credits (45:0:0 hours)

This course introduces the concepts and elements of records and information management in the context of emerging social standards about access to information and personal information privacy protection, especially in the public sector. The course includes an introduction to records organization systems; protection of sensitive important and vital records; concepts of information accuracy and correction, forms content and management, policy development and review, major access and privacy legislation; and understanding and applying decisions by the Office of the Privacy Commissioner of Alberta. Additional areas covered are ethical practices, national and international standards and professional certifications.

Prerequisite: INFM 101.

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 systems analysis and design in the information environment. Topics include identifying and defining problems, the role of the human element in systems analysis and design, data collection and analysis methods and techniques, including interview, questionnaire and survey design, flowcharts and data flow diagrams, system design and presentation, system selection, testing and implementation, and evaluating system performance and 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 including the mission and vision statements, and policy development. Project management techniques and practices are used to plan small library projects. Leadership styles, supervision, budgets, and customer service are covered. Several human resource components are practiced including job description writing, interviewing skills, and performance appraisals. Other types of information organizations and entrepreneurship are also discussed.

Prerequisites: INFM 202 and INFM 205.

INFM-260**Field Placement**

3 Credits (10:0:170 hours)

In this course, students gain first hand experience through supervised workplace learning in a library setting. Prior to field placement, students prepare a professional portfolio, write a resume and a cover letter for a job application. Practice in conducting a job search and a job interview is provided. Employers and recent graduates offer an insider's view of expectations in the workplace and how to have a successful workplace learning experience.

Prerequisites: INFM 255, INFM 258 and INFM 259.

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 are 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 are 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 is 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 is studied. The course also reviews 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 learns 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 also learns the fundamentals of investigations, evaluation, negotiation, and settlement within the claims process. Specific introductory claims knowledge is 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 are discussed. Consideration is 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 are 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 (15:0:0 hours)

This course examines the recent trends in global economic conditions and their implications for business management. In particular, it overviews 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 explains 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 are explained in the context of the above economic events.

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. Prerequisites: Completion of Asia-Pacific Program including INTB 213 Orientation to Asia. 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 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-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. Prerequisites: Successful completion of the Asia-Pacific Management program or consent of the program.

INTB-300**Introduction to International Business**

3 Credits (45:0:0 hours)

This course provides an overview of theory, concepts and issues related to the field of international business based on the premise that decision making in every company is influenced by a variety of global factors. Topics to be surveyed in this course include: globalization and the globalization debate, political and economic systems around the world, components and effects of culture, theories of international trade, regional trading blocks, foreign direct investment, international financial and monetary systems, and managing and staffing international operations. Note: Students cannot obtain credit in both INTB 300 and INTB 403. Prerequisites: ECON 102 and BUSN 201.

INTB-311**Diversity and Intercultural Communication**

3 Credits (45:0:0 hours)

Students study the theoretical and conceptual applications of diversity and cross-cultural communications from an interdisciplinary perspective. The dynamics of diversity in the workplace, cross-cultural communications and the different models used to look at these issues are analyzed. Students apply theory to case studies and develop tools to lead, navigate and work in diverse and cross-cultural business settings both locally and internationally. Prerequisite: ORGA 201.

INTB-312**Conducting Business in Asia**

3 Credits (45:0:0 hours)

Students study the profiles of the Asia Pacific countries (China, Japan, Korea, Taiwan, Hong Kong and SE Asian countries) and their political, economic and cultural relations with Canada. The business dynamics and trends of Asia Pacific are discussed in detail. Through case studies and group projects, students analyze business practice and acquire the skills to conduct business in Asia. Prerequisite: INTB 300 or consent 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 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 provides the student with the knowledge and skills to communicate effectively with individuals and groups from diverse backgrounds and cultures. Students identify the imPACT of communication styles on individuals and groups. Team building strategies are 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)

INTD-126**Science Fiction in Prose and Film**

3 Credits (45:0:0 hours)

Using the genre of science fiction as its focus, this course teaches skills in critical writing, reading, viewing and thinking. Students read a range of speculative fiction (short stories, novellas and novels) from 19th, 20th and 21st centuries; in addition, students watch and discuss several key films from the science fiction genre. Additionally the course examines themes common to the genre including love and fear of technology, fear of invasion, identity, and artificial intelligence. Prerequisites: Students must meet one of the following: - Minimum grade of 65% in English 30-01, - Minimum grade of 75% in English 30-02, - Satisfactory completion of the MacEwan Skills Appraisal, - Successful completion of ENGL 0089, or - Acceptance into a college program.

JAPN-101**Introductory Japanese I**

3 Credits (75:0:0 hours) Transfer*

This is an introductory course for students with little or no 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 are emphasized. In addition, students are 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 in introductory Japanese, and continue to develop reading and writing skills of approximately 100 Kanji. In addition, students develop their understanding of various aspects of Japanese culture. Note: Not open to students with credit in Japanese 30, 35, Japanese 100, or equivalent courses, nor is it open to students with native or near-native speaker background or who have been solely or partly educated in Japanese. Prerequisite: Minimum grade of C- in JAPN 101 or equivalent. *(UA, CU, UC, KUC, UL)

JAPN-150**First-Year University Japanese**

3 Credits (75:0:0 hours) Transfer*

This course is designed for students who have completed Japanese 30, 35 or equivalent and who wish to develop further their oral/aural comprehension skills in introductory Japanese, as well as continue to develop reading and writing skills of approximately 100 Kanji. In addition, students improve their understanding of various aspects of Japanese culture. Prerequisite: Japanese 30 or 35, or equivalent. *(UA)

JAPN-201**Introductory Japanese III**

3 Credits (75:0:0 hours) Transfer*

This course is designed for students who have completed JAPN 102, JAPN 150 or equivalent and who wish to develop further their oral/aural comprehension skills at the intermediate level of Japanese, as well as continue to develop reading and writing skills of approximately 150 Kanji. In addition, students continue to improve their understanding of various aspects of Japanese culture. Note: This course is not open to students with native or near-native speaker background or who have been solely or partly educated in Japanese. *(UA, CU, UC, KUC)

JAPN-202**Introductory Japanese IV**

3 Credits (75:0:0 hours) Transfer*

This course is a continuation of Japanese 201. Students continue to gain fluency in oral/aural comprehension at the intermediate level of Japanese, and continue to develop reading and writing skills of approximately 150 Kanji. In addition, students continue to improve their understanding of various aspects of Japanese culture. Note: This course is not open to students with native or near-native speaker background or who have been solely or partly educated in Japanese. Prerequisite: Minimum grade of C- in JAPN 201 or equivalent. *(UA, CU, UC, KUC)

JOUR-106**Reporting I**

3 Credits (45:0:0 hours)

This course introduces students to the basics of Canadian journalism and current practices. It provides training in news writing and news gathering that is geared towards the print medium, but which can be applied to other media. This course also examines the principles underlying the craft of journalism and ethical issues in the field.

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. This course focuses on the technical, practical and aesthetic steps involved in the assembly, production, and timely delivery of a recurring publication. Emphasis is placed on further developing the computer skills acquired in Mac Skills for Writers. Prerequisite: Minimum grade of C- in 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 includes 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 are encouraged to critically examine 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 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 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)

Photojournalists must be able to complete a variety of assignments on short notice and to hard deadlines. In Photo Assignment, students learn how professional photojournalists plan, execute, edit and file publishable images with accurate captions by completing real world assignments. Lectures and constructive group critiquing of images give students a greater understanding of photographic excellence. Students build a portfolio of images in order to market themselves to editors. Prerequisite: Minimum grade of C- in JOUR 154.

JOUR-206**Reporting III**

3 Credits (30:30:0 hours)

This course teaches students advanced news writing skills, and explores new storytelling formats along with more interviewing techniques. Students are responsible for publishing two issues of the school's newspaper, The MacEwan Journalist; they also participate in editorial decisions. Students further develop newspaper design and layout skills acquired in last year's newspaper lab. 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 end up producing web pages. They 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 are also 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 180-hour (five-week) 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 receive feedback from placement staff and are evaluated by college faculty.

Prerequisites: Successful completion of all courses in term four.

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 are 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, KUC, UL, UAA)

LATN-102**Introductory Latin II**

3 Credits (75:0:0 hours) Transfer*

In this sequel to LATN 101, students learn more advanced grammatical structures and acquire additional vocabulary to enable them to read and understand simplified Latin texts. Students also continue to develop the skills acquired in LATN 101. Note: Not open to students with credit in LATN 30, LATN 35, LATN 100, or similar or equivalent courses.

Prerequisite: Minimum grade of C- in LATN 101 or equivalent.

*(UA, UC, KUC, UL, UAA)

LATN-301**Intermediate Latin I**

3 Credits (75:0:0 hours) Transfer*

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 enables students to read, understand and translate unabridged intermediate Latin texts.

Prerequisite: Minimum grade of C- in LATN 102 or equivalent or consent of instructor.

*(AU, KUC)

LATN-302**Intermediate Latin II**

3 Credits (75:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in LATN 301 or equivalent or consent of instructor.

*(AU, KUC)

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 are introduced to the law governing wills and inheritance, family law, personal property and real property. This course covers the civil litigation process from the opening of a file through to drafting documents and procedure to trial. Students become familiar with the rules and procedures governing this area of law and 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 is 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 is also 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 focuses 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 are 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 the Canadian legal system and 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 acquires a general knowledge of some of the basic principles of business law and is able to apply them to everyday business situations. Note: Students cannot receive credit for both LEGL 105 and LEGL 210.

*(AU, UA)

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 is 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 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 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 independently prepare mock files in various areas of law in a simulated office setting. Students are expected to prioritize and organize multi-task workloads.

Prerequisites: Terms I, II and III except for electives/options.

Corequisites: Term IV courses or consent 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: Term 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 are 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 briefly introduces language as a general phenomenon and the methodology of modern descriptive linguistics. The course of study is divided among the fundamental topics of phonetics, phonology, morphology, syntax and semantics. *(UA, UL, AU, CU, KUC)

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, AU, CU, KUC)

MARK-301**Fundamentals of Marketing**

3 Credits (45:0:0 hours) Transfer*

This course examines the marketing concept method, market segmentation and measurement, buyer behaviour, marketing planning and budgeting, and strategic and tactical decisions concerning elements of the marketing mix. Restricted to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International and Supply Chain Management and Business Studies Minor students.

Prerequisite: ECON 102 or consent of the program.

*(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 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.

Prerequisites: 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.

Prerequisites: BUSN 201.

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 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.

Prerequisites: 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 focuses 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.

Prerequisites: Pure Math 30 or equivalent. May also be taken as a corequisite.

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 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 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. Prerequisites: 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. Prerequisites: 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 are to be expected as students work through both routine and non-routine problems. Prerequisites: MATH 9 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. 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.

Prerequisites: Pure Math 30 and Math 31.

*(UA, UC, CU, UL, AUC)

MATH-101**Calculus II**

3.5 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. Restriction: Engineering Program students. Note: This course may not be taken for credit if credit has already been obtained in MATH 115. Prerequisites: Minimum grade of C- in MATH 100.

*(UA, UC, AU, CU, KUC, CUC, UL, UAA)

MATH-102**Applied Linear Algebra**

3.5 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. Restriction: Engineering Program students. Note: This course may not be taken for credit if credit has already been obtained in MATH 120, MATH 125 or MATH 127.

Prerequisites: Minimum grade of C- in MATH 100. May also be taken as a corequisite.

*(UA, CU, KUC, UL, UC)

MATH-112 **Calculus With Business Applications**

3 Credits (45:0:0 hours)

This course examines the differentiation and integration of algebraic, exponential and logarithmic functions including applications to business and economics. Topics include: limits; differentiation of algebraic, exponential and logarithmic functions; curve sketching; optimization; introduction to integration; partial differentiation; Lagrange multipliers. Note: This course is only open to students in the Bachelor of Commerce program. Prerequisites: Math 30 Pure.

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. 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. Prerequisites: 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. *(UA, UC, UL, AU, CU, KUC, CUC, UAA, 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. Note: Students who have received credit in MATH 113 or MATH 100 or MATH 117 may not take MATH 114 for credit. Prerequisites: Pure Math 30 and Math 31. *(UA, UC, UL, AU, CU, KUC, CUC, UAA, 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. Note: This course may not be taken for credit if credit has already been obtained in MATH 101 or MATH 118. Prerequisites: Minimum grade of C- in MATH 113 or MATH 114. *(UA, UC, UL, AU, CU, KUC, CUC, UAA, OTHER)

MATH-120 **Basic Linear Algebra I**

3 Credits (45:0:0 hours) Transfer*

Topics covered are: 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 eigenvectors; dot product and orthogonality; introduction to vector spaces; applications in a variety of fields. Notes: Students can obtain credit in only one of MATH 120, MATH 102 or MATH 125. See calendar description for MATH 125. Students planning to transfer to Engineering should take MATH 125. Prerequisite: Pure Math 30. *(UA, UC, UL, AU, CU, KUC, CUC, UAA, OTHER, TUC)

MATH-125 **Linear Algebra I**

3 Credits (45:0:0 hours) Transfer*

This course is an enriched study in the 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; dot product and orthogonality; applications in a variety of fields; numerical methods. Notes: This course is an enriched version of MATH 120, Basic Linear Algebra I. Study in this course covers the same basic topics as MATH 120, however, selected topics and applications are examined in more depth. Students planning to transfer into Engineering, or students planning to take further courses in algebra should take MATH 125 rather than MATH 120. This course cannot be taken for credit if credit has been obtained in either MATH 102 or MATH 120. This course cannot be taken for credit if credit has already been obtained in any of MATH 102, MATH 120 or MATH 127. Prerequisite: Pure Math 30. *(UA, CU, UC, AU, KUC, UL, CUC, UAA)

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 are explored in the study of elementary number theory, numeration systems, operations on integers and rational numbers, and elementary probability theory. Note: MATH 160 is restricted to Elementary Education students. Prerequisites: Pure Math 30 or consent of the department. *(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. Note: This course may not be taken for credit if credit has already been obtained in MATH 209 or MATH 217. Prerequisite: Minimum grade of C- in MATH 115. *(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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. Note: This course may not be taken for credit if credit has already been obtained in MATH 209 or MATH 317. Prerequisites: Minimum grade of C- in MATH 214 or equivalent. *(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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, UL, AU)

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. Note: This course may not be taken for credit if credit has already been obtained in MATH 121 or MATH 227. Prerequisites: Minimum grade of C- in MATH 120 or MATH 125, Math 31 or any calculus course. *(UA, AU, UC, UL, CUC, CU, KUC, UAA)

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. Note: This course may not be taken for credit if credit has already been obtained in MATH 128 or MATH 223.

Prerequisites: MATH 120 or MATH 125 or any linear algebra course.

*(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 (90:0:0 hours)

This course is designed to meet the needs 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.

Prerequisites: Grade 9 math or equivalent.

MCSP-108**Operating Systems I**

3 Credits (45:0:0 hours)

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.

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, and cascading style sheets. Discussion topics include usability, layout and design, on-line resource development, and the promotional uses of an organization's web site.

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 include industry standard word processing, spreadsheet and database programs for the Windows environment.

*(AU)

MCSP-154**Microcomputer Application I**

3 Credits (45:0:0 hours) Transfer*

This course examines microcomputer software packages for spreadsheets, database management and accounting systems. In this applications intensive course, students build models, use a spreadsheet program to perform business numerical analysis, design and build a database system complete with reports, forms and supported queries, as well as populate a current software package with transaction records and generate the common reports.

Prerequisite: MCSP 131.

*(AU, KUC, CUC, UAA, CU)

MCSP-157**Database Applications**

3 Credits (30:30:0 hours)

This course serves as an in-depth study of the processes and techniques involved in creating and using relational database application. Students study the structure and design of this powerful application tool to develop databases with operating features that are essential to any organization. Problem solving techniques that enable students to provide support, usability and scalability to the client are covered.

Prerequisite: MSCP 131.

MCSP-164**Golf Applications**

3 Credits (45:0:0 hours)

This advanced course in business technology applies software tools to golf course operations. Students gain experience in the design of records management systems and the manipulation of software tools for pro-shop, clubhouse food and beverage service, tee time schedules, inventory control, customer billing and sales reporting.

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 is 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.

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 review basic math and then apply the concepts in a merchandising environment to determine revenues, costs and profits. Borrowing, lending and investing money is also addressed through the calculation of simple and compound interest, annuities, loans and sinking funds. Basic descriptive statistics are also introduced. Prerequisites: Math 30 or 33 or Math 30 Pure or Math 30 Applied, or successful completion of Skills Appraisal.

*(AU, KUC, CUC, UAA)

MGMT-112**Accounting for Managers I**

3 Credits (45:0:0 hours) Transfer*

Managers must use accounting information to facilitate decision-making. This course helps 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.

*(UC, 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 is an asset in this course.

Prerequisites: MGMT 111 and MGMT 112, or equivalent.

*(UC, AU, UAA, CU, CL, 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.

Prerequisites: ACCT 111 or equivalent.

Corequisite: ACCT 218 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 is addressed in relation to mutual funds, securities and investment products. Upon successful completion of the course and the Institute of Canadian Bankers exams, students are 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 focus on the functions and roles of management as they relate to both the internal and external environments. Students also develop and utilize problem solving and decision making skills both individually and in small groups.

*(UA, UL, AU, CU, KUC, CUC, UC, UAA)

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 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, CUC, UL, AU, CU, UAA, 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 also provides 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 are used to familiarize students with the application of the theoretical concepts.

MGMT-127**Strategies for Student Success**

3 Credits (45:0:0 hours)

Strategies for Student Success offers an intense study of the principles, techniques and practical tools to create success in college and in life. These are skills, attitudes and behaviours 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, develop personal management skills and practice teamwork. Topics include: memory, test writing and study techniques, communication skills, stress and time management, critical thinking skills, emotional intelligence and other lifelong learning skills.

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, KUC, CUC, UAA, CU)

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 are expected to develop an international marketing plan by the end of the course.

Prerequisite: MGMT 131. May also be taken as a Corequisite.

*(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 produce an acceptable return. Learners are 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.

Prerequisite: MGMT 111, ACCT 111, ACCT 218 and MCSP 131, or equivalent.

*(UC, KUC, CUC, UAA, CU)

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: MGMT 111, MGMT 121, MGMT 122, MGMT 131, ACCT 111 and ACCT 218.

*(AU, KUC, CUC, UAA)

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. 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, ACCT 111, ACCT 218 and MGMT 211 or equivalent.

*(UC, AU, KUC, CUC, UL, UAA)

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. Restriction: To only be offered in the Ukraine.

Prerequisites: MGMT 112 and MGMT 113.

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, KUC, CUC, CU, UL, UC, UAA, 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, KUC, CUC, UC)

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, KUC, CUC, UAA)

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: ACCT 218 and MGMT 131.

*(UC, UL, AU, CU, KUC, CUC, UAA)

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.

Prerequisites: MGMT 131 or equivalent.

*(AU, KUC, CUC, UAA)

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, ACCT 111, ACCT 218, MGMT 121, MGMT 122, MGMT 131, MGMT 211, MGMT 221, HRMT 200.

*(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 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, ACCT 111, ACCT 218 and MGMT 131.

*(AU, KUC, CUC, UAA)

MGMT-260**Strategic Management**

3 Credits (45:0:0 hours)

In this course, students build on and utilize the foundation of earlier management coursework to scan environments, diagnose problems and analyze opportunities, create strategies for action, plan implementation, and evaluate results from an increasingly strategic perspective. Students work both individually and collaboratively in applying strategic decision-making skills to complex situations as presented by significant business case studies.

Prerequisites: MGMT 121, MGMT 122, MGMT 131, ACCT 218.

MGMT-261**Integrated Management Practice**

3 Credits (45:0:0 hours)

In this capstone course, students integrate learning from previous courses such as management, accounting, finance, marketing, and human resources management. Focusing on strategic application of management theory from these areas, students demonstrate the ability to translate learning into effective management practice both individually and as part of a team.

Prerequisites: MGMT 131, MGMT 211, MGMT 221, HRMT 200, MGMT 260.

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 (previously MGTS 301), MGTS 200.

*(UA, UC, UL, AU, KUC)

MGTS 312**Probability and Statistics II**

3 Credits (45:15:0 hours) Transfer*

This course includes 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, non-linear regression, and time series analysis. Students are expected to have basic familiarity with computer applications including spreadsheets.

Prerequisites: Minimum grade of C- in MGTS 103 or STAT 151 or STAT 141 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

MGTS 352**Operations Management**

3 Credits (45:15:0 hours) Transfer*

Students explore the managerial and strategic considerations of operations management decisions by examining and applying such techniques as production planning methods, inventory management and control methods, waiting line theory, forecasting, supply chain management, and project management and control techniques. Spreadsheet modelling is used to explore some of these issues.

Prerequisites: One of MATH 112, MATH 113 or MATH 120 and one of MGTS 103 (previously MGTS 301) or STAT 141 or STAT 151.

*(AU, CU, KUC, UA, UC, UL)

MHST-100**Historical Foundations**

2 Credits (30:0:0 hours)

In this course, students explore Canadian Native historical events with a focus on the impact of significant events on the mental health of Aboriginal Canadians. Students explore historical contexts for the origins of contemporary conditions in Aboriginal communities. Topics include Aboriginal terms and definitions, the treaty making process, assimilation policies as well as historical events from contact to the present day.

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 consider various health determinants and explore strategies for promoting their own health and fostering health in their communities. Contemporary health issues in native communities are featured throughout the course.

*(AU)

MHST-103**Human Growth and Development**

3 Credits (45:0:0 hours)

In this course, students explore the process and nature of human development. Physical, cognitive, psychosocial, and spiritual development throughout the life span as well as cultural and individual variations are examined. Students study health and mental health related issues, promotion and prevention strategies.

MHST-104**Introduction to Field Placement**

1 Credit (0:0:30 hours)

This course provides an initial opportunity for students to link concepts and theories with practice skills and prepares 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 provide a forum for discussing professional responsibilities, confidentiality, and strategies for client advocacy.

MHST-106**Supporting Healthy Families**

3 Credits (30:15:0 hours)

In this course, students examine parenting and explore how to provide helping services to parents and children, focusing on Aboriginal communities. Students review traditional values and societal influences on current parenting practices. Advocacy and effective methods of empowering families to promote responsible parenting, accountability and healthy family roles are explored.

Prerequisite: Minimum grade of C- in MHST 122.

MHST-107**Community Support Work Experience**

2 Credits (0:0:120 hours)

Students are 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)

Students review the influences and conditions that effect mental health, including public attitudes, stigmas and culture. Various mental disorders including the symptoms, causes, and treatment modalities are studied through class discussions, lectures, readings, and presentations. Elders and cultural teachers are also available to assist in this process, allowing for a more comprehensive exploration of the philosophies of Western and Aboriginal mental health.

Corequisite: MHST 121.

MHST-121**Introduction to Pharmacology**

3 Credits (45:0:0 hours)

In this course students 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 examine the history and evolution of psychiatric medications up to and including current drug therapies for mental illnesses. Traditional medicines from other cultures (Aboriginal) are discussed as part of the holistic philosophy. The second portion of this course covers 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.

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 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 is examined to demonstrate the various types of loss and the imPACT on mental health. Assessment and intervention techniques for both adults and children is explored. Emphasis is 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 provides students the opportunity to receive practical experience and observe others in their work. Through field placement, students integrate knowledge from courses, which focuses on professional responsibilities. Seminars 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)

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 protocols, interconnectedness and the service mentality. 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 develop skills for dealing effectively with a variety of crisis situations through practice activities. Students also complete a Suicide Prevention Certification Workshop. Restricted to Aboriginal Police Studies students.

MHST-201**Mental Status Assessment**

3 Credits (45:0:0 hours)

Students learn theory, practice, and methods related to assessing mental status when interacting with clients who have mental health challenges or disturbances. The course covers the roles of the members of the mental health team in promoting optimal client health functioning in a variety of settings.

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 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, Aboriginal cultural perspective and the effects on Aboriginal families and communities. Emphasis is on holistic healing perspective and dealing with disclosures and appropriate responses to violence and abuse. Students explore assessment, intervention, prevention, referral and reporting procedures and how to support clients through this process. Developing personal awareness and self-care are 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 are 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)

In field placement experiences, students develop practical skills and confidence working in mental health related agencies. Through field placement experiences, students integrate knowledge from various courses, life, and professional experiences. As well, students focus on challenges that clients experience and on issues that imPACT Aboriginal clients in particular. Stress in the helping professions and self-care 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)

In this course, students experience sharing and healing circles, medicine wheel teachings, protocol practices as well as explore 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 such 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 involves 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 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 are further examined.

Prerequisite: Minimum grade of C- in MHST 205.

*(OTHER)

MHST-225**Aboriginal Cultural Integration III**

1 Credit (0:15:0 hours)

Students examine the importance of culture and cultural healing practices that can be utilized in combination with contemporary mental health and community services. Aboriginal and traditional healing practices are explored as an alternative in achieving balance and in promoting mental health. Culturally relevant service provision and how to access traditional healing and cultural services are also 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)

Students are introduced to various counselling approaches and interviewing techniques, including family, marriage and group counselling. Students practice solution-focused interviewing and counselling approaches and 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.

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: MTST 105 and MTST 120. May also be taken as Corequisites.

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: MTST 105. May also be taken as a Corequisite.

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: MTST 105 and MTST 120. May also be taken as Corequisites.

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: MTST 105. May also be taken as a Corequisite.

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.

Prerequisite: MTST 105 and MTST 125. May also be taken as Corequisites.

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 develop and utilize palpation skills in identifying bony landmarks and soft tissues structures.

Prerequisites: MTST 120, MTST 105.
Corequisite: MTST 137. MTST 105 and MTST 120 may be corequisites.

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 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 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 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, MTST 142, MTST 115 and 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, 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 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 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 are conducted at which time students 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 are conducted at which time students 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 provides 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 is also 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 learn how various massage techniques can assist in recovery.

Prerequisite: 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.

*(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 (30:0:0 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.

*(CUC, 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 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, UL)

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, KUC, CUC, UL, UAA, 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, KUC, UAA, 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, KUC, UAA, 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 year of study in the Music Program.

*(OTHER)

MUSC-190

Jazz Combo

0 Credits (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 Credits (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 Credits (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 Credits (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 Credits (0:22.5:0 hours)

This course is an ensemble that rehearses music written for various combinations of percussion instruments. The ensemble performs a number of concerts throughout the year.

MUSC-195**Jazz Band**

0 Credits (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 are evaluated on their ability to perform large ensemble music in a variety of jazz styles. Note: Audition required.

MUSC-196**Dixie Band**

0 Credits (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 Credits (0:22.5:0 hours)

This course is an ensemble that rehearses music for various combinations of percussion instruments. The ensemble performs a number of concerts throughout the year.

MUSC-198**Improvisation I**

0 Credits (0:15:0 hours)

This course is designed to develop the theoretical skills necessary to perform improvised solos on melodies and chord progressions. Note: Restricted to Music Program students.

Prerequisite: Successful completion of first term Music Program courses.

Corequisite: MUSC 142.

MUSC-199**Improvisation II**

0 Credits (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 are also an important part of the course. Note: Restricted to Music Program students.

Prerequisites: Success completion of first year of study in the Music Program.

Corequisite: MUSC 243.

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 consent 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 20th 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 explores, in depth, the art and craft of songwriting. The goal of the course is to develop skills and attributes that help musicians to become better songwriters and to prepare them to participate as songwriters in today's music industry. Students are active in developing technical proficiency and experiencing a variety of songwriting techniques. An examination of the songwriting process includes concepts such as attaching meter and rhythm to pitch shapes, motive generation, form, attaching lyrics to melody, and song refinement.

Prerequisites: Minimum grade of B- in MUSC 101, MUSC 102, MUSC 111, MUSC 112, MUSC 121, MUSC 122, MUSC 131, MUSC 132, MUSC 141, MUSC 142, MUSC 198, ENGL 101 or ENGL 111.

MUSC-208**Songwriting II**

3 Credits (30:15:0 hours)

This course is designed to further explore the mechanics of songwriting. Students 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, put lyrics to melody, re-writing and co-writing. A component of this course is to examine market trends, song demos, song plugging and "where the money comes from".

Prerequisites: 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 solfa 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.

Prerequisites: Successful completion of first year of study in the Music Program.

*(UL, OTHER)

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.

*(UL, OTHER)

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, KUC, UAA, 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 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: MUSC 233.

*(UL, KUC, UAA, 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, i.e., 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, i.e., 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 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 allows 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 the 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.

Prerequisites: Successful completion of first year of 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.

*(CU, KUC, CUC, AU, UAA)

NURS-150**The Discipline of Psychiatric Nursing**

3 Credits (45:0:0 hours)

Historical, current and future perspectives of the disciplines of Nursing and psychiatric Nursing are introduced. Nursing and psychiatric Nursing as a science, art, discipline and professional practice are discussed. Selected theories and models are explored, focusing on philosophical viewpoints and their influence on knowledge and practice. The roles, scope and standards of psychiatric Nursing practice are examined from provincial, national and international perspectives, as well as in terms of organizations and legislation. The professional code of ethics and approaches to ethical decision making are introduced. Thinking processes related to the discipline are developed.

NURS-170**The Discipline of Nursing**

4 Credits (60:0:0 hours)

Historical, current and future perspectives of Nursing are introduced. Nursing as a science, an art, a profession and a discipline are discussed. Selected Nursing theories and models are explored, focusing on philosophical viewpoints, the scope of inquiry and their influence on Nursing practice and knowledge. Roles, settings, scope and standards of professional Nursing practice are examined from provincial, national and international perspectives, organizations and legislations. Nursing codes of ethics and approaches to ethical decision making are introduced. Thinking processes related to professional Nursing are identified and developed. Principles of teaching and learning are introduced.

NURS-175**Nursing Practice Foundations**

5 Credits (30:30:75 hours)

Foundational Nursing practice knowledge and skills are attained and integrated within classroom, laboratory, simulation and practice settings, with an individual patient/client. The Nursing process is introduced and applied with regard to the provision of basic Nursing care in collaboration with an individual patient/client in order to promote health, safety and comfort. Developmental and physiological considerations related to activities of daily living across the lifespan are discussed. Communication skills are implemented in the development of a nurse-patient/client relationship, establishment of professional boundaries and collaboration with other health care providers in the organization and implementation of direct care. Prerequisites: Minimum grade of C- in NURS 150 or NURS 170, HLSC 120, ENGL 108 and HLST 152. Corequisites: HLSC 122, HLSC 124 and HLST 154.

NURS-252 Health Assessment Across the Lifespan

4 Credits (45:45:0 hours)

Knowledge and skills for a holistic health assessment of individuals across the lifespan are developed. Health history taking, physical and contextual assessments, information retrieval and data appraisal, communication techniques, and documentation of findings are incorporated into assessment of health. Consideration is given to alterations in health and evaluation of Nursing, medical and pharmacological interventions, as well as development of health promotion strategies. Students integrate concepts for culturally sensitive, age-appropriate and person-centred assessment. Students develop and demonstrate skills in history taking, interviewing and physical examination with individuals. Critical thinking and clinical reasoning are developed through participation in laboratory activities, simulations and seminars.

Prerequisites: Minimum grade of C- in HLSC 120 (formerly NURS 105), HLSC 122 (formerly NURS 108), HLSC 124 (formerly MMID 133) HLST 152, HLST 154, NURS 150 or NURS 170, and NURS 175.

NURS-257 Nursing Practice Across the Lifespan

10 Credits (20:0:293 hours)

Students focus on the application of knowledge, skills and attitudes for Nursing care of clients experiencing acute and chronic variances in a hospital setting. 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.

Prerequisites: Minimum grade C- in HLSC 220, HLSC 222, NURS 252, NURS 270 and PNRS 254.

Prerequisite or Corequisite: HLST 300.

NURS-270 Nursing Care Across the Lifespan

4 Credits (45:30:0 hours)

Knowledge, skills and attitudes are attained for evidence-based, culturally sensitive, age-appropriate, holistic Nursing care with persons who experience acute or chronic alterations in health. Selected Nursing theories and models are incorporated as a framework for understanding illness experiences and the promotion of health and healing. Management and alleviation of symptoms and capacity building are discussed with perspectives of mind-body experiences of illness. Teaching and learning principles are applied to health promotion, illness/injury prevention and explanations of care to individuals and families. Reflection on and evaluation of individualized Nursing care are promoted through practice scenarios and contextual simulations. Best practice guidelines, current evidence and legal-ethical considerations are emphasized. Roles of the health team and intersectoral members are examined for optimal provision and transition of care across settings. Note: Students can obtain credit in only one of NURS 270 or NURS 256.

Prerequisites: Minimum grade of C- in NURS 175, HLAC 122, HLSC 124, HLST 152, HLST 154, and PSYC 105.

Prerequisites or Corequisites:
HLSC 220, HLSC 222, NURS 252.

NURS-272 Mental Health Nursing

3 Credits (45:0:0 hours)

Knowledge, skills and attitudes are attained for evidence-based, culturally sensitive, age-appropriate, holistic Nursing care with persons who experience acute or chronic alterations in mental health. Lifespan issues and alterations are examined for adolescents, adults and older adults. Nursing theories and models are incorporated as a basis for understanding illness experiences and promoting health and healing. Change theory, capacity building, values clarification and professional boundaries are incorporated within discussions, practice scenarios and contextual simulations. Roles of the health team and intersectoral members are addressed including relational and therapeutic communication and group dynamics. Societal, legislative and economic issues are examined in relation to individual, family and community resources for mental health promotion.

Prerequisites: Minimum grade of C- in NURS 175, HLSC 122, HLSC 124, HLST 152, HLST 154 and PSYC 105.

Prerequisites or Corequisites:
HLSC 220, HLSC 222, NURS 252.

NURS-275 Nursing Practice I Across the Lifespan

5 Credits (10:0:143 hours)

Students plan, implement, coordinate and evaluate Nursing care for persons experiencing chronic or acute alterations in health, primarily in acute care settings. Theories, knowledge, current evidence and a diverse range of skills for Nursing practice are incorporated to provide culturally sensitive, age-appropriate, evidence-based, holistic Nursing care. Beginning communication, assessment and psychomotor skills are used to promote health and healing, and to evaluate and intervene for persons with alterations in health status. Skills in organization and priority setting are initiated for effective Nursing care. Collaboration with patient/client, family, interdisciplinary and intersectoral members is incorporated, including transition between acute care and home settings.

Prerequisites: Minimum grade of C- in HLSC 220, HLSC 222, NURS 252, NURS 270 and NURS 272. Note: If NURS 275 is preceded by NURS 279, a minimum grade of C- in NURS 279 is also required.

NURS-277 Nursing Practice II Across the Lifespan

5 Credits (10:0:143 hours)

Students build on the knowledge and skills attained in NURS 275, including application of evidence to practice, and communication, assessment and psychomotor skills. As in the prior clinical course, the focus of Nursing is on persons experiencing chronic or acute alterations in health. Critical thinking, problem solving and ethical reasoning are extended in the practice setting. Skills in organization and priority setting are further developed for provision of safe, competent and effective Nursing care. Collaboration with patient/client, family, interdisciplinary and intersectoral members is continued, including exploration of the roles and domains of Nursing practice. Prerequisites: Minimum grade of C- in NURS 275. Note: If NURS 277 is preceded by NURS 279, a minimum grade of C- in NURS 279 is also required.

NURS-279**Nursing Practice: Mental Health Nursing**

5 Credits (10:0:143 hours)

Students plan, implement, coordinate and evaluate Nursing care for persons experiencing chronic or acute alterations in mental health in a variety of settings including acute care, home visits and community. Nursing theories, knowledge, current evidence and a diverse range of skills are incorporated to provide culturally sensitive, age-appropriate, evidence-based, holistic Nursing care. Communication and assessment skills are used to recognize and initiate early interventions to promote mental health, and to evaluate and intervene for persons with alterations in mental health status. Collaboration with patient/client, family, interdisciplinary and intersectoral members is emphasized, including access and use of community health resources.

Prerequisites: Minimum grade of C- in HLSC 200, HLSC 222, NURS 252 and NURS 272. If NURS 279 is preceded by NURS 277, a minimum grade of C- in NURS 277 is also required.

NURS-341**Nursing Research Processes**3 Credits (45:0:0 hours) **Transfer***

Fundamental concepts, components and methodologies of research are examined. Qualitative and quantitative approaches are differentiated and discussed in relation to development of knowledge. Novice research skills for application and evaluation are attained. Historical and current perspectives of Nursing science are discussed, including the interplay among development, dissemination and implementation of knowledge. Ethical issues, clinical and statistical significance, and implementation of evidence-based practice are integrated. Discovery, teaching, application and integration are introduced as dimensions of scholarship within the domains of Nursing practice.

Prerequisites: Minimum grade of C- in NURS 277 and NURS 279; and 3 credits of B100 or B200 level Statistics course; or a Registered Nurse or a Registered Psychiatric Nurse.

*(UA, UC, CU, KUC, AU, CUC, UAA)

NURS-370**Nursing Care of the Acutely Ill Across the Lifespan**

4 Credits (45:30:0 hours)

In-depth understanding is developed of the underlying pathophysiology, manifestations and treatment modalities for persons across the lifespan who experience acute, complex or critical alterations in health. The focus of Nursing care is extended to individuals and their families. Assessment, communication, psychomotor and critical thinking skills are incorporated to evaluate, intervene and promote healing. Anticipatory prevention, early intervention and limitation of treatment are developed through discussions and simulations of acute illness and end of life scenarios. Collaboration with patients/clients, families and health team members is integrated. Ethical, legal and health policy issues are examined.

Prerequisites: Minimum grade of C- in NURS 277 and NURS 279.

NURS-372**Nursing Care of Families With Young Children**

4 Credits (45:30:0 hours)

Knowledge, skills and attitudes are developed to promote health in families through preconception, pregnancy, labour, delivery, postpartum, and child rearing from birth to adolescence. Transition, developmental and family theories are examined and integrated through discussions and simulations. Underlying physiology, manifestations and treatment modalities are integrated into illness prevention and maternal, newborn and child health. Community resources that support and facilitate health of families with young children are examined.

Prerequisites: Minimum grade of C- in NURS 277 and NURS 279.

Corequisite: HLST 354.

NURS-375**Nursing Practice: Nursing Care of Acutely Ill Across the Lifespan**

5 Credits (10:0:143 hours)

Students extend and integrate Nursing knowledge and skills necessary to plan, implement, coordinate and evaluate Nursing care for persons experiencing acute, complex or critical alterations in health. Theories, knowledge, current evidence and a diverse range of Nursing practice skills are incorporated within acute care settings. Increased communication, assessment, psychomotor and teaching-learning skills are utilized to promote health, intervene and promote healing, and evaluate alterations in health status. Skills in organization and priority setting are initiated in the provision of safe and effective Nursing care. Collaboration with patient/client, family, interdisciplinary and intersectoral members is emphasized, including immediate interventions and end of life care.

NURS-377**Nursing Practice: Nursing in the Community**

5 Credits (10:0:143 hours)

Students integrate knowledge and skills into the practice of Nursing in community settings. Students apply theories, knowledge, and current evidence; use extended communication, assessment and psychomotor skills; and collaborate with individuals, families, groups, and communities in a variety of practice settings such as clinics, daycare centres, elder care facilities, and schools. Intervention strategies, program planning and population health initiatives are incorporated to promote individual and community health. Intersectoral and interdisciplinary collaboration are emphasized.

Prerequisites: Minimum grade of C- in HLST 354, NURS 270 and NURS 372. Note: If NURS 377 is preceded by NURS 375 and NURS 379, a minimum grade of C- in NURS 375 and NURS 379 is also required.

NURS-379**Nursing Practice: Nursing Care of Families With Young Children**

5 Credits (10:0:143 hours)

Students integrate knowledge and skills into the Nursing care of families from preconception to raising of your children to the age of 12 years. Students apply theories, knowledge, and current evidence; use extended communication, assessment and psychomotor skills; and collaborate with family, health team and intersectoral members to assess, intervene and promote health in young families. Intervention strategies and modalities are implemented in a variety of health contexts including community, home and acute care settings.

Prerequisites: Minimum grade of C- in HLST 354, NURS 370 and NURS 372. Note: If NURS 379 is preceded by NURS 375 and NURS 377, a minimum grade of C- in NURS 375 and NURS 377 is also required.

NURS-472**Leadership in Nursing**

3 Credits (45:0:0 hours)

Principles, styles and theories of leadership are examined. Concepts of power, influence, growth and conflict are incorporated into formal and informal Nursing leadership roles. Administrative, organizational and management principles are addressed, including patterns of Nursing delivery, quality assurance strategies, decision making models, characteristics of quality workplaces, and organizational structure and culture. Personal, organizational and societal influences of leadership are examined, with an emphasis on the leadership role of nurses within primary health care and research utilization.

Prerequisites: Minimum grade of C- in NURS 341, NURS 375, NURS 377 and NURS 379.

NURS-474**Future Directions in Nursing**

3 Credits (45:0:0 hours)

Current and future aspects of the discipline and professional practice of Nursing are examined, including: exploration of the full scope of Nursing practice; local to global health systems and issues, traditional and non-traditional settings for practice; advocacy for both individuals and public health policy. Self-reflection, awareness and readiness for Nursing practice are incorporated through exploration of attributes of professionalism, professional associations, independent and advanced practice roles, graduate and specialization studies, domains of Nursing practice and career planning.

Prerequisites: Minimum grade of C- in NURS 341, NURS 375, NURS 377 and NURS 399.

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.

Prerequisites: Registered Nurse, Registered Psychiatric Nurse or consent 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 consent 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 consent 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 consent of program.

NURS-479**Nursing Practice: Consolidation**

5 Credits (10:0:143 hours)

Students consolidate knowledge and skills and demonstrate competent, safe, ethical and evidence-based practice. Practice experiences within acute care settings are selected to maximize readiness to practice, develop confidence and enable collaboration with other health team members. Students integrate leadership, education and research skills, utilize appropriate resources, reflect on practice and demonstrate accountability, responsibility and professional values. Knowledge, assessment, questioning and anticipation are integrated into clinical judgment and best Nursing practices. Students demonstrate professional Nursing skills and characteristics including reflection on practice, information retrieval and ongoing learning.

Prerequisites: Minimum grade of C- in NURS 472, NURS 474, PHIL 386, Senior Elective, and Senior Nursing Elective.

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 consent 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 consent 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 consent 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 consent 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 consent 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.

NURS-489**Nursing Practice: Preceptorship****9 Credits (0:0:375 hours)**

Students consolidate and extend their knowledge and skills in a focus area such as rural, community or surgical Nursing, or specialty setting such as mental health, emergency, critical care, rehabilitative or gerontological Nursing. Primary health care principles are incorporated and tailored to the particular individual, family or community. Critical thinking skills and reflection on practice are demonstrated. Philosophical perspectives of Nursing and health are articulated. Accountability and responsibility are demonstrated with rationale for provision, individualization and coordination of care.

Prerequisites: Minimum grade of C- in NURS 479 and Senior Nursing elective.

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.

Prerequisites: 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 learn the basics of PowerPoint.

OADM-103**Word Processing for Legal Assistants**

3 Credits (30:30:0 hours)

In this course, students work with word processing software used in legal offices. Students apply the concepts learned to prepare a variety of legal office documents as well as standard letters, reports and tables. Students manage electronic documents and communications in a windows environment. Students keyboard at a minimum speed of 40 net words per minute. Students cannot obtain credit in both OADM 102 and OADM 103.

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 (30:30:0 hours)

In this course, students work with word processing software used in legal offices. Students apply the concepts learned to prepare a variety of legal office documents as well as standard letters, reports and tables. Students manage electronic documents and communications in a window environment. Students keyboard at a minimum speed of 40 net words per minute.

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. Prerequisites: OAMS 130.

OCCH-300**Introduction to Occupational Health Nursing**

3 Credits (45:0:0 hours)

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.

OCCH-301**Occupational Environments**

4 Credits (60:0:0 hours) Transfer*

This course examines the relationship between workers and their working environment. The focus is on how to minimize exposure to occupational hazards. 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, CUC, UC, CU, AU, KUC, UAA)

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)

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.

OCCH-304**Occupational Health Program Development**

3 Credits (45:0:0 hours) Transfer*

This course provides the basis that enables 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.

*(UL)

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 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)

Students examine the current trends and issues related to occupational health. Current trends, including drug testing in the workplace, are examined. Professional issues, including quality assurance, independent practice, and ethics are also discussed.

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, CUC, UC, CU, AU, KUC, UAA)

OCCH-308**Health Surveillance in the Workplace**

3 Credits (45:0:0 hours)

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.

OCCH-309**Field Project in Occupational Health**

2 Credits (15:0:60 hours)

This course provides students with an opportunity for considerable, concentrated Nursing practice. Knowledge and skills in occupational health Nursing is 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.

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. Students learn about the developmental characteristics of the school age child and apply this knowledge to program planning in a group care setting. They discover and explore recreational and educational resources in their 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 students build on the link between the developmental needs of school-age children and program planning for this age group. Students 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. Students apply developing communications skills to work with children as they study appropriate child guidance strategies. Students consider the needs and interests of school age children, as well as their developing sense of self. Consideration is 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 include decision-making, planning, organizing, controlling, leadership, organizational design and structure, communication, teams, motivation, conflict, change and strategy. Note: A student may receive credit for only one of MGMT 122 or ORGA 201. Restricted to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Business Studies Minor students.

Prerequisites: ECON 102 or consent of the program. *(UA, UC, UL, AU, CU)

ORGA-330**Managerial Skill Development**

3 Credits (45:0:0 hours)

This course provides theoretical concepts and practical training in the key competencies required for managerial success. Topics include communication, feedback, personality, delegating, persuading, goal setting, politicking, running meetings, working with teams, and corrective action. A key element of this course is student demonstration and practice of the managerial skills. Note: A student may receive credit for only one of ORGA 330, MASD 330 or MGMT 221. Restricted to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International Business and Supply Chain Management and Business Studies Minor students.

Prerequisites: ORGA 201 or consent of the program.

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 are examined and experienced.

*(UA)

PACT-110**Aquatics**

1.5 Credits (15:30:0 hours) Transfer*

Development of proficiency in swimming and aquatic skills and to the examination of theoretical aspects of aquatics. Note: Credit may not be taken for more than one of PACT 100 and PACT 110. Students cannot obtain credit for both PACT 110 and PHSD 107.

Prerequisites: 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.

*(UA, KUC, UC, UL)

PACT-111**Basketball**

1.5 Credits (15:30:0 hours) Transfer*

In this course, students acquire theoretical knowledge and personal skill in basketball.

Note: Students cannot take both PACT 111 and PHSD 111 for credit.

*(UA, UC, CU, KUC, UL, UAA)

PACT-114**Introduction to Ice Hockey**

1.5 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 cannot take both PACT 114 and PHSD 114 for credit.

*(UA, UC, UL)

PACT-118**Soccer**

1.5 Credits (15:30:0 hours) Transfer*

In this course, students 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 take both PACT 118 and PHSD 118 for credit.

*(UA, CU, KUC, UC, UL, UAA)

PACT-131**Badminton**

1.5 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 take both PACT 131 and PHSD 131 for credit.

*(UA, CU, KUC, UC, UL, UAA)

PACT-133**Squash**

1.5 Credits (15:30:0 hours) Transfer*

In this course, students acquire theoretical knowledge and personal skill in basic squash strokes and strategies. Note: Students cannot take both PACT 133 and PHSD 133 for credit.

*(UA, CU, KUC, UC, UL, UAA)

PACT-137**Volleyball**

1.5 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 are taught in individual and small group settings.

Note: Students cannot take both PACT 137 and PHSD 137 for credit.

*(UA, UC, CU, KUC, UL, UAA)

PACT-145**Golf**

1.5 Credits (15:30:0 hours) Transfer*

In this course, students 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 take both PACT 145 and PHSD 145 for credit.

*(UA, UC, CU, KUC)

PACT-155**Social Dance**

1.5 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 is 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**

1.5 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. Equipment is available from the Sport and Wellness Centre. This course requires some weekend commitments. Note: Students cannot take both PACT 180 and PHSD 180 for credit.

*(UA, UC, CU, KUC, UL, UAA)

PACT-181**Cross Country Skiing**

1.5 Credits (15:30:0 hours) Transfer*

In this course, students acquire theoretical knowledge and personal skill in the basic Nordic ski skills including, classic, skating and hill maneuvers. Course include touring and citizen racing opportunities. Equipment is available from the college but participants are encouraged to provide their own.

Note: Students cannot take both PACT 181 and PHSD 181 for credit.

*(UA, UC, CU, KUC, UL, UAA)

PACT-198**Yoga for Beginners**

1.5 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 are introduced to several different yoga forms with an emphasis on Hatha and Ashtanga (power) yoga. Approximately 70 per cent of class time and course assessment focuses on practical skill development, while the remaining 30 per cent encompasses the physiological and psychological benefits of yoga as they relate to health and wellness.

*(UA, UC, UL)

PACT-199**Introduction to Strength Training**

1.5 Credits (15:30:0 hours) Transfer*

An introduction to the theory and practical basis of resistance training. The focus of the course is 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 are introduced to the study of human anatomy. Students learn structural and functional components of selected systems of the human body. Restriction: Physical Education students.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA, OTHER)

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, UL)

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 101.

*(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 examines 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, CU, KUC, CUC, UAA)

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 include the application of appropriate mechanical principles and the identification of relationships between these principles.

Prerequisites: Minimum grade of C- in PACT 101 or PEDS 294.

*(UA, UC, UL, OTHER)

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 are 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 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, CU)

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 are 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.

Prerequisites: 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. Restricted to Physical Education students. Note: This course is not open to students with credit in PEDS 105.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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.

Restricted to Physical Education students.

Prerequisites: Minimum grade of C- in PERL 104 or consent of the Department.

*(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, CU, KUC, CUC, UAA)

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 is on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The study includes 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, CU, KUC, CUC, UAA)

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 be 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 are 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 develop skills to improve their golf swing technique, short game, pre-shot routine and course management strategy.

PGCT-362**Sports Psychology**

3 Credits (45:0:0 hours)

This course explores the psychological dimensions that influence high performance sport. Students consider the theoretical and practical problems facing high performance athletes in high stress situations and how to coach others to overcome performance problems. Contemporary approaches to counselling and advising professional golfers are examined, including how to achieve performance improvement goals. Students learn techniques to prepare golfers for recreational and competitive play.

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-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, is 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. Prerequisites: 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, OTHER)

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, OTHER)

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, CU, KUC, TUC)

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 is 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, KUC, UC, AU, CU, CUC, UAA)

PHIL-200**Metaphysics**

3 Credits (45:0:0 hours) Transfer*

An introduction to basic theories of the nature and structure of reality. Topics 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, KUC, UC, AU, CU, CUC, UAA)

PHIL-205**Philosophy of Mind**

3 Credits (45:0:0 hours) Transfer*

This course examines 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 are studied.

*(UA, CU, KUC)

PHIL-210**Symbolic Logic**

3 Credits (45:0:0 hours)

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 take both PHIL 210 and PHIL 120 for credit.

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, CU, OTHER)

PHIL-240**Descartes to Kant**

3 Credits (45:0:0 hours) Transfer*

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.
*(KUC, CU, UA)

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, OTHER)

PHIL-247**Continental Philosophy: Heidegger to Foucault**

3 Credits (45:0:0 hours)

This course provides an introduction to Twentieth Century Continental European Philosophy through a close reading of some of the century's major philosophical contributors (e.g. Husserl, Heidegger, Merleau-Ponty, Levinas, Derrida and Foucault). Specific topics may include: phenomenology, Hermeneutics, radical ethics, deconstruction, post-structuralism, post-modernism, post-Marxism, feminism and critical theory.

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 is 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, KUC, UC, AU, CU, CUC, UAA)

PHIL-265**Philosophy of Science**

3 Credits (45:0:0 hours) Transfer*

This course introduces 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.
*(UA, UC, UL, KUC, AU)

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, KUC, UC, AU, CU, CUC, UAA)

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 is 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, KUC, UC, AU, CU, CUC, UAA)

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.
*(UA, UC, KUC)

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, CU)

PHIL-331**Philosophy of Love and Sex**

3 Credits (45:0:0 hours) Transfer*

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.
*(AU, KUC)

PHIL-332**Feminist Issues in Political and Social Philosophy**

3 Credits (45:0:0 hours) Transfer*

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.
*(KUC, UA)

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 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 courses.

PHIL-402**Topics in the History of Philosophy**

3 Credits (0:0:45 hours)

In this seminar course, students make seminar presentations, examine a major figure or historical period in the history of philosophy and write a major essay on a specific topic of their choice.

Prerequisites: Successful completion of 6 credits of philosophy at the 200- or 300-level.

PHIL-403**Topics in Ethics or Social/Political Philosophy**

3 Credits (0:0:45 hours)

Transfer*

In this seminar course, students examine either 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 and write a major essay on a specific topic of their choice.

Prerequisites: Successful completion of 6 credits of philosophy at the 200- or 300-level.

*(AU)

PHIL-444**Kant**

3 Credits (0:0:45 hours)

Transfer*

In this seminar course, students examine Kant's theoretical philosophy, pay close attention to interpretations of Kant's transcendental idealism of the early critical period, make seminar presentations, and write a major essay on a specific topic of their choice.

Prerequisites: Minimum 6 credits in 200- or 300- level Philosophy courses.

*(AU, KUC)

PHIL-447**Wittgenstein**

3 Credits (0:0:45 hours)

In this seminar course, students examine Wittgenstein's later philosophy in his Philosophical Investigations, paying close attention to his philosophy of language and philosophy of mind. Students also read important secondary literature concerned with the same, and complete a seminar presentation on this material and a major essay on a specific topic of their choice from the material covered. Prerequisites: Minimum 6 credits in Philosophy courses 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 is 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 is included. Note: Students cannot obtain credit for both PHSD 107 and PACT 110.

Prerequisites: Basic mechanics of the front crawl, elementary backstroke and an ability to tread water.

PHSD-111**Basketball**

3 Credits (15:30:0 hours)

In this course students acquire theoretical knowledge and personal skill in individual and team activities in basketball.

Note: Students cannot take both PHSD 111 and PACT 111 for credit.

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 take both PHSD 114 and PACT 114 for credit.

PHSD-118**Soccer**

3 Credits (15:30:0 hours)

In this course, students 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 take PHSD 118 and PACT 118 for credit.

PHSD-131**Badminton**

3 Credits (15:30:0 hours)

Acquisition of theoretical knowledge and personal skill in basic badminton strokes and strategies. Student must supply their own racquets and shuttlecocks. Note: Students cannot take both PHSD 131 and PACT 131 for credit.

PHSD-133**Squash**

3 Credits (15:30:0 hours)

In this course, students acquire theoretical knowledge and personal skill in basic squash strokes and strategies. Note: Students cannot take PHSD 133 and PACT 133 for credit.

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 are taught in individual and small group settings. Note: Students cannot take both PHSD 137 and PACT 137 for credit.

PHSD-145**Golf**

3 Credits (15:30:0 hours)

In this course, students 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 take both PHSD 145 and PACT 145 for credit.

PHSD-180**Canoeing and Kayaking**

3 Credits (15:30:0 hours)

Acquisition of theoretical knowledge and personal skill in strokes, maneuvers, and rescue. Equipment is available from the Sport and Wellness Centre. This course requires some weekend commitments. Note: Students cannot take both PHSD 180 and PACT 180 for credit. Prerequisites: Red Cross Aquaquest Level 8 or RLSS Lifesaving II or YMCA Level 3 or the ability to swim front crawl and back crawl efficiently.

PHSD-181**Cross Country Skiing**

3 Credits (15:30:0 hours)

In this course, students acquire theoretical knowledge and personal skill in the basic Nordic ski skills including classic, skating and hill maneuvers. The course includes touring and citizen racing opportunities. Equipment is available from the college but participants are encouraged to provide their own.

Note: Students cannot take both PHSD 181 and PACT 181 for credit.

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 are introduced to several different yoga forms with an emphasis on Hatha and Ashtanga (power) yoga. Approximately 70 per cent of class time and course assessment focuses on practical skill development, while the remaining 30 per cent encompasses 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 focuses 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 is 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. 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.

Prerequisites: Biology 30 or consent of the Science Department.

*(UC, AU, CU, KUC, UL, UAA)

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. Prerequisites: 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. Prerequisites: 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 develops a conceptual understanding of physical principles of classical mechanics, develop reasoning, and problem solving abilities, and relate physical principles to real-world applications. 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 or PHYS 144.

Prerequisites: Pure Math 30.

*(UA, CU, KUC, UL, UC, AU, UAA, 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 develops a conceptual understanding of physical principles and develop reasoning and problem solving abilities in the above areas. Note: Credit may be obtained for only one of PHYS 109, PHYS 126, PHYS 130 and PHYS 146.

Prerequisites: Minimum grade of C- in PHYS 108.

*(UA, CU, KUC, UL, UC, AU, UAA, 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 are emphasized.

Note: Credit may be obtained for only one of PHYS 108, PHYS 124, or PHYS 144.

Prerequisites: Physics 20 or equivalent, Pure Math 30. Physics 30 strongly recommended.

*(UA, UL, UC)

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. Note: Students cannot take both PHYS 126 and PHYS 146 for credit. PHYS 146.

Prerequisites: Minimum grade of C- in PHYS 124.

*(UA, UL, UC)

PHYS-130**Wave, Motion, Optics and Sound**3.8 Credits (45:18:0 hours) **Transfer***

This course provides an introduction to geometrical optics, optical instruments, oscillations, waves, sound, interference, diffraction. Restricted to Engineering Program students.

Prerequisites: Pure Math 30, Math 31 and Physics 30.

Corequisite: MATH 100 or equivalent.

*(UA, UC, CU, UL, KUC, UAA)

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 include Newtonian mechanics, kinematics, dynamics, conservation of momentum and energy, rotational motion and angular momentum. The course also provides an introduction to special relativistic kinematics and dynamics, including length contraction, time dilation, and the conservation of energy and momentum in special relativity. Note: Credit may be obtained for only one of PHYS 108, PHYS 124 or PHYS 144.

Prerequisites: Pure Math 30, Math 31 and Physics 30.

Corequisite: MATH 113 or MATH 114 or equivalent.

*(UA, UL, UC)

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 are also explored. Note: Credit may be obtained for only one of PHYS 126 and PHYS 146.

Prerequisites: Pure Math 30, Math 31 and Physics 30.

Corequisite: MATH 113 or 114 or equivalent.

*(UA, UL, UC)

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. Note: This course is not available for credit towards Honours or Specialization Physics and Mathematical Physics degree programs.

Prerequisites: First year physics course(s) (two terms). Prerequisite or

Corequisite: MATH 113 or MATH 114.

*(UA, CU, UL, UAA)

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. Prerequisites: Minimum grade of C- in PHYS 126 or PHYS 109 or PHYS 146.

*(UA, UC, UL)

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.

Prerequisites: Minimum grade of C- in PHYS 109 or PHYS 126 or PHYS 146.

Corequisite: MATH 214 or MATH 217 or equivalent.

*(UA, UC, 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 HLST 152, HLST 154, NURS 150, NURS 170 and PSYC 104. Note: Students in the Psychiatric Nursing Program complete PNRS 155 rather than NURS 272.

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)

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, in an in-patient setting. 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. Prerequisites: Minimum grade of C- in HLSC 220, HLSC 222, NURS 252, NURS 270 and PNRS 254.

Prerequisite or Corequisite: HLST 300.

PNRS-259**Psychiatric Nursing Practice in Community Mental Health**

5 Credits (10:0:143 hours)

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, in selected community mental health care settings. 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. Prerequisites: Minimum grade of C- in HLSC 220, HLSC 222, NURS 252, NURS 270 and PNRS-254.

Prerequisite or Corequisite: HLST 300.

PNRS-354**Concepts in Mental Health Nursing III**

3 Credits (45:0:0 hours)

In this course, student further develop their knowledge, skills and attitudes required to provide client-centred, evidence-based, Nursing care for clients experiencing mental health issues related to eating disorders, sexuality, gender, and family relationships. Focusing on care of the individual within the context of family and community/environment, students examine adaptations to Nursing care across the lifespan. The role of the psychiatric nurse in group therapy, family therapy, counselling and crisis intervention is further developed. Transition to the graduate role is explored. Prerequisites: Minimum grade of C- in ENGL 108, 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. Prerequisites: Minimum grade of C- in PNRS 354.

POLS-101**Introduction to Politics and Government**

3 Credits (45:0:0 hours)

Transfer*

This course provides an introduction to a systematic study of the primary institutions and processes of modern government and the discipline of political science. Students 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. Note: This course is the prerequisite for most second year Political Science courses. *(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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, AU, KUC)

POLS-200**Comparative Political Systems**

3 Credits (45:0:0 hours)

Transfer*

This course introduces the concepts, methods and substance of the field of comparative politics, focusing on both developed and developing countries. The approach to this course is thematic, with strong emphasis on discussing the major theoretical and practical perspectives related to specific issues. Topics include political institutions, political cultures, and significant economic and foreign policy challenges to selected developed countries in the era of globalization. For developing countries, the challenges of development are discussed, as well as topics such as military intervention, women and development, revolution, urbanization, and the international context of development. Note: This is a core course in the field of comparative politics and a prerequisite for most 300- and 400-level courses in the field.

Prerequisites: Minimum grade of C- in POLS 101.

*(UA, UL, AU, CU, KUC, CUC, UC, UAA)

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. Note: This is a core course in the field of political philosophy. Prerequisite: Minimum grade of C- in POLS 101.

*(UA, UC, AU, CU, KUC, UL, UAA)

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: 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.

Prerequisites: 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 develop a basic knowledge of the political institutions and processes of the government of Canada. They also demonstrate understanding of the major challenges facing Canada in its political development. Note: This course is designed for students in a program other than the Political Science major or minor. POLS 221 is not open to students enrolled in the Political Science major or minor.

*(UC, UA, AU, UL, KUC)

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 is given to contemporary issues. Note: This is a core course in the field of international relations and a prerequisite for most 400-level courses in the field.

Prerequisites: Minimum grade of C- in POLS 101.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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 emphasizes 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 is discussed. The course explores 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. Note: This course is not open to students enrolled in the Political Science major or minor.

*(UL, AU, UA, UC, KUC, UAA)

POLS-308**Political Thought of the Enlightenment**

3 Credits (45:0:0 hours)

This course introduces students to the central works in political philosophy of the Enlightenment. In studying classic texts from the French, British and American Enlightenment, the course further aims to discern, within these texts, the intellectual sources of liberal modernity. Students study the work of some of the following: Thomas Hobbes, John Locke, Adam Smith, Jean-Jacques Rousseau, Montesquieu, Benjamin Constant, The Federalists, Thomas Jefferson and Alexis de Tocqueville.

Prerequisites: Minimum grade of C- in POLS 210.

POLS-309**Topics in Ancient Political Philosophy**

3 Credits (45:0:0 hours)

This course carefully examines one or more of the classic texts of ancient political philosophy. The course is organized around a major concern of ancient political philosophy.

Potential topics include: the nature of political community, sources of civic virtue, rhetoric, classic natural right and the relationship of philosophy to politics. Addressing these topics entails the careful study of major texts by some of the following: Plato, Xenophon, Aristotle, Cicero, Lucretius and St. Augustine.

Prerequisites: Minimum grade of C- in POLS 210.

POLS-310**Comparative Political Thought**

3 Credits (45:0:0 hours)

This course examines political thought outside the traditional boundaries of the Western practice of political philosophy and political theory. The course further examines the central and in some instances foundational texts from these non-Western political traditions. The texts are read with an eye to the continuing role they play within their respective political traditions and special attention to the enduring insights they possess for political life per se. Finally, these texts are read in light of the fruitful dialogue and creative tension that has arisen through their contact, both historically and in the present, with Western political thought and practice.

Prerequisites: Minimum grade of C- in POLS 210.

POLS-312**Political Philosophy and Political Theology**

3 Credits (45:0:0 hours)

This course examines the dialogue between reason and revelation, faith and philosophy in three Abrahamic traditions. The course considers this essential tension in Western thought through careful study of classic treatments in the Jewish, Christian and Islamic traditions. To this end, students critically consider some of the following texts; Genesis, City of God (Augustine), Summa Theologica (Aquinas), the Guide for the Perplexed (Maimonides), The Decisive Treatise (Ibn Rushd), The Attainment of Happiness (Al-Farabi).

Prerequisites: Minimum grade of C- in POLS 210.

POLS-324**Topics in Canadian Politics**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in POLS 220.

*(KUC, AU, UA)

POLS-325**Canadian Political Economy**

3 Credits (45:0:0 hours) Transfer*

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.

*(UA)

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) Transfer*

The course is geared to current controversial issues in international relations. Selected topics come from international political economy, the international strategic system, global challenges, and international relations theory. Prerequisite: Minimum grade of C- in POLS 260.

*(AU)

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 Non-aligned Movement and the group of 77 - as well as the specific regional and interregional responses to globalization are addressed.

Prerequisites: Minimum grade of C- in POLS 200.

POLS-364**International Political Economy**

3 Credits (45:0:0 hours) Transfer*

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.

*(AU, UA)

POLS-365**Canadian Foreign Policy**

3 Credits (45:0:0 hours)

This is an overview of the significant post-Second World War developments in Canadian foreign policy. This course 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.

Prerequisites: Minimum grade of C- in POLS 220 or POLS 260.

POLS-375**Politics of East Asia**

3 Credits (45:0:0 hours)

This course provides comparative studies and analyses of politics of East Asia. Focused topics include politics of China, Hong Kong, Taiwan, Japan, and Korea. Comparisons and analyses cover a variety of subjects such as political institutions and processes, ideologies, and public policies.

Prerequisites: Minimum grade of C- in POLS 200 or consent of the department.

POLS-376**Issues in Development Studies**

3 Credits (45:0:0 hours) Transfer*

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.

*(AU, CUC, UA)

POLS-414**Theory and Method in Political Science**

3 Credits (0:0:45 hours)

Beginning with Aristotle's Politics, students trace the development of the distinctive mode of enquiry that is political science. While considering the question "What is political science?", students study the work of significant political philosophers who have attempted to answer the same question. Contributions by selected political philosophers are examined in-depth; these include Aristotle, Cicero, St. Thomas Aquinas, Niccolo Machiavelli, Giambattista Vico, G.G. Hegel, Friedrich Nietzsche, Eric Voegelin, Michael Oakshott, Michel Foucault and Leo Strauss.

Prerequisite: Minimum grade C- in POLS 210.

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.

Prerequisites: Minimum grade of C- in POLS 220.

POLS-431**Globalization and the Canadian Political Economy**

3 Credits (0:0:45 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in POLS 220 or POLS 260.

*(AU, KUC)

POLS-461**Selected Topics in International Politics**

3 Credits (0:0:45 hours)

This course focuses on selected contemporary topics in the sub-fields of international relations. Students undertake a detailed analysis of a specific topic. The topic studied is determined by faculty expertise and changes from year to year.

Prerequisite: Minimum grade of C- in POLS 260.

POLS-468**International Organization**

3 Credits (0:0:45 hours) Transfer*

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.

*(AU)

POLS-470**Selected Topics in Comparative Politics**

3 Credits (0:0:45 hours)

In this seminar, students analyse issues and theories of comparative politics in the context of a selected geographical region, and they discuss options and models for the political development of countries in the specific region. Prerequisite: Minimum grade of C- in POLS 200.

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) Transfer*

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. Students learn that public relations is a profession with its own distinct body of theory and knowledge. Students also learn about its past, present and future. Students are introduced to the ethics and professionalism inherent in the practice and process of public relations. As well, the fundamental concepts of strategy is examined. *(MRC)

PREL-231**Writing and Editing**

3 Credits (30:30:0 hours) Transfer*

This course offers students the basic writing and editing skills that are primary tools to the public relations practitioner. Students sharpen their writing style and editing skills with regular drills and assignments. As well, students learn how to prepare for and organize their writing so as to more effectively achieve the purpose of their written works. Students also learn the fundamentals of writing news releases that are read and used by the media. *(MRC)

PREL-233**Media Relations and Mass Media**

3 Credits (45:0:0 hours) Transfer*

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: PREL 231. May be taken as a Corequisite. *(MRC)

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 introduces students to the workings of the advertising industry and how it interacts with the public relations business. Through practical exercises students learn the emerging trends in the industry and sample some of the disciplines in the advertising field. Participants 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) Transfer*

In this course, students 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 explores the different applications of writing skills within the public relations industry while employing high expectations regarding the skills acquired in the prerequisite course.

Prerequisites: PREL 231. *(MRC)

PREL-242**Internal Communications and Organizational Dynamics**

3 Credits (45:0:0 hours) Transfer*

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 is also emphasized. Students also learn presentation techniques as well as professional ethics, values and practice.

Prerequisites: PREL 230 or PREL 231.

*(OTHER)

PREL-243**Events Management**

2 Credits (30:0:0 hours) Transfer*

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 adopt a management perspective when applying principles of planning, implementing, delivering and evaluating to meet organizational and communications goals. Creativity is encouraged.

*(OTHER)

PREL-244**Digital Publishing II**

3 Credits (30:30:0 hours)

Students 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 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 rounds out the digital publishing experience.

Prerequisites: 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 learn the types of research and methodologies enabling them 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.

Prerequisites: PREL 230.

PREL-250**Professional Practicum**

5 Credits (0:0:294 hours)

The practicum provides students the opportunity to gain workplace experience in a variety of settings within the public relations field under supervision.

Prerequisites: 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)

This course provides students with the skills needed to write small and communicate large. It engages 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 used to produce writing that contains few words and much power.

Prerequisite: Minimum grade of C-in PROW 100 or consent of the program.

PROW-104**Introductory Rhetoric**

3 Credits (45:0:0 hours)

Introductory Rhetoric provides 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 learn to construct arguments to address future, past and contemporary writing situations, and arrange those arguments in effective and appropriate patterns. They are encouraged to describe and imitate rhetorical strategies in past works and to seek out and evaluate similar strategies in contemporary pieces. The course culminates in a discussion of rhetoric's ethical, aesthetic and political dimensions and evaluates its overall relevance to modern day writers in particular and the world in general.

Prerequisite: Minimum grade of C- in PROW 100 or consent of the program.

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: Minimum grade of C- in PROW 115 or consent of the program.

PROW-135**Proofreading and Copyediting**

3 Credits (45:0:0 hours)

In this course, students 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 are 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 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 consent of the program.

PROW-140**Project Lead**

3 Credits (45:0:0 hours)

Here students learn the steps in taking a creative project from perceived communications need, through assembly of resources, to creative collaborations with designers and suppliers, to final project approvals. They work both individually and in a team environment to identify their career path and develop personal marketing and branding packages that appeal to their target market. Introspection and analysis are encouraged as students explore communication and personality styles and practical strategies for communicating effectively, building teams, providing constructive feedback, establishing positive working relationships, managing and resolving conflict, and ultimately, as the course name suggests, leading successful projects.

Prerequisites: Minimum grade of C- in AVDM 102 or PROW 117, and PROW 100; or consent of the program.

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: Minimum grade of C- in PROW 100, or consent of the program.

PROW-202**Professional Prose**

6 Credits (90:0:0 hours)

This course is an exploration of the communication expertise that defines a professional writer. Students learn the basic formats and tools they need to promote a product or service, solicit a positive news story, or report on a new initiative or achievement, whether it be their own or someone else's. They study how to plan, execute, and evaluate various promotional and business writing formats and to adapt them to the various roles they can play as a professional writer in the industry, either as an employee or contract writer within an organization or as a freelance writer promoting his or her own work. Throughout the course, they explore what is ultimately any professional writer's goal: to turn words into action with clarity, creativity, and skill.

Prerequisites: Minimum grade of C- in PROW 100 and PROW 102, or consent of the program.

PROW-204**Writing for the Ear**

3 Credits (45:0:0 hours)

This course focusses on the art and craft of writing speeches and oral presentations. Students 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 learn and demonstrate successful ways to engage and motivate an audience in a speech setting and practice writing in teams.

Prerequisites: Minimum grade of C- in PROW 100 and PROW 102, or consent of the program.

PROW-205**Legal Issues for Writers**

3 Credits (45:0:0 hours)

This is a practical course that focuses on legal, ethical and business issues encountered by professional writers. Students learn about the business of writing: contracts, copyright and intellectual property, dealing with agents, how to market and protect creative work and how to operate a writing business. They also gain a basic understanding of the legal system and how to read and understand legal cases. Finally, they learn about the laws that both protect them as writers but also hold them responsible, and discuss strategies for maximizing legal protection and minimizing legal liability.

Prerequisites: Minimum grade of C- in PROW 100 and PROW 105, or consent of the program.

PROW-206**Applied Rhetoric**

3 Credits (45:0:0 hours)

In this course students use the basic rhetorical skills they learned in PROW 104 to complete a series of composition exercises based on the classical progymnasmata. These exercises provide students with additional rhetorical tools, such as the anecdote, the commonplace, and the description, and encourages them to construct arguments both for and against current issues, historical events, and public figures. Finally, they 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: Minimum grade of C- in PROW 104, or consent of the program.

PROW-210**Advanced Business Writing**

3 Credits (45:0:0 hours)

In this course, students examine the consequences of their language choices within a business context. They are encouraged to examine and analyze the social, political and legal ramifications of their language use in a variety of business documents. They use dictionaries and style guides, sentence structures, mechanics and stylistics as tools to facilitate communications outcomes for an organization. Ultimately, business students leave the course with increased explanatory power and advanced written communication skills. Note: Students cannot obtain credit in both PROW 210 and PROW 100.

Prerequisites: BUSN 201.

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, develop strategies for producing instructional material, 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: Minimum grade of C- in PROW 100, or consent 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 write an entire manual using a task-oriented approach: collect appropriate source information, plan and write a prototype for reviewers, write and conduct usability tests, and write an online help function.

Prerequisite: Minimum grade of C- in PROW 224, or consent of the program.

PROW-228**Technical Writing III - ISO and Safety 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: Minimum grade of C- in PROW 226, or consent of the program.

PROW-230**Basic HTML for Writers**

3 Credits (45:0:0 hours)

In this course, students learn the basic HTML elements they need to add complex features and functions to their own written works and those of others when publishing on the World Wide Web. They begin with basic blogs as their introduction to content management systems; research and define basic HTML elements; create multi-element documents using HTML code for images, bolding, headings, lists, and tables; use authoring tools, such as Dreamweaver, to write and transfer files within an online environment. In short, they learn to write, edit and troubleshoot the HTML code they need to put their words on the web. Prerequisite: PROW 117.

PROW-235**Applied Editing**

3 Credits (45:0:0 hours)

In this course students apply the basic editorial skills of copyediting and proofreading to larger, more complex projects. The focus of this course is to learn and refine skills in substantive and developmental editing. These skills are introduced and practised through readings, discussion, exercises, written assignments and guest speakers, and honed in simulations based on newspaper, magazine, book or internet publishing.

Prerequisite: Minimum grade of C- in PROW 135, or consent of the program.

PROW-240**Short Fiction Forms**

3 Credits (45:0:0 hours)

This course focuses on the art and craft of writing short fiction. Students look at the evolution of the short story from the mid-nineteenth century to the present. They also examine two subgenres: linked stories and postcard fiction. Students read and discuss short fiction, create work, participate in in-class workshops, revise their work, and submit at least one story for publication in a North American literary journal.

Prerequisite: PROW 100.

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 that are predominant in contemporary discussions of communication, rhetoric and politics.

Prerequisite: Minimum grade of C- in PROW 206, or consent of the program.

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.

Prerequisite: Minimum grade of C- in PROW 230, or consent of the program.

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: Minimum grade of C- in PROW 104, or consent 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: Minimum grade of C- in PROW 100, or consent 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: Minimum grade of C- in PROW 100, or consent of the program.

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: Minimum grade of C- in PROW 100, or consent 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 provides background on Canada's cinematic tradition, and presents information about the market for, and marketing of their scripts. It gives 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 exchange feedback in workshops at which their work is presented. Prerequisite: Minimum grade of C- in PROW 308, or consent of the program.

PROW-310**Creative Non-Fiction**

6 Credits (90:0:0 hours)

This course 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. Prerequisite: Minimum grade of C- in PROW 100, or consent 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: Minimum grade of C- in PROW 140, or consent of the program.

PROW-312**Advertising Copywriting**

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: Minimum grade of C- in PROW 100 and PROW 104, or consent of the program.

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. Note: Students cannot obtain credit in both PROW 212 and PROW 313. Prerequisite: Minimum grade of C- in PROW 202, or consent of the program.

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: Minimum grade of C- in PROW 100, or consent 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: Minimum grade of C- in PROW 202, or consent of the program.

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: Minimum grade of C- in PROW 100, or consent 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 professional writer must create local, national, and international interest in an organization's message and story. Prerequisite: Minimum grade of C- in PROW 104, or consent of the program.

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. Prerequisites: Minimum grade of C- in PROW 226, or consent of the program.

PROW-319**Technical Writing V - Instructional Design**

6 Credits (90:0:0 hours)

In the first half of this 6-credit course, students 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, students 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: Minimum grade of C- in PROW 226, or consent of the program.

**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: Minimum grade of C- in PROW 224, or consent of the program.

**PROW-329
Publishing Poetry****3 Credits (45:0:0 hours)**

This course develops the art of writing poetry and the enterprise of publishing poetry. Students are 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. Prerequisites: Minimum grade of B- in PROW 240 or ENGL 214, or consent of the program upon reviewing written work prior to class registration.

**PROW-330
Publishing Prose****6 Credits (90:0:0 hours)**

Publishing Prose develops in students the theory and practice of writing prose for publication. The emphasis is on literary forms, specifically fiction and literary non-fiction. Students 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 read widely in examples of the form they are working in, and in theoretical works that apply to their chosen form. The course helps students develop their work on the page and the skills to publish that work in recognized outlets. Prerequisites: Minimum grade of B- in PROW 240 or ENGL 214, or consent of the program upon reviewing written samples of work prior to class registration.

**PROW-331
Literary Journalism****3 Credits (45:0:0 hours)**

This course teaches 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 is on a wide variety of these forms: essays, travel literature, political writing, writing on the arts, profiles. Students read examples and theoretical works across the full range of these forms.

Prerequisites: Minimum grade of B- in PROW 100, or consent of the program upon reviewing written samples of work prior to registration.

**PROW-332
Production Management****3 Credits (45:0:0 hours)**

In this course, both writers and designers work together to manage all aspects of planning and production for a variety of projects, including publications and promotional pieces. They take each project through the stages of proposal, quotes and budgeting, team management and troubleshooting, and preproduction and file release. By working together in teams, students learn the independent and collective roles of production management. By taking projects to press, students acquire essential planning skills, and more importantly, the ability to react knowledgeably to the inherent complexities of the publication process.

Prerequisites: PROW 235 or VCDI 223.

**PROW-335
Magazine Editing****6 Credits (90:0:0 hours)**

Students in PROW 335 apply the skills they learned in their 200-level editing courses to the planning, execution and production of a magazine. Students 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 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 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 refine their ability to work collaboratively and provide constructive criticism of their own and others' work.

Prerequisites: Minimum grade of C- in ENGL 221 or PROW 235, or consent 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: Minimum grade of C- in PROW 235 or ENGL 221, or consent of the program.

**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: Minimum grade of C- in PROW 235 or ENGL 221, or consent of the program.

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. Students meet suppliers, manufacturers and other professionals, and observe a variety of production processes.

Prerequisites: Minimum grade of C- in PROW 235 or ENGL 221, and PROW 140, or consent of the program.

PROW-389**Advanced Screenwriting**

6 Credits (90:0:0 hours)

This course builds on prior screenwriting study to let students explore the creative and technical skills required to write for dramatic and documentary film, television and video. It provides a forum to research and practice advanced techniques for visual storytelling, supplemented by ongoing analysis of produced professional work and a videoconference with a senior Hollywood screenwriter. It coaches students through the process of writing their own feature-length script. Students exchange feedback in workshops at which they present their research and their work in progress, from pitch document to polished draft.

Prerequisites: PROW 308 and PROW 309 and consent of the instructor (based on submission of a 1 or 2 page proposal for a feature-length screenplay).

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 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 includes 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 leaves 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.

Prerequisite: It is recommended that PSSC 121 be taken concurrently 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.

Prerequisite: 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 provides 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 examines and discusses strategies to reduce the impACT of occupational and personal factors on health and wellness such as shift work, 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 emphasizes 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 examines test-taking strategies and stress reduction techniques. Restriction: Aboriginal Police Studies Program students.

PSSC-171 Field Placement

1 Credit (0:0:80 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. Restriction: Aboriginal Police Studies Program students.
Corequisite: PSSC 172.

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. Restriction: Aboriginal Police Studies Program students.
Corequisite: PSSC 171.

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)

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.

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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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, CU, KUC, CUC, UAA, TUC, MRC, 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, CU, KUC, CUC, UAA), TUC, 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, AU, UA, UC, UL, CU, UAA)

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, CU, KUC, CUC, UAA, TUC)

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, CU, KUC, CUC, UAA, TUC)

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. Note: PSYC 241 and SOCI 241 may not both be taken for credit.

Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA, TUC)

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 PSYC 105.

*(UA, UC, UL, AU, CU, KUC, UAA, TUC)

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.

Prerequisites: Minimum grade of C- PSYC 104 and STAT 151 or equivalent.

*(UA, UC, UL, AU, CU, KUC, UAA)

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, CU, KUC, CUC, UAA, TUC)

PSYC-281**Principles of Behaviour**

3 Credits (45:0:0 hours) Transfer*

This course is an introduction to behaviour change techniques. It examines how contingencies of the environment affect the behaviour of organisms.

Prerequisite: Minimum grade of C- in PSYC 104.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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 examine the trends, competing theoretical perspectives and socio-political 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 or PSYC 281.

*(KUC, UA)

PSYC-306**Sports Psychology**

3 Credits (45:0:0 hours) Transfer*

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, PSYC 258 plus one of PSYC 267, PSYC 275 or PSYC 281.

*(KUC)

PSYC-307**Health Psychology**

3 Credits (45:0:0 hours) Transfer*

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 and PSYC 105 plus two 200-level Psychology courses.

*(KUC)

PSYC-312**Advanced Research Methods**

3 Credits (45:30:0 hours) Transfer*

This course emphasizes 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 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 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.

STAT 252 may be taken as a corequisite.

*(KUC)

PSYC-324**Infant Development**

3 Credits (45:0:0 hours) Transfer*

This course reviews the biological and socio-cultural influences on the development of human infants from conception up to the age of three. Research is 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 are explored.

Prerequisites: Minimum grade of C- in PSYC 223.

*(KUC)

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.

*(UA, UC, KUC)

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- in PSYC 223.

*(UA, UC, KUC, AU)

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 surveys the topic area addressed by researchers interested in the interface between psychology and the law. It examines 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 and PSYC 105, plus at least two 200-level Psychology courses.

*(UA, UC, KUC)

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.

Prerequisites: Minimum grade of C- in at least one 200-level Psychology course (PSYC 233 or PSYC 275 recommended).

*(UA, UC, UL, AU, CU, KUC, CUC, UAA, TUC)

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 of C- in PSYC 104 and PSYC 105 plus 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 is explored as well as the different memory systems. In addition to the developmental changes, everyday applications, as well as the effects of biological impairments of memory is reviewed.

Prerequisite: Minimum grade of C- in PSYC 258.

*(UA, UC, KUC)

PSYC-370**Human Sexuality**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in three 300-level Psychology courses.

*(KUC)

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 are 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, UA, KUC)

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, KUC, CU, UA)

PSYC-385**Applications of Learning**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in PSYC 281.

*(KUC, CA)

PSYC-391**Psychology of Consciousness**

3 Credits (45:0:0 hours) Transfer*

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 and PSYC 105 plus at least two 200-level Psychology courses.

*(KUC)

PSYC-400**Psychology Senior Seminar**

3 Credits (0:0:45 hours)

As a capstone course, the Senior Seminar allows students to integrate and apply the skills and knowledge acquired throughout their earlier undergraduate training. Students focus on contemporary topics and controversies, including issues relevant to both academic and professional psychologists. Note: This course is restricted to students in the final year of their program, with preference to those completing the Honours program.

Prerequisite: Consent of the department.

PSYC-405**Special Topics in Psychology**

3 Credits (0:0:45 hours) Transfer*

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. *(KUC)

PSYC-423**Special Topics in Developmental Psychology**

3 Credits (0:0:45 hours) Transfer*

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. (KUC)

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. *(UA, UC, KUC)

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. Prerequisite: Minimum grade of C- in PSYC 241. *(UC, KUC)

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. Prerequisites: 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. Note: This course is restricted to, and required of, students in the final year of the Honours Psychology program. Prerequisites: PSYC 312 and registration in the Honours 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 of 200-level Psychology courses and 9 credits of 300-level Psychology courses, plus consent of the department.

RCLS-100**Life, Leisure and the Pursuit of Happiness**

3 Credits (45:0:0 hours) Transfer*

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. *(AU, KUC, UA)

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: Registration in this course is determined through Skills Appraisal placement.

RPPR-102**Perspectives on Assessment and Reporting Practices**

3 Credits (45:0:0 hours)

In this course, students examine the process of assessment, planning and outcome measurement as they relate to planning and determining appropriate supports for individuals with disabilities. A variety of formal and informal methods of assessment are examined.

RPPR-103**Interpersonal Communication**3 Credits (45:0:0 hours) Transfer*

Students 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, students develop skills of listening and support.

*(OTHER)

RPPR-106**Person-Centred Perspectives**

3 Credits (45:0:0 hours)

In this course, students examine approaches to practice that value individuals with disabilities. Students develop person-centred practices that focus on gifts, relationships, and community to support people to have meaningful lives.

RPPR-107**Family-Centred Practice**

4 Credits (45:30:0 hours)

In this course students focus 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.

RPPR-109**Community Development**

2 Credits (30:0:0 hours)

In this course, students 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**

2 Credits (0:0:36 hours)

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.

Prerequisite: RPPR 108.

Prerequisite or Corequisite: RPPR 120.

RPPR-117**Facilitating Learning and Development**

3 Credits (45:0:0 hours)

In this course, students learn a variety of teaching strategies as they apply to learning and skill development in individuals with disabilities across settings.

RPPR-118**Advocacy and Leadership**

3 Credits (45:0:0 hours)

Students learn to facilitate leadership and advocacy among people with disabilities, families, networks and allies. Students assume roles of leadership and advocacy in their field of practice.

Prerequisite: RPPR 106.

RPPR-119**Health Promotion and Personal Well-Being**

3 Credits (30:30:0 hours)

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.

RPPR-120**Field Placement I**

3 Credits (0:0:180 hours)

In this field placement, students 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.

Prerequisite: RPPR 108.

Corequisite: RPPR 114.

RPPR-204**Seminar: Disability Issues III**1 Credit (0:0:15 hours) Transfer*

Students expand their knowledge of 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)

Students identify and access systems and resources that are required to support individuals with disabilities to achieve lives of meaning, connection, and contribution.

RPPR-212**Person-Centred Planning Approaches**

2 Credits (15:30:0 hours)

Students develop 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.

Prerequisite: RPPR 106.

RPPR-213**Evidence-Based Practice**

2 Credits (30:0:0 hours)

Using an evidence-based methodology, students use current best practices when providing supports to individuals with disabilities and their families. Students critically analyze treatments, 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)

Students 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.

Corequisite: RPPR 204.

RPPR-220**Organizational Leadership and Change**

3 Credits (45:0:0 hours)

Transfer*

Students 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.

*(UAA, CUC)

RPPR-221**Supervision**

2 Credits (30:0:0 hours)

Students examine the process of supervision, both from the perspective of the supervisor and of the supervised. Students examine the theories of supervision and the expectations of supervision.

Prerequisites: RPPR 204 and RPPR 215.

RPPR-222**Connections: Technology, Adaptation and Accommodation**

3 Credits (30:30:0 hours)

Students demonstrate a decision-making process relative to assessing individuals and environments. Students develop strategies to create adaptations and accommodations that allow individuals to take advantage of all opportunities in the community.

Prerequisites: RPPR 117 and RPPR 211.

RPPR-224**Seminar: Disability Issues IV**

1 Credit (0:0:15 hours)

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.

RPPR-230**Field Placement III**

3 Credits (0:0:180 hours)

Students 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.

Corequisite: 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, CU, KUC, CUC, UAA, TUC, MRC)

SOCI-101**Canadian Society**

3 Credits (45:0:0 hours)

Transfer*

This course analyzes 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.) are also be addressed in this course.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA, TUC)

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 are explored and may include crime, economic deprivation, social inequality, prejudice and discrimination, human rights violations, family violence, family disruption and more.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

SOCI-210**Introduction to Social Statistics**

3 Credits (45:45:0 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. Note: This course is intended primarily for students in the Sociology major.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, UAA)

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 are explored. Theory and research on a wide range of specific topics are analyzed and may include topics such as sexuality, addiction, religion, youth, mental disorder and physical appearance.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, MRC, UAA, TUC)

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. Note: Students cannot take both SOCI 241 and PSYC 241 for credit.

Prerequisites: Minimum grade of C- in SOCI 100 (or equivalent), PSYC 104, PSYC 105, EDPY 163 or EDPY 371.

*(UA, UL, CU, KUC, UC, AU, UAA)

SOCI-251**Population and Society**

3 Credits (45:0:0 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.

Prerequisites: Minimum grade of C- in SOCI 100.

*(UA, UC, UL, KUC, CUC, AU, CU, UAA)

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.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

SOCI-301**Sociology of Gender**

3 Credits (45:0:0 hours) Transfer*

This course analyzes some of the differences, real and imagined, between males and females in this society, historically and cross culturally. The course examines 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 is given to the Canadian situation.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

SOCI-315**Introduction to Social Research Methods**

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.

Prerequisites: Minimum grade of C- in SOCI 210.

*(UA, UC, UL, AU, CU, KUC, UAA)

SOCI-316**Social Survey Methods**

3 Credits (45:30:0 hours) Transfer*

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: Minimum grade of C- in SOCI 315 or (with consent of instructor) PSYC 212.

*(AU, KUC)

SOCI-320**White-Collar Crime and Corporate Criminality**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in SOCI 225.

*(KUC)

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.

Prerequisites: Minimum grade of C- in SOCI 225.

*(UA, CU, UC, AU, UAA)

SOCI-327**Criminal Justice Administration in Canada**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in SOCI 225.

*(KUC, CU, AU)

SOCI-329**Sociology of Law**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in SOCI 225.

*(KUC)

SOCI-332**Classical Sociological Theory**

3 Credits (45:0:0 hours) Transfer*

This course focuses on an in-depth analysis of the emergence and development of classical perspectives on society and human nature.

Emphasis is 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 are compared and assessed in terms of issues such as the individual versus society, idealism versus materialism, and conflict versus consensus.

Prerequisites: Minimum grade of C- in a 200-level course in Sociology.

*(KUC, AU, CU)

SOCI-333**Contemporary Sociological Theory**

3 Credits (45:0:0 hours) Transfer*

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 are emphasized.

Prerequisite: Minimum grade of C- in SOCI 332.

*(KUC, CU)

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.

Prerequisites: Minimum grade of C- in SOCI 100 (or equivalent), SOCI 241 or PSYC 241.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

SOCI-361**Social Inequality in Canada**

3 Credits (45:0:0 hours) Transfer*

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 Sociology course.

*(KUC, AU)

SOCI-362**Organization of Work**

3 Credits (45:0:0 hours) Transfer*

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 Sociology course.

*(KUC)

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 is on case studies of ethnic and minority group relations with reference to cross-national studies.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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, CU, KUC, CUC, UAA)

SOCI-377**Sociology of Youth**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisite: Minimum grade of C- in at least one 200-level Sociology course.

*(KUC, CU, AU)

SOCI-400**Sociology Senior Seminar**

3 Credits (0:0:45 hours) Transfer*

A capstone course is one in which students synthesize and apply the knowledge they have acquired in theory, methodology, and substantive subject-matter, in preparation for advanced education or entry into professional careers. In Sociology, this synthesis of knowledge reflects the "sociological imagination" (C. Wright Mills, 1959)--the ability to recognize the interplay between individual experiences and public issues. In this course, students use their sociological imaginations in self-directed analyses of current societal issues, social problems, or controversies, building a body of diverse work that illustrates the knowledge and skills they will be carrying into their future educational, professional, and/or individual roles within a dynamic, multicultural society.

Prerequisites: Minimum grade of C- in a 300-level Sociology course and consent of the department. Preference is given to students in the Sociology major and the Honours program.

*(AU, KUC)

SOCI-402**Special Topics in Sociology**

3 Credits (0:0:45 hours) Transfer*

This course provides an in-depth study of a selected topic in sociology. The topic for the course varies from year to year and is 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.

Prerequisite: Minimum grade of C- in at least one 300-level Sociology course.

*(AU)

SOCI-418**Qualitative Research Methods**

3 Credits (45:0:0 hours) Transfer*

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.

Prerequisites: Minimum grade of C- in SOCI 315 or (with consent of the instructor) PSYC 212.

*(AU, KUC)

SOCI-419**Directed Research**

3 Credits (0:0:45 hours) Transfer*

Students design and conduct a research project in consultation with a faculty member with expertise in the student's chosen area of study. The scope and subject of research topics and methodologies varies with the project. Enrolment in this course is normally restricted to students completing the research methodology stream in sociology.

Prerequisites: Minimum grade of C- in SOCI 251, SOCI 316, SOCI 418, and STAT 252, plus permission of the department.

*(AU, KUC)

SOCI-421**Sociology of Punishment**

3 Credits (0:0:45 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) Transfer*

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.

Prerequisites: Minimum grade of C- in SOCI 327.

*(KUC)

SOCI-424**Advanced Topics in Deviance, Normality And Social Control**

3 Credits (0:0:45 hours) Transfer*

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.

*(AU, KUC)

SOCI-425**Research Problems in Criminology**

3 Credits (45:0:0 hours) Transfer*

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.

*(AU, KUC)

SOCI-426**Community Based Criminology Project**

3 Credits (0:0:192 hours)

In this course, students are assigned to a public, private, or non-profit criminal justice organization where they apply their knowledge and skills in criminology and criminological research methods (quantitative and/or qualitative) in a supervised research, evaluative, or analytical project. Note: This course does not fulfil the 400-level credit requirement of the Sociology Major and Minor.

Prerequisites: Minimum grade C- in SOCI 321, SOCI 327 and SOCI 425, and consent of the department.

SOCI-430**Gender, Crime and Social Justice**

3 Credits (0:0:45 hours) Transfer*

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.

*(KUC, AU)

SOCI-449**Advanced Topics in Social Psychology**

3 Credits (0:0:45 hours) Transfer*

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, and in at least one 300-level course in Sociology.

*(KUC)

SOCI-463**Advanced Topics in Canadian Society**

3 Credits (0:0:45 hours) Transfer*

This course provides an in-depth study of a topic in Canadian Society. The topic for the course varies from year to year and is 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 100 and either SOCI 361 or SOCI 368.

*(AU, KUC)

SOCI-470**Advanced Topics in the Sociology of Families**

3 Credits (0:0:45 hours) Transfer*

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.

*(AU, KUC)

SOCI-477**Advanced Topics in Youth**

3 Credits (0:0:45 hours) Transfer*

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.

*(KUC)

SOCI-490**Honours Thesis**

6 Credits (0:0:90 hours) Transfer*

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. Note: This course is restricted to students in the final year of the honours sociology program. Enrolment by permission of the department.

*(AU, KUC)

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 explores 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 focuses on the motives, consequences and alternative choices in the twentieth century global interactions since World War I.

Prerequisites: 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 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 are examined and students are 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 is examined. Direct social work practice skills are learned as well as their application to the helping process. Attention is given to the four stages of an effective interview: the preliminary phase, the beginning phase, the work phase and the ending phase. The course focuses 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 encounter in the course of their work. Students examine family systems theory, communication and relationship processes in families, family life cycle theory and cultural aspects of family processes. Students are also encouraged to put their understanding of family into ideological and historical perspective. Although this is not a Methods course, students learn to identify their family strengths and to support positive family life.

Prerequisites: Minimum grade of C- in SOWK 101 and SOWK 102.

*(AU, KUC, CUC, UAA)

SOWK-112**Social Work With Children and Adolescents**

3 Credits (45:0:0 hours)

This course examines human growth and developmental life stages, prenatal to age eighteen. Students examine lifespan development, tasks, needs and issues from a Social Work perspective. Specific emphasis is placed on children's development. Cross cultural aspects of lifespan development is also 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 examines the components of the group process and develops skills in facilitating groups. Focus is 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 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 are 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 are able to articulate a professional model of practice. Discussion of theoretical concepts and experiential learning in the classroom helps students develop and enhance their social work practice skills. Through the use of written assignments, students 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 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 also complete suicide prevention training (Certification) as part of the course. This course provides 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 is 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 introduces the students to the range of public policy designed to meet human needs. The course covers the boundaries and historical development of social policy and the current state of social services in Canada and particularly, Alberta. Students 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 are encouraged to explore their understanding of ideology and the ideological underpinnings of social policy.

Prerequisite: First year of program.

*(UL, AU, KUC, CUC, UAA)

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 examine current theories of community development/organization and the skills necessary for effective social work intervention and change at the community level. This course includes 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 and deprivation/neglect and separation/loss. Students 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 is introduced. Students are 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. Prerequisites: 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 are addressed in order that students will be able to integrate these into their day to day practice. Note: Successful completion of this course is 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*

Spanish 111 is an introductory course designed for students with limited or no previous knowledge of Spanish. It 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/aural 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, 100 or SPAN 101 or equivalent, nor to students with native or near-native background or who have been solely or partly educated in Spanish.

*(UA, UC, UL, OTHER)

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. Note: This course is not open to students with credit in Spanish 30, 35, 100 or SPAN 101 or equivalent, nor to students with native or near-native speaker background or who have been solely or partly educated in Spanish. Prerequisite: Minimum grade of C- in SPAN 111.

*(UA, UC, UL, OTHER)

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. Note: This course is not open to students with native speaker background or to those who have been solely or partly educated in Spanish. Prerequisites: Minimum grade of C- in SPAN 112 or successful completion of Spanish 30, 35, Spanish 100 or equivalent courses.

*(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. A minimum grade of C- is required for university transfer. Note: This course is not open to students with native speaker background or who have been solely or partly educated in Spanish.

Prerequisite: Minimum grade of C- in SPAN 211.

*(UA, UC, UL, KUC)

SPAN-216**Contemporary Hispanic Cultures and Oral Practice**

3 Credits (75:0:0 hours)

Span 216 aims to improve the student's production and comprehension of spoken and written Spanish. Conducted in Spanish, this course explores current cultural and social issues in the Hispanic world as seen through various media sources and selected readings. It familiarizes the student with the geography, history and artistic achievements of Spain and Latin America. This course requires oral and written presentations and places emphasis on oral work. Note: This course is not open to students with credit in SPAN 306 or equivalent or near native speaking ability.

Prerequisite: Minimum grade of C- in SPAN 212 or consent of the department.

SPAN-230**Conversation and Composition in Spanish**

3 Credits (75:0:0 hours)

Spanish 230 is an intermediate-level course for students with a working knowledge of the language. Conducted in Spanish, this course provides students the opportunity to improve spoken and written Spanish. Attention is given to pronunciation, understanding spoken Spanish and correct use of grammar, with emphasis placed on developing a clear and concise writing style in a variety of modes and formats. Note: This course is not open to students with credit in SPAN 306 or equivalent or near native speaking ability.

Prerequisite: Minimum grade of C- in SPAN 216 or consent of the department.

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.

*(UA, UC, UL)

SPAN-335**Introduction to Business Spanish**

3 Credits (45:0:0 hours)

Conducted entirely in Spanish, this course focuses on business terminology and the stylistic features of business communication, oral and written. The course also fosters cross-cultural awareness necessary to function effectively in the Spanish-speaking business world. Advanced Spanish language proficiency is required. Individual and group presentations are an essential part of this course.

Prerequisite: Minimum grade of C- in SPAN 230 or consent of the department.

SPAN-341**Introduction to Translation**

3 Credits (45:0:0 hours)

SPAN 341 is an introduction to the theory and practice of translation through the review of basic linguistic and cultural patterns, and the discussion of common grammatical and lexical difficulties. Students work in Spanish and English, but the focus is on the assessment and translation of texts into English from original source texts in Spanish.

Prerequisite: Minimum grade of C- in SPAN 230 or consent of the department.

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. Note: Students cannot take STAT 141 for credit if credit has been obtained in another Statistics course or SOCI 210 or PSYC 211.

Prerequisites: Pure Math 30 or successful completion of the STAT 141 gateway exam.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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. Note: Students cannot take STAT 151 for credit if credit has been obtained in another Statistics course or in SOCI 210.

Prerequisite: Pure Math 30 or equivalent.

*(UA, UC, UL, AU, CU, KUC, TUC)

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. Restrictions: Restricted to Honours and Specialization students in Computing Science and Specialization students in Computational Science (Mathematics). Note: Students cannot take both STAT 221 and STAT 265 for credit.

Prerequisites: Minimum grade of C- in MATH 115 (or equivalent), MATH 120 or MATH 125.

*(UA, UC, UL, AU)

STAT-222**Applied Statistics**

3 Credits (45:24:0 hours) Transfer*

This course covers 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.

*(UA, UC, 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.

Prerequisites: 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. Note: Students cannot take both STAT 265 and STAT 221 for credit.

Prerequisites: Minimum grade of C- in MATH 115. STAT 151 is recommended.

*(UA, UL, AU, CU, KUC, CUC, UAA)

TAST-100**Role and Responsibilities of the Educational Assistant**

2 Credits (30:0:0 hours) Transfer*

Focusing on the knowledge, skills, and attitudes needed by paraprofessionals in the classroom to support both teachers and pupils, students in this course explore their role as educational assistants in detail. Starting with their own educational beliefs, students analyse provincial and school board philosophies, practices, guidelines, and professional ethics. Reviewing components of IPPs, students learn how to document pupils' progress in cooperation with other members of the educational team, and explore how to adapt curriculum material and learning activities.

*(RDC)

TAST-101**Child and Adolescent Development**

3 Credits (45:0:0 hours) Transfer*

This course provides a survey of the major theories of human development, principles, research findings, and concepts relating to child and adolescent development from a cognitive, social/emotional, and physical perspective. Course material explores several aspects influencing individual development from preschool to adolescence with a focus on application of this content to the educational setting.

*(RDC)

TAST-102**Effectively Managing Student Behaviour in Educational Settings**

3 Credits (45:0:0 hours) Transfer*

In this course, students explore the classroom as a dynamic learning environment in which the educational assistant is an essential team member. Students develop their own philosophy of discipline for pupils experiencing behavioural difficulties, and establish strategies to support classroom management and to supervise pupils. While examining problem-solving approaches to classroom management, students observe and document pupil behaviours.

*(RDC)

TAST-103**Language Learning and Math Across the Curriculum**

3 Credits (45:0:0 hours) Transfer*

In this course, students examine the theory and practice of literacy within the Alberta Language Arts and Mathematics curricula. Students learn to support the implementation of these programs by adapting materials to meet the learning styles and needs of pupils. Learning a variety of practical strategies, students are able to transfer real skills to the classroom, including paired reading, spelling systems, and math manipulatives.

*(RDC)

TAST-105**Effective Interpersonal Communication**

2 Credits (30:0:0 hours) Transfer*

In this course, students learn the basic concepts underlying interpersonal communication as they apply to working with adults and children. The course focus is on defining human behaviour as it applies to living and working with others. Through mediated learning activities, students are encouraged to examine their personal strengths and develop the necessary skills to function productively in a variety of contexts. A strong emphasis is placed on experiential learning and self-growth activities. Effective communication strategies are addressed throughout the course.

*(RDC)

TAST-107**Working With Students With Exceptionalities - Level I**

3 Credits (45:0:0 hours)

This course examines the philosophy and educational concepts associated with educating students with special needs in Alberta. In addition, the course examines theoretical information related to attention deficit disorder (ADD/ADHD), non-verbal learning disorder, Down Syndrome, Fragile X Syndrome, cerebral palsy, epilepsy, and Fetal Alcohol Spectrum Disorder. The role special needs educational assistants have in implementing the objectives identified in student's individual program plans is also examined. Students explore in-depth program modification strategies, documentation strategies and the effects of specific medications.

TAST-108**Technology Applications in Education**

3 Credits (45:0:0 hours) Transfer*

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. Computer and word processing skills related to educational settings are used extensively. The Internet and electronic mail are also introduced.

*(RDC)

TAST-109**Practicum I**

1 Credit (0:0:60 hours) Transfer*

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.

*(OTHER)

TAST-110**Integration Seminar I**

1 Credit (15:0:0 hours)

In this Integration Seminar, students 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.

Co-requisite: TAST 109.

TAST-114**Specialized Skills and Practice**

2 Credits (30:0:0 hours)

Students 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 ways to adapt learning activities and materials for students with a range of academic, emotional and physical challenges. The particular special education need studied varies from term to term.

TAST-117
Working With Students With
Exceptionalities - Level II

3 Credits (45:0:0 hours)

This course builds on concepts, skills, and strategies addressed in level one. Students learn to implement strategies, as directed by the teacher, in order to realize a student's goals as outlined in the Individualized Program Plan (IPP). In addition, specific areas of study include: emotional/behaviour disorders, Tourette's Syndrome, autism spectrum disorder, speech/language difficulties, hearing loss and visual loss.

Prerequisites: TAST 107.

TAST-118
Computers in Education and
Assistive Technology

3 Credits (45:0:0 hours) Transfer*

Computers in Education and Assistive Technology builds on and extends the skills and knowledge gained in Technology Applications in Education. Students learn to integrate the use of computers into the classroom curriculum and evaluate curriculum-based software. The use and application of databases, graphics and the Internet are also examined. Students learn how assistive hardware and software enables the child with exceptionalities to use computer technology.

Prerequisites: TAST 108.

*(RDC)

TAST-119
Practicum II

2 Credits (0:0:120 hours) Transfer*

The practicum is designed to provide students practice in the field through demonstration of appropriate skills and attitudes based on the values, skills and knowledge taught within the program courses. This second practicum fosters the full range of responsibilities associated with the complex role of the educational assistant within a supervised educational setting.

Prerequisites: Successful completion of all program courses.

Corequisite: TAST 120.

*(OTHER)

TAST-120
Integration Seminar II

1 Credit (15:0:0 hours)

In this Integration Seminar, students reflect on their professional practice and 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.

Prerequisites: TAST 110.

Co-requisite: 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 (0:30:7.5 hours)

The Vocal Lesson: posture, breath management, tone quality, diction, interpretation and musicianship are stressed in weekly private lessons. The Vocal Lab: the fundamentals of the analysis and preparation of songs from music theatre are explored. Performing songs and integrating songs into a dramatic setting is 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 I 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 (0:112:0 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 is explored.

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, THAR 153 and 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, THAR 153 and 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 and THAR 160 plus minimum grade of D in THAR 121, THAR 131, THAR 153 and ENGL 101 (or ENGL 111 and elective).

THAR-215**Voice and Diction I**

1 Credit (0:20:7.5 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, THAR 153 and ENGL 101 (or ENGL 111 and elective).

THAR-216**Voice and Diction II**

1 Credit (0:20:7.5 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 coaching.

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-252**Vocal Music IV**

1 Credit (0:30:9 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 202, 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 provides 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 are presented. Emergent literacy skills and literacy development are reviewed. General techniques for facilitating early speech and language development and literacy are also 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 are reviewed. Basic speech and hearing anatomy and physiology, including the respiratory system, vocal apparatus, oral cavity, ear and neurological system are also 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, is 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 is 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 are 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- in HLSC 120 and HLSC 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 are addressed. Students 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)

Transfer*

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 are discussed. Data collection, reporting progress and organization of the therapy interaction are introduced. Cueing, reinforcement, feedback and choosing materials are covered. This course also reviews therapy approaches for children and adults with neuromotor speech disorders.

Prerequisites: Minimum grade of C- in NURS 101, PSYC 104 and PSYC 105. Minimum grade of C in THAS 101, THAS 102, THAS 114 and THAS 115. ENGL 111 and completion of a 3 credit elective.

*(AU)

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 is also reviewed. This course also introduces students to various clinical skills including the use of the International Phonetic Alphabet. Students learn how speech sounds are produced and classified. Students also refine their abilities to distinguish individual speech sounds and transcribe normal and disordered spontaneous speech. Clinical skills to enhance voice and fluency disorders are reviewed. Students also learn to complete hearing screenings. Amplification systems for hearing impaired individuals are discussed.

Prerequisites: Minimum grade of C- in NURS 101, PSYC 104 and PSYC 105. Minimum grade of C in THAS 101, THAS 102, THAS 114 and THAS 115. ENGL 111 and completion of a 3 credit elective.

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- HLSC 120, HLSC 122 and NURS 101. Minimum grade of C in THAS 103, THAS 114, THAS 115, THAS 116 and 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 are considered.

Reporting and documentation specific to the field of occupational therapy are covered.

Prerequisites: ENGL 111, minimum grade of C- in HLSC 120, HLSC 122 and NURS 101. Minimum grade of C in THAS 103, THAS 114, THAS 115, THAS 116 and THAS 117.

THAS-210**Field Placement I****4 Credits (0:0:205 hours)**

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. Students 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 develops 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. Students 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)****Transfer***

This course explores language intervention approaches in preschool, school-aged and adult populations. Students acquire therapy techniques appropriate to implementing treatment for language delays at the preschool and elementary school levels. The use of books, play and activities are practiced along with development of the ability to choose appropriate materials. The importance of language modelling (grammar and vocabulary) by the SLP Assistant is emphasized.

Documenting progress and recording language samples are 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 are also reviewed.

Prerequisites: Minimum grade of D in TAST 102. Minimum grade of C in THAS 201 and THAS 202.

*(AU)

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 are reviewed. Students learn basic manual signing skills including Signing Exact English and American Sign Language. Students are also 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 and 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 is 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 consent 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) is 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 encounters 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 consent 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 introduces the student to stage management and the preparation of a prompt script, a document required to control any theatrical performance.

Prerequisite: TPPR 111 or consent 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 consent 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 consent 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 are introduced.

Prerequisite: TPPR 111 or consent 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 consent 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 takes place in several different theatre venues.

Prerequisite: TPPR 111 or consent 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 consent 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 consent 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 is our guideline and students should expect to observe, then practice all content offered in this course. There is 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 are 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 consent of instructor.

TPPR-202**Model Making**

2 Credits (15:30:0 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 consent of instructor.

TPPR-203**Management**

4 Credits (40:20:40 hours)

This course reviews the fundamentals of theatre practice established in Introduction to Technical Theatre and provides students with the knowledge and skills required to assume management positions in the shop and backstage during the mounting of a production. The 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 consent 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 106 or consent of instructor.

TPPR-206**Set Painting II**

1 Credit (7.5:15:0 hours)

Students 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 are explored in a series of workshops.
Prerequisite: TPPR 106 or consent 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 consent 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 consent of instructor.

TPPR-215**Lighting II**

2 Credits (15:30:0 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 consent 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 also provides 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 minimum grade of C or consent 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 consent 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 (0:60:240 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 consent of instructor.

TRVL-110**Airline Fares and Scheduling Concepts****3 Credits (45:0:0 hours)**

This course is an introduction to the skills and knowledge required to research, plan and book domestic air travel. Students learn the airfare terms, codes, fare construction principles and fare application rules required to apply the appropriate fare to a traveller's air itinerary. This course is a prerequisite for all travel computer courses.

TRVL-115**Introduction to the Travel Industry****3 Credits (45:0:0 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 the travel agency and the travel counsellor in the sale of travel product. Focus is placed on the pricing of package tours, ground transportation, travel insurance and legal responsibilities related to the travel industry.

TRVL-116**Destinations I****3 Credits (45:0:0 hours)**

In this course, students study the tourist attractions, unique features, culture, climate, topography and geography of countries in North and South America, focusing on destinations preferred by Canadian travellers. Students also review and identify current events relevant to these destinations.

TRVL-120**Domestic Air Travel****3 Credits (45:0:0 hours)**

In this course, students apply basic fare construction principles to an automated working environment. The focus is on North American travel itineraries and fares, and their application to standard airline documents. Students use a Global Distribution System, the Internet, and third party software systems. Prerequisites: TRVL 110 and TRVL 122.

TRVL-122**Introduction to Computerized Reservations****3 Credits (45:0:0 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 access information used in the daily operations of a travel agency.

Prerequisite: TRVL 110.

TRVL-125**Travel Documentation, Tours and Packages****3 Credits (45:0:0 hours)**

This course develops the students' knowledge of travel products and services. Students analyse travel packages, independent, inclusive and escorted tours including booking procedures and costing. They study travel documentation, health requirements and accommodations. Reservation procedures and the application of manuals, such as hotel guides, TIM (Travel Information Manual), brochures and reference information is covered.

Prerequisite: TRVL 115.

TRVL-126**Destinations II****3 Credits (45:0:0 hours)**

In this course, students study the tourist attractions, unique features, culture, climate, topography and geography of countries and regions in Europe, Asia, and the South Pacific, focusing on destinations preferred by Canadian travellers. Students also examine current events relevant to these destinations.

Prerequisites: TRVL 116.

TRVL-230**International Air Travel****3 Credits (30:30:0 hours)**

This course focuses on the skills necessary to research, plan and book international air travel and itineraries in an automated environment. Students 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 116, TRVL 120, TRVL 126, TRVL 122.

TRVL-232**Selling Travel Products and Services****3 Credits (45:0:0 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 enables 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 (45:0:0 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 process payments and prepare documents such as receipts, invoices, cheques and itineraries.

Prerequisites: TRVL 110, TRVL 120 and TRVL 122.

TRVL-235**Travel Industry Study Tour****3 Credits (15:30:100 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 attend lectures and complete pre-tour research. During the field study, students visit airports, hotels and resorts, cruise ships (where practical) and major tourist attractions. Students attend events and tours and meet with tourism and hospitality personnel. Restricted to Travel students.

Prerequisites: Successful completion of all core courses in Terms 1 and 2 of the Travel Program.

TRVL-236**Destinations III**

3 Credits (45:0:0 hours)

This course is an overview of adventure and exotic world destinations. It includes the unique features, culture and customs, climate, topography and geography of these destinations. Emphasis is on adventure and exotic experiences that travellers are seeking. Prerequisites: TRVL 116 and TRVL 126.

TRVL-241**Selling and Marketing Travel**

3 Credits (45:0:0 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 125, TRVL 232, TRVL 233.

TRVL-242**Advanced Computer Reservations**

3 Credits (45:0:0 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 are covered. Prerequisites: TRVL 230, TRVL 232, TRVL 233, TRVL 236 and one 3-credit elective.

TRVL-243**Suppliers**

3 Credits (45:0:0 hours)

This course provides the students with the current product knowledge and industry contacts necessary to begin their travel careers. Industry supplier presentations ensure the unique features of the individual products are highlighted. Students analyze various products, determine costs and match travelers' need with the appropriate product. Prerequisites: TRVL 125, TRVL 232, TRVL 233.

TRVL-244**Practicum**

5 Credits (45:0:160 hours)

Through this work placement, students gain experience in the various responsibilities of a travel professional. Supervised by an industry specialist, students practice the technical procedures, customer service, and sales skills in demand by employers. Prerequisites: TRVL 230, TRVL 232, TRVL 233, TRVL 236 and one 3-credit elective.

TRVL-245**The Cruise Market**

3 Credits (45:0:0 hours)

This course focuses on the cruise industry and its importance as a major component in both the vacation and incentive travel markets. Students study the cruise product, cruise lines, classifications, types of cruises and discover what attracts travellers to cruising. They become familiar with standard industry references such as the Cruise Lines International Association Cruise Manual and other current reference material. Prerequisites: TRVL 116, TRVL 126, TRVL 236, TRVL 115 and TRVL 125.

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. Prerequisites: VCOM 223.

VCDE-331**Interface Design**

3 Credits (45:0:0 hours)

This course introduces 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 are examined. Students work through complex issues in application of identity as well as search for appropriate means of promoting essential identity and image. Students 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 build on concepts covered in Interface Design to accommodate more complex user environments. Content covered continues 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 encourages 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 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 is 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 are also introduced.

Prerequisites: VCPR 210, VCDI 223 and VCDE 233.

VCDE-380**Typography and Motion****3 Credits (30:30:0 hours)**

Students 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 is 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 are introduced to the marketing principles and tactical issues surrounding the creative development of advertising design. Demographic target, visual interpretation and communication clarity are central issues throughout the course. Messaging, format and production methods are explored through the development of a variety of promotional and advertising design.

Prerequisites: VCOM 224, VCPR 210 or VCPR 211 and VCOM 223.

VCDE-383**Information Design****3 Credits (30:30:0 hours)**

Whether it is a train schedule, a set of instructions or a signage system, designers work with the visual organization and display of information in order to facilitate communication among people. Within a user-centered context, this course introduces students to the principles and processes involved in the organization, synthesis and visual presentation of complex information with the goal of making it accessible to an intended audience. The design of symbols, forms, infographics and wayfinding systems are explored throughout this course. There's a special emphasis on typography, hierarchies of information, legibility and readability, and the creation of systems of symbols.

VCDF-100**Drawing Foundations I****3 Credits (15:60:0 hours)**

Students learn basic principles that apply to the analysis and representation of observed objects through the use of line and perspective. 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.

VCDF-101**Drawing Foundations II****3 Credits (15:60:0 hours)**

Building on an understanding of line and perspective, students continue their exploration of observed drawing and techniques. The construction of drawn form takes place through a combination of expressive mark-making and more immediate responses to observed subjects. Course content is covered through successive drawing exercises and critiques.

Prerequisite: VCDF 100.

VCDF-110**2 Dimensional Design Foundations****3 Credits (15:45:0 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.

VCDF-120**3 Dimensional Design Foundations****3 Credits (15:45:0 hours)**

In this course, students develop basic skills, and acquire knowledge of fundamental principles that relate to three-dimensional design. Studio activities involve drafting and 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.

VCDF-130**Design History I****3 Credits (45:0:0 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****3 Credits (45:0:0 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.

VCDF-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 are used to create floor plans, furnishing and fixture plans, and elevations. Basic digital modeling and animation techniques are introduced. Lectures, demonstrations, and lab exercises present the general concepts of creating, viewing, and editing computer renderings.

Prerequisites: VCOM 222 and 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 and 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 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 are explored. Prerequisites: VCOM 223 and VCOM 224.

VCDR-230**Figure Drawing**

3 Credits (15:45:0 hours)

This course expands on the student's understanding of the human form. Live models are used as the primary source of study while working through intensive observational exercises. Explored topics include weight, balance, proportion and basic anatomy. Students are 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 introduces students to the basic principles and techniques of modeling. Students begin with observational drawing exercises and progress to developing three dimensional figure models. Although detailed study of the human form is the primary focus, students are also 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 is 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 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 are encouraged to experiment and explore alternatives using traditional rendering methods as a starting point. Concept development becomes 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 further explore drawing principles to enhance the interpretation and communication of ideas. Drawings are created using exaggeration, distortion of perspective, composition and stylization. The methods and processes involved in the creation of a final working drawing are 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 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 is 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 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.

VCFMI-205**Drawing for Motion Image**

3 Credits (15:45:0 hours)

Students 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 range from rendering simple, natural objects from observation to story boarding and using drawing as a process and problem solving tool.

VCFMI-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: VCFMI 215 and VCFMI 230.

Corequisites: VCFMI 221 and VCFMI 245.

VCFMI-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.

VCFMI-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.

Prerequisites: VCFMI 215.

Corequisite: VCFMI 213.

VCFMI-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: VCFMI 215.

VCFMI-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.

Prerequisites: VCFMI 230.

Corequisite: VCFMI 225.

VCFMI-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: VCFMI 213 and VCFMI 225.

Corequisites: VCFMI 336 and VCFMI 355.

VCFMI-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: VCFMI 355 and VCDE 380.

VCFMI-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.

Prerequisites: VCFMI 225 and VCFMI 213.

Corequisite: VCFMI 322.

VCFMI-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: VCFMI 213, VCFMI 225 and VCFMI 245.

Corequisite: VCFMI 322.

VCFMI-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.

Prerequisites: VCFMI 245.

Corequisites: VCFMI 336 and VCFMI 322.

VCMI-380**Introductory Video Production**

3 Credits (30:30:0 hours)

This course introduces students to the basic theories and concepts of video production. Through a series of lectures, discussions and practical application, students develop basic camcorder and video editing techniques. Students explore how sound and visual editing techniques affect perception and meaning. Emphasis is placed on the communicative possibilities achieved through the editing process.

VCMI-385**Dynamic Media Delivery**

3 Credits (45:0:0 hours)

In this course, students are introduced to a variety of alternative digital audio and video delivery mediums including CD-ROM, DVD-Video, and the Internet. Topics covered include medium specific constraints, interface design, re-sampling, and compression of audio and video for digital delivery.

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 provides 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 is examined in a variety of 3 dimensional formats. Students create conceptual models to study the principles involved with exhibit, signage and point of purchase design. Incorporation of typography and image allows 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 study the principles of typographic measurement, ordering and layout. The student has 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-100**Digital Photography**

3 Credits (30:30:0 hours)

Students create photo-based imagery through the use of the camera and the computer. Fundamentals of digital camera operation and image composition are introduced. Students learn to manipulate, edit, print and mount digital images using current printing technologies.

VCPH-205**Drawing for Photography**

3 Credits (15:45:0 hours)

Students 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 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 and 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 is supplemented by lectures, demonstrations and critiques.

Prerequisites: VCPH 210 and 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.

Prerequisite: PROW 314 and 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 and 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.

VCPH-380**Introductory Photo Illustration**

3 Credits (45:0:0 hours)

In this course, students go through the process of visual problem solving using photography and illustration. Working with color transparency films and film scanning, students use software to further develop source images to the finished artwork stage. Initial weeks in the course deal with exposure, film, lighting, and lens concepts. Later studies push conventional image boundaries in the digital environment.

VCPH-385**Black and White Portraiture**

3 Credits (45:0:0 hours)

Working in black and white in the digital era challenges photographers to return to the fundamentals of tone and contrast in the rendering of the human face. Working primarily on location with natural and artificial light, students use conventional black and white films to capture images, then scan and process the film digitally to create high quality inkjet prints. The course includes a section on film processing, deals with technical and aesthetic issues involved in digital black and white reproduction, and examines the genius of some contemporary portrait artists.

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 are introduced. Drafting, rendering, prop fabrication, and model-making techniques are employed and cooperative projects are pursued for the practical application of these skills.

Prerequisites: VCPR 211 and VCDE 231.

VCPR-324**Professional Lecture Series**

2 Credits (0:30:0 hours)

Students in this course are presented with a series of lectures provided by professionals in the design industry or business related fields relevant to the practice of design. Lectures 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 are 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, plus submission of a portfolio and consent of 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 provides students with the necessary background to undertake upper level courses in vertebrate biology and related fields.

Prerequisites: Minimum grade of C- in BIOL 108 or equivalent.

*(CU, CUC, UA, AU, UC, UL, KUC, UAA)

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 is on mammals and fish.

Prerequisites: Minimum grade of C- in BIOL 108 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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. Note: Students cannot take ZOOL 241 for credit if credit has been obtained in ZOOL 242 prior to 1996/97 or in PHYSL 210.

Prerequisites: Minimum grade of C- in BIOL 107 or equivalent. *(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 is the endocrine, neural, sensory, motor, immune, and reproductive systems.

Examples from both invertebrate and vertebrate animals are used. Note: Students cannot take ZOOL 242 and PHYSL 210 for credit.

Prerequisites: Minimum grade of C- in BIOL 107.

*(UA, 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 are discussed in an evolutionary and ecological context. The diversity of major phyla are illustrated.

Prerequisite: Minimum grade of C- in BIOL 108 or equivalent.

*(UA, UC, UL, AU, CU, KUC, CUC, UAA)

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