

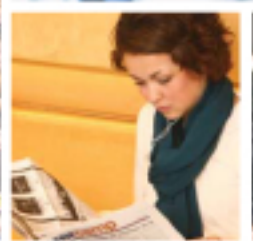
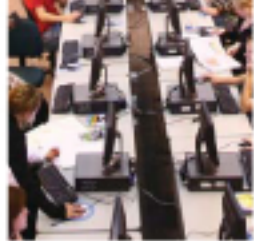
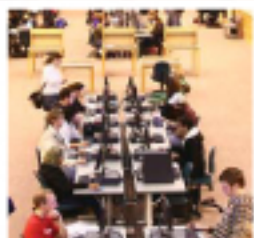
Calendar 2008/2009

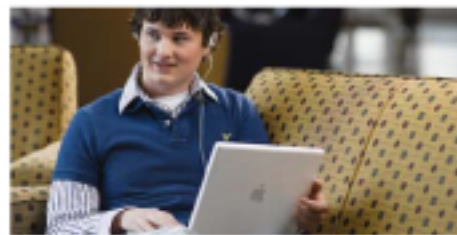
Grant MacEwan College

2008/2009



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Disclaimer and Important Notice:

THE CALENDAR 2008/2009

Grant MacEwan College makes every effort to ensure accuracy in all college publications. However, if there is inconsistency with the information as published and that which resides in official college policy, the official college policy will prevail. Further, Grant MacEwan College reserves the right to make changes in the information provided within this calendar without prior notice.

The Programs of Study listed in this calendar are available for the intake year for which the calendar applies. Further, the college reserves the right to change the content or structure of a Program of Study, and all reasonable attempts will be made to notify active program students.

The college also reserves the right to update course content, prerequisites and co-requisites without prior notice. In addition, not every course listed in the calendar will be offered every year.

The college will not be held responsible for any loss, damage or other expense in relation to any changes to information contained within this calendar.

Students are responsible for informing themselves on matters related to admission, program and graduation requirements and other academic matters including policies and procedures. Students are also responsible for ensuring the accuracy and completeness of their registration, and are strongly encouraged to consult with and to seek advice on academic and program planning matters from program and discipline advisors.

By the act of applying to a program and/or registration into courses, each student agrees to be bound by the policies and procedures of the college.



PRESIDENT'S MESSAGE

MacEwan's 2008/09 Calendar is the college's most complete guide to a broad spectrum of degree, diploma and certificate programs.

MacEwan is a comprehensive college, serving students in search of higher education and credentials in liberal, fine and performing arts, business, communications, health care and human services.

At MacEwan, we ensure our diverse range of programs meet the needs of today's students and employers. Because of this, the college has earned an international reputation for providing quality, student-centered educational opportunities and producing graduates who work in various career sectors around the world.

Small class sizes, one-on-one interaction with instructors, and a wide array of student life opportunities contribute to a unique learning environment that every MacEwan student will benefit from – regardless of program or background. Recent high school graduates, mature students, and career-focused part-time learners will each discover that at MacEwan, all faculty and staff are dedicated to the success of every student.

We're here because of you – because of your personal and career aspirations, and we will strive to ensure you receive the education you need to meet your goals.

Dr. Paul J. Byrne
President and CEO



MESSAGE FROM THE PROVOST AND EXECUTIVE VICE-PRESIDENT ACADEMIC

Welcome to the MacEwan environment. We are committed to offering you a dynamic experience in learning, in discovery and in creating paths to the future. Whether you are seeking a career diploma, one of our baccalaureate or applied degrees or a professional certificate, you will find a strong team of committed faculty and professional staff. In the past two years we have added over sixty full-time experienced faculty from across Canada, Europe, Australia and the United States. This has been a strong addition to a large team of accessible, experienced MacEwan faculty. Whether you enjoy learning in an environment of small classes, part-time or online studies, our primary goal is student success.

Our MacEwan environment offers opportunities for a global experience, athletics, clubs and residence life. We invite you to take a closer look through this calendar or explore www.macewan.ca

Dr. Janet Paterson-Weir

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-centred 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

ACADEMIC SCHEDULE – July 1, 2008 to June 30, 2009

NB: Convocation (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.

SEPTEMBER 2008

Monday, 1	Labour Day; College closed.
Tuesday, 2	Registration and orientation.
Wednesday, 3	First day of regular Fall term classes.
Thursday, 4	Last day for payment of Fall term fees.
Wednesday, 10	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.

DECEMBER 2008

Monday, 8	Final examination period begins.
Wednesday, 17	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	
Friday, 2	New Year's Day; College closed. Registration and orientation.
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 2009 Spring Convocation.

FEBRUARY 2009

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

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.

PROPOSED ACADEMIC SCHEDULE – July 1, 2009 to June 30, 2010

NB: Convocation (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 2009

Wednesday, 1	Canada Day; College closed.
Monday, 6	First day of regular Summer term classes.
Monday, 6	Last day for registration in any courses scheduled less than 7 ½ weeks.
Tuesday, 7	Last day for payment of Summer term fees.
Wednesday, 8	Last day for program changes, course additions, course deletions, and late registration in regular courses for Summer.

AUGUST 2009

Monday, 3	Civic Holiday; College closed.
Monday, 10	Last day to withdraw from Summer term courses without academic penalty.
Wednesday, 26	Last day of Summer term classes.

SEPTEMBER 2009

Monday, 7	Labour Day; College closed.
Tuesday, 8	Orientation and Registration day.
Wednesday, 9	First day of regular Fall term classes.
Thursday, 10	Last day for payment of Fall term fees.
Wednesday, 16	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 2009

Monday, 12	Thanksgiving Day Observed; College closed.
Friday, 23	Last day to withdraw from eleven-week courses without academic penalty.
Saturday, 24	Fall Ceremony Convocation (unconfirmed).

NOVEMBER 2009

Friday, 6	Last day to withdraw from Fall term courses without academic penalty (Exception: 6-credit courses that span Fall and Winter terms).
Wednesday, 11	Remembrance Day; College closed.
Thursday, 12	College-wide Professional Development Day; all regular classes cancelled.
Friday, 13	Professional Development Day; all regular classes cancelled.
Friday, 20	Last day of eleven-week courses.

DECEMBER 2009

Wednesday, 9	Final examination period begins.
Friday, 18	Last day of classes and final examinations for Fall term.
Thursday, 24	Christmas Eve; College closes at noon.
Friday, 25	Christmas Day; College closed.
Monday, 28	Boxing Day observed; College closed.
Tuesday, 29 to	
Thursday, 31	College closed.

JANUARY 2010

Friday, 1	New Year's Day; College closed.
Monday, 4	Orientation and Registration day.
Tuesday, 5	First day of regular Winter term classes.
Wednesday, 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, 15	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, 29	Last day for receipt of "Applications to Graduate" for 2010 Spring Convocation.

FEBRUARY 2010

Friday, 5	Last day to withdraw without academic penalty for 6-credit courses that began in Fall term.
Thursday, 11	Grant MacEwan Day (classes in session).
Monday, 15	Family Day; College closed.
Monday, 15 to	
Friday, 19	Reading Week; all regular classes cancelled.
Tuesday, 16 and	College-wide Professional Development Day.
Wednesday, 17	Professional Development Day.
Friday, 26	Last day to withdraw from eleven-week courses without academic penalty.

MARCH 2010

Friday, 19	Last day to withdraw from Winter term courses without academic penalty (Exception: 6-credit courses that span Fall and Winter terms).
Friday, 26	Last day of eleven-week courses.

APRIL 2010

Friday, 2	Good Friday; College closed.
Monday, 5	Easter Monday; Professional Development for Faculty; College closed.
Monday, 12	Final examination period begins.
Wednesday, 21	Last day of classes and final examinations for Winter term.

MAY 2010

Monday, 3	First day of regular Spring term classes.
Monday, 3	Last day for registration in any courses scheduled less than 7 ½ weeks.
Tuesday, 4	Last day for payment of Spring term fees.
Wednesday, 5	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, 24	Victoria Day; College closed.
Friday, 28	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 2010

Monday, 7	Last day to withdraw from Spring term courses without academic penalty.
Thursday, 24	Last day of Spring term classes.

Student Records, Transcripts, Privacy Protection, and Disclosure Notifications

STUDENT RECORDS

OFFICIAL STUDENT FILE AND RECORD

OFFICIAL STUDENT TRANSCRIPT

CHANGE OF NAME OR ADDRESS

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

PERSONAL INFORMATION DEFINED

PERSONAL INFORMATION DISCLOSURE NOTIFICATIONS

STUDENT PRIVACY AND SYSTEM PROTECTION RESPONSIBILITIES

NOTIFICATION OF SURVEY PARTICIPATION AND DISCLOSURES

MacEwan SURVEYS

GOVERNMENT OF ALBERTA SURVEYS

Graduate Outcomes Survey

Early Leavers Survey

Aboriginal Learner Data
Collection Initiative

STATISTICS CANADA SURVEYS

Enhanced Student Information
System (ESIS) Survey

National Graduate Survey
(NGS)

DISCLOSURE OF PERSONAL INFORMATION TO STATISTICS CANADA

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 the 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.

GOVERNMENT OF ALBERTA SURVEYS

MacEwan supports the provincial Post-Secondary Institution Graduate Outcomes Survey, and the Aboriginal Learner Data Collection Initiative of Alberta Advanced Education and Technology.

Graduate Outcomes Survey

Alberta Advanced Education and Technology and the publicly funded post-secondary institutions collaborate to conduct a biennial survey of graduates. The data collected help to inform policy development and program and service review and improvements. The authority to collect this information is the Post-Secondary Learning Act sections 65 and 118.

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

Aboriginal Learner Data Collection Initiative

Alberta Advanced Education and Technology requires that the following question appear on all post-secondary registration / application forms and subsequently collects response data from post-secondary educational bodies:

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian/First Nations
 Non-Status Indian/First Nations
 Métis
 Inuit

Alberta Advanced Education and Technology collects this personal information pursuant to section 33(c) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.

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 Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6 or by calling 1-613-951-1666.

PUBLICATIONS

All publications are available for viewing in PDF format at www.MacEwan.ca. Publications are available at any MacEwan Information Centre or at the Office of the Registrar.

Think MacEwan: An introduction to Grant MacEwan College

- Provides an overview of the many things that make MacEwan unique.

Think MacEwan: Programs

- Includes information about MacEwan's college and university entrance programming, certificate, diploma, university transfer, applied degree and bachelor degree programs.

Distance Education: Online and Print-based Distance Learning

- Includes information on MacEwan programs and courses available through online, distance and self-study delivery methods.
- eCampusAlberta credentials are also listed.

Continuing Education Guide

- Catalogues MacEwan's part-time credit and noncredit courses for Fall/Winter and Spring/Summer start dates.
- Available on campus and from newsstands across Edmonton starting in July, November and March each year.

Think MacEwan: Scholarships, Bursaries and Awards

- Highlights over 400 scholarships, awards and bursaries available to students.
- In 2006 – 07, over 3,000 MacEwan students accessed over \$3.7 million in funding through scholarship, bursary and award programs.
- Information on financial assistance is available through the Student Resource Centre at the City Centre Campus. This calendar also contains information on financial assistance, awards, scholarships, and bursaries.

Think Registration

- Sent to accepted applicants.
- Outlines important registration information: registration schedule, tuition, electives, parking, and other student service information.

STUDENT SERVICES

STUDENT RESOURCE CENTRE

The Student Resource Centre (SRC) is committed to helping students throughout their time at MacEwan. SRC staff will help you find out about program admission requirements, answer your student loan questions, give you tips on being a successful student, arrange for the support of a personal counsellor and help you build a resume for your new career. Your success as a student is the SRC's main goal, and it has the resources you need.

Are you looking for a job? Check out the Online Job Board available under Student Services on the www.myMacEwan.com portal.

More details about SRC services are available at www.MacEwan.ca/src, or telephone 780-497-5064.

STUDENT SUCCESS PROGRAM

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

The program's focus is on helping you achieve your goals by providing access to programs, activities and resources that promote academic and personal success. Your success as a student is just as important to MacEwan as it is to you, and the Student Resource Centre, together with many other college departments, is ready and waiting to help.

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

WRITING AND LEARNING SERVICES

Writing and Learning Services (WLS) help MacEwan students succeed in their post-secondary studies. WLS provides one-on-one teaching and classroom workshops to help students improve academic writing and learning skills. WLS also teaches students about academic integrity and honesty in written assignments and creates and updates handy documentation style guides (APA, MLA and Chicago) available through the SRC website (under Writing and Learning Services) www.MacEwan.ca/web/services/src/services.

Faculty may refer students whom they identify as having difficulty with the writing and learning demands of college courses, and we also welcome students who self-diagnose their need for WLS assistance to overcome writing and learning challenges. Distance students can access our services by calling Nancy at (780) 497-4035 at least four days in advance to set up a phone appointment. Then, prior to that time, they should e-mail a draft of the paper they wish to go over. At the appointment time, the student should call the appropriate Writing and Learning Consultant who will be waiting to help the student over the phone.

Writing and Learning Consultants are available by appointment only to help students Monday to Friday, generally between the hours of 8:30 am to 4:00 pm.

At City Centre Campus, the WLS offices are located in the Student Resource Centre, room 7-112. A Consultant will also be available on Tuesdays and Wednesdays until 5:45 pm.

At South Campus and Centre for the Arts and Communications, WLS is still located in the library (assistance at Centre for the Arts and Communication is available on Tuesdays and Wednesdays, generally between 8:30 am and 4 pm).

WLS also provides assistance to Alberta College Campus students on Tuesdays and Wednesdays from 9:30 am – 5:00 pm in room 618.

For more information, please contact Nancy Roberts at 497-4035

STUDENT-FOR-A-DAY PROGRAM

Spend a day as a MacEwan student and experience first-hand what it's like to study in your program of choice. To find out more about the Student-for-a-Day program, talk to your high school guidance counsellor or the Student-for-a-Day contact for your program (listed in the program's description). Call at least four weeks in advance to allow enough time to prepare for your visit.

NEW STUDENT ORIENTATION

This annual event – a must for new students – provides you with all the information you need about student services, scholarships and awards, campus life and much more. Come out and see all MacEwan has to offer and meet other students, staff and faculty.

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

STUDENT SCHOLARSHIPS, BURSARIES AND AWARDS

You've worked hard to get where you are today. In recognition of your dedication and hard work, you may be eligible for many scholarships, bursaries and awards. MacEwan's scholarships recognize academic excellence, while awards also recognize students' involvement and service in the community. Many dedicated students who face financial challenges may benefit from MacEwan's bursaries, which are issued on the basis of financial need and good academic standing.

In 2006/07, over 3,000 MacEwan students accessed over \$3.7 million in funding through scholarship, bursary and award programs. There are lots of choices and lots of financial opportunities. Details at www.MacEwan.ca/scholarships.

SERVICES FOR STUDENTS WITH DISABILITIES

Counselling and educational support services ensure students with disabilities can participate fully in their courses and have an equal chance to demonstrate their academic ability. Support services include in-class sign interpreting and note-taking, alternate-format material preparation (e-text, enlarged, Braille, etc.), exam accommodations, assistive computer technology assessments and training.

For a complete list of services and contact information, visit www.MacEwan.ca/ssd or call the Student Resource Centre receptionist at 780-497-5064 (City Centre Campus) or 780-497-4041 (South Campus) to book an appointment.

MACEWAN LIBRARY

Photo ID/Library Card

A Photo ID/Library card is available to currently registered MacEwan students. The card, which serves as the official college student identification and library card, can be obtained from the Library at any of the four campuses.

The MacEwan photo ID/Library card is used for:

- Borrowing books, videos, periodicals and other materials from the Library.
- Borrowing books from the U of A and other libraries in the NEOS consortium.
- MacEwan U-Pass identification.
- Proof of identification at a variety of campus facilities including the MacEwan Health and Wellness Centre.
- Proof of eligibility for student discounts in and around Edmonton.

Library

Each campus has a library that offers a wide range of resources, services and staff to support students. The student portal (www.myMacEwan.ca) is the access point for renewing library materials, finding books and articles, writing style guidelines, reputable websites, hours of opening, technology support and other information.

MacEwan students have access to a Library collection of over 280,000 items, such as books, videos and DVD's, CD's, print and electronic journals, electronic books, and a reserve reading collection.

Other services the Library offers include:

- Reference staff to assist with library research and reference questions
- Technology support staff to assist with technology related questions
- Student photo identification card production
- PC and Mac computers with internet access and word processing software
- AV equipment and rental laptops
- Wireless Internet access
- Photocopiers and printers
- Borrowing privileges at many other libraries in the Edmonton area such as U of A, the public libraries, and a number of hospital and government libraries

For further information on library services contact:

City Centre
780-497-5850

**Centre for the Arts
and Communications**
780-497-4346

South Campus
780-497-4054

Alberta College
780-633-3738

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. 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.

MACEWAN HEALTH SERVICES

Located on the main floor of the MacEwan Centre for Sport and Wellness, Health Services are available to students, staff and the public from Monday to Friday from 8:30 am - 4:30 pm. Services include doctor appointments, physical exams, immunizations, allergy shots, athletic therapy, birth control, pregnancy tests, PAP tests, post-injury rehabilitation, nutrition counselling, exam deferral notes, health promotions and specialist referrals.

Go to www.MacEwanHealth.ca or www.ualberta.ca/healthinfo for information, or call (780) 497-5699 to make an appointment. Walk-ins are welcome.

MACEWAN RESIDENCE

SAFE. CENTRAL. COMPLETE.

Located next to the City Centre Campus, the 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' Council, 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. You will be able to get involved by volunteering or organizing residence activities, a newsletter, and more. Or, participate in a wide range of academic, recreational, social and personal growth opportunities such as study skills workshops, intramurals, career planning, and movie nights.

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 MacEwan Library 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 are available online at www.MacEwan.ca/Residence.

MACEWAN LIBRARY

City Centre Campus 780-497-5850
 Centre for the Arts and
 Communications 780-497-4346
 South Campus 780-497-4054
 Alberta College Campus 780-633-3738

**MACEWAN CENTRE FOR
SPORT AND WELLNESS**

Main Switchboard 780-497-5300
 Director, Student Life 780-497-5295
 Athletic Director 780-497-5291

MACEWAN BOOKSTORES

Manager 780-497-5481
 City Centre Campus 780-497-5482
 Centre for the Arts and
 Communications 780-497-4382
 South Campus 780-497-4082
 Alberta College Campus 780-633-3704

MACEWAN RESIDENCE

Main Switchboard 780-633-8000

**STUDENT
RESOURCE CENTRE**

(Counselling, Advising,
 Employment, and International
 Student Advising)

Writing and Learning
 Services 780-497-4035
 City Centre Campus 780-497-5064
 Centre for the Arts and
 Communications 780-497-4340
 South Campus 780-497-4041
 Alberta College Campus 780-633-3713

**SERVICES TO STUDENTS
WITH DISABILITIES**

City Centre Campus 780-497-5063
 TTY 780-497-5225
 Liaison Office 780-497-5018
 Financial Aid, Scholarships,
 and Awards Services 780-497-5063

STUDENTS' ASSOCIATION

General Manager 780-497-5471
 City Centre Campus 780-497-5631
 Centre for the Arts and
 Communications –
 Programming and
 Services 780-497-4440
 South Campus –
 Programming and
 Services 780-497-4144
 Alberta College Campus 780-633-3786

Administration**EXECUTIVE**

President and CEO
 Dr. Paul Byrne 780-497-5401
 Executive Vice-President
 Academic
 Dr. Janet Paterson-Weir
 780-497-5421

Associate Vice-President
 Academic
 Dr. Susan May 780-497-5080

Vice-President
 Student Services
 Cathryn Heslep,
 Ed.D (Cand) 780-497-5413

Vice-President
 Finance and
 Corporate Services
 Brent Quinton 780-497-5446

Vice-President
 Fund Development
 Dale Bayley 780-497-5533

Chief Technology Officer
 John McGrath 780-497-5890

Executive Director
 Human Resources
 Darryl Currie 780-497-5431

Executive Director
 Strategic Planning
 Alan Vladicka 780-497-5391

Executive Director,
 South Campus Development
 Allen Watson 780-497-5411

OFFICE OF THE REGISTRAR

Registrar
 Stefanie Ivan 780-497-5039
 Associate Registrar
 Records
 Joan Fraser 780-497-4495

Associate Registrar
 Registration
 Bernadette Fritz 780-497-5005

**CENTRE FOR THE ARTS AND
COMMUNICATIONS**

Dean
 Centre for the Arts and
 Communications
 Denise Roy 780-497-4410

Associate Dean
 Centre for the Arts
 and Communications
 Jannie Edwards 780-497-5356

**FACULTY OF ARTS
AND SCIENCE**

Dean
 Faculty of Arts and Science
 Dr. David Higgins 780-497-4170

Associate Dean
 Arts
 Dr. Shahram Manouchehri
 780-497-5327

Associate Dean
 Science
 Dr. Pat Sullivan 780-497-5636

**FACULTY OF HEALTH AND
COMMUNITY STUDIES**

Dean
 Faculty of Health and
 Community Studies
 Sharon Bookhalter
 780-497-5155

Associate Dean
 Faculty of Health
 and Community Studies
 Sharon Hobden 780-497-5181

Director, Baccalaureate
 Nursing Education
 Charlotte Pooler, RN PhD
 780-633-3627

SCHOOL OF BUSINESS

Dean
 School of Business
 Elsie Elford 780-497-5210

Associate Dean
 School of Business
 Mike Henry 780-497-5147

Director
 MacEwan Corporate Learning
 Maureen Labonte 780-497-5214

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 am – 10 pm

Saturday: 8 am – 4:30 pm

Sunday: 8 am – 4:30 pm

Statutory Holidays: Closed

Registrar's Office/Information and Registration Services/Switchboard

Monday – Thursday: 7:30 am – 7 pm

Friday: 7:30 am – 4:30 pm

Saturday: 8 am – 2 pm

Sundays, Holidays and Long Weekends: Closed

Summer Hours: May 12 – August 15

Monday – Friday: 8 am – 4:30 pm

Saturdays, Sundays and Holidays: Closed

CENTRE FOR THE ARTS AND COMMUNICATIONS

10045 – 156 Street

Edmonton, Alberta T5P 2P7

Switchboard: 780-497-4340

Building Hours

Monday – Friday: 7 am – 10 pm

Saturday: 8 am – 4:30 pm

Sunday: 8 am – 4:30 pm

Statutory Holidays: Closed

Information Centre Hours

Monday – Thursday: 7:45 am – 7 pm

Friday: 7:45 am – 4:30 pm

Saturday, Sundays, and Holidays: Closed

Summer Hours: May 12 – August 22

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 am – 10 pm

Saturday and Sunday: 8 am – 5 pm

Statutory Holidays: Closed

Information Centre Hours

Monday – Thursday: 7:45 am – 7 pm

Friday: 8:30 am – 4:30 pm

Saturday, Sunday and Holidays: Closed

Summer Hours: May 12 – August 22

Monday – Friday, 8 am – 4 pm

Saturday, Sunday and Holidays: Closed

ALBERTA COLLEGE CAMPUS

10050 MacDonald Drive

Edmonton, Alberta T5J 2B7

Switchboard: 780-497-5040

Building Hours

Monday – Friday: 7 am – 11 pm

Information Centre Hours

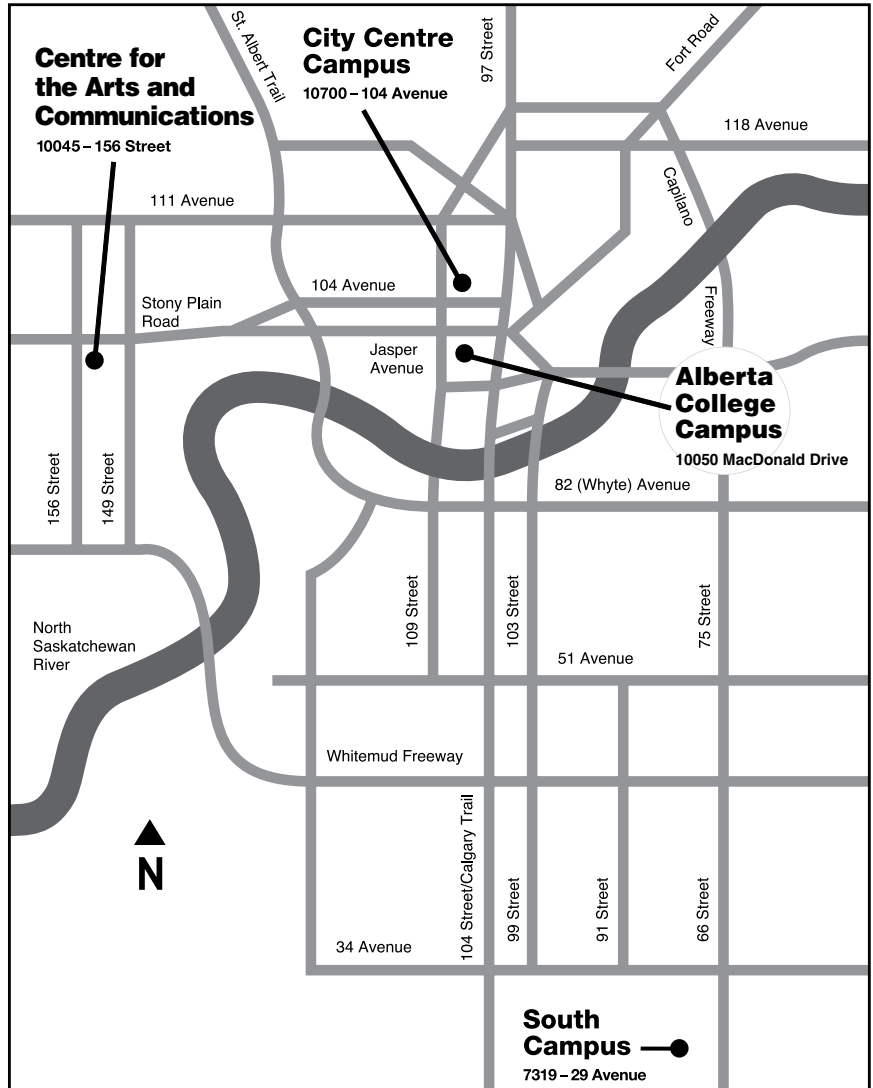
Monday – Friday: 7:30 am – 4:30 pm

Saturday, Sunday and Holidays: Closed

Summer Hours: May 12 – August 22

Monday – Friday: 8:30 am – 4:30 pm

Saturday, Sunday and Holidays: Closed



Admissions, Fees and General Student Information

ADMISSIONS

FEES

INTERNATIONAL STUDENTS

**ACADEMIC POLICIES AND
REGULATIONS**

REGISTRATION

**EDUCATIONAL FUNDING,
SCHOLARSHIPS, AND
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ADMISSIONS

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- H. University Credit Substitutions for High School Courses
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A. GENERAL ADMISSION INFORMATION

Each program at MacEwan has a unique set of admission criteria. Be sure to read the complete admission criteria under the program section of this calendar.

B. OPENING DATES FOR APPLICATIONS

Most programs have a September intake only, but a listing of alternate intakes for some programs can be found at www.MacEwan.ca.

Term	Opening Date for Applications
Fall term	October 1
Winter term	February 1
Spring/ Summer term	May 1 (for the following year; 11 months before intake)

C. CLOSING DATES FOR APPLICATIONS

The earliest possible closing dates for applications are as follows. You can ask at 780-497-5140 to see if a program is still accepting applications, or check online at www.MacEwan.ca.

Term	Earliest Possible Closing Date for Applications
Fall term	January 15
Winter term	June 15
Spring/ Summer term	October 15

D. COMPETITIVE PROGRAMS

Many of MacEwan's programs are competitive in nature. Programs may be competitive based on academic criteria, "other admission criteria" or a combination. For this reason, applicants are encouraged to apply and submit documents early. In addition, it is important to keep the Office of the Registrar and the Program informed of any changes that may affect admissions.

E. EARLY CONDITIONAL ADMISSION

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

F. CHART OF COURSES AND/OR ACCEPTABLE EQUIVALENTS

Course	Acceptable Equivalent
Pure Math 30	Transitional Math 101 with a minimum grade of 75 per cent or higher
Applied Math 30	Math 30 (Alberta)
ELA 30-1	English 30 (Alberta)
ELA 30-2	English 33 (Alberta)
Social Studies 30-1	Social Studies 30 (Alberta)
Social Studies 30-2	Social Studies 33 (Alberta)

Also note that a GED is not acceptable for admission unless specified in the program admission criteria.

G. CLASSIFICATION OF HIGH SCHOOL COURSES

Acceptable Alberta Education Grade 12 subjects have been classified into the following four groups:

Group A (Humanities)

1. English Language Arts 30-1
2. Social Studies 30 or 30-1
3. 30-level language other than English
4. Additional 30-level language other than English

Note: Each of French 21, 20S, 20N, 30S, 30N; French 31, 31A, 31B, 31C; French Language Arts 20, 30; Français 20, 30; Langue et Littérature 20, 30 is equivalent to French 30 for admission purposes.

Any one of the following courses will also meet the Language other than English requirement: American Sign Language and Deaf Culture Studies 35, German 30 or 31, Italian 30, Latin 30, Spanish 30, Ukrainian 30, Ukrainian Language Arts 20 or 30, Arabic 35, Chinese 35, Chinese (Mandarin) 35, Cree 35, German Literature 35, Greek 35, Hebrew 35, Hungarian 35, Japanese 35, Lithuanian 35, Polish 35, Portuguese 35, Russian 35, Spanish 35, and Swedish 35.

Group B (Fine Arts)

1. Applied Graphic Arts 35
2. Art 30
3. Art 31
4. Commercial Art 35 A, B or C
5. Communication Technology Advanced (5 credits)
6. Dance 35
7. Drama 30
8. Music 30 (Choral, Instrumental or General (5 credits)
9. Musical Theatre 35
10. Performing Arts 35 A, B, or C
11. Visual Communications 32 A, B or C

Note: Equivalents of Music 30: Conservatory Canada, Grade 8 Practical and Grade IV Theory; Royal Conservatory of Music of Toronto, Grade 8 Practical and Grade II Theory; Mount Royal College, Grade 8 Practical and Grade II Theory. Documents must be presented to Alberta Education for evaluation.

Group C (Sciences)

1. Biology 30
2. Chemistry 30
3. Pure Mathematics 30
4. Mathematics 31
5. Physics 30
6. Science 30

Group D (Optional)

1. Applied Sociology 30
2. Cultural and Physical Anthropology 30
3. Experimental Psychology 30
4. International Politics 30
5. Macroeconomics 30
6. Microeconomics 30
7. Philosophies of Man 30
8. Religious Studies 35
(for approved Schools)
9. Western World History 30
10. World Geography 30
11. World Religion 30
12. Advanced CTS strands as follows:

- Community Health
- Construction/Electro Technologies 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.

Note: The Grade 12 courses listed 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.

H. UNIVERSITY CREDIT SUBSTITUTIONS FOR HIGH SCHOOL COURSES

This chart lists the university credit that can be substituted in cases where applicants do not present the appropriate matriculation level high school courses.*

Note: 'cr' = credits

Grade 12 Courses	University Credits Required
GROUP A	
English Language Arts 30-1	English (6 cr)
Language other than English 30/31/35	Language Other than English (6 cr)
Social Studies 30 or 30-1	Humanities or Social Sciences (3 cr)**
GROUP B	
Applied Graphic Arts 35	
Art 30	
Art 31	
Commercial Art 35 A, B or C	
Communication Technology Advanced (5 cr)	
Dance 35 (5 cr)	
Drama 30	
Music 30 (Choral, Instrumental or General (5 cr)	
Music 35 (5 cr)	
Performing Arts 35 A, B or C	
Visual Communications 32 A, B or C	
GROUP C	
Pure Mathematics 30	Mathematics (Algebra) (3 cr)
Mathematics 31	Mathematics (Calculus) (3 cr)
Chemistry 30	Chemistry (3 cr)
Physics 30	Physics (3 cr)
Biology 30	Biology (includes Botany, Genetics, Microbiology, Zoology) (3 cr)***
Science 30	Any Science course (3 cr)

* For admission into Nursing, university credit substitutions for high school courses can only be used if the course prerequisite(s) for the post-secondary substitution courses are also in place.

** For admission into Nursing, HLST courses cannot be used as Group A substitutions.

*** For admission into Nursing, Botany and Zoology cannot be used as Biology 30 substitutions.

I. 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 toward 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 once an application and payment has been received. 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

If you clear all conditions as listed in your letter, you will automatically be admitted. You can check the decision using your secure logon to the student portal at www.myMacEwan.ca (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 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 toward 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. You can check the decision using your secure logon to the student portal at www.myMacEwan.ca (information contained in your acknowledgement package).

Failure to meet all conditions by the timelines indicated in your letter of acceptance may result in your admission being rescinded.

J. 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, in person or online:
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.

K. 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

L. SKILLS APPRAISAL

Applicants may be required to write admissions tests. The Skills Appraisal is used to assess reading and writing skills. If your intended program requires mathematics, you may be tested in mathematics as well. If you have done appropriate prior coursework in the areas to be tested, you may be exempt from writing the Skills Appraisal. Once your official secondary and/or post-secondary transcripts have been evaluated, we will determine if all or portions of the Skills Appraisal have been met. Some programs do not make exemptions and require all applicants to write all portions of the Skills Appraisal.

For details regarding the tests and exemption criteria, refer to the Skills Appraisal brochure or online at www.MacEwan.ca/skillsappraisal.

M. ENGLISH LANGUAGE PROFICIENCY (ELP)

M1. ELP for Certificate, Diploma and Applied Degree Programs

Applicants to certificate, diploma, and applied degree programs whose first language is not English must demonstrate English language proficiency required for admission by presenting one of the following:

- 1) Successful completion of three years of full-time instruction in an institution which English is the primary language of instruction and in a country where English is the principal language (must include Grade 12 or equivalent).
- 2) Test of English as a Foreign Language (TOEFL) with a minimum score of 550 PBT (paper-based) OR 213 CBT (computer-based) OR 76 iBT (Internet-based). Refer to website www.toefl.org/infobull.
- 3) Canadian Academic English Language (CAEL) Assessment with a minimum score of 60. Refer to www.cael.ca.
- 4) International English Language Testing System (IELTS) (Academic) with a minimum score of 6.0. Refer to www.ielts.org.
- 5) Michigan English Language Assessment Battery (MELAB) with a score of 80. Refer to www.lsa.umich.edu.
- 6) Alberta English Language Arts 30-1 (or English 30) final blended grade of 65 per cent. Contact Alberta Education at 780-427-5732 or toll-free in Alberta 310-0010 or refer to www.education.gov.ab.ca.

- 7) International Baccalaureate (IB) Higher Level English with a minimum grade of 5.0. IB programs of study are administered by selected high schools. Refer to www.ibo.org.
- 8) Advanced Placement (AP) English with a minimum grade of 3.0. AP subjects are offered through selected high schools. Refer to www.collegeboard.org/ap.
- 9) ENGL 101 (or equivalent) with a minimum grade of C- or equivalent. Refer to www.MacEwan.ca.
- 10) A two-year diploma from a recognized post-secondary institution where English is the primary language of instruction, and the institution is in a country where English is the principal language.
- 11) Successful completion of Grant MacEwan College Skills Appraisal and any resulting required development course work. In Canada, telephone 780-497-5015 or refer to www.MacEwan.ca. **Note:** Skills Appraisal is not administered outside Canada.
- 12) MacEwan's ENGL-0106, English Language Preparation, with a minimum score of C.
- 13) Successful completion of University of Alberta's ESL 140 and 145. Official transcripts must be provided.

Note: An applicant who is completely bilingual and fluent in English shall be entitled to submit a written petition to the Registrar's Office providing evidence that the applicant's English language proficiency exceeds the specified minimum levels, and requesting exemption from the language proficiency requirement. The Transcript Evaluator and the Program Chair will review the petition for possible waiver. Successful petition will not guarantee admission to another institution.

M2. ELP for University Transfer and Baccalaureate Degree Programs

Applicants to University Transfer/ Baccalaureate Degree programs whose first language is not English must demonstrate English language proficiency required for admission by presenting one of the following:

- 1) Successful completion of three years of full-time instruction in an institution which English is the primary language of instruction and in a country where English is the principal language (must include Grade 12 or equivalent).

- 2) Test of English as a Foreign Language (TOEFL) with a minimum score of 580 PBT (paper-based) with a minimum of 50 in each component OR 237 CBT (computer-based) with a minimum of 16 in each component OR a minimum score of 86 iBT (Internet-based) with a minimum score of 21 on all 4 sections including reading/listening/speaking/writing. Refer to www.toefl.org/infobull.
- 3) Canadian Academic English Language (CAEL) Assessment with a minimum score of 70. Refer to www.cael.ca.
- 4) International English Language Testing System (IELTS) (Academic) with a minimum score of 6.5 and a minimum of 5.0 on each band. Refer to www.ielts.org.
- 5) Michigan English Language Assessment Battery (MELAB) with a score of 85. Refer to www.lsa.umich.edu.
- 6) Alberta English Language Arts 30-1 (or English 30) final blended grade of 75 per cent. Contact Alberta Education at 780-427-5732 or toll-free in Alberta 310-0010 or refer to www.education.gov.ab.ca.
- 7) International Baccalaureate (IB) Higher Level English with a minimum grade of 6.0. IB programs of study are administered by selected high schools. Refer to www.ibo.org.
- 8) Advanced Placement (AP) English with a minimum grade of 4.0. AP subjects are offered through selected high schools. Refer to www.collegeboard.org/ap.
- 9) ENGL 101 (or equivalent) with a minimum grade of B or equivalent. Refer to www.MacEwan.ca.
- 10) A degree from a recognized university where English is the primary language of instruction, and the university is in a country where English is the principal language.
- 11) Successful completion of University of Alberta's ESL 140 and 145. Official transcripts must be provided.
- 12) MacEwan's ENGL-0106, English Language Preparation with a minimum score of B-.

Note: An applicant who is completely bilingual and fluent in English shall be entitled to submit a written petition to the Registrar's Office providing evidence that the applicant's English language proficiency exceeds the specified minimum levels, and requesting exemption from the language proficiency requirement. The Transcript Evaluator and the Program Chair will review the petition for possible waiver. Successful petition will not guarantee admission to another institution.

INFORMATION TECHNOLOGY PROJECT FEE

This fee was established to fund technology projects that specifically result in providing students with new or improved technology services. All credit students will be assessed \$2 per credit per term (to a maximum of \$30 per term). Eg. if you are registered in six credits, the fee would be \$12. The fee will be assessed at the time of registration. eCampusAlberta courses are exempt from this fee as there is a separate technology fee assessed for eCampusAlberta courses.

PAYING YOUR FEES

To ensure a smooth transition into post-secondary education, it is imperative you have your funds in place for tuition, special activities, health care, dental care and material fees prior to attending Grant MacEwan College. Tuition and fees for all programs are due by the published deadline dates. If your payment or proof of sponsorship is not received on or before the published payment date, you may be withdrawn from your courses.

DEFERRED PAYMENT ASSESSMENT FEE

Tuition and other fees for fall and winter are assessed prior to or at the time of registration immediately proceeding the Fall term. Fees for both fall and winter are due and payable at that time.

However, if you wish to defer payment of the tuition and fees for winter term courses until January, a \$35 deferred payment assessment will be added to the outstanding balance.

INTEREST ON DEFERRED PAYMENTS

Tuition and fees are due as outlined in the Registration publication. The interest charged on outstanding accounts will be charged at the same rate that the college pays for its accounts.

Fee deferrals are only considered due to extenuating circumstances. For information on applying for a fee deferral, contact the Office of the Registrar.

REFUNDS

(Excerpt from Policy E 1112)
(under review for 2008/2009 academic year. Changes will be published at www.MacEwan.ca)

Refunds for tuition and fees will be actioned according to the guidelines as set out in Policy E1112 Tuition and Miscellaneous Fees and Refunds. Refund practices vary based on the funding of the program; however, some circumstances and situations are common to all programming areas:

- Non-attendance does not constitute notice of withdrawal for the purpose of applying for a refund. If a student leaves a program/course without written notification to the Office of the Registrar or without completing a withdrawal form, the student will not be eligible for a refund and the student is responsible for the outstanding fees.
- As cost-recovery activities require payment in full at the time of registration, stopping payments does not constitute an automatic withdrawal.

The student is responsible for completing and signing a withdrawal form, which is available from the Office of the Registrar, Information Centres, program offices, and outreach program offices. It is recommended that an instructor or a program/section chair sign the forms of program students.

Consideration for refunds may be given in special circumstances or for compassionate reasons. The Registrar (or designate) will be the authority for the approval of special circumstances.

To receive a refund, complete and forward a change/withdrawal form to the Office of the Registrar. Refunds will be based on the date on which your form reaches the Office of the Registrar. Specific programs with Internet access may be able to withdraw from courses via the Internet.

Further information on refunds can be obtained by contacting the Office of the Registrar.

Base and Conditionally Funded Programs

Program Deposits: Refunds at the rate of 100 per cent of the paid program deposit will be provided to students who formally withdrew their application to a program six (6) weeks prior to the start date for the program. Any portion of the deposit refund will be applied toward any outstanding fees. There will be no refund of program deposits after the six-week period prior to the start of the program.

Tuition: To be eligible for a 100 per cent refund, students must withdraw before the first 8 per cent of the scheduled classes for that term have elapsed. To be eligible for a 50 per cent refund, students must withdraw after 8 per cent and before 25 per cent of the scheduled classes for that term have elapsed. No refund is available after completion of the first 25 per cent of classes. Students are eligible for a 50 per cent refund of special/materials fees if the course withdrawal is received during the first quarter of the course. If the materials are returned in unused/new condition as determined by the program, students may be eligible for 100 per cent refund.

There will be no refunds after the above mentioned dates.

Cost-Recovery Courses

Cost-recovery courses and activities specify various tuition refund options due to the cost-recovery nature of the programming. Programming areas will have the option of choosing the refund policies that are outlined on the Registration Statement.

TAX RECEIPTS

T2202A tax receipts will be made available to students online via the student portal at www.myMacEwan.ca in February.

Please **note**: These tax receipts will not be mailed and will only be accessible via the web.

G.S.T.

Tuition fees quoted do not include G.S.T. There is G.S.T. applied to Material fees.

STUDENT LOANS

Students accepted into a program and registered in nine or more credits per term (Fall/Winter) and five credits or more per term (Spring/Summer) are considered eligible for student loan funding through Alberta Students' Finance. If special circumstances arise with your student loan, call the Student Resource Centre at 780-497-5063 for details.

SPONSORED STUDENTS

If your fees are being paid by a sponsor, you must obtain a letter from the sponsoring agency. A copy of this letter must be received in Financial Affairs prior to registration or it must be presented on registration day. Sponsorship approval may be faxed to 780-497-5450. Refunds for sponsored students will be made directly to the sponsoring agency.

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 toward 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, program publications or www.MacEwan.ca for further details).

ENGLISH LANGUAGE REQUIREMENTS

- For University Degree and Transfer programs and Certificate, Diploma, and Applied Degree programs see page 19.
- Admission to the MacEwan University Studies International (MacEwanUSI) 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 MacEwanUSI 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

MACEWAN UNIVERSITY STUDIES INTERNATIONAL (MACEWANUSI)

Many international students lack some of the admission requirements needed to directly enter a college or university program of study. MacEwan University Studies International (MacEwanUSI) provides international students the opportunity to complete the admission requirements needed to enter a MacEwan diploma or degree-related program, whether those requirements relate to English language or academic proficiency. As part of their MacEwanUSI program, students may complete some of the course work that forms part of their future goal diploma or degree.

PROGRAM OF STUDY

Depending on their language and educational background, students may begin their MacEwanUSI program in one of the following three categories:

1. Full-time English language preparation (Standard Entry English). International students who have a low level of English language proficiency as indicated by an iBT TOEFL score of 70 or less or an IELTS score less than 5.5 will begin their MacEwanUSI program by taking full-time ESL course work. Students who have not completed a TOEFL or IELTS test will be placed in an appropriate level of ESL study based on the college's Placement Test.
2. Full-time high school course work (Standard Entry Secondary). International students needing to complete three or more high school courses that are required for admission to their college goal program will begin their MacEwanUSI program by completing these necessary courses.
3. Advanced Entry. International students who require less than full-time English preparation or full-time secondary studies may undertake some post-secondary course work that forms part of the curriculum of their goal program while at the same time completing the necessary English language preparation or secondary course work needed to enter that program.

Students are considered to have completed the MacEwanUSI program when they have completed the admission requirements to their goal program. Under most circumstances this would be expected to take no more than one to two years. English language proficiency for MacEwan programs can be satisfied by completing a TOEFL, IELTS, or other equivalent test at the specified levels required for admission, or by attaining the required grade in the college's ENGL 0106 English language preparation course.

All MacEwanUSI students are expected to consult regularly with the MacEwanUSI program advisor to ensure they are undertaking the appropriate course work. Successful completion of MacEwanUSI provides international students the opportunity to enter one of MacEwan's many career and degree programs of study. Some of these programs have quotas and admission may be on a competitive basis.

NOTE: International students who only wish to undertake English language development or to complete certain secondary courses without subsequently applying to a college career or degree program must do so within the MacEwanUSI program.

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).

E-mail: international@macewan.ca

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 2008–09 Think MacEwan

International Programs guide at [www.MacEwan.ca/web/ims/client/upload/International Programs 2006.pdf](http://www.MacEwan.ca/web/ims/client/upload/International%20Programs%202006.pdf) for information on possible start dates for each college program.

You should apply at least six 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 on page 23. Estimated program costs for international students are available from the college's website, www.MacEwan.ca. Refer to page 51 for international fees to our English as a Second language program and to page 50 for our Preparation for University and College program.

NONCREDIT COURSES

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

ACADEMIC POLICIES AND REGULATIONS

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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.

A. 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.
- h) 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.

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.

B. HARASSMENT

(Excerpt from Policy D1125: Harassment)

Grant MacEwan College is committed to maintaining an educational and working environment that is free from all forms of harassment. The College considers harassment to be a serious offense that is unacceptable and not to be tolerated.

It is the responsibility of all administration, faculty and staff to strive to create an environment that is free of harassment.

The College recognizes its responsibility to deal quickly, fairly and effectively with allegations of harassment.

The College encourages the reporting of all incidents of harassment regardless of who the offender may be.

Harassment is defined as the abusive, unfair or demeaning behaviour toward a person or group of persons that has the purpose or effect of interfering with a person's or group's status or performance, or creating a hostile or intimidating work or learning environment.

Harassment behaviour can take place in person, on the telephone, in writing or other tangible media, or through electronic means such as electronic mail, chat rooms, blogging, and other forms of electronic communication (For reference to electronic means, see Policy D6010, Use of Computer Facilities and Information Resources).

Incidents of Harassment include but are not limited to when such behaviour:

- has the purpose or effect of offending or demeaning a person or group of persons on the basis of race, colour, ancestry, place of origin, religious belief, family or marital status, physical or mental disability, age, gender, sexual orientation, or source of income
- has the purpose or effect of threatening or intimidating a person
- abuses the power one person has over another or misuses authority.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.

Incidents of Sexual Harassment would include but are not limited to when:

- such conduct has the purpose or effect of interfering with an employee's work performance or a student's academic performance or creating an intimidating, hostile, or offensive working or learning environment

- submission to such conduct is made either explicitly or implicitly a term or condition of employment, or of the teaching and learning process
- submission to or rejection of such conduct is used in employment or academic decisions affecting that employee or student.

Examples of Sexual Harassment can include comments or conduct of a sexual nature such as pinching, patting, touching or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendos, requests or demands of a sexual nature.

The behaviour need not be intentional in order to be considered Sexual Harassment.

Bullying is a form of harassment which includes but is not limited to direct behaviors such as teasing, taunting, threatening, and hitting that are initiated by one or more individuals against another; or indirect behaviours such as intentional exclusion and spreading of rumors. A key component of bullying is that the physical or psychological intimidation occurs repeatedly over time, creating an ongoing pattern of harassment and abuse.

Discrimination is defined as unjust practice or behaviour, whether intentional or not, based on race, religious beliefs, colour, gender, physical and/or mental disability, marital status, family status, source of income, age, ancestry, place of origin or sexual orientation and which has a negative effect on any individual or group.

A member of the college community who believes he/she is being harassed should inform the respondent(s) that the conduct or action is offensive and ask the respondent(s) to stop immediately.

Members of the college community who are aware of conduct which violates this policy are encouraged to request that the offending conduct stop immediately.

The College recognizes that in some situations this may be difficult or inappropriate, or that the individual may have told the respondent(s) to stop, but the behaviour continues. In these cases, or if an individual needs support or advice before talking to the respondent(s), they may choose to take action as outlined below:

Filing a complaint: Where an individual wishes to file a complaint under this policy, the person should seek the assistance of one of the following contact persons:

- Their Supervisor or Manager
- Their Program Chair

- A Counselor in the Student Resource Centre
- Association Representative
- Human Resources Advisor

Detailed information on the information and formal complaint processes are found in the policy at www.MacEwan.ca.

C. COLLEGE COMPUTER FACILITIES AND INFORMATION RESOURCES

(Excerpt from Policy D6010: Use of College Computer Facilities.)

The purpose of this policy 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).

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:

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.

D. 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 Harassment (see page 30).

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.

E. 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

- The student should first discuss the disputed ruling with the person who made it (the disputant) and attempt to resolve the situation informally. The Program/Section Chair or supervisor of the staff member may also be consulted at this stage of the appeal.
- The student must, within the timelines stipulated in the policy, present in writing to the disputant, with a copy to the Dean and the Program/Section Chair, the appeal as described following:
 - a description of the decision being appealed, and
 - the grounds on which the appeal is based, and
 - a clear statement as to the outcome expected.
- The staff member shall reply to the appellant in writing with a decision, postmarked within seven (7) working days of having received the notice of appeal and shall also provide a copy of the decision to the Vice President Student Services, the Program Chair, and the office of the Dean or Director.
- In the event that the staff member making the contested ruling is not available, or does not respond within the time frame specified, 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.

- Within seven (7) working days from the date of issue of the written reply indicated or having received no such response, the student may deliver a written presentation of the appeal to the Program/Section Chair where the decision under dispute originated.
- Within seven (7) working days of having received the written appeal, and with a minimum of two (2) working days notice to the parties involved, the Program/Section Chair shall arrange a meeting with the student, and the staff member.
- Within two (2) working days of the review meeting, the Program/Section Chair shall communicate in writing to the appellant, the disputant,

Dean and the Vice President Student Services, a decision on the appeal.

Step III of the Process

- Within seven (7) working days from the date of issue of the written reply indicated or having received no such response, the student may deliver a written presentation of the appeal to the Divisional Dean where the decision under dispute originated.
- Within seven (7) working days of having received the written appeal, and with a minimum of two (2) working days notice to the parties involved, the Dean shall arrange a meeting with the student, a representative of the student's choice, the staff member, a representative of the staff member's choice, and, the Program/Section Chair or supervisor to review the case.
- Within two (2) working days of the review meeting, the Dean shall communicate in writing to the appellant, the disputant, and the Vice President Student Services, a decision on the appeal and the outcome requested.

Step IV of the Process

- Within 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.
- Within 15 working days of receipt of the appeal notice, the Vice President Student Services shall establish an ad hoc appeals committee and call a meeting. The time and date of the meeting shall be communicated to the appellant, the disputant and the committee members.

This committee shall consist of the following voting members who have had no prior substantial involvement in the appeal:

- a) Vice President, Academic or designate
 - b) A full-time student appointed by the Students' Association.
 - c) A full-time continuing staff member appointed by the Faculty Association.
 - d) Vice President Student Services, as Chair of the Committee.
- The ad hoc appeal committee shall provide the opportunity for at least the following individuals to present information to the committee:
 - a) The student registering the appeal or designate.
 - b) The staff member whose decision is being appealed.

- c) One person of the staff member's choice.
 - d) One person of the appellant's choice.
 - e) The staff member's chair or supervisor.
 - f) The Dean of the Division.
- The ad hoc appeal committee shall render a decision which shall be communicated in writing to the student appellant, the staff member, the Program/Section Chair or supervisor, the Dean of the Division and the members of the ad hoc appeals committee.
 - The decision of the ad hoc appeals committee is final and there is no further appeal.

F. ACADEMIC INTEGRITY

(Excerpt from Policy C1000:

Academic Integrity)

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. Academic Integrity related to research and scholarly activity is addressed in policies C5050 (Research and Scholarly Activity), C5051 (Code of Conduct for Integrity in Research and Scholarly Activity), C5052 (Ethical Review of Research with Human Participants) and C5053 (Animal Care and Ethics).

Following a Hearing to make a determination on an alleged act of Academic Dishonesty, students may appeal to Step 4 of Policy 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 behaviour 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: Copying the work of others; or 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.

Improper Collaboration: Inappropriate sharing of work on an assignment that was intended as an individual assignment. Or when students work together in groups beyond the degree of permissible collaboration set out by the instructor.

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.

Hearing: A Hearing is an adjudication event overseen by a trained Faculty Adjudicator.

Faculty Adjudicator: Faculty Adjudicators are College faculty members, appointed by Deans, in consultation with the Academic Integrity Officer, for a 3 year term, with the possibility of one additional renewal term.

Academic Work: Academic work includes any assessment event (paper, essay, test, exam, report, project, evaluation, whether oral, in writing, or in other media) in any course offered by the college.

The following penalties may be imposed by an instructor upon a student found to have committed Academic Dishonesty:

- a requirement for a student to re-submit a piece of academic work
- mark reduction on a piece of academic work
- a mark of zero on a piece of academic work

The following sanctions may be imposed by the Faculty Adjudicator upon a student found to have committed Academic Dishonesty. Repeated and/or multiple violations may increase the severity of the penalty.

- a mark reduction on a piece of academic work
- a mark of zero on a piece of academic work
- a grade reduction in a course
- a grade of F in a course
- requirement to take a course or workshop in ethics
- loss and/or repayment of scholarships and other awards
- required to withdraw from the program with transcript notation
- rescission of the credential with transcript notation
- letter of reprimand
- disciplinary probation
- suspension with transcript notation
- expulsion with transcript notation

In cases where the student withdraws from the learning activity, course or college during the investigation, the Faculty Adjudicator has the right to subsequently overturn the voluntary withdrawal and apply a disciplinary sanction following a determination of guilt. Withdrawals are only acceptable given the withdrawal dates as indicated in the academic schedule.

Cases of suspected Academic Dishonesty shall be investigated by the appropriate College Representative(s) in accordance with this Policy in a fair and timely manner. The primary responsibility for investigating a case of Academic Dishonesty involving academic work submitted for credit in a course rests with the instructor of the course. In a test or exam situation involving invigilators, the invigilator must report suspicions of Academic Dishonesty to the instructor of the course or the Academic Integrity Officer.

Any person who has knowledge that a student may have committed Academic Dishonesty may notify the instructor of the relevant course or the Academic Integrity Officer.

PROCEDURES UPON INVESTIGATION

Procedure A: Instructor Investigation

An instructor who suspects that a student has engaged in conduct amounting to Academic Dishonesty shall:

- investigate the matter and compile available evidence related to the suspected case

- consult with the relevant chair and/or Academic Integrity Officer for assistance as required
- inform the student of the investigation and provide the student a fair opportunity (but no longer than two weeks after the date on which the instructor informs the student of the investigation) to respond
- review any information or materials the student presents
- make a determination if Academic Dishonesty occurred

The standard by which the instructor shall make a determination is on the preponderance of evidence.

In cases where the instructor determines that Academic Dishonesty did not occur or is unable to make a determination due to insufficient evidence, the instructor shall notify the student in writing that there are no grounds for a charge.

In cases where the instructor determines that Academic Dishonesty did occur, he or she may impose a penalty and shall inform the student in writing of that penalty, and of the student's right to request a Hearing.

For every case in which an instructor determines that Academic Dishonesty occurred, he or she shall submit an Academic Integrity Incident Report and copies of relevant documents to the Office of Academic Integrity within five working days of making a determination. The instructor may also request in this report that the Academic Integrity Officer consider holding a Hearing because of the serious nature of the offence.

Procedure B: Hearings

The purpose of a Hearing is for a Faculty Adjudicator to hear evidence, make determinations in a case of suspected Academic Dishonesty, and impose sanctions when appropriate. Hearings may be requested by instructors and by students. Hearings shall normally be held within one month of the date that the Academic Integrity Officer receives the case. In cases where students study by distance, Hearings may be conducted via teleconference or other distance technology modes.

At the Hearing, it shall be the responsibility of the college representative (usually an instructor) to provide evidence to the Faculty Adjudicator that the student committed Academic Dishonesty. The student shall be given an opportunity to answer any charges and present evidence. Decisions of the Faculty Adjudicator with respect to the student's guilt or innocence

shall be based on a preponderance of evidence. Hearings shall be conducted in accordance with the Guidelines for Hearings (See www.MacEwan.ca).

In cases where the student or the college representative fails to attend the Hearing (notwithstanding legitimate absences due to illness or emergency situations), the Faculty Adjudicator may proceed with the Hearing in his or her absence, if sufficient evidence is available to proceed.

If the Faculty Adjudicator determines that Academic Dishonesty has not occurred, he or she shall dismiss the case and remove the instructor's penalty.

If the Faculty Adjudicator determines that Academic Dishonesty has occurred, then before deciding on a sanction, he or she shall inquire of the Academic Integrity Officer whether the student has been found guilty of any previous violations of the Academic Integrity Policy.

Hearing Requested by the Student

After the instructor has made a determination and imposed a penalty, the student may request to have the case heard by a Faculty Adjudicator. The student may do so in cases where he or she is disputing the determination and/or the penalty. The student who wishes to do so must make that request in writing to the Academic Integrity Officer within five working days of being notified of the instructor's determination and penalty.

Guidance for students wishing to request a Hearing shall be made available by the Academic Integrity Office and the Student Resource Centre.

Upon receipt of a student request for a Hearing, the Academic Integrity Officer will arrange for one, normally within one month of the date that the Academic Integrity Officer receives the request.

If the Hearing is requested by the student, it shall be the responsibility of the instructor to attend the Hearing and provide evidence of the student's offence and of the appropriateness of the penalty.

Hearing for a Repeat Offence or Serious First Offence

Upon receipt of the Academic Integrity Incident Report, the Academic Integrity Officer will arrange a Hearing, normally within one month, if this is the student's second or subsequent offence or if the Academic Integrity Officer determines, in consultation with the instructor, that it is a serious first offence.

A serious first offence includes but is not limited to, one that is criminal,

or that directly harms or puts at risk another student.

Procedure C: Faculty Adjudication Without a Hearing

If the student suspected of Academic Dishonesty admits guilt and the college representative, the student, and the Faculty Adjudicator are all in agreement that a Hearing is not required to determine the sanction, the Faculty Adjudicator may make a decision regarding the sanction based on the written submissions of the college representative and the student.

Notification of Decision

The Faculty Adjudicator shall, within 10 working days of the Hearing, inform the Academic Integrity Officer, in writing, of the decision.

In cases where the Faculty Adjudicator determines that academic dishonesty occurred, a recommendation about the penalty to be imposed will be included.

When the Faculty Adjudicator recommends that a student is to be expelled or that a credential should be rescinded, the Academic Integrity Officer shall forward the recommendation to the Vice President, Student Services, for approval.

In such cases the Vice President, Student Services, shall notify the student, the instructor, Registrar, and the Office of Academic Integrity of the decision and any sanctions. The Vice President, Student Services, shall also notify the student of the appeal process available to the student, under Step 4 of E3103 (Student Appeals).

Transcripts and Records of

Incidents of Academic Dishonesty

When a charge of Academic Dishonesty is made against a student, until the case has been resolved, the student will normally not be issued official transcripts directly but, at the student's request, transcripts will be sent to institutions and potential employers. If the student is subsequently found guilty and the conviction results in a transcript notation, the Office of the Registrar will issue new transcripts.

Records that are eligible for expungement shall be automatically expunged by the Registrar after a period of 24 months from the date the final decision was communicated by the Vice President Student Services. Records that are not eligible for expunging include course grades of F, permanent withdrawals (expulsions) and rescission of credentials.

In the event that a student appeals the Faculty Adjudicator's decision, then the

record keeping for the appeal is handled according to Policy E3103 (Student Appeals).

Further information on this policy may be found at www.MacEwan.ca.

G. GRADING

(Excerpt from Policy C2020: Grading)

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.

This Policy applies to evaluation of student performance in all credit courses.

Note: Grant MacEwan College adopted the Alberta Common Grading Scheme beginning 2004/05. 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	
B-	2.7	Good
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

Grade Descriptors:

Outstanding: exemplary achievement.
Excellent: superior performance showing sustained excellence in meeting course expectations.

Good: above average performance with 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 weakness in many areas; performance may be insufficient to satisfy prerequisite requirements.

Fail: unsatisfactory performance; course requirements have not been met.

Withdraw Failure: A Registrar assigned grade that signifies a student failed has to meet the published withdrawal deadlines for any given course. To be considered for a grade of WF, a student must submit an add/drop form to the Office of the Registrar within published time frames and, in the comment section, request a grade of WF.

Other Transcript Notations:

AU: audit. Students may be allowed to Audit courses and will be charged an Audit fee as indicated in the College Calendar. The terms and conditions of Policy C5020 Auditors of Courses shall apply.

IN: incomplete. "IN" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unusual, but justified, reasons. A final grade is assigned when the work agreed upon has been completed and evaluated. Normally, the required work shall be completed by the end of the semester or term. In cases where the assigned work is not completed within specified time frames, the instructor will submit a grade, based on course work completed at the time the agreement expires.

W: withdrawal without academic penalty. A student shall be allowed to withdraw from an individual course until the date specified in the Academic Schedule as the deadline for Withdrawal Without Academic Penalty. The student shall then receive a letter code of "W" in the course. Students continuing in a course after the official date for Withdrawal Without Academic Penalty will be expected to complete the course and will be assigned a final grade. Students who do not officially withdraw but who stop participating in the course 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 final examination in accordance with Policy C2005 Final Examinations.

CR: completed requirements. "CR" is an alternate grade code that indicates that course learning requirements have been achieved. ("CR" is not included in GPA but may be used for determining scholarships or academic merit.) Course grading schemes, in which students are assessed using a CR/NCR format, are

approved by the Executive Vice President Academic.

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 GPA.) Course grading schemes, in which students are assessed using a CR/NCR format, are approved by the Executive Vice President Academic.

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 time of publishing statement of grades. The Registrar's office shall endeavour to procure all grades as soon as possible and substitute "NGR" notations with a grade.

S: supplementary privilege. 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 per cent of the course grade. Within 5 working days of the posting of grades, a student wishing to write a Supplemental examination shall contact the program to ascertain his/her eligibility for 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. "TR" shall be assigned by the Registrar and will be used for coursework approved for Transfer Credit. "TR" grades are not included in any GPA calculation.

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 the following exceptions:

- 1.) All one-credit courses are exempted from the above rule.
- 2.) Directed Field Studies courses (in Applied Degree programs) may be exempted from the above rule, in cases where a single project or research study, constitute the course requirements.
- 3.) Clinical courses in baccalaureate nursing, psychiatric nursing, nursing refresher, and specialty nursing programs may be exempted from the above rule.

4.) Four-hundred level seminars, independent study courses, directed research courses, and thesis courses may be exempted from the above rule.

Students shall have at least one exam or assignment, constituting part of the final grade, evaluated early in the course; the student shall receive 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.

Notwithstanding the above, in cases of 400-level seminars, independent study courses, directed research courses, and thesis courses, students shall receive feedback on their performance. 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.

A Grade Point Value is a number between 0.0 and 4.0 that is assigned a letter grade and then used to calculate a Grade Point Average (GPA).

Grade Point Average is a weighted average of a student's grades. A GPA is calculated by multiplying the Grade Point Value for each course by the number of credits for each course. The sum of these values is then divided by the total sum of credits taken. Note that notations of W (withdrawal) or TR (transfer) are not included in any GPA calculation.

$$\text{GPA} = \frac{\text{sum (grade point values x credits)}}{\text{sum of credits}}$$

Term GPA: The term grade point average (GPA) is calculated by dividing the sum of (grade point values times the number of credits) by the sum of all credits in a term. A term GPA shows on the transcript.

Cumulative GPA (CGPA): The CGPA is calculated by dividing the sum of total grade point values achieved at MacEwan times the total number of credits completed at MacEwan by the sum of all credits completed at MacEwan. The CGPA shows on the transcript.

Academic Standing GPA: The Academic Standing GPA is calculated by dividing sum of total grade point values achieved in the period of review times the total number of credits completed during the period of review by the sum of all credits completed during the period of review.

Graduation GPA (GGPA): The GGPA is calculated by dividing the sum of total grade point values achieved and counted toward a program credential times the total number of credits by the sum of all credits.

Although a pass in a course is D (1.0), in some courses students are required to achieve more than a minimal level of achievement in order to proceed in their program, or to transfer a course to another program or institution.

In order to remain in good standing, a student must obtain an Academic Standing GPA of 2.0 or higher. In order to graduate, a student must obtain a minimum GGPA of 2.0.

Any student who leaves a co-op job without approval will receive a failing grade for the work term and may be prohibited from continuing in the Co-operative Education program (C2065).

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

How is a GPA calculated?

$$\text{GPA} = \frac{\text{sum (grade point values x credits)}}{\text{sum of credits}}$$

Example:

Course	Grade	Grade Points	Credits	Total Grade Points
ENGL 101	In progress	-	-	-
SOCI 100	C+	2.3	3	6.9
HIST 260	B-	2.7	3	8.1
FREN 111	F	0	3	0.0
PSYC 104	W	-	-	-
			9	15
			credits	total
			total	grade points

Total Grade Points = 15 total grade points divided by 9 credits = 1.66 GPA

MacEwan calculates a term grade point average at the end of every summer, fall, winter and spring term. This term GPA is reflected on the transcript.

MacEwan also calculates a cumulative grade point average (CGPA). The CGPA is the average maintained over all credit courses taken at MacEwan. The CGPA is also reflected on the transcript.

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.

H. 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 toward 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.

I. 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.

J. 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.

K. 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 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.

L. 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.

M. 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
- 60 credits (in cases where a two-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

noncredit 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 noncredit learning activity that has no formalized evaluation component.

N. GRADUATION

(Excerpt from Policy C2100: Graduation)

Grant MacEwan College shall issue Ministry approved credentials to qualifying students upon successful completion of institutional and program requirements.

To fulfill a program’s graduation requirements and earn a Ministry approved credential, students must do the following:

- successfully complete all program and course requirements of an approved program of study
- achieve at least the minimum grade specified per course as indicated in the calendar in compliance with academic policies
- in cases where a minimum course grade higher than D is required in a course to fulfill graduation requirements for a specific program, these requirements will be specified in the program of study and/or published in program regulations.

Graduation decisions are not subject to appeal.

The Graduation Grade Point Average is calculated by dividing the sum of (total grade point values achieved and counted toward a program credential times the total number of credits) by the sum of all credits.

O. GRADUATION REQUIREMENTS FOR MINISTRY APPROVED PROGRAMS

Convocation is the formal ceremony hosted by Grant MacEwan College to recognize students who have graduated in ministry approved programs. At Convocation, the college officially confers credentials (certificates, diplomas, applied degrees, and baccalaureate degrees) to students who have successfully met all program and college graduation requirements. Only students who have successfully completed all program and college graduation requirements will be entitled

to attend Convocation. Students intending to convocate must apply to graduate. Detailed information is available from the Office of the Registrar.

O.1. Institutional Graduation Requirements

Institutional Requirements are those that every MacEwan student must meet in order to be eligible to receive a credential:

Admission: A student must meet all admission criteria and be admitted to a program in order to graduate from that program. For part-time or distance programs, a student must reapply to the program if he/she has taken a break in studies of 24 consecutive months or more. For all other programs, a student must reapply to the program if he/she has taken a break in studies of 12 consecutive months or more.

Graduation Grade Point Average: A minimum Graduation Grade Point Average (GGPA) of 2.00 on the 4.00 scale is required.

The GGPA is calculated by dividing the sum of (total grade point values achieved and counted toward a program credential multiplied by the total number of credits) by the sum of all credits.

Course Grades: Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to the notes following the Program of Study in each program's individual section of the calendar.

In addition, where applicable, course prerequisite(s) as listed in the course description section of the calendar will specify a minimum grade requirement to progress to the next level of study.

Academic Standing: A student must obtain a minimum 2.00 Academic Standing GPA. Full details are available in the college's Academic Standing Policy C2070. In addition, this policy details requirements for academic merit.

Academic Residency: For any credential, a student must complete at least 50 per cent of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50 per cent of credits to be completed through MacEwan.

The following are approved exemptions to this policy:

Bachelor of Child and Youth Care: a minimum of 42 credits must be completed through MacEwan

Police and Security (all majors): a minimum of 18 credits must be completed through MacEwan

Emergency Communications and Response: a minimum of 9 credits must be completed through MacEwan

Therapist Assistant –Speech Language Pathologist Assistant Major: a minimum of 24 credits must be completed through MacEwan.

In addition, the Bachelor of Arts program has additional residency requirements. Please refer to that program's Academic Residency section in the calendar.

Full details are available in the college's Academic Residency Requirements Policy C1015.

Attendance: All 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. Full details are available in the college's Attendance Policy C2050.

Repeating Credit Courses: This policy encompasses all credit courses at MacEwan with the exception of courses in English as a Second Language and high school equivalency courses in Preparation for University and College.

Students in credit courses shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade. Course withdrawals (W) and Audits (AU) do not count as course attempts.

When a student repeats a course at MacEwan, all grades appear on the transcript. For the overall Graduation Grade Point Average (GGPA), the course with the best grade will be used.

For purposes of this policy, if a course taken at another post-secondary institution results in a grade of F, this will not be counted as an attempt under this policy. In addition, if a course taken at another post-secondary institution is non-transferable for other reasons, the course will not be counted as an attempt.

Full details are available in the college's Repeating Credit Courses Policy C1035.

Required Communications Course: All students in Certificate, Diploma and Applied Degree programs must successfully complete a required communications course (ENGL 111 or equivalent). Refer to the Program of Study within each program's individual section of the calendar for information on the specified course.

Full details are available in the college's Required Communications Course Policy C1030.

O.2. Program-Specific Graduation Requirements

Each program has an approved Program of Study as noted in the college's calendar. It details the specific core, major, minor, English, elective and/or option requirements. In addition, each program may have additional requirements as noted under "regulations" in the program section of the calendar.

P. 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.

Challenge examinations, transfer credit and other special assessments (i.e. prior learning and recognition) are NOT included in the 50 per cent of credits to be completed through MacEwan. Therefore, they are considered "external" credits.

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 of 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.

Q. 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, certification 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.

R. REPEAT COURSES

(Excerpt from Policy C1035: Repeating Credit Courses)

Grant MacEwan College limits the number of times that students may repeat credit courses. These restrictions support high academic standards and efficient enrolment management.

This policy encompasses all credit courses at MacEwan with the exception of courses in English as a Second Language and high school equivalency courses in Preparation for University and College.

For purposes of this policy, if a course taken at another post-secondary institution results in a grade of F, this will not be counted as an attempt under this policy. In addition, if a course taken at another post-secondary institution is non-transferable for other reasons, the course will not be counted as an attempt.

Students in credit courses shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade.

The dean of the Faculty/School in which the student is enrolled may grant individual student exemptions on the basis of a Chair's recommendation. The Associate Registrar, Records, will be advised in writing of any such exemptions that are granted.

Courses that are repeated more than once without an approved exemption will be recorded on transcripts with the notation "Same as [Course XXX]" but will not be assigned credits nor be used toward graduation requirements.

Course withdrawals (W) and Audits (AU) do not count as course attempts.

When a student repeats a course at MacEwan, all grades appear on the

transcript. For the overall graduation evaluation, the course with the best grade will be used to fulfill graduation requirements.

Grades for courses that are repeated after a credential has been granted will not affect the Graduation Grade Point Average (GGPA) or the content of the credential that has already been granted.

S. 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.

T. 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.

U. 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 toward 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).

V. 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 as follows:

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 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 while enrolled in twenty-four (24) or more credits of study in two consecutive terms and not less than 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 and 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 and 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 12 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.

W. 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.

X. TRANSFER

(Excerpt from Policy C2030: Inter-Institutional Transferability)

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

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 780-427-9999 in Edmonton. Other locations call 1-800-232-7215.

Y. CO-OPERATIVE EDUCATION

(Excerpt from Policy C2065: Co-operative Education)

Grant MacEwan College supports the development and implementation of Co-operative Education as an educational model based on measured market demand and identified program needs and requirements. Co-operative Education programs shall be designated and approved as either mandatory or optional program components.

Co-op students will be governed by the policies and regulations of Grant MacEwan College as well as the policies, regulations, and requirements of employers.

Co-operative Education is defined as a work term that supplements a student's academic program with employment with participating employers, in accordance with accreditation standards of the CACE.

Co-ops lengthen the time period required for students to complete program credentials.

Students are responsible for the following:

- successfully completing a pre-employment training session
- preparing and delivering résumés or curriculum vitae to an employer prior to an interview
- obtaining co-op placement with assistance from the college
- conforming to all conditions and rules of the co-op placement
- maintaining employer confidentiality
- participating in work-site visits
- completing a written report for each work term.

To be eligible to participate in a Co-operative Education program, students must normally be accepted as full-time students in a Co-operative

Education program and are required to maintain satisfactory standing in their academic program.

Prior to the start of the co-op placement, students are required to sign a declaration stating that they have read and understood the responsibilities to both the employer and the college.

All co-op students will be assessed a non-refundable co-op fee collected at the time tuition fees are paid.

The college will facilitate the assignment of students in work placements. (The college cannot guarantee participating students co-op employment, because labour market conditions are variable and beyond the institution's control.)

Co-op students must satisfactorily complete a mandatory pre-employment training session prior to undertaking their first work term.

The failure of a student to report to a co-op placement may result in a failing grade for the work term.

Any student who leaves a co-op placement without approval will receive a failing grade for the work term and may be prohibited by the chair from continuing in the Co-operative Education program.

Each Co-operative Education program requires a specific number of co-op hours be satisfactorily completed in order for students to graduate with a credential with a co-op designation (approximately 30 per cent of time spent in academic study).

Students cannot normally register in more than one course while enrolled in co-op employment.

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

Z. 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 60 per cent 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.

AA. 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 honour 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.

BB. 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

FULL-TIME 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 in May of each year. Average processing time for a paper application is four to six 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 five 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 full-time student. Full-time status is a course load of nine credits or more per term, fall and winter, and five 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 full-time 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;
- 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

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 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 per cent of a full year of post-secondary studies, and meet the other eligibility criteria for the Millennium Bursary. Cheque will be mailed to your home address.

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 per cent 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 780-497-5063
- call the Student Funding Contact Centre in Edmonton at 780-427-3722, 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 full-time status before the end of your funding period, you will be required to pay back any grant funding you have received.

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 780-427-3722 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 full-time 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 full-time 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 Resolve/EDULINX Canada Corporation.

Students have two options for cashing the loan documents.

Option 1: take the loan documents to the Resolve/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 five to seven business days. Alberta Student Loan processing can take three to five 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 two 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 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 780-427-3722 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 full-time 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 full-time 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 Resolve/EDULINX Canada Corporation or previous lending institutions.

Alberta Student Finance will provide Resolve/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 Resolve/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. 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 three 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 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.

Programs of Study

The following section is a complete listing of all programs for which Grant MacEwan College offers provincially approved credentials.

Each Program of Study establishes an approved pattern or group of credit courses or coursework and provides the Program structure, by terms and years, for a provincially approved credential (certificate, diploma, post-diploma certificate, applied degree or baccalaureate degree). Each Program of Study is unique and may contain the following component parts:

Each program has a CORE set of courses that are required. CORE courses are essential credit courses required in the Program of Study.

Some programs include ELECTIVE(S). Electives are credit courses which are curriculum components of a Program of Study that are intended to supplement, not replace, any part of the program core. Electives present students with the choice and opportunity to vary their curriculum according to individual interests. Electives within Programs of Study may specify discipline and or level of study conditions, but do not restrict students to a prescribed list of specific courses.

OPTIONS are credit courses which are curriculum components of a Program of Study. They provide students with greater specificity of knowledge within a field of study. Options differ from electives: student choice of options is restricted to a prescribed list of specific courses published by the program.

EXAMPLE

ACCOUNTING AND STRATEGIC MEASUREMENT

PROGRAM OF STUDY

COURSE #	YEAR 1	COURSE NAME	CURRICULUM COMPONENT
	Term I		
	ACCT 111	Financial Accounting I	(CORE)
	MCSP 131	Business Computing	(CORE)
	LEGL 210	Business Law I	(CORE)
	ENGL 111	Communications	(CORE)
	Elective or MGMT 131		(ELECTIVE)
	Term II		
	ACCT 161	Financial Accounting II	(CORE)
	ACCT 164	Information Technology II	(CORE)
	ACCT 166	Presentation & Communications	(CORE)
	OR		
	ENGL 211	Business Communications	(CORE)
	ACCT 218	Management Accounting I	(CORE)
	ACCT 162	Practical Tax Applications	(CORE)
	YEAR 2		
	Term III		
	ACCT 211	Financial Accounting III	(CORE)
	ACCT 215	Quantitative Decision Support	(CORE)
	ACCT 268	Management Accounting II	(CORE)
	Elective – Economics		(ELECTIVE)
	Choose one Option:		(OPTION)
	ACCT 214	Introduction to Accounting Software	
	ACCT 264	Information Technology III	
	Term IV		
	MGMT 122	Organizational Behaviour	(CORE)
	ACCT 255	Financial Management	(CORE)
	ACCT 261	Financial Accounting IV	(CORE)
	ACCT 275	Accounting Information Systems	(CORE)
	ACCT 318	Management Accounting III	(CORE)

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 English and other 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
- IELTS 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 to the Office of the Registrar.
- International applicants, which is a student studying in Canada on a Study Permit or Other Visa, interested in taking English as a Second Language courses must apply to MacEwan's University Studies International program www.MacEwan.ca/USI
- Register for your placement test to determine your level of ability.

ESL COST ESTIMATE (PROPOSED 2008 – 2009)

ESL Tuition Permanent residents =
\$2130 per term

ESL Tuition International =
\$4260 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, 2008

Winter Term (15 weeks)

January to April, 2009

Spring Term (15 weeks)

May to August, 2009

FACULTY AND STAFF

Sheila Bice
Instructor

Mary Campbell
Instructor

Sheila Edwards
Instructor

Birgitta Fishwick
Instructor

Cara Gratton
Instructor

Liz Karra
Coordinator

Curt London
Instructor

Rose Marie Matwie
Program Assistant

Peter Myhre
Instructor

Judy Sandstrom
Program Assistant

Don Strickland
Instructor

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

FOR FURTHER INFORMATION

MacEwan English Language Institute
Room 115, Alberta College Campus
10050 MacDonald Drive
Edmonton, Alberta T5J 2B7
780-497-4000
E-mail: esl@macewan.ca

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.

CAREER POTENTIAL

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

TRANSFERABILITY

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

ADMISSION

Applicants must be able to read and write at a minimum level of grade 10. Applicants presenting transcripts with course work completed more than two years ago will be required to write a placement test to determine their current academic standing and placement level in the program. Preparation for University and College does not have a mature entrance category.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Preparation for University and College offers a High School Equivalency diploma. In order to qualify, you must present five 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 780-497-4029.

APPLICATION PROCESS

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

- A completed, signed application form
- A \$50.00 non-refundable application fee
- International applicants, which is a student studying in Canada on a Study Permit or Other Visa, interested in taking Preparation for University and College courses must apply to MacEwan's University Studies International program www.MacEwan.ca/USI

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

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

* Bridge to Academic English

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

Fall Term (13 weeks)

September 8 to December 5, 2008

Winter Term (13 weeks)

January 5 to April 9, 2009

Spring Term (13 weeks)

April 27 to July 24, 2009

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.

FACULTY AND STAFF

Andrew Buhr
Instructor

Malcolm Connell
Instructor

Son Doan
Instructor

Bob Fairbairn
Instructor

Dwayne Jiry
Instructor

Debra Lenton
Instructor

Donna Mckenzie
Instructor

Anne Marie Ogston
Instructor

Rod Rash
Instructor

Martin Tucker
Instructor

FOR FURTHER INFORMATION

Preparation for University and College
Room 121, Alberta College Campus
10050 MacDonald Drive
Edmonton, Alberta T5J 2B7
780-497-4029
E-mail: collegerep@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**

**EXECUTIVE LEADERSHIP IN
THE NON-PROFIT SECTOR**

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.

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 have an Alberta high school diploma (or equivalent) or GED diploma.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion AND be eligible to enter READ 0089 by the start of the first term OR must complete any developmental course work 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 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.

Conditionally accepted applicants are required to submit a current, clear Security Clearance by the beginning of the intake term.

Please note: Graduates must apply directly to a police service and meet its minimum standards.

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)

	CR.
ENGL 111 Communications	3
MHST 100 Historical Foundations	2
PSSC 112 Policing in Canada	3
PSSC 121 Law and the Administration of Justice	3
PSSC 150 Police Career and Lifestyle Management	2
PSSC 160 Preparation for Police Assessments	2
TAST 108 Technology Applications in Education	3

TERM II (JANUARY – APRIL)

MHST 101 Interpersonal Communications – Fostering Helping Relationships in Native Communities	3
MHST 130 Aboriginal Issues and Crisis Intervention Techniques	4
PSSC 102 Criminal Investigation	3
PSSC 122 Criminal Law	3
PSSC 150 Police Career and Lifestyle Management (cont'd)	
PSSC 160 Preparation for Police Assessments (cont'd)	

TERM III (MAY)

PSSC 171 Field Placement	1
PSSC 172 Integration Seminar	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.

PROGRAM REQUIREMENT

Students in this program must meet the following standard for the duration of the program or they may be required to withdraw from the program:

1. The specific security clearance requirements as set out in the admission process.

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 (Alberta)

Chair

Karen Adams, MEd (Winnipeg)

Instructor

Dan Bradford

Instructor

Jeff Calkins, BHK

Instructor

Bill Hanson

Instructor

Spence Hilton

Instructor

Steve Young

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

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, students can continue on to the second year of the Accounting and Strategic Measurement diploma. 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).

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 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 have 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

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

Math: Applicants must successfully complete the math portion OR must complete any developmental course work 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		CR.
ACCT 111	Financial Accounting I*	3
MCSP 131	Business Computing*	3
LEGL 210	Business Law I*	3
ENGL 111	Communications*	3
	Elective or MGMT 131*	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*	3
ACCT 164	Information Technology II*	3
ACCT 162	Practical Tax Applications*	3
ACCT 218	Management Accounting I*	3
ACCT 166	Presentation and Communications*	3

OR

ENGL 211	Business Communications*	3
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YEAR II

TERM III

ACCT 211	Financial Accounting III*	3
ACCT 215	Quantitative Decision Support*	3
ACCT 268	Management Accounting II*	3
ACCT 214	Introduction to Accounting Software	3

OR

ACCT 264	Information Technology III Elective – Economics*	3
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TERM IV

ACCT 255	Financial Management*	3
ACCT 261	Financial Accounting IV*	3
ACCT 275	Accounting Information Systems*	3
ACCT 318	Management Accounting III*	3
MGMT 122	Organizational Behaviour*	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 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 have 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

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

Math: Applicants must successfully complete the math portion OR must complete any developmental course work 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)		CR.
ACCT 111	Financial Accounting I*	3
MCSP 131	Business Computing*	3
ACCT 136	Co-Operative Job Awareness	2
ACCT 162	Practical Tax Applications*	3
ENGL 111	Communications*	3
	Elective or MGMT 131 *	3

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

CO-OP WORKPLACE LEARNING (JANUARY – APRIL)

ACCT 163	Co-op Work Placement I	3
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TERM II (MAY – AUGUST)

ACCT 161	Financial Accounting II*	3
ACCT 164	Information Technology II*	3
ACCT 218	Management Accounting I*	3
LEGL 210	Business Law I*	3
ACCT 166	Presentation and Communications*	3

OR

ENGL 211	Business Communications*	3
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YEAR II

TERM III (SEPTEMBER – DECEMBER)

ACCT 211	Financial Accounting III*	3
ACCT 215	Quantitative Decision Support*	3
ACCT 268	Management Accounting II*	3
ACCT 214	Introduction to Accounting Software	3

OR

ACCT 264	Information Technology III Elective – Economics*	3
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CO-OP WORKPLACE LEARNING (JANUARY – APRIL)

ACCT 263	Co-op Work Placement II	3
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TERM IV (MAY – AUGUST)

ACCT 255	Financial Management*	3
ACCT 261	Financial Accounting IV*	3
ACCT 275	Accounting Information Systems*	3
ACCT 318	Management Accounting III*	3
MGMT 122	Organizational Behaviour*	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 (Alberta), CMA
Chair

Darlene Lowe, Dip. Accounting (NAIT), MBA (Athabasca), CMA
Curriculum Coordinator, Accounting

Sharon Ramstad, Dip. Advanced Accounting (NAIT), Dip. Business Administration (NAIT), MBA, (Athabasca) CMA
Co-op Coordinator, Instructor

Heather Molzan
Program Advisor

Janice Miller, BA
Program Advisor

W. Les Barnhouse, CMA
Instructor

Sue Bohaichuk, Dip. Business Administration--Accounting (NAIT), CMA
Instructor

Jane Causgrove-Reinhart, BComm, MBA (Alberta), CGA
Instructor

Joanne Christie, Dip. General Administration (MacEwan), BA (Alberta)
Instructor

Barry Dwornik, Dip. Business Management (NAIT), BComm (Alberta), CA
Instructor

James Herbers, BSc (Alberta), CCNA, CCAI
Instructor

Judith Koch, BA, LLB (Alberta)
Instructor

Jason Labonte, Dip. Management Studies – Golf (MacEwan), Dip. Accounting (MacEwan), CMA
Instructor

Irina Levin, Dip. Accounting Coop (MacEwan), BAdmin (Athabasca), CA
Instructor

Al McGeachy, Bcomm, MBA (Alberta), CMA
Instructor

Heather Mechalski, Cert. Accelerated Accounting (NAIT) Cert. Business Administration (NAIT), CGA, FCGA
Instructor

Sandi Mullane, Cert. Accelerated Accounting (NAIT), CGA
Instructor

Odette Pinto, MBA (Alberta), CGA
Instructor

Dal Pirot, Dip. Accounting (NAIT), Dip. Human Resources (NAIT), BMg (Lethbridge), MPA (Saskatchewan)
Instructor

Doug Ringrose, Dip. Business Administration (NAIT), Bcomm, MEd. (Alberta), CPA
Instructor

Marvin Soderberg, Bcomm, MSc (Saskatchewan), CMA
Instructor

Greg Springate, Bcomm, Executive MBA (British Columbia), CA
Instructor

Bill Venables, Dip. Accounting (MacEwan), Dip. Microcomputer Management (MacEwan), BSc (with distinction) (Alberta), PEng, CNE, CCNA, CCAI
Instructor

Jerry Zdril, Cert. Accounting (Capilano), Dip. Microcomputer (NAIT), BSc (Alberta), CGA
Instructor

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

Acupuncture, a primary component of Traditional Chinese Medicine (TCM), has established itself as a well-respected, regulated health profession in Alberta and other provinces in Canada. The fundamental theories of acupuncture are rooted in holistic ideas that developed in ancient China. Acupuncture promotes health, and it is used to treat acute and chronic illness, mainly through the insertion of filiform needles to establish a healthy balance of the individual's energy and body functions.

The Acupuncture program prepares you to become a Registered Acupuncturist, subject to successful completion of the provincial registration examination for acupuncturists. Students receive the instruction needed to practice acupuncture competently based on the most recent national and international standards. MacEwan's Acupuncture program is affiliated with Heze Medical College in China, where some third-year students may have an opportunity to complete part of their internship. 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 and acceptance shows no sign of slowing. Acupuncturists are regulated under the Health Professions Act as other health professions, such as physicians, nurses and chiropractors. 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.

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

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

AND

2. At least two years of post-secondary education with a minimum AGPA of 2.0 on a 4.0 scale as calculated on the last 24 post-secondary credits.

PROBATIONARY ADMISSION

To be evaluated through the Program office

1. a) A combination of a grade of 50 per cent on each of the four required high school courses (or post-secondary substitutions) AND completion of the equivalent of two years (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.

OR

- b) A combination of a grade of 50 per cent on each of the four required high school courses (or post-secondary substitutions) AND completion of the equivalent of two years of full-time studies (or equivalent) at a private institution or in non-credit studies in the following fields, as verified through transcripts or official documentation:

- Traditional Chinese Medicine (TCM)

OR

- Holistic health, herbology, massage therapy or complementary medicine.

Applicants admitted within this category 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 submit the following:

- Current, clear Security Clearance to work with "Children and/or Vulnerable Persons (Adults and Children)" by the beginning of the intake term.
- The first in Hepatitis B series 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 Standard First Aid certification by the end of the second term*.

*Provisional Admission – may be assigned to an applicant who has been offered admission to the Program in one of the above admission categories.

The offer of provisional admission is based on completion of specified conditions that must be satisfied within the first year of enrolment 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 (SEPTEMBER – DECEMBER)		*MIN CR. GR.	
ACUP 100	Foundations of Traditional Chinese Medicine I	4	C
ACUP 106	Medical Terminology	1	C
ENGL 111	Communications	3	
HLSC 104	Applied Human Anatomy	3	
HLSC 105	Applied Human Physiology	3	

TERM II (JANUARY – APRIL)

ACUP 101	Meridian Systems and Acupuncture Points I	5	C
ACUP 102	Foundations of Traditional Chinese Medicine II	3	C
ACUP 104	Diagnostics in Traditional Chinese Medicine	3	C
HLSC 105	Applied Human Physiology (cont'd)	3	

TERM III (MAY – JUNE)

ACUP 103	Meridian Systems and Acupuncture Points II	4	C
ACUP 108	Clinical Observation	1	C
ACUP 109	Foundations of Traditional Chinese Medicine III	3	C
HLSC 124	Microbiology for Health Professionals	3	

YEAR II

TERM IV (SEPTEMBER – DECEMBER)

ACUP 110	Meridian Systems and Acupuncture Points III	4	C
ACUP 112	Traditional Chinese Medicine Internal Therapeutics I	2	C
ACUP 113	Clinical Observation and Practice I	1	C
ACUP 203	Therapeutic Principles of Acupuncture Point Selection and Combination	1	C
ACUP 205	Traditional Chinese Medicine Modalities I	1	C

HLSC 222	Alterations In Health Across the Lifespan	3	
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TERM V (JANUARY – APRIL)

ACUP 201	Meridian Systems and Acupuncture Points IV	2	C
ACUP 204	Traditional Chinese Medicine Internal Therapeutics II	3	C
ACUP 208	Clinical Observation and Practice II	2	C
ACUP 210	Traditional Chinese Medicine Modalities II	3	C
ACUP 213	Traditional Chinese Medicine External Therapeutics I	3	C

TERM VI (MAY – JUNE)

ACUP 209	Internal Medicine	3	C
ACUP 211	Traditional Chinese Medicine Internal Therapeutics III	3	C
ACUP 215	Internship I	1	C
ACUP 216	Traditional Chinese Medicine External Therapeutics II	2	C

YEAR III

TERM VII (SEPTEMBER – DECEMBER)

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

TERM VIII (JANUARY – APRIL)

ACUP 111	Diagnostics in Traditional Chinese Medicine II	3	C
ACUP 303	Internship III	2	C
ACUP 305	Practice Management and Professional Entry Requirements	3	C
HLSC 220	Pharmacotherapeutics for Health Professionals	3	

TERM IX (MAY – JUNE)

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

PROGRAM REQUIREMENT

Students in this program must meet the following standard for the duration of the program or they may be required to withdraw from the program:

1. Have full Hepatitis B series by six months from the program start date.
2. The specific security clearance requirements as set out in the admission process.

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

All the courses of the program directly related to TCM are taught by Registered Acupuncturists with extensive clinical and teaching experience. Basic western medical sciences are taught by specialists in the related fields. Experts in the field of TCM also participate in a continuing education program as guest lecturers.

Marc Raedschelders, BScP.T, RAc

Chair

Jiulin Wang, MSc, RAc, DTCM

Instructor

Darcy Friesen, CAT(c), RAc

Instructor

Vladyslav Guziy, RAc

Instructor

Tim Huang, BSc, RAc

Instructor

Kevin Larocque BSc, DC

Instructor

Hernando Leon, PhD, MD

Instructor

Michael McFarlane, BSc, RAc

Instructor

Debi Sawchuk, RAc

Clinic Supervisor

Blanca Vanier, RAc

Instructor

Fu-Lin Wang, PhD, RAc

Instructor

King S. Wong, BSc, RAc, DTCM,

Clinic Supervisor

GUEST LECTURERS

Jane Fan, BSc, DTCM, RAc

Li-Chun Huang, MD (China), OMD

Les Moncrieff, RAc

Shusheng Tai, PhD

Darren Tellier, BA, RAc

ADMINISTRATIVE STAFF

Denise Knowles

Program Consultant

Marnie Linden

Teaching Clinic Receptionist

780-497-4610

FOR FURTHER INFORMATION

Acupuncture

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ARTS AND CULTURAL MANAGEMENT

(Centre for the Arts and Communications)

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 the arts and culture sector. 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 practise 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, large and small: for example, as fundraisers for arts organizations, such as symphony orchestras; as managers of professional theatres; as volunteer or marketing Coordinators for arts and cultural festivals; as public programming managers in museums and art galleries; and as special event Coordinators.

TRANSFERABILITY

All courses completed for the Arts and Cultural Management certificate are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed certificate in this program will receive 30 credits of transfer credit toward the Bachelor of Professional Arts in Communication Studies at Athabasca University. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) Applicants must achieve a minimum overall average of 65 per cent, with no course grade lower than 50 per cent, in the following high schools courses:
 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 the following:

- 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.

- a completed Program questionnaire – demonstrating effective communication skills, an appreciation of the arts, and prior knowledge of the arts 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

	CR.
AGAD 101 Advocacy and Lobbying	3
AGAD 103 Marketing Principles and Research in the Arts	3
AGAD 105 Financial Management for the Arts	3
AGAD 107 Computer Applications in the Arts	3
AGAD 129 Management Seminar I	2
ENGL 111 Communications	3

TERM II (JANUARY – APRIL)

AGAD 109 Publicity and Media Relations in the Arts	3
AGAD 121 Applied Marketing in the Arts	3
AGAD 123 Human Resource Management in the Arts	3
AGAD 125 Facility Management*	3
OR	
AGAD 126 Museum/Gallery Management**	3
AGAD 127 Fundraising and Grants	3
AGAD 130 Management Seminar II	2

TERM III (MAY – JUNE)

AGAD 131 Field Placement in Arts and Cultural Management	5
AGAD 133 Field Placement Integration	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 (on sabbatical July 1, 2007, to June 30, 2008)

Jim Draginda, BA (British Columbia)

Instructor

Ken Graham, BEd (Alberta)

Instructor

Shawn Gramiak, Dip. Radio and Television Arts (NAIT)

Instructor

Donna Lemieux, BA (Alberta)

Instructor

Al Rasko

Instructor

Denise Roy, BA, MEd (Alberta)

Instructor

Virginia Stephen, MA (British Columbia)

Acting Chair (July 1, 2007, to June 30, 2008)

Darka Tarnowsky, BSc (Alberta)

Instructor

Kari Waddingham, BA (Royal Roads)

Instructor

Alana Broomfield

Secretary

FOR FURTHER INFORMATION

Rose Ginther (starting July 1, 2008)
Chair, Arts and Cultural Management
780-497-4415

E-mail: gintherr@macewan.ca
Virginia Stephen (until June 30, 2008)
Acting Chair, Arts and Cultural
Management

780-497-4415

E-mail: stephenv@macewan.ca

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

Asia Pacific Management 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

All courses completed for the Asia Pacific Management diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University, the University of Lethbridge and Concordia University College of Alberta and up to 51 credits of individual course transfer credit to the Bachelor of Commerce program at the University of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 have 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 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 have been out of full-time high school at least one year by beginning of the intake term. Applicants must achieve a minimum overall average of 65 per cent, with no grade lower than 50 per cent, in the following courses:

1. ELA 30-1
2. Pure Mathematics 30

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar

Applicants who have achieved a minimum 2.0 Admission Grade Point Average (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 Regular Admission.

PROBATIONARY ADMISSION

To be evaluated through the Office of the Registrar

This admission category will be used only if the Program is not filled by mature or transfer applicants. A limited number of probationary admissions may be granted to applicants who present a minimum cumulative post-secondary AGPA* of less than 2.0 on a 4.0 scale.

Applicants admitted within this category will be placed on probation.

*ADMISSION GRADE POINT AVERAGE (AGPA)

The AGPA is calculated on the most recent 24 credits of post-secondary work. The course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine of post-secondary credits, AGPA 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 regardless of grade achieved.

Applicants with an AGPA below 2.0 on the 4.0 scale and 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 meet the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar

Applicable only to **Mature Admission**

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

Applicants must complete the Skills Appraisal only if they **do not** present ELA 30-1 with a minimum grade of 65 per cent or Pure 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 course work with a minimum grade of C-.

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

Math: Applicants must successfully complete the math portion OR must complete any developmental course work 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

		CR.
BUSN 201	Introduction to Canadian Business	3
CHIN 101	Introductory Chinese I	3
OR		
JAPN 101	Introductory Japanese I	3
CMPT 157	Introduction to Computing for Business	3
ECON 101	Introduction to Microeconomics	3
ENGL 111	Communications	3

TERM II

CHIN 102	Introductory Chinese II	3
OR		
JAPN 102	Introductory Japanese II	3
ECON 102	Introduction to Macroeconomics	3
INTB 312	Conducting Business in Asia	3
MGTS 103	Probability and Statistics I	3
ORGA 201	Introduction to Management	3

Students must complete two of the following during Year I:

CLTR 103	Philosophy of Thought in China and Japan	1
INTB 104	Global Business Trends	1
INTB 211	Preparation for Introductory Accounting	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.

YEAR II

TERM III

ACCT 311	Introductory Accounting	3
CHIN 201	First Year University Chinese I	3
OR		
JAPN 201	Basic Japanese III	3
INTB 300	Introduction to International Business	3
MARK 301	Fundamentals of Marketing	3
INTB 311	Diversity and Intercultural Communication	3

TERM IV

CHIN 202	First Year University Chinese II	3
OR		
JAPN 202	First Year University Japanese II	3
FNCE 301	Introductory Finance	3
FNCE 404	International Finance	3
OR		
MARK 403	International Marketing	3
LEGL 210	Business Law I	3
POLS 261	Asia Pacific Political Systems	3

Students must complete two of the following during Year II:

INTB 204	Trade Logistics	1
INTB 205	Independent Project	1
INTB 206	Managerial Accounting	1
INTB 207	Business Negotiations in Asia	1
INTB 212	Preparation for Basic Principles in Finance	1
INTB 213	Orientation to Asia	1
ASCM 211	Business Ethics	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	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

Brian Keller, Bcomm, BA, LLB (Alberta)
Chair

Shelly Brownlee, BA (Alberta)
Program Advisor

Mark Arnison, BSc, BA, MBA (Alberta)
Instructor

Kewal Dhariwal, BA, BSc (Middlesex, UK), MEd (Alberta), PhD (Lancaster, UK)
Instructor

Makarand Gulawani, BSc, MBA, PhD (India)
Instructor

Shirley Kwan, BA, MCP (Manitoba), MBA (Alberta)
Instructor

Gordon Lucyk, BComm (Alberta), MA, MBA (Pennsylvania)
Instructor

Sherylynn Trompeter, BA (Alberta), MA (Mexico), MBA (Alberta)
Instructor

FOR FURTHER INFORMATION

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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 corrections and criminal justice fields, including community agencies, correctional institutions, residential settings, restorative justice and related human service careers. Graduates work with adults and youth in conflict with the law, or who are at risk of becoming involved in the criminal justice system. The program provides theoretical knowledge, skill development and practical experience for the entry level corrections and criminal justice professional.

The Correctional Services Program stresses the dual yet inseparable function of the criminal justice system: protection of the public and providing assistance to offenders to become law abiding citizens. Students acquire essential skills and knowledge about the criminal justice system as well as professional practice information and expertise.

The first year provides a number of foundation courses concentrating on self-awareness, criminological theory and knowledge of the criminal justice system. Field placement provides an opportunity for students to acquire practice competencies including professionalism, crisis intervention, security procedures and suicide prevention.

The second year concentrates on skill development such as counselling strategies, case management, risk / needs assessment, documentation and working with special offender populations. Field placement provides students with the practical, first-hand experience in the field of corrections and criminal justice, with the expectation that the student apply the knowledge and skills discussed in the classroom.

CAREER POTENTIAL

Graduates are employed by both the provincial and federal governments, as well as non-profit agencies. Graduates have obtained employment as probation or parole officers, youth workers, counselors, correctional officers, case workers, police officers, addictions programmers, native liaison workers and other related positions. Many graduates have moved into administrative and managerial positions in corrections and criminal justice agencies. Program graduates have established 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 casual or wage employment.

TRANSFERABILITY

All courses completed for the Correctional Services diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program are eligible to block transfer to a number of colleges and universities in Alberta:

- Athabasca University: 60 credits (2 years) towards the Bachelor of Professional Arts in Criminal Justice degree
- Lethbridge Community College: 60 credits(2 years) towards the Bachelor of Applied Arts in Correctional Studies
- Mount Royal College: approximately 54 credits towards the Bachelor of Applied Justice Studies
- University of Alberta: Up to 30 credits towards a Bachelor of Arts (Sociology)

For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Students presenting a completed diploma in this program are eligible to block transfer to a number of colleges and universities outside of Alberta:

- Royal Roads University (British Columbia): 60 credits(2 years) towards a Bachelor of Arts in Justice Studies
- University of Great Falls (Montana): 60 credits(2 years) towards a Bachelor of Arts or Science in Criminal Justice degree

For more information on these study options outside of Alberta, contact an advisor in the Correctional Services 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 have 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work 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 an autobiography.

Conditionally accepted applicants are required to submit a current, clear Security Clearance or eligibility to apply for a pardon and no open youth record.

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)		CR.
CORR 100	Human Relations	3
CORR 102	Correctional Law	3
CORR 104	Criminal Justice System	3
SOCI 100	Introductory Sociology	3
ENGL 111	Communications	3

TERM II (JANUARY – APRIL)		CR.
CORR 110	Introductory Criminology	3
CORR 112	Correctional Interviewing	3
CORR 114	Field Placement I	2
CORR 116	Integration Seminar I	1
CORR 118	Introduction to Corrections	3
CORR 120	Restorative Justice	3

YEAR II

TERM III (SEPTEMBER – DECEMBER)		CR.
CORR 210	Correctional Methods and Practice	3
CORR 212	Correctional Counselling	4
CORR 214	Field Placement II	4
CORR 216	Integration Seminar II	1
PSYC 104	Introductory Psychology	3

TERM IV (JANUARY – APRIL)		CR.
CORR 202	Cultural Influences	3
CORR 206	Substance Abuse Intervention	2
CORR 208	Selected Issues	3
CORR 218	Youth and Crime	3
CORR 224	Field Placement III	4

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.

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. The specific security clearance requirements as set out in the admission process.

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 (Ottawa)

Chair

Mark Baecker, Dip. Justice Administration (Mount Royal)

Instructor

Marc Bessette, Dip. Correctional Services (MacEwan)

Instructor

Sean Carter

Instructor

Tracey Cyca, MCA (Ottawa)

Instructor

Doug Heckbert, MA (Alberta)

Instructor

Kevin Hood, MEd (Alberta)

Instructor

Diane Jeffrey

Instructor

Rae-Ann Lajeunesse, MDE (Athabasca)

Instructor

MahRhea MacKay, BA (Alberta)

Instructor

Joe Sombach, MSW (British Columbia)

Instructor

Tim Williams, MA (Alberta)

Instructor

Jan Ardis

Program Consultant

FOR FURTHER INFORMATION

Jan Ardis

Program Consultant

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DESIGN STUDIES

(Centre for the Arts and Communications)

(MacEwan School of Communications)

www.MacEwan.ca/designstudies

PROGRAM INTRODUCTION/ OVERVIEW

The Design Studies program is part of MacEwan's School of Communications and is composed of a prerequisite Design Foundations Certificate (or equivalent), leading to one of five two-year communication design majors:

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

Applicants declare a major by ranking preferences on the portfolio submission form prior to entering the Design Foundations Certificate. Depending on the demand for an applicant's preferred major, the applicant may be placed on a waitlist for his or her first choice and be offered a position in another major.

Upon successful completion of Design Foundations, students then proceed into Diploma Studies.

Design Foundations Certificate

Design Foundations provides students with a firm basis for further studies in one of the Design Studies program's five majors. Students are guided through an exploration of the visual language in both two- and three-dimensional design and are given a context through lectures on the history and process of design.

Diploma Studies

In Diploma Studies, students cover a core set of visual communication skills essential to academic and professional success. Composition, drawing, page assembly, creative process and the application of professional standards are all approached from within the context of the students' majors. Although the dominant concern is the students' creative development, technology and production methods are incorporated throughout their studies. As studies progress, students build communication design skills, approaches and portfolios that reflect the unique challenges of their major.

Design and Digital Media

In Design and Digital Media, students develop an approach to the digital delivery of communication through studies in drawing, composition, typography, page layout and assembly, and interface design. These skills are then applied to a wide range of communication media, including websites, digital modelling and illustration, animation and compositing. Graduate portfolios will reflect this wide range of experiences along with an attention to craft and a thorough understanding of digital technology in communication design.

Design and Exhibit Presentation

This major focuses on visual communication in environmental settings and establishes a varied and valuable professional skill set for professional application. Students learn to balance creative solutions with market needs by applying the principles of design to a built environment. Exhibit design, environmental graphic design, on-site marketing, point-of-purchase design, product presentation, and prop design and fabrication form the basis for this major. Students are introduced to 3D digital modelling, basic computer animation and traditional model-building techniques for the presentation of design concepts.

Design and Illustration

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

Design and Photography

This major provides students with an informed, in-depth experience in creating meaningful and original images. The curriculum builds knowledge and skill in the professional application of photography as visual communication design. Students develop skills and sensitivities in a wide variety of photographic applications, such as editorial photography, advertising images and interpretive portraiture.

Design and Motion Image

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

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

Steven Hoose, Dip. Computer Graphic Design (MacEwan)
Co-Chair

Kathy Neiman, BFA (Alberta)
Co-Chair/Instructional Assistant

Rita Long, Dip. Audiovisual Technician (MacEwan)
Instructional Assistant

Dianne Nicholls, Dip. Computer Graphic Design (MacEwan), Dip. Graphic Design and Illustration (MacEwan)
Instructional Assistant

Jack Born, Masters in Graphic Design (Academie Minerva), Dip. Graphic Design (MacEwan)
Instructor

Barry Boroditsky
Instructor

Vladimir Calic, Dip. Graphic Design and Illustration (MacEwan)
Instructor

Barbara Day
Instructor

Dustin Delfs, Dip. Photography (NAIT)
Instructor

Terry Elkins, Dip. Graphic Design and Illustration (MacEwan)
Instructor

Coleen Finlayson, Dip. Audiovisual Technician (MacEwan)
Instructor

Linda Fisher, MFA (Colorado)
Instructor

Brian Huffman, Dip. Advertising Arts, 4-year (ACAD)
Instructor

Orsolya Jakab, BDes (Alberta)
Instructor

Julie Kramer, Dip. Advertising (Lethbridge Community College), Dip. Public Relations (Lethbridge Community College), Dip. Graphic Design and Illustration (MacEwan)
Instructor

Bob Lysay, Dip. Radio and Television Arts (NAIT)
Instructor

Doug Madill, Dip. Visual Communications, 4-year (ACAD)
Instructor

Nichole Magneson, Dip. Visual Communication (Display) (MacEwan)
Instructor

David More, Dip. Visual Communication (MacEwan)
Instructor

Don Myhre Dip. Visual Arts, 4-year (ACAD)
Instructor

Jeff Pelton, BA (Alberta), BArch (British Columbia)
Instructor

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

Joe Raffa, Dip. Environmental Graphic Design (MacEwan)
Instructor

Ximena Rossello, MDes (Alberta)
Instructor

Adolfo Ruiz, BDes (Alberta), Dip. Graphic Design and Illustration (MacEwan)
Instructor

Ottilie Sanderson, BA (Alberta)
Instructor

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

David Shkolny, BFA (NSCAD), Dip. Design and Illustration (MacEwan)
Instructor

John Smith, Dip. Visual Communications, 4-year (ACAD)
Instructor

Megan Strickfaden, PhD (Napier), MDes (Alberta)
Instructor

Stephe Tate, Dip. Photography Technician (Langara College)
Instructor

Curtis Trent, Dip. Photographic Arts (NAIT)
Instructor

Wayne Williams, BDes (Alberta)
Instructor

Igor Woroniuk, BFA (Manitoba), Dip. Graphic Design and Illustration (MacEwan)
Instructor

FOR FURTHER INFORMATION

Dianne Nicholls
Instructional Assistant
780-497-4312
E-mail: nichollsd@macewan.ca

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.

TRANSFERABILITY

All courses completed for the Disability Management in the Workplace certificate and diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 have 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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

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

YEAR II

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

Gail Couch, RN, MN
Chair

Donna Munro, MBA
Instructor

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

Suzanne Frank, MEd
Instructor

Leah Milton, BN, OHNC
Instructor

Carol Laisnez, BSN
Instructor

Barbara Saint, RN, COHN(c), COHN(S)
Instructor

Joanne Seglie, RN, OHNC
Instructor

Marne Hall, Dip.
Instructor

FOR FURTHER INFORMATION

Disability Management in the Workplace
Bonnie Schwanbeck, Program Consultant
780-497-5109 or 1-866-221-2882
E-mail: schwanbeckb@macewan.ca

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. Acting as allies, graduates honour the self-determination of people with disabilities in reaching their goals.

This two-year diploma program provides 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. Graduates may continue their studies by completing the University of Calgary's Bachelor of Community Rehabilitation and Disability Studies on site at MacEwan.

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 find employment as early intervention specialists, educational assistants, job coaches, rehabilitation practitioners, and community support workers, to name but a few of the many career options open to students upon completion of the program. Graduates are respected professionals with a strong sense of social justice and the vision to see the potential in every individual.

Over 95 per cent of graduates have found employment within six months of graduation for the last several academic years. Job satisfaction is high, and many graduates soon move into senior positions in organizations. 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 have 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 have been out of full-time high school at least one year by the beginning of the intake year.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 have the following:

- Current, clear Security Clearance OR eligibility to apply for a pardon and no open youth record by the beginning of the intake term.
- 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		CR.
ENGL 111	Communications	3
RPPR 102	Perspectives on Assessment and Reporting Practices	3
RPPR 103	Interpersonal Communication	3
RPPR 106	Person-Centered Perspectives	3
RPPR 107	Family-Centered Practice	4
RPPR 108	Seminar: Disability Issues I	2

TERM II

RPPR 109	Community Development	2
RPPR 114	Seminar: Disability Issues II	2
RPPR 117	Facilitating Learning and Development	3
RPPR 118	Advocacy and Leadership	3
RPPR 119	Health Promotion and Personal Well-Being	3
RPPR 120	Field Placement I	3

YEAR II

TERM III

RPPR 204	Seminar: Disability Issues III	1
RPPR 211	Connections and Networking	2
RPPR 212	Person-Centered Planning Approaches	2
RPPR 213	Evidence-Based Practice	2
RPPR 215	Field Placement II	3
PSYC 104	Introductory Psychology	3
	Elective	3

TERM IV

RPPR 220	Organizational Leadership and Change	3
RPPR 221	Supervision	2
RPPR 222	Connections: Technology, Adaptation and Accommodation	3
RPPR 224	Seminar: Disability Issues IV	1
RPPR 230	Field Placement III	3
	Elective	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.

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Have a current immunization record as outlined by the program, and
2. The specific security clearance requirements as set out in the admission process.

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

Cheryl Crocker, PhD (Victoria)
Co-Chair

Karen Heslop, MEd (Calgary)
Co-Chair

Suzanne Frank, MEd (Alberta)
Instructional Assistant Instructor

Bonnie Lashewicz, PhD (Alberta)
Suzanne Frank, MEd (Alberta)

Shauna Pilipchuk, Dip.Rehabilitation Practitioner (MacEwan)

Debbie Royer, BCR (Calgary)

Petra Schulz, MEd

Camron Schwartz, MEd (San Francisco)

Cindi Schwartz, BA

Neil Wright, MEd (Victoria)

FOR FURTHER INFORMATION

Disability Studies: Leadership and Community

780-497-5196

Fax: 780-497-5150

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 practice 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.

TRANSFERABILITY

All courses completed for the Early Childhood Development diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University and the University of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

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

1. ELA 30-1 or 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skill Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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:

- Current, clear Security Clearance by the academic document deadline.
- Current Health Record form by the beginning of the intake term.
- Current Standard First Aid/Child Care 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		CR.
ECDV 101	Healthy Environments for Early Learning and Care	3
ECDV 102	Curriculum I: Creative Expression in Early Learning and Care	3
ECDV 110	Child Development I	3
ECDV 115	Communications I: Interpersonal Competencies	2
ECDV 120	Field Placement I	3
ECDV 125	Integration Seminar I	1
ENGL 111	Communications	3

TERM II

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

YEAR II

TERM III

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

TERM IV

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

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Have a current health record as outlined by the program, and
2. The specific security clearance requirements as set out in the admission process.

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

Elizabeth Sorochan, BA (Concordia, Montreal)

Program Consultant

Jennifer Stevenson, Dip. Business Administration (MacEwan)

Program Consultant

Michelle Logan

Program Secretary

Cindy Reimer, Dip. Early Childhood Development (Red River College)

Supervisor, Demonstration Child Care Centre

INSTRUCTORS

Sherrill Brown, PhD Education (Alberta)

Kerri-Lynn Cayen, BEd (Alberta)

Carolyn Cournoyea, MEd (Alberta)

Bejuna Joshi, MEd (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)

Scott Tumbach, MEd (Portland)

Dianne Tuterra, BEd (Alberta)

Sherry Woitte, PhD Education (Calgary)

FOR FURTHER INFORMATION

Early Childhood Development

780-497-5146

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 have an Alberta high school diploma (or equivalent) or GED diploma.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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

Conditionally accepted applicants must have a current, clear Security Clearance.

Please note: Graduates must apply directly to an emergency or specialized communication centre and meet its minimum standards.

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

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. The specific security clearance requirements as set out in the admission process.

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. A minimum of 9 credits must be completed through MacEwan.

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. Psychology

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: hobdens@macewan.ca

EXECUTIVE LEADERSHIP IN THE NON-PROFIT SECTOR

(School of Business)

www.MacEwan.ca/business

PROGRAM INTRODUCTION/ OVERVIEW

This program has been designed to provide the learner with skills unique to the non-profit sector, teaching leadership competencies as defined by the National Learning Initiative for the Voluntary Sector (NLI).

Designed for the working professional, the program is intended for those who are already working in the non-profit arena, or who are looking to move into the sector. The program is delivered in a hybrid model, with most of the coursework completed through distance, online delivery. The program will take 20 months to complete, with assignments and projects tailored for completion within your current work environment or with the assistance of a non-profit organization. However, students are required to attend approximately seven two-day sessions throughout the year at MacEwan's City Centre Campus. Attendance is mandatory for completion of the certificate.

When not in session, instructors and students are encouraged to collaborate through several online "chat" methods.

CAREER POTENTIAL

In Canada, there are currently 161,000 registered charities and other incorporated non-profit societies/associations. In Alberta alone, there are more than 19,000 incorporated non-profit organizations. Of these, 35 per cent of executive directors surveyed indicated that they will be resigning and/or retiring in the next two years. This number increases to over 80 per cent in the next five years.

Graduates of this program will enjoy challenging careers leading the direction of both not-for-profit and public sector organizations – in Alberta or around the globe.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

Applicants must have a post-secondary diploma, degree or professional certification.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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

Applicants must present evidence of two years leadership experience.

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

		CR.
LENP 300	Executive Leadership in the Non-profit Context	3
LENP 302	Organizational and Community Development	3
LENP 304	Strategic Financial and Fund Development in the Non-profit Sector	3
LENP 306	Human Resource Development in the Non-profit Sector	3
LENP 400	Board Governance and Collaborative Leadership in Non-profit Organizations	3
ORGA 414	Introduction to Public Affairs-Government and Regulatory Issues	3
LENP 412	Leadership: Capstone Project	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 four years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Frank Sacucci, Bcomm, MBA (Windsor)
Chair

Wendy MacDonald, CACE, BA (Alberta)
Curriculum Coordinator/Instructor

Brigitte Rondeau
Program Advisor

FOR FURTHER INFORMATION

Executive Leadership in the Non-profit Sector
780-497-5268
Toll-free: 1-888-497-4622, ext. 5268
E-mail: executiveleadership@macewan.ca
Website:
www.macewan.ca/leadership

Fine Art faculty.

Successful applicants will demonstrate in their portfolio:

- a basic understanding of composition, colour, tone and perspective
- an interest in working with a variety of mediums and subjects
- 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

PROGRAM OF STUDY

YEAR I

TERM I		CR.
ARTE 102	Art History II	3
ARTE 110	Drawing I	4
ARTE 111	Design I	5
VCPH 100	Digital Photography	3
ENGL 111	Communications	3
OR		
ENGL 101	Critical Reading and Writing	3
TERM II		
ARTE 120	Drawing II	4
ARTE 121	Design II	4
ARTE 123	Sculpture I	3
ARTE 202	Early 20th Century Modernist Art	3
ENGL 101	Critical Reading and Writing (cont'd)	3
OR		
	Elective	3

YEAR II

TERM III		
ARTE 203	Contemporary Art Issues	3
ARTE 230	Drawing III	4
ARTE 231	Painting	8
TERM IV		
ARTE 240	Drawing IV	4
ARTE 241	Intermedia	8
	Elective	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)

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Secretary

Elizabeth Beauchamp, MA (Alberta)

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Ruth Burns, MA (McGill)

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Cherie F. Moses, MFA (Alberta), BA English (Case Western Reserve)

Instructor

Rebecca Palmer, BEd (Alberta)

Instructor

Daryl Rydman, MFA (Alberta)

Instructor

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Instructor

FOR FURTHER INFORMATION

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 Rosemary Clancy
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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 Grant MacEwan College and various faculties in Alberta universities.

The General Studies program offers university-credit coursework in the following areas: Anthropology, Art History, Biology, Business Law, Classics, Computing Science, Drama, Economics, Health Education, History, Music, Philosophy, Political Science, Psychology and Sociology.

University-credit courses are available through the General Studies program, although it is not considered a degree or university-transfer program. Students are encouraged to seek admission to a degree or university-transfer program, even if their academic goal is undecided. If a student does not meet the admission requirements of the Bachelor of Arts or other university transfer programs, the General Studies program may be the right option.

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.

TRANSFERABILITY

Courses completed in the General Studies programs are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent)
- OR
- b) Applicants must achieve a minimum overall average of 55 per cent, with no course grade lower than 50 per cent, in the following high school courses:
 1. ELA 30-1 or ELA 30-2
 2. One Group A or C course
 3. Two Group A, B, C or D courses or Applied Math 30 or any 33-level course

Applicants who have nine or more post secondary credits must 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 have been 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.

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 when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 and 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 completion of 19 courses required for graduation. Full-time students complete the program in two years, while part-time students can take up to six years to complete program requirements. Due to the distance-learning format of the program, program students live in all areas of Canada.

The distance-learning curriculum for each course is sent in a print format to all students. Students also use textbooks and other learning resources to learn course concepts, and receive individualized telephone or email support from instructors as needed. In addition, most courses require online interaction with the instructor and other students, and in some courses, exams and/or quizzes are written online, thus high-speed access to the Internet is beneficial.

To complete practical assignments, students choose between attending labs at MacEwan in Edmonton or working under the supervision of a local professional who has received approval from the program, for most program courses. Attendance at the college is mandatory however, at labs in the winter term prior to graduation.

CAREER POTENTIAL

Public awareness of hearing loss and the benefits of using hearing aids is currently growing, thus 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 salary and/or commission, depending on the structure and operation of the business. Licensing for hearing aid practitioners occurs on a provincial basis, and in many jurisdictions is a requirement for professional practice.

TRANSFERABILITY

All courses completed for the Hearing Aid Practitioner diploma are credit courses and may be transferable individually toward further study at other Alberta or Canadian institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) Applicants must achieve a minimum overall average of 65 per cent, with no course grade lower than 50 per cent, in the following high school courses:
 1. ELA 30-1 or ELA 30-2
 2. One Group A or C course
 3. Two Group A, B, C or D courses or any 33-level course

MATURE ADMISSION

To be evaluated through the Office of the Registrar

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

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course

work with a minimum grade of D.

Math: Applicants must successfully complete the math portion OR must complete any developmental course work 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 career profile, 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			*MIN CR. GR.
ENGL 111	Communications		3 C-
HAPR 101	Bioacoustics of Human Hearing		3 C-
HAPR 102	Hearing Testing I		2 C-
HAPR 103	Hearing Instrument Technology I		4 C-
HAPR 105	Customer Relations and Communications		3 C-

TERM II

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

TERM III

HAPR 114	Practicum I		4 C-
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YEAR II

TERM IV

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

TERM V

HAPR 108	Business Management		3 C-
HAPR 112	Professional Responsibilities		3 C-
HAPR 204	Hearing Testing III		2 C-
HAPR 211	Hearing Instrument Technology III		4 C-

TERM VI

HAPR 212	Practicum II		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, RAud

Program Chair

Regan Lavoie

Program Consultant

INSTRUCTORS

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Penny Gosselin, M.Cl.Sc. Audiology (Western Ontario), RAud

Sue Gray, BA Logopedics, Audiology (Pretoria), RAud

Lisa Lopez, AuD (Central Michigan), RAud

Roger Lundberg, MSc, Audiology (Portland State), RAud

Julie Purdy, PhD Communication Disorders, Geriatric Audiology (Utah), CCC-A, RAud (courtesy)

Carol Stevenson, MSHA (Central Michigan)

Lauressa Weinlick, MMus (Indiana), RHAP, NBC-HIS

Krista Yuskow, MA Audiology (Ohio State), RAud

FOR FURTHER INFORMATION

Hearing Aid Practitioner

780-497-4142

Toll-free: 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 toward 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' 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 have 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 have been 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 as a substitute for PEDS 101 & 103.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 to 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 that meets 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 must be completed by six months after commencement of the Program.
- Current clear Security Clearance OR eligibility to apply for a pardon and no open youth record by the beginning of the intake term. Applicants must have a current, clear Security Clearance to work with "Children and/or Vulnerable Persons (Adults and Children)".

*Provisional Admission may be assigned to an applicant who has been offered admission to the Program in one of the above admission categories. The offer of admission is provisional based on completion of specified conditions 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		*MIN	CR. GR.
ENGL 111	Communications	3	C-
HHPR 110	Therapeutic Relationships	2	C-
HHPR 130	Awakening the Inner Healer: Self-Healing Practices – Part I	3	C-
MTST 125	Body Functioning I	3	C-

TERM II		*MIN	CR. GR.
HHPR 160	Counselling and Teaching	3	C-
MTST 126	Body Functioning II *Complementary/Alternative Clinical Specialty	3	C-
		8	

TERM III		*MIN	CR. GR.
HHPR 100	The Multidimensional Being – Part I	2	C-
HHPR 190	Health and Healing: Unitary Person Assessment	4	C-

YEAR II

TERM IV		*MIN	CR. GR.
HHPR 200	Establishing a Collaborative Practice	3	C-
HHPR 270	Introduction to Complementary/Alternative Modalities *Complementary/Alternative Clinical Specialty	2	C-
		8	

TERM V		*MIN	CR. GR.
HHPR 260	The Multidimensional Being – Part II	2	C-
HHPR 280	Awakening the Inner Healer: Part II *Complementary/Alternative Clinical Specialty	3	C-
		8	

TERM VI		*MIN	CR. GR.
HHPR 240	Clinical Internship	3	C-

*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	8	C-
HHPR 251	Flower Essences	8	B-
HHPR 252	Herbology	8	B-
HHPR 253	Reflexology	8	B-
HHPR 254	Reiki	8	B-
HHPR 255	Touch for Health	8	B-
HHPR 256	Neuro-Linguistic Programming (NLP)	8	B-
HHPR 257	Holistic Nutrition	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.

PROGRAM REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Have a full Hepatitis B series by six months from the program start date.
2. Have a current immunization record meeting provincial regulations for health care workers, and
3. The specific security clearance requirements as set out in the admission process.

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

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Program Chair

Joanne Robson
Program Consultant

Shirley Gerrish
Project Assistant

INSTRUCTORS

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FOR FURTHER INFORMATION

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HUMAN RESOURCES MANAGEMENT

(School of Business)

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

PROGRAM INTRODUCTION/ OVERVIEW

Human resource management practitioners provide critical advice and guidance about how an organization will achieve its strategic goals through its people practices. The MacEwan Human Resources Management program will help you acquire and hone these skills.

This state-of-the-art program puts students well ahead in the human resources profession. Designed by leading practitioners in the field, this program gives students both the practical skills and strategic insights necessary for successful human resources management practice. Students learn about general management theories, organizational behaviour, labour and employee relations, employee training and development, compensation, staffing, performance management and human resource information systems. The program combines case studies with analysis of real-world projects and organizational challenges.

This full-time, two-year diploma program is delivered in an alternate format of evenings and Saturday mornings. This format enables our instructors, most of whom are HR professionals and specialists, 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

All courses completed for the Human Resources Management certificate and diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University and the University of Lethbridge. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) Applicants must achieve a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only if they do not present ELA 30-1 with a minimum grade of 65 percent or ELA 30-2 with a minimum grade of 75 percent.

Applicants must complete the Skills Appraisal only if they do not present Pure Mathematics 30 or Mathematics 31 with a minimum grade of 50 percent or Applied Mathematics 30 with a minimum grade of 65 percent.

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

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

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

*Under Regular Admission, Skills Appraisal is only applicable to applicants under category 1.a).

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		CR.
ENGL 111	Communications	3
HRMT 180	Human Resources Management	3
MCSP 131	Business Computing	3
MGMT 111	Financial Math	3
MGMT 122	Organizational Behaviour	3

TERM II

HRMT 130	Compensation and Benefits I	3
HRMT 145	Staffing	3
HRMT 150	Employee/Labour Relations I	3
HRMT 160	Human Resources Training and Development I	3
MGMT 121	Principles of Management	3

YEAR II

TERM III

HRMT 220	Human Behaviour in the Organization	3
HRMT 230	Compensation and Benefits II	3
HRMT 245	Performance Management	3
ACCT 111	Financial Accounting I Elective	3

TERM IV

DMWP 104	Introduction to Disability Management	3
HRMT 250	Employee/Labour Relations II	3
HRMT 260	Human Resources Training and Development II	3
HRMT 270	Human Resources Information Management Elective	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 (Edinburgh),

FCIP, CRM

Chair

David Parkes, BES (Waterloo), MA (Fielding Institute), MBA (British Columbia), **CHRP**

Curriculum Coordinator/Instructor

Leanna Price

Training Consultant, Part-time Program

Karen Portas

Instructional Assistant, Full-time Program

Angela Anderson, MBA, CHRP

Instructor

Cindy Arcand, Cert. Advanced Management (Dalhousie), CEBS, CHRP

Instructor

Melissa Baddeley, BSc, MA (Phoenix), CHRP, SPHR

Instructor

Tony Bennett, BComm (Alberta), CHRP

Instructor

Lyle Benson, BEd, MA (Spokane), PhD (Alberta)

Instructor

Corinna Chetley-Irwin, Cert. Personnel Administration, Bcomm, MBA (Alberta)

Instructor

Lore Clark, Dip. Human Resources Management (MacEwan), CHRP

Instructor

Rob Dean, Bcomm, MBA (Cape Breton)

Instructor

Steve Fanjoy, BBA, BECon (New Brunswick), CPP

Instructor

Doug German, BComm (British Columbia), MCE (Calgary), CHRP

Instructor

Marlina Heinonen, Cert. Human Resources Management (NAIT), CHRP

Instructor

Margaret Jacob, Cert. Human Resources Management (Alberta), CCP, CHRP

Instructor

Daryl Johnson, BEd (Alberta), CCP, CHRP

Instructor

Mark Johnson, BComm (Alberta), CHRP

Instructor

Jill Little, Dip. Human Resources Management (MacEwan) (with distinction), BA (Ontario), CEBS, GBA, CMS, CHRP

Instructor

Sandra Marin, Cert. Human Resources Management (Carleton), BA (Alberta), CHRP

Instructor

Susan McGillivray, LLB (Saskatchewan), CHRP

Instructor

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Instructor

Don Schepens, BEd, BA, Bcomm, MBA (Saskatchewan), CHRP

Instructor

Earl Shindruk, Bcomm, MTh (Dallas)

Instructor

Matthew Smallacombe, Dip. Management Studies (MacEwan), BAdmin (Athabasca), CHRP

Instructor

Bill Stephenson, BSc (Waterloo), MBA (Athabasca)

Instructor

Judith Waites, Dip. Human Resources Management (MacEwan), BA (York), CHRP

Instructor

Krystie Watson-Boyd, BA (Brandon), BComm (Alberta), CHRP

Instructor

FOR FURTHER INFORMATION

Human Resources Management
Full-time Program: 780-497-5384
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Email: hprogram@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

All courses completed for the Information Management and Library Technology diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University and the Faculty of Arts at the University of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 have 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 have been out of full-time high school for 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 course work towards a degree or who have 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 course work does not apply under this admission category. If an applicant presents fewer than 24 credits of post-secondary work, the Regular admission requirements (high school diploma) 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 course work for an entire term will be used to calculate AGPA where the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 and 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 meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of B.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course 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		CR.
INFM 101	Introduction to Information Resources	3
INFM 103	Reference Fundamentals	3
INFM 104	Collection Development	3
MCSP 123	Introduction to Web Development	3
MCSP 131	Business Computing	3

TERM II

ENGL 111	Communications	3
INFM 152	Information Services and Resources I	3
INFM 155	Organization of Information I	3
INFM 110	Professional Skills and Support Services	3
MCSP 157	Database Applications	3

YEAR II

TERM III

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

TERM IV

INFM 255	Organization of Special Materials	3
INFM 258	Information Systems Design	3
INFM 259	Information Services Management	3
INFM 260	Field Placement Elective	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

G. Thomas Carter, BA (Windsor), MA, LLB (Alberta)

Chair

Tony Fell, BA (Honours) (Wales), MLS (Alberta)

Curriculum Coordinator

Alan Wesley, Cert. Management Studies (MacEwan), Dip. Microcomputer Specialist (MacEwan)

Instructional Assistant

Chris Hancock, BEd (Alberta)

Instructor

Norene James, BA (Calgary), MLIS (Alberta)

Instructor

Randy Jenne, BEd, MEd (Alberta), CCNA, CCAI

Instructor

FOR FURTHER INFORMATION

Information Management and Library Technology

780-497-5763

E-mail: imlt@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

All courses completed for the Legal Assistant diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit towards Paralegal Studies programs at the University of Great Falls (Montana).

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 have 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.

MATURE ADMISSION

To be evaluated through the Office of the Registrar

Applicants must be 20 years of age or older and have been 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.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of B.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course 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

All applicants are required to successfully complete the following:

Keyboarding test – Applicants must be able to type 30 words per minute or better.

Note: Evidence of one or more of the following is desirable 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		CR.
ENGL 111	Communications	3
LEGL 110	Introduction to Legal Research	3
LEGL 210	Business Law I	3
LEGL 130	Corporate Procedures	3
OADM 103	Word Processing for Legal Assistants	3
TERM II		
LEGL 140	Introduction to the Law Office	3
LEGL 150	Residential Real Estate Transactions	3
LEGL 160	Civil Litigation Procedures I	3
LEGL 170	Technology in the Law Office I	3
LEGL 180	Financial Procedures for the Law Office	3

YEAR II

TERM III		
LEGL 215	Commercial Transactions	3
LEGL 220	Criminal Law Procedures	3
LEGL 230	Civil Litigation Procedures II	3
LEGL 240	Technology in the Law Office II Elective	3
TERM IV		
LEGL 260	Credit and Collection Procedures	3
LEGL 270	Estate Procedures	3
LEGL 280	Family Law Procedures	3
LEGL 290	Law Office Simulation	3
LEGL 295	Legal Fieldwork	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

- G. Thomas Carter**, BA (Windsor), MA, LLB (Alberta)
Chair/Instructor
- Travis Huckell**, BA, LLB (Alberta)
Curriculum Coordinator/Instructor
- Cheryl Kuehn**, Dip. Legal Assistant (MacEwan), BA (Alberta)
Program Advisor
- Lorrie Adams**, Bcomm, LLB (Alberta)
Instructor
- Angus Boyd**, BA, LLB (Alberta)
Instructor
- Lorna Daniel**, Dip. Law Clerk (MacEwan), BA (Alberta)
Instructor
- Jacqueline Devlin**, BA, LLB (Calgary)
Instructor
- Jody Dionne**, Cert. Legal Secretary (MacEwan), Dip.Legal.Assistant (MacEwan)
Instructor
- Karen Reschke**, BSM (Canadian Bible College), LLB (Saskatchewan), MLIS (Alberta)
Instructor
- Zachary Riavitz**, Cert. Legal Secretary (MacEwan), Dip.Legal Assistant (MacEwan)
Instructor
- Sandra Rioux**, Dip. Law Clerk (MacEwan)
Instructor
- Carla Walker**, BA, BComm (Alberta), 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.
- Flexible delivery: Start in January, May or September and complete your diploma at your own pace with customized timetables of full or part-time course loads. Every course is available every semester
- 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 (TIP)

This program requires that students carry and use 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. This diploma transfers to MacEwan's Bachelor of Commerce.

TRANSFERABILITY

All courses completed for the Management Studies certificate and diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at Athabasca University, the University of Alberta, the University of Lethbridge and Concordia University College of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) 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 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

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

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

*Under Regular Admission, Skills Appraisal is only applicable to applicants under category 1.a).

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		CR.
ENGL 111	Communications	3
MCSP 131	Business Computing	3
MGMT 111	Financial Math	3
ACCT 111	Financial Accounting I	3
MGMT 121	Principles of Management	3

TERM II

ECON 100	Elementary Business Economics	3
LEGL 210	Business Law I	3
ACCT 218	Management Accounting I	3
MGMT 122	Organizational Behaviour	3
MGMT 131	Marketing	3

YEAR II**TERM III**

MGMT 211	Business Finance	3
MGMT 221	Organizational Theory	3
HRMT 200	Management of Human Resources	3
MGMT 260	Strategic Management Business option or Elective	3

TERM IV

MGMT 223	Supervision	3
MGMT 231	Sales	3
MGMT 261	Integrated Management Practice	3
MGMT 242	Business Fieldwork Business option or Elective	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 certificate program has 4 years (Diploma – 7 years) to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FOR FURTHER INFORMATION

Two-year: 780-497-5263
Flexible: 780-497-5241
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.

TRANSFERABILITY

All courses completed for the Management Studies, Aviation Management Major diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at the University of Lethbridge. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) 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 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

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

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

*Under Regular Admission, Skills Appraisal is only applicable to applicants under category 1.a).

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		CR.
ENGL 111	Communications	3
MCSP 131	Business Computing	3
MGMT 111	Financial Math	3
ACCT 111	Financial Accounting I	3
MGMT 121	Principles of Management	3

TERM II

ECON 100	Elementary Business Economics	3
LEGL 210	Business Law I	3
ACCT 218	Management Accounting I	3
MGMT 122	Organizational Behaviour	3
MGMT 131	Marketing	3

YEAR II

TERM III

MGMT 211	Business Finance	3
MGMT 221	Organizational Theory	3
MGMT 260	Strategic Management	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	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.

TECHNOLOGY INTEGRATED PROGRAM (TIP)

This program requires that students carry and use a computer notebook for most classes. For information on the laptop hardware and software requirements, please visit www.MacEwan.ca/tip.

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.

TRANSFERABILITY

All courses completed for the Management Studies, Golf Operations Management Major diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at the University of Lethbridge and Olds College. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) 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 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

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

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

*Under Regular Admission, Skills Appraisal is only applicable to applicants under category 1.a).

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 two letters of reference that demonstrate career intent and knowledge of the golf 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		CR.
ENGL 111	Communications	3
GOMT 111	Overview of Facility Management	2
MCSP 131	Business Computing	3
MGMT 121	Principles of Management	3
MGMT 131	Marketing	3

TERM II

GOMT 112	Facility Maintenance	2
GOMT 121	Food and Beverage Operations I	2
ACCT 111	Financial Accounting I	3
MGMT 122	Organizational Behaviour	3
PGMT 151	Backshop and Practice Facility Operations Elective	1 3

TERM III

GOMT 171	Golf Operations Management Practicum I	2
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YEAR II**TERM IV**

GOMT 241	Golf Course Maintenance	2
PGMT 251	Booking Systems, Programs and Leagues	1
ACCT 218	Management Accounting I	3
MGMT 115	Financial Statement Analysis	1
HRMT 200	Management of Human Resources	3
MCSP 164	Golf Applications Business Option or Elective	3 3

TERM V

GOMT 211	Working with Boards and Committees	1
GOMT 221	Food and Beverage Operations II	2
MGMT 223	Supervision	3
MGMT 243	Business Policy	3
PGMT 252	Tournament Organization	1

PGMT 253	Golf Equipment and Golf Car Fleet Management	2
	Business Option or Elective	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 Major
780-497-5257 or 780-633-3905
E-mail: golf@macewan.ca

Insurance and Risk Management Major

www.MacEwan.ca/insure

PROGRAM INTRODUCTION/OVERVIEW

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.

TRANSFERABILITY

All courses completed for the Management Studies, Insurance and Risk Management Major diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at the University of Alberta. Students presenting a completed diploma with a GPA of 3.0 may receive up to 60 credits of transfer credit to the Post-Diploma Bachelor of Management program at the University of Lethbridge. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) 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 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

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

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

*Under Regular Admission, Skills Appraisal is only applicable to applicants under category 1.A.

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

TECHNOLOGY INTEGRATED PROGRAM (TIP)

This program requires that students carry and use a computer notebook for most classes. For information on the laptop hardware and software requirements, please visit www.MacEwan.ca/tip.

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

All courses completed for the Management Studies, Professional Golf Management Major diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit at the University of Lethbridge. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

This program is accredited by the Canadian Professional Golfers'

Association (CPGA). The completion of this diploma and the completion of the one-year Professional Golf Management Certificate of Achievement form a three-year package that meets the CPGA's education and accreditation process. The CPGA has also accredited the MacEwan course, Rules of Golf (PGMT 121), 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 have 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

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

Math: Applicants must successfully complete the math portion OR must complete any developmental course work 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 two letters of reference. The letters must demonstrate career intent and knowledge of the golf 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		CR.
ENGL 111	Communications	3
MCSP 131	Business Computing	3
MGMT 121	Principles of Management	3
MGMT 131	Marketing	3
PGMT 111	Golf as a Profession	1

TERM II

ACCT 111	Financial Accounting I	3
MGMT 122	Organizational Behaviour	3
MGMT 231	Sales	3
PGMT 121	Rules of Golf	2
PGMT 151	Backshop and Practice Facility Operations	1
	Business Option or Elective	3

TERM III

PGMT 171	Professional Golf Management Practicum I	2
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YEAR II

TERM IV

GOMT 241	Golf Course Maintenance	2
HRMT 200	Management of Human Resources	3
ACCT 218	Management Accounting I	3
MGMT 115	Financial Statement Analysis	1
PGMT 211	History and Current Practice of Golf	2
PGMT 251	Booking Systems, Programs and Leagues	1
	Business Option or Elective	3

TERM V

GOMT 121	Food and Beverage Operations I	2
MGMT 223	Supervision	3
MGMT 243	Business Policy	3
PGMT 252	Tournament Organization	1
PGMT 253	Golf Equipment and Golf Car Fleet Management	2
	Business Option or Elective	3

TERM VI

PGMT 271	Professional Golf Management Practicum II	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 7 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 business diploma, 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 proshop manager.

TRANSFERABILITY

This certificate program is accredited by the Canadian Professional Golfers' Association (CPGA). The completion of this certificate and the completion of the Management Studies, Professional Golf Management Major diploma form a three-year package that meets the CPGA's education and accreditation process.

The CPGA has also accredited the following MacEwan courses towards meeting the CPGA class "A" requirements: Golf Equipment Repair (PGCT 351) and Club Fitting (PGCT 352). The CPGA has accredited First Aid (PGCT 353) towards the seminar hours required for certification.

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, or a business diploma or degree.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 golfing 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		CR.
PGCT 341	Golf Course Design	3
PGCT 351	Golf Equipment Repair	1
PGCT 361	Player Development	3
PGCT 362	Sports Psychology	3
MCSP 164	Golf Applications	3
PHSD 301	Scientific Analysis of the Golf Swing	3
TERM II		
PGCT 331	Setting up a Golf Operation and CPGA By-Laws	2
PGCT 352	Club Fitting	1
PGCT 353	First Aid	1
PGCT 363	Instructional Skills Seminar	2
GOMT 211	Working with Boards and Committees	1
GOMT 221	Food and Beverage Operations II	2
MGMT 132	Retail Merchandising	3
TERM III		
PGCT 371	Professional Golf Practicum	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 (Alberta), CMA
Chair

Joan Patrick, BEd, MEd, PhD (Alberta)
Curriculum Coordinator, Management Studies

Janine Loewan, Cert. Office Assistant (MacEwan), Dip. Management Studies (with distinction)(MacEwan), CACE, BAdmin (Athabasca)(with distinction)
Program Advisor

Leanna Price
Training Consultant

Paula Stiles, Dip. Acct (SAIT)
Program Advisor

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Instructor

Joanne Boothby, Dip. Chemical Technology (Honours) (NAIT), MBA (Edinburgh), CIM
Instructor

Joanne Christie, Dip. General Administration (MacEwan), BA (Alberta)
Instructor

Kerry Couet, BAdmin, MBA (Athabasca), CNA
Instructor

Bill Dean, BPE, MSc (Toronto), MBA (Alberta)
Instructor

Steve Fanjoy, BBA, BA (Econ) (New Brunswick), CPP
Instructor

Lynne Fisher, BA (Econ)
Instructor

Rob Gawreluck, BEd, MEd, PhD (Alberta)
Instructor

Bob Graves, BComm (Alberta), MBA (Manitoba), PhD (Tennessee)
Instructor

Chris Hancock, BEd (Alberta)
Instructor

Jim Humphries, BEd, BSc, MEd (Alberta), PhD (Arizona)
Instructor

Wally Jaciuk, BSc (Winnipeg), MBA (Dalhousie)
Instructor

Dianne Jackson, BASc (Guelph)
Instructor

Randy Jenne, BEd, MEd (Alberta), CCNA, CCAI
Instructor

Judith Koch, BA, LLB (Alberta)
Instructor

Sylvia Leskiw, BComm (Alberta), MSA (Michigan), FICB, CFP
Instructor

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Instructor

Launa Linaker, BA, MBA (Alberta)
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Darlene Lowe, Dip. Accounting (NAIT), MBA (Athabasca), CMA
Instructor

Karen MacKenzie, BSc (Halifax), MBA (Dalhousie)
Instructor

Ron Markowski, Dip. Business Administration (NAIT), MBA (Athabasca)
Instructor

Sandi Mullane, Dip. Accelerated Accounting (NAIT), CGA
Instructor

Jim Penrod, BSc, BEd, MEd (Saskatchewan)
Instructor

Lisa Pittet
Instructor

Sharon Ramstad, Dip. Advanced Accelerated Accounting (NAIT), Cert. Business Administration Accounting (NAIT), MBA (Athabasca), CMA
Instructor

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Doug Ringrose, Dip. Business Administration (NAIT), BComm (Waterloo), MEd (Alberta), CPA
Instructor

Raina Rudko-Buac, BEd, MEd (Alberta)
Instructor

Ted Sadlowski, BEd, MBA, PhD (Washington)
Instructor

Bill Stinson, Dip. Recreational Leadership (Conestoga), BEd, BEnvStud, MEd (Alberta)
Instructor

Bill Venables, Dip. Accounting (MacEwan), Dip. Microcomputer (MacEwan), BSc (with distinction) (Alberta), PEng, CNE, CCNA, CCAI
Instructor

Maureen Wagner, Dip. Advertising (St. Lawrence), Dip. Public Relations (St. Lawrence), BA (Queens), MEd (Alberta)
Instructor

Golf Management

Alan Riley, BA (Lethbridge), CPGA Master Professional
Curriculum Coordinator, Golf Management

Jodi Campbell, Dip. PGMT/PGCT
Program Advisor

Jacen Bellingham, BSc, CPGA
Instructor

Trevor Goplin, Dip. Business Administration (NAIT), CPGA
Instructor

Timothy Hatfield, Dip. Turf Grass Management (Fairview)
Instructor

Greg Kincade, CPGA
Instructor

Greg McGarry, BComm (Halifax), CPGA
Instructor

Bill Newbigging, Dip. Golf Operations Management (MacEwan), Dip. Business Administration, Cert. Electronic Engineering Technology (Algonquin), CPGA
Instructor

Mike Pino, CPGA
Instructor

Ralph Pollock, BA (Waterloo)
Instructor

Lisa Rogerson, BPE, MPE (Manitoba)
Instructor

Bernie Van Dyke, BComm (Alberta), CPM
Instructor

Bob Weatherby, PCS
Instructor

Harry Zuzak, BSc (Saskatchewan)
Instructor

Insurance and Risk Management

Teresa Costouros, MBA (Edinburgh), FCIP, CRM
Chair/Curriculum Coordinator/Instructor

Karen Portas
Instructional Assistant

Kimberly Tavares, CTC
Program Advisor

Chuck Lee, BSc (Brigham Young), MA (California), 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 practice 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 toward 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 have 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

MATURE ADMISSION

To be evaluated through the Office of the Registrar

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

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 grade of C- on each course.

Applicants are required to complete a two to three page (typewritten) career investigation report.

Conditionally accepted applicants are required to submit the following:

- Current, clear Security Clearance before the start of the first term.
- Immunization Record form meeting provincial regulations for health care workers prior to Clinical Practice III.

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.

TRANSFERABILITY

All courses completed for the Occupational Health Nursing certificate are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed certificate in this program may receive up to 22 credits of transfer credit at Athabasca University. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

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 qualifications and eligibility for registration in Alberta.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete 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 – may be offered only to an applicant who has been offered admission to the Program in one of the above admission categories. The offer of admission is provisional based on completion of specified conditions 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

	*MIN CR. GR.	
OCCH 300 Introduction to Occupational Health Nursing	3	C-
OCCH 301 Occupational Environments	4	C-
OCCH 302 Occupational Health Screening	4	C-
OCCH 303 Field Visits in Occupational Health	2	C-
OCCH 304 Occupational Health Program Development	3	C-
OCCH 305 Managed Rehabilitation	3	C-
OCCH 306 Trends and Issues in Occupational Health	3	C-
OCCH 307 Occupational Toxicology	3	C-
OCCH 308 Health Surveillance in the Workplace	3	C-
OCCH 309 Field Project in Occupational Health	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.

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Must be actively registered as a Registered Nurse in Canada or licensed as a nurse in another country with qualifications and eligibility for registration in Alberta.

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).

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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.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

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

1. ELA 30-1 or ELA 30-2
2. Social Studies 30 or 33
3. One Group B or D course
4. 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 offices 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.

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 planner, customs and immigration officer, border services officer, insurance investigator, public security peace officer, municipal bylaw enforcement officer, animal control officer, and special constables.

TRANSFERABILITY

All courses completed for the Police and Security, Investigations and Security Management Studies diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma may receive up to 60 credits of transfer credit at Athabasca University, up to 30 credits to the Faculty of Arts at the University of Alberta and are eligible for admission to Year II of the Bachelor of Applied Justice Studies at Mount Royal College. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 have an Alberta high school diploma (or equivalent).

MATURE ADMISSION

To be evaluated through the Office of the Registrar

Applicants must be 18 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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

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 MAJOR

PROGRAM OF STUDY

YEAR I

TERM I		CR.	*MIN GR.
ENGL 111	Communications	3	
PSYC 104	Introductory Psychology	3	
OR			
PSYC 100	Applied Introductory Psychology	3	
PSSC 121	Law and the Administration of Justice	3	
PSSC 132	Security Law	3	
PSSC 151	Security Programs and Risk Management	3	
TERM II			
ENGL 211	Business Communications	3	
PSSC 133	Legal Evidence in Security Investigations	3	
PSSC 141	Interpersonal Skills	3	
PSSC 252	Security Investigations I	3	
SOCI 100	Introductory Sociology	3	C-

YEAR II

TERM III		CR.	*MIN GR.
PSSC 152	Loss Prevention Program Management	3	
PSSC 212	Abnormal Behaviour and Crime	3	
PSSC 242	Leadership Skills	3	
PSSC 262	Integration Seminar	1	
PSSC 272	Field Placement	4	
SOCI 225	Criminology	3	C-
TERM IV			
PSSC 253	Security Investigations II	3	
PSSC 263	Integration Seminar	1	
PSSC 273	Field Placement	4	
PSSC 293	Emergency Management	3	
SOCI 321	Youth, Crime and Society	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.

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. The specific security clearance requirements as set out in the admission process.

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. A minimum of 18 credits must be completed through MacEwan.

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

All courses completed for the Police and Security, Police Studies diploma are credit courses and may be transferable individually toward further study at other Albert institutions. Students presenting a completed diploma may receive up to 60 credits of transfer credit at Athabasca University, up to 30 credits to the Faculty of Arts at the University of Alberta and are eligible for admission to Year II of the Bachelor of Applied Studies at Mount Royal College. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar
Applicants must have an Alberta high school diploma (or equivalent) or GED diploma.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully

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.

TRANSFERABILITY

All courses completed for the Post-Basic Nursing Practice certificate are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 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 meet 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

		*MIN CR. GR.	
NURS 475	Life Decisions and Moral Dilemmas	2	C-
NURS 476	Cordinating Care Delivery Resources	2	C-
NURS 477	Advanced Therapeutic Relations	3	C-
NURS 478	Field Project: Post Basic Nursing Practice	1	C-
NURS 480	Conceptualizing Gerontological Nursing Practice	2	C-
OR			
NURS 483	Conceptualizing Hospice Palliative Care	2	C-
Option Courses			
Choose a minimum of 2 from the following:			
NURS 481	Responding to the Older Adult's Health Status	4	C-
NURS 482	Dementia Care in the Elderly	4	C-
NURS 484	Pain Assessment and Management	4	C-
NURS 485	Palliative Symptoms and Complications	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

PROGRAM REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Have a current immunization record meeting provincial regulations for health care workers, and
2. Must be actively registered as a Registered Nurse in Canada or licensed as a nurse in another country with qualifications and eligibility for registration in Alberta.

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

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Chair/Instructor

Bonnie Laundhart, RN, MN
Instructor

Jacque Peden, RN, MN
Instructor

Meredith Wild, RN, MN
Instructor

FOR FURTHER INFORMATION

Post-Basic Nursing Practice: Hospice Palliative Care and Gerontology
780-497-5727
Toll-free: 1-800-661-6878
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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 the Centennial Centre for Mental Health and Brain Injury in 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, with no course grade lower than 50 per cent, in the following high school courses:

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 have been 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. 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 course work 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.

Note:

- 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

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

9 – 24 POST-SECONDARY CREDITS:

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

Applicants with an AGPA below 2.0 on the 4.0 scale and 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 meet 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 accepted as 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 form indicating acceptable physical and mental 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 form 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 Standard First Aid Certification completed by the beginning of the intake term.
- Current clear Security Clearance by the academic document deadline.

*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 the Program in one of the above admission categories. The offer of admission is provisional, based on completion of specified conditions 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

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).

GRADUATION GRADE POINT AVERAGE

2.0 or higher.

PROGRAM OF STUDY

YEAR I

TERM I		*MIN CR. GR.
HLSC 120	Human Anatomy	3 C-
HLSC 126	Human Physiology I	3 C-
HLST 152	Foundations in Health	3 C-
HLST 154	Professional Communication	3 C-
NURS 150	The Discipline of Psychiatric Nursing	3 C-
PSYC 104	Introductory Psychology	3 C-

TERM II

HLSC 128	Human Physiology II	3 C-
HLSC 124	Microbiology for Health Professionals	3 C-
NURS 175	Nursing Practice Foundations	5 C-
PSYC 105	Individual and Social Behaviour	3 C-
ENGL 108	Introduction to Language and Literature	3 C-

TERM III

PNRS 155	Concepts in Mental Health Nursing I	4 C-
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YEAR II

TERM IV

HLSC 220	Pharmacotherapeutics for Health Professionals	3 C-
HLSC 222	Alterations in Health Across the Lifespan	3 C-
HLST 300	Teaching and Learning in Health Care	3 C-
NURS 252	Health Assessment Across the Lifespan	4 C-
NURS 270	Nursing Care Across the Lifespan	4 C-
PNRS 254	Concepts in Mental Health Nursing II	3 C-

TERM V

NURS 275	Nursing Practice I Across the Lifespan	5 C-
NURS 277	Nursing Practice II Across the Lifespan	5 C-
PNRS 255	Psychiatric Nursing Practice Across the Lifespan	5 C-

TERM VI

PNRS 259	Psychiatric Nursing Practice in Community Mental Health	5 C-
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YEAR III

TERM VII

PNRS 354	Concepts in Mental Health Nursing III	3 C-
PNRS 355	Clinical Preceptorship	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.

RESIDENCY REQUIREMENT

A minimum of 45 credits towards the credential for this program shall consist of courses completed through Grant MacEwan College.

COURSE REPEAT POLICY

Refer to Policy C1035

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of C- is required for all program courses.

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.

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 graduation (refer to Policy C2075).

PROGRAM REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Full Hepatitis B series by six months from the program start date.
2. Have a current health record indicating acceptable physical and mental health status to meet the requirements of clinical agencies with regards to patient safety
3. Have a current immunization record meeting provincial regulations for health care workers, and
4. The specific security clearance requirements as set out in the admission process.

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 professional 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 mentally, 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 and safety standards 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.

Basic Life Support Certification

A current Health Care Provider Level C Basic Life Support (BLS) certificate approved by the Heart and Stroke Foundation is required prior to the start of all clinical courses. BLS 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 counselor to review their career choices and expectations, if their behaviors 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.

FACULTY AND STAFF

Marian Anderson, RN, BScN, MEd

(Alberta)

Chair

INSTRUCTORS

Harrison Applin, RN, BScN, MEd, PhD,
Nursing (Alberta)

Jennifer Bishop, Dip. Psychiatric Nursing,
RN, BScN (Alberta)

Audrey Guthrie, RN, BScN, MHSA
(Alberta)

Mary Haase, RPN, RN, BScN, PhD Nursing
(Alberta)

Cathy Harlan, RN, CPMHN(c), BScN,
MSc, Marital & Family Therapy (Loma
Linda)

Marilyn Hoffman, RPN, RN, BScN, MEd
(Alberta)

Karen Holubetz, RN, BScN (Alberta)

Ann Keane, RN, BScN (Alberta)

Bev Kenney, Dip. Ed, MSc (McGill)

Ken Kustiak, RPN, RN, BScN (Alberta)

Robert Lockhart, RPN, RN, BScN, MA
(Royal Roads)

Carol-Anne Middleton, RN, BScN
(Alberta)

Raj Narnaware, MSc, PhD (Bath, UK)

Susan Palmer, RN, BScN, MEd (Phoenix)

Brian Parker, RPN, RN, BScN (Alberta)

Cassandra Puzianowski, RPN, MSc Health
Promotion (Alberta)

Cheryl Ramage-Schultz, RN, BA, BScN
(Alberta)

Paul Ramalingam, PhD Cell Biology
(Notre Dame)

Pat Roddick, RN, BScN, MSHA (Michigan)

Binthi Samuel, PhD Radiation Biology
(Rajasthan, India)

Heather Scarlett-Ferguson, BSP, MDE
(Athabasca)

Lynne Theriault, RPN, RN, BScN, MHSA
(Central Michigan)

Melissa Watkins, RN, BN, Post-Grad Dip.
Mental Health/Psych. Nursing (South
Australia)

STAFF

Marlene Herbach

Project Assistant (Ponoka Campus)

Violet McKinney

Secretary (Edmonton)

Michelle Tripe'de'Roche, BA

Program Advisor

FOR FURTHER INFORMATION

Psychiatric Nursing

780-497-5700 or 780-497-4247

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, nation-wide 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

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 have a minimum of 30 post-secondary credits, including a post-secondary English course.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 pass the program's English Entrance Exam with a minimum grade of 70 per cent.

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		CR.
PREL 230	Public Relations Fundamentals and Practice	3
PREL 231	Writing and Editing	3
PREL 233	Media Relations and Mass Media	3
PREL 234	Digital Publishing I	3
PREL 243	Events Management	2
TERM IV		
PREL 240	Integrated Marketing Communications and Advertising	3
PREL 241	Advanced Writing	3
PREL 242	Internal Communications and Organizational Dynamics	3
PREL 244	Digital Publishing II	3
PREL 245	Communications Research and Planning	3
TERM V		
PREL 250	Professional Practicum	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, Bcomm, MBA (Windsor)
Chair

Barbara Martin, BA Psychology (Alberta)
Instructional Assistant

Murray Page, BA Journalism/Marketing (Minnesota)
Instructor

FOR FURTHER INFORMATION

Public Relations
780-497-5389
E-mail: prprogram@macewan.ca

Applicable to all admission categories

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

Applicants must complete the Skills Appraisal only if they **do not** present ELA 30-1 with a minimum grade of 65 per cent or ENGL 111 with a minimum grade of C-.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 101 OR must complete any developmental course work with a minimum grade of C- and ENGL 111 with a minimum grade of C-.

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

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.

3. Other Admission Criteria

To be evaluated through the Program office

Applicable to all admission categories

Applicants are required to complete the following:

- A minimum of 70 hours of relevant volunteer/work experience within the last two years
- Submission of personal/professional profile and resume
- Submission of three reference letters, two general and one from volunteer or work experience.

Applicants who have completed course work within a human services or health care program within the past five years must provide a letter of reference from the chair of that program.

Conditionally accepted applicants are required to submit a current, clear Security Clearance and a current, clear (no fault) Child Welfare Check 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		*MIN CR. GR.
SOWK 101	Social Work Philosophy	3 C-
SOWK 102	Introduction to Social Work Practice	3 C-
SOWK 105	Field Placement	4
ENGL 101	Critical Reading and Writing	3
PSYC 104	Introductory Psychology	3
SOCI 100	Introductory Sociology	3

TERM II

SOWK 110	Social Work Practice Methods I	3 C-
SOWK 111	Family Processes and Intimacy	3
SOWK 112	Social Work with Children and Adolescents	3
SOWK 115	Field Placement	4
ANTH 110	Gender, Age and Culture	3
ENGL 101	Critical Reading and Writing (cont'd)	3

YEAR II

TERM III

SOWK 201	Group Work	3 C-
SOWK 202	Social Work Practice Methods II	3 C-
SOWK 204	Social Policy and Structural Practice	3
SOWK 205	Field Placement	4
POLS 101	Introduction to Politics and Government	3
	UT/Arts & Science Elective	3

TERM IV

SOWK 203	Mental Health Intervention	3
SOWK 210	Community Practice Methods III	3
SOWK 211	Social Work Practice Methods IV	3
SOWK 215	Field Placement	4
	UT/Arts & Science Elective	3
	UT/Arts & Science Elective	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.

PROGRAM REQUIREMENT

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. The specific security clearance requirements as set out in the

admission process.

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

David Hannis, MSW (Leeds, UK), MEd (Alberta), RSW
Chair/Instructor

Sandra Alton, MSW (Toronto), RSW
Instructor/Field Placement Coordinator/ Evening Program Coordinator

Penney Hartsen, MSW (Wilfrid Laurier), RSW
Instructor

Alan Knowles, PhD Education (Alberta), RSW
Instructor/Field Placement Coordinator

Duane Massing, PhD Education (Alberta), RSW
Instructor

Cathy Mayhew, MSW (British Columbia), RSW
Instructor/Field Placement Coordinator

Shirley Piedt, MSW (British Columbia), RSW
Instructor/Field Placement Coordinator

Kathaleen Quinn, MSW (Wilfrid Laurier), RSW
Instructor/Field Placement Coordinator

Lori Sigurdson, MSW (Alberta), RSW
Instructor

Maria Smyth, MSW (Carleton), RSW
Instructor/Field Placement Coordinator

Peter Vogels, PhD Education (Alberta), RSW
Instructor/Field Placement Coordinator

Marianne Wright, MA(SW) (Calgary), RSW
Instructor/Field Placement Coordinator

Lynne Baker, BSc (Manitoba)
Evening Program Consultant

Marie Buoy
Program Secretary

Sharon Ludbrook
Day Program Consultant

FOR FURTHER INFORMATION

Social Work
Day program: 780-497-5566
Evening program: 780-497-5099

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 within educational settings. The implementation of inclusive educational policies for students with special needs has created a strong demand for trained educational assistants. The 10-month certificate program provides a solid foundation of theoretical knowledge combined with practical strategies to support classroom instructional, behavioural, and social learning of students with exceptionalities.

CAREER POTENTIAL

Educational assistants are employed as valuable members of educational teams in a variety of educational settings including: pre-school early intervention programs, kindergarten through grade 12, as well as in post-secondary programs. The demand for program graduates in the field continues to be 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 transfer credit 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 are eligible to transfer to the second year of the MacEwan Speech Language Pathologist Assistant, Child and Youth Care, or Disability Studies diploma programs after successful completion of bridging courses.

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 have 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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

TERM I		CR.
ENGL 111	Communications	3
TAST 101	Child and Adolescent Development	3
TAST 103	Language Learning and Math Across the Curriculum	3
TAST 107	Working with Students with Exceptionalities - Level I	3
TAST 108	Technology Applications in Education	3
TERM II		
TAST 100	Role and Responsibilities of the Educational Assistant	2
TAST 102	Effectively Managing Student Behaviour in Educational Settings	3
TAST 105	Effective Interpersonal Communication	2
TAST 117	Working with Students with Exceptionalities - Level II	3
TAST 118	Computers in Education and Assistive Technology	3
TAST 109	Practicum I	1
TAST 110	Integration Seminar I	1
TERM III		
TAST 114	Specialized Skills and Practice	2
TAST 119	Practicum II	2
TAST 120	Integration Seminar II	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

Kathleen Murphy

Program Secretary

Margaret Simmons

Outreach Program Consultant

INSTRUCTORS

Kim Froese, BEd (Lethbridge)

Beatrice Gursky, MEd (Alberta)

Bill Hanson

Faye Hood, MEd (Alberta)

Merle Kennedy, PhD (Alberta)

Kathy Kiss, MEd (Alberta)

Sue Kowton, BSc (Alberta), SLP

Theresa Pond, MEd (Seattle Pacific)

Janie Scheidl, MEd (Alberta)

Linda Schnell, EdD (Alberta)

Tim Weinkauff, MEd (Alberta)

FOR FURTHER INFORMATION

Special Needs Educational Assistant

Program

SNEA@MacEwan.ca

780-497-5156

THEATRE ARTS

(Centre for the Arts and Communications)

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.

TRANSFERABILITY

All courses completed for the Theatre Arts diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students interested in transferring a completed diploma are advised to consult both the receiving institution regarding transfer policies and the MacEwan Theatre Arts program regarding coursework and audition preparation. Like the Theatre Arts program at MacEwan, other institutions typically base transfer on both the application of creative skills as demonstrated in an entrance audition and on an assessment of course content.

Students presenting a completed diploma in this program may be eligible to receive up to 30 credits of transfer credit to the Faculty of Arts at the University of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) 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. 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of C-.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 audition. 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 and pass a subsequent music theory and ear training exam prior to 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		CR.
THAR 101	Acting Skills I	3
THAR 102	Vocal Music I	1
THAR 103	Introduction to Theatre	3
THAR 110	Dance Skills I	3
THAR 120	Music Theory for Music Theatre I	2
THAR 130	Ear Training for Music Theatre I	3
ENGL 101	Critical Reading and Writing	3
OR		
ENGL 111	Communications	3

TERM II

THAR 109	Performer's Lab	3
THAR 115	Voice for the Stage	1
THAR 121	Music Theory for Music Theatre II	2
THAR 131	Ear Training for Music Theatre II	3
THAR 151	Acting Skills II	3
THAR 152	Vocal Music II	1
THAR 153	Play Analysis	3
THAR 160	Dance Skills II	3
ENGL 101	Critical Reading and Writing (cont'd)	3
OR		
	Elective	3

YEAR II

TERM III

THAR 201	Acting Skills III	3
THAR 202	Vocal Music III	1
THAR 206	Performance I	2
THAR 215	Voice and Diction I	1
THAR 250	Dance Skills III	4
	Elective	3

TERM IV

THAR 216	Voice and Diction II	1
THAR 251	Acting Skills IV	3
THAR 252	Vocal Music IV	1
THAR 256	Performance II	2
THAR 260	Dance Skills IV	4
	Elective	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), Dip. Acting (National Theatre School)

Instructor: Acting

Sheril Hart, BEd (Alberta)

Instructor: Voice/Singing

Dave Horak, BFA Acting (Alberta)

Instructor: Movement

Cindy Kerr, Dip. Dance (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, Dip. Music (MacEwan)

Instructor: Music Theory, Ear Training

Jennifer Spencer, Dip. Theatre Arts (MacEwan), Dip. Acting (National Theatre School)

Instructor: Voice for the Stage

Janice Flower, Dip. Music (MacEwan)

Accompanist and Vocal Coach

Alana Broomfield

Secretary

FOR FURTHER INFORMATION

Doreen Piehl

780-497-4393

E-mail: piehld@macewan.ca

THEATRE PRODUCTION

(Centre for the Arts and Communications)

www.MacEwan.ca/production

PROGRAM INTRODUCTION/ 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.

TRANSFERABILITY

All courses completed for the Theatre Production diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students interested in transferring a completed diploma are advised to consult both the receiving institution regarding transfer policies and the MacEwan Theatre Production program regarding coursework and portfolio preparation. Like the Theatre Production program at MacEwan, other institutions typically base transfer on both the application of creative skills as demonstrated in a portfolio presentation and on an assessment of course content.

Students presenting a completed diploma in this program may be eligible to receive up to 30 credits of transfer credit to the Faculty of Arts at the University of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

1. a) Applicants must have an Alberta high school diploma (or equivalent).

OR

- b) 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. 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 have been out of full-time high school at least one year by the beginning of the intake term.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 0089 OR must complete any developmental course work with a minimum grade of D.

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

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

Conditionally 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		CR.
TPPR 102	Drafting and Model Making	2
TPPR 103	Introduction to Technical Theatre	1
TPPR 108	Rigging	1
TPPR 109	Practicum I	3
TPPR 110	Audio I	2
TPPR 111	Footings	5
ENGL 111	Communications	3

TERM II

TPPR 101	Applied Theatre History	3
TPPR 104	Stagecraft I	2
TPPR 105	Lighting I	2
TPPR 106	Set Painting I	2
TPPR 107	Introduction to Costumes	2
TPPR 109	Practicum I (cont'd)	3
	Elective	3

YEAR II

TERM III

TPPR 203	Management	4
TPPR 212	Prop Making I	2
TPPR 239	Practicum II	3
	Elective	3

TERM IV

TPPR 239	Practicum II (cont'd)	3
	Elective	3

In Year II, Terms III and IV, students choose a minimum of 8 credits from the following options:

TPPR 201	Modern Theatre Practices	2
TPPR 202	Model Making	2
TPPR 204	Stagecraft II	2
TPPR 206	Set Painting II	1
TPPR 208	Individual Studies I	1
TPPR 210	Audio II	2
TPPR 215	Lighting II	2
TPPR 218	Individual Studies II	2
TPPR 221	Technical Director	2
TPPR 222	Prop Making II	1
TPPR 228	Individual Studies III	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), Dip. EET (NAIT), Dip. IE (NAIT), CET
Chair

Doreen Piehl, MA (Alberta)
Instructional Assistant

Alana Broomfield
Secretary

Geoff Bacchus, Dip. Theatre Production (MacEwan)
Instructor

James Robert Boudreau, Cert. Theatre, Technical and Production Option (Ryerson)
Instructor

Marian Brant, Dip. Radio and Television Arts (NAIT)
Instructor

Greg Brown
Instructor

Melissa Cuerrier, BFA (Alberta)
Instructor

Anne Gurney, Nat. Dip. Design, Modelling and Sculpture (Epsom & Ewell School of Art)
Instructor

George Griffiths
Instructor

John Madill, BFA (Alberta), Advanced Dip. Commercial Art (Vancouver School of Art), Dip. (4 year) Theatre Design (British Columbia)
Instructor

Wade Staples, Dip. Music Recording (MacEwan), Dip. Music Performance Arts, Dip. 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 graduates of some certificate and diploma programs, and undergraduate degree programs. See Admission Requirements for full details.

CAREER POTENTIAL

SLP Assistants work in early education settings and in schools. 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.

TRANSFERABILITY

All courses completed for the Therapist Assistant, Speech Language Pathologist Assistant Major diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 42 credits of transfer credit Athabasca University and may be considered for entrance into the third year of the Bachelor of Community Rehabilitation degree program at the University of Calgary. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 achieve a minimum overall average of 65 per cent, with no course grade lower than 50 per cent, in the following high school courses:

1. ELA 30-1 or 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 have been 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. Applicants must achieve a minimum overall average of 60 per cent, with no course grade lower than 50 per cent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
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 Admission Grade Point Average (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 course work 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

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

9 – 24 POST-SECONDARY CREDITS:

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

YEAR 2 ADMISSION

To be evaluated through the Office of the Registrar

1. Applicants must have successfully completed one of the following:
 - a) a diploma in an Early Childhood Development Program with a minimum AGPA of 2.0 on a 4.0 scale.

OR

- b) a diploma in a Physical Therapist Assistant, Occupational Therapist Assistant or combined Physical Therapist Assistant/Occupational Therapist Assistant Program with a minimum AGPA of 2.0 on a 4.0 scale.

OR

- c) a diploma in a Rehabilitation Practitioner or Disability Studies: Leadership and Community Program with a minimum AGPA of 2.0 on a 4.0 scale.

OR

- d) a certificate in a Teacher Assistant or Special Needs Educational Assistant Program with a minimum AGPA of 2.0 on a 4.0 scale AND one year of work experience (1500 hrs) as a Teacher Assistant or Special Needs Educational Assistant.

OR

- e) an undergraduate degree with a minimum AGPA of 2.0 on a 4.0 scale that includes:
- ENGL 111 (or equivalent)
 - PSYC 104 and 105 (or equivalent)

and

2. Applicants must have successfully completed THAS 0100 (Speech Language Pathologists Assistant Bridging) with a minimum grade of C.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 submit 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 – may be assigned to an applicant who has been offered admission to the Program in one of the above admission categories. The offer of admission is provisional, based on completion of specified conditions 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.

Speech Language Pathologist Assistant Major

PROGRAM OF STUDY

YEAR I

TERM I			*MIN CR. GR.
PSYC 104	Introductory Psychology	3	C-
TAST 100	Role and Responsibilities of the Educational Assistant	2	C-
THAS 101	Normal Development of Speech, Language and Literacy	3	C-
HLST 101	Interpersonal Skills Development	3	C-
LING 100	Introduction to Human Language	3	

TERM II

ENGL 111	Communications	3	
ECDV 155	Learning Through Play	3	C-
THAS 102	Communication Disorders	4	C-
THAS 115	Lifespan Development	4	C-

YEAR II

TERM III			*MIN CR. GR.
TAST 102	Effectively Managing Student Behaviour in Educational Settings	3	C-
THAS 201	Therapeutic Interventions I: Articulation and Phonology	5	C-
THAS 202	Therapeutic Interventions II: Introduction to Clinical Role and Skills	3	C-
THAS 203	Field Placement I	5	
TERM IV			
THAS 213	Therapeutic Interventions III: Language	5	C-
THAS 214	Therapeutic Interventions IV: Special Populations	4	C-
THAS 215	Field Placement II	5	
THAS 216	Sign Language	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.

PROGRAM REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. A current immunization record as outlined by the program, and
2. The specific security clearance requirements as set out in the admission process.

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. 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, schools 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.

TRANSFERABILITY

All courses completed for the Therapist Assistant, Physical Therapist Assistant/Occupational Therapist Assistant Major diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may receive up to 60 credits of transfer credit Athabasca University and may be considered for entrance into the third year of the Bachelor of Community Rehabilitation degree program through the University of Calgary. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 achieve a minimum overall average of 65 per cent, with no course grade lower than 50 per cent, in the following high school courses:

1. ELA 30-1 or 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 have been 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:

1. Biology 30
2. 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 Admission Grade Point Average (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 course work 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

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

9 – 24 POST-SECONDARY CREDITS:

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

FEWER THAN 24 CREDITS:

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

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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 complete the Skills Appraisal only 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 course work with a minimum grade of D.

Reading: Applicants must successfully complete the reading portion OR must complete any developmental course work 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 – may be assigned to an applicant who has been offered admission to the Program in one of the above admission categories. The offer of admission is provisional, based on completion of specified conditions 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.

Physical Therapist Assistant/ Occupational Therapist Assistant Major

PROGRAM OF STUDY

YEAR I

TERM I			*MIN CR. GR.
HLST 101	Interpersonal Skills Development	3	C-
HLSC 104	Applied Human Anatomy	3	C-
HLSC 105	Applied Human Physiology	6	C-
THAS 103	Pathology	4	C-

TERM II

ENGL 111	Communications	3	
THAS 115	Lifespan Development	4	C-
THAS 116	Functional Anatomy and Orthopedics	4	C-
THAS 117	Principles and Techniques of Client Contact	3	C-

YEAR II

TERM III

THAS 220	Exercise In Physical Therapy	5	C-
THAS 221	Modalities and Respiratory Interventions in Physical Therapy	4	C-
THAS 222	Occupational Therapy in Mental Health	4	C-
THAS 223	Occupational Therapy in Physical Dysfunction	5	C-

TERM IV

THAS 210	Field Placement I	4	
THAS 211	Field Placement II	4	
THAS 212	Field Placement III	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.

PROGRAM REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Have a current immunization record as outlined by the program, and
2. The specific security clearance requirements as set out in the admission process.

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 (Athabasca),
Chair**

**Joanne Robson,
Program Consultant**

**Shirley Gerrish
Project Assistant**

INSTRUCTORS

Rani Behl, MSc Physical Therapist (Saskatchewan)

Sara Buckingham, MS Speech Language Pathologist (Nova Southeastern)

Jean Cameron, MSLP, Speech Language Pathologist (Alberta), MEd (St. Mary's)

Victoria Cooke, MEd, Teacher (Alberta)

Betty Dean, MEd, Teacher (Alberta)

Jonah Eleweke, PhD (Alberta & Manchester)

Raelene Finlayson, Bed, Teacher (Alberta)

Maureen Gates, MEd, Speech Language Pathologist (Alberta)

Connie Gongos, Dip. ECD (MacEwan)

Jacqui Hunt, Dip. Physical Therapist (Bristol)

Jennifer Johnston, MSc Speech Language Pathologist (Alabama)

Heidi Knupp, MScOT, Occupational Therapist (Alberta)

Sue Kowton, BSc Speech Language Pathologist (Alberta)

Linda Lazaruk, MScOT, Occupational Therapist (Alberta)

Kelly Lucky, MSc Speech Language Pathologist (Alberta)

Jody Marshall, MEd Speech Language Pathologist (Alberta)

Sherry Mengerling, MSc Physical Therapist (Alberta)

Cassie Prochnau, MScOT, Occupational Therapist (Alberta)

Janie Scheidl, MEd, Teacher (Alberta)

Shawna Wooley, MSLP, Speech Language Pathologist (Alberta)

FOR FURTHER INFORMATION

Therapist Assistant Program
780-497-5098

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 pre-requisites. 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 toward students who are seeking high-level careers as accountants. Successful students are self-motivated and possess strong oral and written communication skills. Critical thinking and problem solving skills are essential, as is the ability to work in a team environment. Students must have the ability to synthesize and analyze information and be comfortable in a technology-enhanced environment.

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

All courses completed for the Bachelor of Applied Business Administration—Accounting degree are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course and applied degree transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Individual courses are also transferable to the professional certification programs offered by the Certified Management Accountants of Alberta (CMA), the Certified General Accountants of Alberta (CGA) and the Institute of Chartered Accountants of Alberta (CA).

Students presenting a completed applied degree in this program are eligible to apply to the Master of Business Administration in Community Economic Development at the University College of Cape Breton.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

Applicants must have 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:

- Financial Accounting IV
- Management Accounting III
- Marketing
- Accounting Information Systems
- Tax
- 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 meet 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

	CR.
ACCT 350 Audit	3
ACCT 351 Advanced Financial Accounting	3
ACCT 352 Issues in Global Accounting Practice	3
ACCT 358 Advanced Management Accounting	3
ACCT 395 Advanced Finance and Treasury Management	3

TERM VI

ACCT 391 Accounting Theory Elective	3
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Choose three from the following options:

ACCT 370 Directed Field Study Seminar I	3
ACCT 379 Directed Field Study Seminar II	3
ACCT 388 Operations Management	3
ACCT 390 Advanced Audit	3
ACCT 392 Taxation II	3
ACCT 394 Management Information Systems	3

YEAR IV**TERM IV**

ACCT 371 Directed Field Study I	3
ACCT 372 Directed Field Study II	3
ACCT 373 Directed Field Study III	3
ACCT 374 Directed Field Study IV	3
ACCT 375 Directed Field Study V	3

TERM VIII

ACCT 353 Leadership and Ethics	3
ACCT 376 Directed Field Study VI	3
ACCT 377 Directed Field Study VII	3
ACCT 378 Directed Field Study VIII	3
ACCT 398 Strategic Management	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 6 years to complete all graduation requirements to be eligible for a credential (refer to Policy C2075).

FACULTY AND STAFF

Dolores Peterson, MBA (Alberta), CMA
Chair

Darlene Lowe, Dip. Accounting (NAIT), MBA (Athabasca), CMA
Curriculum Coordinator

Cori Foged, CACE, BA (Alberta)
Program Advisor

W. Les Barnhouse, CMA
Instructor

Jane Causgrove-Reinhart, Bcomm, MBA (Alberta), CGA
Instructor

Barry Dwornik, Dip. Administration Management (NAIT), BComm (Alberta), CA
Instructor

Kathy Engel, Dip. Accounting (Honours) (NAIT), Executive MBA (Lethbridge)
Instructor

Cenap Ilter, BA, MA, PhD (Istanbul), CPA
Instructor

Leanne McGeachy, Bcomm, MBA (Calgary)
Instructor

Odette Pinto, MBA (Alberta), CGA
Instructor

Marvin Soderberg, Bcomm, MSc (Saskatchewan), CMA
Instructor

Lynn Sugden, Bcomm, MBA (Washington), FCMA
Instructor

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 and
Communications)*

*(MacEwan School of
Communications)*

www.MacEwan.ca/prowrite

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 and 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.

TRANSFERABILITY

All courses completed for the Bachelor of Applied Communications in Professional Writing degree are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma from this program are eligible to receive up to 60 credits of transfer credit at Athabasca University. Students presenting a completed applied degree from this program are eligible to receive up to 72 credits of transfer credit at Athabasca University. For current, detailed information on individual course, diploma and applied degree transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 have 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. Language (other than English) at the 30-level OR Pure Mathematics 30 OR One Group A, B or C course
3. One Group A or B course
4. One Group C course
5. One Group A or C course (or Group B if it was not used in #3 above).

Notes:

- A maximum of two Group B courses from different disciplines can be used.
- 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 Admissions 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 have been 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine of post-secondary credits, AGPA 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 regardless of grade achieved.

Applicants with an AGPA below 2.0 on the 4.0 scale and 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 meet 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 published or unpublished writing samples, between 250 and 500 words each, to be graded. A minimum grade of 65 per cent is required. 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.
- **Aptitude and Proficiency Test** – Applicants must achieve with a minimum grade of 65 per cent on this written 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.

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		CR.
PROW 100	Foundations of Composition	3
PROW 115	Research Skills for Writers	3
PROW 117	Mac Skills for Writers	3
ENGL 101	Critical Reading and Writing Elective*	3

TERM II

PROW 102	Distilled Prose: Writing Very Short Non-Fiction	3
PROW 135	Proofreading and Copyediting	3
ENGL 101	Critical Reading and Writing (cont'd) Elective*	3

Choose one of the following options:

PROW 104	Introductory Rhetoric	3
PROW 118	Computer Research for Writers	3
PROW 224	Introducing Technical Writing	3

YEAR II**TERM III**

PROW 200	Advanced Composition	3
PROW 202	Professional Prose Elective*	3

Choose two of the following options: (6 credits required):

PROW 205	Legal Issues for Writers	3
PROW 226	Technical Writing II – Writing about Computers	3
PROW 235	Applied Editing	3
PROW 240	Short Fiction Forms	3

TERM IV

PROW 202	Professional Prose (cont'd)	3
PROW 140	Project Lead Elective*	3

Choose two of the following options: (6 credits required):

PROW 204	Writing for the Ear	3
PROW 206	Applied Rhetoric	3
PROW 228	Technical Writing III – ISO Engineering Specifications	3
PROW 230	Basic HTML for Writers	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 15

TERM VIII

PROW 402 Directed Workplace Learning II 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.

*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), PhD

Candidate (Alberta)

Chair/Instructor

Joyce Nethercote, Dip. Management

Studies (MacEwan), CPP

Outreach Supervisor

Debbie Fenton

Secretary

Timothy Anderson, MA (UBC)

Instructor

Dave Bellous, BA (Alberta)

Instructor

Jason Bodnar, BA (Alberta), LLB (British

Columbia)

Instructor

Barry Boroditsky

Instructor

Elaine Calder, BA (Brigham Young)

Instructor

Hugh Calder

Instructor

Lee Craig, BA (Alberta), BJour (Univ.

King's College)

Instructor

Shelly Decker, Dip. Journalism (MacEwan)

Instructor

Candas Jane Dorsey, MA (UBC)

Instructor

Jannie Edwards, MA (Alberta)

Instructor

H. Sophie Lees, BAppComm (MacEwan),

BA (Alberta)

Instructor

Cheryl Lund, BEd, BA (Alberta)

Instructor

Kathryn MacLean, PhD (Alberta)

Instructor

Doug Mah, BA (Western), LLB (Calgary)

Instructor

Lucille Mazo, MDE (Athabasca)

Instructor

Gigi Meade, BEd (Alberta)

Instructor

Scot Morison, MFA Creative Writing

(British Columbia)

Instructor

Patricia Porter, MBA, MA (Alberta)

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

FOR FURTHER INFORMATION

Bachelor of Applied Communications in

Professional Writing

780-497-5614

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. Applicants hold, or aspire to hold, supervisory or management positions in their field. The 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. The program includes an in depth examination of the leadership role in helping agencies and students will gain the knowledge and skills to work effectively 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.

The directed field studies component 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.

TRANSFERABILITY

All courses completed for the Bachelor of Applied Human Service degree are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Students presenting a completed applied degree in this program or a specific group of courses may be eligible for further study, including graduate degree programs, at Canadian colleges and universities outside of Alberta. For further information about these study options, contact an advisor for this program.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

Applicants must present the following:

1. a) A two year diploma or a degree from a recognized post-secondary institution in a human service or related field with a GPA of 2.0 or better on a 4.0 scale.

OR

- b) A minimum of 60 credits from a recognized post-secondary institution in a human service or related field with a GPA of 2.0 or better on a 4.0 scale.

OR

- c) A two year diploma from a recognized post-secondary institution with a GPA of 2.0 or better on a 4.0 scale and at least 2 years relevant work experience in a human service environment. Administrative responsibility is considered an asset. Applicants are required to submit a resume which includes occupational status and employment history.

AND

2. minimum of C- in ENGL 111 or a minimum of D in 3 credits of University Transfer English.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet 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		CR.
HSAD 300	The Human Service Administrator	3
HSAD 305	Interpersonal Communication Skills for Human Service Administrators	3
HSAD 310	Managing Human Resources in Human Service Agencies	3
HSAD 315	Managing Financial Resources in Human Service Agencies	3
HSAD 320	Trends and Issues in Human Service Administration	3

TERM VI

HSAD 399	Directed Field Study in Human Service Administration I	15
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YEAR IV

TERM VII

HSAD 430	Managing Physical Resources in Human Service Agencies	3
HSAD 435	Managing Change: Planning, Monitoring and Evaluating Human Service Agencies	3
HSAD 440	Research Practices in Human Service	3
HSAD 445	Community-Based Practice in Human Service Agencies	3
	Elective	3

TERM VIII

HSAD 499	Directed Field Study in Human Service Administration II	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.

RESIDENCY REQUIREMENT

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

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).

FACULTY AND STAFF

Tricia Lirette, MEd (Alberta)

Chair

Jennifer Stevenson, Dip. Business Administration (MacEwan)

Program Consultant

INSTRUCTORS

Christopher Hay, MA (Carlton)

Jennifer Kwan, MSc (Alberta)

Kate Kidd, MEd (Alberta)

Dave Ludwick, MBA (Ottawa)

Patricia More-Juzwishin, MBA (Victoria)

Carole Massing, PhD Elementary Education (Alberta)

Philip O'Hara, MSc (Alberta)

Petra Schulz, MEd (Philipps)

Ron Schlegelmilch, MSc (Nebraska)

Nancy Thomas, MEd (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 full-time.

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 toward 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

All courses completed for the Bachelor of Applied International Business and Supply Chain Management degree are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed applied degree from this program are eligible to receive up to 60 credits of transfer credit at Concordia University College of Alberta. For current, detailed information on individual course and applied degree transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Individual courses are also transferable to the professional certification programs offered by the Purchasing Management Association of Canada (PMAC) and the Canadian Institute of Traffic and Transportation (CITT). For current, detailed information on these professional certifications, contact the 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 have 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. 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 and 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 have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have 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 and 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 Admissions Grade Point Average (AGPA*) on a 4.0 scale in at least 24 post-secondary credits can apply under this category. They 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 meet 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		CR.
BUSN 201	Introduction to Canadian Business	3
CMPT 157	Introduction to Computing for Business	3
ECON 101	Introduction to Microeconomics	3
ENGL 111	Communications Arts and Science Elective Seminar	3
		1

TERM II

ASCM 200	Introduction to Logistics and Supply Chain Management	3
ECON 102	Introduction to Macroeconomics	3
LEGL 210	Business Law I	3
MGTS 103	Probability and Statistics I	3
ORGA 201	Introduction to Management Seminar	3
		1

YEAR II

TERM III

ACCT 311	Introductory Accounting	3
ASCM 201	Introduction to Physical Distribution*	3
ASCM 203	Fundamentals of Purchasing*	3
INTB 300	Introduction to International Business	3
MARK 301	Fundamentals of Marketing Seminar	3
		1

TERM IV

ASCM 202	Physical Distribution and Logistics*	3
ASCM 205	Introduction to e-Business	3
ASCM 301	Inventory Management	3
FNCE 301	Introductory Finance	3
MARK 403	International Marketing	3
OR		
FNCE 404	International Finance Seminar	3
		1

YEAR III

TERM V

ACCT 322	Managerial Information and Control Systems	3
ASCM 302	Production and Operations Management	3
ASCM 303	Materials Handling and Warehouse Management	3
ASCM 305	Transportation Management	3
ASCM 307	Principles of Quality Management*	3
	Seminar	1

TERM VI

ASCM 403	Supply Chain Planning and Coordination*	3
ASCM 404	e-Business Execution	3
ASCM 405	Strategic Management	3
ASCM 407	Global Sourcing and Logistics	3
ASCM 408	Business Negotiations and Supplier Management	3
	Seminar	1

YEAR IV

TERM VII

ASCM 400	Practicum I	15
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TERM VIII

ASCM 401	Practicum II	15
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Seminars:

ASCM 211	Business Ethics	1
ASCM 213	Personal Effectiveness	1
ASCM 311	Change Management	1
ASCM 312	Customer Value Management	1
ASCM 313	Effective Leadership	1
ASCM 314	Competitive Intelligence	1
ASCM 315	Independent Project	1
CLTR 101	Intercultural Communications I	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 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

Lynn Sugden, Bcomm (Alberta), MBA (Seattle), CMA, FCMA
Chair/Instructor

Patti Callaghan, BA (Alberta), MA (Quebec), MBA (England)
Program Coordinator/Instructor

Shelly Brownlee, BA (Alberta)
Program Advisor

Mark Arnison, BSc (Mec. Eng.), MBA (Alberta)
Instructor

Kerry Couet, BAdmin, MBA (Athabasca)
Instructor

Kewal Dhariwal, BA, BSc (Middlesex, UK), MEd (Alberta), PhD (Lancaster), ISP
Instructor

Brian Dumsday, BAsC, CMC, PEng
Instructor

Richard Ford, MBA (Alberta) PhD Management Logistics and SCM (Bedfordshire, UK)
Instructor

Mico Kurilic, BSc (Sarajevo), MEng Management, MSc Transportation and Logistics (Belgrade), PhD (Alberta)
Instructor

Ryan Orchard, BComm (Alberta), MASc Management Science (Waterloo)
Instructor

Jim Penrod, BEd, BSc, MEd (Saskatchewan)
Instructor

Derrick Ronayne, CITT, PLog
Instructor

Joong Son, BA (Yonsei), MBA (Texas), PhD (Washington)
Instructor

Joseph Tsui, BAsC, Bcomm, MASc Industrial Engineering (Windsor), PEng
Instructor

Joanna Wozniak, BSc, MSc (Poland)
Instructor

FOR FURTHER INFORMATION

Bachelor of Applied International Business and Supply Chain Management
780-497-5106
E-mail: supplychain@macewan.ca

Bachelor Degrees

BACHELOR OF ARTS
**BACHELOR OF CHILD AND
YOUTH CARE**
BACHELOR OF COMMERCE
**BACHELOR OF SCIENCE IN
NURSING**

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 ARTS

(Faculty of Arts and Science)

www.MacEwan.ca/ba

PROGRAM INTRODUCTION/ OVERVIEW

Grant MacEwan College's Bachelor of Arts degree is designed to provide a liberal arts education that allows students to explore a variety of academic disciplines and acquire a broad knowledge base that will prepare them for employment or future post-secondary studies. The degree is intended to provide students with breadth, depth and diversity in the areas of humanities and social, natural and mathematical sciences. BA students study subjects in a both a major and minor discipline and are required to be familiar with the academic and faculty regulations and procedures as published herein.

GENERAL PROGRAM INFORMATION

The BA degree requires students to complete 120 credits of non-duplicative coursework consisting of 36 credits of core requirements in the following areas: Analytical Studies (six credits), Humanities (six credits), Literacy (12 credits), Sciences (six credits) and Social Sciences (six credits). Students are advised to meet their core requirements in their first and second years of study. In addition, students are also required to complete coursework in a major subject-area (42 credits at the senior level), a minor subject-area (18 credits at the senior level), and options (24 credits).

TRANSFERABILITY

All courses completed for the Bachelor of Arts degree are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Bachelor of Arts students at MacEwan have the option of transferring coursework towards a Bachelor of Arts, BA (Honours), BA (Criminology), Bachelor of Education or Bachelor of Commerce degree at the University of Alberta or another Canadian university.

PROGRAMS OF STUDY

Bachelor of Arts (BA) and Bachelor of Arts (Honours)			
	BA Major	BA Minor	BA Honours
Anthropology	✓	✓	
Business Studies		✓	
Classics		✓	
Economics	✓	✓	
English	✓	✓	✓
History	✓	✓	
Philosophy	✓	✓	
Political Science	✓	✓	
Psychology	✓	✓	✓
Sociology	✓	✓	✓

Most post-secondary institutions allow the transfer of a maximum of 60 credits at the baccalaureate level towards their program requirements. Students should research the program of study and transfer policies at the institution they wish to attend to ensure compliance with admission and graduation requirements.

For additional information on transferring Bachelor of Arts coursework to the University of Alberta or another institution, please refer to the program website at www.macewan.ca/ba or contact a program advisor at 497-5653.

ADMISSION REQUIREMENTS

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

Applicants must present a minimum overall average of 65 per cent in five high school courses or equivalent from the following, with no course grade lower than 50 per cent:

1. English Language Arts (ELA) 30-1
2. Group C course
3. Three subjects from Group A, B or C (A maximum of two Group B subjects can be used; they must be from different subject areas)

Students are strongly encouraged to present a range of courses in order to benefit from the breadth of learning and

to increase the flexibility of their options in the Bachelor of Arts degree.

Notes:

- Pure Math 30 is required for a major in Economics or minor in Business Studies.
- Pure Math 30 is strongly recommended for a major or minor in Psychology, or for an Elementary Education degree.
- 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 English Language Arts (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

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 English Language Arts (ELA) 30-1 or equivalent **OR**
- A minimum grade of C- in six credits of university-level English

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

TRANSFER ADMISSION

Applicants presenting a minimum of 24 credits of successfully completed university transferable course work (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.

*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

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/elp.

2. Other Admission Criteria

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.

IMPORTANT NOTES:

- The Skills Appraisal test **cannot** be used for admission into the BA program at MacEwan.
- Applicants who are not admissible to the Bachelor of Arts program may consider applying to the General Studies program www.MacEwan.ca/generalstudies. Applicants are encouraged to contact a program advisor prior to applying to the General Studies program.
- Some university-level courses have a high school prerequisite that may be in addition to the high school subjects required for admission. It is the responsibility of the student to determine prerequisites for coursework required for degree completion. For more information please contact a BA program advisor.

Bachelor of Arts

PROGRAM OF STUDY

Core		Credits
Analytical Studies	Computing Science, Linguistics, Logic, Mathematics, Statistics	6
Humanities	Classics and/or History or Philosophy	6
Literacy	From the following: <ul style="list-style-type: none"> • Literature in English: <ul style="list-style-type: none"> • Beginning to Present ENGL 100 or • Critical Reading and Writing ENGL 101; • World Literature COMP 100; • Language Other than English (six credits must be in the same language) 	12
Sciences	Astronomy, Biology, Chemistry, Earth and Atmospheric Science, Physics, Psychology (PSYC 104 only)	6
Social Sciences	Anthropology, Economics, Political Science, Psychology, Sociology	6
	Total Core	36
Major	<ul style="list-style-type: none"> • Required courses (21 senior-level credits) • Specialization (21 senior-level credits) 	42
Minor	18 senior-level credits	18
Options	See Degree Regulations: <ul style="list-style-type: none"> • May include additional major or minor coursework to a maximum of six senior-level credits. • With permission, may include a maximum of 15 credits from outside the Faculty of Arts and Science. 	24
Total		120

MAJORS AND MINORS

Program and discipline advisors are available to assist the student to plan a program of study that will meet these degree requirements. Please refer to www.MacEwan.ca/ba for specific course requirements for each major and minor.

ANTHROPOLOGY

Anthropology Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

Required courses = 21 credits as specified below

General requirements = 21 credits chosen from any senior-level 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 Social and Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology
- Qualitative Methods in Anthropology or Archaeological Theory and Practice
- Anthropological Theory or History of Archaeological Theory
- 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 nine 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 Social and Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology

Three credits in:

- Any "Peoples of ... " course

Three credits in:

- 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 six 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 credits)

Three credits in each of the following areas:

- Introduction to Canadian Business
- Introductory Accounting

Six–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 a select group of courses approved by the Faculty of Arts and Science (if required to meet the 18 credit minimum)

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

Note: A maximum of six credits in senior Latin or Greek may be taken towards the Classics minor.

Required courses (18 credits)

Three credits in each of the following areas:

- Greek Civilization
- Roman Civilization

12 credits chosen from senior-level Classics 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 and Political Philosophy
- Formal Reasoning
- 400-level Philosophy course
- Senior Thesis (PHIL 401)

Six credits in:

- History of Philosophy

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 three credits must be completed at the 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-level 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:

- Developmental Psychology
- Personality
- Social Psychology
- Cognitive Psychology

Three credits in two of the following areas:

- 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

Note: 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-level 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)

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)

Three credits in each of the following areas:

- Family
- Gender
- Inequality
- Minority Relations
- Youth

Six credits total from 400-level courses in:

- Family
- Youth
- Diversity

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 REQUIREMENTS

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 six of those credits completed at the 400-level.
- A minimum of six credits in a minor at the senior level with three of those credits completed at the 300- or 400-level.

ACADEMIC STANDING

Students must maintain good academic standing in order to be allowed to continue their studies in the Bachelor of Arts program. Students who have a GPA of 2.0 or higher for the review period will be in good standing.

Students admitted to and enrolled in the Honours program 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.

CANADIAN CONTENT REQUIREMENT

Students must take three credits of Canadian content selected from a list of approved courses to fulfil program graduation requirements. Some courses used to satisfy the degree requirements can also be counted toward the Canadian content requirement. Please refer to www.MacEwan.ca/ba for a list of courses that will meet the Canadian content requirement.

CORE REQUIREMENTS

Courses that satisfy the core requirements are normally taken at the junior level, with the exception of the Language other than English (LOE) requirement. Students are advised to complete their core requirements in the first and second years of their program.

COURSE REPEAT POLICY

Refer to Policy C1035.

DECLARATION OF A MAJOR AND MINOR

Students are required to declare a major and minor by the time they have completed 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 discipline advisors in their major and minor prior to this declaration.

GRADUATION GRADE POINT AVERAGE

Bachelor of Arts

In order to graduate, students must obtain an overall GPA of 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.

Bachelor of Arts Honours

In order to graduate, students must obtain an overall GPA of 3.0 or higher, with a minimum GPA of 3.3 on all courses credited toward the Honours program of study.

HONOURS: OTHER REQUIREMENTS

Students accepted into an Honours program are permitted to take 42 credits designated as other requirements that are made up of topic-related coursework. A minimum of 18 credits of that coursework must be completed outside the Honours discipline of study, and excludes any credits used to satisfy the core requirements. Subject to written approval by the dean of the Faculty of Arts and Science, other requirements may include a maximum of 15 credits from courses offered by a faculty other than Arts and Science.

Note: Non-arts and non-science courses in art history, music and drama offered by the BA degree program for the benefit of its transfer students are considered to be arts and science courses for the purpose of fulfilling option requirements of MacEwan's BA degree.

INTERNATIONAL CONTENT REQUIREMENT

Students must take three credits of international content selected from a list of approved courses to fulfil program graduation requirements. Some courses used to satisfy the degree requirements can also be counted toward the international content requirement. Please refer to www.MacEwan.ca/ba for a list of courses that will meet the international content requirement.

JUNIOR- AND SENIOR-LEVEL COURSES

Courses numbered from 100 to 199 are considered junior level and courses numbered from 200 to 499 are considered senior level.

JUNIOR CREDITS IN ENGLISH

A maximum of nine credits of 100-level English are permitted in the completion of the BA degree.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

To be eligible for a credential, a student who is admitted to this program has 10 years to complete all graduation requirements (refer to Policy C2075).

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 fulfilment of graduation requirements.

MINIMUM PASSING GRADE

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.

MINIMUM TRANSFER GRADE FOR CREDIT

A minimum grade of D 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).

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.

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. Subject to written approval by the dean of the Faculty of Arts and Science, degree options may include a maximum of 15 credits from courses offered by a faculty other than Arts and Science.

Note: Non-arts and non-science courses in art history, music and drama offered by the BA degree program for the benefit of its transfer students are considered to be arts and science courses for the purpose of fulfilling option requirements of MacEwan's BA degree.

PROGRESSION OF STUDIES

Students are responsible for meeting prerequisite and/or co-requisite requirements in their courses.

FACULTY AND STAFF

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Chair

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Program Advisor

Sara Ghebremusse, BA
Program Advisor

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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 at-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

All courses completed for the Bachelor of Child and Youth Care degree are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma from this program are eligible to receive up to 60 credits of transfer credit at Athabasca University. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Students presenting a completed diploma from this program are eligible to apply to Child and Youth Care degree programs at the University of Victoria, Malaspina University College and the University College of the Fraser Valley.

Students presenting a completed Bachelor of Child and Youth Care degree from MacEwan are eligible to apply to the Master of Arts in Child and Youth Care program at the University of Victoria.

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 have been out of full-time high school by the beginning of the intake term and have achieved 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. Social Studies 30
3. One Group A, B or C course
4. One Group A, B, C or D course
5. One Group C course

Notes:

- Specific post-secondary 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 in the same language)

MATURE ADMISSION YEAR 1

To be evaluated through the Office of the Registrar

Applicants must be 20 years of age or older and have been 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

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 have been 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. In addition applicants must have taken CYCW 0100: Bridging into CYC.

OR

- Applicants who have completed the first year of a Child and Youth Care Diploma (or equivalent coursework) with a GPA of 2.0 on the 4.0 scale.

YEAR 3

- Applicants to year three must have successfully completed a diploma in Child and Youth Care. This diploma must include three credits of English and six credits of human development or equivalent (e.g. child development, adolescent development, life span development, developmental psychology).

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 2.0 on the 4.0 scale, and must have successfully completed the following:
 1. A three credit post-secondary English course
 2. Minimum of six credits in a 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 meet 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 a minimum of 40 hours of relevant volunteer or work experience
- one reference letter relating to applicant’s relevant volunteer or work experience
- a personal profile demonstrating an understanding of the role of a child care worker

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.

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

- Current clear Security Clearance OR eligibility to apply for a pardon and no open youth record
- Current Standard First Aid and CPR certification
- Current Immunization record
- Health record verifying acceptable physical and emotional health status and the ability to participate in seasonal activities, both indoor and outdoor

PROGRAM OF STUDY

YEAR I

		CR.
CYCW 100	Adolescent Development	3
CYCW 101	Helping Skills for Youth and Families	3
CYCW 102	Integration Seminar	1
CYCW 103	Field Placement	2
CYCW 104	Activities Programming for Youth	2
CYCW 106	The Child and Youth Care Professional	3
CYCW 107	Child and Youth Care Practice	3
CYCW 108	Special Topics in Child and Youth Care	2
CYCW 110	Integration Seminar	1
CYCW 111	Field Placement	2
CYCW 112	Family Dynamics	2
CYCW 114	Individual Counselling	3
ENGL 111	Communications	3

YEAR II

CYCW 200	Child/Youth Care Methods I	3
CYCW 201	Child and Youth Care Practice in Mental Health	3
CYCW 202	Integration Seminar	1
CYCW 203	Field Placement	4
CYCW 204	Group Counselling	3
CYCW 205	Issues in Family Work	3
CYCW 206	Child/Youth Care Methods II	3
CYCW 207	Integration Seminar	1
CYCW 208	Field Placement	4
CYCW 209	Family Support and Intervention	2
CYCW 211	Development Across the Lifespan	3

YEAR III

CYCW 301	Professional CYC Practice: Theory and Application	6
CYCW 338	Applying Developmental Theory in CYC Practice	6
CYCW 350	Law and Social Services	3
CYCW 360	Abuse and Neglect	3
CYCW 361	Substance Abuse	3
	Baccalaureate level English	3
	Arts and Science Electives	6

YEAR IV

CYCW 410	Advanced Field Placement	6
CYCW 423	Child and Youth Care Research	3
CYCW 425	Quantitative and Qualitative Analysis	3
CYCW 465	Advanced CYC Practice With Groups	3
CYCW 466	Advanced CYC Practice With Families	3
CYCW 474	Advanced CYC Practice With Individuals	3
	Arts and Science Electives	9

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.

PROGRAM REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. Have a current immunization record.
2. have a health record verifying acceptable physical and emotional health status and the ability to participate in seasonal activities, both indoor and outdoor, and
3. The specific security clearance requirements as set out in the admission process.

ACADEMIC RESIDENCY REQUIREMENT

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

ACADEMIC STANDING

Students must maintain good academic standing in order to be allowed to continue their studies in the Bachelor of Child and Youth Care Program. Students who have a GPA of 2.0 or higher for the review period will be in good standing.

COURSE REPEAT POLICY

Refer to Policy C1035.

GRADUATION GRADE POINT AVERAGE

In order to graduate, students must obtain an overall GGPA of 2.0 or higher.

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of D is required for all Bachelor of Child and Youth Care 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.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

To be eligible for a credential, a student who is admitted to this program has 10 years to complete all graduation requirements (refer to Policy C2075).

MINIMUM TRANSFER GRADE FOR CREDIT

A minimum grade of D 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).

FACULTY AND STAFF

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Chair

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Instructor

Charlene Allen, BEd, BA

Program Consultant

FOR FURTHER INFORMATION

Charlene Allen

Program Consultant

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BACHELOR OF COMMERCE

(School of Business)

www.MacEwan.ca/BComm

PROGRAM INTRODUCTION/ OVERVIEW

The MacEwan School of Business offers years three and four towards the completion of a Bachelor of Commerce degree. The Bachelor of Commerce degree focuses on the development of basic business competencies combined with an understanding of globalization and its implications. The program is structured to provide comprehensive preparation for management positions in the for-profit and public sector enterprises, and not-for-profit organizations.

The degree teaches key skills including: ethical business practice, presentations, writing, research, team work, technology, problem analysis and decision making. These skills are integrated across all courses in the program. The program consists of three types of courses: Core, Major and Elective. Core courses develop fundamental skills and abilities in business and management. Upon completion of core courses, you will choose one of two majors offered for Fall 2008 -- International Business or Management. The courses in the majors will help you deepen your knowledge of business within a focal area. The program offers significant room with elective courses, allowing you to broaden your education beyond business and to tailor your degree to your interests.

INTERNATIONAL BUSINESS MAJOR

The International Business major business prepares the student to conduct business in an increasingly globalized environment. Students will learn how to apply concepts from such functional areas as marketing and finance within the global business setting, and will differentiate how international business practice differs from domestic business. Students will also learn how the language, culture and political economy influence the conduct of business in different countries and regions. The focus of the MacEwan program is the Asia Pacific region, but the study of other regions may be possible.

MANAGEMENT MAJOR

The Management major focuses on the management of organizations, providing students with a solid foundation in the fundamentals of business and specialization in key aspects of leadership including team building, conflict resolution, consulting, change management and organizational development. The major is flexible, allowing students to study a range of contexts – local and global industry, the not-for-profit sector, and government. It also has significant opportunity for the student to direct their studies through business and non-business electives.

SUPPLY CHAIN MANAGEMENT MAJOR

The Supply Chain Management major has been approved, but will not be offered in the 2008/2009 academic year. Students interested in supply chain management are advised that the School of Business currently offers a Bachelor of Applied International Business and Supply Chain Management.

CAREER POTENTIAL

As a graduate of the Bachelor of Commerce program, you will have a wide variety of options open to you. You could choose to work in corporations, government, not-for-profit organizations or perhaps start your own businesses. Careers in disciplines such as finance, marketing, accounting, banking, business consulting, management information systems, human resources management, team and organizational development, small business management, international business, operations management, purchasing or logistics are available. Another option open to you is to continue your education by completing a graduate degree such as an MBA or PhD which could lead to an academic or research career.

TRANSFERABILITY

All courses completed for the Bachelor of Commerce degree are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution 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 have 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 course
4. One Group C course
5. One 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, with a minimum grade of 50 per cent or equivalent on high school course work or a minimum grade of C- on equivalent university course work.

MATURE ADMISSION

To be evaluated through the Office of the Registrar

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

TRANSFER ADMISSION I

To be evaluated through the Office of the Registrar

Applicants presenting a minimum of 24 approved university credits or 30 post-secondary credits must have achieved a minimum overall Admissions Grade Point Average (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 course work may be evaluated instead if applicants have achieved at least a C-.)

TRANSFER ADMISSION II

To be evaluated through the Office of the Registrar

Applicants who have completed an approved two year diploma in business or a related discipline who graduated with a program GPA of 3.0 on a 4.0 scale may apply under this category. Applicants who are accepted using these criteria are advised that these criteria meet admission for MacEwan’s program only.

PROBATIONARY ADMISSION

To be evaluated through the Office of the Registrar

This admission category will be used only if the Program is not filled by regular, mature, or transfer applicants. A limited number of probationary admissions may be granted to applicants who present a minimum cumulative post-secondary GPA of less than 2.0 on a 4.0 scale. Applicants admitted within this category 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 and 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 meet 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 5 years will not be considered for admission or re-admission to the program until a minimum 3 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.

PROGRAM OF STUDY

		Credits
Core	Business	39
Core	Non-Business	18
Majors	<ul style="list-style-type: none"> • International Business • Management 	63
Total		120

International Business Major

Business Requirements – 18 credits		
INTB 300	Introduction to International Business	3
INTB 311	Diversity and Intercultural Communication	3
INTB 312	Conducting Business in Asia	3
INTB 412	Managing in an International Environment	3
FNCE 404	International Finance	3
MARK 403	International Marketing	3
Non-Business Requirements - 6 credits		
HIST 281	Asia Since AD 1500	3
POLS 261	Asia Pacific Political Systems	3
Options Requirements – 15 credits		
	International Business course	3
	Language Other Than English	12
Elective Requirements – 24 credits		
	Business Electives	6
	Non-Business Electives	6
	Open Electives	12

Management Major

Business Requirements – 21 credits		
INTB 311	Diversity and Intercultural Communication	3
ORGA 310	Advanced leadership Topics/Issues	3
ORGA 314	Managing Conflict and Negotiation	3
ORGA 330	Managerial Skill Development	3
ORGA 410	Business Consulting	3
ORGA 422	Contemporary Issues in Management	3
ORGA 433	Managing Change	3
Elective Requirements – 42 credits		
	Business Electives	6
	Non-Business Electives	21
	Open Electives	15

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 12 credits in a major with 6 of those credits completed at the 400-level.

ACADEMIC STANDING POLICY

Students must maintain good academic standing in order to be allowed to continue their studies in the Bachelor of Commerce program. Students who have a GPA of 2.0 or higher for the review period will be in good standing.

COURSE REPEAT POLICY

Refer to Policy C1035.

GRADUATION GRADE POINT AVERAGE

In order to graduate, students must obtain an overall GGPA of 2.0 or higher, with a minimum GPA of 2.0 on all courses credited towards a major.

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of D is required for all Bachelor of Commerce program courses.

CORE AND MAJOR REQUIREMENTS

The Bachelor of Commerce program consists of 120 credits. The core program requirements include 57 credits, comprised of 39 business credits and 18 non-business credits. Each major includes 63 credits of specific coursework requirements. Please refer to the Program of Study for specifics.

DECLARATION OF MAJOR

Students are required to declare a Major by the completion of 60 credits. Students are strongly encouraged to consult with a Program Advisor prior to declaration of their major. If students change their major following their declaration, additional coursework may be necessary to fulfill the requirements of the new major.

ELECTIVES AND OPTIONS

The Majors have specific requirements for elective and option credits. These are listed in each major's program of study. The four categories are:

1. Options – a choice of courses from a list specified in the requirements for each major
2. Business Electives – a choice of any baccalaureate level course from the School of Business which is not a required core or major course in the student's chosen major
3. Non-Business Electives – a choice of any baccalaureate level course outside the School of Business which is not a required core or major course in the student's chosen major
4. Open Electives – a choice of any baccalaureate level course which is not a required core or major course in the student's chosen major

INTERNATIONAL CONTENT REQUIREMENT

Students must take at least six credits of international content selected from a list of approved courses. Courses used to fulfill any of the degree requirements can be counted toward the International Content requirement.

MAXIMUM 100 LEVEL COURSES

A maximum of 39 credits at the 100-level are permitted in completion of the Bachelor of Commerce degree. Additional credits at the 100 level will be declared extra to the degree. The required 100 level language credits for students in the International Business major are exempt from this limit.

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, elective or option requirements. An exception exists in the case of the international content requirement.

LENGTH OF TIME TO COMPLETE PROGRAM REQUIREMENTS

To be eligible for a credential, students admitted to the Bachelor of Commerce program have 10 years to complete all graduation requirements. Refer to Policy C2075.

PROGRESSION OF STUDIES

Students are responsible for ensuring they meet the prerequisite and/or co-requisite requirements as noted on all courses that may fulfill Bachelor of Commerce program requirements.

MINIMUM TRANSFER GRADE FOR CREDIT

A minimum grade of D is required on any transfer credit granted for the program. Transfer credit decisions made by the college are final and cannot be appealed. Refer to Policies C2010 and E3103.

FACULTY AND STAFF

Leslie Blyth, Cert. Ed (Nottingham), BEd (Alberta), PhD (Berne), CGA, CA (R), FCIS, P.Adm, ACP
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Co-Chair, Faculty

Mark Arnison, BSc, MBA (Alberta)
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Instructor

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Makarand Gulawani, BSc (Shivaji), MBA, PhD (Prune)
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Jim Humphries, BEd, BSc, M.Ed. (Alberta), PhD (Arizona), CCP, ISP
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Lily Li, BA, MA (Beijing Normal)
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Audrey Lowrie, MA (Glasgow)
Instructor

Ryan Orchard, BComm (Alberta), MASc (Waterloo)
Instructor

Lucenia Ortiz, BSc, MA (Philippines), PhD (Alberta)
Instructor

Dal Pirot, BMgt (Lethbridge), MPAcc (Saskatchewan), CGA
Instructor

Bill Ralston, MBA (Northland), PhD (Union Institute), FCMA, CMA
Instructor

Rhonda Reich, MA (Royal Roads)
Instructor

Jeff Ryan, BSc, MBA (Alberta), P.Eng.
Instructor

Frank Saccucci, BComm, MBA (Windsor)
Instructor

Joong Son, BA (Yonsei), MBA (Texas), PhD (Washington)
Instructor

Kenneth Sutley, BComm (Alberta), MBA, PhD (Chicago), CA
Instructor

William Wei, BA (Hebei Teachers), MA (Brandenburg), MBA (Zurich), PhD (Limerick)
Instructor

Joanna Wozniak, BSc, MSc (Lodz)
Instructor

FOR FURTHER INFORMATION

Bachelor of Commerce Degree Program
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Email: bcomm@macewan.ca

BACHELOR OF SCIENCE IN NURSING

(Faculty of Health and Community Studies)

www.MacEwan.ca/nursing

PROGRAM INTRODUCTION/OVERVIEW

The Bachelor of Science in Nursing (BScN) program comprises 132 credits over four years with two intakes per year (September and January). The curriculum is designed to prepare graduates who have the knowledge and skills to practice in diverse settings and who are committed to excellence. Graduates are eligible to write the Canadian Registered Nurse Examination (CRNE) to become Registered Nurses (RNs).

Throughout the program, students learn about diverse health and illness experiences, attain nursing knowledge and practice skills, and explore nursing roles in a variety of health care contexts. The focus expands from that of the healthy individual in year one to the health and illness experiences of individuals, families, groups, and communities in years two and three. In year four, students further explore society and health care delivery systems and the domains of nursing research, education, and leadership. 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 offers a highly challenging and deeply rewarding career for dedicated individuals. Registered Nurses (RNs) practice within complex, unpredictable, and dynamic settings to promote health and healing with individuals and society. The current shortfall of RNs is expected to increase and the scope of nursing practice is expanding. As a result, there is unprecedented opportunity for baccalaureate nursing graduates to explore a variety of career paths.

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 have 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. 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 have been out of full -time high school at least one year by the beginning of the intake term. Applicants must have 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. 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 course work 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.

Note:

- 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 to meet 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 and 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 meet 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 accepted as 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 form indicating acceptable physical and mental 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 form 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 Standard First Aid Certification completed by the beginning of the intake term.
- Current clear Security Clearance by the academic document deadline.

*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 the Program in one of the above admission categories. The offer of admission is provisional, based on completion of specified conditions 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

YEAR I

TERM I

ENGL 108	Introduction to Language and Literature	3 C-
HLSC 120	Human Anatomy	3 C-
HLSC 126	Human Physiology I	3 C-
HLST 152	Foundations in Health	3 C-
NURS 170	The Discipline of Nursing	4 C-

TERM II

HLSC 128	Human Physiology II	3 C-
HLSC 124	Microbiology for Health Professionals	3 C-
HLST 154	Professional Communication	3 C-
NURS 175	Nursing Practice Foundations	5 C-
PSYC 104	Introductory Psychology	3 C-

TERM III

PSYC 105	Individual and Social Behaviour	3 C-
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YEAR II

TERM I

HLSC 220	Pharmacotherapeutics for Health Professionals	3 C-
HLSC 222	Alterations in Health Across the Lifespan	3 C-
NURS 252	Health Assessment Across the Lifespan	4 C-
NURS 270	Nursing Care Across the Lifespan	4 C-
NURS 272	Mental Health Nursing	3 C-

TERM II

NURS 275	Nursing Practice I Across the Lifespan	5 C-
NURS 277	Nursing Practice II Across the Lifespan	5 C-
NURS 279	Nursing Practice: Mental Health Nursing	5 C-

TERM III

	Baccalaureate level Statistics	3 C-
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YEAR III

TERM I

HLST 354	Healthy Populations	3 C-
NURS 341	Nursing Research Processes	3 C-
NURS 370	Nursing Care of the Acutely Ill Across the Lifespan	4 C-
NURS 372	Nursing Care of Families with Young Children Elective	4 C- 3 C-

TERM II

NURS 375	Nursing Practice: Nursing Care of Acutely Ill Across the Lifespan	5 C-
NURS 377	Nursing Practice: Nursing in the Community	5 C-
NURS 379	Nursing Practice: Nursing Care of Families with Young Children	5 C-

YEAR IV

TERM I

NURS 472	Leadership in Nursing	3 C-
NURS 474	Future Directions in Nursing	3 C-
PHIL 386	Philosophy and Health Care Senior Elective	3 C-
	Senior Nursing Elective	3 C-

TERM II

NURS 479	Nursing Practice: Consolidation	5 C-
NURS 489	Nursing Practice: Preceptorship	9 C-

ACADEMIC RESIDENCY REQUIREMENT

Refer to Policy C1015.

ACADEMIC STANDING POLICY

Refer to Policy C2070.

COURSE REPEAT POLICY

Refer to Policy C1035.

GGPA TO GRADUATE

In order to graduate, students must obtain an overall Graduation Grade Point Average (GGPA) of 2.0 or higher.

MINIMUM GRADE TO GRADUATE PER COURSE

A minimum grade of C- is required for all program courses.

PROGRAM TIME LIMITS

Students have six (6) years from the first day of the term for which they are accepted to complete requirements for a Bachelor of Science in Nursing degree.

ELECTIVE REQUIREMENTS

The Open 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 Open 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 REQUIREMENTS

Students in this program must meet the following standards for the duration of the program or they may be required to withdraw from the program:

1. have full Hepatitis B series by six months from the program start date
2. have a current immunization record meeting provincial regulations for health care workers
3. have a current health record indicating acceptable physical and mental health status to meet the requirements of clinical agencies with regards to patient safety, and
4. The specific security clearance requirements as set out in the admission process and program regulations.

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 mentally, 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.

BASIC LIFE SUPPORT CERTIFICATION

A current Health Care Provider Level C Basic Life Support (BLS) certificate approved by the Heart and Stroke Foundation is required prior to the start of all clinical courses. BLS 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 counselor to review their

career choices and expectations, if their behaviors 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.

FACULTY AND STAFF

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FOR FURTHER INFORMATION

Bachelor of Science in Nursing Program
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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 university transfer courses that may be used towards obtaining 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. MacEwan offers seamless transfer to both these Universities and students may apply to other institutions after only completing their first-year of coursework at MacEwan. For information on MacEwan's Bachelor of Commerce degree program, see page 166. Students may begin their studies in September or January. Students who qualify for admission are invited to contact the Bachelor of Commerce program advisor to discuss possible options.

CAREER POTENTIAL

Graduates who hold a Bachelor's degree in Commerce or Management have a wide variety of options open to them. Careers in disciplines such as finance, marketing, accounting, banking, business consulting, management information systems, human resources management, team and organizational development, small business management, international business, operations management, purchasing or logistics are potential options. Graduates may also choose to work in corporations, government, not-for-profit organizations, start their own businesses or pursue a graduate degree such as an MBA or PhD which could lead to an academic or research career.

TRANSFERABILITY

All courses completed for the Bachelor of Commerce and Management Transfer program are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Bachelors of Commerce and Management transfer students have the option of transferring to the University of Alberta or another Canadian university. Most post-secondary institutions allow the transfer of a maximum of 60 credits at the baccalaureate level towards their program requirements. Business programs at most universities operate under a quota system and accept only a limited number of students each year. Transfer to business faculties is generally on a competitive basis and the GPA required for admission varies between institutions. Students should research the program of study and transfer policies at the institution they wish to attend to ensure compliance with admission and graduation requirements. For additional information on transferring from the Bachelor of Commerce and Management Transfer program and individual coursework to the University of Alberta or another institution, please contact a program advisor.

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 have 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 course
4. One Group C course
5. One 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, with a minimum grade of 50 per cent or equivalent on high school course work or a minimum grade of C- on equivalent university course work.

MATURE ADMISSION

To be evaluated through the Office of the Registrar

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

TRANSFER ADMISSION

To be evaluated through the Office of the Registrar

Applicants presenting a minimum of 24 approved university credits or 30 post-secondary credits must have achieved a minimum overall Admissions Grade Point Average (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 course work 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 be used only if the Program is not filled by regular, mature, or transfer applicants. A limited number of probationary admissions may be granted to applicants who present a minimum cumulative post-secondary GPA of less than 2.0 on a 4.0 scale. Applicants admitted within this category 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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

Applicants with an AGPA below 2.0 on the 4.0 scale and 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 meet 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 1

	CR.
ENGL 101 Critical Reading and Writing	6
ECON 101 Introduction to Microeconomics	3
ECON 102 Introduction to Macroeconomics	3
MATH 113 Elementary Calculus I*	3
MGTS 103 Probability and Statistics I	3
CMPT 157 Introduction to Computing for Business (recom)	3
Elective Courses from Humanities, Sciences, or Social Sciences	9

Students with credit in Math 31 will be enrolled in Math 114 in lieu of Math 113

YEAR II

ACCT 311 Introductory Accounting	3
ACCT 322 Managerial Information and Control Systems	3
BUSN201 Introduction to Canadian Business	3
ECON 281 Intermediate Microeconomic Theory I	3
FNCE 301 Introductory Finance	3
LEGL 210 Business Law I	3
MARK 301 Fundamentals of Marketing	3
MGTS 312 Probability and Statistics II	3
ORGA 201 Introduction to Management	3
Elective Course from Humanities, Sciences, Social Sciences or Business	3

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Co-Chair, Faculty

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Audrey Lowrie, MA (Glasgow)
Instructor

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Instructor

Frank Saccucci, BComm, MBA (Windsor)
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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

Grant MacEwan College offers university-transfer courses toward a Bachelor of Education (BEd) degree at the University of Alberta (U of A) and other Canadian universities and is structured to align primarily with the U of A's BEd degree. Students interested in transferring to an institution other than the U of A may also begin their studies at MacEwan, but are urged to contact a program advisor and consult the admission and degree requirements of their intended program prior to application to the BEd transfer program at MacEwan.

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 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.

ADMISSION REQUIREMENTS

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

Applicants must present a minimum overall average of 65 per cent in five highschool courses or equivalent from the following, with no course grade lower than 50 per cent:

1. English Language Arts (ELA) 30-1
2. Group C course
3. Three subjects from Group A, B or C (A maximum of two Group B subjects can be used; they must be from different subject areas)

Students are strongly encouraged to present a range of courses in order to benefit from the breadth of learning and to increase the flexibility of their options in the Bachelor of Arts degree.

Notes:

- Pure Math 30 is required for a major in Economics or minor in Business Studies.
- Pure Math 30 is strongly recommended for a major or minor in Psychology, or for an Elementary Education degree.
- 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 English Language Arts (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

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 English Language Arts (ELA) 30-1 or equivalent **OR**
- A minimum grade of C- in six credits of university-level English

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

TRANSFER ADMISSION

Applicants presenting a minimum of 24 credits of successfully completed university transferable coursework (as outlined in the Alberta Transfer Guide or similar "By Course" or "By Program" transfer agreement) may be admitted under the Transfer Admission category. These applicants must present a minimum AGPA* of 2.0 on a 4.0 scale and must have completed the five required core courses listed under the Regular Admission category.

*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 breakpoint 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

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/elp.

2. Other Admission Criteria

Applicants who have been assigned two unsatisfactory academic records within the past 5 years will not be considered for admission or re-admission to the program until a minimum 3 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.

Important Notes:

- The Skills Appraisal test cannot be used for admission into the BA program at MacEwan.
- Applicants who are not admissible to the Bachelor of Arts program may consider applying to the General Studies program www.MacEwan.ca/generalstudies. Applicants are encouraged to contact a program advisor prior to applying to the General Studies program.
- Some university-level courses have a high school prerequisite that may be in addition to the high school subjects required for admission. It

is the responsibility of the student to determine prerequisites for coursework required for degree completion. For more information please contact a BA program advisor.

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.

GENERAL PROGRAM INFORMATION

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 BEd transfer program at MacEwan.

One of the requirements for admission to the U of A's BEd program is the completion of a preprofessional year consisting of a minimum of 24 applicable credits. Students may complete up to 60 credits at MacEwan, including the preprofessional year, toward the 120 credits required for graduation purposes. U of A's Education-degree program is divided into two routes: elementary education (Kindergarten to Grade 6) and secondary education (Grade 7 to Grade 12). Some major and minor specializations require transfer before 60 credits have been completed at MacEwan, therefore; students should consult the appropriate planning information for either route. Detailed BEd program planning sheets are available at the BEd transfer program office, room 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 BEd elementary-education route degree are as follows:

- 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
- Education Core I: EDPY 200 and EDFX 200/education option (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)

Note: Students intending to pursue a minor in music should apply to the Faculty of Arts at the University of Alberta for the preprofessional year.

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 BEd transfer program office.

The required 120 credits for a BEd 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)
- Education Core I: EDPY 200 and EDPY 200/education option (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)

Note: Students intending to pursue a major or minor in art or music should apply to the Faculty of Arts at the University of Alberta for the preprofessional year.

TRANSFERABILITY

All courses completed in the Bachelor of Education transfer program are credit courses and may be transferable individually toward further study at other post-secondary institutions. For current, detailed information on individual course transferability, refer to the Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

Students are eligible to apply and be considered for admission to the Faculty of Education at the University of Alberta if they have:

- Successfully completed at least 24 credits applicable to a BEd degree with a minimum GPA of 2.0 (4-point scale).
- Achieved the competitive admission GPA as determined annually by the Faculty of Education;
- Met all other admission criteria (English-language proficiency, including the spoken English Requirement).

The University of Alberta retains the right to impose quota restrictions on any faculty and possession of all the minimum requirements may not guarantee admission to the university.

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 may also transfer to an institution other than the University of Alberta after one or two years of study. Each institution has its own admission and graduation requirements. Students are responsible for familiarizing themselves with the requirements of the institution of their choice. For additional information on transferring from the Bachelor of Education transfer program, please refer to the program website at www.macewan.ca/education or contact a program advisor.

FACULTY AND STAFF

Donna Dorsey, MA

Chair

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Sara Ghebremusse, BA

Program Advisor

Janice Lui, BA

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Program Advisor

Stacy Norrbom, BA

Program Advisor

Tanis Rennie

Program Secretary

Amy Neufeld

Administrative Assistant

Cait Wills, BJour

Program Resource Administrator

For the faculty listing, refer to page 194.

STUDENT FOR A DAY PROGRAM

Contact BEd transfer program office at 780-497-5653

FOR FURTHER INFORMATION

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 toward 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- and second-year required courses for 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.

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

All courses completed within the Bachelor of Physical Education Transfer program are credit courses and may be transferable individually toward further study at other Alberta institutions.

For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

The Bachelor of Physical Education Transfer program is aligned to specifically meet the admission and program requirements at the University of Alberta. Students are eligible to apply and be considered for Year II admission to the Faculty of Physical Education and Recreation at the University of Alberta if they have:

- Successfully completed the five required matriculation subjects (Bachelor of Science in Kinesiology students must see an advisor)
- Successfully completed 24 credits towards Bachelor of Physical Education program with a GPA of at least 2.0 (4-point scale).
- Met all other admission criteria established by the Faculty of Physical Education and Recreation.

Students are eligible to apply and be considered for Year III admission to the Faculty of Physical Education and Recreation at the University of Alberta if they have:

- Successfully completed the five required matriculation subjects
- Successfully completed 48 credits towards Bachelor of Physical Education program with a GPA of at least 2.0 (4-point scale).
- Met all other admission criteria established by the Faculty of Physical Education and Recreation.

The University of Alberta retains the right to impose quota restrictions on any faculty and possession of all the minimum requirements may not guarantee admission to the university.

Students may also transfer to an institution other than the University of Alberta after one or two years of study. Each institution has its own admission and graduation requirements. Students are responsible for familiarizing themselves with the requirements of the institution of their choice. For

additional information on transferring from the Bachelor of Physical Education Transfer program and individual coursework to the University of Alberta or another institution, please contact a program advisor.

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 have 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 with a minimum grade of 60 per cent
2. Biology 30 with a minimum grade of 60 per cent.
3. Two Group A or C courses
4. One Group B or C course 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. For Biology 30 a minimum grade of 60 per cent is required. Alternately, if a post-secondary substitution for Biology 30 is used it must be a course that requires Biology 30 as a pre-requisite.
- d. Applicants who have attempted 9 or more credits of university transfer courses must have a minimum Admissions 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 have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 per cent, in the following high school courses:

1. ELA 30-1 with a minimum grade of 60 per cent
2. Biology 30 with a minimum grade of 60 per cent

Note:

- a. Applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions. For Biology 30 a minimum grade of 60 per cent is required. Alternately, if a post-secondary substitution for Biology 30 is used it must be a course that requires Biology 30 as a pre-requisite.
- b. Applicants who have attempted 9 or more credits of university transfer courses must have a minimum Admissions Grade Point Average (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 categories (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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 meet 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

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

		CR.
ENGL 101	Critical Reading and Writing	6
HEED 110	Personal Health and Well-Being	3
PACT 101	Principles of Physical Activity	3
OR		
PEDS 294	A Conceptual Approach to Physical Activity	3
PEDS 100	Structural Anatomy	3
PEDS 101	Introduction to Human Physiology	3
PEDS 103	Introduction to Integrative Human Physiology	3
PERL 104	Introduction to Sociocultural Aspects of Leisure and Sport	3
PERL 105	Introduction to the Administration of Sport and Physical Education Programs	3
PESS 195	The Spectrum of Dance in Society	3

YEAR II

PEDS 200	Exercise Physiology	3
PEDS 203	Skill Acquisition and Performance	3
PEDS 206	Qualitative Biomechanics	3
PERL 204	Leisure and Sport in Canadian Society:	
	Historical Perspective	3
PERL 207	Physical Activity and Leisure for Special Populations	3
PSYC 104	Introductory Psychology	3
	PACT subject coursework	6
Options – 6 Credits		
Students normally take:		
EDIT 202	Technology Tools for Teaching and Learning	3
OR		
PEDS 205	Introduction to Outdoor Environmental Education	3
OR		
PEDS 240	Introduction to Sports Injuries	3

FACULTY AND STAFF

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Program Advisor
780-497-4500

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780-497-5652

Lil Kison

Grade Assistant
780-497-5161

John Valentine, MA

Program Chair

Janet Campbell

Secretary
780-497-4520

For a list of University Studies Faculty, refer to page 194.

STUDENT FOR A DAY

To register, or for more information, call 780-633-3626

FOR FURTHER INFORMATION

Bachelor of Physical Education Transfer
E-mail: physed@macewan.ca
780-497-4520

BACHELOR OF SCIENCE TRANSFER

*(Collaborative and January Entry)
(Faculty of Arts and Science)*

www.MacEwan.ca/science

The Bachelor of Science Transfer program offers first- and second-year courses that may be used toward obtaining a Bachelor of Science (BSc) degree. Possible areas of study include Biological Sciences, Biochemistry, Chemistry, Computing Science, Earth and Atmospheric Sciences, Mathematics, Physics, Psychology, and a number of pre-professional programs (see pp.?? for a list of available 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 15 transfer credits by the end of April. Students entering the BSc Transfer program in January may continue their studies at Grant MacEwan College in September provided they have maintained at least a satisfactory academic standing.

Alternatively, successful students may be eligible for September entry into the Faculty of Science (General program) at the U of A.

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 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.” (should be the same font as the rest)

TRANSFERABILITY

All courses completed within the Bachelor of Science Transfer program are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

The Bachelor of Science Transfer program is aligned to specifically meet the admission and program requirements at the University of Alberta. Transfer into the General Science degree requires a GPA of at least 2.0 (4-point scale) 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 2.7. Most Honours programs also require the completion of 60 credits over a period of two academic years.

There are two categories in which students are eligible to apply and be considered for admission to the Faculty of Science at the University of Alberta.

CATEGORY I

Student has:

- Successfully completed the five required matriculation subjects with the minimum average required for admission into the Bachelor of Science: General program;
- Achieved the competitive admission GPA as determined annually by the Faculty of Science;

- Met all other admission criteria (quota, program requirements, interviews, etc.)

CATEGORY II

Student whose high school matriculation average was less than the minimum average for admission or who lacked the five matriculation subjects must meet all of the following criteria:

- Successfully complete a minimum of 24 credits of transferable coursework applicable to the Bachelor of Science program;
- Minimum required transfer average to the Faculty of Science;
- Successfully complete all matriculation requirements;
- All other admission criteria (quota, program requirements, interviews, etc.)

The University of Alberta retains the right to impose quota restrictions on any faculty and possession of all the minimum requirements may not guarantee admission to the university.

Students may also transfer to an institution other than the University of Alberta after one or two years of study. Each institution has its own admission and graduation requirements. Students are responsible for familiarizing themselves with the requirements of the institution of their choice. For additional information on transferring from the Bachelor of Science Transfer program to the University of Alberta or another institution, please contact a Science Program advisor.

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 have a minimum 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. Two of the following: 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 have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum average of 60 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. Two of the following: Biology 30, Chemistry 30, Mathematics 31, Physics 30

Note: 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 attempted 9 or more credits of post-secondary coursework, are in satisfactory academic standing and have completed the high school requirements listed under Regular or Mature Admission will be considered for transfer admission.

Satisfactory academic standing is considered an Admission Grade Point Average (AGPA)* of 2.0 or better on the 4.0 scale.

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.

PROBATIONARY ADMISSION

To be evaluated through the Program office

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 AGPA* of less than 2.0 on a 4.0 scale.

Such applicants must successfully (no grade less than C) complete at least 9 credits of university transfer coursework subsequent to their having received an AGPA* of less than 2.0 before being considered for admission.

Applicants are also required to complete a questionnaire to assess completed and intended coursework in relation to the Science Program.

Admission decisions will be made based on high school and post-

secondary course work. Applicants who are admitted under these circumstances will be placed on Academic Probation and will be required to fulfill the criteria listed in a probationary contract.

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 course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 meet 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.

BSc General Program**YEAR I**

1. English 101
2. One FCE from Computing Science, Mathematics, or Statistics
3. One FCE from Astronomy, Chemistry or Physics
4. One FCE from Biology, Earth and Atmospheric Sciences, or Science Psychology
5. One FCE from Arts or Science (students interested in the Business Minor must take Economics 101 and 102)
6. Integration seminar or equivalent

YEAR II

- Five FCE, including three or four in Science and the remainder in approved Arts options.

Note A: Students must major in a Science subject or area of concentration. Students may elect to minor in a Science, Arts, Business or Agriculture, Forestry and Home Economics subject of concentration. If the minor subject of concentration is in Arts, Business or Agriculture, Forestry and Home Economics, then additional requirements as specified by the Arts, Business or Agriculture, Forestry and Home Economics Faculties may be required. Students who tentatively plan to transfer to an Honours or Specialization program should initially complete courses toward a Science minor. Students should consult the appropriate subject area of concentration in the U of A calendar for 2nd year programming and course selection.

Note B: Students are strongly encouraged to successfully complete 30 credits at the junior level (100-199) before registering in senior-level (200 and above) courses.

Note C: Not more than 42 credits of all courses taken can be at the junior level.

BSc General – Minor in Business Program

- English 101
- Economics 101/102
- Mathematics 113 (or 114)/1/2 FCE in Mathematics, 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, minimum credit load requirements 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 100/ Statistics 141 or 151
- Computing 101 or 114/ Mathematics 120
- Mathematics 113 (or 114)/115
- Physics 124 or 144/146
- 1 FCE junior English (English 101 recommended)

BIOCHEMISTRY

- Chemistry 101/102
- Chemistry 164 or 261/Physics 124
- Mathematics 113 (or 114)/115
- Biology 108/107
- 1 FCE junior English (English 101 recommended)

BIOLOGICAL SCIENCES

(Cell biotechnology, ecology, animal biology, microbiology,

molecular genetics, physiology and developmental biology, plant biology, evolutionary biology):

- Biology 108/107
- Chemistry 101/261
- Statistics 151/Mathematics 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 also take Chemistry 102.

Note 2: Students intending to complete their degree in molecular genetics are recommended to take Biology 207 in the second term of their first year as a 3 credit science option.

Note 3: Students intending to complete their degree in environmental biology are recommended to take Earth & Atmospheric Sciences 100 as a science option in their first year.

BIOINFORMATICS

- Biology 107/108
- Chemistry 101/102
- Computing 114/115 or 101/114/115
- 1 FCE Arts options (English 101 recommended)
- 1/2 FCE Science option (if not taking Computing 101)/Chemistry 261

CELL BIOLOGY

- Chemistry 101/102
- Chemistry 164 or 261/Statistics 141 or 151
- Mathematics 113 (or 114)/115
- Biology 107/108
- 1 FCE Arts option (English 101 recommended)

CHEMISTRY

- Chemistry 101/102
- Chemistry 164 or 261 / 1/2 FCE science
- Mathematics 113 (or 114)/115
- Physics 144/146
- English 101 or 1/2 FCE Arts option and English 108

COMPUTING SCIENCE*

- Mathematics 113 (or 114)/115
- Computing 114/115 (see Note)
- 1/2 FCE option (unless Computing 101 taken)/Computing 272
- 1 FCE Science option (excluding Mathematics, Computing, and Statistics)
- English 101

***Note:** Students with no previous computing experience should enroll in Computing 101 first and then take Computing 114 and 115. Students who have obtained credit in Computing 114 cannot take Computing 101.

COMPUTING SCIENCE SPECIALIZATION STREAM IN BIOINFORMATICS

- Biology 107/1/2 FCE Biology or Chemistry option
- Computing 101/114 or 114 (see NOTE above)/ 1/2 FCE Approved Science option (if not taking Computing 101)
- Computing 115/272
- English 101
- Mathematics 113 (or 114)/115

ENVIRONMENTAL EARTH SCIENCES

- Chemistry 101/102
- Earth and Atmospheric Sciences 100/105
- Mathematics 113 (or 114)/115
- Physics 124/126 or Physics 144/146
- English 101

ENVIRONMENTAL PHYSICAL SCIENCES (SPECIALIZATION ONLY)

- Chemistry 101/102
- Mathematics 113 (or 114)/115
- Physics 124/126 or 144/146
- Earth and Atmospheric Sciences 100/105
- English 101

GEOLOGY

- Earth and Atmospheric Sciences 100/105
- English 101
- Chemistry 101/102
- Mathematics 113 (or 114)/115
- Physics 124/126 or 144/146

IMMUNOLOGY AND INFECTION

- Biology 107/108
- Chemistry 101/102
- Chemistry 164 or 261/ Statistics 141 or 151
- Mathematics 113 (or 114) or 120/ 1/2 FCE option
- 1 FCE Arts option

MATHEMATICS (SPECIALIZATION ONLY)

- Mathematics 114/115
- Mathematics 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 Mathematics in each Fall/Winter of the program.

Note 2: Students interested in taking non-junior Computing Science courses as options in subsequent years should note that Computing 115 is a prerequisite for all non-junior Computing Science courses.

SPECIALIZATION IN COMPUTATIONAL SCIENCE (MATHEMATICS)

- Computing 114/115
- Mathematics 114/115
- Mathematics 125
- English 101
- 1 1/2 FCE options

Note 1: Students without previous computing experience should enroll in Computing 101 followed by Computing 114 and Computing 115.

Note 2: Students interested in taking non-junior Computing Science courses as options in subsequent years should note that Computing 115 is a prerequisite for all non-junior Computing Science courses.

MATHEMATICS AND ECONOMICS (SPECIALIZATION ONLY)

- Mathematics 114/115
- Mathematics 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 Economics, Mathematics or Statistics in each Fall/Winter of the program

Note 2: Students interested in taking non-junior Computing Science courses as options in subsequent years should note that Computing 115 is a prerequisite for all non-junior Computing Science courses.

Note 3: Each student's program must include Computing 101/114 or 114/115.

MATHEMATICS AND FINANCE (SPECIALIZATION ONLY)

- Mathematics 114/115
- Mathematics 125/Statistics 151
- Economics 101/102
- Computing 101/114 or 114/115
- English 101

Note: Students interested in taking non-junior Computing Science courses as options in subsequent years should note that Computing 115 is a prerequisite for all non-junior Computing Science courses.

SPECIALIZATION IN ACTUARIAL SCIENCE (BUSINESS MINOR)

- Mathematics 114/115
- Economics 101/102
- Computing 101/114
- English 101
- Mathematics 125/Statistics 151

NEUROSCIENCE (HONOURS ONLY)

- Chemistry 101/261
- Biology 107/108
- Mathematics 113 (or 114)/115 or Statistics 151 or 141
- Physics 124/126
- English 101

Note: A full course load of 30 credits per academic year must be maintained throughout each year of the Honours program. Courses cannot be deferred to the Spring/Summer terms.

PHARMACOLOGY

- Chemistry 101/102
- Chemistry 164/263
- Statistics 141 or 151/ Biochemistry 200
- Biology 107/108
- 1 FCE Arts option (English 101 recommended)

PHYSICS

- 1 FCE Science option
- Mathematics 113 (or 114)/115
- Mathematics 120 (or 125 for more theoretically-inclined students)/ Mathematics 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.

APPLIED PHYSICS (HONOURS ONLY)

- Chemistry 101/102
- Mathematics 113 (or 114)/115
- Mathematics 120 (or 125)/225
- Physics 144/146
- 1 FCE Arts option

COMPUTATIONAL SCIENCE (PHYSICS)

- Computing Science 114/115
- Mathematics 113 (or 114)/115
- Mathematics 120 (or 125)/225
- Physics 144/146
- 1 FCE Arts option

ASTROPHYSICS

- Mathematics 113 (or 114)/115
- Mathematics 120 (or 125)/225
- Physics 144/146
- 1 FCE Science option (suggested options are in Astronomy or Chemistry)
- 1 FCE in Arts option

PHYSIOLOGY (HONOURS ONLY)

- Chemistry 101/102
- Chemistry 164/263
- 1 FCE Arts or Science option
- Biology 107/108
- English 101

Note: Consult the University of Alberta calendar for a listing of approved Arts and Science 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 or Mathematics or Statistics 252
- 1 FCE Science option
- English 101

Note 1: Admission into the U of A Honours program is permitted only after completion of 60 credits with a minimum GPA of 3.3 in the preceding Fall/Winter.

Note 2: The required courses noted in Year 1 and Year 2 must be taken during the first two years of study.

Note 3: Students are expected to take at least 30 credits during the Fall/Winter of each year of study, including the first and second years.

STATISTICS (HONOURS)

- Mathematics 114/115
- Mathematics 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 Statistics and Mathematics courses taken.

Note 2: Students interested in taking non-junior Computing Science courses as options in subsequent years should note that Computing 115 is a prerequisite for all non-junior Computing Science courses.

STATISTICS (SPECIALIZATION)

- Mathematics 114/115
- Mathematics 125/Statistics 151
- 1 FCE option (Computing 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 Computing 101 and 114 or 114 and 115. These courses should be taken in the first two years of the program.

Note 2: Students interested in taking non-junior Computing Science courses as options in subsequent years should note that Computing 115 is a prerequisite for all non-junior Computing Science courses

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. Consult the U of A calendar for appropriate course selection, required GPA's, minimum credit load requirements and for any program changes occurring subsequent to the printing of this calendar.

The following programs can be accessed through the BSc Transfer Program:

AGRICULTURE OR AGRICULTURAL/FOOD BUSINESS MANAGEMENT

- Biology 107 or 108/Management Studies 122 (Organizational Behaviour)
- 1 FCE Option
- Economics 101/102
- English 101
- Mathematics 113 (or 114)/Statistics 151

ENVIRONMENTAL AND CONSERVATION SCIENCES OR ENVIRONMENTAL AND CONSERVATION SCIENCES/BA NATIVE STUDIES COMBINED DEGREES – HUMAN DIMENSIONS OF ENVIRONMENTAL MANAGEMENT MAJOR

- Biology 108/ ½ FCE Option
- Chemistry 164 /263 or 101 or Physics 124
- Economics 101/102
- English 101
- Mathematics 113 (or 114)/Statistics 151

FORESTRY OR FOREST BUSINESS MANAGEMENT

- Biology 108/ Management Studies 122 (Organizational Behaviour)
- Chemistry 164/Statistics 151
- Economics 101/102
- English 101
- Mathematics 113 (or 114)/ 1/2 FCE Option

HUMAN ECOLOGY

- 1 FCE from Biology 107, 108, Earth and Atmospheric Sciences, Physics, Science Psychology, Chemistry (Chemistry 164 is highly recommended for Senior Textile Science and Conservation courses; Biology 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 Management Studies 122 (Organizational Behaviour)
- 1 FCE Social Sciences/Humanities Option (Anthropology, Classics, Comparative Literature, Economics, History, Languages, Linguistics, Philosophy, Political Science, Arts Psychology, Sociology. Sociology 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
- Management Studies 122 (Organizational Behaviour)/ 1/2 FCE Option

Note: Nutrition major students must take Chemistry 261; therefore Management Studies 122 should be replaced with Chemistry 261. A minimum grade of B- is required in all required Chemistry courses. These students must also take Biology 102 as their ½ FCE option.

BSc/BEd Combined Degree Program

Students pursuing a BSc (specialization in science and education)/ BEd combined degree can access the required courses for the first year through the BSc transfer program at MacEwan. Students should consult the University of Alberta calendar for program requirements, and transfer after one year.

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 programs below. 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.

Students interested in attending professional programs at schools other than the University of Alberta should contact the institutions they are interested in attending to ensure their course selection meets the requirements of those programs.

Students interested in attending programs housed within the Faculty of Medicine and Dentistry at the University of Alberta are encouraged to read thoroughly their admissions website: www.med.ualberta.ca/education/ugme/admissions

PRE-CHIROPRACTIC MEDICINE

- 1 FCE Chemistry
- 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 is competitive and requires at least 90 credits (3 years) of university work. The coursework outlined above is recommended as there are no course requirements for admissions. Students are encouraged to study kinesiology, biology, psychology, anatomy, physical education and/or chemistry. 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 101/261
- ½ FCE Biology/1/2 FCE Statistics
- English 101
- Sociology 100/Psychology 104
- 1 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 101/102
- Chemistry 164 or 261/263
- 1 FCE Biology (Biology 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 101/102
- Chemistry 164 or 261/263
- English 101
- 1/2 FCE Biology, Genetics, Microbiology or Zoology/ ½ 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
- Chemistry 164 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 3-4 years. 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

- Chemistry 101/164 or 261 or 1 FCE Physics
- Psychology 104/ ½ FCE Option
- Mathematics 113 (or 114)/Statistics 141 or 151
- 1 FCE Biology (BIOL 107/108 recommended)
- English 101

Admission to Optometry programs is competitive and usually requires at least 3 years of university science courses. 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 164 or 261/263
- Mathematics 113 (or 114)/ Statistics 141 or 151
- Biology 107/Biochemistry 200
- English 101

Admission to Pharmacy at the U of A requires a minimum of one year as outlined above and is competitive. Acceptance is based on academic performance and a letter of intent, which is increasingly important. 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.

PRE-VETERINARY MEDICINE

Two Year Program (minimum)

- Chemistry 101/102
- Chemistry 164 or 261
- 1 FCE Physics
- 1 FCE Biochemistry*
- Biology 107/108
- English 101
- Biology 207/208
- 1 FCE Mathematics or Statistics
- 2 1/2 FCE options (courses leading towards a degree path)

*MacEwan only offers 1/2 FCE biochemistry.

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. We recommend that the courses outlined above are spread out over three or four years of a degree path. For further information consult the Western College of Veterinary Medicine at www.usask.ca/wcvm or other veterinary colleges of your choice.

FACULTY AND STAFF

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Barbara Migaj, PhD

Chair

Janet Campbell

Secretary
780-497-4520

For a list of University Studies Faculty, refer to page 194.

STUDENT FOR A DAY

To register, or for more information, call 780-633-3626.

FOR FURTHER INFORMATION

Bachelor of Science Transfer
E-mail: science@macewan.ca
780-497-4520

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 toward 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

All courses completed within the Bachelor of Science in Engineering Transfer program are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

The Bachelor of Science in Engineering Transfer program is aligned to specifically meet the admission and program requirements at the University of Alberta. The general requirements for transferring into Year II at the Faculty of Engineering are:

- A minimum grade point average of 2.0 (4-point scale)
- Successful completion of a minimum of 30 engineering transfer credits (not including ENGG 100 and ENGG 101).

Students may also transfer to an institution other than the University of Alberta after one year of study. Each institution has its own admission and graduation requirements. Students are responsible for familiarizing themselves with the requirements of the institution of their choice. For additional information on transferring from the Bachelor of Science in Engineering transfer program and individual coursework to the University of Alberta or another institution, please contact a program advisor.

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 have 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. 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 have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have 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

Up to two relevant post-secondary substitutions may be used in lieu of high school courses.

To be evaluated through the Office of the Registrar

Applicants who have been required to withdraw twice from any accredited post-secondary institution or once from any engineering program will not be considered for admission or for readmission to the Program. In addition, applicants who have completed any university transfer credits in an accredited engineering program will not be considered for admission or readmission.

To be evaluated through the Program office

Applicants who have completed any university transfer credits in a non-engineering program and satisfy the requirements for Regular or Mature admission will be assessed for Program eligibility.

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA*) of 2.0 on a 4.0 scale.

NOTE: ALL ADMISSION CATEGORIES

*ADMISSION GRADE POINT AVERAGE (AGPA)

The AGPA is calculated on the most recent 24 credits of post-secondary work. The course work for an entire term will be used to calculate AGPA when the breakpoint 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.

FEWER THAN 9 POST-SECONDARY CREDITS:

If an applicant presents fewer than nine post-secondary credits, AGPA 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 meet the following:

1. Skills Appraisal

To be evaluated through the Office of the Registrar

Applicable to Mature admission

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

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

Writing: Applicants must successfully complete the writing portion OR complete any developmental course work 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 course work 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

		CR.
CHME 103	Introductory University Chemistry I	4.3
ENGG 100	Orientation to the Engineering Profession I	1
ENGG 130	Engineering Mechanics	4
ENGL 199	Essentials of Writing for Engineering Students	3
MATH 100	Calculus I	4
PHYS 130	Wave, Motion, Optics and Sound	3.8

TERM II

CHME 105	Introductory University Chemistry II	3.8
ENCP 100	Computer Programming for Engineers	3.8
ENGG 101	Orientation to the Engineering Profession II	1
ENPH 131	Mechanics	4.3
MATH 101	Calculus II	3.5
MATH 102	Applied Linear Algebra	3.5

FACULTY AND STAFF

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Program Assistant
780-497-5161

Shelley Lorimer, PhD, P.Eng.

Chair

Janet Campbell

Secretary
780-497-4520

For a list of University Studies Faculty, refer to page 194.

STUDENT FOR A DAY

To register, or for more information, call 780-633-3626.

FOR FURTHER INFORMATION

Bachelor of Science Transfer
E-mail: science@macewan.ca
780-497-4520

BACHELOR OF PROFESSIONAL ARTS IN COMMUNICATION STUDIES

*(Grant MacEwan College
in Partnership with
Athabasca University)*

PROGRAM INTRODUCTION/ OVERVIEW

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 Arts and Cultural Management, Design Studies, Information Management and Library Technology, Journalism, Legal Assistant, Public Relations, or Professional Writing 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.

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.

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 journalists.

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.

Professional Writing

Graduates with a diploma in Professional Writing are trained to write for a variety of purposes and audiences, including creative writing, corporate communications, editing and publishing, and technical writing.

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.

CAREER POTENTIAL

The Bachelor of Professional Arts in 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

The Bachelor of Professional Arts in Communication Studies degree from Athabasca University is offered in partnership with Grant MacEwan College. Students who have successfully completed a two-year diploma in a communications-related field are eligible for admission. MacEwan diploma graduates from Design Studies, Information Management and Library Technology, Journalism, Legal Assistant, Professional Writing or Public Relations are encouraged to consider this program in their plans for further study.

The Bachelor of Professional Arts in Communication Studies degree program requires completion of 120 course credits. The completion of the 120 course credits is attained by:

- a) the transfer of the completed 60-credit communications-related diploma; and

- b) Successful completion of 60 credits of senior arts and social science courses and a major in communication studies from Athabasca University.

Athabasca University provides a university education through distance education. For a description on the delivery methods utilized by Athabasca University, see "The Program" section.

For additional information on transferring to the Bachelor of Professional Arts in Communication Studies program, please contact a program advisor in the communications-related diploma programs.

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.

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
Design Studies	(780) 497-4312
Information Management and Library Technology	(780) 497-5276
Journalism	(780) 497-5614
Legal Assistant	(780) 497-5092
Professional Writing	(780) 497-5614
Public Relations	(780) 497-5389

For specific information about the BPA in Communication Studies contact:
(780) 497-3405 or toll free
1-800-788-9041
Fax: (780) 497-3411
Website:
www.athabascau.ca/htmlprograms.htm

BACHELOR OF PROFESSIONAL ARTS IN CRIMINAL JUSTICE

(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.

TRANSFERABILITY

The Bachelor of Professional Arts in Criminal Justice degree from Athabasca University is offered in partnership with Grant MacEwan College. Students who have successfully completed a two-year diploma in a criminal justice- or corrections-related field are eligible for admission. MacEwan diploma graduates from Correctional Services, Investigations and Security Management or Police Studies are encouraged to consider this program in their plans for further study.

The Bachelor of Professional Arts in Criminal Justice degree program requires completion of 120 course credits. The completion of the 120 course credits is attained by:

- the transfer of the completed 60-credit criminal justice- or corrections-related diploma; and
- successful completion of 60 credits of senior arts and administration courses and specialized senior courses in criminal justice from Athabasca University.

Athabasca University provides a university education through distance education. For a description on the delivery methods utilized by Athabasca University, see "The Program" section of the Bachelor of Professional Arts in Communications Studies program.

For additional information on transferring to the Bachelor of Professional Arts in Criminal Justice program, please contact a program advisor in the Correctional Services, Investigation and Security Management or Police Studies diploma programs.

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.

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 the MacEwan Library, 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 MacEwan Library 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 MacEwan Library, 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 TOG 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**
PhD Economics (Ottawa)
- Marian Allen**
MA English (Calgary)
- Nicole Anderson**
PhD Psychology (McMaster)
- Fiona Angus**
PhD Sociology (British Columbia)
- Calin Anton**
PhD Computing Science (Alberta)
- Cristina Anton**
PhD Applied Mathematics (Alberta)
PhD Probability and Statistics (Romanian Academy)
- Clare Ard**
MA Comparative Literature (Alberta)
- Ian Armour**
PhD History (London)
- Colin Bailey**
PhD Classics (British Columbia)
- 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)
- Roger Davis**
PhD English (Calgary)
- Mark Degner**
MSc Zoology (Alberta)
- Nancy Digdon**
PhD Psychology (Western Ontario)
- Donna Dorsey**
MA Philosophy (Alberta)
- Megan Easterbrook**
PhD Psychology (Queen's)
- Monika Edwards**
BA Classics
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)
- Mark Furze**
PhD Marine Geology (Wales)
- Jayne Gackenbach**
PhD Psychology (Virginia Commonwealth)
- Benjamin Garstad**
PhD Classics (St. Andrews)
- Lucio Gelmini**
PhD Chemistry (Windsor)
- Sara Ghebremusse**
BA Political Science (Alberta)
- David Grant**
PhD English (Toronto)
- Michael Gulayets**
PhD Sociology (Alberta)
- Evan Hackett**
PhD Physics (Alberta)
- Michelle Hanlon**
MSc Physics (Alberta)
- Suzanne Hayman**
MA French (Dalhousie)
- Barbara Heather**
PhD Sociology (Alberta)
- Melissa Hills**
PhD Biochemistry and Molecular Biology (Australian National)
- Robert Hilts**
PhD Chemistry (Victoria)
- Tiina Hohn**
MSc Mathematics (Jyvaskyla)
- Elizabeth Hollis-Berry**
PhD English (Alberta)
- Lynne Honey**
PhD Psychology (McMaster)
- Andrew Howell**
PhD Psychology (Concordia University)
- January Hutchison**
BA Psychology and Sociology (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)
- Sandy Jung**
PhD Psychology (Victoria)
- Dave Kato**
MA Sports Medicine/Exercise Physiology (Indiana State)
- 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)
- Susan Lieberman**
MA English Literature (Alberta)
- Sen Lin**
PhD Political Science (Calgary)
- Shelley Lorimer**
PhD Mechanical Engineering (Alberta)
PEng
- Edvard Lorkovic**
PhD Philosophy (Alberta)
- Janice Lui**
BA Art & Design (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)

David McFadyen
PhD Molecular Biology and Genetics (Alberta)

David McLaughlin
PhD Mathematics (Alberta)

Nicole McLellan
BA Psychology (Concordia University College)

Don McMann
MFA Writing & Literature (Bennington College)

Ron Meleshko
PhD Computing Science (Alberta)

Chaldeans Mensah
PhD Political Science (Alberta)

Barbara Migaj
PhD Chemistry (Technical University of Warsaw)

Susan Mills
MA Philosophy (Pennsylvania)

Joanne Minaker
PhD Sociology (Queen's)

Stacy Norrbom
BA Psychology (Gustavus Adolphus College)

Barbara North
BA English (Alberta)

Sean O'Connell
PhD Educational Psychology (Alberta)

John O'Connor
*MSc Mathematics (National University of Ireland)
MSc Statistics (Alberta)*

Michael O'Hea
PhD English (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)

Korbla (Peter) Puplampu
PhD Sociology (Alberta)

Jack Robinson
PhD English (Alberta)

Sandra Rollings-Magnusson
PhD Sociology (Alberta)

Cristina Ruiz Serrano
PhD Latin American Studies (Alberta)

Ilona Ryder
MA English (Alberta)

Dolf Ryks
PhD Psychology (Alberta)

Manzar Saberi
PhD Organic Chemistry (National University of Iran)

Melike Schalomon
PhD Psychology (Alberta)

Rodney Schmaltz
PhD Psychology (Alberta)

Ross Shaw
PhD Zoology (British Columbia)

Mark Smith
PhD English Literature (UC Irvine)

Mark Solomonovich
PhD Physics (Tomsk State)

Adriana Spahr
PhD Spanish (Toronto)

Jeffrey Stepinsky
PhD Sociology (Maryland)

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
PhD Chemistry (Oxford)

Robert Wiznura
PhD English (British Columbia)

Randy Wojtowicz
PhD Philosophy (UC San Diego)

Gord Youzwyshyn
MSc Zoology (Alberta)

Nataliya Zadorozhna
PhD Mathematics (Ukrainian National Academy of Sciences)

FACULTY OF ARTS AND SCIENCE DEPARTMENTS

Anthropology, Economics and Political Science

Chaldeans Mensah
*Chair
PhD Political Science (Alberta)*

Michelle Pollard
*Instructional Assistant
BA Psychology (Alberta)*

Instructors

Terri Aihoshi
MA Anthropology (York)

Rafat Alam
PhD Economics (Ottawa)

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)

Sen Lin
PhD Political Science (Calgary)

Paul Prince
PhD Anthropology (McMaster)

Biology

David McFadyen
*PhD Molecular Biology and Genetics (Alberta)
Chair*

Instructors

Mrinal Das
PhD Zoology (Alberta)

Mark Degner
MSc Zoology (Alberta)

Melissa Hills
PhD Biochemistry and Molecular Biology (Australian National)

Rick Lewis
PhD Zoology/Biology (Alberta)

David McFadyen
PhD Molecular Biology and Genetics (Alberta)

Ross Shaw
PhD Zoology (British Columbia)

Mike Stock
PhD Zoology (Alberta)

Gord Youzwyshyn
MSc Zoology (Alberta)

Chemistry**Lucio Gelmini***Chair**PhD Chemistry (Windsor)***Instructors****Rob Hilts***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)***Jonathan Withey***PhD Chemistry (Oxford)***Computing Science****Ron Meleshko***Chair**PhD Computing Science (Alberta)***Instructors****Cathy Adams***MEd Adult Education (St. Francis Xavier)***Calin Anton***PhD Computing Science (Alberta)***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 University)***Nicole Malloy***MSc Computing Science (Alberta)***Ibrahim Sumrain***PhD Instructional Technology**(Oregon State)***Engineering, Physics and Earth
and Atmospheric Sciences****Shelley Lorimer***Chair**PhD Mechanical Engineering (Alberta)**PEng***Michelle Hanlon***Instructional Assistant**MSc Physics (Alberta)***Instructors****Orla Aaquist***PhD Astrophysics (Calgary)***Mark Furze***PhD Marine Geology (Wales)***Evan Hackett***PhD Physics (Alberta)***Jack Park***MAT Geography (Indiana State)**MSc Physical Geography (Alberta)***English****Jack Robinson***Chair**PhD English (Alberta)***Marian Allen***Associate Chair**MA English (Calgary)***Diane Brouwer***Instructional Assistant**BEd (Calgary)**BA English (Alberta)***Instructors****David Buchanan***PhD English (Alberta)***Roger Davis***PhD English (Calgary)***Robert Einarsson***PhD English (Alberta)***Pamela Farvolden***PhD English (Alberta)***Don Fisher***PhD English (Alberta)***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)***Don McMann***MFA Writing & Literature**(Bennington College)***Barbara North***BA English (Alberta)***Michael O'Hea***PhD English (Alberta)***Iona Ryder***MA English (Alberta)***Mark Smith***PhD English Literature (UC Irvine)***William Thompson***PhD English (Alberta)***Robert Wiznura***PhD English (British Columbia)***Humanities****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)***Suzanne Hayman***MA French (Dalhousie)***Renata Knos***MA French (Alberta)***Maria Kozakiewicz***PhD Classical Archeology (Alberta)***Edvard Lorkovic***PhD Philosophy (Alberta)***Maritza Mark***MA Spanish (Calgary)***Susan Mills***MA Philosophy (Pennsylvania)***Sean O'Connell***PhD Educational Psychology (Alberta)***Cyrus Panjvani***PhD Philosophy (St. Andrews)***Carolee Pollock***PhD History (Alberta)***Cristina Ruiz Serrano***PhD Latin American Studies (Alberta)***Adriana Spahr***PhD Spanish (Toronto)***Randy Wojtowicz***PhD Philosophy (UC San Diego)*

Mathematics/Statistics

David McLaughlin

*Chair
PhD Mathematics (Alberta)*

Michelle Hanlon

*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)*

Mark Solomonovich

PhD Physics (Tomsk State)

Adi Tcaciuc

PhD Mathematics (Alberta)

Nataliya Zadorozhna

*PhD Mathematics (Ukrainian National
Academy of Sciences)*

Physical Education

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

Russ Powell

*Chair
PhD Psychology (Alberta)*

Michelle Pollard

*Instructional Assistant
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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)

Sandy Jung

PhD Psychology (Victoria)

Kristine Peace

PhD Psychology (Dalhousie)

Lawrence Peta

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PhD Neuroscience (Alberta)

Rodney Schmaltz

PhD Psychology (Alberta)

David Watson

PhD Psychology (Alberta)

Sociology

Tami Bereska

*Chair
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Michelle Pollard

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Instructors

Fiona Angus

PhD Sociology (British Columbia)

John Casey

PhD Sociology (Alberta)

Michael Gulayets

PhD Sociology (Alberta)

Barbara Heather

PhD Sociology (Alberta)

Joanne Minaker

PhD Sociology (Queen's)

Korbla (Peter) Puplampu

PhD Sociology (Alberta)

Sandra Rollings-Magnusson

PhD Sociology (Alberta)

Jeffrey Stepinsky

PhD Sociology (Maryland)

Diane Symboluk

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.

Many of the courses are transferable to the University of Alberta and other Alberta universities, university colleges and colleges/technical institutes. Courses with active transfer agreements in effect as of December 1, 2007 are indicated. For the most up-to-date transfer information, refer to the *Online Alberta Transfer Guide* at www.acat.gov.ab.ca

To receive transfer credit for any of the university transfer courses listed or to use the course to satisfy a prerequisite requirement, the student must attain a minimum grade of C-.

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.

ACCT-100
Introduction to Accounting and Computerized Accounting Applications

3 Credits (45:0:0 hours)

In this course, students explore the introductory principles, concepts and applications of accounting. Through an overview of the accounting cycle, students demonstrate the full range of processes from the initial recording of transactions to the financial statements and reports. Students learn to record transactions manually, and then electronically using an industry standard computer software package.

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. Cash, payroll, receivables and inventory are examined in detail.

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 looks at recording and reporting issues for capital assets, current liabilities, and investments as well as the unique equity recording and reporting issues for partnerships and corporations. Preparation of the cash flow statement is introduced. Analysis of financial statement information is also included. Prerequisites: ACCT 111 or equivalent.

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. Prerequisites: 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

In this course, students focus on two key software packages: spreadsheet applications and financial accounting software. Students work with intermediate and advanced spreadsheet applications as they analyze and solve business problems. Students then explore and use financial accounting software to record all steps of the accounting process from the initial transactions to preparing financial statements. Prerequisites: Take MCSP 131 and ACCT 111.

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. Prerequisites: 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.

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.

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.

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.

ACCT-218**Management Accounting I**

3 Credits (45:0:0 hours) Transfer

Managers are often required to estimate future revenues, sales volumes, costs and profits when deciding the direction their business should take. This course explores the managerial tools used in making those decisions: cost behaviour, costing methods, cost-volume-profit analysis, budgeting, and managerial control and evaluation systems. Familiarity with the use of spreadsheets is an asset in this course.

Prerequisites: ACCT 111 or equivalent.

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.

Prerequisites: ACCT 211 or equivalent.

Co-requisite: ACCT 318 or equivalent.

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.

Prerequisites: ACCT 211 or equivalent.

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.

Prerequisites: ACCT 163.

ACCT-264**Information Technology III**

3 Credits (45:0:0 hours)

The course draws on knowledge that students have learned in financial accounting, management accounting, and information technology. This is an advanced course in which students record business transactions during all steps of the accounting cycle using multiple accounting software packages. Students also generate reports and financial statements, compare the accounting information systems and make recommendations. Students create a financial model using spreadsheet software.

Prerequisites: ACCT 164, ACCT 161, ACCT 218.

ACCT-268**Management Accounting II**

3 Credits (45:0:0 hours) Transfer

This intermediate course focuses on enhancing decision-making skills and performance evaluation. This is accomplished through an in-depth study of job-order costing, process costing and activity-based costing. In addition, techniques for planning, recording, and evaluating activities within an organization are considered. This includes cost-volume-profit analysis, variance analysis and the accompanying journal entries, joint product costs, and capital budgeting.

Prerequisites: ACCT 218 or equivalent.

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.

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: ECON 102.

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.

Prerequisites: ACCT 311.

ACCT-326**Financial Statement Analysis for Non-Accountants**

3 Credits (45:0:0 hours)

Building on the knowledge of financial reporting gained in ACCT 311, the impact of GAAP and reporting standards on balance sheet valuation and income measurement is examined. The course explores the use of financial statement data, including cash flow, in making decisions such as lending, investing, and valuation. Critical analysis uncovers the limitations of financial statement data and the importance of shared responsibility for transparent and ethical financial reporting.

Prerequisites: ACCT 311.

Co-requisite: FNCE 301.

ACCT-328**Income Tax Fundamentals**

3 Credits (45:0:0 hours)

This course builds on the concepts learned in introductory financial accounting and microeconomics in the study of the fundamentals of the Canadian Income Tax System. Topics covered include the identification of the sources of income and how they are taxed, the computation of net income, taxable income and taxes payable for individuals and corporations resident in Canada and the impact of income taxation on business decision making.

Prerequisites: ACCT-311.

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, is 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.

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. Prerequisites: ACCT 261 or equivalent.

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 systems. Specifically, this course deals with the impact of these issues on accounting, finance and taxation. Prerequisites: LEGL 210, ECON 101, ACCT 261 or ACCT 311.

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. Prerequisites: 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. Prerequisites: ACCT 318 or equivalent.

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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: ACCT 370.

ACCT-379**Directed Field Study Seminar II**

3 Credits (45:0:0 hours)

Directed Field Studies Seminar II (DFSS II) will complete the bridge between academic studies and practical experience. The course will prepare students for success in their career through continuous learning. DFSS II builds on the program's guiding principles of "Theory + Experience = Learning" and "continuous improvement." DFSS II 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) begin 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.

Prerequisites: ACCT 358 or equivalent or consent of the program.

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.

Prerequisites: 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.

Prerequisites: ACCT 351 or consent of the program.

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.

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.

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.

Prerequisites: 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.

Co-requisites: 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 becomes familiar with Zang Fu disharmonies and the methods used to return the body to balance.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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**

3 Credits (45:0:0 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.

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**

2 Credits (30:0:0 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 and instructor.

Prerequisites: ACUP 111, ACUP 214, ACUP 221.

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.

Prerequisites: 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 efficiently apply Alberta standards and international standards for hygienic acupuncture practice, using common sense approaches for the use of the acupuncture modalities that will protect both patients and practitioners.

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. Students study federal, provincial and municipal cultural policies and structures relevant to arts organization. They learn to construct persuasive arguments as to why the arts are important, the history of Canadian cultural development, the nature of the political process, and topical issues affecting the arts and cultural industries in Canada.

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. Students build on these initial concepts in order to explore both quantitative and qualitative research strategies during the second half of the course, culminating in the completing of a market research project in cooperation with a local arts organization.

AGAD-105**Financial Management for the Arts**

3 Credits (45:0:0 hours)

Transfer

The purpose of this course is to introduce students to accounting and the management of a set of accounting records for an organization. Students prepare financial reports, analyze the information they contain and use that information for organizational management. Students also examine manual and computerized systems and study examples of both profit-seeking and not-for-profit organizations.

AGAD-107**Computer Applications in the Arts**

3 Credits (45:0:0 hours)

Transfer

This course explores computer applications used by administrators of arts and cultural organizations from small community enterprises to large support organizations. Topics include word processing, desktop publishing, presentation, database, and spreadsheet programs using hands-on experience with each application and discussion of their use in the workplace.

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.

Prerequisites: 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 de-accessioning, 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.

AGAD-129**Management Seminar I**

2 Credits (0:0:39 hours)

This course examines 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.
Prerequisites: 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. Co-requisite: 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.

Co-requisite: 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.

ANTH-108**Elements of Human Linguistics**

3 Credits (45:0:0 hours) Transfer

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.

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.

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 goal 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.

Prerequisites: Minimum grade of C- in a 100-level course in anthropology or consent of the department.

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.

Prerequisites: Minimum grade of C- in a 100-level course in anthropology or consent of the department.

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.

Prerequisites: Minimum grade of C- in a 100-level course in anthropology or consent of the department.

ANTH-209**Introduction to Physical Anthropology**

3 Credits (30:15:0 hours) Transfer

This course introduces students to the sub-discipline of physical anthropology. Students examine the emergence of the human species and the theoretical and methodological frameworks used to understand present-day human biological variation. Topics include human osteology, comparative anatomy and hominid evolution.

Prerequisites: Minimum grade of C- in a 100-level course in anthropology or consent of the department.

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.

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.

ANTH-245 **The Ethnography of Mediterranean Peoples**

3 Credits (45:0:0 hours)

This course investigates anthropologists' contributions to understanding Mediterranean societies and cultures. The concept of a "Mediterranean culture" is critiqued. Through cross-cultural comparison, students investigate the diversity occurring in "Mediterranean" cultures, but also shared and parallel institutions and practices. Relevant historical, geographic, and environmental factors are explored, and considered in light of anthropological explanation of circum-Mediterranean cultural institutions, social organization and practices.

ANTH-246 **People of the Circumpolar Region**

3 Credits (45:0:0 hours) Transfer

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.

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.

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.

ANTH-324 **Economic Anthropology**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in ANTH 207 or consent of the department.

ANTH-332 **Anthropology of Science**

3 Credits (45:0:0 hours) Transfer

This course 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.

Prerequisites: Minimum grade of C- in one of the following: ANTH 206, ANTH 207 or ANTH 208 or consent of the department.

ANTH-340 **Contemporary Aboriginal Issues**

3 Credits (45:0:0 hours) Transfer

This course employs the anthropological approach to analyze contemporary aboriginal issues. Cultural theories for the analysis of patterns, processes and trends are examined. Specific topics include politics, economics, education, religion, health, law and the arts. Prerequisites: Minimum grade of C- in ANTH 207 and ANTH 250 or consent of the department.

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.

Prerequisites: Minimum grade of C- in ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

ANTH-375 **Zooarchaeology**

3 Credits (30:15:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in ANTH 206 or ANTH 209.

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.

Prerequisites: Minimum grade of C- in ANTH 206.

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.

Prerequisites: Minimum grade of C- in a 100-level anthropology course.

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 the 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. Prerequisites: Minimum grade of C- in one of the following: ANTH 207 or ANTH 208.

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.

Prerequisites: Minimum grade of C- in ANTH 206.

ANTH-396**Archaeological Field Training**

6 Credits (15:75:0 hours) Transfer

This course provides students with an introduction to archaeological field work. Students experience all practical archaeological field techniques, including surveying, excavation, laboratory analysis, cataloguing artifacts and conservation.

Prerequisites: Minimum grade of C- in ANTH 206 and consent of the department.

ANTH-397**Anthropological Field Seminar**

6 Credits (45:0:45 hours) Transfer

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. Note: It is recommended (but not required) that students take ANTH 230.

Prerequisites: Minimum grade of C- in at least 3 credits from the following: ANTH 206, ANTH 207, ANTH 208, ANTH 209.

ANTH-410**Humans, Climate and Culture**

3 Credits (0:0:45 hours) Transfer

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 of weather and of 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) Transfer

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. Prerequisites: Minimum grade of C- in ANTH 206.

ANTH-415**Anthropological Theory**

3 Credits (0:0:45 hours) Transfer

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) Transfer

Transnational movement of money, media images, information, and people have spawned intense debates about the "global" impact of commodities, ideas, and capital on cultural and biological diversity. This course provides an anthropological consideration of globalization and its relationship to culture, modernity, tradition, diaspora, nationalism, race, class, and gender. In particular, we "track" the movements and reconfigurations of capital(ism), commodities, communication, and people by focusing on ethnographic analyses of such circuits.

Prerequisites: Minimum grade of C- in ANTH 206 or ANTH 207 or ANTH 208 or ANTH 209.

ANTH-440
The Anthropology of Colonial Encounters

3 Credits (0:0:45 hours) Transfer

This course examines the process of European contact and colonial expansion in the Americas and its long-term consequences from an anthropological perspective. Themes of the course include 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 one of ANTH 206 or ANTH 207 and one of ANTH 246, ANTH 250, ANTH 261 or ANTH 262.

ANTH-481
History of Archaeological Theory

3 Credits (0:0:45 hours) Transfer

This course provides in-depth analysis of the evolution of archaeological theory from early antiquarianism to current ideas and practices.

Prerequisites: Minimum grade of C- in ANTH 395.

ANTH-498
Individual Study in Selected Anthropology Topics

3 Credits (0:0:45 hours)

This individual study course provides senior students with an opportunity to explore a research topic in greater detail than is otherwise possible at the undergraduate level. The student will work in consultation with and under the supervision of a member of the department with the requisite expertise. Examples of individual study courses include directed reading and library research, and/or field or laboratory research. Students should keep in mind that field research normally requires review by the Research Ethics Committee and consequently students should plan ahead if they wish to engage in fieldwork. Prerequisites: Enrolment by consent of the department.

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).

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.

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.

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.

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 or art exhibitions outside of scheduled class hours.

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/laser copy 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 artist lectures or art exhibitions outside of scheduled class hours.

Prerequisites: ARTE 110.

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.

Prerequisites: Minimum grade of C- in ARTE 111.

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.

ARTE-202
Early twentieth 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 twentieth century to the beginning of World War II, are examined within a broad range of formal, social, geopolitical and religious contexts.

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.

Prerequisites: Minimum grade of C- in ARTE 102 or consent of the Chair.
Co-requisite: ARTE 231 or consent of the Chair.

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.

Prerequisites: Minimum grade of C- in ARTE 120 or consent of the Chair.

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, and ARTE 123 or consent of the Chair, and completion of VCPH 100 and ENGL 101 or ENGL 111.
Co-requisite: ARTE 203.

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.

Prerequisites: Minimum grade of C- in ARTE 230 or consent of the Chair.

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, and ARTE 123, and completion of ARTE 203 and VCPH 100 or consent of the Chair.

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.

Co-requisite: BUSN 201 or consent of the program.

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.

Prerequisites: 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. **Note:** Credit can only be obtained in one of ASCM 205 or SCMT 205.

Prerequisites: BUSN 201, CMPT 157 and MARK 301, or consent of the program.

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.

Prerequisites: 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. **Note:** Credit can only be obtained in one of ASCM 305 or SCMT 305.

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). **Note:** Credit can only be obtained in one of ASCM 307 or SCMT 307. 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 support these topics. **Note:** Credit can only be obtained in one of ASCM 403 or SCMT 403.

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. **Note:** Credit can only be obtained in one of ASCM 404 or SCMT 404. 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. **Note:** Credit can only be obtained in one of ASCM 407 or SCMT 407.

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:** Credit can only be obtained in 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.

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.

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 examined. The structure and function of biological membranes are discussed. The course introduces intermediary metabolism, focusing on carbohydrates, lipids and nitrogen. Emphasis is on free energy changes associated with these processes, their regulation, and integration. **Note:** This course cannot be taken for credit if credit has already been obtained in BICM 203, BICM 205 or BICM 220. Prerequisites: Minimum grade of C- in BIOL 107, CHEM 101 and CHEM 161 or CHEM 261.

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.

Prerequisites: 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.

Prerequisites: 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.

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.

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.

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:** BIOL 107 and BIOL 108 may be taken in either order.

Prerequisites: Biology 30 and Chemistry 30 or equivalents.

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:** BIOL 108 and BIOL 107 may be taken in either order.

Prerequisites: Biology 30 or equivalent.

BIOL-201**Eukaryotic Cellular Biology I**

3 Credits (45:0:0 hours) Transfer

This course provides an overview of the eukaryotic cell as well as the framework for a detailed dissection of selected aspects of the eukaryotic cell at the structural and functional levels. Emphasis is on structural and functional aspects of the nucleus and its contents, metabolism of the genetic material, the cytoskeleton, biological membranes, transport processes and intercellular junctions. Tools and techniques used by cell biologists to detect specific molecules at the cellular level and to investigate cellular structure and function are discussed, including: microscopy, tissue culturing, transfection, sub-cellular localization and fractionation.

Prerequisites: Minimum grade of C- in BIOL 107. Co-requisite: CHEM 161 or CHEM 261.

BIOL-207**Molecular Genetics and Heredity**

3 Credits (45:36:0 hours) Transfer

This course deals with the chromosomal and molecular basis for the transmission and function of genes. The construction of genetic and physical maps of genes and genomes is discussed. Strategies for the isolation of specific genes, and examples of regulatory mechanisms for the expression of the genetic material in both prokaryotes and eukaryotes is provided. Prerequisites: Minimum grade of C- in BIOL 107 or equivalent.

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.

Prerequisites: Minimum grade of C- in BIOL 108.

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-twentieth 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 course or consent of the Chair. Co-requisite: Students should be registered in another 300-level biology course.

BIOL-321**Mechanisms of Evolution**

3 Credits (45:0:0 hours) Transfer

This course introduces the major principles of evolutionary biology including basic population genetics, variation, natural selection, adaptation, speciation, 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.

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: BIOL 208 or equivalent or consent of the department.

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.

Prerequisites: Minimum grade of C- in BIOL 108.

BUSN-201**Introduction to Canadian Business**

3 Credits (45:0:0 hours) Transfer

This is an interdisciplinary course, based on the premise that managerial decision-making requires an understanding of business as well as related fields in the humanities and social sciences. The course covers three major themes: innovation and entrepreneurship, complex interactions/complex organizations and the national/international business environment. 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.

Prerequisites: ECON 102 or consent of the program.

BUSN-210**Special Topics in Business**

3 Credits (0:0:45 hours)

Students explore a designated topic in Business Studies. A contract between the student(s) and the instructor outlines the objectives, process and criteria for evaluation. **Note:** This course is only open to students in the School of Business who have completed at least 30 credits. Chair approval is required for registration.

BUSN-330**Project Management**

3 Credits (45:0:0 hours)

Students learn the theory and practice of project management through the phases of initiating, planning, executing, monitoring and controlling, and closing. Students examine how the project management knowledge areas (scope, time, cost, quality, human resources, communications, risk, procurement, and integration) have an impact on projects. Students consider the complexities of international projects and analyze the Project Management Institute's (PMI) Member Code of Ethics and Standards of Conduct. They apply their project management skills in a group project.

Prerequisites: BUSN 201.

BUSN-450**Strategic Management**

3 Credits (45:15:0 hours)

This is an inter-disciplinary course within the Bachelor of Commerce Degree. Through review of scholarly journals and case study analysis, students integrate prerequisite learning during the formulation and implementation of strategy within a variety of contexts. In addition, students research, analyze, evaluate and develop models to explain the purpose of the firm, the effect of social and environmental externalities, and information system support for strategy including the design and implementation of performance metric systems.

Note: A student may receive credit for only one of ASCM 405 and BUSN 450. This course is intended to be taken in the final year of the Bachelor of Commerce program.

Prerequisites: Take ACCT 322, FNCE 301, MARK 301, ORGA 316 and PROW 210.

CHEM-0020**Chemistry 20**

5 Credits (90:0:0 hours)

The material covered in this course is equivalent to Alberta Learning's Chemistry 20. Topics include matter as solutions (acids, bases and gases), quantitative relationships in chemical changes, chemical bonding in matter and the diversity of matter (organic chemistry). Prerequisite: Science 10 or equivalent.

CHEM-0030**Chemistry 30**

5 Credits (90:0:0 hours)

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.

Prerequisites: Chemistry 20 or equivalent.

CHEM-0095**Pre-Engineering Chemistry**

3 Credits (45:0:0 hours)

This course reviews and extends the basic general chemistry concepts required to be successful in first year engineering chemistry courses. Topics include: compounds, balancing equations, reaction calculations, equilibrium, electrochemistry and thermo chemistry. This course is highly recommended for students planning to enrol in the University Transfer Engineering program, who received less than 75 per cent in Chemistry 30 or have not taken Chemistry 30 in the last three years.

Prerequisites: 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.

Prerequisites: Chemistry 30 or equivalent.

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, acids 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.

Prerequisites: Minimum grade of C- in CHEM 101.

CHEM-164**Organic Chemistry**

3 Credits (60:36:0 hours)

This course studies the molecular structure and reactivity of organic compounds based on their functional groups and is intended for students who have no previous experience with university chemistry. The course provides an introduction to nomenclature, three dimensional structure and physical properties of organic compounds as well as reaction mechanisms and infrared spectroscopy. Although most organic functional groups are discussed, the focus is on the chemistry of alkanes, alkenes, alkynes and alkyl halides. Mechanisms of nucleophilic substitution and elimination reactions of alkyl halides are discussed. **Note:** Credit can only be obtained in one of CHEM 164 or CHEM 161 or CHEM 261.

Prerequisites: 90 per cent in Chemistry 30 (or equivalent) or approval of the Science program.

CHEM-211**Analytical Chemistry I**

3 Credits (45:48:0 hours)

Transfer

This course surveys the principles, methods, and experimental applications of classical 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. Prerequisites: Minimum grade of C- in CHEM 102.

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.

Prerequisites: Minimum grade of C- in CHEM 211.

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 at least 3 credits in Introductory University Chemistry. The course provides an introduction to nomenclature, three dimensional structure and physical properties of organic compounds as well as reaction mechanisms and infrared spectroscopy. Although most organic functional groups are discussed, the focus is on the chemistry of alkanes, alkenes, alkynes and alkyl halides. Mechanisms of nucleophilic substitution and elimination reactions of alkyl halides are discussed. **Note:** Credit can only be obtained in one of CHEM 261 or CHEM 161 or CHEM 164.

Prerequisites: Minimum grade of C- in CHEM 101 or CHME 103. CHEM 102 is highly recommended.

CHEM-263**Organic Chemistry II**

3 Credits (45:36:0 hours) Transfer

This is the second course in organic chemistry. The nomenclature, structure, physical properties, synthesis and selected reactions of the basic functional groups in organic chemistry are discussed. Functional groups covered include alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, aldehydes, ketones, amines, carboxylic acids and carboxylic acid derivatives. The presence of these functional groups in natural products is emphasized. The application of spectroscopic methods for structure determination in simple organic molecules is discussed. Prerequisites: Minimum grade of C- in CHEM 164 or CHEM 261.

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.

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 of 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:** This course is 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.

CHIN-102**Introductory Chinese II**

3 Credits (75:0:0 hours) Transfer

This course is a continuation CHIN 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:** This course is not open to students with credit in Chinese 30, 35, 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. Prerequisites: Minimum grade of C- in CHIN 101.

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. Prerequisites: Minimum grade of C- in CHIN 102.

CHIN-202**First-Year University Chinese II**

3 Credits (75:0:0 hours) Transfer

This course is a continuation of CHIN 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. Prerequisites: Minimum grade of C- in CHIN 201.

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. Prerequisites: Proficiency in any of the regional dialects of China.

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. Prerequisites: Minimum grade of C- in CHIN 211.

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. Prerequisites: Chemistry 30 or equivalent.

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. Prerequisites: Minimum grade of C- in CHME 103.

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.

CLAS-110**Early World History**

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.

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.

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.

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.

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.

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, religion, law, education, entertainment, agriculture, all presented in their historical context. Some aspects of art and architecture, technology and medicine are discussed as well.

CLAS-305**Comparative Mythology**

3 Credits (45:0:0 hours) Transfer

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. Prerequisites: CLAS 102 or equivalent or consent of the instructor.

CLAS-311**History of the Roman Republic**

3 Credits (45:0:0 hours)

This course examines the historic traditions of the Roman Republic from the foundation of the city of Rome down to the civil wars of the first century B.C. Students consider the expansion of the city's political, economic and cultural influence throughout Italy and the Mediterranean, examining the interactions of the Romans with the peoples conquered by them, particularly the Greeks, through analysis of primary and secondary source material. Prerequisites: Minimum grade of C- in CLAS 110.

CLAS-313**History of the Roman Empire**

3 Credits (45:0:0 hours)

This course examines the historic traditions of the Roman Empire beginning with the defeat and incorporation of Egypt into the Empire by Octavian, and continuing to the death of Theodosius and the final split of the Empire into Eastern and Western halves in AD 395. Students consider the political and military factors of the creation and maintenance of the Roman Empire, examining the interactions of the Romans with the peoples conquered by them, particularly the Greeks, through analysis of primary and secondary source material. Prerequisites: Minimum grade of C- in CLAS 110.

CLAS-320**Greek Poetry in Translation**

3 Credits (45:0:0 hours)

This course discusses Greek verse in the era from Homer to late antiquity. Each offering of the course concentrates on a specific significant genre, theme, or period and varies from year to year. Students examine the works read in their social, cultural, intellectual, and historical contexts, as well as apply various theoretical and comparative models to the texts. Prerequisites: Minimum grade of C- in CLAS 221 or CLAS 270.

CLAS-322**Greek Prose in Translation**

3 Credits (45:0:0 hours)

This course discusses Greek prose in the era from the Classical period to late antiquity. Each concentrates on a specific genre, theme, or period and varies from year to year. Students examine the works read in their social, cultural, intellectual, and historical contexts, as well as apply various theoretical and comparative models to the texts. Prerequisites: Minimum grade of C- in CLAS 221 or CLAS 270.

CLAS-323**Literature of 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.

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.

CLAS-355**Leisure, Work and Death in Ancient Rome (Otium, Negotium, Morsque Romana)**

6 Credits (90:0:0 hours)

This senior level course in Classics includes travel to Rome, Italy, and class time in Rome (21 days). It focuses on three aspects of ancient Roman life: work, leisure and death (Latin: Otium, Negotium and Mors) as presented in ancient literary sources as well as seen in the surviving art and architecture of ancient Rome. The additional value of this course lies in the fact that the students experience the life of a foreign society and one of the great cities of the world. **Note:** Priority is given to students who have declared a minor in Classics at MacEwan. A reference letter from a college or university instructor is required. Successful completion of a senior-level Classics course is recommended. Students are required to cover the costs of transportation to Rome and associated living expenses.

Prerequisites: Consent of the department.

CLAS-356**Myth in Classical Art**

3 Credits (45:0:0 hours)

This course is a survey of the more important Greek myths of gods and heroes as they appear in ancient art of Greece and Rome. Some familiarity with the Homeric epic and Greek tragedies is assumed. Students examine various art forms that served as visual myth narrative, the use of myth in art and also the ways in which artistic exposition of various myths was changing over centuries. Prerequisites: Minimum grade of C- in a 200-level classics course.

CLAS-361**Ancient Family**

3 Credits (45:0:0 hours) Transfer

This senior level 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 also examined.

Prerequisites: 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 enrol in CMPT 101 instead of CMPT 114. Credit can only be obtained in one of CMPT 101 or CMPT 114. Students who enrol in CMPT 101 must complete CMPT 114 and CMPT 115 to apply for specialization or honours program.

CMPT-103**Introduction to Computing II**

3 Credits (45:36:0 hours)

This course continues the overview of computing science concepts that was started in CMPT 101. Topics include representation of compound data using abstraction, programming languages, and databases; algorithms that use these data structures; and networks with the OSI model and client/server architecture. Students continue with the syntax of a high-level programming language: functions, arrays, and user-defined datatypes. **Note:** Credit can only be obtained in one of CMPT 103 or CMPT 114.

Prerequisites: Minimum grade of C- in CMPT 101.

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:** Credit can only be obtained in one of CMPT 114 or CMPT 103. Students with no previous computing experience should register in CMPT 101 before CMPT 114. Prerequisites: Minimum grade of C- in CMPT 101 or Pure Math 30 and Computing Science 30 or equivalent exposure to programming.

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:** Credit can only be obtained in one of CMPT 115 or CMPT 200. Prerequisites: Minimum grade of C- in CMPT 114.

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. **Note:** Credit can only be obtained in one of CMPT 157 or CMPT 101 or CMPT 114. Restricted to Bachelor of Commerce and Management, Asia Pacific Management and Bachelor of Applied International Business and Supply Chain Management students.

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 can only be obtained in one of CMPT 200 or CMPT 115.

Prerequisites: 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.

Prerequisites: Minimum grade of C- in CMPT 115 or CMPT 200.

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.

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.

Prerequisites: Minimum grade of C- in CMPT 103 or CMPT 115.

Co-requisite: CMPT 200 or CMPT 201.

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.

Prerequisites: Minimum grade of C- in CMPT 101 or CMPT 114.

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.

Prerequisites: Minimum grade of C- in CMPT 201.

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 a 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.

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 projects.
Prerequisites: CMSK 0011 or equivalent.

COMP-100**World Literature**

6 Credits (90:0:0 hours)

Transfer

The course focuses on analyzing and comparing major works of world literature from antiquity to the twenty-first century. Reflecting the depth and diversity of various civilizations, the texts in this course are 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 aims at enriching the students' awareness of other cultures and literary traditions toward enhancing the ethos of tolerance, acceptance, and respect for others.
Prerequisites: Acceptance into one of the following programs: Bachelor of Arts, Bachelor of Commerce, UT Science, UT Education or UT Physical Education and one of the following: 1. Minimum final grade of 65 per cent in English 30-1. 2. Minimum grade of C- in ENGL 111. 3. Minimum grade of D in ENGL 108 or ENGL 199. 4. Satisfactory completion of the Skills Appraisal. "Satisfactory Completion" means that students do not need to take ENGL 0089 or READ 0089 and receive a grade of "4" on the essay portion of the Skills Appraisal.

CORR-100**Human Relations**

3 Credits (45:0:0 hours)

This course assists students to become aware of the process of communication and the way in which it can be improved. Interpersonal communication skills are emphasized together with the awareness of self, the impact of self upon 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. The origin and development of Canada's legal system is examined, and students study current legislation including the Criminal Code, the Alberta Corrections Act, the Corrections and Conditional Release Act, the Youth Criminal Justice Act and the Canadian Charter of Rights and Freedoms. Particular attention is given to the Canadian judicial 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 correctional programs including probation, fine options, community service orders, conditional sentences, incarceration, and conditional release. A review of criminal justice history and philosophy, with a particular focus on correctional practice is presented.

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 by which crime is measured.

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 and attending, client observation and empathy. Assessment skills and information management/record keeping are also presented. Students have an opportunity to assess their own values and ethics within the context of the 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 an opportunity for the integration of theory and practice. They are taken concurrently with Integration Seminar. The purpose of the first year placement is to provide students with the opportunity to develop and demonstrate professional practice based on the knowledge, skills and values taught in the program courses.
Co-requisite: CORR 116.

CORR-116**Integration Seminar I**

1 Credit (0:0:30 hours)

Integration Seminar provides an opportunity for students to prepare themselves for placement, to explore their beliefs, attitudes and values regarding the field of corrections/criminal justice and to integrate theoretical material into their future professional practice.
Co-requisite: CORR 114

CORR-118**Introduction to Corrections**

3 Credits (45:0:0 hours)

This course examines Canadian correctional systems, policies and practices including those provided by 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 in correctional policy and practice. International approaches to correctional programming are also presented.

CORR-120**Restorative Justice**

3 Credits (45:0:0 hours)

In this course, students explore and analyze the key principles and assumptions of restorative justice. The course contrasts restorative and retributive justice models, and provides an introduction to current and emerging practices in the Canadian criminal justice system including conferencing, victim/offender reconciliation programs, mediation, and peacemaking circles. International examples of alternative dispute resolution are also discussed.

CORR-202**Cultural Influences**

3 Credits (45:0:0 hours)

The course focuses on 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. Topics such as prejudice, stereotyping, discrimination, and racism are examined. The impact of diverse cultural influences on the criminal justice system are also explored, particularly the challenge of dealing with cultural conflicts in 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)

This course covers common psychoactive drugs, drug-use patterns, intervention strategies and current best practices in treatment and recovery. Students learn about key strategies in screening, assessment and referral, and concepts including prevention, health promotion and harm reduction. Changing political and social attitudes regarding addictions are also explored.

CORR-208**Selected Issues**

3 Credits (45:0:0 hours)

This modularized course is designed to expose students to theory and practice in established and emerging areas of Canadian corrections and criminal justice. Topics include mental health/illness, understanding and working with female offenders, gangs, special offender populations and victims.

CORR-210**Correctional Methods and Practice**

3 Credits (45:0:0 hours)

This course provides students with an examination of the principles, values and effectiveness of correctional programming in both community and institutional settings. Case management strategies including investigation, classification, documentation, supervision and intervention are emphasized. The role and responsibility of the corrections/criminal justice professional are also presented and discussed. 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 skills. As well, an overview of strategies to work effectively with special populations including youth, violent offenders and offenders with mental health issues is presented.

Prerequisites: CORR 112.

CORR-214**Field Placement II**

4 Credits (0:0:240 hours)

Field placements constitute the practical component of the program, and provide the opportunity for the integration of theory and practice. This placement is taken concurrently with CORR 216 Integration Seminar II. The purpose of 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 program courses.

Prerequisites: CORR 114.

Co-requisite: CORR 216.

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. The seminar is taken concurrently with CORR 214 Field Placement II. Students focus on professional practice skills and career development strategies such as job search techniques, resume preparation, interviewing and networking.

Prerequisites: CORR 114.

Co-requisite: CORR 214.

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 Youth Criminal Justice Act, as well as an exploration of the role of the police, courts, correctional agencies and the 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 provide the opportunity for the integration of theory and practice. 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 program courses.

CYCW-100**Adolescent Development**

3 Credits (45:0:0 hours)

Transfer

In this introductory survey course, students examine developmental theory and patterns typical of late childhood and adolescence. Students study identity and psychosocial development, cognition, spirituality and moral judgment, and physiology, including sexuality, as well as environmental influences and typical patterns of behaviour. 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 youth with normal developmental tasks and fostering resilience in their young people.

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.

Co-requisite: CYCW 103.

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 student explores the professional and ethical tasks of a child and youth care practitioner and the challenges of being a member of the 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.

CYCW-107**Child and Youth Care Practice**

3 Credits (45:0:0 hours) Transfer

This course serves as an introduction to the specific focus of Child and Youth Care practice. 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 the family; the setting; and the Child and Youth Care Worker, in the context of competency-based and cross-cultural practice.

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.

CYCW-110**Integration Seminar**

1 Credit (0:0:30 hours) Transfer

In this second Seminar, students discuss field placement experiences and 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. Prerequisites: CYCW 102. Co-requisite: CYCW 111.

CYCW-111**Field Placement**

2 Credits (0:0:120 hours) Transfer

Through continuing participation and co-leadership in routines and activities, 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 relationship as a therapeutic tool. Students are expected to show creativity in planning activities to be more independent problem solvers and to show initiative. Prerequisites: CYCW 103. Co-requisite: CYCW 110.

CYCW-112**Family Dynamics**

2 Credits (30:0:0 hours)

In this introductory course, students examine the family as a system within a broader ecological context. Students begin with an overview of basic family systems theory and then focus on applying this core knowledge to their own family of origin. Through this self-study approach, students recognize and explore issues that may affect their ability to work with at-risk youth and families.

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; and to challenge their limited perspectives and access personal strengths, competencies and capabilities. Students are introduced to the Solution-Focused approach to helping. Life Space counselling, and spirituality in the helping process. Prerequisites: CYCW 101.

CYCW-200**Child/Youth Care Methods I**

3 Credits (45:0:0 hours)

The student explores 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 service plans for youth and families. Students explore an overall framework that enhances their developing attitudes and skills in working effectively with youth and their families. Prerequisites: CYCW 100, CYCW 107, CYCW 111. Co-requisite: CYCW 203.

CYCW-201**Child and Youth Care Practice in Mental Health**

3 Credits (45:0:0 hours)

In this course, students explore a range of childhood and adolescent mental health issues. Students focus on the causes, symptoms and treatments of commonly diagnosed physical/organic, social, emotional and behavioural disorders. Students examine a range of disturbances from a solution-focused and family perspective, in terms of both assessment and management. Students access their own resources and resiliencies as they address issues that are traumatic for self and clients. Students explore the role of the Child and Youth Care Worker in settings providing mental health services.

CYCW-202**Integration Seminar**

1 Credit (0:0:30 hours) Transfer

Students discuss field placement experiences and apply theories, knowledge and skills from second year course work to their Child and Youth Care field placement practice. Students practice group work skills in seminar sessions. Students explore the notion of "caring for the caregiver," designing and applying self-care strategies to themselves as helping professionals in training. Prerequisites: CYCW 110. Co-requisite: CYCW 203.

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 settings, 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 individual counselling, life-space teaching, activity programming, and crisis intervention, along with the core competencies of relationship building, behaviour management, and team work. Prerequisites: CYCW 111. Co-requisite: CYCW 202.

CYCW-204**Group Counselling**

3 Credits (45:0:0 hours) Transfer

Students explore the role of groups in the treatment process for adults, adolescents and children in Child and Youth Care contexts. Students extend individual counselling skills into group work practice in the life space. Students study and apply group facilitation skills in classroom and field placement settings. Prerequisites: CYCW 114.

**CYCW-205
Issues in Family Work****3 Credits (45:0:0 hours)**

This course introduces students to the role of the family support worker. Issues the Child and Youth Care Worker encounters in working with a child's/youth's family across various CYC practice contexts are explored. Theoretical approaches (i.e., systems, resiliency theory) and prevention/early intervention strategies (i.e., strength-based practice) to working with families are also examined. Students are also introduced to concepts and skills for collaboratively engaging families in practical, real life solutions.

Prerequisites: CYCW 112.

**CYCW-206
Child/Youth Care Methods II****3 Credits (45:0:0 hours)** Transfer

This in-depth 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 focus, along with integration of developmental theory and counselling skills.

Prerequisites: CYCW 200.

Co-requisite: CYCW 208.

**CYCW-207
Integration Seminar****1 Credit (0:0:30 hours)** Transfer

In seminar, students discuss field placement experiences and apply information and skills from second year course work. In this fourth seminar, students practice advanced group work skills and also engage in essential job search activities.

Prerequisites: CYCW 202.

Co-requisite: CYCW 208.

**CYCW-208
Field Placement****4 Credits (0:0:240 hours)** Transfer

In this fourth field placement experience, students practice 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 competencies of service planning, implementation and evaluation, as well as group work.

Prerequisites: CYCW 203.

Co-requisite: CYCW 207.

**CYCW-209
Family Support and Intervention****2 Credits (30:0:0 hours)** Transfer

Students learn and practice family assessment and intervention skills required to work in the life space. Students apply and evaluate activity-based and solution-focused family interventions in classroom scenarios and in the field.

Prerequisites: CYCW 205.

**CYCW-211
Development Across the Lifespan****3 Credits (45:0:0 hours)**

In this survey course, students examine major developmental milestones and challenges across the lifespan, beginning at conception and ending with death and dying. Students explore various theoretical perspectives, and relevant research at all developmental stages. Students describe and apply the lifespan perspective to Child and Youth Care practice with children, youth and families.

Prerequisites: CYCW 100.

**CYCW-301
Professional CYC Practice: Theory and Application****6 Credits (90:0:0 hours)**

This in-depth course examines professional child and youth care practice and integration of theory and practice by focusing on issues and techniques in assessment, case planning and intervention. It explores 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. Students develop competence in these professional practice areas and analyze the relationships between knowledge, skills, values, and styles. Students are challenged to integrate what they already know with what they will be learning. Emphasis is placed on developing one's on-going self-awareness, critical thinking abilities, and purposeful practice.

Prerequisites: CYCW 206.

**CYCW-338
Applying Developmental Theory in CYC Practice****6 Credits (90:0:0 hours)**

This in-depth course invites students to consider the implications of contemporary perspectives on traditional 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, holistic and spiritual perspectives on development are explored. Students apply developmental perspectives to their own life experiences as these relate to their work with youth and families.

Prerequisites: CYCW 100 and CYCW 211.

**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 attempts to instill an awareness of legal principles, and 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)**

In this course, students critically examine theory and research relating to child and family abuse and neglect. Students learn the causes, indicators, dynamics, and consequences of abuse and neglect for individuals, families and communities. Students prepare to recognize, assess, respond, and intervene competently in situations of abuse and neglect as they arise in their Child and Youth Care field placement, workplace or community.

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: CYCW 108.

CYCW-410**Advanced Field Placement**

6 Credits (0:0:299 hours)

In this supervised field placement, students focus on a specific area of practice and apply service planning, assessment skills, intervention strategies, evaluation skills and/or project planning and delivery skills at an advanced level. Students integrate theory and research into their practice. Students critically examine their professional values, ethics and practice. Students develop and articulate their professional identity. Students access the expertise of other professionals and function as partners in the workplace and on service teams.

Prerequisites: CYCW 203, CYCW 301, CYCW 338.

Co-requisites: CYCW 474 or permission of the program.

CYCW-423**Child and Youth Care Research**

3 Credits (45:0:0 hours)

This course introduces students to the 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.

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 look at ways of proving that some sets of data are correlated to other sets of data. Students explore methods to examine validity and reliability of research and the implications for practice in the field of Child and Youth Care. Students also explore analysis of qualitative data.

CYCW-465**Advanced Child and Youth Care Practice with Groups**

3 Credits (45:0:0 hours)

Drawing extensively on research findings based on evidence-based practice and established clinical practice, this course demonstrates the value of using group experiences in a variety of Child and Youth Care contexts. In this course, students further develop group work practice skills and leadership by participating in and designing groups experiences that integrate those theories considered essential to effective Child and Youth Care practice. Emphasis is placed upon conceptualizing and analyzing group work leadership skills and the capacity for self-directed group work practice.

Prerequisites: CYCW 204, CYCW 301, CYCW 338.

Co-requisite: CYCW 410 or permission of the program.

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 209, CYCW 301, CYCW 338.

Co-requisite: CYCW 410 or permission of the program.

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 considered as they relate to counselling individuals. Students examine literature and research relevant to counselling in Child and Youth Care practice.

Prerequisites: CYCW 114, CYCW 301, CYCW 338.

Co-requisite: CYCW 410, or permission of the program.

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)

Basic medical and pharmaceutical terminologies are introduced in this course to enable students to read reports and engage in conversation related to return to work management. Common diagnostic and clinical procedures pertinent to cardiovascular, respiratory, digestive, genitourinary, reproductive, nervous, musculoskeletal, integumentary and endocrine systems are also examined.

Prerequisites: 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.

Prerequisites: 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.

Co-requisites: DMWP 110, DMWP 112, DMWP 114.

DMWP-118
Field Placement I

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)

In this course, the student is introduced to the strategic planning process of designing a disability management program. Cost/benefit analysis, benchmarking, auditing, and the preparation of a business plan for a disability management program are examined. Students further explore elements of the implementation, maintenance and evaluation of disability management programs.

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)

In this course, students are introduced to a number of current trends and issues related to disability management in the workplace. Legislation relevant to the workplace, such as employment standards, labour relations, human rights, occupational health and safety, workers' compensation legislation, and their impact on disability management practice are examined. In addition, the impact of privacy legislation, implications of the changing demographics of the workforce, evidence based practice, consensus-based disability management, integrated programs and then changing nature of work are discussed.

DMWP-210
Evidence Based Practice in Disability Management

3 Credits (45:0:0 hours)

This course provides an introduction to the fundamental concepts and methodologies of research. Emphasis is placed on the evaluation of research and application of research findings into practice. Students are introduced to evidence-based practice and its importance in disability management at the workplace.

DMWP-212
Health and Safety Issues in Disability Management

3 Credits (45:0:0 hours)

In this course, occupational health and safety issues and trends in relationship to workplace disability management programs are examined. Through case study analysis, students identify occupational hazards and lifestyle issues and discuss their impact on the worker and the disability management program. Health promotion and primary prevention activities to address workplace hazards are also discussed.

Prerequisites: DMWP 104.

DMWP-214
Treatment and Prevention in Disability Management

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 investigates conventional treatments and complementary practice. Roles and responsibilities of the health care practitioner in an integrated health system are also examined.

Prerequisites: DMWP 118.

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.

Prerequisites: 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.

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.

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.)

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.

EASC-100**Planet Earth**

3 Credits (45:36:0 hours) Transfer

This course provides 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. Note: Credit can only be obtained in EASC 100 where no credit has been obtained for either EASC 101 or EASC 102.

EASC-105**The Dynamic Earth Through Time**

3 Credits (45:36:0 hours) Transfer

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 basins is described. The history of life on Earth through the fossil record and periods of mass extinctions is examined. Note: Credit can be obtained in only one of EASC 105 or EASC 101. Prerequisites: Minimum grade of C- in EASC 100 or EASC 102.

EASC-208**Introduction to Global Change**

3 Credits (45:0:0 hours)

This course examines the natural and human-generated causes of global scale environmental change. Included are the roles of the atmosphere, oceans, biosphere and cryosphere in the processes of environmental change and as monitors of that change. Relationships between levels of technology and development, and the character of environmental change associated with human activity are investigated. Prerequisites: Minimum grade of C- in EASC 100 or EASC 102.

EASC-209**Geology of Western Canada and the National and Provincial Parks**

3 Credits (45:0:0 hours)

This course presents an overview of the geology and landscapes of Western Canada. The exposed rock of the prairie and mountain parks of Alberta and British Columbia are discussed within a regional geological context and examples from parks such as Yoho, Banff, Jasper, Dinosaur and Kananaskis are featured. Geological processes of mountain building and past and present landscape evolution are emphasized.

Prerequisites: 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. Prerequisites: Minimum grade of C- in EASC 103 or consent of the instructor.

EASC-270**The Atmosphere**

3 Credits (45:0:0 hours) Transfer

This course provides an introduction to weather and climate with a descriptive, rather than a mathematical approach. Topics that are included are the composition and structure of the atmosphere, temperature, pressure, circulation, humidity, instability, and storm systems. Weather forecasting methods and global climatic change will also be discussed. Prerequisites: Any 100-level science course or consent of the instructor.

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 relevant legislation, regulation, standards and best practices in environments for early learning and care. 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 play are introduced. The importance of aesthetics in an early learning environment is 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. The focus of this course is on how socialization processes, diversity and culture affect the development of a strong sense of identity and a healthy self concept in children and adults. This course emphasizes the development of safe, appropriate verbal and emotional environments in early childhood settings. Students explore the skills, concepts and processes of group and team work as they affect an environment that supports positive interactions.

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. The student is mentored by a college instructor. 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 beginning skills in planning and on demonstrating professional attitudes by being responsible, cooperative and thoughtful. Students must complete all Term I ECD course work in order to complete ECDV 120 successfully.

Co-requisite: 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. Students must complete all Term I ECDV coursework in order to complete ECDV 125 successfully. Co-requisite: 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 and aesthetic play experiences and play spaces to enhance learning and development in early learning and care settings. Through active exploration, students gain a personal appreciation of the value and functions of play, an understanding of the importance of organization and presentation of materials for play, and their role as adult facilitators. A primary focus is working with preschool children.

Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115, ECDV 120, ECDV 125 and ENGL 111, or permission of the department.

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.

Prerequisites: ECDV 101, ECDV 102, ECDV 115, ECDV 120, ECDV 125. Minimum grade of C in ECDV 110.

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. Students have opportunities to practice communication and guidance skills that support positive interactions with children. Strategies for supporting children with challenging behaviours are introduced.

Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115, ECDV 120, ECDV 125. Completion of or concurrent enrolment in ECDV 160.

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. The student is mentored by a college instructor. 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. Students must complete all Term II ECDV coursework in order to complete ECDV 170 successfully. Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115, and ENGL 111. Minimum grade of C in ECDV 120 and ECDV 125. Co-requisite: 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. Students must complete all Term II ECDV coursework in order to complete ECDV 175 successfully. Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115 and ENGL 111. Minimum grade of C in ECDV 120 and ECDV 125. Co-requisite: ECDV 170.

ECDV-201**Curriculum III: Planning for Early Learning and Care**

3 Credits (45:10:0 hours)

This course focuses on the principles of constructivism, emergent curriculum and inclusive planning in early learning and care environments. Students gain an understanding of, and practice in using a planning cycle for 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: ECDV 155, ECDV 150, ECDV 165, ECDV 210, ECDV 170 and ECDV 175.

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, ECDV 125 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. The student is mentored by a college instructor. 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, increased responsibility for the daily functioning of the program including more in-depth planning and observation skills, and demonstrate a commitment to professional growth. Successful completion of all ECDV Term III courses is required to complete ECDV 220. Prerequisites: Successful completion of ECDV 155, ECDV 160, ECDV 165, ECDV 210. Minimum grade of C in ECDV 170 and ECDV 175. Co-requisite: 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. Students must complete all Term III ECDV coursework in order to complete ECDV 225 successfully. Prerequisites: ECDV 155, ECDV 160, ECDV 165, ECDV 210. Minimum grade of C in ECDV 170 and ECDV 175. Co-requisite: 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 focus on values, ethics and diversity issues guides discussion of effective problem solving models.

Prerequisites: ECDV 155, ECDV 160, ECDV 210, ECDV 170, and ECDV 175.
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: ECDV 201, ECDV 220, ECDV 225, ECDV 230, ECDV 260 and ECDV 280.

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: ECDV 201, ECDV 220, ECDV 225, ECDV 230, ECDV 260, ECDV 280.

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: ECDV 155, ECDV 160, ECDV 165, ECDV 170, ECDV 175, ECDV 210.

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. The student is mentored by a college instructor. 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. Students must complete all Term IV ECDV coursework in order to complete ECDV 270 successfully. Prerequisites: ECDV 201, ECDV 230, ECDV 260, ECDV 280. Minimum grade of C in ECDV 220 and ECDV 225.

Co-requisite: 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. Students must complete all Term IV ECDV coursework in order to successfully complete ECDV 275.

Prerequisites: ECDV 201, ECDV 230, ECDV 280, ECDV 260. Minimum grade of C in ECDV 220 and ECDV 225.

Co-requisite: ECDV 270.

ECDV-280**Infant and Toddler Care and Development**

3 Credits (45:0:0 hours)

In this course, students review 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 is addressed. Infant and toddler health and nutrition issues are a focus. Students develop strategies for supporting families, respecting diversity. Students gain an understanding of their roles in supporting infant and toddler social and emotional development.

Prerequisites: ECDV 155, ECDV 160, ECDV 165, ECDV 210, ECDV 170 and ECDV 175.

ECDV-285**Curriculum IV: Theories of Early Learning**

3 Credits (45:0:0 hours)

Building on previous curriculum courses, this course emphasizes theories and curriculum models for early learning and care that arise from a constructivist framework. Reflective practice extends the understanding of the professional's role in planning for early learning based on theoretical perspectives and an understanding of the importance of diversity and inclusion. A range of early learning assessment tools, techniques and practices will be investigated.

Prerequisites: ECDV 201, ECDV 230, ECDV 260, ECDV 280, ECDV 220, ECDV 225.

ECON-100**Elementary Business Economics**

3 Credits (45:0:0 hours) Transfer

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. **Note:** Students with credit in ACCT 155 or ECON 101 or ECON 102 or ECON 203 will not receive credit in ECON 100.

ECON-101**Introduction to Microeconomics**

3 Credits (45:0:0 hours) Transfer

This course will provide an introductory investigation to supply and demand analysis: the theory of production, costs, and price determination under competitive and non-competitive market conditions. Emphasis is given to the Canadian economy.

ECON-102**Introduction to Macroeconomics**

3 Credits (45:0:0 hours) Transfer

This course provides an introductory investigation of national income determinations, the monetary and banking system and elementary fiscal monetary policies. Contemporary problems of unemployment, inflation, economic growth, exchange rates and international trade are analysed. Wherever possible, emphasis is given to Canadian problems.

Prerequisites: Minimum grade of C- in ECON 101 or consent of the department.

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 with credit in ACCT 155 or ECON 100 or ECON 101 or ECON 102 will not receive credit in ECON 203.

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.

ECON-212**Economic Aspects of the European Union**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in ECON 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ECON 101 or equivalent.

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.

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 and ECON 102, STAT 141 or STAT 151 and MATH 113.

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 and ECON 102 or equivalent.

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.

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.

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.

Prerequisites: Minimum grade of C- in ECON 281 or consent of department.

ECON-355**Economics of Project Evaluation**

3 Credits (45:0:0 hours) Transfer

This course covers the use of cost-benefit analysis and other economic methods in evaluating private and public investment projects with examples from transportation, river basin management, electrical generation, and oil and gas.

Prerequisites: Minimum grade of C- in ECON 101 or equivalent.

ECON-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.

Prerequisites: Minimum grade of C- in ECON 101.

ECON-366**Energy Economics**

3 Credits (45:0:0 hours) Transfer

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) Transfer

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.

Prerequisites: Minimum grade of C- in ECON 101.

ECON-373**Industrial Organization**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in ECON 281.

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.

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.

ECON-389**Mathematical Economics**

3 Credits (45:0:0 hours) Transfer

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) Transfer

This course is an elementary treatment of the 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 and ECON 282, STAT 141 and ECON 299 or equivalent.

ECON-401**Field Placement**

3 Credits (0:0:45 hours) Transfer

In this course, the students are assigned to a public, private, or non-profit organization where they apply their knowledge and skills in research, evaluation, management or analytical aspects of a project. **Note:** This course does not fulfill the 400-level requirement for the major and minor.

Prerequisites: Minimum grade of C- in ECON 299 and consent of the department.

ECON-414**Economics of Developing Countries**

3 Credits (45:0:0 hours) Transfer

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) Transfer

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) Transfer

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) Transfer

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, and MATH 113 or equivalent.

ECON-467**Environmental and Natural Resource Policy**

3 Credits (45:0:0 hours) Transfer

This course focuses on the relationships 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) Transfer

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) Transfer

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.

Co-requisite: 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.

Prerequisites: ECRP 131. May also be taken as a Co-requisite.

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.

Co-requisite: 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.

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:** Credit can only be obtained in one of EDIT 202 or EDPY 202 or EDPY 302 or 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.

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.

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.

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.

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.

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 moments of area. Co-requisite: MATH 100.

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. By placing considerable emphasis on students' ability to construct grammatically correct sentences, to use different kinds of paragraphs, and to advance to the writing of at least one full-length essay, the course strives to help students write with noticeable clarity and versatility. Students also explore effective word choices and begin to develop a personal style. Prerequisites: Placement at this level by the Skills Appraisal.

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 interpretative skills are emphasized through the understanding and appreciation of literature. This course is equivalent to Alberta Learning's English 10-1. Prerequisites: 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. This course emphasizes development of oral and written communication skills, reading for enjoyment and personal growth, and language skills for the everyday world. Basic grammar and sentence building are reviewed. This course is equivalent to Alberta Learning's English 10-2. Prerequisites: Grade 9 Language Arts or equivalent.

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. Prerequisites: 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.

Prerequisites: 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 arts 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.

Prerequisites: 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.

Prerequisites: 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 per cent 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.

Prerequisites: Minimum final grade of 65 per cent in English 30 or consent of the English Department.

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. **Note:** Students cannot receive credit in ENGL 101 and ENGL 100.

Prerequisites: Acceptance into one of the following programs: Bachelor of Arts, Bachelor of Commerce, UT Science, UT Education or UT Physical Education and one of the following: 1. Minimum final grade of 65 per cent in English 30-1. 2. Minimum final grade of C- in ENGL 111. 3. Minimum final grade of D in ENGL 108 or ENGL 199. 4. Satisfactory completion of the Skills Appraisal. "Satisfactory Completion" means that students do not need to take ENGL 0089 or READ 0089 and receive a grade of "4" on the essay portion of the Skills Appraisal.

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. **Note:** This course is not to be taken by students in Arts or Education.

Prerequisites: Acceptance into one of the following programs: General Studies, Design Studies, Bachelor of Science in Nursing or Bachelor of Commerce and one of the following: -A minimum grade of 65 per cent in English 30-1. -A minimum grade of C- in ENGL 111. -Satisfactory completion of the Skills Appraisal. "Satisfactory Completion" means that students do not need to take ENGL 0089 or READ 0089 and receive a grade of "4" on the essay portion of the Skills Appraisal. **Note:** Students who have been accepted into the Nursing Program and who have not passed English 30 should take ENGL 101 (a 6-credit course) instead of ENGL 108.

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: 1) Minimum grade of 65 per cent in English 30. 2) Minimum grade of 75 per cent in English 33. 3) Satisfactory completion of the MacEwan Skills Appraisal. 4) Successful completion of ENGL 0089. or 5) Acceptance into a College program.

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 is 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.

Prerequisites: English 30 or equivalent.

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 the Early Modern Period. By examining representative texts from Old, Middle, and Early Modern Englishes, students learn how English spelling, pronunciation, grammar, vocabulary, and syntax have evolved. Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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, ENGL 101 or equivalent.

ENGL-206**The Short Story**

3 Credits (45:0:0 hours) Transfer

The course involves close, critical study of a representative selection of short stories. The choice of the stories demonstrates the depth and diversity of the short story genre, covering historical periods, national cultures and stylistic varieties.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: ENGL 111.

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. Prerequisites: ENGL 111.

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.

Prerequisites: Acceptance into a College program.

ENGL-220**English Literature of the Earlier Middle Ages**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101.

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 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.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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 mostly in English by men and women writers from Africa, the Subcontinent, the Middle East, the Caribbean, and Canada. The analysis of these works are comparative, cross-cultural, and from a post-colonial/third-world literary perspective.

Prerequisites: ENGL 101 or equivalent.

ENGL-299**Essay Writing for Education Students**

3 Credits (45:0:0 hours) Transfer

ENGL 299 aims to increase Education-bound 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; rather it is a class in which Education-bound 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 write at least one in-class essay. **Note:** Students cannot take this course if they have received credit in a senior-level non-fiction prose writing course. Prerequisites: Minimum grade of C- in ENGL 101 or in ENGL 100, or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-322**Medieval Drama**

3 Credits (45:0:0 hours)

Bearing in mind both theoretical and pragmatic concerns, this study of drama from the Middle Ages examines a variety of early English dramatic texts, from biblical plays and early moral interludes to the university and humanist drama that heralded the arrival of commercial theatre in London. In addition to reading the plays from a theoretical perspective, the course pays particular attention to the experiences of watching and performing these complex and demanding works. While considering the interaction of plays with the audience, and exploring the staging or performance of this drama which often conjoins sacred and profane, comic and tragic elements, another important focus of the course is the development of critical skills through close reading to be expressed in various writing assignments.

Prerequisites: Minimum grade of C- in ENGL 101 or ENGL 100 or equivalent.

ENGL-324**Chaucer**

3 Credits (45:0:0 hours) Transfer

This course focuses on the works of Geoffrey Chaucer, one of the greatest poets in English literature. Chaucer's place in English literature is central; his poetry in its rich diversity has influenced writers in English from Shakespeare to Tolkien. The Canterbury Tales are justly considered his masterpiece, but just as accomplished and equally influential are the early dream visions and the great love poem Troilus and Criseyde. Despite the passage of time, Chaucer's works in their humour, compassion, and beauty remain fresh, accessible, and, in many ways, surprisingly contemporary.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-337**English Renaissance Drama**

3 Credits (45:0:0 hours)

This course focuses on the drama of Shakespeare's contemporaries. The English Renaissance was a golden age for the history of drama. Many of the dramatists of the period produced plays that equal of all but the best of Shakespeare. The course includes plays from the works of such dramatists as Christopher Marlowe, Ben Jonson, Thomas Middleton, John Webster, and John Ford.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101, or equivalent.

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 help students to understand Shakespeare's thought and the dramatic genres in which he wrote. Shakespeare's non-dramatic poetry may also be included. **Note:** Students cannot receive credit in both ENGL 338 and ENGL 239.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-339**Further Studies in Shakespeare**

3 Credits (45:0:0 hours)

This course introduces students to the study of a particular theme or genre of Shakespeare's drama through the attentive reading of seven to nine plays. Shakespeare's non-dramatic poetry may also be included. **Note:** Students cannot receive credit in both ENGL 338 and ENGL 339.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101, or equivalent. English 239 is strongly recommended.

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 evolved into a dominant literary form in English. This course tracks the growth and shifting perceptions of this "new" genre, from its beginnings in the late seventeenth century up to the Romantic Period.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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, of gender, class and social hierarchy, and of national and imperial identity. This course attends to classification of rhetorical prose styles, while stressing the instrumentality of prose in imperial, scientific, agrarian, and industrial contexts.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-348**Milton**

3 Credits (45:0:0 hours) Transfer

This course examines the achievements of John Milton, in both prose and in verse. The course 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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-352**The Early Victorian Period**

3 Credits (45:0:0 hours) Transfer

In the 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 quandaries about class privilege and imperial rule. This course explores selected fiction, poetry, and non-fiction (from about 1832 to 1870) in the context of the dominant ideological concerns which show Victorians as self-consciously modern and engaged in vigorous self-scrutiny.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

ENGL-353**The Later Victorian Period**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-361**American Literature 1900 – 1945**

3 Credits (45:0:0 hours) Transfer

This course is a study of representative literary texts from the period by a variety of authors. The works are analyzed closely and placed within their historical and cultural context. Authors studied in this course include some of the following: Anderson, Dreiser, Eliot, Faulkner, Fitzgerald, Hemingway, Hughes, Hurston, James, Lewis, Moore, Porter, Pound, Stein and Wharton.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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.

Prerequisites: 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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-381**Post-Colonial African Literature**

3 Credits (45:0:0 hours) Transfer

This course focuses on literary works, in several genres, produced by African men and women writers, representing various regions, perspectives, and cultural affiliations. The texts studied reflect the depth, complexity, and technical diversity of literature produced in Africa. While most of the texts are written in English, the syllabus may include translations of works written in languages such as Arabic, Kikuyu, Swahili, French or Spanish.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

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.

Prerequisites: Minimum grade of C- in ENGL 100, ENGL 101 or equivalent.

ENGL-401**Studies in Genres**

3 Credits (45:0:0 hours) Transfer

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) Transfer

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**Honours Thesis Project**

3 Credits (0:0:45 hours) Transfer

This course gives fourth-year Honours English students the opportunity to write an analytical research paper of about 10,000 words. Students have regular consultations with their supervisor during this project. **Note:** English 403 is a degree requirement for Honours English students. Students must be in the final year of an Honours English program or obtain consent from the Dean of Arts and Science.

ENGL-404**Further Studies in Creative Writing**

3 Credits (0:0:45 hours) Transfer

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; a portfolio of work and the approval of the instructor; a 200- and/or 300-level writing course is recommended.

ENGL-440**Early Modern English Poetry
1500 – 1600**3 Credits (45:0:0 hours) **Transfer**

This course surveys 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 in English courses at the 200- or 300- level.

ENGL-467**Marxist Literary Theory
and Criticism**3 Credits (45:0:0 hours) **Transfer**

This course is a study of the emergence in the twentieth century of Marxist-influenced literary theory and of 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 again between Goldmann and Althusser, and over modernity and postmodernity between Eagleton and Jameson. Select literary works are read and discussed in the light of Marxist theory and interpretation.

Prerequisites: 12 credits in English courses at the 200- or 300-level.

ENGL-476**Deconstructing Canadian Novels**3 Credits (45:0:0 hours) **Transfer**

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 key works 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.

ENGL-489**Literary Themes, Traditions, and Phenomena**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study works that deal with a single theme, such as the outsider or decadence; or works that exemplify a single tradition, such as naturalism or the Arthurian tradition; or works that exemplify a particular phenomenon, such as imagism or literary forgeries.

Prerequisites: 12 credits of 200- or 300-level English courses.

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 per cent 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 130.

Co-requisite: MATH 101.

Prerequisite or Co-requisite: PHYS 130.

ESLG-0046**TOEFL Preparation Next
Generation iBT**

5 Credits (60:30:0 hours)

This course provides advanced-level ESL learners (500 + PBT/174 + CBT entry score) an opportunity to become familiar with the new iBT (internet-based) TOEFL format, to improve specific examination skills and strategies, and to improve abilities in English listening comprehension, speaking, reading comprehension and essay writing.

Prerequisites: ESLG 0104, CLB 7/8, iBT 61, CBT 173, or PBT 500.

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.

Prerequisites: 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.

Prerequisites: Placement testing/assessment.

ESLG-0090**Beginner English as a Second Language**

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.

Prerequisites: 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.

Prerequisites: Placement or completion of a beginner-level ESL course.

ESLG-0092**Intermediate ESL II (General)**

15 Credits (115:222.5:0 hours)

This course is intended for both local and international ESL learners who require or seek general English language training at the high-intermediate level and have a high-intermediate proficiency in English or have completed a low-intermediate level ESL course. Students study English grammar, learn paragraph and composition writing, and develop speaking, listening and reading skills.

Prerequisites: Placement or completion of 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.

Prerequisites: 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 discussions. 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 whether they choose to pursue further academic studies or seek employment. 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.

Prerequisites: Minimum grade of D in ESLG 0090 or equivalent through placement testing/assessment.

ESLG-0102**Intermediate II English as a Second Language**

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.

Prerequisites: ESLG 0101 (50 per cent) 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.

Prerequisites: 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 reading. 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.

Prerequisites: Minimum grade of B- in ESLG 0103 or equivalent as determined by placement testing.

ESLG-0105**English for Academic Purposes (ESL)**

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 writing a research paper.

Prerequisites: 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 students an introduction to corporate financial decision-making concepts, tools and models for financial analysis. Financial policies are examined, with a view to maximizing the value of the firm. Topics include financial markets, debt and equity financing, market efficiency, models for valuing stocks, bonds, risk measures, risk reduction, dividend policy, capital budgeting and the valuation and selection of assets. Prerequisites: ACCT 311 and MGTS 103 (previously MGTS 301) or STAT 151 or equivalent.

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. Co-requisite: FNCE 301.

FREN-111**Introductory French I**

3 Credits (75:0:0 hours) Transfer

This is a course for students with little or no previous background in French. Students learn basic French grammatical structures and a wide variety of vocabulary. Oral comprehension, speaking, reading and writing are all emphasized, and students are introduced to aspects of the French-speaking world. **Note:** 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.

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. **Note:** 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. Prerequisites: Minimum grade of C- in FREN 111.

FREN-211**First-Year University French I**

3 Credits (75:0:0 hours) Transfer

This course aims to strengthen the students' speaking, listening, reading and writing skills. It includes an extensive grammar review, and a cultural overview of the French-speaking world. **Note:** This course is not open to students with credit in FREN 153, 154, or equivalent, nor to students with native or near-native proficiency. Prerequisites: Minimum grade of C- in FREN 112, FREN 102, or equivalent, or successful completion of French 20S, 20N or 30.

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 culture of the French-speaking world. **Note:** This course is not open to students with FREN 154 or equivalent, nor to students with native or near-native proficiency. Prerequisites: Minimum grade of C- in FREN 211.

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. Prerequisites: Minimum grade of C- in FREN 212.

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 and 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 FREN 250, FREN 252, or equivalent. Students with native or near-native proficiency may be directed to an advanced course more suitable to their level of ability. Prerequisites: Minimum grade of C- in FREN 297.

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. Prerequisites: Minimum grade of C- in FREN 212 or equivalent, or consent of the instructor.

FREN-331**Advanced French Composition**

3 Credits (45:0:0 hours)

This course examines the practices of informal, formal and scholarly writing with the objective of enhancing students' writing skills, particularly with regard to structuring and defending an argument. Prerequisites: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

FREN-341**Introduction to Translation**

3 Credits (45:0:0 hours)

This course introduces students to the theory and practice of translation between French and English. Prerequisites: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

FREN-351**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. Prerequisites: Minimum grade of C- in FREN 298 or equivalent, or consent of the instructor.

GENE-270**Genetics of Bacteria**

3 Credits (45:0:15 hours) Transfer

This course provides an extensive survey of the principles of bacterial genetics. The role bacteria and bacteriophages have played in the development of molecular genetics is discussed. Mechanisms of genetic exchange in bacteria including transformation, conjugation and transduction are discussed. The properties of lytic and lysogenic bacteriophages are presented. Bacterial genome plasticity is discussed through examination of mutation, DNA repair, recombination and transposition. Strategies for genetic mapping and mutational analysis in bacteria and bacteriophages are examined. Paradigms for gene expression in bacteria are presented.

Prerequisites: Minimum grade of C- in BIOL 207.

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 is it open to students with native or near-native proficiency, or who have been solely or partly educated in German.

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, GERM 100 or similar or equivalent courses in Canada or other countries, nor is it open to students with native or near-native proficiency, or who have been solely or partly educated in German. Prerequisites: Minimum grade of C- in GERM 111.

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.

Prerequisites: Minimum grade of C- in GERM 112 or successful completion of German 30, 35.

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.

Prerequisites: Minimum grade of C- in GERM 211.

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. Prerequisites: 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 texts are read and translated. **Note:** 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. A minimum grade of C- for this course is a prerequisite for GREK 102 and for university transfer.

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:** 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. A minimum grade of C- in this course is required for university transfer. Prerequisites: Minimum grade of C- in GREK 101 or equivalent.

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.

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. Co-requisite: HAPR 101.

HAPR-103**Hearing Instrument Technology I**

4 Credits (45:30:0 hours)

Hearing Instrument Technology I focuses on hearing aids and earmolds, from descriptions of the various types of hearing aids and earmolds currently available, to examination of the basic components, function, electroacoustic characteristics and troubleshooting procedures for hearing aids and earmolds and making earmold impressions. Prerequisites: HAPR 101. May also be taken as a Co-requisite.

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.

HAPR-105**Customer Relations and Communications**

3 Credits (45:0:0 hours) Transfer

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

This course provides an overview of the various administrative functions required to establish and manage a hearing aid practitioner practice. Marketing, financial planning and service promotion are emphasized.

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. Co-requisite: HAPR 111.

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. Co-requisite: 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.

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.

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.

HAPR-202**Health Promotion and Rehabilitation for Individuals With Hearing Loss I**

3 Credits (45:0:15 hours) Transfer

This course focuses on health promotion and the use of a team approach to hearing health care service. Students are introduced to the various health care professions providing deaf and hard of hearing individuals with a multi-disciplinary approach to diagnosis, treatment and rehabilitation.

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.

Prerequisites: 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.

Prerequisites: Minimum grade of C- in HAPR 114.

HAPR-210**Health Promotion and Rehabilitation for Individuals With Hearing Loss II**3 Credits (45:0:15 hours) Transfer

In this course, hearing aid practitioner students learn strategies they can use to assist families and hard of hearing individuals cope with loss of hearing, discuss a variety of rehabilitation and special educational settings and incorporate different strategies into practice.

Prerequisites: 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.

Co-requisite: 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.

HEED-220**Introduction to Personal Fitness**

3 Credits (30:15:0 hours)

This course provides a biological analysis of the contributions of physical activity to health. The emphasis is on the knowledge and understanding of basic concepts and methods of physical fitness and active living.

Prerequisites: Minimum grade of C- in HEED 110.

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.

Prerequisites: 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.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.

Prerequisites: 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.

Co-requisite: HHPR 110.

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. Prerequisites: 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.

HIST-111**The Early Modern World:
c. 1400 – 1800**

3 Credits (45:0:0 hours) Transfer

This course presents a survey of world history from the fifteenth to the eighteenth century. Note: Students choosing HIST 111 for the partial fulfillment of the Humanities requirement must also take one of CLAS 110, HIST 110, or HIST 112.

HIST-112**The Modern World:
c. 1800 – Present**

3 Credits (45:0:0 hours) Transfer

This course presents a survey of world history since the beginning of the nineteenth century. Note: Students choosing HIST 112 for the partial fulfillment of the Humanities requirements must also take one of CLAS 110, HIST 110 or HIST 111.

HIST-205**Medieval Europe**

3 Credits (45:0:0 hours)

This course aims to introduce the student to the important events, developments and themes in medieval European history from Charlemagne to the Black Death. Discussion of social and political topics such as the Crusades, feudalism, medieval warfare, and the Holy Roman Empire are connected to cultural and intellectual themes related to Moslems in Iberia, urbanization, reform of the Catholic Church, and the rise of universities. Note: Not open to students with credit in HIST 200, HIST 207 or HIST 208.

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.

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.

HIST-211**The British Isles Before 1834**

3 Credits (45:0:0 hours) Transfer

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. Prerequisites: Minimum grade of 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.

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.

HIST-260**History of Canada to 1867**

3 Credits (45:0:0 hours) Transfer

This course surveys Canadian history before 1867. It examines the peoples, individuals, societies and events that together shaped the history of the territory now called Canada.

HIST-261**History of Canada Since 1867**

3 Credits (45:0:0 hours) Transfer

This course surveys Canadian history since 1867. It examines the people, forces and events that have shaped the history of this country, its society, its institutions and its identity.

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.

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.

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.

Prerequisites: Minimum grade of C- in any 100-level or 200-level history course.

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. Prerequisites: Minimum grade of C- in one of HIST 110, HIST 111 or HIST 112.

HIST-307**Renaissance Europe**

3 Credits (45:0:0 hours)

This course concentrates upon the intellectual, cultural and social changes confronting European society between 1350 and 1550. It examines the elites who fostered the high culture of the Renaissance, as well as the common men and women who experienced the socio-economic changes in European society during this period. The topics covered include such varied concepts as humanism, art and architecture, marriage, governance, religious life, and warfare.

HIST-308**Europe in the Age of Reformation**

3 Credits (45:0:0 hours) Transfer

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 of 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) Transfer

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.

Prerequisites: Minimum grade of C- in HIST 111 or HIST 209.

HIST-310**Nationalism vs. Empire: The European Multinational Empires 1804 – 1918**

3 Credits (45:0:0 hours) Transfer

This intermediate level 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. Prerequisites: 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) Transfer

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 nineteenth and twentieth centuries.

Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

HIST-312**Scotland from MacBeth to the Union (1707)**

3 Credits (45:0:0 hours)

This course investigates the important events, developments and themes in Scottish history before the Union with England in 1707. The course explores Scotland's unique blend of Gaelic, English and Norman traditions in the Middle Ages, its 'pure and trew' Reformation in the sixteenth century, and its attempt to stand independent in the face of English imperialism. The course emphasizes political and social developments, while providing significant coverage to intellectual, religious, economic and cultural themes.

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.

Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

HIST-340**Diplomacy, War and Conflict in the Twentieth century**

3 Credits (45:0:0 hours) Transfer

This intermediate-level course investigates the origins and consequences of the major military conflicts of the twentieth 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. Note: It is recommended that students take a 100- or 200-level history course prior to registering in HIST 340.

HIST-342**The Atlantic World**

3 Credits (45:0:0 hours) Transfer

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 fifteenth century, and continuing until the wars of independence and the end of the slave trade in the late eighteenth and early nineteenth 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.

Prerequisites: Minimum grade of 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.

Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

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.

Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

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.

Prerequisites: Minimum grade of C- in a 100- or 200-level history course.

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.

Prerequisites: Minimum grade of C- in HIST 260 or HIST 261.

HIST-400**Senior Thesis**

3 Credits (0:0:45 hours) Transfer

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 courses 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 a minimum grade of C- in 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.

HIST-490**Topics in Social History**

3 Credits (0:0:45 hours) Transfer

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.

HIST-497**Independent Study**

3 Credits (45:0:0 hours)

This course will permit a senior-level student to work with an instructor to explore a specific historical topic in depth through directed reading and research in primary and secondary sources. **Note:** Enrolment is by consent of the department.

Prerequisites: Minimum grade of C- in HIST 300 and in 15 credits in 200- or 300-level history courses.

HLSC-104**Applied Human Anatomy**

3 Credits (45:0:0 hours)

This course describes the anatomical structures of the human body. The anatomical terms of reference and basic histology are referred to constantly as each of the body systems is studied. This course does not transfer to the Nursing Program, nor is it a University transfer course.

HLSC-105**Applied Human Physiology**

6 Credits (90:0:0 hours)

This course introduces the basic concepts of human physiology. A comprehensive survey of the normal life processes occurring in the body systems is made, founded on the theme of homeostasis. Students are able to apply the basic principles and concepts of physiology rather than memorization of details. This course does not transfer to the Nursing Program, nor is it a University transfer course.

HLSC-120**Human Anatomy**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: 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. Prerequisites: Biology 30.

HLSC-126 Human Physiology I

3 Credits (45:0:0 hours)

Normal function and components of the human body are addressed, with an emphasis on cellular function, homeostasis, hormone release and regulation. The organizing framework is based on concepts of homeostasis and regulatory mechanisms which enhance integrated functioning. Structure and function of the neurological and cardiovascular systems are examined. Normal physiological changes associated with growth and development, and aging are considered. **Note:** Only one of HLSC 126, HLSC 122, NURS 108 or PHSL 162 may be taken for credit. Prerequisites: Science 30 or Chemistry 30, and Biology 30. Prerequisite or Co-requisite: HLSC 120.

HLSC-128 Human Physiology II

3 Credits (45:0:0 hours)

Normal function and components of the human body are addressed, with an emphasis on body systems, and integration of function among systems. Structure and function of the respiratory, hematological, immune/inflammatory, lymphatic, gastrointestinal, pancreatic, hepatic and urinary systems are examined in detail. Reproductive, digestive and metabolic processes are explored. Normal physiological changes associated with pregnancy, growth and development, and aging are considered. **Note:** Only one of HLSC 128, HLSC 122, NURS 108 or PHSL 162 may be taken for credit. Prerequisites: Minimum grade of C- in HLSC 126.

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, HLSC 124 and HLSC 128.

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, HLSC 124 and HLSC 128.

HLST-100 Spiritual Foundations of Mental Health

2 Credits (0:60:0 hours)

This experiential-based course explores different methods to achieve inner balance and harmony. Students are provided the opportunity to explore the sense of self as a whole person and how we relate in our world. Various techniques are utilized to develop inner balance, including traditional Aboriginal teachings.

HLST-101 Interpersonal Skills Development

3 Credits (45:0:0 hours)

This course provides students 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.

HLST-121 Introduction to Case Management

3 Credits (45:0:0 hours)

This course provides students with a basic understanding of the role, responsibilities and work of case managers. Various models and processes of case management are examined. Emphasis is placed on the application of case management processes within return to work coordination and disability management.

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 122, 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.

HLST-230**Culture Competence in a Multicultural Society**

3 Credits (45:0:0 hours)

Transfer

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)

This course 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: 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 are discussed. Skills necessary to put theory into the practice of teaching with individuals, families and groups are developed. The importance of teaching within a healthcare context is emphasized. This course is not to be taken as an elective option by students in the Bachelor of Science in Nursing program. Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105, and registration in a Psychiatric Nursing or non-Nursing program at second year or higher level.

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 per cent in Math 30, Math 31 or Pure Math 30, or a minimum grade of 65 per cent in Math 33 or Applied Math 30 or successful completion of the skills appraisal, or upgrading as a result of the skills appraisal with a grade of C-.

HRMT-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. Prerequisites: 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.

Prerequisites: 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.

Prerequisites: HRMT 180.

HRMT-180**Human Resources Management**3 Credits (45:0:0 hours) **Transfer**

This course provides students with an overview of current human resource processes and practices in organizations. Students are familiarized with the strategic nature of the human resources management function, and the interrelationships between key activities such as job design and analysis, staff planning, recruitment and selection, training and development, compensation, workplace health and safety, employee relations and labour relations. Students are also introduced to the legal framework which informs human resources practices in Canada.

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, compensation, workplace health and safety and employee relations. In addition, students examine key legislation relevant to human resources management and apply their knowledge of effective resource management practices to current work place challenges.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

HRMT-312**Labour Relations****3 Credits (45:0:0 hours)**

Students examine the strategic importance of labour relations practices, explore the context of the labour-management relationship in Canada, and describe the impact of unions on the workplace. The course examines the role and structure of labour unions, the certification and collective bargaining processes, types of workplace disputes and dispute resolution processes, and current trends and issues in Canadian and international labour relations.

Prerequisites: HRMT 200.

HRMT-314**Staffing Organizations****3 Credits (45:0:0 hours)**

In this course, students study the critical function of staff recruitment and selection. Students examine and assess strategies and tools used by organizations to find, assess and hire new employees. Issues of balancing organizational needs with legal requirements such as employment equity and diversity are explored. Students also develop their skills in designing a recruitment and selection plan.

Prerequisites: HRMT 200.

HRMT-316**Compensation Management****3 Credits (45:0:0 hours)**

Students explore compensation management as a strategic tool for improving organizational effectiveness and for helping to attract, retain and motivate staff. Students analyze the influence of the economy, unions and government in determining the compensation of the labour force, identify processes and techniques involved in establishing appropriate compensation levels, and critique or design elements of an organization's reward and benefit program, including the integrated use and design of pay for performance compensation plans.

Prerequisites: HRMT 200.

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 managers in human service organizations, primarily in the not-for-profit sector. Beginning with a discussion of the context in which human services are delivered, the course content includes components that address leadership, organizational culture, planning, management controls, financial management, working with staff and boards, and resource development. At the end of this course you understand the array of skills needed to successfully take on a management position. You are made aware of recognized literature in the management field along with discipline-specific resources and journals.

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.

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 many human services organizations, financial resources are hard-earned and spread across the many objectives of the organization. In order to achieve its goals, an organization must be able to manage its financial resources effectively. For many organizations, managing finances becomes a critical task if near-term and strategic organizational goals are to be achieved. As a result, the appropriate management of financial resources is one of the most important skills you require as a manager in a human service organization. This course introduces the numerous tasks that typically fall under financial accounting or bookkeeping in human services organizations.

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**Directed Field Study in Human Service Administration I**

15 Credits (0:0:537 hours)

Directed Field Study I is the first of two terms of worksite experiences in the Bachelor of Applied Human Service Administration program. Students use a series of reflective papers to explore leadership development and managerial practice within their directed work situation. Students are introduced to project management theory and work in a team situation to develop a project plan that is then presented to classmates. Students receive and offer feedback through professional dialogue with classmates.

Prerequisites: HSAD 320.

HSAD-430**Managing Physical Resources in Human Service Agencies**

3 Credits (45:0:0 hours)

This course is designed to familiarize you with important aspects of managing physical resources in human service organizations. You 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. Strategies for risk management and facility and equipment management, including maintenance procedures, leasing, and the security of information technology resources, are introduced as important tools for the human service administrator.

Prerequisites: HSAD 320.

HSAD-435**Managing Change: Planning, Monitoring, and Evaluating Human Service Agencies**

3 Credits (45:0:0 hours)

This course focuses on cultivating the knowledge and skills necessary to respond to change in a strategic and proactive manner. When you hone your strategic planning skills, you are better able to develop and implement strategic and proactive responses and thus manage uncertainty and change. As a member of an organization, you apply strategic planning to help your organization develop and plan thoughtful, proactive responses to challenges that arise; as part of this adaptive response, you implement strategies to carry out the organization's mission and thereby realize its vision.

Prerequisites: HSAD 399, HSAD 430.

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, HSAD 399, or consent of the Program Chair.

HSAD-445**Community-Based Practice in Human Service Agencies**

3 Credits (45:0:0 hours)

This course has been designed to introduce Human Service Administrators to the theory and practice of community work. A basic assumption behind the course is that healthy, sustainable communities play a key role in enhancing the health, educational, and social programs delivered by more formally organized institutions. The emphasis throughout the course is on presenting community practice as a process of collaboration within a network of individuals and other service providers.

Prerequisites: HSAD 400.

HSAD-499**Directed Field Study in Human Service Administration II**

15 credits (0:0:537 hours)

In this second directed field study course in the Bachelor of Applied Human Service Administration program, students demonstrate leadership capacity through planning, implementing, and evaluating a relevant project in their field study agency. Students analyze the project in a Capstone paper that 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 and provide consultation and feedback in a constructive and ethical manner.

Prerequisites: 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 deselection 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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 in which insurance operates. Students explore the concept of risk and its relationship to insurance. The role of risk management and the risk management process is introduced. Students examine insurance application forms, policies, binders, claims forms and other documents common to the industry. Students differentiate between the various organizational forms of insurance companies and brokerages. They examine the important role of insurance and reinsurance companies in society and learn various insurance business processes.

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. Students examine 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 individuals involved in the insurance transaction.

INSR-202**Personal Property Insurance**

3 Credits (45:0:0 hours)

This course is an introduction to property insurance. Students examine the basic fire insurance policy and the extended coverage endorsement. Students are introduced to mortgage clauses, limitation clauses, including co-insurance, and statutory conditions relating to property insurance. Using basic form insurance policies, students examine how policy wordings are adapted and expanded to cover the various needs of the consumer such as homeowner's policies, tenant's packages, condominium insurance and other miscellaneous coverages.

INSR-203**Automobile Insurance**

3 Credits (45:0:0 hours)

This course is an introduction to automobile insurance. Students are introduced to automobile insurance application forms, policy wordings and endorsements. Students examine insurance programs for insurance availability, provincially governed indemnity funds, as well as automobile insurance rating and marketing. This course focuses primarily on automobile insurance provision in Alberta, but students are also introduced to the various government plans as well as the Quebec and Ontario plans.

INSR-204**Liability Insurance**

3 Credits (45:0:0 hours)

Students examine important legal principles affecting liability insurance, including the basis for legal liability (common law, statutory and contractual). The Commercial General Liability Policy forms the basis for student learning in insurance contract analysis. Cases are used to apply hypothetical liability claims to determine coverages. Other coverages include products liability, workers compensation, employers' liability and environmental liability. The course includes a brief discussion of underwriting and rating of liability insurance.

Prerequisites: INSR 101.

INSR-205**Risk Management and Insurance**

3 Credits (45:0:0 hours)

This course explores the scope of the risk management process. Students examine objectives, identify and analyze exposures, and formulate alternatives for dealing with identified exposures. Students describe in detail the methods for managing risk: loss control, loss financing, retention and transfer of risks. Commercial property, liability, business interruption and business package policies are also examined.

Prerequisites: 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. Students examine the role of an agent or 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 traced. The course reviews the major product lines and common policy transactions that a broker or agent handles on a daily basis.

Prerequisites: INSR 101 or equivalent.

INSR-211**Essentials of Loss Adjusting**

3 Credits (45:0:0 hours)

The core of this course focuses on knowledge of insurance and professional conduct within the claims domain. Students examine soft skills and technical skills required to handle insurance claims. Through a step-by-step process, students move from understanding to application, analysis, synthesis and evaluation of hypothetical claims scenarios in order to determine: a) if coverage exists, and, b) how much of the claim is payable. The types of claims include automobile, property and liability.

Prerequisites: INSR 101 or equivalent.

INSR-212**Underwriting Essentials**

3 Credits (45:0:0 hours)

The underwriter's role as an investor of shareholder capital on behalf of the insurer is explored. Students examine 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. 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.

INSR-213**Advanced Loss Adjusting**

3 Credits (45:0:0 hours)

Real claim scenarios provide the backdrop for commercial loss adjusting. 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 examined. 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. Students examine important issues in preparing for mediation. Prerequisites: INSR 101.

INSR-300**Insurance and Risk Management**

3 Credits (45:0:0 hours)

This course provides the theory and application of risk management and insurance a manager needs to ensure that an organization minimizes its exposure to loss while meeting its objectives. Key topics include risk identification and evaluation, and selection and implementation of risk management techniques. Other topics include insurance as a risk financial tool to pay for losses that do occur, insurance policy provisions, loss exposures and insurance for property, liability, life, health and income, and government regulations concerning risk management and insurance.

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. Prerequisites: 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-215**e-Commerce Fundamentals**

1 Credit (15:0:0 hours)

This course provides students with the fundamental knowledge necessary to operate in the world of electronic commerce. Topics include: The New e-Business Real-time Global Enterprise, Tools of Business to Business e-Commerce, Technology Integration and Business Solutions including e-Business and the International Supply Chain. This course is only open to students registered in the Asia Pacific Management program.

INTB-220**Doing Business in India**

1 Credit (15:0:0 hours)

This course is designed to provide students with a basic knowledge of the business environment, and management culture in India. Students explore various topics including regulatory requirements, best practices for communications, and shifts in societal and cultural contexts.

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-310**Global Business and Sustainability**

3 Credits (45:0:0 hours)

In this course, students examine the increasingly important issue of sustainability of global business operations. Students discuss complex and controversial issues from both a broad macro national/international viewpoint, as well as from the perspective of the management of an individual firm. Students analyze international business decision making with consideration of environmental, ethical, and social factors.

Prerequisites: ECON 102.

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.

Prerequisites: 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.

Prerequisites: INTB 300 or consent of the program.

INTB-410**Intercultural Field Studies**

3 Credits (0:0:220 hours)

Students gain first hand exposure to international business practices and lifestyles by living and working in an international region. Students integrate their knowledge and reflect on their development of international business, culture and language. Students research cultural and business practice differences and report their analysis. Prior to departure or work placement, students participate in a preparation and orientation seminar. Enrolment in this course is restricted, and students are required to complete an application.

Prerequisites: INTB 311.

INTB-412**Managing in an International Environment**

3 Credits (45:0:0 hours)

In this course, students integrate and apply a range of multifunctional business concepts from marketing, finance, and general management fields to evaluate strategic decisions undertaken by organizations operating in international settings. Students analyze the current situation of international firms and develop potential strategic alternatives for the organization. A combination of theory and case analysis provides students with the theoretical and applied understanding of how global businesses develop and attain their objectives.

Prerequisites: INTB 300 and INTB 311.

Prerequisites or Co-requisites: FNCE 404, MARK 403.

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 per cent or better in English 30-1 – 75 per cent or better in English 33 – satisfactory performance on the MacEwan Skills Appraisal – successful completion of ENGL 0089 – acceptance into a College program.

INTD-126**Science Fiction in Prose and Film**

3 Credits (45:0:0 hours)

Transfer

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 per cent in English 30-1, – Minimum grade of 75 per cent in English 30-2, – Satisfactory completion of the MacEwan Skills Appraisal, – Successful completion of ENGL 0089, or – Acceptance into a college program.

INTD-127**Gothic Horror in Prose and Film**

3 Credits (45:0:0 hours)

Using the genre of Gothic horror as its focus, this course teaches skills in critical writing, reading, viewing and thinking. Students read a range of horror fiction (short stories, novellas, and novels) from the 19th, 20th and 21st centuries; in addition, students watch and discuss several key films from the horror genre. The course examines themes common to the genre, including the supernatural, religion and mythology; anxieties about infection and invasion, gender and sexuality.

Prerequisites: Acceptance into one of the following programs. Bachelor of Arts, Bachelor of Commerce, UT Science, UT Education or UT Physical Education and one of the following:

1. Minimum final grade of 65 per cent in English 30-1. 2. Minimum final grade of C- in ENGL 111. 3. Minimum final grade of D in ENGL 108 or ENGL 199. 4. Minimum final grade of D in ENGL 101 or any other 6-credit university-level English course. 5. Satisfactory completion of the Skills Appraisal. "Satisfactory Completion" means that students do not need to take ENGL 0089 or READ 0089 and receive a grade of 4 on the essay portion of the Skills Appraisal.

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:** This course is not open to students with credit in Japanese 30, 35, Japanese 100, or equivalent nor to students with native or near native speaker background or who have been solely or partly educated in Japanese.

JAPN-102**Introductory Japanese II**

3 Credits (75:0:0 hours) Transfer

This course is a continuation of JAPN 101. 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:** This course is not open to students with credit in Japanese 30, 35, Japanese 100 or equivalent nor is it open to students with native or near-native speaker background or who have been solely or partly educated in Japanese. Prerequisites: Minimum grade of C- in JAPN 101.

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. **Note:** This course is not open to students with credit in Japanese 100 or JAPN 102 or equivalent, nor open to students with native or near-native speaker background or who have been solely or partly educated in Japanese. Prerequisites: Japanese 30 or 35, or equivalent.

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. Prerequisites: Minimum grade of C- in JAPN 102 or 150.

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. Prerequisites: Minimum grade of C- in JAPN 201.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: JOUR 206.

Co-requisites: JOUR 256 and JOUR 255.

JOUR-256
Advanced Reporting

3 Credits (45:0:0 hours)

Students merge creativity with solid news reporting as they write interesting features. They learn about challenging reporting assignments and how to handle them, as well as explore more in-depth interviewing techniques required to write feature stories. Students examine continuing stories, editorials, newspaper policies and column writing. The course culminates with students pitching a story to an editor in the field of journalism and attempting to have it published.

Prerequisites: 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.

Prerequisites: 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 year two, term two courses.

LATN-101
Introductory Latin I

3 Credits (75:0:0 hours)

Transfer

This is an introductory course for students with little or no background in Latin. Students 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.

LATN-102
Introductory Latin II

3 Credits (75:0:0 hours)

Transfer

This course is a continuation of Introductory Latin I. Students learn more advanced structures and vocabulary in order to read and understand more difficult Latin texts. **Note:** Not open to students with credit in Latin 30, 35, Latin 100, or similar or equivalent courses. Prerequisites: Minimum grade of C- in LATN 101 or equivalent.

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 enable students to read, understand and translate unabridged intermediate Latin texts. Prerequisites: Minimum grade of C- in LATN 102 or equivalent or consent of instructor.

LATN-302**Intermediate Latin II**

3 Credits (75:0:0 hours) 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.

Prerequisites: Minimum grade of C- in LATN 301 or equivalent or consent of instructor.

LEGL-100**Introduction to Law I**

3 Credits (45:0:0 hours)

This course begins the overview of the areas of substantive law that are of special interest to the business student. Topics included are the judicial system and the constitution, contracts, tort law, criminal law, civil law procedures and legal forms of business organizations (proprietorship, partnership and corporation).

LEGL-104**Introduction to Law II**

3 Credits (30:30:0 hours)

This course continues the overview of substantive law provided in Introduction to Law I. In this course, the student is 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.

Prerequisites: 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.

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)

In this introductory course, students learn how to assist a lawyer on a residential real estate transaction from opening to closing of the file. They master the basic principles of Alberta real estate law and the Alberta Land Titles system as these relate to the buying, financing and selling of residential properties. Students examine the Alberta Real Estate Association's approved Real Estate Purchase Contract and learn what searches are required, how to apply the results, prepare a Statement of Adjustments and other necessary documents on a mock file. Finally, they distinguish between and complete both traditional closings and Western Law Societies' Protocol closings.

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.

Prerequisites: 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.

LEGL-215**Commercial Transactions**

3 Credits (45:0:0 hours)

Students learn law office procedures and documents for six essential commercial transactions from opening to closing of file: a commercial lease, a commercial mortgage, the purchase and sale of commercial land, the purchase of commercial personal property, the purchase of shares of a corporation and the purchase of assets of a business. They also master the principles of Alberta's Personal Property Registry system and learn how to interpret PPR search results.

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.

Prerequisites: LEGL 160.

LEGL-240**Technology in the Law Office II**

3 Credits (30:30:0 hours)

Students increase proficiency with Microsoft Word and machine transcription. Students develop proficiency in using PowerPoint, Access and Excel, and are introduced to Summation and Esilaw.

Prerequisites: 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 (45:0:0 hours)

Students learn which assets form part of the estate of a deceased and which do not. They explore the intricacies of the law governing people who die without a will. They learn about Alberta's laws governing substitute decision-making and the relevant documents available. They learn basics of the law of wills and how to take instructions for and prepare a will for signature. Finally, they learn the law and procedures for two key court applications: application for probate and application for a dependent adult order, and they prepare those documents.

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.

Co-requisites: 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.

LEGL-310**International Business Transactions**

3 Credits (45:0:0 hours)

Students are introduced to the principles of international law with an emphasis on international business transactions such as importing, exporting (direct and indirect), export transaction costs and electronic commerce. In addition, students apply principles of ethics to international commerce. Students discuss and evaluate international commodity, capital, and knowledge markets and the global and transnational forces that are shaping the management of enterprises and organizations. The fluidity of international financial and information capital markets and the ease of transfer of both through modern communication media form the background for the study of international business and legal environments.

LEGL-312**Legal Issues in the Workplace**

3 Credits (45:0:0 hours)

Students apply the principles of employment law with an emphasis on analysis of legal risks and liabilities. This course surveys important legal issues that arise between employers and non-unionized employees. The course applies contract principles to the employment relationship from both employer and employee perspectives to achieve equitable employment relations. This course does not discuss unionized workplaces.

LENP-300**Executive Leadership in the Non-Profit Context**

3 Credits (45:0:0 hours)

Students examine models of personal and organizational leadership and apply them to community leadership roles. Internal and external influences on management and leadership are discussed with emphasis on the complex working environments and multiple accountabilities in the non-profit sector. Students reflect on their own practice and personal leadership capacity, and create a leadership learning and action plan.

LENP-302**Organizational and Community Development**

3 Credits (45:0:0 hours)

In this course, students focus on how non-profit leaders initiate and support organizational and community capacity building. Organizational structure, development, change, learning and decision-making are considered in both the non-profit and community context. The principles of collaboration are applied to developing relationships internally and externally. Prerequisites: LENP 300 or consent of the program. May also be Co-requisite.

LENP-304**Strategic Financial and Fund Development in the Non-profit Sector**

3 Credits (45:0:0 hours)

In this course, students focus on the critical role of financial resources in the sustainability of non-profit organizations. Students discuss philanthropy, social enterprise and other approaches to developing and managing financial resources. The executive leader's role in enabling collaborative initiatives is examined. The principles of accountability and financial reporting are examined with a view to ethical alignment with an organization's mission and context.

Prerequisites: LENP 300 or consent of the program.

LENP-306**Leading Human Resource Development in the Non-profit Sector**

3 Credits (45:0:0 hours)

In this course, students study building human resource capacity in the non-profit sector through strategic recruitment, development, support and succession of paid staff and volunteers. Emphasis is placed on the unique characteristics of integrating volunteers and staff in leadership and service delivery. Students discuss principles and practice that consider motivation and shared values as primary factors in engaging and sustaining organizational support. Students examine and plan for collaborative approaches to community-wide human resource planning to support non-profit sector initiatives. Prerequisites: LENP 300 or consent of the program.

LENP-312**Intro to Non-profit Management**

3 Credits (45:0:0 hours)

Students study contemporary management in non-profit/voluntary sector organizations. Students discuss the local and global impact of non-profit/voluntary sector organizations on the quality of life and economy of communities. Internal and external influences on management and leadership are considered. Topics include the unique purpose of non-profit organizations, legal and ethical considerations, board governance, volunteer involvement, and fund development. Prerequisites: ORGA 201.

LENP-400**Board Governance and Collaborative Leadership in Non-profit Organizations**

3 Credits (45:0:0 hours)

Students discuss shared leadership in non-profit organizations between the Board as governor and senior staff as managers. Students study the importance of effective relationships, shared values, and role clarity. Students apply a collaborative leadership model to diverse contexts, recognizing the legal, ethical, and operational issues related to varied and unique organizations. Prerequisites: LENP 300 or consent of the program.

LENP-412**Leadership Capstone Project**

3 Credits (45:0:0 hours)

Students apply leadership concepts to an organizational or community context through developing, implementing and assessing a special project initiative. Under the supervision of a faculty member and with the cooperation of a non-profit organization(s), students develop learning outcomes for this project, develop and implement a strategic process and prepare a final written report. This course is to be taken in the last term of the program. Prerequisites: LENP 300 and LENP 302.

LING-100**Introduction to Human Language**

3 Credits (45:0:0 hours) Transfer

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 Co-requisite 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.

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. Prerequisites: LING 101.

MARK-301**Fundamentals of Marketing**

3 Credits (45:0:0 hours) Transfer

In this course, students are introduced to important concepts in marketing theory and their applications into real-life business activities. Students examine various marketing strategies and how they apply within the context of business environments. This course also includes an understanding of consumer behaviour along with the marketer's ethical and social responsibilities. Restricted to Bachelor of Commerce, Asia Pacific Management, Bachelor of Applied International and Supply Chain Management and Business Studies Minor students. Prerequisites: ECON 102 or consent of the program.

MARK-310**International Consumer Behaviour**

3 Credits (45:0:0 hours)

In this course, students focus on the theory and application of consumer behaviour in an international context. Students apply theory of the factors affecting the consumer decision-making process to develop a marketing plan that influences consumer behaviour. Prerequisites: MARK 301.

MARK-312**Marketing Research**

3 Credits (45:0:0 hours)

This course examines marketing research concepts and methods in business. Students design data collection and analyze marketing problems in traditional areas, such as market segmentation and brand perception as well as emerging areas such as marketing via the Web. Data collection methods, preparation, analysis, interpretation, and reporting are covered. Prerequisites: BUSN 201, MARK 301 and MGTIS 103.

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.

MARK-412**Service Marketing**

3 Credits (45:0:0 hours)

This course examines the marketing services in for-profit and non-profit businesses. Students apply service marketing theory to a variety of service-based businesses (e.g., law firms, schools, professional services, hospitals, banks, etc.). Topics include customer relationship management, customer satisfaction and service marketing in an international context as well as via the Internet.

Prerequisites: MARK 301.

MARK-414**Electronic Marketing**

3 Credits (45:0:0 hours)

Students apply the principles of marketing to the electronic marketplace. Through the study of the theory and best practices in electronic marketing, students learn to design, assess and implement e-marketing strategies and solutions for businesses working in a global environment.

Prerequisites: MARK 301.

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 an internet delivered, background-levelling course intended to prepare students for entry into Alberta Learning's Math 10 Pure. Students with background gaps will benefit from one or more of the 9 units. The course sequence is not strictly sequential, although students who are uncertain of their level are invited to begin at the signed integers unit. 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 9 level 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 Co-requisite.

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 will 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 an emphasis on the use of technology; the graphing calculator is used quite extensively in most units.

Prerequisites: Math Prep 10, Math 9 or equivalent.

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. **Note:** This course may not be taken for credit if credit has already been obtained in MATH 113 or MATH 114. Restriction: Engineering Program students. Prerequisites: Pure Math 30 and Math 31.

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. **Note:** This course may not be taken for credit if credit has already been obtained in MATH 115.

Restriction: Engineering Program students. Prerequisites: Minimum grade of C- in MATH 100.

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. **Note:** This course may not be taken for credit if credit has already been obtained in MATH 120, MATH 125 or MATH 127.

Restriction: Engineering Program students. Prerequisites: Minimum grade of C- in MATH 100. May also be taken as a Co-requisite.

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: Pure Math 30.

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 per cent in Pure Math 30, or successful completion of the MATH 113 gateway exam or minimum grade of C- in MATH 0099.

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.

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.

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 eigenvalues and 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. Prerequisites: Pure Math 30.

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. **Note:** 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. Prerequisites: Pure Math 30.

MATH-160**Higher Arithmetic**

3 Credits (45:0:0 hours) Transfer

This course emphasizes the development of clarity in the understanding of mathematical ideas and processes, communication of these ideas to others, and application of these ideas to problem solving. Both inductive and deductive methods will be explored in the study of elementary number theory, numeration systems, operations on integers and rational numbers, and elementary probability theory. **Note:** MATH 160 is restricted to Elementary Education students. Prerequisites: Pure Math 30 or consent of the department.

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. Prerequisites: Minimum grade of C- in MATH 115.

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.

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. Prerequisites: Minimum grade of C- in any 100-level mathematics course.

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.

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.

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. Prerequisites: Minimum grade of C- in any 100-level mathematics course.

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 enrol 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 analysis. Prerequisites: Grade 9 Math or equivalent.

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

Students use industry standard software applications in a Windows networked environment to manage and analyze business data. Web browser, electronic mail, word processing, spreadsheet, presentation, and database applications are explored.

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. Prerequisites: 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. Prerequisites: MCSP 131.

MGMT-111**Financial Math**3 Credits (45:0:0 hours) Transfer

Managers in all organizations must be able to understand and apply mathematical concepts. Students 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 are addressed through the calculation of simple and compound interest, annuities, loans and sinking funds. Basic descriptive statistics are also introduced.

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.

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. Co-requisite: 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 are 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 theories and practice of 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.

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 introductory theories and practice of personality and perception, diversity, motivation, small group dynamics, communication, change and leadership within the organizational context.

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 a study of the principles, techniques and practical tools to achieve 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, using technology, 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 basic knowledge of the methods available for solving marketing problems.

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.

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. The student develops an international marketing plan by the end of the course.
Prerequisites: MGMT 131. May also be taken as a Co-requisite.

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.
Prerequisites: MGMT 111, ACCT 111, ACCT 218 and MCSP 131, or equivalent.

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: Take MGMT 111, MGMT 121, MGMT 122, MGMT 131, MCSP 131, ACCT 111 and ACCT 218.

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.

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

In this course, students examine key theories, elements, tools and practices that shape contemporary organizations. Students consider a macro approach to the design, function and operation of an organization from a leadership perspective. Topics include structural designs, internal and external environments, inter-organizational relationships, manufacturing and service technologies, and other related topics as they impact on organizational design. Students also undertake a major field research project where they analyze organizational theory and practice in an existing organization.
Prerequisites: MGMT 121 and MGMT 122.

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.

Prerequisites: MGMT 121 and MGMT 122.

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.

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.

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.

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.

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.

MGMT-242**Business Fieldwork**

3 Credits (30:0:105 hours) Transfer

In this course, students gain experience in a management setting through workplace learning. Students examine varied workplace opportunities and expectations to gain insight on a range of career possibilities in management. Theoretical concepts covered in prior courses are integrated with workplace realities in order to prepare students for entering a career in management.

Prerequisites: MGMT 211, MGMT 221, MGMT 260, HRMT 200.

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.

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, sampling distributions for means and proportions, Bayesian decision theory. Students are expected to have basic familiarity with micro-computer applications including spreadsheets. **Note:** Credit can be obtained in only one of STAT 141, STAT 151, MGTS 103, MGTS 200 or MGTS 301.

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: MGTS 103 or STAT 151 or STAT 141 or equivalent.

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.

MHST-100**Historical Foundations**

2 Credits (30:0:0 hours)

This course provides a basic understanding of Canadian Native historical events with a focus on the impact of significant events on the mental health of Aboriginal Canadians. Students explore the historical contexts for contemporary conditions in Aboriginal communities. Topics include Aboriginal terms and definitions, the treaty making process, assimilation policies as well as historical events from colonization to present day influences.

MHST-101**Interpersonal Communications – Fostering Helping Relationships in Native Communities**

3 Credits (30:15:0 hours)

This course is designed to introduce students to communication skills that form the foundation of the helping process and group dynamics. Students examine and explore the unique features of native verbal and non-verbal communication and how culture, ethics and rules of behaviour influence interpersonal communication. The aim of the course is to foster self-understanding and develop effective communication and relationship skills through a variety of experiential and interactive learning exercises.

MHST-102**Healthy Living – Promoting Mental Health in Native Communities**

3 Credits (45:0:0 hours) Transfer

This course introduces a variety of perspectives on health and mental health, and examines the nature of health promotion as well as disease and injury prevention. Individual and community health concepts are addressed. Students consider various health determinants and explore strategies for promoting their own health and fostering health in their communities. Contemporary health issues in native communities will be featured throughout the course.

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. Co-requisites: 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. Prerequisites: 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.

Co-requisite: 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. Co-requisite: MHST 120.

MHST-122**Family Dynamics**

2 Credits (30:0:15 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.

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.

Prerequisites: Minimum grade of C- in MHST 101.

Co-requisites: MHST 120, MHST 121, MHST 122, MHST 124.

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.

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.

Prerequisites: 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)

In this course, students explore the roles of the mental health team in promoting optimal client health in a variety of settings. Students learn the theory, practice and methods related to assessing the mental health status of clients, paying particular attention to the Aboriginal client.

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 issue of violence and abuse from a multicultural and Aboriginal perspective, including intergenerational abuse issues influenced by history and culture. The emphasis is on holistic healing perspectives, responding to disclosures and appropriate responses to violence and abuse. Students explore assessment, intervention, prevention, referral and reporting, paying particular attention to support strategies for the client.

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.

Prerequisites: Minimum grade of C- in MHST 125.

Co-requisites: MHST 201, MHST 202, MHST 203 and MHST 206.

MHST-206**Aboriginal Cultural Integration II**

1 Credit (0:15:0 hours)

Students explore various methods used in the helping process of diverse Aboriginal individuals, groups and communities. This course focuses on the use of sharing and healing circles, medicine wheel teachings, protocol practices as well as the role of elders, cultural teachers and traditional ceremonies.

Prerequisites: Minimum grade of C- in MHST 100 and MHST 126.

MHST-222**Community Development**

2 Credits (30:0:0 hours)

The development of Aboriginal communities represents changes in organization, community structure and in the everyday life of people.

To make sure 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.

Prerequisites: 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.

Prerequisites: Minimum grade of C- in MHST 201.

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.

Prerequisites: Minimum grade of C- in MHST 205.

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.

MSYS-200**Introduction to Management Information Systems**

3 Credits (45:0:0 hours)

This course examines the interaction of technology and information in supporting the development of a business strategy. Students apply systems analysis, design, implementation, and post implementation review methodologies. Through academic research and case study analysis, students integrate current best practices with emerging technology to meet a variety of business challenges. Students prepare and present a formal report to the CEO of a mock corporation.

Prerequisites: BUSN 201. Recommended: CMPT 157.

MTST-102**Massage Therapy As a Profession**

2 Credits (30:0:0 hours)

This course is an introduction to the occupation of 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 one of the first four courses taken in the Massage Therapy program.

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 120. May also be taken as a Co-requisite.

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.

Prerequisites: MTST 105. May also be taken as a Co-requisite.

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 Co-requisites.

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.

Prerequisites: MTST 105. May also be taken as a Co-requisite.

MTST-126**Body Functioning II**

3 Credits (45:0:0 hours)

This course integrates the nervous, endocrine, cardiovascular and immune systems in their regulation of the functioning of the body. Hormonal and autonomic control of the respiratory, digestive, urinary and reproductive systems are emphasized along with an examination of the special senses.

Prerequisites: MTST 125.

MTST-131**Techniques I**

3 Credits (30:30:30 hours)

This course examines the principles, procedures and techniques involved in giving a relaxation massage. Basic massage techniques, draping and the use of posture and body mechanics are presented. Students develop and utilize palpation skills in identifying bony landmarks and soft tissues structures.

Prerequisites: MTST 120.
Co-requisite: MTST 137.

MTST-137**Developing Therapeutic Relationships I**

1 Credit (20:10:0 hours)

This course is an introduction to the process involved in developing therapeutic relationships. Personal growth and awareness are emphasized. Through discussion and experiential learning, the following areas are examined: establishing trust in relationships, recognizing and respecting boundaries, interviewing skills and responding effectively to individual and cultural differences.

Applications of communication techniques and personal responses to massage therapy are explored.

Co-requisite: 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.

Prerequisites: MTST 131, MTST 122, MTST 126.
MTST 122, MTST 126 may also be taken as Co-requisites.

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 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. Anatomy of upper and lower extremity joints is reviewed. The physical basis of movement and muscle function is examined. Basic movements and sports activities are analyzed.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: MTST 146. May also be taken as a Co-requisite.

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 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: Take MTST 115 and MTST 142 and Standard First Aid and Health Care Provider Level C CPR.

Co-requisite: 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 161, MTST 143, HLST 150, MTST 156. HLST 150 and MTST 156 may also be taken as Co-requisites.

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.

Prerequisites: 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 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 156, MTST 161, MTST 224, MTST 140, current CPR and First Aid.

MTST-262**Clinical Practice III**

1 Credit (0:0:45 hours)

This course is 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 283, MTST 261, MTST 286, MTST 274, HLST 290, MTST 226, current CPR and First Aid. MTST 226 may also be taken as a Co-requisite.

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 life 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 161.

Prerequisite or Co-requisite: 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.

Prerequisites: MTST 273.

Co-requisites: HLST 150 and MTST 240.

MTST-281**Treatments and Planning I**

2 Credits (30:15:0 hours)

This course examines the principles for planning ongoing treatment for clients with various needs. Simulation and case studies are used for lab type practice.

Prerequisites: MTST 273, HLST 150, MTST 156. May also be taken as Co-requisites.

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.

Prerequisites: MTST 218, MTST 225, MTST 261. MTST 225 and MTST 261 may also be taken as Co-requisites.

MTST-286**Sports Massage**

3 Credits (30:20:10 hours)

This course presents the theory and practice of sports massage including the history of sports massage 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, stretching pre and post event, and training/conditioning massage.

Prerequisites: MTST 142.

Prerequisite/Co-requisite: 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.

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.

Prerequisites: Admission to the Music Program.

Co-requisite: MUSC 111.

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.

Prerequisites: Successful completion of first term Music Program courses.
Co-requisite: MUSC 112.

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.

Prerequisites: Admission to the Music Program.
Co-requisite: MUSC 101.

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 learns 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.

Prerequisites: Successful completion of first term Music Program courses.
Co-requisite: MUSC 102.

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.

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.

Prerequisites: Successful completion of first term Music Program courses.

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. Prerequisites: Admission to the Music Program. Co-requisite: MUSC 141.

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.

Prerequisites: Successful completion of first term Music Program courses.
Co-requisite: MUSC 142.

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.

Prerequisites: Admission to the Music Program.

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.

Prerequisites: Successful completion of first year of study in the Music Program.

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.

Prerequisites: 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**Introduction to Improvisation**

0 Credits (0:15:0 hours)

This course introduces the student to the theoretical and practical skills required for improvising on the chord progressions typical of the Term II repertoire. This course is aligned to the content of Ensemble II and Theory II. Topics include chord scale relations (modes and modal harmony, harmonic and melodic minor scales, major and minor harmony), improvising with blues scales, repetition and contrast, continuity, motive, phrase, and line, meter and rhythm, stylistic nuances, and rudimentary form and analysis. Recordings and transcriptions of solos by master improvisers are presented as models for study. Prerequisites: MUSC 141.

MUSC-199**Improvisation Skills**

0 Credits (0:15:0 hours)

In this course, students apply theoretical and conceptual notions of the improvised line to repertoire. Repertoire is selected from examples of traditional and contemporary jazz and related contemporary music in order to accommodate the specific needs for each performance area (vocal, percussion, bass, keyboard, guitar, winds). Theoretical concepts presented in Introduction to Improvisation are developed as required to address the exigencies of the selected repertoire. Prerequisites: MUSC 142 and MUSC 198.

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. Prerequisites: Successful completion of first year of study in the Music Program.

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. Prerequisites: MUSC 203.

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.

MUSC-206**Composition II**3 Credits (45:0:0 hours) **Transfer**

This course introduces students to some of the major trends in twentieth century composition. Students compose and analyze music from three major trends: impressionism, serialism and minimalism. As in Composition I, students give short presentations on music they listen to as well as on composers discussed in class. Prerequisites: MUSC 205.

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 will include 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, putting 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 sol-fa system in conjunction with the scale-degree system, also develops aural skills. Regular sight-singing activities include singing melodies, two-, three-, and four-part examples of traditional and jazz choral music, and singing simple and complex rhythms using various vocalization methods. Prerequisites: Successful completion of first year of study in the Music Program.

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.

Prerequisites: MUSC 213.

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.

Prerequisites: Successful completion of first year of study in the Music Program.

Co-requisite: MUSC 243.

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.

Prerequisites: MUSC 233.

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.

Prerequisites: Successful completion of first year of study in the Music Program.

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.

Prerequisites: MUSC 243.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: Successful completion of first year of study in the Music Program.

MUSC-252**Recording Studio Production**

3 Credits (30:30:0 hours) Transfer

This course introduces students to the role of the producer in the recording studio. It also continues to develop the skills of the recording engineer, established in MUSC 251 – Studio Recording Techniques. As well, this course introduces students to a variety of types of work done in a typical modern recording studio and explains the role of the recording studio in the music business. Students complete a variety of projects that will allow them to function as producers and develop other production and recording skills.

Prerequisites: MUSC 251.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: Successful completion of first year of study in the Music Program.

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.

Prerequisites: MUSC 261.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: Successful completion of first year of study in the Music Program.

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, professional organizations, legislation, scope of practice, and standards for professional nursing practice are examined from provincial, national and international perspectives. 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, and HLST 152.

Pre-requisites or Co-requisites: HLSC 124, HLSC 126, 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 124, HLSC-128, HLST-154, and NURS 175.

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 HLSC 124, HLSC 128, HLST 154, NURS 175, ENGL 108, and PSYC 105.

Prerequisites or Co-requisites: 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 HLSC 124, HLSC 128, HLST 154, NURS 175, ENGL 108, and PSYC 105.

Prerequisites or Co-requisites: 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 OR PNRS 254. **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 220, HLSC 222, NURS 252 and NURS 272. **Note:** 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.

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.

Co-requisite: 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.

Prerequisites: Minimum grade of C- in NURS 370.

Co-requisite: HLST 354.

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 370 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 379.

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, non-malignant, 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.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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, Eslaw, Reali, PowerPoint, and Access. Students 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 Reali 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.

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.
Prerequisites: 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.

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.

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 the student with an opportunity for concentrated nursing practice in an occupational health environment. Knowledge and skills in occupational health nursing is applied and integrated through the completion of a selected field project. 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. Students discover and explore recreational and educational resources in the community. An overview of present standards and professional qualifications is included. **Note:** This course is a required course for the Early Childhood Development Diploma. Permission to register will be granted to individuals not accepted in the ECD program if they provide evidence of background knowledge and course work in each of these three content areas: program planning, child development, human relations, and are currently working with school age children in a group setting.

Prerequisites: ECD program students: ECDV 155, ECDV 160, ECDV 165, ECDV 210, ECDV 170, ECDV 175.

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 their developing communications skills to their 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.

Prerequisites: 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. 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.

ORGA-310**Advanced Leadership Topics and Issues**

3 Credits (45:0:0 hours)

Students examine traditional and contemporary leadership theories and models. High profile leaders in the political, community, and business world are analyzed to illustrate contemporary issues and approaches. Key leadership concepts are applied in a case analysis format, and students develop a personal leadership plan.

Prerequisites: ORGA 201, BUSN 201.

ORGA-314**Managing Conflict and Negotiation**

3 Credits (45:0:0 hours)

This course examines the theoretical basis of conflict, the sources and nature of conflict in organizational contexts. Students apply theory to prevent, manage, and resolve workplace conflict. Topics include: problem solving techniques, negotiation styles, dispute reconciliation mechanisms, and ethical considerations in conflict management.

Prerequisites: ORGA 201.

ORGA-316**Contemporary Organizational Behaviour and Theory**

3 Credits (45:0:0 hours)

Students apply contemporary organizational behaviour concepts and organizational theory to study topics in private, public, and non-profit organizations. The topics include organizational governance, changing nature of work, managing diversity, organizational design, managing and developing organizational culture. Students study organization structure and explore how an individual's behaviour in organizations has an impact on an organization's ability to achieve its objectives.

Prerequisites: ORGA 201 and BUSN 201.

ORGA-330**Managerial Skill Development**

3 Credits (45:0:0 hours) Transfer

In this course, students explore theoretical concepts that support practical training in the key competencies required for managerial success. Student demonstration and application of managerial skills and concepts in field research situations are important components of this course. **Note:** A student may receive credit for only one of ORGA 330, MASD 330, MGMT 223 or HRMT 220.

Prerequisites: ORGA 201.

ORGA-410**Business Consulting**

3 Credits (45:0:0 hours)

This course focuses on the consulting process, issue and problem diagnosis, consulting approaches and styles, client-consultant relationships, management of change and professional codes of conduct and ethics. Consultancy is discussed in the context of both internal and external organizational roles and as a career choice. Students work in a team to integrate consulting concepts with knowledge and skills acquired in other Bachelor of Commerce courses and apply them to practical consulting projects.

Prerequisites: ORGA 316.

ORGA-412**Intrapreneurship, Innovation and Creative Problem Solving**

3 Credits (45:0:0 hours)

Students analyze and discuss theories, principles, concepts, and practices of entrepreneurship within organizations – intrapreneurship. Students research and analyze current trends, organizational challenges to innovation, creativity, and opportunities in developing intrapreneurship in organizations. Students also analyze the theories, nature, and dynamics of implementing change in organizational culture and the impact of an organization's adoption of an intrapreneurship strategy.

Prerequisites: ORGA 201, BUSN 201.

ORGA-414**Introduction to Public Affairs – Government and Regulatory Issues**

3 Credits (45:0:0 hours)

In this course, students focus on government and regulatory processes impacting the non-profit and public sectors. Students Study the public policy development process and the role of non-profit organizations in shaping public policy and regulation. The impact of public policy and regulation on organizations is discussed in context of the regulatory and reporting requirements imposed by governments on organizations in the non-profit and charitable sector.

Prerequisites: LENP 300 or BUSN 201 or ORGA 201 or a Canadian political science course or consent of the program.

ORGA-422**Contemporary Issues in Management**

3 Credits (45:0:0 hours)

In this course, students analyze and explore current complex social, technological, or legal issues business and society have to deal with. In addition, they explore potential responses firms and other institutions may have to address these issues. Students integrate and apply concepts philosophies, and methods learned throughout the program to understand, analyze and render appropriate strategic and ethical judgments concerning the general management of organizations in today's global context.

Prerequisites: ORGA 316.

ORGA-433**Managing Change**

3 Credits (45:0:0 hours)

Students study the conceptual frameworks of organizational development and change. The dynamics of change, implementation considerations, and understanding and managing resistance to change are analyzed. Students apply theory to case studies and develop tools to lead and navigate change situations.

Prerequisites: ORGA 316.

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.

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 can only be obtained for one of PACT 110 or 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.

PACT-111**Basketball**

1.5 Credits (15:30:0 hours) Transfer

In this course, students acquire theoretical knowledge and personal skill in individual and team activities in basketball. **Note:** Credit can only be obtained in one of PHSD 111 or PACT 111.

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:** Credit can only be obtained in one of PACT 114 or PHSD 114.

PACT-118**Soccer**

1.5 Credits (15:30:0 hours) Transfer

In this course, students examine the theoretical framework and skills of basic soccer including passing, trapping, tackling, heading, shooting, goalkeeping, small group and team attacking and defensive strategies. **Note:** Credit can only be obtained in one of PHSD 118 or PACT 118.

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:** Credit can only be obtained in one of PACT 131 or PHSD 131.

PACT-133**Squash**

1.5 Credits (15:30:0 hours) Transfer

In this course, students will acquire theoretical knowledge and personal skills in basic squash strokes and strategies. **Note:** Credit can only be obtained in one of PACT 133 or PHSD 133.

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:** Credit can only be obtained in one of PACT 137 or PHSD 137.

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:** Credit can only be obtained in one of PACT 145 or PHSD 145.

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. **Note:** Credit can only be obtained in one of PACT 155 or PHSD 155.

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:** Credit can only be obtained in one of PACT 180 or PHSD 180.

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. The course includes touring and citizen racing opportunities. Equipment is available from the college but participants are encouraged to provide their own. **Note:** Credit can only be obtained in one of PACT 181 or PHSD 181.

PACT-195**Introduction to Scuba**

1.5 Credits (15:30:0 hours)

This course provides students with the opportunity to acquire the theoretical knowledge and fundamental skills required in scuba. **Note:** Credit can only be obtained in one of PACT 195 or PHSD 195. Students must be able to swim 200 meters and tread water for 10 minutes.

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. **Note:** Credit can only be obtained in one of PACT 198 or PHSD 198.

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.

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.

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.

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.

Prerequisites: Minimum grade of C- in PEDS 101.

PEDS-200**Physiology of Exercise**

3 Credits (45:22:0 hours) Transfer

An introduction to physiological adaptations to stress of exercise and training.

Prerequisites: Minimum grade of C- in PEDS 101.

PEDS-201**Applied Ethics in Physical Education and Sport**

3 Credits (30:0:15 hours) Transfer

This course provides students with a philosophical examination of ethical questions in the professional practice of physical education and sport studies.

Prerequisites: Minimum grade of C- in both PERL 104 and PERL 204.

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. Restricted to Physical Education students.

PEDS-205**Introduction to Outdoor Environmental Education**

3 Credits (15:45:0 hours) Transfer

This course provides a conceptual and experiential introduction to outdoor environmental education, wilderness travel and outdoor leadership with particular emphasis on the Alberta and Canadian context.

PEDS-206**Qualitative Biomechanics**

3 Credits (45:12:0 hours) Transfer

This course focuses on the methods to perform qualitative biochemical analyses of human movement. These analyses involve the application of appropriate mechanical principles and the relationships between these principles. **Note:** Restricted to Physical Education students.

Prerequisites: Minimum grade of C- in PACT 101, PEDS 294 or PEDS 100.

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.

Prerequisites: Minimum grade of C- in PEDS 100.

PEDS-246**Coaching Practicum I**

3 Credits (100:0:0 hours)

The purpose of the practicum is to provide the student with a practical coaching experience under the guidance of a head coach. It is intended to introduce the student to the demands of the profession of coaching. Students will be required to coach for a complete season as an Assistant Coach in a program approved by the student's Coaching Mentor. **Note:** At least 100 hours of outside-classroom time is required.

PEDS-293**Introduction to the Movement Activities of Children**

3 Credits (0:0:45 hours) Transfer

This course is a study of developmentally appropriate movement activities for children. Students participate and work with children in a variety of physical activities in recreational, educational and sport environments.

PEDS-294**A Conceptual Approach to Physical Activity**

3 Credits (30:0:15 hours) Transfer

This course is an exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. The focus of the course is on the development of a conceptual understanding of movement; therefore, a wide range of activities and their contexts will be examined and experienced. Restriction: BPE and BED (Physical Education majors/minors) only.

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.

PERL-104**Introduction to Sociocultural Aspects of Sport and Leisure**

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.

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:** Credit can only be obtained in one of PERL 105 or PEDS 105.

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.

PERL-207**Physical Activity and Leisure for Special Populations**

3 Credits (45:18:10 hours) Transfer

Students are introduced to the theory and practice of 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 are required to commit a minimum of ten hours of service in a local program for persons with disabilities. Prerequisites: Minimum grade of C- in PEDS 100.

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.

PGCT-331**Setting Up a Golf Operation and CPGA By-Laws**

2 Credits (30:0:0 hours)

This course focuses on developing a business plan, the first step in establishing a successful golf operation. Management considerations such as budgeting and accounting, legal concerns, banking, overhead, establishing a power car fleet and contractual arrangements are addressed. This course also reviews the rules, regulations and by-laws of the Canadian Professional Golfers' Association (CPGA).

PGCT-341**Golf Course Design**

3 Credits (45:0:0 hours)

This course examines principles of golf course design, architecture and construction. Various golf courses are featured to illustrate these principles. Special requirements for courses in northern climates are also covered.

PGCT-351**Golf Equipment Repair**

1 Credit (15:0:0 hours)

This course provides practical experience in most common golf club repair techniques. Students conduct actual repairs under the supervision of the instructor.

PGCT-352**Club Fitting**

1 Credit (15:0:0 hours)

This course explores the theory of golf club fitting and how the components of a golf club relate to one another, the flight of the golf ball and to the physical characteristics of the person swinging it. Also included is practical experience conducting golf club fitting under the supervision of the instructor.

PGCT-353**First Aid**

1 Credit (15:0:0 hours)

This course provides students with the basic skills and knowledge to deal with injuries and emergency situations and to be able to develop an emergency action plan for their facility. Upon completion of the course, students 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

This course is 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.

PHIL-102**Knowledge and Reality**

3 Credits (45:0:0 hours) Transfer

This course is 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.

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.

PHIL-160**Contemporary Moral Issues**

3 Credits (45:0:0 hours) Transfer

This course provides 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.

PHIL-200**Metaphysics**

3 Credits (45:0:0 hours) Transfer

This course is 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.

PHIL-201**Buddhist Philosophy**

3 Credits (45:0:0 hours)

This course carries out a sustained investigation of Buddhist philosophy. This involves a consideration of the historical development of Buddhist philosophical thought, beginning with its origin and expansion in India, through its movement into China and then into Japan. The course considers, with the aim of coming to a philosophical understanding, issues such as Buddhist conceptions of suffering, enlightenment, reality, rationality, self, mind, consciousness, meditation and the ethics of compassion. In so doing, comparisons with key philosophers and developments in the history of Western philosophy are also discussed. Attention is given to philosophies in the Mahayana Buddhist tradition and, specifically within Mahayana Buddhism, to Zen Buddhism.

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.

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:** Credit can only be obtained in one of PHIL 210 or PHIL 120.

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.

PHIL-220**Symbolic Logic II**

3 Credits (45:0:0 hours)

This course is an intensive study of predicate logic with identity. Topics include translation of ordinary language into symbolic form, semantics, tree tests for consistency and validity, derivations in natural deduction systems, mathematical induction, and soundness and completeness. Topics may also include theories of definite descriptions, elementary modal logic, and formal axiomatic systems.

Prerequisites: Minimum grade of C- in PHIL 210 or equivalent.

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.

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 such as Descartes, Leibniz, Locke, Berkeley, Hume and Kant.

PHIL-242**Aristotle and Hellenistic Philosophy**

3 Credits (45:0:0 hours) Transfer

This course is a survey of the thought of the ancient Greek world from Aristotle into the Hellenistic period.

PHIL-247**Continental Philosophy: Heidegger to Foucault**

3 Credits (45:0:0 hours) Transfer

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, postmodernism, post-Marxism, feminism and critical theory.

PHIL-250**Ethics**

3 Credits (45:0:0 hours) Transfer

This course is 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.

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.

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.

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.

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.

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.

PHIL-305**Philosophy of Psychology**

3 Credits (45:0:0 hours)

This course examines the philosophical foundations of psychology, with particular attention to philosophical issues concerning methodology, mind, and cognition. Topics may include Weakness of Will, Perception, Rationality and Delusion, Linguistic Nativism, Consciousness, Qualia, Wide versus Narrow Content, Artificial Intelligence, Self and Subjectivity, and Intentionality.

PHIL-325**Risk, Choice and Rationality**

3 Credits (45:0:0 hours) Transfer

This course is a study of the formal theory of rationality, including probability and induction and elementary decision theory, with attention to the paradoxes of choice.

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.

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.

PHIL-355**Philosophy of the Environment**

3 Credits (45:0:0 hours) Transfer

This course introduces 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.

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.

PHIL-370**Liberalism and Its Critics**

3 Credits (45:0:0 hours)

Through a study of classic and contemporary writings in political philosophy, this course examines philosophical defenses and criticisms of liberalism. Specific emphasis is placed on political liberalism and its conservative, libertarian, communitarian and/or radical democratic critics. Course readings may include work by: Locke, Kant, Mill, Rawls, Nozick, Schmitt, Sandel and Mouffe.

PHIL-371**Philosophy of Power**

3 Credits (45:0:0 hours)

Through a study of classic and contemporary writings in political philosophy, this course examines the nature of power and of power relations in the state. Specific emphasis is placed on traditional theories of sovereignty, consent and ideology, as well as more contemporary, philosophical considerations of power as essentially relational and epistemic (e.g., power/knowledge and bio-power). Course readings may include work by Bodin, Hobbes, Locke, Marx, Althusser, Foucault and Abamben.

PHIL-381**Philosophy and Literature**

3 Credits (45:0:0 hours)

This course examines the relationship between philosophy and literature. Looking at the way that philosophy and literature influence each other, we study this relationship under three headings: philosophy of literature, which is the study of the nature of literature; philosophy in literature, which examines the philosophical elements in fiction; and philosophy as literature, which considers the literary features of philosophical expression. Readings are drawn from classic and contemporary works of philosophy, fiction, drama and poetry.

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.

PHIL-401**Senior Thesis**

3 Credits (0:0:45 hours) Transfer

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) Transfer

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.

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.

PHIL-445**Marx and Philosophy**

3 Credits (0:0:45 hours)

This course engages in a critical study of the philosophy of Karl Marx. In addition to a close reading of some of Marx's central writings, we also explore the intellectual context within which Marx worked and/or the appropriations of Marx through the twentieth century with possible emphasis on analytical Marxism, Hegelian Marxism and post-structural Marxism. Prerequisites: 6 credits in philosophy at the 200- or 300-level.

PHIL-447**Wittgenstein**

3 Credits (0:0:45 hours) Transfer

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.

PHIL-498**Directed Readings I**

3 Credits (0:0:45 hours)

This course permits a senior-level student to work with an instructor to explore a specific philosophical topic through directed reading and research in primary and secondary sources. Prerequisites: 9 credits in senior philosophy.

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:** Credit can only be obtained in one of PHSD 111 or PACT 111.

PHSD-114**Introduction to Ice Hockey**

3 Credits (15:30:0 hours)

This course is designed to provide students with the opportunity to acquire and/or improve upon the fundamental skills requisite to proficiency as an ice hockey player. **Note:** Credit can only be obtained in one of PHSD 114 or PACT 114.

PHSD-118**Soccer**

3 Credits (15:30:0 hours)

In this course, students examine the theoretical framework and skills of soccer including passing, trapping, tackling, heading, shooting, goalkeeping, small group and team attacking and defensive strategies. **Note:** Credit can only be obtained in one of PHSD 118 or PACT 118.

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:** Credit can only be obtained in one of PHSD 131 or PACT 131.

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:** Credit can only be obtained in one of PHSD 133 or PACT 133.

PHSD-137**Volleyball**

3 Credits (15:30:0 hours)

This course is designed to help students acquire theoretical knowledge and personal skill in the fundamental skill of volleyball. Students are taught in individual and small group settings. **Note:** Credit can only be obtained in one of PHSD 137 or PACT 137.

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. **Note:** Credit can only be obtained in one of PHSD 145 or PACT 145. This course requires that students must provide their own equipment and the payment of additional fees.

PHSD-155**Social Dance**

3 Credits (0:45:0 hours)

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, swing and salsa. Emphasis is placed on the acquisition of the basic movement and style of each dance, as well as step variations and sequences.

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:** Credit can only be obtained in one of PHSD 180 or PACT 180. 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:** Credit can only be obtained in one of PHSD 181 or PACT 181.

PHSD-195**Introduction to Scuba**

3 Credits (15:30:0 hours)

This course provides students with the opportunity to acquire the theoretical knowledge and fundamental skills required in Scuba. **Note:** Credit can only be obtained in one of PHSD 195 OR PACT 195. Students must be able to swim 200 meters and tread water for 10 minutes.

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. **Note:** Credit can only be obtained in one of PHSD 198 or PACT 198.

PHSD-301**Scientific Analysis of the Golf Swing**

3 Credits (36:9:0 hours)

This course is designed to provide the student with both theoretical and practical knowledge related to the golf swing. The course will focus on the anatomical and physiological concepts associated with the golf swing plus the biomechanical principles necessary to move the golf ball towards its target. A review and analysis of the scientific literature associated with this motor skill will be the concluding activity of the course.

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 will develop a conceptual understanding of physical principles of classical mechanics, develop reasoning, and problem solving abilities, and relate physical principles to real-world applications. **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.

PHYS-109**Introduction to University Physics II**

3 Credits (45:36:22.5 hours) Transfer

This is a non-calculus course in Physics for students without Physics 30 to be taken subsequent to Physics 108. Topics covered include the study of simple harmonic motion, waves, sound, fluids, geometric optics, physical optics, heat, and thermodynamics. These topics are accompanied by related laboratory work. During the course the student will develop a conceptual understanding of physical principles and develop reasoning and problem solving abilities in the above areas. **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.

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 basic dynamics. Conservation of momentum and energy, circular motion, vibrations, waves in matter, wave optics, and sound are also covered. In addition, black body radiation, photons, de Broglie waves, and models of the atom are also presented. Examples relevant in biology and medicine will be emphasized. **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.

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:** Credit may be obtained for only one of PHYS 126 or PHYS 146.
Prerequisites: Minimum grade of C- in PHYS 124.

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.
Co-requisite: MATH 100 or equivalent.

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.
Co-requisite: MATH 113 or MATH 114 or equivalent.

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 or PHYS 146.
Prerequisites: Minimum grade of C- in PHYS 124 or PHYS 144.
Co-requisite: MATH 115 or equivalent.

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).
Co-requisites: MATH 113 or MATH 114.

PHYS-208**Quantum Aspects of Modern Physics**

3 Credits (45:0:0 hours)

This course begins with the experimental evidence leading to the development of quantum mechanics, including the photoelectric effect, the Compton Effect, X-ray production and electron diffraction. Further topics include a discussion of the Heisenberg Uncertainty Principle and the Schrodinger theory of quantum mechanics including applications of one dimensional potential wells and barriers, tunnelling, the simple harmonic oscillator, atomic physics, the hydrogen atom and the periodic table.
Prerequisites: Minimum grade of C- in PHYS 109, PHYS 126 or PHYS 146; MATH 113 or MATH 114.

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 formulation 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.

PHYS-261**Physics of Energy**

3 Credits (45:0:0 hours)

This course first identifies the various forms of energy consumed by modern society. The conversion of energy is traced from natural resources to usable forms considering both the fundamental laws of thermodynamics and the practical concerns of cost and environmental consequences. Next, the benefits and drawbacks of non-renewable energy sources such as fossil fuels and nuclear power are discussed and compared to renewable sources such as hydroelectric and solar power. Finally, the development of alternative energy resources is discussed.

Prerequisites: Minimum grade of C- in one of the following: PHYS 126, PHYS 146 or PHYS 109.

PHYS-281**Electricity and Magnetism**3 Credits (45:0:0 hours) Transfer

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.
Co-requisite: MATH 214.

PNRS-155**Concepts in Mental Health Nursing I**

4 Credits (45:0:40 hours)

Students are introduced to the knowledge, skills and attitudes required to provide client centred, evidence-based nursing care to clients in mental health settings. Students focus on the history, recent trends, legislation, and selected ethical-legal and professional issues in mental health nursing; therapeutic milieu; and the application of therapeutic communication techniques across the lifespan. Students are introduced to nursing models and mental health theory applicable to mental health nursing. Students explore selected mental health pathologies, interventions, therapies, and basic counselling skills. Students apply communication theory and skills for the establishment of therapeutic nurse-client relationships in selected settings.

Prerequisites: Minimum grade of C- in NURS 175 and PSYC 104.

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 HLSC 124, HLSC 128, PNRS 155 and PSYC 105.

Prerequisites or Co-requisites: HLSC 220, HLSC 222, NURS 252.

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. **Note:** IF PNRS 255 is preceded by PNRS 259, NURS 275 and NURS 277, a minimum grade of C- in PNRS 259, NURS 275 and NURS 277 is also required.

Prerequisite or Co-requisite: 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. **Note:** If PNRS 259 is preceded by PNRS 255, NURS 275 and NURS 277, a minimum grade of C- in PNRS 255, NURS 275 and NURS 277 is also required.

Prerequisite or Co-requisite: 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 HLST 300, NURS 277, 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.

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, transnational corporations, North-South relations, poverty, migration, as well as the impact of globalization on democracy and political change.

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.

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. Prerequisites: Minimum grade of C- in POLS 101.

POLS-212**Ethics and Politics**

3 Credits (45:0:0 hours) Transfer

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. Prerequisites: 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.

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 study the politics of institutions, and the 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.

POLS-260**International Relations**

6 Credits (90:0:0 hours) Transfer

This course introduces students to the study of international relations. Topics include the nature of foreign policy, the dynamics of interaction among states, the causes of war and conflict, balance of power, diplomacy, international political economy and the role of non-state actors. Emphasis will be given to contemporary issues. **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.

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.

POLS-308**Political Thought of the Enlightenment**

3 Credits (45:0:0 hours) Transfer

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) Transfer

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) Transfer

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) Transfer

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.

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.

Prerequisites: Minimum grade of C- in POLS 220.

POLS-345**Issues in Globalization and Governance**

3 Credits (45:0:0 hours)

This course offers a comprehensive study of some of the major issues in the areas of Globalization and Global Governance. Topics include: Global Governance Theory, the Global Political Economy, Global Security Challenges, the Global Financial System, the Global Civic Ethic, Poverty and Globalization, UN Reform, and the Global Environmental Challenge.

Prerequisites: Minimum grade of C- in POLS 260 or POLS 200.

POLS-349**Topics in International Politics**

3 Credits (45:0:0 hours) 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.

Prerequisites: Minimum grade of C- in POLS 260.

POLS-357**The Third World in Global Politics**

3 Credits (45:0:0 hours) Transfer

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 inter-regional 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.

POLS-365**Canadian Foreign Policy**

3 Credits (45:0:0 hours) Transfer

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) Transfer

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.

Prerequisites: Minimum grade of C- in POLS 200 or POLS 260.

POLS-414**Theory and Method in Political Science and Political Philosophy**

3 Credits (0:0:45 hours) Transfer

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 examine the work of significant political philosophers who have attempted to answer that same question. The contributions by a selection of the following historical and contemporary political philosophers will be included: Aristotle, Cicero, St. Thomas Aquinas, Niccolo Machiavelli, Giambattista Vico, G.G. Hegel, Friedrich Nietzsche, Eric Voegelin, Michael Oakshott, Michel Foucault and Leo Strauss.

Prerequisites: Minimum grade C- in POLS 210.

POLS-423**Canadian Federalism**

3 Credits (0:0:45 hours) Transfer

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.

POLS-461**Selected Topics in International Politics**

3 Credits (0:0:45 hours) Transfer

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.

Prerequisites: 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.

Prerequisites: Minimum grade of C- in POLS 260.

POLS-470**Selected Topics in Comparative Politics**

3 Credits (0:0:45 hours) Transfer

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.

Prerequisites: Minimum grade of C- in POLS 200.

POLS-499**Advanced Study in Political Science**

3 Credits (0:0:45 hours) Transfer

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-205**Intro to Public Relations**

1 Credit (15:0:0 hours)

This course is an introduction to the public relations profession – what it is, where it fits in the business model, and how it contributes to business success. Both strategy and tactics are presented. Students are introduced to issues and trends in public relations with an emphasis on ethics and professionalism in the practice. A key concept is the return on investment that public relations brings to the business model.

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 will be examined.

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.

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.

Prerequisites: PREL 231. May be taken as a Co-requisite.

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.

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.

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 will adopt a management perspective when applying principles of planning, implementing, delivering and evaluating to meet organizational and communications goals. Creativity is encouraged.

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**Foundations of Composition**

3 Credits (45:0:0 hours)

This course explores the essence of language: grammar, phrasing, register, and style. Students consider the history of English and its interaction with other languages. They examine the rhetorical and ethical implications of mechanical choices. Finally, they learn how to identify and manipulate sentence elements to produce effects from clarity to obfuscation.

Prerequisites: Students must meet one of the following: 1. A minimum grade of 65 per cent 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 Advanced Composition

3 Credits (45:0:0 hours)

In this course students evaluate the rhetorical implications of language elements studied in PROW 100, and use sophisticated tools for analyzing sentence construction. The course considers language from linguistic, rhetorical, social and ethical perspectives. Through lecture, discussion and workshops, students experiment with grammatical forms to examine the forms' suitability for various audiences and purposes. Prerequisites: 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 focuses 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.

Prerequisites: 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. Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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. Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 re-enactments, special effects, and voice-overs) into a professional shooting script.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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, workshopping, 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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. 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)

In this course, students explore the laws of evidence as they relate to criminal procedure and trials. Students briefly review of the laws of evidence that relate to civil proceedings. Drawing upon the Canada Evidence Act and selected statutes, students explore legal defences and the powers of search and seizure. Students also analyze the rules that relate to obtaining statements, admissions, confessions and presenting evidence in court.

Prerequisites: 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.

Prerequisites: 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)

In this course, students examine the laws of evidence related to both criminal and civil trials and to administrative proceedings. Drawing upon the Canada Evidence Act and other selected statutes, students explore the ways in which these acts and statutes influence civil, criminal and administrative procedures. Students compare the discovery process in civil proceedings with criminal matters and review the powers of search and seizure, the rules related to statements, admissions and confessions, and the laws that govern the presentation of evidence in court.

Prerequisites: 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.
Co-requisite: 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.
Co-requisite: 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)

In this course, students analyze the processes involved in the recognition, development and identification of fingerprints and other forensic evidence. Students also examine the specific techniques to investigate criminal cases.
Prerequisites: 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.
Prerequisites: Minimum grade of C- in PSYC 104 or PSYC 100.

PSSC-242 **Leadership Skills**

3 Credits (45:0:0 hours) Transfer

This course examines and applies the communication skills needed to be effective as leaders in business and professional organizations. The focus is on the theory and skills required to be an effective communicator in a variety of contexts involving individuals, groups and teams.

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)

In this course, students examine and apply evidence search and collection techniques, incident scene drawing and criminal court presentation procedures. Students also select and evaluate specific techniques to investigate criminal cases.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: 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.

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.

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. Prerequisites: Minimum grade of C- in PSYC 104.

PSYC-212**Introduction to Research Methods in Psychology**

3 Credits (45:0:0 hours) Transfer

This course provides an introduction to experimental and nonexperimental 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.

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.

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.

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.

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.

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.

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: Minimum grade of C- in PSYC 104. (Biology 30 or equivalent is strongly recommended.)

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.

Prerequisites: Minimum grade of C- in PSYC 104.

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.

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.

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.

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 end 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 Co-requisite.

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 will be explored. Prerequisites: Minimum grade of C- in PSYC 223.

PSYC-326**Atypical Development**

3 Credits (45:0:0 hours) Transfer

This course provides a theoretical and practical framework for conceptualizing atypical development and psychological disorders of children and adolescents. Prevalent clinical phenomena, treatment methods, approaches to preventing psychological disorders, and promoting optimal development are presented. Developmental, individual, familial, and social factors associated with disruptions in normative psychosocial growth are examined. Prerequisites: Minimum grade of C- in PSYC 223.

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.

Prerequisites: Minimum grade of C- in PSYC 223.

PSYC-333**Advanced Personality**

3 Credits (45:0:0 hours) Transfer

This course offers an in-depth examination of theoretical perspectives, assessment, and research relevant to the study of personality.

Prerequisites: 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.

PSYC-339**Abnormal Psychology**

3 Credits (45:0:0 hours) Transfer

This course offers 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 PSYC 104 and PSYC 105, plus at least one 200 level psychology course (PSYC 233 or PSYC 275 recommended).

PSYC-341**Cross-Cultural Psychology**

3 Credits (45:0:0 hours) Transfer

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 basis, and environmental influences on memory is explored as well as the different memory systems. In addition to the developmental changes, everyday applications and biological impairments of memory are reviewed.

Prerequisites: Minimum grade of C- in PSYC 258.

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.

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.

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. Prerequisites: Minimum grade of C- in PSYC 275.

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.

Prerequisites: Minimum grade of C- in PSYC 281.

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.

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.

Prerequisites: 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 at least one 200-level course in psychology and consent of the department.

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.

Prerequisites: Minimum grade of C- in PSYC 223.

PSYC-428**Applied Lifespan Developmental Psychology**

3 Credits (45:0:0 hours) Transfer

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 applications for improving human functioning across the lifespan.

Prerequisites: Minimum grade of C- in at least one 300- or 400-level course in developmental psychology (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.

PSYC-435**Introduction to Clinical Psychology**

3 Credits (0:0:45 hours) Transfer

This course examines the profession of clinical psychology, including topics such as clinical assessment and diagnosis, clinical judgment and decision making, psychotherapeutic and community interventions and professional ethics.

Prerequisites: Minimum grade of C- in PSYC 339.

PSYC-437 Special Topics in Forensic Psychology

3 Credits (0:0:45 hours)

In this course, students critically discuss contemporary issues in forensic psychology in a seminar-based format. Material is drawn from both historical and current primary resources, with emphasis on research literature that explores theoretical and empirical approaches to the topic area. Evaluation will be largely based on class participation and written assignments. Topics may vary from year to year and will be announced before registration.

Possible topics may include (but are not limited to) psychopathy, deception, eyewitness memory, family violence, assessment of sexual and violent offenders, criminal responsibility, and ethical and legal issues in forensic psychology.

Prerequisites: Minimum grade of C- in PSYC 337.

PSYC-438 Psychological Interviewing and Professional Skills

3 Credits (45:0:0 hours) Transfer

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 and PSYC 431. With consent of the department, PSYC 435 may be permitted as a Co-requisite.

PSYC-449 Special Topics in Social Psychology

3 Credits (0:0:45 hours) Transfer

This course offers an in-depth study of a specific topic in social psychology. The theoretical, methodological and applied issues are emphasized. The topic for the course varies year to year and is announced prior to registration. Possible topics include eyewitness testimony, prejudice and discrimination, media influences on aggression and interpersonal attraction.

Prerequisites: Minimum grade of C- in PSYC 241.

PSYC-456 Cognitive Assessment

3 Credits (45:15:0 hours) Transfer

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-467 Special Topics in Perception

3 Credits (0:0:45 hours)

In this course, students critically discuss contemporary issues in sensation and perception in a seminar-based format. Material is largely drawn from both historical and current primary resources, with an emphasis on research literature that explores links between neural mechanisms and perceptual performance. Evaluation is based on class participation and written assignments.

Prerequisites: Minimum grade of C- in PSYC 267 or PSYC 275.

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-495 Psychology of Aesthetics

3 Credits (45:0:0 hours)

This course is an introduction to the psychological analysis of response to art. Consideration is given to both theoretical and empirical perspectives. Illustrative materials are drawn from several arts, including painting, sculpture and literature. The contribution of aesthetic behaviour to personality development is considered.

Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105, and either PSYC 233 or PSYC 241.

PSYC-496 Individual Research

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, and/or laboratory or field experience. A formal review paper, research proposal, research report, annotated bibliography, and/or essay is required. This course is primarily intended for science students.

Prerequisites: Minimum grade of C- in at least 15 credits in psychology at the 200 level and a minimum grade of C- in 9 credits in psychology at the 300 level, as well as consent of the department.

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.

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.

Prerequisites: 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.

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.
Prerequisites: RPPR 108.
Prerequisite or Co-requisite: 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.
Prerequisites: 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.

Prerequisites: RPPR 108.

Co-requisite: 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.
Co-requisite: RPPR 215.

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.
Prerequisites: 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.

Co-requisite: 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.

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.

Co-requisites: 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.

Co-requisite: 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.

Prerequisites: 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.

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.) will also be addressed in this course.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent.

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.

SOCI-210**Introduction to Social Statistics**

3 Credits (45:30:0 hours)

Transfer

This course focuses on the practical uses of statistics in analyzing the behaviour of individuals and groups, explaining the reasons for such behaviour, and gaining an understanding of the forces that influence social issues and concerns. It also explores statistical reasoning and the various techniques used by sociologists to summarize data and test hypotheses. **Note:** Restricted to Sociology majors, or with permission of the Department.

Prerequisites: Minimum grade of C- in SOCI 100.

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.

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.

SOCI-241**Social Psychology**

3 Credits (45:0:0 hours) Transfer

This course is an introduction to the study of individual and group behaviour observed in social processes. **Note:** SOCI 241 and PSYC 241 may not both be taken for credit.

Prerequisites: Minimum grade of C- in SOCI 100 or equivalent, or PSYC 104 or PSYC 105, or EDPY 163 or EDPY 371.

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 and migration patterns; urbanization; population explosion, population theory, and policy concerns.

Prerequisites: Minimum grade of C- in SOCI 100.

SOCI-269**Introductory Sociology of Globalization**

3 Credits (45:0:0 hours)

This course introduces students to the processes and implications of globalization within a Canadian and international context. It emphasizes the key organizations and institutions at the centre of contemporary globalization, the implications of globalization in relation to political, economic, and socio-cultural relations, and globalization's influence on the opportunities and constraints felt by individuals in society.

Prerequisites: Minimum grade of C- in SOCI 100 or consent of the department.

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.

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.

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.

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 PSYC 212 (with consent of instructor).

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.

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.

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.

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.

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.

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-twentieth century. Theoretical perspectives to be analyzed include neo-functionalism, critical theory, world systems theory, interactionism, feminist theory, post-structuralist theory, postmodern theory, and more. The application of these theories to contemporary critical debates and societal issues are emphasized.

Prerequisites: Minimum grade of C- in SOCI 332.

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.

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.

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.

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.

Prerequisites: Minimum grade of C- in at least one 200-level sociology course.

SOCI-400**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 will be given to students in the Sociology major and the Honours program.

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.

Prerequisites: Minimum grade of C- in at least one 300-level sociology course.

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.

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 consent of the department.

SOCI-421**Sociology of Punishment**

3 Credits (0:0:45 hours) Transfer

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.

Prerequisites: 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.

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.

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.

SOCI-426**Community Based Criminology Project**

3 Credits (0:0:192 hours) Transfer

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.

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.

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 101 and either SOCI 361 or SOCI 368.

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.

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.

Prerequisites: Minimum grade of C- in SOCI 377.

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.

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.

SOWK-102**Introduction to Social Work Practice**

3 Credits (45:0:0 hours)

This course is the beginning of your journey in learning about social work practice and skills. The course will introduce you to the skills and knowledge that are the foundation of the social work process. The aim of the course is to improve your abilities to help others by increasing self-understanding and developing a beginning competence in social work interviewing.

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 with the opportunity to apply classroom learning within the context of specific field placement settings. Students have the opportunity to develop and to 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, stage development, and an adaptive/coping perspective are 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.

Co-requisite: 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 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.

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 explore 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 are 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 the Social Work Practice Methods courses. The overall purpose of the placements is to provide students with the opportunity to apply classroom learning within the context of specific field placement settings. Students have the opportunity to develop and to 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 105.

Co-requisite: SOWK 110.

SOWK-201**Group Work**

3 Credits (45:0:0 hours)

This course is designed 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 organizing and facilitating groups. Focus is on increasing students' awareness of their own interaction in groups and on demonstrating their ability to use effective social work skills with groups. The students have an opportunity to integrate the theoretical concepts with actual experience by participating in and leading group sessions. 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.

Co-requisite: 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, definitions 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 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.

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 is designed to help participants become critically aware of the economic, social and political environment within which they practice social work. The course examines the process by which social policy is developed in Canada and encourages reflection of the ways social workers are influenced by and in turn can influence that process. Participants are invited to examine their own values as well as some dominant ideologies and assumptions present within Canada today. In addition, opportunities are provided for students to enhance their understanding of a range of contemporary social issues of particular relevance to the social work profession and their own practice. A strong theme running through the course is that of understanding the nature of structural and anti-oppressive social work practice.

Prerequisites: First year of program.

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 the Social Work Practice Methods courses. The overall purpose of the placements is to provide students with the opportunity to apply classroom learning within the context of specific field settings. Students have the opportunity to develop and to 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 115.

Co-requisite: 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 develop 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, 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 are introduced. Students are encouraged to put their understanding of family violence and deprivation issues into ideological and historical perspective.

Prerequisites: SOWK 201, SOWK 202, SOWK 204.

Co-requisite: SOWK 203.

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 the Social Work Practice Methods courses. The overall purpose of the placements is to provide students with the opportunity to apply classroom learning within the context of specific field placement settings. Students have the opportunity to develop and to 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.

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.

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. Prerequisites: Minimum grade of C- in SPAN 111.

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:** A minimum grade of C- in this course is required to register in the sequel course, SPAN 212, Intermediate Spanish II. 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.

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 the oral comprehension, expression, reading and writing skills acquired in SPAN 211. **Note:** This course is not open to students with native speaker background or who have been solely or partly educated in Spanish.

Prerequisites: Minimum grade of C- in SPAN 211 or equivalent course.

SPAN-216**Contemporary Hispanic Cultures and Oral Practice**

3 Credits (75:0:0 hours)

Transfer

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 in Spanish. Prerequisites: 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) Transfer

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:** Not open to students with advanced standing equivalent or with credit in SPAN 306; heritage speakers must obtain departmental consent to register for this course. Prerequisites: Minimum grade of C- in SPAN 212 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. It focuses 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. Prerequisites: Consent of the department.

SPAN-335**Introduction to Business Spanish**

3 Credits (45:0:0 hours) Transfer

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. Prerequisites: Minimum grade of C- in SPAN 230 or consent of the department.

SPAN-341**Introduction to Translation**

3 Credits (45:0:0 hours) Transfer

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.

Prerequisites: Minimum grade of C- in SPAN 230 or consent of the department.

SPAN-350**Magical Realism, Subversion and Sexuality in Hispanic Films and Literature**

3 Credits (45:0:0 hours)

This course introduces students to one of the most stimulating and creative trends in contemporary Hispanic literature and cinema, Magical Realism, in which elements of magic are incorporated into everyday reality. Students critically examine a selection of representative magical realist fiction and films, exploring the relationship between the magical and the real within each text and their historical and cultural context. Because Hispanic Magical Realism has been considered a subversive mode of writing (and representation in general) that challenges discourses of power, this course also analyses the effectiveness of Magical Realism in liberating the voices of the subjugated, especially female characters and their sexuality. The course is conducted in English.

SPAN-351**Women in Hispanic Literatures**

3 Credits (45:0:0 hours)

This course focuses on the role of women in the literatures of Spain and Spanish America (in translation) from the Medieval period through the twentieth century. It aims to analyze how the construction of gender in literature reflects, interacts or rejects the cultural and socio-historical conditions of the time. This course is designed to stimulate discussion, increase the student's familiarity with methods of literary analysis, and provide an understanding of Hispanic cultures and thought. The course is conducted in English.

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:** Credit can only be obtained in one 100-level STAT course or SOCI 210 or PSYC 211.

Prerequisites: Pure Math 30 or successful completion of the STAT 141 gateway exam.

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:** Credit can only be obtained in one 100-level STAT course or SOCI 210.

Prerequisites: Pure Math 30 or equivalent.

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. **Note:** Credit can only be obtained in one of STAT 221 or STAT 265.

Prerequisites: Minimum grade of C- in MATH 115 or equivalent, MATH 120 or MATH 125 or equivalent.

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.

Prerequisites: Minimum grade of C- in STAT 221.

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.

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:** Credit can only be obtained in one of STAT 265 or STAT 221.

Prerequisites: Minimum grade of C- in MATH 115. STAT 151 is recommended.

TAST-100**Role and Responsibilities of the Educational Assistant**

2 Credits (30:0:0 hours)

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.

TAST-101**Child and Adolescent Development**

3 Credits (45:0:0 hours)

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.

TAST-102**Effectively Managing Student Behaviour in Educational Settings**

3 Credits (45:0:0 hours)

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.

TAST-103**Language Learning and Math Across the Curriculum**

3 Credits (45:0:0 hours)

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.

TAST-105**Effective Interpersonal Communication**

2 Credits (30:0:0 hours)

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.

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)

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.

TAST-109**Practicum I**

1 Credit (0:0:60 hours)

The practicum is designed to provide the student with the opportunity to practice in the field through demonstration, appropriate skills and attitudes based on the values, skills and knowledge taught within the program courses. Prerequisites: TAST 101, TAST 103 and TAST 107.

Co-requisite: TAST 110.

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)

In this course, 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 disorders, speech/language difficulties, hearing loss and visual loss.

TAST-118**Computers in Education and Assistive Technology**

3 Credits (45:0:0 hours)

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.

TAST-119**Practicum II**

2 Credits (0:0:120 hours)

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. Co-requisite: TAST 120.

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.

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. Through the study of selected periods and plays from Western theatre history, students examine the conventions of theatre, theatre spaces, aspects of the *mise en scène*, and rudiments of play analysis.

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.

Co-requisite: 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.

Co-requisite: THAR 131.

THAR-130**Ear Training for Music Theatre I**

3 Credits (45:0:0 hours)

This introductory ear training course parallels and supplements the material delivered in the music theory class. Topics include, but are not limited to: the aural identification of intervals, melodies, rhythms, and chords, as well as the sight-singing of melodies and rhythms drawn from the music theatre repertoire.

Co-requisite: 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.

Co-requisite: THAR 121.

THAR-151**Acting Skills I**

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 I**

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 skill in the critical analysis of plays. Through the study of plays from selected periods in Western theatre history, students analyze structure, character, theme, spectacle, sound, form and style in light of the historical and theatrical contexts from which these plays arose.

Prerequisites: Minimum grade of C- in THAR 101, THAR 102, THAR 103, THAR 110, THAR 120 and THAR 130.

THAR-160**Dance Skills I**

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****4 Credits (60:0:0 hours)** Transfer

This course introduces students to the terminology, etiology, signs and symptoms, course, medical intervention and effects of common human disorders experienced by clients undergoing occupational and physical therapy treatment. Typical rehabilitation goals and interventions are outlined.

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 in pediatrics.

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 104, HLSC 105 and 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. Use of the health record for gathering and recording information is covered.

Prerequisites: Minimum grade of C- in HLSC 104, HLSC 105 and THAS 103.

THAS-201**Therapeutic Interventions I: Articulation and Phonology****5 Credits (75:0:0 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 is discussed. Session planning, reporting progress and organization of 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: PSYC 104, THAS 101, THAS 102, and THAS 115.

Prerequisite or Co-requisite: THAS 202.

THAS-202**Therapeutic Interventions II:
Introduction to Clinical Role and Skills****3 Credits (45:0:0 hours) Transfer**

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 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 reviewed. Prerequisites: PSYC 104, THAS 101, THAS 102 and THAS 115.

THAS-203**Field Placement I****5 Credits (0:0:295 hours)**

This course is a seven week field placement under the supervision of a Speech-Language Pathologist. The field placement allows the student to practice skills related to articulation and phonology. 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-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. 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 a on-line seminar. Prerequisites: Minimum grade of C in THAS 208 and THAS 209.

THAS-211**Field Placement II****4 Credits (0:0:205 hours)**

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. The student will develop a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar. Prerequisites: Minimum grade of C in THAS 208 and THAS 209.

THAS-212**Field Placement III****4 Credits (0:0:205 hours)**

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. The student will develop a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar. Prerequisites: Minimum grade of C in THAS 208 and THAS 209.

THAS-213**Therapeutic Interventions III:
Language****5 Credits (75:0:0 hours) Transfer**

This course explores language intervention approaches. Students are introduced to therapy techniques appropriate to implementing treatment for language delays and acquired disorders with toddler, pre-school, school-aged and adult populations. Choosing age-appropriate materials and activities is practiced. Students acquire skills to document progress. This course encompasses strategies for working with clients one-on-one and in groups. Prerequisites: PSYC 104, TAST 100, THAS 101, THAS 102, and THAS 115.

THAS-214**Therapeutic Interventions IV:
Special Populations****4 Credits (60:0:0 hours)**

This course focuses on providing communication intervention to a variety of special populations. Augmentative and alternate communication devices are reviewed. Students are also introduced to therapy approaches for adults with voice and fluency disorders. Prerequisites: THAS 201, THAS 202 and THAS 213. Prerequisite or Co-requisite: THAS 213.

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 related to language interventions. 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. Minimum grade of D in TAST 102.

THAS-216**Sign Language****2 Credits (30:0:0 hours)**

This course prepares students to use basic manual signing skills such as American Sign Language (ASL) and Signing Exact English (SEE) with clients who have hearing loss or are experiencing communication delays. The most important basic aspects of ASL and SEE that are appropriate for stimulating language development are covered.

THAS-220**Exercise in Physical Therapy****5 Credits (45:60:0 hours)**

This course enables students to apply focused therapeutic exercise and gait re-education in response to identified treatment goals in physical therapy environments. Techniques covered include range of motion, stretching, pool therapy, massage, aerobic exercise, strengthening (including core stability), ergonomics and work evaluation, posture and gait evaluation, group exercise, and PNF (proprioceptive neuromuscular facilitation). The role of therapeutic exercise principles in the treatment of common conditions and the use of exercise software in the formulation of exercise programs are covered. Strong emphasis is placed on the purposes, benefits, safe instruction, and progression of activities. Prerequisites: Minimum grade of C- in THAS 115, THAS 116 and THAS 117.

THAS-221**Modalities and Respiratory Interventions In Physical Therapy**

4 Credits (45:30:0 hours)

Students are introduced to the theoretical and practical aspects of chest physical therapy for pulmonary conditions as would be provided by physical therapist assistants under the supervision of physical therapists. Also covered are electrotherapy and other commonly used rehabilitation equipment. Modalities include heat, cold, ultrasound, laser, TENS, muscle stimulation, interferential current, traction, and compression therapy. The purposes, benefits, and contraindications of these modalities and their safe implementation are stressed. Students integrate the application of electrotherapy within a treatment plan.

Prerequisites: Minimum grade of C- in THAS 115, THAS 116 and THAS 117.

THAS-222**Occupational Therapy in Mental Health**

4 Credits (45:30:0 hours)

This course enables students to apply occupational therapy interventions in the cognitive-perceptual, socio-emotional, and play and leisure performance components. Environmental contexts are considered. Reporting and documentation specific to the field of occupational therapy are covered.

Prerequisites: Minimum grade of C- in THAS 115, THAS 116 and THAS 117.

THAS-223**Occupational Therapy in Physical Dysfunction**

5 Credits (60:30:0 hours)

This course enables students to apply occupational therapy interventions in the sensory motor, self care, and productivity performance components. Environmental contexts are considered.

Prerequisites: Minimum grade of C- in THAS 115, THAS 116 and THAS 117.

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 eighteenth 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).

Prerequisites: TPPR 111 or consent of the program.

TPPR-102**Drafting and Model Making**

2 Credits (15:30:0 hours)

This course is a basic introduction to drafting practices as used by theatre professionals. Standard drafting techniques and concepts are introduced. These include: line types, line weights, construction techniques, drawing layouts, orthographic projections, isometric drawings, floor plans, elevations and sections. A hands-on introduction to basic CAD (Computer Assisted Drafting) will be provided addressing the creation of basic plans, elevations and lighting plots. Additionally, scale model making is introduced to assist the student in understanding the relationship between 2-dimensional drawings and the 3-dimensional world. Scale modeling is also used as an aid in solving 3-dimensional problems, which the technical student will encounter when attempting to draw scenic units and properties. The knowledge and skills gained through the successful completion of this core course are fundamental for other courses including Stagecraft I and II, Lighting I and II, Audio I, and Management and Technical Direction.

Prerequisites: TPPR 111 or consent of the program.

TPPR-103**Introduction to Technical Theatre**

1 Credit (15:0:0 hours)

This course introduces 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.

Prerequisites: TPPR 111 or consent of instructor.

TPPR-104**Stagecraft I**

2 Credits (15:30:0 hours)

In this introductory course, students learn how to solve theatrical production challenges through the design and production of a variety of scenic elements. They learn how to plan layouts; select appropriate building materials for projects; and how to safely use hand and power tools, including specialized jigs.

Prerequisites: TPPR 111 or consent of the program.

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.

Prerequisites: TPPR 111 or consent of the program.

TPPR-106**Set Painting I**

2 Credits (15:30:0 hours)

This course is an introduction to the standard procedures, materials, equipment, and safety considerations involved in the surface treatments of scenery. Students explore colour theory, paint and pigment, tools and application of surface treatments. Health and safety considerations and procedures in dealing with various paint products will be introduced.

Prerequisites: 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. Prerequisites: TPPR 111 or consent of the program.

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. Prerequisites: TPPR 111 or consent of the program.

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. Prerequisites: TPPR 111 or consent of the program.

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. Prerequisites: 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 twentieth 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). Prerequisites: 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. Prerequisites: TPPR 102 or consent of instructor.

TPPR-203**Management****4 Credits (40:20:40 hours)**

This course presents the principles of production management and introduces the various techniques used by production and stage managers. Much of this course deals with working as a production team; organizing and scheduling work, working to communicate effectively, and focusing on and monitoring the tasks to be done. These skills are introduced and discussed and then put into practice through Practicum. Prerequisites: TPPR 103 or consent of the program.

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. Prerequisites: TPPR 104 or consent of the program.

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. Prerequisites: 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.

Prerequisites: 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. Prerequisites: Take TPPR 111 or consent of the program.

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.

Prerequisites: TPPR 105 or consent of the program.

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. It examines the Analysis-Ideation-Implementation process in order to increase the student's ability to solve problems creatively. It examines how solving technical problems can effect both the technical and artistic process. It also provides methods and techniques to enhance creative thinking, and enhance a student's ability to communicate with production staff through improved drafting, presentation, and interpersonal skills. Prerequisites: TPPR 204 and TPPR 215 or consent of the program.

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.

Prerequisites: TPPR 212 or consent of the program.

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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 (45:0:0 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 (45:100:0 hours)

This course provides students with the opportunity to take an out-of-country/out-of-province field study tour. In advance of the tour, students 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 will introduce the basic principles of interface design and interaction. Conceptual development, composition and effective navigation elements are explored as the foundations for usability and information architecture. Prerequisites: VCOM 221, VCOM 223 and VCOM 224.

VCDE-333**Corporate Identity and Promotional Design**

3 Credits (15:45:0 hours)

This course is focused on the process and development of corporate identity and promotional design. Creation of unique and distinctive symbol/logo or identity marks is 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 the 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. Prerequisites: 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. Co-requisite: VCDI 331.

VCDE-344**Concept and Fabrication Workshop**

3 Credits (15:45:0 hours)

This course builds on the basic concepts explored in Introduction to Visual Presentation. Application of the elements and principles of design in the three dimensional setting continues with emphasis on spatial problem solving. Various techniques in the development, fabrication and use of props and fixtures are studied and employed in a variety of projects. Prerequisites: VCPR 211, VCOM 222 and VCDE 231.

VCDE-351**On Site Marketing and Point of Purchase**

3 Credits (30:15:0 hours)

The primary focus of this course is exploring the elements that combine to develop a successful promotional or retail environment. Students are introduced to traffic patterns, furnishings, fixtures, product placement and promotional signage. Assignments would focus on concept presentations that accommodate spatial and budget limitations. Prerequisites: VCOM 221, VCOM 222, VCOM 223 and VCOM 224.

VCDE-352**Publication Design**

3 Credits (15:45:0 hours)

Various types of publication design is explored through typography, image and grid systems. Editorial interpretation and ordering of information is 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 will examine the use of kinetic typography and its relevance in digital media. The challenges of readability and communication when using animated type are explored in a variety of contexts. The emphasis throughout the course will be on the effective use of typography, with the use of image as a secondary focus. Prerequisites: VCOM 221, VCOM 223 and VCOM 224.

VCDE-382**Advertising Design**

3 Credits (15:45:0 hours)

Students will be introduced to the marketing principles and tactical issues surrounding the creative development of advertising design. Demographic target, visual interpretation and communication clarity will be central issues throughout the course. Messaging, format and production methods will be explored through the development of a variety of promotional and advertising design. Prerequisites: VCOM 224, VCPR 210 or VCPR 211 and VCOM 223.

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 will be 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 marking and more immediate responses to observed subjects. Course content is covered through successive drawing exercises and critiques.

Prerequisites: 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.

VCDI-221**3D Visualization**

3 Credits (15:45:0 hours)

This course introduces the general concepts of computer aided design and drafting. Two-dimensional digital drafting techniques will be used to create floor plans, furnishing and fixture plans, and elevations. Basic digital modeling and animation techniques will be introduced. Lectures, demonstrations, and lab exercises present the general concepts of creating, viewing, and editing computer renderings.

Prerequisites: VCOM 222 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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. Prerequisites: 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 are explored as students learn to read and prepare working drawings as well as fabricate models using a variety of methods and materials.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 are 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.

Prerequisites: 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.

VCOM-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.

VCOM-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: VCOM 215 and VCOM 230.

Co-requisites: VCOM 221 and VCOM 245.

VCOM-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.

VCOM-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: VCOM 215.

Co-requisite: VCOM 213.

VCMI-230**Principles of Production**

3 Credits (30:30:0 hours)

This course introduces students to theories and practices of audience analysis, scripting, story boarding and editing specific to motion image. Students explore how sound and visual editing techniques affect perception and meaning. Emphasis is placed on the communicative possibilities achieved through the editing process.

Co-requisite: VCMI 215.

VCMI-245**Editing**

3 Credits (30:30:0 hours)

In this course, students refine technical skills developed in previous studies of editing. Students edit audio and visual material, with an emphasis on professional techniques, standards and tools. Content is delivered through lectures, demonstrations and hands-on assignments.

Prerequisites: VCMI 230.

Co-requisite: VCMI 225.

VCMI-322**Advanced Production**

3 Credits (15:60:0 hours)

Working within a team environment, students develop, refine and apply skills acquired through previous studies. Students are provided with a more detailed examination of the creative and technical responsibilities of the key members of a production team. A variety of production situations are presented to students as they guide the motion image production process.

Prerequisites: VCMI 213 and VCMI 225.

Co-requisites: VCMI 336 and VCMI 355.

VCMI-332**Interface Design and Delivery**

3 Credits (45:0:0 hours)

In this course, students are introduced to a variety of alternative video delivery mediums including CD-ROM, DVD-Video, and the Internet. Topics covered include interface usability principles, re-sampling and compressing video for digital delivery, and technology-specific issues surrounding DVD-Video.

Prerequisites: VCMI 355 and VCDE 380.

VCMI-336**Advanced Acquisition**

3 Credits (30:30:0 hours)

Students further explore the concept and craft of video acquisition through lecture, discussion and practical application. Building on previous studies, students refine technical and conceptual skills with an emphasis on professional technical standards and tools.

Prerequisites: VCMI 225 and VCMI 213.

Co-requisite: VCMI 322.

VCMI-341**Senior Independent Project**

6 Credits (30:0:180 hours)

The student is responsible for generating a body of work that reflects the valued creative and technical skills that are critical throughout their study experience. The focus of the course assignments is established by the student and a program advisor. In each case, the student utilizes the time and facilities to create a body of work that characterizes the appropriate theoretical, conceptual and practical design and production standards.

Prerequisites: VCMI 213, VCMI 225 and VCMI 245.

Co-requisite: VCMI 322.

VCMI-355**Advanced Editing**

3 Credits (30:30:0 hours)

Building on previous studies, students further explore and refine the conceptual and technical skills of editing. Advanced compositing, audio mixing and processing, and editing styles are explored with continued emphasis on professional standards of execution.

Prerequisites: VCMI 245.

Co-requisites: VCMI 336 and VCMI 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 will 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.

Prerequisites: 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.

Prerequisites: 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 are examined in a variety of 3 dimensional formats. Students create conceptual modules 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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.

Co-requisite: 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.

Co-requisite: 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.

Co-requisite: 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.

Prerequisites: 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.

Prerequisites: VCPH 220.

VCPH-330**Visual Narrative**

3 Credits (45:0:0 hours)

Students engage in the development of storytelling, narrative structures, sequence, rhythm, audience and point of view through the photographic medium. Using advanced photographic techniques, students explore themes and concepts.

Prerequisites: PROW 314 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 colour 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. Prerequisites: 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.

Prerequisites: 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.

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.

ZOOL-225**Comparative Anatomy of the Vertebrates**3 Credits (45:36:0 hours) Transfer

This course includes a comparative survey of the anatomy of vertebrates emphasizing evolutionary trends and functional adaptations for survival in various habitats. Special emphasis is placed on mammals and fish.

Prerequisites: Minimum grade of C- in BIOL 108 or equivalent.

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.

Prerequisites: Minimum grade of C- in BIOL 107 or equivalent.

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.

Prerequisites: Minimum grade of C- in BIOL 107.

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.

Prerequisites: Minimum grade of C- in BIOL 108 or equivalent.

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