



## **Disclaimer and Important Notice:**

# **The Calendar 2009/2010**

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. Further, the college reserves the right to implement new policies, regulations and procedures which may not be available at time of publication.

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, regulations 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

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

Used in conjunction with our website [www.MacEwan.ca](http://www.MacEwan.ca), Grant MacEwan College's 2009/10 Calendar is a guide to a broad spectrum of baccalaureate degree, diploma and certificate programs. At MacEwan, we ensure our diverse range of programs meet the needs of today's students and employers. 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 faculty and a wide array of student life opportunities contribute to a unique learning environment whether you are in the classroom or studying on-line. Recent high school graduates, mature students, and career-focused part-time learners will each discover that at MacEwan, our faculty and staff are dedicated to their success.

We're here to meet your learning needs and we 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 an exploration of the MacEwan environment. As a comprehensive institution you will discover throughout this calendar opportunities that include multiple credentials – degrees, diplomas and certificates. Our curriculum is designed to offer depth, choice and flexibility. For example, some diplomas ladder to degrees and some degrees offer comprehensive choice of majors and minors as well as post degree career-focussed diplomas.

Our large team of accessible and experienced faculty and staff have created a teaching and learning environment of small classes, robust technology and student success, one student at a time. We invite you to take a closer look. MacEwan could be your college. Explore [www.MacEwan.ca](http://www.MacEwan.ca).

Dr. Janet Paterson-Weir

# Mission Statement

Grant MacEwan College is a vibrant, innovative educational institution focused on student learning. MacEwan fosters student success and student contributions within local, national and international communities. Teaching and learning are central to the academic endeavour, which is informed and enriched by research and scholarly pursuits of highly engaged faculty and staff. MacEwan strives to exemplify the values of respect, integrity, citizenship and environmental stewardship through teaching, learning, scholarship, research and service.

*Approved by the Grant MacEwan College Board of Governors, June 12, 2008*

# 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*





# 2009

## JANUARY

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## FEBRUARY

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# 2010

## JANUARY

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## FEBRUARY

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## AUGUST

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## NOVEMBER

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## DECEMBER

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# Student Records, Transcripts, Privacy Protection, and Disclosure Notifications

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AND PROTECTION OF  
PRIVACY (FOIP)**

**PERSONAL INFORMATION  
DEFINED**

**PERSONAL INFORMATION  
COLLECTION AND  
USE & DISCLOSURE  
NOTIFICATIONS – OFFICE OF  
THE REGISTRAR**

**PERSONAL INFORMATION  
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GOVERNMENT OF ALBERTA  
SURVEYS

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## 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](http://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](http://www.MacEwan.ca/foip) or contact the MacEwan Access and Privacy Office at 780-497-5423.

## 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 COLLECTION AND USE & DISCLOSURE NOTIFICATIONS – OFFICE OF THE REGISTRAR

Personal Information is collected and used by the Office of the Registrar for a variety of purposes including but not limited to application for admission, emergency contact, general confirmations, prior learning recognition, transcript requests, extension of incomplete contract requests, agreements with respect to incomplete grades, applications to audit, prior learning recognition, name / address changes, examination requests, parchment replacements, and applications to graduate.

These collections are necessary for operating programs of the College, and performing activities of the Office of the Registrar. Personal information collected directly from individual students is used to carry out required functions consistent with the purposes for which the personal information was collected.

The personal information requested by the Office of the Registrar is collected under the authority of the Alberta *Post-Secondary Learning Act* and protected, used and disclosed under the authority of Part 2 of the Alberta *Freedom of Information and Protection of Privacy (FOIP) Act*. Unless otherwise indicated, direct any questions regarding personal information collections identified below by the Office of the Registrar to the Associate Registrar - Records and Convocation, Grant MacEwan College, Office 7-118 – 10700 – 104th. Avenue, Edmonton, Alberta, T5J 4S2, telephone 780-497-4495.

## 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 iUse and Disclosure of Personal Information by Public Bodiesi.

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, consistent purposes, or as permitted by the Act.

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.

## STUDENTS QUALIFYING TO BE ALUMNI

Students qualifying to be alumni have their name, address, telephone number, student number, date of birth, gender, credential ( if applicable) and faculty transferred to the Alumni Services database.

All Alumni of the College automatically, and without fee, become Alumni members of Grant MacEwan College. The above Identified personal information will be transferred to the MacEwan Alumni Database at the time of graduation or upon the event of the student otherwise qualifying as an Alumnus. The Alumni Database is a joint database with shared direct access by Alumni Relations and Services, and the MacEwan Fund Development Division.

This personal information will be used by Alumni Relations and Services only for specific College Alumni Relations purposes. It will be used by Alumni Relations and Services to register individuals as members and to communicate with alumni concerning college and Alumni Relations programs or initiatives, including marketing products or services to alumni and fund-raising drives and campaigns.

The Fund Development Division will use this personal information for fund development solicitation purposes.

The Alumni Database is in the custody and under the control of Grant MacEwan College. MacEwan will not disclose alumni personal information, directly or indirectly, to companies that wish to market products or services to alumni.

Opt-Out: Individuals may contact the Alumni Relations Office to instruct them that (1) they do not wish to receive promotional or other material through the mail, (2) they do not wish to be contacted at all, or (3) they want all their personal information permanently removed from the Alumni database.

Contact: Office of the Coordinator, Alumni Relations and Services, Grant MacEwan College, Office 7-288, 10700 - 104th. Avenue, Edmonton, Alberta, T5J 4S2, telephone 780-497-5543.

## 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 780-497-5403.

## GOVERNMENT OF ALBERTA, ADVANCED EDUCATION AND TECHNOLOGY 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](http://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 labor 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.



# CAMPUS LOCATIONS

## CITY CENTRE CAMPUS

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

### Building Hours

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

### Office of the Registrar/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 11 – August 24, 2009  
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  
\*Open first two Saturdays of September and January only.

### Summer Hours:

May 11 – August 28, 2009  
Monday – Friday: 8 am – 4 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 11 – August 28, 2009  
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: 8:30 am – 4:30 pm  
Saturday, Sunday and Holidays: Closed  
\*Open some evenings during peak periods (September and January)



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## Services

### ABORIGINAL EDUCATION CENTRE

Manager 780-497-5382  
South Campus Advisor 780-633-3609

### 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

### RESOURCE CENTRE FOR VOLUNTARY ORGANIZATIONS (RCVO)

Manager 780-497-5616

### STUDENT RESOURCE CENTRE

Advising, Counselling, Employment, Financial Aid, International Student Advising and 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

### 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  
Provost and 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 780-497-5413  
Vice-President, Corporate Services and CFO  
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 Planning and Development  
Darryl Currie 780-497-5431  
Executive Director, Strategic Planning  
Alan Vladicka 780-497-5391  
OFFICE OF THE REGISTRAR  
Registrar  
Stefanie Ivan 780-497-5039  
Associate Registrar, Records & Convocation  
Joan Fraser 780-497-4495  
Associate Registrar, Registration & Student Systems  
Michelle Fraser 780-497-5005  
Associate Registrar, Transfer  
Colleen Rausch 780-633-3367

### 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  
Dr. Rey Rosales 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  
Dr. Charlotte Pooler 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  
Sheila LeBlanc 780-497-5214



- 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](http://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 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](http://www.MacEwan.ca/Residence).

## 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.

### STUDENT EMPLOYMENT SERVICES (SRC)

Our goal is to assist both current students and alumni providing the following services: resume critiques, online job board, career fairs, workshops and resource library. The online job board available under Student Services on the [www.myMacEwan.ca](http://www.myMacEwan.ca) portal. More details about SRC services are available at [www.MacEwan.ca/src](http://www.MacEwan.ca/src), or telephone 780-497-5064.

### 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](http://www.MacEwan.ca/orientation).

### THE MACEWAN AMBASSADOR PROGRAM

The MacEwan Ambassador Program is available for those students who are looking for an opportunity to gain active leadership skills. Ambassadors take a leadership role in various college events, activities and initiatives. Through this involvement students are able to develop valuable skills, and are eligible for leadership scholarships and a college reference.





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

## STUDENTS' ASSOCIATION OF GRANT MACEWAN COLLEGE

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

An elected Students' Council, containing four Executive members and 12 student representatives, represents MacEwan students. The student body elects the council members annually in October.

As the highest governing body of the SA, Council makes decisions on the priorities of SA MacEwan. Council oversees a \$2M budget, approves policy for dozens of staff and volunteers, and monitors the performance of the executives.

The Executive Council (President, VP Operations and Finance, VP Academic, and VP Campus Life) is elected each March. The four members of the Executive are responsible for giving the Association vision and direction, supported by the full and part-time staff members. The Executive initiates projects and manages the logistical and financial operations of the Association.

New to 2007-08 is the Universal Transit Pass (U-Pass). The U-Pass is a mandatory fee-based service for full-time MacEwan students only. The \$90 fee per semester is more affordable than regular post-secondary passes and helps alleviate traffic congestion and parking issues around campuses. The three-year pilot program was voted 73% in favour by MacEwan students.

The Students' Association also provides a complete health and dental plan, speaks for students at the college's Board of Governors and several other college committees, and provides excellent entertainment events for students. The Association also provides key student focused services – Safe Walk, Peer Support, Global Projects, Student Food Bank, SWAT (Social Wellness Awareness

Team) and our charity Adopt-A-Family. These services are available to all MacEwan students. The Association also offers a full host of online registries for all of your student needs (tutor, housing, used text books, typist, carpool, classified, volunteer and job). Included in our services are the weekly newspaper Intercamp, and our annual handbook given to students at the start of the school year.

For these services and more the Students' Association collects a Membership Fee. SA MacEwan collects this fee and redistributes portions to the MacEwan Centre for Sport and Wellness, and the SA Building Fund. For more information visit our web site at [www.MacEwan.ca/SA](http://www.MacEwan.ca/SA) or call 780-497-4444.





# ADMISSIONS

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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](http://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 may call 780-497-5140 to see if a program is still accepting applications, or check online at [www.MacEwan.ca](http://www.MacEwan.ca).

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

We encourage you to call 780-497-5140 or go online at [www.MacEwan.ca](http://www.MacEwan.ca) after these dates to check if a program is still accepting applications.

## 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, you 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 your 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](http://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
Pure Math 30	Math 30 (Alberta)
Applied Math 30	Math 33 (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









- (4) Canadian Academic English Language (CAEL) Assessment with a minimum score of 70. Refer to website: [www.cael.ca](http://www.cael.ca)
- (5) International English Language Testing System (IELTS) (Academic) with a minimum score of 6.5 with a minimum of 5.0 on each band. Refer to website: [www.ielts.org](http://www.ielts.org)
- (6) Completion of one of the following:  
 Alberta English Language Arts 30-1 (or English 30) **Final blended grade of 75%**. Contact Alberta Education at 780-427-5732 or toll free in Alberta 310-0010 or refer to website: [www.education.gov.ab.ca](http://www.education.gov.ab.ca)  
 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 website: [www.ibo.org](http://www.ibo.org)  
 Advanced Placement (AP) English with a minimum grade of 4.0. AP subjects are offered through selected high schools. Refer to website: [www.collegeboard.org/ap](http://www.collegeboard.org/ap)  
 A 6 credit university-level English Language or Literature course with a minimum grade of B+ completed at an English language institution. Refer to [www.MacEwan.ca](http://www.MacEwan.ca)  
 A grade of B or better in an O-level, GCSE, or IGCSE English Language or Literature course.
- (7) 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**.
- (8) Successful completion of University of Alberta's ESL 140 and 145. Official transcripts must be provided. MacEwan's ENGL-0106, English Language Preparation with a minimum score of B-.

#### Notes:

- i. Enrolment in English as a Second Language (ESL) course or programs will not be included in the calculation of three years of full time study. Enrolment must be in a regular high school or post-secondary credit program.
- ii. Failing grades/courses will not be counted when calculating full time attendance. Only courses with passing grades will be considered.

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. If you are fully bilingual and fluent in English, your petition should detail this -- your background; your educational and personal experience with English; the language of instruction throughout your schooling and the language you use at home and on a daily basis; why you believe that an exception to the requirement is warranted in your situation. Attestations from former English instructors and reports of any standardized English language proficiency tests may be supportive of your petition. The International department of the Office of the Registrar will review the petition for possible waiver. Successful petition will not guarantee admission to another institution.

## N. SPOKEN ENGLISH PROFICIENCY REQUIREMENTS

Besides demonstrating English Language Proficiency, applicants to the Nursing program whose first language is not English will also be required to meet Spoken English Proficiency Requirements.

Applicants must prove one of the following:

- Six full years of education in English in Canada or the equivalent in another country where English is the principal language. Such education must include Alberta Grade 12 (or equivalent level) and can combine secondary and post-secondary training.
- Graduation from a degree program offered by an accredited university at which English is the primary language of instruction and in a country where English is the principal language.
- A score of at least 50 on the TSE
- A score of at least 50 on the SPEAK
- A score of at least 26 on the iBT TOEFL section for Speaking
- A score of at least 70 on the CAEL sub-test for Speaking
- A score of at least 7.0 on the IELTS band for Speaking (academic or general training test)
- A score of at least 4 on the MELAB Oral Interview Component
- A score of at least Band 5.0 on the CanTEST section for Speaking

TSE – Test of Spoken English (available only where the paper-based TOEFL is offered.) [www.ets.org/tse](http://www.ets.org/tse)

SPEAK – Speaking Proficiency English Assessment Kit (Administered through University of Alberta Extension.) [www.extension.ualberta.ca/elp/speaktest.aspx](http://www.extension.ualberta.ca/elp/speaktest.aspx)

iBT TOEFL – Internet-Based Test, Test of English as a Foreign Language [www.toefl.org/infobull](http://www.toefl.org/infobull)

MELAB – Michigan English Language Assessment Battery [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab)

CAEL – Canadian Academic English Language assessment [www.cael.ca](http://www.cael.ca)

IELTS – International English Language Testing System [www.ielts.org](http://www.ielts.org) or the MacEwan IELTS Test Centre [www.macewan.ca/web/Services/IELTS/home/index.cfm](http://www.macewan.ca/web/Services/IELTS/home/index.cfm)

CanTEST - Canadian Test of English for Scholars and Trainees [www.cantest.uottawa.ca](http://www.cantest.uottawa.ca)

Based on policy C5010, no petitions or waivers will be considered for the Spoken English Proficiency requirement.

## O. VISITING STUDENTS

- a) **MacEwan program students who want to visit other institutions:**  
 If you are a current program student at MacEwan and you want to take courses toward your MacEwan credential at another recognized post-secondary institution, you must contact your program at MacEwan for specific procedures. The Office of the Registrar is responsible for issuing the final letter of permission for the student to present to the other institution.
- b) **Other institution program students who want to visit MacEwan:**  
 If you are a program student at another post-secondary institution and you want to take courses at MacEwan, you require the following:  
 A Letter of Permission from your home institution listing (a) the courses you have permission to take at MacEwan and (b) your current academic standing. The Letter of Permission must be sent to the Registrar at MacEwan along with a Course Add form and your contact information (home telephone number, address and e-mail address).

## P. CONTACT INFORMATION

Telephone: 780-497-5140  
 Toll-free: 1-888-497-4622

# 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.

















When courses are offered on behalf of another learning institution or sponsoring agency, the refund category will be in accordance with the signed contract. Students must contact their program for further refund details.

### TAX RECEIPTS

T2202A tax receipts will be made available to students online via the student portal at [www.myMacEwan.ca](http://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

To qualify for a student loan, you must be a full-time student. Full-time status is a minimum of a 60 per cent course load per term as determined by a student's program. Students who drop below the required credits during the academic funding year will find their loan funding cancelled. 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 class 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](http://www.MacEwan.ca) for further details).

### ENGLISH LANGUAGE REQUIREMENTS

- For University Degree and Transfer programs and Certificate, Diploma, and Applied Degree programs see page 23.
- Admission to the MacEwan University Studies International (MacEwan USI) 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 MacEwan degree and diploma programs. Students entering MacEwan USI with levels of English language skills below those specified above will be placed in the appropriate level of English language preparation as assessed through a placement test taken upon arrival at MacEwan.

## Specialized Programs for International Students

### MACEWAN UNIVERSITY STUDIES INTERNATIONAL (MACEWAN USI)

Many international students lack some of the admission requirements needed to directly enter a college or university program of study. MacEwan University Studies International (MacEwan USI) 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 MacEwan USI 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 MacEwan USI 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 less than 70 or an IELTS score less than 5.5 will begin their MacEwan USI 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 MacEwan USI 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 MacEwan USI 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 MacEwan's ENGL 0106 English language preparation course.

All MacEwan USI students are expected to consult regularly with the MacEwan USI program advisor to ensure they are undertaking the appropriate course work. Successful completion of MacEwan USI 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 high school courses can do so. This course work is completed within the MacEwan USI program and requires that an application be submitted to this program.

## Application Information

Application forms can be obtained online at [www.MacEwan.ca](http://www.MacEwan.ca) or by contacting MacEwan International at 1-780-497-5397 (phone) or 1-780-497-5393 (fax).

E-mail: [international@macewan.ca](mailto: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 \$140.00 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 Think MacEwan International Programs guide at [www.MacEwan.ca/publications](http://www.MacEwan.ca/publications) (click on "Programs for International Students") 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 27. Estimated program costs for international students are available from the college's website, [www.MacEwan.ca](http://www.MacEwan.ca). Refer to page 60 for international fees to our English as a Second language program and to page 61 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.

# POLICIES AND REGULATIONS

## CONTENTS

Please note that the following are excerpts from important policies that impact students. Full policies are available at [www.MacEwan.ca](http://www.MacEwan.ca).

- A. Student Rights and Responsibilities (Excerpt from E3101)
- B. Harassment (Excerpt from D1125) – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YR
- C. Use of College Computer Facilities and Information Resources (Excerpt from D6010)
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- Z. Classification of Students (Excerpt from C5005) – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YR
- AA. Program Approvals and Changes (Excerpt from C1010)
- BB. Student Program Advisory Committees (Excerpt from C3030)

### IMPORTANT NOTICE

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](http://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: Student Rights and Responsibilities)

### PART A – STUDENT RIGHTS

1. Students shall have the right to assemble.
2. The student press must be free, within legal bounds, of censure or control; its publishers and editors must be free to define policies regarding editorials and publication of information (see 4.12).
3. Students have a right to a healthy and safe environment. The student has a right not to be subject to harassment, sexual harassment, bullying or discrimination, indignity, injury or violence.
4. Students have specific information access and privacy protection rights and protections as granted them under the Alberta Freedom of Information and Protection of Privacy (FOIPP) Act and Regulation. The FOIPP Act 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 (see Policy D7230 Information Security Policy).
5. Students shall be informed of the extent of College-related expenses through published information or information conveyed by college employees.
6. Students have the right, at the beginning of a course, to receive a course outline which provides notice of instructor availability, course content and expectations, calendar description, requirements for attendance and punctuality, evaluation requirements and teaching methodologies, and how significant changes to the course outline will be communicated (see Policy C1010 Course Outlines).
7. Students have a right to expect that the College's academic schedule is followed (see Policy A3020 Academic Schedule).
8. Students may, within a prescribed time period, change a course for which they have registered or transfer to a different section within a course, if available, after classes have begun

- according to the prescribed dates as indicated in the academic schedule.
9. Students have a right to freedom of opinion and expression within the bounds of the learning environment and, where course content allows, in assignments and exams, but not at the expense of the rights of others.
  10. Students have a right to proper and impartial evaluation of their performance. Students have a right to request a reassessment of written final examinations (see Policy C2020 Grading).
  11. Students have the right to have their completed assignments returned to them after they are marked, unless the instructor has previously informed the student otherwise.
  12. 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.
  13. Students have the right to study in a College environment that respects academic integrity (see Policy C1000 Academic Integrity).
  14. Students have the right to procedural and substantive fairness in any investigations of allegedly improper student conduct or alleged violations of Policy C1000 Academic Integrity.
  15. Students have the right to request and view 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.
  16. Students have the right to support, through the appropriate student governance representatives, with regard to any right, according to the procedures in effect at the College.
  17. Students of the College will have the right to access a process to appeal a decision or ruling that affects them unless a College policy notes that a matter is not able to be appealed.
- an unfair advantage (see Policy C1000 Academic Integrity).
- b) Engaging in behaviour that is defined as harassment, sexual harassment, bullying, or discrimination (see Policy D1125 Harassment), whether through words, conduct or material, is reasonably considered to be offensive to someone or that demeans, belittles, intimidates or humiliates another person. This behaviour includes threatening to subject or subjecting any person, student or staff to physical, sexual or mental harassment, indignity, injury, violence or discrimination.
  - c) Disturbing, disrupting, or otherwise interfering with learning, studies, laboratories, lectures, work or other activities of fellow students or staff. In addition, students must respect the rights of other persons to health, privacy and security.
  - d) Intentionally damaging, destroying or moving without authority the property of the College or of any student or employee.
  - e) Making unauthorized use of or unauthorized entry to College property.
  - f) Participating in unauthorized or potentially hazardous activities.
  - g) Failing to obey the lawful instructions of any College official or employee acting in the performance of his or her duty and failing to obey all published or posted regulations relating to the use of and entry to College building and facilities.
  - h) Failing to obtain approval, or failing to follow procedure as required under College policies and regulations
2. Students are responsible for acquainting themselves with course outlines, content, evaluation methods, timelines, and methodology (see Policy C1025 Course Outlines).
  3. Students are responsible for knowing and adhering to course prerequisite and co-requisite requirements.
  4. Students are responsible for acquainting themselves with procedures to be followed regarding rescheduling or replacement of classes or assessments and examinations.
  5. Students are responsible for addressing any concerns first with the instructor or, if this is not feasible, with the Chair.
6. Students are responsible for punctuality and course attendance as specified in Policy C2050 Attendance.
  7. Students are responsible for submitting assignments to their instructors within the required deadlines.
  8. Students are responsible for retaining copies of all submitted work until the end of the term.
  9. Students are responsible for taking advantage of educational activities offered to them and for taking part in meetings during which topics concerning them will be discussed.
  10. Students are responsible for using College services to ensure proper orientation to their studies, monitoring of academic progress and graduation requirements.
  11. Students are responsible for fulfilling their obligations, as agreed upon in conjunction with the College, with regards to the use and proper treatment and timely return of College property and services at their disposal.
  12. Students are required to respect standards of responsible journalism and communication by avoiding the creation or distribution material of a slanderous, defamatory or indecent nature, unfounded allegations, slights to personal dignity and malevolent insinuations.
  13. Students who live in the College's residence must adhere to all Residence Community Standards.
  14. Students are responsible for reading their e-mail as directed to their College-assigned e-mail account and for responsible use of technology (see Policies D6010 Use of College Computer Facilities and Information Resources and D7225 Electronic Mail).
  15. Notwithstanding any other student responsibilities as indicated in the policy, students are responsible for adhering to municipal, provincial and federal laws.

## PART B – STUDENT RESPONSIBILITIES

By the act of applying to a program and/or registering in courses, each student agrees to be bound by the policies, regulations and procedures of Grant MacEwan College.

1. Students must conduct themselves in a responsible manner, and any of the following shall constitute improper student conduct:
  - a) Cheating, plagiarizing, fabricating and falsifying, assisting others in dishonest behaviour, or obtaining

## STUDENT DISCIPLINE AND APPEALS PROCEDURES

With the possible exception of D1125 Harassment, incidents of alleged improper student conduct or violation of a student's rights will be dealt with according to the regulations outlined in the following policies: E3103 Student Appeals, D1125 Harassment, E3102 Student Discipline, and C1000 Academic Integrity.



## B. HARASSMENT – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YR

(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 behaviours 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](http://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.)

All students have an obligation to act in accordance with College policies, regulations, and procedures. As a result of student misconduct, a student may be subject to disciplinary sanctions. In addition, students living in Residence may be subject to penalties imposed for violations under Residence Community Standards. Grant MacEwan College requires all students to conduct themselves in accordance with College policies, regulations and procedures to uphold the learning environment and to promote student success. This policy extends to all areas of student responsibility as defined in Policies E3101 Student Rights and Responsibilities and C1000 Academic Integrity, along with all other College policies, regulations and procedures with the exception of matters deemed to pertain to Policy D1125 Harassment.

Non-academic disciplinary investigations are not mutually exclusive of academic disciplinary investigations. Therefore, it is possible that a student may face academic discipline sanctions along with non-academic discipline sanctions. Students may also face penalties for the same situation according to the Residence Community Standards.

## 1 ACADEMIC DISCIPLINE

Academic disciplinary matters are for violations of Policy C1000 Academic Integrity and those that take place in or directly affect formal learning. Examples include, but are not limited to, discipline matters in courses (lectures, labs, seminars, etc.)

- 1.1 The Faculty Adjudicator has the authority to impose disciplinary sanctions as listed in 1.3 for academic integrity offences as outlined in C1000 Academic Integrity.
- 1.2 The Dean has the authority to impose disciplinary sanctions as listed in 1.3 for academic discipline offences except for those outlined in C1000 Academic Integrity. Decisions on these sanctions shall be communicated by the Dean to the Vice President Student Services who shall officially notify the student.
- 1.3 Sanctions for Academic Discipline: The College has the right to impose sanctions as indicated in C1000 for offences of academic integrity. The College has the right to impose the following sanctions for all other academic disciplinary matters:
  - a. Mark reduction on a piece of academic work: Students may receive a mark reduction or mark of F in any course assessment.
  - b. Mark of zero on a piece of academic work.
  - c. Grade reduction in a course.
  - d. A grade of F in a course: Students may receive a grade of F in a course. Transcripts will permanently reflect the grade of F.
  - e. Reprimand – Students shall be permitted to continue in studies at the College and shall receive written notification of the misconduct and implications of further misconduct.
  - f. Disciplinary Probation – Students shall be permitted to maintain registration in 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 the students' withdrawal

- g. Suspension – Students may be suspended from attending a course or activity pending investigation of the alleged violation. In the case that the Discipline Officer has reasonable grounds to believe that the presence of the student constitutes an immediate risk to the health and safety of students, staff and/or patients/clients, suspension may be enacted immediately provided that procedures to determine the propriety of such action are initiated immediately.
- h. Required to Withdraw – Students may be required to withdraw from a course, the program or the College. The withdrawal period may be limited to one or more terms, or it may be permanent. The dates of withdrawal will be indicated on the transcript and the student record.
 

In the case of a student being required to withdraw from a course, the transcript and student record will include the notation “Withdrawal – Disciplinary”, the course grade of W and include the dates of the withdrawal period. Expunging of the “Withdrawal – Disciplinary” notation is referred to in Section 3.6. The course grade of W and permanent withdrawals will not be expunged.

In the case of a student being required to withdraw from a program or the College, the transcript and student record will include the notation “Required to Withdraw-Disciplinary”, course grades of W and the dates of the withdrawal period. Expunging of the “Required to Withdraw – Disciplinary” notation is referred to in Section 3.6. The course grades of W and permanent withdrawals will not be expunged.

In the case of permanent withdrawals, 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 College reserves the right to ban any student from all College facilities.

- i. Rescindment of Credential – A student whose credential is rescinded will also automatically be expelled from the institution. The transcript and student record will reflect the permanent notation “Rescindment of Credential”, and the notation will not be expunged.

## 2 NON-ACADEMIC DISCIPLINE

All breaches of student conduct (see Policy E3101 Student Rights and Responsibilities) are considered non-academic disciplinary matters except alleged violations of Policy C1000 Academic Integrity or those that take place in or directly affect formal learning as outlined in 1.

- 2.1 A Student Services Officer has the authority to impose disciplinary sanctions for non-academic disciplinary matters.
- 2.2 Decisions on all non-academic disciplinary sanctions shall be communicated by the Student Services Officer to the Vice President Student Services who shall officially notify the student.
- 2.3 Sanctions for Non-Academic Discipline: The College has the right to impose the following sanctions for matters of non-academic discipline:
  - a. Reprimand – Students shall be permitted to continue at the College and shall receive written notification of the misconduct and the implications of further misconduct. Conditions may include restorative measures; if the student refuses the measures, the student may be suspended.
  - b. Disciplinary Probation – Students shall be permitted to maintain registration in and attend all learning activities under specific written conditions. Conditions may include restorative measures; if the student refuses the measures, the student may be suspended. 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.
  - c. Suspension – Students may be suspended from attending

a course, program or activity pending investigation of the alleged violation. In the case that the Discipline Officer has reasonable grounds to believe 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 may be enacted immediately provided that procedures to determine the propriety of such action are initiated immediately.

- d. Required to Withdraw – Students may be required to withdraw from a course, a program or the College. The withdrawal period may be limited to one or more terms, or it may be permanent. The dates of withdrawal will be indicated on the transcript and student record.

In the case of a student being required to withdraw from a course, the transcript and student record will include the notation “Withdrawal – Disciplinary”, the course grade of W and include the dates of the withdrawal period. Expunging of the “Withdrawal – Disciplinary” notation, is referred to in Section 3.6.

The course grades of W and permanent withdrawals will not be expunged.

In the case of a student being required to withdraw from a program or the College, the transcript and student record will include the notation “Required to Withdraw-Disciplinary”, course grades of W and the dates of the withdrawal period. Expunging of the “Required to Withdraw – Disciplinary” notation is referred to in Section 3.6.

The course grades of W and permanent withdrawals will not be expunged.

In the case of permanent withdrawals, 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 College reserves the right to ban any student from all College facilities.

### 3 PROCEDURES

#### 3.1 Procedures for Academic Integrity Offences:

Procedures for alleged breaches of academic integrity shall be dealt with as outlined in Policy C1000 Academic Integrity.

#### 3.2 Procedures for Offences Other than Academic Integrity:

3.2.1 Student misconduct shall be communicated in a written document outlining the particulars to:

- the Dean responsible for the program or courses in which the student is enrolled for cases of academic discipline with the exception of matters of academic integrity; and

- the Student Services Officer for matters of non-academic discipline.

3.2.2 Within seven (7) working days of having received the written document, the Dean or Student Services Officer shall investigate by reviewing the document, interviewing the student, and interviewing witnesses or others involved as deemed necessary. If the student does not agree to attend the interview with the Dean or Student Services Officer, he or she will proceed to render the decision.

3.2.3 Within two (2) working days of completing the investigation, the Dean or Student Services Officer shall render a decision as to the action to be taken in respect to the case as allowed by this policy.

3.2.4 The final decision, with a copy of the investigation, shall be communicated by the Dean or Student Services Officer to the Vice President Student Services who, within two (2) working days, shall communicate, in writing, the decision and recommended action to:

- the student
- the Chair
- the Registrar
- the Dean or Director or Student Services Officer

In addition, the sanction(s) imposed may be discussed with the individual(s) who filed the initial written documentation.

The Registrar (or designate) shall place the final written communication in the official student file.

3.3 If, while under investigation, the student withdraws from

the learning activity, course or College, the Discipline Officer has the right to overturn the voluntary withdrawal and apply the disciplinary sanction as deemed appropriate by the Discipline Officer. A student may withdraw only in accordance with the dates published in the academic schedule.

3.4 Using a secure system, the office of the Vice President Student Services shall maintain a file of the investigation and final decision. The purpose of this file, which shall be kept separate and apart from the official student file and other student files, is to determine whether or not there has been a previous offence, before a penalty is levied. Such a file shall not be used for any other purpose.

3.5 In the case that a student appeals a decision, then the record keeping for the appeal is handled according to Policy E3103 Student Appeals.

3.6 Transcripts and 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.

3.7 The Vice President Student Services shall provide discipline officers with opportunities for education pertaining to conducting investigations and other matters as deemed necessary to invoke this policy.

3.8 Disciplinary matters may be appealed as per Policy E3103 Student Appeals except as noted in the policy or if another College policy states the matter is not able to be appealed.

## STUDENT DISCIPLINE REFERENCE CHART

Academic Discipline for Academic Integrity Offences (see C1000)	Academic Discipline for offences other than Academic Integrity Matters	Non-Academic Discipline for breaches of student responsibility not related to Academic Discipline
Example: plagiarism	Example: stealing an examination from an instructor's office	Example: vandalism to the campus
Overview of process: as defined in C1000	<p>Overview of process:</p> <ol style="list-style-type: none"> <li>Discipline Officer receives a written document outlining issue.</li> <li>Within 7 days of receipt of written document, the Discipline Officer must investigate by reviewing the document, interviewing the student, and interviewing any other necessary witnesses. If the student does not attend the interview, the discipline process continues without him.</li> <li>Within 2 days of completing the investigation, the Discipline Officer must render a decision and communicate it to the Vice President Student Services.</li> <li>The Vice President Student Services has 2 days to deliver the decision, in writing, to the student and copy others as indicated in the policy.</li> <li>If the student withdraws (according to timelines as indicated in the academic schedule) at any time during the process, the Discipline Officer can overturn the voluntary withdrawal and apply the disciplinary sanction as per "d" above.</li> <li>Students may appeal disciplinary matters as per E3103 Student Appeals.</li> </ol>	<p>Overview of process:</p> <ol style="list-style-type: none"> <li>Discipline Officer receives a written document outlining issue.</li> <li>Within 7 days of receipt of written document, the Discipline Officer must investigate by reviewing the document, interviewing the student, and interviewing any other necessary witnesses. If the student does not attend the interview, the discipline process continues without him.</li> <li>Within 2 days of completing the investigation, the Discipline Officer must render a decision and communicate it to the Vice President Student Services.</li> <li>The Vice President Student Services has 2 days to deliver the decision, in writing, to the student and copy others as indicated in the policy.</li> <li>If the student withdraws (according to timelines as indicated in the academic schedule) at any time during the process, the Discipline Officer can overturn the voluntary withdrawal and apply the disciplinary sanction as per "d" above.</li> <li>Students may appeal disciplinary matters as per E3103 Student Appeals.</li> </ol>
<p>Sanctions:</p> <ol style="list-style-type: none"> <li>Requirement to resubmit a piece of academic work (imposed by instructor)</li> <li>A mark reduction on a piece of academic work (can also be imposed by instructor)</li> <li>A mark of zero on a piece of academic work (can also be imposed by instructor)</li> <li>A grade reduction in a course</li> <li>A grade of F in a course</li> <li>Requirement to take a course or workshop in ethics</li> <li>Loss and/or repayment of scholarships or other awards</li> <li>Required to Withdraw from the Program (with transcript notation)</li> <li>Rescission of the credential (with transcript notation)</li> <li>Letter of reprimand</li> <li>Disciplinary probation</li> <li>Suspension (with transcript notation)</li> <li>Expulsion (with transcript notation)</li> </ol>	<p>Sanctions:</p> <ol style="list-style-type: none"> <li>A mark reduction on a piece of academic work</li> <li>A mark of zero on a piece of academic work</li> <li>A grade reduction in a course</li> <li>A grade of F in a course</li> <li>Reprimand</li> <li>Disciplinary probation</li> <li>Suspension from course or activity or suspension pending investigation only if the student's presence constitutes an immediate risk</li> <li>Required to Withdraw from a course, the program or the college               <ul style="list-style-type: none"> <li>- course withdrawals have a transcript notation of "Withdrawal - Disciplinary", course grade of W, and dates</li> <li>- program or college withdrawals have a transcript notation of "Required to Withdraw - Disciplinary", course grades of W, and dates</li> </ul> </li> <li>Rescindment of credential with automatic expulsion and transcript notation of "Rescindment of Credential" (not eligible for expungement of this notation)</li> </ol>	<p>Sanctions:</p> <ol style="list-style-type: none"> <li>Reprimand – may include restorative measures (those measures used to bring the situation back to its original state-fixing damages, payment for damages, clean up); if the student refuses the measures, suspension may occur.</li> <li>Suspension from course, program or activity or suspension pending investigation only if the student's presence constitutes an immediate risk</li> <li>Required to Withdraw from a course, the program or the college               <ul style="list-style-type: none"> <li>- course withdrawals have a transcript notation of "Withdrawal - Disciplinary", course grade of W, and dates</li> <li>- program or college withdrawals have a transcript notation of "Required to Withdraw - Disciplinary", course grades of W, and dates</li> </ul> </li> </ol>

NB: All transcript notations (not grades) except for Rescindment of Credential will automatically be expunged from the record by the Office of the Registrar after 24 months.



## E. STUDENT APPEALS

(Excerpt from Policy E3103: Student Appeals.)

All registered students of the College will have access to a fair process to appeal a decision or ruling that affects them as it pertains to academic matters, matters of student discipline, and student rights and responsibilities. Policies governing these matters stipulate whether or not matters are able to be appealed.

There is a defined process for resolving disputes in academic matters, matters of student discipline, and student rights and responsibilities, except as noted differently in other policies.

Guidance for students contemplating an appeal shall be made available through the Student Resource Centre counsellors.

While pursuing an appeal pursuant to this policy, a student shall be allowed to remain in all courses and programs except in the case that the Discipline Officer has reasonable grounds to believe that the presence of the student constitutes an immediate risk to the health and safety of students, staff and/or patients/clients (see Policy E3102 Student Discipline).

There are four steps in the appeal process. If the initial ruling was made by an instructor, begin at Step I. If the initial ruling was made by a Chair, begin at Step III. If the initial ruling was made by a Dean, Student Services Discipline Officer or Faculty Adjudicator, the process begins at Step IV. In cases involving academic dishonesty matters, students will, in lieu of Steps II and III, follow the steps outlined in C1000 Academic Integrity regarding requesting a hearing.

### STEP I OF THE PROCESS

1. The student should first discuss the disputed ruling with the respondent and attempt to resolve the situation informally. The Chair or supervisor of the faculty/staff member may also be consulted at this stage of the appeal.
2. If no resolution is determined as a result of 1 above, the student must, within the timelines stipulated in this policy, present, in writing to the respondent with a copy to the Chair, the appeal as described below:
  - 2.1 a description of the decision being appealed,
  - 2.2 the grounds on which the appeal is based,
  - 2.3 a clear statement as to the outcome expected, and

2.4 the documentation the applicant wants to be considered. Students requesting a review of academic evaluation of work must submit the original work with the request and retain a copy for their own records.

3. The respondent shall reply, in writing, to the student with a decision, (date stamped, postmarked or hand-delivered) 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 Chair, and the office of the Dean.
4. In the event that the respondent making the contested ruling is not available or does not respond within the time frame specified in 3, the student may access Step II of the appeal process.

### STEP II OF THE PROCESS

Step II is initiated if the disputed ruling was made by an instructor. In the event that the initial ruling was made by the Chair, the process begins at Step III.

**Note:** Academic Standing appeals (C2070) start at Step II with the chair.

5. Within seven (7) working days from the date of issue of the written reply indicated in 3 or having received no such response, the student may deliver a written presentation of the appeal to the Chair of the program in which the decision under dispute originated.
6. Within seven (7) working days of having received the written appeal, and with a minimum of two (2) working days notice to the parties involved, the Chair shall investigate the ruling by discussing it with the student and the faculty/staff member.
  - 6.1 When an appeal is due to disagreement with the academic evaluation expressed in a mark, the Chair shall ensure that the assignment is reassessed by another discipline specialist as appeals of this nature should be addressed by subject matter experts. It is understood that the reassessment may result in a lower mark, a higher mark or no change to the mark.
  - 6.2 The student must submit a Reassessment Request Form and pay the non-refundable fee.
7. Within two (2) working days of the investigation, the Chair shall communicate in writing a decision

on the appeal to the student, the respondent, and the Dean. If a reassessment of a mark is done, the decision must be rendered within fourteen (14) working days of the review meeting.

**Note:** Academic Standing appeals (C2070) start at Step II with the chair.

### STEP III OF THE PROCESS

Step III is initiated if the disputed ruling was made by a Chair. In the event that the initial ruling was made by the Dean, Student Services Discipline Officer or Faculty Adjudicator, the process begins at Step IV.

8. Within seven (7) working days from the date of issue of the written reply indicated in 7 or having received no such response, the student may deliver a written presentation of the appeal to the Dean of the school/faculty in which the decision under dispute originated.
9. Within seven (7) working days of having received the written appeal, and with a minimum of two (2) working days notice to the parties involved, the Dean shall investigate the ruling by discussing it with the student who may have a support person of his or her choice. In addition, the Dean will contact others as appropriate including the respondent who may also have a support person of his or her choice in attendance and the Chair or supervisor.
10. Within four (4) working days of the review meeting, the Dean shall communicate in writing a decision on the appeal and the outcome requested to the student, the respondent, and the Vice President Student Services.

### STEP IV OF THE PROCESS

Step IV is initiated if the disputed ruling was made by a Dean, Student Services Discipline Officer or Faculty Adjudicator.

11. Within ten (10) working days from the date of issue of the Dean, Student Services Discipline Officer or Faculty Adjudicator'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.
12. Within fifteen (15) working days of receipt of the appeal notice, the Vice President Student Services shall call a meeting of the Appeals Committee.



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| <p>12.1 The time and date of the meeting shall be communicated to the student, the respondent and the committee members.</p> <p>12.2 An appeal package will be provided to the student prior to the appeal for a period of time not to exceed three hours.</p> <p>12.3 The appeal committee will receive the appeal package in a pre-meeting of the Appeal Committee.</p> <p>12.4 The appeal package materials shall be provided for the sole use and review of appeal participants. Appeal participants shall not copy, record or otherwise reproduce the materials or any part thereof without the express written permission of the Vice President Student Services (or delegate). Appeal participants shall respect the confidentiality of the hearing process and shall not disclose or communicate in any way the contents of the materials</p> | <p>themselves or the content of the appeal proceedings. At the close of the appeal, appeal participants shall return the materials as provided.</p> <p>13. For students at off-campus locations, the appeal meeting may be arranged by other means deemed appropriate by the Vice President Student Services.</p> <p>14. The Appeals Committee shall provide the opportunity for at least the student and respondent to present information to the Committee.</p> <p>14.1 The student and respondent may have a support person of their choice at the meeting.</p> <p>14.2 The Dean will also participate in the meeting by providing information based on discussions that took place at Step III.</p> <p>15. If the student does not attend the appeal meeting, the Appeal Committee will consider the</p> | <p>appeal withdrawn, and no further opportunity for appeal will be provided unless in the case of an emergency or acceptable extenuating circumstance as accepted by the Vice President Student Services.</p> <p>16. The Appeals Committee shall render a decision which shall be communicated within two (2) working days of the appeal meeting, in writing, to the student and the respondent, the Chair or supervisor, the Dean, the members of the Appeals Committee, and the Registrar. The Registrar (or designate) shall place the final written communication in the official student file.</p> <p>17. The decision of the Appeals Committee is final, and there is no further appeal.</p> |
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### E.1 STUDENT APPEALS REFERENCE CHART

<p><b>Step I:</b> Discussion with the person who made the decision except if the decision was made by a Chair (proceed to Step III) or by a Dean, Student Services Discipline Officer or Faculty Adjudicator (proceed to Step IV).  <b>Note:</b> Academic Standing appeals (C2070) start at Step II with the chair.</p>
<p><b>Step II:</b> If no resolution in Step I, student must appeal, in writing, including the following: description of what is being appealed, on what grounds the appeal is based, a clear statement of the outcome expected, and any documentation for consideration. The respondent must investigate within 7 working days with 2 working days notice to the parties involved. If an appeal is due to disagreement with the academic evaluation expressed in a mark (not a grade), the Chair must ensure it is remarked by another discipline expert (Reassessment Request Form and fee apply). The respondent has 2 working days after the investigation is concluded to return a decision (14 working days if a reassessment is being completed).</p>
<p><b>Step III:</b> The student has 7 working days from the date of decision in Step III to appeal to the Dean. The Dean must investigate within 7 working days with 2 days notice to the parties involved. The Dean investigates by having a discussion with the student (a support person may be present). The Dean also contacts others including the respondent (who may also have a support person), the Chair or supervisor. Within 4 working days of the investigation, the Dean must communicate the decision in writing to the student, the respondent and the Vice President Student Services.</p>
<p><b>Step IV:</b> Step IV is the final stage of the appeal process and is used when the student wishes to proceed from Step III or when the decision was made by a Dean, a Student Services Discipline Officer or the Faculty Adjudicator. The student has 10 working days from the date of decision to make a 4<sup>th</sup> level appeal to the Vice-President, Student Services. Within 15 working days of receiving the appeal, the Vice-President, Student Services calls a meeting of the Appeals Committee. The appeals package is provided to the student prior to the appeal for a period of time not to exceed 3 hours. The appeal committee receives the package in a pre-appeal meeting. The Vice-President, Student Services has 2 working days to return the final written decision.</p>

## 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](http://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](http://www.MacEwan.ca).



## G. GRADING

(Excerpt from Policy C2020: Grading.

**Note:** Under review for the 09/10 Academic Year)

### G.1 GRADE SCALE

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 per centages 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

### G.2 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.

### G.3 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.

### G.4 GRADING REGULATIONS

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.

### G.5 GRADE POINT DEFINITIONS AND GPA CALCULATIONS

**Note:** The policies that affect these definitions and calculations are under review for the 09/10 Academic Year.

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.

### G.6 Former 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 – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YEAR

(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 — NOTE – THE POLICY THAT AFFECT DEFERRED EXAMINATIONS IS UNDER REVIEW FOR THE 09/10 ACADEMIC YEAR

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 – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YEAR

(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 – NOTE – THE POLICY THAT AFFECTS REASSESSMENT IS UNDER REVIEW FOR THE 09/10 ACADEMIC YEAR

(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.

### 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.

### 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.

### 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.

### 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.

### 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.

### Certificate of Completion

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

### High School Equivalency Diploma

A High School Equivalency diploma may be offered to those individuals who have successfully completed a minimum of five high school level courses at the 30 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).

### Certificate of Achievement

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

### Certificate of Attendance

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

## 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 REGULATIONS FOR MINISTRY APPROVED PROGRAMS: A COMPILATION OF REGULATIONS PROVIDED BY THE OFFICE OF THE REGISTRAR

### 0.1 Institutional Graduation Regulations

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

Programs that have Academic Residency Exemptions are as follows:  
Bachelor of Child and Youth Care – 35%  
Police and Security – 30%  
Emergency Communications & Response – 30%  
Therapist Assistant – Speech Language Major – 40%

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be allowed to progress (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer your Program of Study.

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

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Corequisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights & Responsibilities).

**Program Time Limits** – The period of time permitted for completion of program requirements varies by credential type:

1. Certificate programs: 4 years
2. Diploma programs: 7 years
3. Post-diploma certificates: 3 years
4. Applied degrees
  - a) of 2 year duration 6 years
  - b) of 4 year duration 10 years
5. Baccalaureate Degrees 10 years
6. Programs that have Time Limit Exemptions are as follows:
  - Occupational Health Nursing – extended to 4 years
  - Psychiatric Nursing – decreased to 4 years
  - Bachelor of Science in Nursing – decreased to 6 years

**Repeating Credit Courses** – A student in a 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 (C1035 Repeating Credit Courses). Course withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

### 0.2 Program Graduation Regulations and Degree Regulations

Grant MacEwan College programs may have individual Program Regulations or Degree Regulations for ministry approved programs. These regulations must be met over and above the institutional regulations. These regulations are published in the college calendar under each program's specific section of the calendar.

## P. ACADEMIC RESIDENCY REQUIREMENTS

(Excerpt from Policy C1015:

### Academic Residency Requirements)

Students shall complete at least 50 per cent of program credits through Grant

MacEwan College in order to earn a Ministry approved credential. Students shall be informed about Academic Residency Requirements through published information.

For the purposes of this policy, Academic Residency refers to program credits taken through the College. Academic Residency may involve, but does not require, physical attendance on a campus, such as in cases where programs are delivered by distance education.

In cases where Grant MacEwan College has an approved partnership agreement with another recognized post-secondary institution to jointly deliver a credential, credits earned at either institution are considered College credits for purposes of Academic Residency.

Programs may require that specified courses be completed at the College. These requirements are approved as program, degree or graduation regulations as per Policy C2100 (Graduation).

Academic Residency Requirements are program based and are not influenced by individual student circumstances.

Any College program may be approved to exceed the minimum requirements of this Policy. In such cases, a proposal for specified minimum number of credits greater than 50 per cent, with rationale and supporting material, must be approved by the Dean and submitted to the Grant MacEwan College Curriculum Committee. That Committee will review the exemption request and forward a recommendation to the Academic Governance Council for approval.

An exemption to the 50 per cent minimum number of credits rule may be approved to accommodate special program circumstances. In such cases, a proposal for a specified minimum number of credits between the range of 25 per cent and 50 per cent, with rationale and supporting material, must be approved by the Dean and submitted to the Grant MacEwan College Curriculum Committee. That Committee will review the exemption request and forward a recommendation to the Academic Governance Council for approval.

Credit earned through Inter-Institutional Transferability (C2030) and/or Recognition of Other Learning Experiences (C2010) such as prior learning assessment and/or challenge examinations cannot be utilized to fulfill academic residency requirements.

Residency requirements are not appealable as exemptions are available on a per program basis only.



**Q. PROGRAM TIME LIMITS**

(Excerpt from Policy C2075:

**Program Time Limits)**

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. REPEATING CREDIT 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 ENGLISH COURSE**

(Excerpt from Policy C1030:

**Required English Course)**

As a minimum, provincially approved programs shall include a three-credit English course. Post-diploma students will not be required to take a second three-credit English course if one was taken during diploma studies.

**U. RECOGNITION OF OTHER LEARNING EXPERIENCES (INCLUDING PRIOR LEARNING – PLAR – AND CHALLENGE EXAMINATIONS**

(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. 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. INTER-INSTITUTIONAL TRANSFERABILITY (TRANSFER)

(Excerpt from Policy C2030: Inter-Institutional Transferability)

After being accepted to a ministry approved program, the Office of the Registrar facilitates the evaluation of transfer credit towards a student's selected program. Transfer credit may be awarded in cases where the course is applicable to the specific program in which the student has been accepted and the grade achieved is a D except when a higher grade is specified as a program requirement for graduation. Transfer credit may also be awarded in a block according to agreements documented in ACAT or as agreed to in an approved memorandum of understanding. Transfer credit generally will be evaluated from official transcripts sent directly from the sending institution and course outlines. Transfer credits cannot be used to fulfill C1015 (Academic Residency Requirements). Students are responsible for requesting official transcripts from sending institutions

and for submitting supporting documentation such as course outlines and other documents as requested by the Office of the Registrar within published deadlines.

Decisions of the College with respect to the awarding of transfer credit are not subject to Appeal under policy E3103 (Student Appeals).

## 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 – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YEAR

(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 APPROVALS AND CHANGES

(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 four weeks. Alberta Student Finance website is [www.alis.alberta.ca](http://www.alis.alberta.ca).

### CANADA AND ALBERTA LOANS

Canada and Alberta student loans are administered through Alberta Students 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 minimum of a 60 per cent course load per term as determined by a students' program. 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

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;
- 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.

- specified on student loan application this is the last year attending full-time studies
- payment will come in the form of a grant cheque in the final term of studies

OR

#### 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 \$3,500 per year or half bursaries of \$1,750 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. The last year of the CMB will be 2009/10 academic year.

**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.alberta.ca](http://www.alis.alberta.ca) or by calling the Student Funding Contact Centre at 780-427-3722 or 1-800-222-6485.

## 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, 2009. If you are cashing your Canada Student Loan document after October 1st, 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 Employment and Immigration 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 "Income Support," (Social Assistance) 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](http://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](http://www.MacEwan.ca/scholarships) or the Think MacEwan Scholarships, Bursaries and Awards publication.



# 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](http://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.

For those who cannot maintain the grades required to continue in the academic stream or who wish to simply improve their language skills for general communication, Intermediate 1 up to and including Advanced 2 also have general ESL classes.

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.

## APPLICATION PROCESS

- Application forms can be obtained online at [www.MacEwan.ca](http://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

English as a Second Language courses for international students are provided through MacEwan's University Studies International program. For more information on MacEwan's University Studies International program go to [www.MacEwan.ca/international](http://www.MacEwan.ca/international) or page 32 of College Calendar. (Students studying in Canada on a Study Permit or Other Visa are considered international students.)

## ESL COST ESTIMATE (PROPOSED 2009 – 2010)

ESL Tuition Permanent residents =  
\$2185 per term

ESL Tuition International =  
\$4370 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, 2009

### Winter Term (15 weeks)

January to April, 2010

### Spring Term (15 weeks)

May to August, 2010

## FOR FURTHER INFORMATION

MacEwan English Language Institute

**Liz Karra**

*Coordinator*

Room 115, Alberta College Campus  
10050 MacDonald Drive  
Edmonton, Alberta T5J 2B7

Rose Marie Matwie, Program Assistant

Phone: 780-497-4000

E-mail: [esl@macewan.ca](mailto:esl@macewan.ca)

## FACULTY

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

Mary Campbell

Sheila Edwards

Birgitta Fishwick

Cara Gratton

Curt London

Eaman Mah

Terry McLean

Peter Myhre

Suzanne Oswald

Don Strickland

# PREPARATION FOR UNIVERSITY AND COLLEGE

Faculty of Arts and Science  
[www.MacEwan.ca/preparation](http://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 towards the achievement of a student's career goal. This program allows most students to complete all of their prerequisites within a year and thus fast track their way into the program of their choice.

## TRANSFERABILITY

Courses offered 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

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

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.

## INTERNATIONAL APPLICANTS

Preparation for University and College courses for international students are provided through MacEwan's University Studies International program. For more information on MacEwan's University Studies International program go to [www.MacEwan.ca/international](http://www.MacEwan.ca/international) or page 32 of College Calendar. (Students studying in Canada on a Study Permit or Other Visa are considered international students.)

## PROGRAM OF STUDY

INST.	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

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

### Fall Term (13 weeks)

September 8 to December 4, 2009

### Winter Term (13 weeks)

January 5 to April 9, 2010

### Spring Term (13 weeks)

April 26 to July 23, 2010

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.

## FOR FURTHER INFORMATION

Preparation for University and College Room 121, Alberta College Campus 10050 MacDonald Drive  
 Edmonton, Alberta T5J 2B7  
 Phone: 780-497-4029  
 E-mail: [collegeprep@macewan.ca](mailto:collegeprep@macewan.ca)  
 Website: [www.MacEwan.ca/preparation](http://www.MacEwan.ca/preparation)

## FACULTY

**Andrew Buhr, B.Sc. Hon. (Alberta)**  
*Mathematics*

**Michael Buhr, M.Sc. (Alberta)**  
*Engineering*

**Malcolm Connell, M.Ed. (McGill)**  
*Educational Administration*

**Son Doan, B.Sc., B.Ed.**  
*Chemistry, Secondary Education*

**Dwayne Jiry, B.Ed. (Alberta)**  
*History, Secondary Education*

**Debra Lenton, B.A., B.Ed. (Alberta)**  
*English, Secondary Education*

**Donna Mckenzie, B.E., B.Ed. (Saskatchewan) (Alberta)**  
*Engineering, Secondary Education*

**Anne Marie Ogston, B.Ed. (Alberta)**  
*English, Secondary Education*

**Rod Rash, B.Ed. (Calgary)**  
*Mathematics, Secondary Education*

**Martin Tucker, B.Sc., B.Ed. (Alberta)**  
*Biology, Secondary Education*

# Certificate and Diploma Programs

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 LEARNING AND CHILD CARE  
EMERGENCY COMMUNICATIONS AND RESPONSE  
FINE ART  
GENERAL STUDIES  
HEARING AID PRACTITIONER  
HOLISTIC HEALTH PRACTITIONER  
HUMAN RESOURCES MANAGEMENT

INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY  
INSURANCE AND RISK MANAGEMENT  
JOURNALISM  
LEGAL ASSISTANT  
MANAGEMENT STUDIES  
MASSAGE THERAPY  
MUSIC  
OCCUPATIONAL HEALTH NURSING  
OFFICE ASSISTANT  
POLICE AND SECURITY  
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.



# ACCOUNTING AND STRATEGIC MEASUREMENT

*School of Business*

[www.MacEwan.ca/accounting](http://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, part-time during the day commencing January only, 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

All courses completed for the Accounting Technology certificate 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](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

Students with a completed certificate in this program may also apply for exemptions with the Canadian Institute of Bookkeeping (CIB). 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).

## 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

All courses completed for the Accounting and Strategic Measurement 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](http://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).

## 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 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 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 complete any developmental course work with a minimum grade of C-.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).

### PROGRAM OF STUDY

Accounting Technology Certificate – 30 credits (Year I)

Accounting and Strategic Measurement Diploma – 60 credits (Years I and 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
ENGL 211	Business Communications*	3

#### YEAR II

#### TERM III

ACCT 211	Financial Accounting III*	3
ACCT 215	Quantitative Decision Support*	3
ACCT 268	Management Accounting II*	3
ACCT 214	Integrated Accounting Systems	3

OR

ACCT 264	Information Technology III	3
	Elective – Economics*	3

#### 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Accounting and Strategic Measurement has 7 years from the first day of the term of acceptance to complete

all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## 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 Theory + Experience = Learning. The combination of theory and experience is invaluable to a successful career. 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. 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 consecutive 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

All courses completed for the Accounting and Strategic Measurement diploma with the Co-operative Education major 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](http://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).

### 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 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 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 complete any developmental course work with a minimum grade of C-.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).



## PROGRAM OF STUDY

### YEAR I

TERM I		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

ACCT 163	Co-op Work Placement I	3
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### TERM II

ACCT 161	Financial Accounting II*	3
ACCT 164	Information Technology II*	3
ACCT 218	Management Accounting I*	3
LEGL 210	Business Law I*	3
ENGL 211	Business Communications*	3

### YEAR II

#### TERM III

ACCT 211	Financial Accounting III*	3
ACCT 215	Quantitative Decision Support*	3
ACCT 268	Management Accounting II*	3
ACCT 214	Integrated Accounting Systems	3

OR

ACCT 264	Information Technology III	3
	Elective – Economics*	3

### CO-OP WORKPLACE LEARNING

ACCT 263	Co-op Work Placement II	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Accounting and Strategic Measurement-Co-operative Education Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Accounting Technology Certificate  
Accounting and Strategic  
Measurement Diploma  
Heather Molzan, Program Advisor  
Phone: 780-497-5221  
E-mail: accounting@macewan.ca

Accounting and Strategic Measurement  
Diploma: Co-operative Education Major  
Alicia Dewbury, Program Advisor  
Phone: 780-497-5221  
E-mail: accounting@macewan.ca

## FACULTY

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Fraser Wilson, M.B.A. (Toronto)

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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 towards 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](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

### TECHNOLOGY INTEGRATION FOR CREATIVE LEARNING (TICL)

In the 2009/10 academic year full-time face-to-face students in the Arts and Cultural Management program will participate in a pilot laptop program. Students in the pilot program will be loaned MacIntosh laptop computers which they will use throughout the program to maximize learning. More details will be made available at program information sessions scheduled in spring 2009. Please see the program website for dates and times.

### 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 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 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 complete any developmental course work with a minimum grade of C-.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

##### 3. Other Admission Criteria

*To be evaluated through the Program*

##### Applicable to all admission categories

Applicants are required to submit the following:

Resume – including volunteer work.



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.

Completed program questionnaire – demonstrating effective communication skills, an appreciation of the arts, and prior knowledge of the arts sector.

## 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
<b>TERM II</b>		
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
<b>TERM III</b>		
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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not

included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Arts and Cultural Management has 4 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Arts and Cultural Management  
Rose Ginther, Chair  
Phone: 780-497-4415  
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## FACULTY

Rose Ginther, B.A. (Alberta)

*Chair*

Marianne Bouthiller, M.B.A. (Alberta)

Rosalind Byrne, B.A. (Ireland)

David Cheoros, M.F.A. (Victoria)

Jim Draginda, B.A. (British Columbia)

Stephanie Enders, B.A. (Alberta),

Ken Graham, B.Ed. (Alberta)

Donna Lemieux, B.A. (Alberta)

Elizabeth Lepper, B.A. (Lethbridge),

Candace Makowichuk, B.A. (Alberta)

Mary Phillips-Rickey, B.Com. (Alberta),

Denise Roy, M.Ed. (Alberta)

Kari Waddingham, M.A. (Royal Roads)

# 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

### INTERNAL TRANSFER

Graduates of this program may be granted up to 60 credits to MacEwan's Bachelor of Commerce program. Students are advised to consult a program advisor for the Commerce program for specific admission requirements.

### EXTERNAL TRANSFER

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 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

#### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by

the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must present a minimum of 18 credits of successfully completed post-secondary coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular Admission category.

#### 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 previous post-secondary applicants. A limited number of probationary admissions may be granted to applicants who present a minimum cumulative post-secondary Admission Grade Point Average (AGPA) of less than 2.0 on a 4.0 scale.

Applicants admitted within this category will be placed on probation.

#### 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.

Applicants must complete the Skills Appraisal only if they do not present 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 complete any developmental course work with a minimum grade of C-.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).

## 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 Seminar	1

### 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 Seminar	1

### YEAR II

#### TERM III

ACCT 311	Introductory Accounting	3
CHIN 201	Introductory Chinese III	3
OR		
JAPN 201	Introductory Japanese III	3
INTB 300	Introduction to International Business	3
MARK 301	Fundamentals of Marketing	3
INTB 311	Diversity and Intercultural Communication Seminar	1

#### TERM IV

CHIN 202	Introductory Chinese IV	3
OR		
JAPN 202	Introductory Japanese IV	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 Seminar	1

Students must complete four of the following one-credit seminar options:

CLTR 101	Intercultural Communication	1
CLTR 103	Philosophy of Thought in China and Japan	1
INTB 104	Global Business Trends	1
INTB 211	Preparation for Introductory Accounting	1
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
INTB 215	e-Commerce Fundamentals	1
INTB 220	Doing Business in India	1
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 Competition	1
PREL 205	Introduction to Public Relations	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential.

Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition,

sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Asia Pacific Management has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Asia Pacific Management  
Shelly Brownlee, Program Advisor  
Michelle Mijares, Program Secretary  
Phone: 780-497-5113  
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## FACULTY

Dr. William Wei, Ph.D. (Ireland)  
*Chair*

Brian Keller, LL.B. (Alberta)



# 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](http://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 beginning of the third 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 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 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](http://www.MacEwan.ca).



### 3. Other Admission Criteria

To be evaluated through the Program

#### Applicable to all admission categories

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.

### PROGRAM OF STUDY

#### YEAR I

TERM I		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

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

CORR 212	Correctional Counselling	4
CORR 214	Field Placement II	4
CORR 216	Integration Seminar II	1
CORR 218	Youth Crime	3
PSYC 104	Introductory Psychology	3

#### TERM IV

CORR 202	Cultural Influences	3
CORR 206	Substance Abuse Intervention	2
CORR 208	Selected Issues	3
CORR 210	Correctional Methods and Practice	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.

### INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Correctional Services has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

### PROGRAM GRADUATION REGULATION

This program has a graduation regulation that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

### FOR FURTHER INFORMATION

Correctional Services  
Sherry Tracey, Program Consultant  
Phone: 780-497-5296  
E-mail: traceys@macewan.ca

### FACULTY

Michelle Andrews, Chair, M.C.A. (Ottawa)  
*Criminology*

Tracey Cyca, M.C.A. (Ottawa)  
*Criminology*

Doug Heckbert, M.A. (Alberta)  
*Corrections*

Kevin Hood, M.Ed. (Alberta)  
*Adult and Higher Education*

Rae-Ann Lajeunesse, M.D.E. (Athabasca)  
*Distance Education*

MahRhea MacKay, B.A. (Alberta)  
Joe Sombach, M.S.W. (British Columbia)  
*Social Work*

Tim Williams, M.A. (Alberta)  
*Sociology*

# DESIGN STUDIES

*Centre for the Arts and Communications, 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 photographic images. The curriculum builds knowledge and skill in the professional application of photography as well as other fundamental skills of visual communication design such as page layout and typography. 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.



## DESIGN STUDIES DIPLOMA MAJORS

### 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), a Design Foundations Certificate (or equivalent) and ENGL 108 (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. Applicants must have a Design Foundations Certificate (or equivalent) and ENGL 108 (or equivalent).

### ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

#### 4. 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](http://www.MacEwan.ca).

#### 5. Other Admission Criteria

To be evaluated through the Program

#### Applicable to all admission categories

Applicants applying to the Design Studies program from another post-secondary institution may be required to submit a portfolio for evaluation.

## PROGRAM OF STUDY

### Design Foundations Certificate

TERM I		CR.
PROW 100	Foundations of Composition	3
VCDF 100	Drawing Foundations I	3
VCDF 110	2 Dimensional Design Foundations	3
VCDF 130	Design History I	3
VCOM160	Image Structure and Meaning	3

TERM II		
ENGL 108	Introduction to Language and Literature	3
VCDF 101	Drawing Foundations II	3
VCDF 120	3 Dimensional Design Foundations	3
VCDF 140	Design History II	3
VCOM 151	Design Concept and Process	3

### Design Studies Diploma Design and Illustration Major

#### YEAR I

TERM I		CR.
VCOM 220	Drawing	4
VCOM 221	2D Design	3
VCOM 222	3D Design	3
VCOM 223	Typography	3
VCOM 224	Digital Applications	3

TERM II		
VCDE 233	Typography II	3
VCDR 230	Figure Drawing	3
VCDI 223	Design and Pre-Press Production	3
VCPR 210	2D Methods and Materials Elective	2 3

#### YEAR II

TERM III		
VCDE 333	Corporate Identity and Promotional Design	3
VCDR 343	Illustration Techniques	3
VCDR 344	Interpretive Drawing Elective	3 3

Choose one of the following options:

VCDR 380	Concept Rendering	3
VCDR 382	Digital Illustration	3
VCMI 380	Introductory Video Production	3
VCMI 385	Dynamic Media Delivery	3
VCPH 380	Introductory Photo Illustration	3

TERM IV		
VCDE 331	Interface Design	3
VCDE 352	Publication Design	3
VCDR 353	Interpretive Illustration	3
VCPR 324	Professional Lecture Series	2
VCPR 325	Internship	1

Choose one of the following options:

VCDE 380	Typography and Motion	3
VCDE 382	Advertising Design	3
VCDE 383	Information Design	3
VCPH 385	Black and White Portraiture	3

## Design and Digital Media Major

### YEAR I

TERM I		CR.
VCDM 220	Drawing for Digital Media	3
VCOM 221	2D Design	3
VCDR 231	Modeling Preparation	3
VCOM 223	Typography	3
VCOM 224	Digital Applications	3

TERM II		
VCDE 331	Interface Design	3
VCDI 222	Digital Modeling	3
VCDI 223	Design and Pre-Press Production	3
VCDM 233	Typography for Digital Media Elective	3 3

### YEAR II

TERM III		
VCDM 331	Interactive Media I	3
VCDE 341	Interface Design II	3
VCDM 332	Interactive Animation Elective	3 3

Choose one of the following options:

VCDR 380	Concept Rendering	3
VCDR 382	Digital Illustration	3
VCMI 380	Introductory Video Production	3
VCMI 385	Dynamic Media Delivery	3
VCPH 380	Introductory Photo Illustration	3

TERM IV		
VCDM 344	Interactive Media II	3
VCDM 345	Interface Design III	3
VCDM 346	Information Design for Digital Media	3
VCPR 324	Professional Lecture Series	2
VCPR 325	Internship	1

Choose one of the following options:

VCDE 380	Typography and Motion	3
VCDE 382	Advertising Design	3
VCDE 383	Information Design	3
VCPH 385	Black and White Portraiture	3





## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Design Studies has 7 years (diploma) and Design Foundations has 4 years (certificate) from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

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E-mail: nichollsd@macewan.ca

## FACULTY

Kathy Neiman, B.F.A. (Alberta)

*Chair*

Barry Boroditsky

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

Barbara Day

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

Coleen Finlayson, Dip. Audiovisual Technician (MacEwan)

Linda Fisher, M.F.A. (Colorado)

Ross Germaniuk, Dip. Photography (NAIT)

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

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

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Constanza Pacher, M.Des. (Alberta), Joe Raffa, Dip. Environmental Graphic Design (MacEwan)

Ottillie Sanderson, B.A. (Alberta)

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

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Curtis Trent, Dip. Photographic Arts (NAIT)

Wayne Williams, B.Des. (Alberta)

Igor Woroniuk, B.F.A. (Manitoba)

# DISABILITY MANAGEMENT IN THE WORKPLACE

*Faculty of Health and  
Community Studies*

[www.MacEwan.ca/disability](http://www.MacEwan.ca/disability)

## 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 programs 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](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

Graduates of the diploma program also have the opportunity to move into year three of the Bachelor of Applied Human Services Administration program at 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 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 complete any developmental course work with a minimum grade of C-.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

## PROGRAM OF STUDY

30 Credits – Certificate (Year I)

60 Credits – Diploma (Years I and II)

### YEAR I

			<b>*MIN CR. GR.</b>
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	
<b>YEAR II</b>			
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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs.

Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Disability Management in the Workplace has 7 years (diploma) and 4 years (certificate) from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Disability Management in the Workplace  
Marilyn Romanyk, Program Consultant  
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1-800-661-6878  
E-mail: romanykm@macewan.ca

## FACULTY

**Shirley Galenza, Director, M.Ed. (Calgary)**  
*Adult and Community Education, R.N.*

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**Gail Couch, Chair, M.N. (Alberta)**  
*Nursing, R.N.*

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*Occupational Health Nursing, R.N.*

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**Lisa Myles, Dip. (St. Lawrence)**  
*Occupational Health Nursing, R.N.*

**Joan Petruk, M.H.S.**  
*Health Studies, C.O.H.N.(c), R.N.*

**Barbara Saint, Cert. (MacEwan)**  
*Occupational Health Nursing, R.N.*



# DISABILITY STUDIES: LEADERSHIP AND COMMUNITY

*Faculty of Health and  
Community Studies*

[www.MacEwan.ca/disabilitystudies](http://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

All courses completed for the Disability Studies: Leadership and Community diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide ([www.acat.gov.ab.ca](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

Students presenting a completed diploma for this program may apply directly to the third year of the Bachelor of Community Rehabilitation and Disability Studies degree from the University of Calgary. This University of Calgary degree program is available on campus at MacEwan. For current, detailed information on this opportunity for further study, contact an academic advisor for the Disability Studies 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).

### 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 complete any developmental course work with a minimum grade of D.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

Conditionally accepted applicants are required to submit 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.

## 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 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 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Disability Studies: Leadership and Community has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

This program has graduation regulations that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

**Immunization** – A student must meet the specific immunization requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Disability Studies: Leadership and Community  
Phone: 780-497-5196  
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## FACULTY

**Bonnie Lashewicz, Chair, Ph.D. (Alberta)**  
*Family Studies*

**Cheryl Crocker, Ph.D. (Victoria)**  
*Interdisciplinary Studies*

**Suzanne Frank, M.Ed. (Alberta)**  
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**Shauna Pilipchuk, Dip. (MacEwan)**  
*Rehabilitation Practitioner*

**Debbie Reid, M.Ed. (Calgary)**  
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**Debbie Royer, B.C.R. (Calgary)**  
*Community Rehabilitation and Disability Studies*

**Petra Schulz, M.Ed. (Philippis)**  
*Special Education*

**Neil Wright, M.Ed. (Victoria)**  
*Counselling*

# EARLY LEARNING AND CHILD CARE

(formerly Early Childhood Development)

Faculty of Health and Community Studies

[www.MacEwan.ca/ecc](http://www.MacEwan.ca/ecc)

## PROGRAM INTRODUCTION/OVERVIEW

Early Learning and Child Care 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 Early Learning and Child Care 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 children's growth and development and the realities of work 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 Early Learning and Child Care 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 Learning and Child Care 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 and the Bachelor of Community Rehabilitation program at the University of Calgary. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide ([www.acat.gov.ab.ca](http://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 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 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  
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 complete any developmental course work with a minimum grade of D.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

To be evaluated through the Program

#### Applicable to all admission categories

Conditionally accepted applicants are required to submit 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.



## 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 260	Family and Community Issues	3
ECDV 280	Infant and Toddler Care and Development	3

#### TERM IV

ECDV 250	Foundations of Early Childhood	2
ECDV 255	Child Development III	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Early Childhood Development has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed

to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

This program has graduation regulations that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

**Health Record** – A student must meet the specific health record requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Early Learning and Child Care  
Jennifer Stevenson, Program Consultant  
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## FACULTY

Jane Hewes, Chair, Ph.D. (Alberta)  
*Education*

Sherrill Brown, Ph.D. (Alberta)  
*Education*

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*Adult Education*

Margaret Mykietyshyn, B.A. (Victoria)  
*Child Care*

Pamela Taylor, M.Ed. (Alberta)  
*Adult Education*

Nancy Thomas, M.Ed. (Alberta)  
*Elementary Education*



# EMERGENCY COMMUNICATIONS AND RESPONSE

Faculty of Health and  
Community Studies

[www.MacEwan.ca/emergency](http://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 complete any developmental course work with a minimum grade of C-.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

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

## 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 30% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 30% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D

is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Emergency Communications and Response has 4 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATION

This program has a graduation regulation that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Emergency Communications and Response  
 Amanda Cerisano  
 Phone: 780-497-5379  
 E-mail: cerisanoa2@macewan.ca

## FACULTY

**Sharon Hobden, Chair, M.Ed. (Alberta)**  
*Adult Education*

**Rebecca Braunnhoffen, Cert. (MacEwan)**  
*Emergency Communications and Response*

**Lisa Buys, Ph.D. (Illinois)**  
*Clinical Psychology. C. Psych.*

**Ron Camarta, B.Ed. (Alberta)**

**Doug Johnson, E.M.T.-P (NAIT)**  
*Paramedic*

**Steve Young, M.B.A (Alberta)**  
*International Business*









## PROGRAM OF STUDY

Certificate – 30 Credits (Year I)

Diploma – 60 Credits (Years I and II)

### YEAR I

#### TERMS I AND II

	CR.
English	6
Social Science	9
Canadian Studies course	3
Humanities	6
Electives	6

### YEAR II

#### TERMS III AND IV

	CR.
Social Science	6
Canadian Studies	3
Science or Physical Education	3
Humanities	6
Electives (3 credits must be senior level)	12

Courses that fulfill the requirements for the General Studies Certificate or Diploma:

#### English

Any course in English except upgrading and developmental courses.

#### Social Science

Any course in Anthropology, Economics, Political Science, Psychology (except 104) or Sociology.

#### Canadian Studies

Any of the following: ECON 101, ECON 102, HIST 260, HIST 261, LEGL 210, SOCI 101, SOCI 102, SOCI 271.

#### Humanities

Any course in Classics, History or Philosophy.

#### Science or Physical Education

Any course in Science or Physical Education.

#### Elective

Any academic course with a minimum of 3 credits.

All courses taken to satisfy certificate and diploma requirements must have a minimum value of 3 credits.

Certificate and diploma requirements must be satisfied with non-duplicative course work.

With approval, additional courses may be used to satisfy course and discipline requirements.

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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs.

Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in General Studies has 7 years (diploma) and 4 years for (certificate) from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

General Studies program office  
Houng Bui, B.A., *Program Advisor*  
Nicole McLellan, *Program Advisor*  
Amy Neufeld, B.A., *Program Advisor*  
Stacy Norrbam, B.A., *Program Advisor*  
Jenna Smith, *Program Advisor*  
Room 6-211, City Centre Campus  
Program Secretary  
Phone: 780-497-5653

## FACULTY

**Donna Dorsey, M.A. Philosophy (Alberta)**  
*Chair*

Courses in this program are taught by faculty in the Faculty of Arts and Science. For the faculty listing, refer to pages 181 (Bachelor of Arts faculty listing) and 196 (Bachelor of Science's faculty listing)

# HEARING AID PRACTITIONER

*Faculty of Health and  
Community Studies*

[www.MacEwan.ca/hearingaid](http://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 may take up to seven 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 e-mail 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](http://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 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 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 complete any developmental course work with a minimum grade of D.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

To be evaluated through the Program

#### Applicable to all admission categories

Applicants are required to complete a questionnaire, which demonstrates that the applicant understands the requirements of study in this distance delivery program.

### PROGRAM OF STUDY

#### YEAR I

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

#### TERM II

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

#### TERM III

HAPR 114	Practicum I	4 C-
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#### YEAR II

#### TERM IV

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

#### TERM V

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

#### TERM VI

HAPR 212	Field Placement	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.

### INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E310 Student Rights and Responsibilities).

**Program Time Limits** – A student in Hearing Aid Practitioner has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

### FOR FURTHER INFORMATION

Hearing Aid Practitioner  
Phone: 780-497-4142  
Toll-free: 1-800-799-6113  
E-mail: lavoier3@macewan.ca

### FACULTY

**Jean Duncan, Chair, M.Sc. (British Columbia)**  
*Audiology. R.Aud.*

**Ken Balcom, M.B.A. (Alberta)**

**Arlene Carson, Ph.D. (British Columbia)**  
*Audiology. R.Aud. (courtesy)*

**Sue Gray, B.A. (Pretoria)**  
*Logopedics, Audiology. R.Aud.*

**Carol Green, M.Sc. (West Virginia)**  
*Audiology. R.Aud.*

**Lisa Lopez, Au.D. (Central Michigan)**  
*Audiology. R.Aud.*

**Roger Lundberg, M.Sc. (Portland State)**  
*Audiology. R.Aud.*

**Julie Purdy, Ph.D. (Utah)**  
*Communication Disorders, Geriatric Audiology. CCC-A, R.Aud. (courtesy)*

**Carol Stevenson, M.S.H.A. (Central Michigan)**

**Patti-Jo Sullivan, M.Sc. (Minot State)**  
*Audiology. R.Aud.*





## 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 complete any developmental course work with a minimum grade of D.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

To be evaluated through the Program

#### Applicable to all admission categories

Conditionally accepted applicants are required to submit the following:

- Current Standard First Aid Certification by the end of the first term of year one\*.
- Current CPR Basic Rescuer Level C Certification by the end of the first term of year one\*.
- 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 one\*. 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 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.

## 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	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	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	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade

is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Holistic Health Practitioner has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

This program has graduation regulations that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

**Immunization** – A student must meet the specific immunization requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

**Hepatitis B** – A student must meet the specific Hepatitis B requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Holistic Health Practitioner  
Phone: 780-497-5098  
Toll-free: 1-888-497-4622, ext 5098  
E-mail: [holistic@macewan.ca](mailto:holistic@macewan.ca)

## FACULTY

**Chery Ann Hoffmeyer, Chair, Ph.D.**  
(Colorado)  
*Nursing*

**Martine Baudot-Adams, B.Sc.P.T. (McGill)**  
*Physical Therapy*

**Jonathan Hooton, Ph.D. (London)**  
*Biochemistry*

**Andrea House, B.A. (Alberta)**  
*French Literature. R.Acu.*

**Tim Huang, B.Sc. (Toronto)**  
*Human Biology. R.Acu.*

**Julie Kaiser, Dip. (MacEwan)**  
*Holistic Health*

**Agnes Kraweck, Ph.D. (Donsbach)**  
*Nutrition*

**Suzanne Lerohl, Dip. (MacEwan)**  
*Holistic Health. Reiki Master*

**Robert Pearman, N.D. (Oregon)**  
*Naturopathic Medicine*

**Madeleine Proudman, Dip. (MacEwan)**  
*Holistic Health. Reiki Master*

**Robert Rogers, B.Sc. (Alberta)**  
*Botany. Master Herbalist*

**Matthew Rolheiser, B.Sc. (Alberta)**  
*Biology*

**Connie Svob, Dip. (MacEwan)**  
*Holistic Health*

**Laurie Szott-Rogers, B.Gen. (Athabasca)**

# 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.

Designed by leading practitioners in the field, this program gives students both the 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 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 Advisors, Corporate Trainers, Employee Relations Coordinators and Recruiters.

## TRANSFERABILITY

### INTERNAL TRANSFER

Graduates of the Human Resources Management diploma program may be granted up to 60 credits to MacEwan's Bachelor of Commerce program. Students are advised to consult a program advisor for the Commerce program for specific admission requirements.

### EXTERNAL TRANSFER

All courses completed for the Human Resources Management certificate and diploma programs 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](http://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 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 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 complete any developmental course work with a minimum grade of C-.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).



## PROGRAM OF STUDY

Certificate – 30 credits (Year I)

Diploma – 60 credits (Years I and 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Human Resource Management has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Human Resources Management  
Leanna Price, Training Consultant, Part-time Program  
Nicole Deck, Program Advisor, Full-time Program  
Full-time Program: 780-497-5384  
Part-time Program: 780-497-4600  
E-mail: hrprogram@macewan.ca

## FACULTY

Teresa Costouros, M.B.A. (Edinburgh),  
F.C.I.P., C.R.M.  
*Chair*

Cindy Arcand, Cert. Advanced  
Management (Dalhousie), C.E.B.S.,  
C.H.R.P.

Tony Bennett, B.Com. (Alberta), C.H.R.P.  
Lyle Benson, Ph.D. (Alberta)  
Allison Betton, B.A., C.H.R.P.

Evelyn Black, C.H.R.P., C.C.P., C.B.P.  
Rick Brick, M.B.A., C.H.R.P., I.P.M.A. – C.P.  
Lore Clark, Dip. Human Resources

Management (MacEwan), C.H.R.P.  
Rob Dean, M.B.A. (Cape Breton)

Jody Drury, B.Com., C.H.R.P.  
Steve Fanjoy, B.B.A., B.A. (Econ) (New  
Brunswick), C.P.P.

Leanne Floden, M.Ed., C.H.R.P.  
Doug German, M.C.E. (Calgary), C.H.R.P.  
Mariina Heinonen, Cert. Human  
Resources Management (NAIT),  
C.H.R.P.

Margaret Jacob, Cert. Human Resources  
Management (Alberta), C.C.P., C.H.R.P.  
Daryl Johnson, M.A. (Royal Roads),  
C.C.P., C.H.R.P.

Mark Johnson, B.Com. (Alberta), C.H.R.P.  
Jill Little, B.A. (Ontario), C.E.B.S., G.B.A.,  
C.M.S., C.H.R.P.

Sandra Marin, B.A. (Alberta), C.H.R.P.  
Susan Mannig, B.A., C.H.R.P.  
Susan McGillivray, LL.B. (Saskatchewan),  
C.H.R.P.

Gerald Mykytiuk, M.Sc. (Nova), C.E.P.,  
C.H.R.P.

David Parkes, M.A. (Fielding), M.B.A.  
(British Columbia), C.H.R.P.

Al Plante, M.Ed., C.H.R.P.  
Brenda Putz, B.Admin., C.H.R.P.  
Don Schepens, M.B.A. (Saskatchewan),  
C.H.R.P.

Earl Shindruk, M.Th. (Dallas)  
Matthew Smallacombe, B.Admin.  
(Athabasca), C.H.R.P.

Bill Stephenson, M.B.A. (Athabasca)

# INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY

*School of Business*

[www.MacEwan.ca/infomanage](http://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 in 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](http://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.

### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework

and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must have successfully completed a post-secondary Certificate, Diploma, Applied Degree or Degree from an accredited institution, or applicants must present a minimum of 18 credits of successfully completed post-secondary coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

## 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 complete any developmental course work with a minimum grade of B.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

To be evaluated through the Program

#### 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.

### 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.

### INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Information Management and Library Technology has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

### FOR FURTHER INFORMATION

Information Management and Library Technology  
 Tony Fell, Curriculum Coordinator  
 Alan Wesley, Instructional Assistant  
 Phone: 780-497-5763  
 E-mail: imlt@macewan.ca

### FACULTY

G. Thomas Carter, M.A., LL.B. (Alberta)  
*Chair*

Tony Fell, M.L.S. (Alberta)

Norene James, M.L.I.S. (Alberta)

Randy Jenne, M.Ed. (Alberta), C.C.N.A., C.C.A.I.

Donna Molloy, M.L.S. (UBC), M.P.A. (Alaska)

Tiina Payson, M.L.I.S. (Alberta)

Karen Reschke, M.L.I.S. (Alberta), LL.B. (Saskatchewan)

# INSURANCE AND RISK MANAGEMENT CERTIFICATE

School of Business

www.MacEwan.ca/insure

## PROGRAM INTRODUCTION/ OVERVIEW

**\*\*New – first intake September, 2009\*\***

The Insurance and Risk Management certificate is intended for those who already have some college or university education and are looking for a career focus. It is a ten-month program running from September to June, consisting of eight insurance-specific core courses and two additional business option courses. The program requires students to possess a minimum of 30 post-secondary credits (including one post-secondary English course) with a minimum GPA of 2.0.

This certificate is rooted in the real world – earn while you learn! Students take classes in the afternoons. The intent is for students to work mornings in the insurance industry to strengthen the learning experience. MacEwan works directly with Greater Edmonton's insurance industry and will assist with work placement.

If you do not possess previous post-secondary, but are interested in a career in the insurance industry, please consider MacEwan's Insurance and Risk Management diploma, listed as a major of the Management Studies diploma program.

## 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 Insurance and Risk Management certificate program are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide ([www.acat.gov.ab.ca](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

## CATEGORIES 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, with a minimum AGPA of 2.0 on a 4.0 scale.

## 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](http://www.MacEwan.ca).

### 2. Other Admission Criteria

To be evaluated *through the Program*  
Applicable to all admission categories  
Applicants are required to complete the following:

- Relevant work experience as determined by the program and completed within the last two years as documented on a resume or in a letter of reference from an employer.

## PROGRAM OF STUDY

TERM I		CR.
INSR 101	Insurance Principles and Practices	3
INSR 202	Property Insurance Business Option	3
<b>TERM II</b>		
INSR 203	Automobile Insurance	3
INSR 210	Essential Skills for the Insurance Broker and Agent	3
INSR 212	Underwriting Essentials Business Option	3
<b>TERM III</b>		
INSR 204	Liability Insurance	3
INSR 205	Risk Management and Insurance	3
INSR 211	Essentials of Loss Adjusting	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.



## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation-see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Insurance and Risk Management has 4 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Insurance and Risk Management  
Nicole Deck, Program Advisor  
Kimberly Tavares, Program Advisor  
Phone: 780-497-5384  
Email: insurance@macewan.ca

## FACULTY

Teresa Costouros, Chair, M.B.A.  
(Edinburgh), F.C.I.P., C.R.M.  
Chuck Lee, M.A. (California), F.C.I.P.,  
C.P.C.U., A.R.M.

















## 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 creates 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 demand for both pilots and airport management personnel well into the future.

## TRANSFERABILITY

All courses completed for the Management Studies, Aviation Management Major diploma program 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](http://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 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 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 complete any developmental course work with a minimum grade of C-.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).

## 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 101	Introduction to Microeconomics	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

HRMT 200	Management of Human Resources	3
MGMT 231	Sales	3

Students with a Commercial Pilot License, Multi-Engine Rating, or Instructor Rating receive 9 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition,



sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Aviation Management Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Aviation Management Major  
Phone: 780-497-5241

(Or any Transport Canada approved aviation training centre)

## Golf Operations Management Major

[www.MacEwan.ca/golf](http://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](http://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

### INTERNAL TRANSFER

Graduates of the Management Studies, Golf Operations Management Major diploma program may be granted up to 60 credits to MacEwan's Bachelor of Commerce program. Students are advised to consult a program advisor for the Commerce program for specific admission requirements.

### EXTERNAL TRANSFER

All courses completed for the Management Studies, Golf Operations Management Major diploma program 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](http://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 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 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 complete any developmental course work with a minimum grade of C-.

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

**Math:** Applicants must successfully complete the math portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

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

## 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	2

### 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 Business Option or Elective	2 3

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

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Golf Operations Management Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).





## 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	Property Insurance	3
<b>TERM II</b>		
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
<b>TERM III</b>		
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
<b>TERM IV</b>		
INSR 210	Essential Skills for the Insurance Broker and Agent	3
MGMT 223	Supervision	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Insurance and Risk Management Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Insurance and Risk Management  
Nicole Deck, Program Advisor  
Kimberly Tavares, Program Advisor  
Phone: 780-497-5384  
E-mail: [insurance@macewan.ca](mailto:insurance@macewan.ca)

## Professional Golf Management Major

[www.MacEwan.ca/golf](http://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 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](http://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.





## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Professional Golf Management Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Professional Golf Management  
Alan Riley, Curriculum Coordinator,  
Golf Management  
Jodi Campbell, Program Advisor  
Phone: 780-497-5257 or 780-633-3905  
E-mail: golf@macewan.ca

## FACULTY

### Management Studies

Bob Graves, Ph.D. (Tennessee)  
*Chair*

Mark Arnison, M.B.A. (Alberta)  
Kathryn Arnold, M.A. (Athabasca),  
C.A.C.E.

Joanne Boothby, M.B.A. (Edinburgh),  
C.I.M.

Joanne Christie, B.A. (Alberta)  
Kerry Couet, M.B.A. (Athabasca), C.N.A.  
Bill Dean, M.Sc. (Toronto), M.B.A.

(Alberta)  
Steve Fanjoy, B.B.A., B.A. (Econ) (New  
Brunswick), C.P.P.

Lynne Fisher, B.A. (Alberta)  
*Economics*

Rob Gawreluck, Ph.D. (Alberta)  
Chris Hancock, B.Ed. (Alberta)  
Wally Jaciuk, M.B.A. (Dalhousie)  
Dianne Jackson, B.A.Sc. (Guelph)  
Randy Jenne, M.Ed. (Alberta), C.C.N.A.,  
C.C.A.I.  
Sylvia Leskiw, M.S.A. (Michigan), F.I.C.B.,  
C.F.P.

Launa Linaker, M.B.A. (Alberta)  
Darlene Lowe, M.B.A. (Athabasca), C.M.A.  
Wendy MacDonald, M.A. (Royal Roads)  
Ron Markowski, M.B.A. (Athabasca)  
Sandi Mullane, Dip. Accelerated  
Accounting (NAIT), C.G.A.

Jim Penrod, M.Ed. (Saskatchewan)  
Lisa Pittet

Sharon Ramstad, M.B.A. (Athabasca),  
C.M.A.

Alan Riley, B.A., (Lethbridge), C.P.G.A.  
Master Professional  
Doug Ringrose, M.Ed. (Alberta), C.P.A.  
Raina Rudko, M.B.A. (Queensland), M.Ed.  
(Alberta)

Rick Ruhl, B.Ed. (Alberta)  
Ted Sadlowski, Ph.D. (Washington)

Bill Stinson, M.Ed. (Alberta)  
Bill Venables, B.Sc. (with distinction)  
(Alberta), P.Eng., C.N.E., C.C.N.A.,  
C.C.A.I.

Maureen Wagner, M.Ed. (Alberta)  
Warren Yadlowski, B.Com.

### Golf Management

Trevor Goplin, Dip. Business  
Administration (NAIT), C.P.G.A.

Timothy Hatfield, Dip. Turf Grass  
Management (Fairview)

Robb James, C.P.G.A.

Bill Newbigging, Dip. Golf Operations  
Management (MacEwan), Dip.  
Business Administration, C.P.G.A.

Mike Pino, C.P.G.A.

Ralph Pollock, B.A. (Waterloo)  
Alan Riley, B.A. (Lethbridge), C.P.G.A.

Master Professional

Lisa Rogerson, M.P.E. (Manitoba)  
Jeanine Sears, B.Sc. (Alberta)

Lorie Unwin

Bernie Van Dyke, B.Com. (Alberta), C.P.M.

Bob Weatherby, P.C.S.

Adam Werbicki, C.P.G.A.

Harry Zuzak, B.Sc. (Saskatchewan)

### Insurance and Risk Management

Teresa Costouros, M.B.A. (Edinburgh),  
F.C.I.P., C.R.M.  
*Chair*

Chuck Lee, M.A. (California), F.C.I.P.,  
C.P.C.U., A.R.M.















# 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 program 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](http://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 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](http://www.MacEwan.ca).

## 2. Other Admission Criteria

*To be evaluated through the Program*

### 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 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.

## 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.



## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Occupational Health Nursing has 4 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATION

This program has graduation regulation that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Active Registered Nurse License** – A student must meet the specific Registered Nurse requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Occupational Health Nursing  
Marilyn Romanyk, Program Consultant  
Phone: 780-497-5727 or  
1-800-661-6878  
E-mail: romanykm@macewan.ca

## FACULTY

**Shirley Galenza, Director, M.Ed. (Calgary)**  
*Adult and Community Education. R.N.*

**Gail Couch, Chair, M.N. (Alberta)**  
*Nursing. R.N.*

**Pat Bayliss, Dip. (Grace Hospital)**  
*Nursing. R.N. C.O.H.N. (c)*

**Janice Krushinsky, Dip. (Royal Alexandra Hospital)**  
*Occupational Health. R.N.*

**Leah Milton, B.N. (Calgary)**  
*R.N.*

**Lisa Myles, Dip. (St Lawrence)**  
*Nursing. R.N. D.O.H.N.*

**Joan Petruk, M.H.S. (Athabasca)**  
*Leadership. R.N. C.O.H.N.(c).*

**Christopher Sheppard, M.Sc. (Memorial)**  
*Inorganic Chemistry*

**Barbara Sonnenberg, M.B.A. (Cape Breton)**  
*Business Administration R.N. C.O.H.N.(c).*











### 3. Other Admission Criteria

To be evaluated through the Program

#### Applicable to all admission categories

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

### PROGRAM OF STUDY

#### YEAR I

TERM I		*MIN CR. 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
<b>TERM II</b>		
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		
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-
<b>TERM IV</b>		
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.

### INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 30% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 30% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Investigations and Security Management Studies Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

### PROGRAM GRADUATION REGULATION

This program has a graduation regulation that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

### 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.



## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 30% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 30% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Police Studies Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATION

This program has a graduation regulation that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Police and Security Program  
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## FACULTY

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Earl Beech

Daryl Black

Fons Chafe, B.Sc. (Memorial)

Mike Cook

Jill Caston, M.Sc. (Loma Linda)  
*Marriage and Family Therapy. C. Psych.*

Sherri Fietz, B.Ed. (Brandon)  
*English*

Spence Hilton

Gary Rhodes, M.S.S. (Charles Sturt)  
*Criminology*

Dan Service, M.A. (Royal Roads)  
*Leadership and Adult Training*

Joe Slemko

Steve Young, M.B.A. (Alberta)  
*International Business*





## 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](http://www.MacEwan.ca). Applicants must meet university level requirements for English language proficiency.

### Spoken English Proficiency

*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, 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](http://www.MacEwan.ca).

### 2. Other Admission Criteria

*To be evaluated through the Program*

#### 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.

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.

\*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 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.

*To be evaluated through the Office of the Registrar*

#### Applicable to all admission categories

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 OF STUDY

### YEAR I

TERM I		*MIN CR.	GR.
HLSC 120	Human Anatomy	3	C-
HLSC 126	Human Physiology I	3	C-
HLST 159	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-
<b>TERM II</b>			
ENGL 102	Analysis and Argument	3	C-
HLSC 124	Microbiology for Health Professionals	3	C-
HLSC 128	Human Physiology II	3	C-
NURS 151	Nursing Practice Foundations	5	C-
PSYC 105	Individual and Social Behaviour	3	C-
<b>TERM III</b>			
PNRS 155	Concepts in Mental Health Nursing I	4	C-

### 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 251	Nursing Care Across the Lifespan	4	C-
NURS 252	Health Assessment Across the Lifespan	4	C-
PNRS 254	Concepts in Mental Health Nursing II	3	C-
<b>TERM V</b>			
NURS 253	Nursing Practice I: Across the Lifespan	5	C-
NURS 255	Nursing Practice II: Across the Lifespan	5	C-
PNRS 255	Psychiatric Nursing Practice Across the Lifespan	5	C-
<b>TERM VI</b>			
PNRS 259	Psychiatric Nursing Practice in Community Mental Health	5	C-

### 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Psychiatric Nursing has 4 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

**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.

**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 and those with 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 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 authority 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.

## FOR FURTHER INFORMATION

Psychiatric Nursing

Phone: 780-497-5700 or 780-497-4247

E-mail: nurseinfo@macewan.ca

## FACULTY

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*Education. R.N.*

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**Heather Scarlett-Ferguson, M.D.E.**

**(Athabasca)**

*Distance Education*

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*Health Science Administration. R.N. R.P.N.*

**Melissa Watkins, M.N. (Queensland)**

*Mental Health. R.N. P.N.*

**Jane Wilkes, M.A. (St. Stephens)**

*Pastoral Psychology and Counselling. R.N.*





## 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
<b>TERM IV</b>	
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
<b>TERM V</b>	
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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Public Relations has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Public Relations  
Colin Babiuk, Curriculum Coordinator  
Kirsten Milner, Program Consultant  
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## FACULTY

Frank Saccucci, M.B.A. (Windsor)  
*Chair*

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Jana Clarke, B.A. (Honours) (Western Ontario)

Dave McQueen  
Sarah Meffen, Dip. Journalism (MacEwan)  
Murray Page, B.A. (Minnesota)  
Elain Sagan, B.A. (Alberta)  
Amy Santoro, B.G.S. (Athabasca), A.B.C.  
Sherrell Steele, M.A. (Alberta)  
Dan VanKeeken, Cert. Corporate  
Community Relations (Boston College  
Centre for Corporate Responsibility),  
A.B.C.









# SPECIAL NEEDS EDUCATIONAL ASSISTANT

Faculty of Health and  
Community Studies

[www.MacEwan.ca/specialneeds](http://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

### INTERNAL TRANSFER

Graduates of this program with a minimum GPA of 2.0 are eligible to transfer up to 30 credits to MacEwan's Therapist Assistant (Speech Language Pathologist Assistant Major), Bachelor of Child and Youth Care, or Disability Studies: Leadership and Community programs after successful completion of bridging courses.

### EXTERNAL TRANSFER

All courses completed for the Special Needs Educational Assistant certificate program 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 30 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](http://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 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 complete any developmental course work with a minimum grade of C.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

## 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
<b>TERM II</b>		
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
<b>TERM III</b>		
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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Special Needs Educational Assistant has 4 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed

to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Special Needs Educational Assistant  
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**Bill Hanson, Cert. (MacEwan)**  
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*School Guidance Counselling*

**Linda Schnell, Ed.D. (Alberta)**  
*Elementary Education*

**Tim Weinkauff, B.P.E. (Alberta)**  
*Physical Education*







# 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 and 20 credits to the Post-Diploma BFA (Dramatic Arts or Multidisciplinary) or 35 credits to the Pre-Post-Diploma BFA (Dramatic Arts)/BED programs 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](http://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 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. 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 complete any developmental course work with a minimum grade of D.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

Conditionally accepted applicants are required to complete Standard First Aid certification by the beginning of the intake term.



# 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 (S.L.P.) Assistant primarily working with children. S.L.P. Assistants support the implementation of treatment for communication disorders.

The Speech Language Pathologist Assistant major is delivered at the City Centre Campus or online. Graduates of some certificate, diploma and degree programs may qualify for block transfer of first year courses. Contact the program for more 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 team players. The ability to communicate in English with clear pronunciation is a requirement of employment in this field. The employment rate for graduates is 100 per cent.

## TRANSFERABILITY

### INTERNAL TRANSFER

Graduates of the following Grant MacEwan College programs will be granted 30 credits towards the Therapist Assistant, Speech Language Pathologist Assistant Major program:

- Disability Studies, Leadership and Community Diploma (formerly Rehabilitation Practitioner Diploma)
- Early Learning and Child Care Diploma (formerly Early Childhood Development Diploma)
- Special Needs Educational Assistant
- Therapist Assistant, Physical Therapist Assistant/Occupational Therapist Assistant Major Diploma
- any baccalaureate degree.

### EXTERNAL TRANSFER

All courses completed for the Therapist Assistant, Speech Language Pathologist Assistant Major diploma program 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 diploma transferability, refer to the Online Alberta Transfer Guide ([www.acat.gov.ab.ca](http://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 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 have 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

### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must have successfully completed a post-secondary Certificate, Diploma, Applied Degree or Degree from an accredited institution or applicants must present a minimum of 18 credits of successfully completed post-secondary coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

AND

Applicants must have successfully completed THAS 0100 Speech Language Pathologists Assistant Bridging with a minimum grade of C- (if deemed necessary by the program).



## 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 complete any developmental course work with a minimum grade of D.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

Conditionally 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 Health Care Provider-Level AED completed by the start of term three\*
- Immunization Record 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 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.

## PROGRAM OF STUDY

### YEAR I

TERM I		*MIN CR. GR.
PSYC 104	Introductory Psychology	3
TAST 100	Role and Responsibilities of the Educational Assistant	2
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
<b>TERM II</b>		
ENGL 111	Communications	3
ECDV 155	Learning Through Play	3
THAS 102	Communication Disorders	4 C-
THAS 115	Human Development	4 C-

### YEAR II

TERM III		*MIN CR. GR.
TAST 102	Effectively Managing Student Behaviour in Educational Settings	3
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 CR
<b>TERM IV</b>		
THAS 213	Therapeutic Interventions III: Language	5 C-
THAS 214	Therapeutic Interventions IV: Special Populations	4 C-
THAS 215	Field Placement II	5 CR
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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 40% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 40% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Speech Language Pathologist Assistant Major has 7 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

This program has graduation regulations that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

**Immunization** – A student must meet the specific immunization requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## Physical Therapist Assistant/Occupational Therapist Assistant Major

The Physical Therapist Assistant/Occupational Therapist Assistant (P.T.A./O.T.A.) major prepares students to work in the fields of physical and occupational therapy providing patient treatment interventions related to movement and function. P.T.A./O.T.A.s 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. The employment rate for graduates is 100 per cent.

### TRANSFERABILITY

All courses completed for the Therapist Assistant, Physical Therapist Assistant/Occupational Therapist Assistant Major diploma program 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 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](http://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 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. Applicants must have a minimum overall average of 60 per cent, with no course grade lower than 50 per cent, in the following high school courses:

1. Biology 30
2. Chemistry 30 or Science 30

### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted. Applicants must have successfully completed a post-secondary Certificate, Diploma, Applied Degree or Degree from an accredited institution or applicants must present a minimum of 18 credits of successfully completed post-secondary coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.



**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

This program has graduation regulations that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Security Clearance** – A student must meet the specific security clearance requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

**Immunization** – A student must meet the specific immunization requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Therapist Assistant  
Shirley Gerrish  
Phone: 780-497-5098

## FACULTY

**Brenda Heffernan, Chair, M.H.S. (Athabasca)**  
*Physical Therapist*

**Rani Behl, M.Sc. (Saskatchewan)**  
*Physical Therapist*

**Sara Buckingham, M.S. (Nova Southeastern)**  
*Speech Language Pathologist*

**Jean Cameron, M.S.L.P. (Alberta), M.Ed. (St. Mary's)**  
*Speech Language Pathologist*

**Victoria Cooke, M.Ed. (Alberta)**  
*Special Education*

**Betty Dean, M.Ed. (Alberta)**  
*Secondary Education*

**Jennifer Dong, B.Sc.P.T. (Alberta)**  
*Physical Therapist*

**Jonah Eleweke, Ph.D. (Alberta and Manchester)**  
*Special Education*

**Raelene Finlayson, B.Ed. (Alberta)**  
*Elementary Education*

**Maureen Gates, M.Ed. (Alberta)**  
*Speech Language Pathologist*

**Connie Gongos, Dip. (MacEwan)**  
*Early Childhood Development*

**Jacqui Hunt, Dip. (Bristol)**  
*Physical Therapist*

**Jennifer Johnston, M.Sc. (Alabama)**  
*Speech Language Pathologist*

**Heidi Knupp, M.Sc.O.T. (Alberta)**  
*Occupational Therapist*

**Linda Lazaruk, M.Sc.O.T. (Alberta)**  
*Occupational Therapist*

**Kelly Lucky, M.Sc. (Alberta)**  
*Speech Language Pathologist*

**Jody Marshall, M.Ed. (Alberta)**  
*Speech Language Pathologist*

**Sherry Mengerling, M.Sc. (Alberta)**  
*Physical Therapist*

**Cassie Prochnau, M.Sc.O.T. (Alberta)**  
*Occupational Therapist*

**Janie Scheidl, M.Ed. (Alberta)**  
*School Guidance and Counselling*

**Joelle Withers, Dip. (MacEwan)**  
*Occupational Therapist Assistant*

**Shawna Wooley, M.S.L.P. (Alberta)**  
*Speech Language Pathologist*







# Post-Diploma Certificate Programs

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

**PERIOPERATIVE NURSING  
FOR REGISTERED NURSES**

**POST-BASIC NURSING:  
HOSPICE PALLIATIVE CARE  
AND GERONTOLOGY**

**PROFESSIONAL  
GOLF 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.

# EXECUTIVE LEADERSHIP IN THE NON-PROFIT SECTOR

*School of Business*

www.MacEwan.ca/leadership

## 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 10 two-day sessions throughout the program 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.

## TRANSFERABILITY

All courses completed for the Executive Leadership in the Non-Profit Sector 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](http://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 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](http://www.MacEwan.ca).

#### 2. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

Applicants must present evidence of two years leadership experience.

## 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	Leading 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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



**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Executive Leadership for the Non-Profit Sector has 3 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Executive Leadership in the Non-profit Sector  
Wendy MacDonald, Curriculum Coordinator  
Kirsten Milner, Program Consultant  
Phone: 780-497-5268  
Toll-free: 1-888-497-4622, ext. 5268  
E-mail: [executiveleadership@macewan.ca](mailto:executiveleadership@macewan.ca)

## FACULTY

Frank Saccucci, M.B.A. (Windsor)  
*Chair*  
Tim Haak, B.A. (Alberta)  
Carol Humphries, M.Ed. (Alberta)  
Wendy MacDonald, M.A. (Royal Roads)  
Michelle Mondevile, B.A. (York)  
Kelly Sloan, M.Ed. (Saskatchewan)  
Linda Thorne, Dip. Business Administration (NAIT), C.G.A.

# PERIOPERATIVE NURSING FOR REGISTERED NURSES

## PROGRAM INTRODUCTION/ OVERVIEW

Nurses in the perioperative field provide care and support to patients before, during, and after surgery. Ultimately, nurses are responsible for maintaining a sterile environment in the operating room, monitoring the patient during surgery, and coordinating care throughout the process.

The courses, offered online and through distance delivery, provide Registered Nurses with the hands-on skills required to work alongside surgeons, and other health care professionals in a challenging, fast-paced, and team oriented environment – the operating room.

Students in the Perioperative Nursing for Registered Nurses program come with a diverse base of expertise, from new graduates to seasoned generalists, seeking a new challenge and direction in nursing. Upon successful completion of the program and fulfillment of the clinical hours, nurses are eligible to write the Canadian Nurses Association certification for nursing specialties exam in perioperative Nursing.

## CAREER POTENTIAL

Due to an aging workforce and the growing demand for health care, the need for nurses in the specialty of perioperative nursing has never been stronger.

## TRANSFERABILITY

All courses completed for the Perioperative Nursing for Registered Nurses certificate program 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](http://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 be actively registered in Canada as a Registered Nurse or Graduate Nurse with a practice permit and eligibility to write the Canadian Registered Nurse Exam (CRNE).

## 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](http://www.MacEwan.ca).

## PROGRAM OF STUDY

			*MIN CR. GR.	
PBNS 401	Foundations of Perioperative Nursing Practice	2	C	
PBNS 402	Concepts of Anesthesia Within Perioperative Nursing	2	C	
PBNS 403	Perioperative Nursing in the Peroperative, Intraoperative and Postoperative Environment	4	C	
PBNS 404	Fundamentals of Perioperative Techniques	2	C	
PBNS 405	Perioperative Clinical Preceptorship	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course

grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation-see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Perioperative Nursing for Registered Nurses has 3 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Perioperative Nursing for  
Registered Nurses  
Phone: 780-497-5109  
Toll-free: 1-866-221-2882  
E-mail: [schwanbeckb@macewan.ca](mailto:schwanbeckb@macewan.ca)

## FACULTY

**Shirley Galenza, Director, M.Ed. (Calgary)**  
*Adult and Community Education. R.N.*

**Roxanne Fox, B.Sc.N (Alberta)**  
*Nursing. R.N.*

# 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 program 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](http://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 have NURS 340 (or an equivalent health assessment course) with a minimum grade of C-.

### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of  
the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted. Applicants must have successfully completed a post-secondary Diploma, Applied Degree or Degree from an accredited institution.

## 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](http://www.MacEwan.ca).

### 2. Other Admission Criteria

*To be evaluated through the Program*

#### APPLICABLE TO PREVIOUS POST- SECONDARY ADMISSION

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

Conditionally accepted applicants are required to submit an immunization record by the beginning of the intake term.



## PROGRAM OF STUDY

		*MIN CR. GR.	
NURS 475	Life Decisions and Moral Dilemmas	2	C-
NURS 476	Coordinating 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

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Post-Basic Nursing Practice has 3 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## PROGRAM GRADUATION REGULATIONS

This program has graduation regulations that each student must fulfill in order to be eligible to receive a MacEwan credential.

**Active Registered Nurse License** – A student must meet the specific Registered Nurse requirements as set out in the admission criteria for the duration of the program or they may be required to withdraw from the program.

## FOR FURTHER INFORMATION

Post-Basic Nursing Practice: Hospice Palliative Care and Gerontology  
 Bonnie Schwanbeck, Program Consultant  
 Phone: 780-497-5109  
 Toll-free: 1-866-221-2882  
 E-mail: schwanbeckb@macewan.ca

## FACULTY

**Shirley Galenza, Director, M.Ed. (Calgary)**  
*Adult and Community Education*

**Gail Couch, M.N. (Alberta)**  
*Nursing, R.N.*

**Bonnie Laundhart, M.N. (Alberta)**  
*Nursing, R.N.*

**Jacquie Peden, M.N. (Alberta)**  
*Nursing, R.N.*

# PROFESSIONAL GOLF MANAGEMENT

School of Business

www.MacEwan.ca/golf

## PROGRAM INTRODUCTION/ OVERVIEW

The Post-Diploma Certificate in Professional Golf Management 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.

This program 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 Post-Diploma Certificate in Professional Golf Management 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](http://www.MacEwan.ca).

### 2. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

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

## PROGRAM OF STUDY

		CR.
<b>TERM I</b>		
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
<b>TERM II</b>		
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
<b>TERM III</b>		
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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Professional Golf Management has 3 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Professional Golf Management  
Alan Riley, Curriculum Coordinator,  
Golf Management  
Jodi Campbell, Program Advisor  
Phone: 780-497-5257 or 780-633-3905  
E-mail: golf@macewan.ca

## FACULTY

Bob Graves, Ph.D. (Tennessee)

*Chair*

Trevor Goplin, Dip. Business

Administration (NAIT), C.P.G.A.

Timothy Hatfield, Dip. Turf Grass  
Management (Fairview)

Rob James, C.P.G.A.

Bill Newbigging, Dip. Golf Operations  
Management (MacEwan), Dip.

Business Administration, C.P.G.A.

Mike Pino, C.P.G.A.

Ralph Pollock, B.A. (Waterloo)

Alan Riley, B.A. (Lethbridge), C.P.G.A.

Master Professional

Lisa Rogerson, M.P.E. (Manitoba)

Jeanine Sears, B.Sc. (Alberta)

Lorie Unwin

Bernie Van Dyke, B.Com. (Alberta), C.P.M.

Bob Weatherby, P.C.S.

Adam Werbicki, C.P.G.A.

Harry Zuzak, B.Sc. (Saskatchewan)

# APPLIED DEGREE PROGRAMS

**BACHELOR OF  
APPLIED BUSINESS  
ADMINISTRATION –  
ACCOUNTING**

**BACHELOR OF APPLIED  
COMMUNICATIONS IN  
PROFESSIONAL WRITING**

**BACHELOR OF  
APPLIED HUMAN  
SERVICE ADMINISTRATION**

**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](http://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 recognized by the CMA and CGA designations. The degree 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 program 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](http://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 Developed 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 GGPA 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:

- Marketing
- Accounting Information Systems
- Tax

## 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](http://www.MacEwan.ca).

## 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 370 Directed Field Study Seminar	3

## TERM VI

ACCT 391 Accounting Theory Elective	3
	3

Choose three from the following options:

ACCT 390 Advanced Audit	3
ACCT 392 Taxation II	3
ACCT 394 Management Information Systems	3
ACCT 395 Advanced Finance	3
MGTS 352 Operations Management	3

## YEAR IV

## TERM VII

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 353 Leadership and Ethics	3

## TERM VIII

ACCT 375 Directed Field Study V	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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Applied Business Administration-Accounting has 6 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

Bachelor of Applied Business Administration – Accounting  
Darlene Lowe, Curriculum Coordinator  
Cori Foged, Program Advisor  
Phone: 780-497-5221  
E-mail: [accounting@macewan.ca](mailto:accounting@macewan.ca)

## FACULTY

**Bob Graves, Ph.D. (Tennessee)**  
*Acting Chair*

**Mark Arnison, M.B.A. (Alberta)**  
**W. Les Barnhouse, C.M.A.**

**Jane Causgrove-Reinhart, M.B.A. (Alberta), C.G.A.**

**Barry Dwornik, B.Com. (Alberta), C.A.**  
**Humayun Qadri, M.B.A., C.M.A. (USA), C.F.M. (USA)**

**Cenap Ilter, Ph.D. (Istanbul), C.P.A.**  
**Odette Pinto, M.B.A. (Alberta), C.G.A.**

# BACHELOR OF APPLIED COMMUNICATIONS IN PROFESSIONAL WRITING

*Centre for the Arts and Communications, School of Communications*

[www.MacEwan.ca/prowriting](http://www.MacEwan.ca/prowriting)

## 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 program 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](http://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:
  - Six credits of university-level English in lieu of ELA 30-1
  - Six credits of university-level language, other than English, in lieu of a Group A course (all six credits must be the same language)

Applicants with nine or more post-secondary 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 the following:

- ELA 30-1 with a minimum grade of 65 per cent (or equivalent)

OR

- ENGL 111 with a minimum grade of C- (or equivalent)

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

**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](http://www.MacEwan.ca).

**2. Other Admission Criteria**

To be evaluated through the Program

**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 a minimum grade of 65 per cent on this written test.

**PROGRAM OF STUDY**

Diploma – 60 credits (Years I and II)  
Applied Degree – 120 credits (Years I, II, III and 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**

<b>TERM I</b>	<b>CR.</b>
PROW 100 Foundations of Composition	3
PROW 115 Research Skills for Writers	3
PROW 117 Mac Skills for Writers	3
ENGL 102 Analysis and Argument	3
Elective*	3

**TERM II**

PROW 102 Distilled Prose: Writing Very Short Non-Fiction	3
PROW 135 Proofreading and Copyediting	3
ENGL 103 Introduction to Literature	3
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 250 Professional Prose I	3
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 252 Professional Prose II	3
PROW 140 Project Leadership	3
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
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**TERM VIII**

PROW 402 Directed Workplace Learning 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.

\*Students may choose a minimum 3 credit course in any discipline or a professional writing course that has not been taken for credit.



## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Applied Communications in Professional Writing has 7 years (diploma) and 10 years (applied degree) from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

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E-Mail: [writing@macewan.ca](mailto:writing@macewan.ca)  
Debbie Fenton, Secretary  
Phone: 780-497-5623

## FACULTY

Leslie Vermeer, M.A., M.Ed. (Alberta)  
*Chair*

Timothy Anderson, M.A. (British Columbia)

Tara Blasco-Raj, B.A. (Alberta)

Jason Bodnar, B.A. (Alberta) LL.B. (British Columbia)

Barry Boroditsky

Elaine Calder, B.A. (Brigham Young)

Hugh Calder

Lee Craig, B.A. (Alberta), B. Jour. (Univ. King's College)

Shelly Decker, Dip. Journalism (MacEwan)

Derek Drager, M.A. (Alberta)

Jannie Edwards, M.A. (Alberta)

Cameron Fraser, M.A. (Alberta)

H. Sophie Lees, B.App.Comm. in Prof. Writing (MacEwan), B.A. (Alberta)

Cheryl Lund, B.Ed., B.A. (Alberta)

Kathryn MacLean, Ph.D. (Alberta)

Doug Mah, B.A. (Western), LL.B. (Calgary)

Lucille Mazo, M.D.E. (Athabasca)

Gigi Meade, B.Ed. (Alberta)

Scot Morison, M.F.A. (British Columbia)

Creative Writing

Patricia Porter, M.B.A., M.A. (Alberta)

Peter Roccia, M.A. (Western)

Shirley Serviss, M.T.S. (St. Stephen's)

Keith Solomon, M.A. English (Saskatchewan), M.A. Journalism (Western)

Sherrell Steele, M.A. (Alberta)

George Takach, M.A. (Alberta), LL.B.

Annette Wierstra, B.A. (Manitoba), B.App. Comm. in Prof. Writing (MacEwan)

# 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. Bachelor of Applied Human Service Administration graduates are capable of filling this need.

## TRANSFERABILITY

### INTERNAL TRANSFER

Graduates from a two-year diploma program in a human service or related field may be eligible to transfer up to 60 credits to the Bachelor of Applied Human Services Administration program. These include diploma programs, such as Child and Youth Care, Disability Studies: Leadership and Community, Early Learning and Child Care, Social Work, Mental Health, and Police and Security, offered by MacEwan. Students are advised to consult a program advisor in the Bachelor of Applied Human Services Administration program for eligible diploma programs and specific admission requirements.

### EXTERNAL TRANSFER

All courses completed for the Bachelor of Applied Human Service degree 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](http://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. 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 have 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 two 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 A minimum grade of C- in ENGL 111 or a minimum grade of D in three credits of university-level 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](http://www.MacEwan.ca).

## PROGRAM OF STUDY

### YEAR III

<b>TERM V</b>	<b>CR.</b>
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 I	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 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.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Applied Human Service Administration has 6 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## FOR FURTHER INFORMATION

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 Tricia Lirette, Chair  
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## FACULTY

- Tricia Lirette, Chair, M.Ed. (Alberta)**  
*Adult and Higher Education*
- Linda Ableheart, M.Ed. (Athabasca)**  
*Adult Education. R.S.W.*
- Marilyn Conner, M.B.A. (Victoria)**  
*Executive Management and Leadership*
- Christopher Hay, M.A. (Carlton)**  
*Sociology/Criminology*
- Dave Ludwick, M.B.A. (Ottawa)**  
*A.P.E.G.G.A.*
- Carole Massing, Ph.D. (Alberta)**  
*Elementary Education*
- Philip O'Hara, M.Sc. (Alberta)**  
*Health Promotion*
- Debbie Reid, M.Ed. (Calgary)**  
*Community and Disability Studies*
- Ron Schlegelmilch, M.Sc. (Nebraska)**  
*Physiology*
- Petra Schulz, M.Ed. (Philipps)**  
*Special Education*

# Bachelor Degrees

- BACHELOR OF ARTS
- BACHELOR OF CHILD AND YOUTH CARE
- BACHELOR OF COMMERCE
- BACHELOR OF SCIENCE
- 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.





## PREVIOUS POST-SECONDARY ADMISSION

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA)\* of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular Admission category.

## PROBATIONARY ADMISSION

A limited number of probationary admissions may be granted to applicants who have attempted 9 or more credits of post-secondary coursework with an Admission Grade Point Average (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 Arts Program. Admission decisions will be made based on high school and university transfer coursework. 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.

## \*ADMISSION GRADE POINT AVERAGE (AGPA)

The AGPA is calculated on the most recent 24 credits of post-secondary work. The coursework for an entire term will be used to calculate AGPA where the break point for 24 credits falls during that term. Six-credit courses that span both the Fall and Winter terms are considered winter courses, and six-credit courses that span both the Spring and Summer terms are considered summer courses in these cases.

### LESS THAN 9 POST-SECONDARY CREDITS:

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

### 9- 24 POST-SECONDARY CREDITS:

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

## ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

### 1. English Language Proficiency

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](http://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 B.A. 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](http://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 B.A. program advisor.



# Bachelor of Arts Honours

## PROGRAM OF STUDY

Core		Credits
Analytical Studies	Computing Science, Linguistics, Logic, Mathematics, Statistics	6
Humanities	Classics and/or History or Philosophy	6
Literacy	From the following: <ul style="list-style-type: none"> <li>Literature in English: <ul style="list-style-type: none"> <li>Beginning to Present ENGL 100 or</li> <li>Argument and Analysis ENGL 102 and Introduction to Literature ENGL 103;</li> </ul> </li> <li>World Literature COMP 100;</li> <li>Language Other than English (six credits must be in the same language)</li> </ul>	12
Sciences	As determined by the Faculty of Arts and Science	6
Social Sciences	Anthropology, Economics, Political Science, Psychology, Sociology	6
	<b>Total Core</b>	<b>36</b>
<b>Honours Subject</b>	Overall Honours subject requirement: 42 senior-level credits	42
Required Courses	Completion of 21 senior-level credits	
Specialization	Completion of 21 senior-level credits	
Other Requirements	See Degree Regulations: <ul style="list-style-type: none"> <li>The 42 credits designated as Other Requirements are made up of topic-related coursework. A minimum of 18 credits of that coursework must be completed outside of the discipline, excluding any credits used to satisfy the core requirements.</li> <li>With permission, may include a maximum of 15 credits from outside the Faculty of Arts and Science.</li> </ul>	42
<b>Total</b>		<b>120</b>

## 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](http://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





Three credits in:

- History of English Language

### General requirements (21 credits)

21 credits chosen from senior-level English courses

### English Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least three credits must be completed at the 400-level

**Note:** ENGL 102 and 103 or ENGL 100 is a prerequisite for courses required in the English minor. These courses can be taken as part of the Literacy core requirement.

### Required courses (18 credits)

Three credits chosen from one of the following time periods:

- Early and Later Middle English
- Elizabethan and 17th Century
- Restoration and 18th Century

Six credits chosen from the following areas:

- British, American, Canadian or Post-Colonial Literature

Nine credits chosen from any senior-level English courses

## HISTORY

### History Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

Required courses = 21 credits as specified below

General requirements = 21 credits chosen from any senior-level History courses

At least six credits must be completed at the 400-level, including the thesis course

At least 15 credits must be completed at the 300-level, including the methodology and senior world history requirements

#### Notes:

1. Any two of CLAS 110, HIST 110, 111, or 112 should be taken for the History major. These courses can be used to satisfy the Humanities core requirement.
2. Students in this major must take at least six credits in a language other than English. The language other than English can be taken as part of the Literacy core requirement.

### Required courses (21 credits)

Three credits in each of the following areas:

- American History survey
- European History survey
- Canadian History survey
- Breadth Requirement
- Methodology
- Senior World History
- Senior Thesis

### General requirements (21 credits)

21 credits chosen from senior-level History courses (May substitute up to six credits with select courses from specific disciplines only with permission of the History department)

### History Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least nine credits must be completed at the 300- or 400-level

### Required courses (18 credits)

Three credits in two of the following areas (six credits total):

- American History survey
- European History survey
- Canadian History survey

12 credits chosen from senior-level History courses (Minimum nine credits at the 300- or 400- level)

## 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)



**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

**INSTITUTIONAL GRADUATION REGULATIONS**

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Arts has 10 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

**DEGREE REGULATIONS**

**Note:** Students are strongly encouraged to seek advice from the program advisors about program planning, whether for completing degree requirements at MacEwan or for transfer to another post-secondary institution.

**Academic Residency** –

**Credit requirements** – As part of the Academic Residency regulation above, Bachelor of Arts students must complete:

- 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.

**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](http://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.

**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 B.A. program and a discipline advisor in their major and minor prior to this declaration.

**Graduation Grade Point Average** – As part of the Graduation Grade Point Average regulation above, Bachelor of Arts students must obtain an overall GGPA 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.



**Graduation Requirements –** Graduation requirements are governed by the date on which a student declares their Major and Minor. Students who declare their Major and Minor up to and including the last day to withdraw from Winter term courses without academic penalty are bound by the requirements of the current academic year. Those students who declare after this date are bound by the programs of study and degree requirements of the upcoming academic year as published in the MacEwan calendar.

**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](http://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 B.A. degree.

**Maximum Junior-Level Courses –** A maximum of 48 credits at the 100-level are permitted in completion of the B.A. degree. Additional courses at the 100-level will be declared extra to the 120 credits required to complete the B.A. degree and will not be counted toward fulfilment of graduation requirements.

**Minimum Passing Grade Limitation – Major –** A maximum of six credits with a final grade of D or D+ is permitted in courses credited toward the major.

**Options Requirements –** Students are permitted to take a maximum of 24 credits of degree options. Courses in the degree options may include additional major and/or minor coursework within the discipline of study to a maximum of 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 B.A. 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 B.A. degree.

**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 Arts or Arts Honours program requirements.

## BACHELOR OF ARTS HONOURS (Additional degree regulations for Bachelor of Arts Honours students)

**Academic Standing –** Further to the Academic Standing Policy above, students accepted and enrolled in the Arts 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 for the period of review. Failure to do so will result in the student's program status reverting to B.A. Undeclared.

**Graduation Grade Point Average –** In order to graduate, students must obtain an overall GGPA 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.

## FOR FURTHER INFORMATION

Bachelor of Arts  
Room 6-211, City Centre Campus  
Houng Bui, B.A., Program Advisor  
Nicole McLellan, B.A., Program Advisor  
Amy Neufeld, B.A., Program Advisor  
Stacy Norrbom, B.A., Program Advisor  
Jenna Smith, B.A., Program Advisor  
Tanis Rennie, Program Secretary  
Phone: 780-497-5653

## STUDENT FOR A DAY PROGRAM

Bachelor of Arts  
Phone: 780-497-5653

**FACULTY**

**Donna Dorsey, M.A. (Alberta)**  
*Philosophy*  
*Chair (Bachelor of Arts*  
*Education Transfer and General*  
*Studies programs)*

**DEPARTMENTS****Anthropology, Economics and Political Science****Chair**

**Chaldeans Mensah, Ph.D. (Alberta)**  
*Political Science*

**Rafat Alam, Ph.D. (Ottawa)**  
*Economics*

**Franca Boag, Ph.D. (Alberta)**  
*Anthropology*

**Constantin Colonescu, Ph.D. (Charles)**  
*Economics*

**Ergete Ferede, Ph.D. (Alberta)**  
*Economics*

**Joseph Fong, Ph.D. (Queen's)**  
*Economics*

**Shahidul Islam, Ph.D. (Oregon State)**  
*Agricultural Economics*

**Sen Lin, Ph.D. (Calgary)**  
*Political Science*

**Hugh McKenzie, Ph.D. (Alberta)**  
*Anthropology*

**Christopher Gaelan Murphy, Ph.D. (Georgetown)**  
*Political Science*

**Paul Prince, Ph.D. (McMaster)**  
*Anthropology*

**John Soroski, Ph.D. (British Columbia)**  
*Political Science*

**Jaro Stacul, Ph.D. (Cambridge)**  
*Anthropology*

**English****Chair**

**Jack Robinson, Ph.D. (Alberta)**  
*English*

**Associate Chair**

**Marian Allen, M.A. (Calgary)**  
*English*

**David Buchanan, Ph.D. (Alberta)**  
*English*

**Roger Davis, Ph.D. (Calgary)**  
*English*

**Robert Einarsson, Ph.D. (Alberta)**  
*English*

**Pamela Farvolden, Ph.D. (Alberta)**  
*English*

**Don Fisher, Ph.D. (Alberta)**  
*English*

**David Grant, Ph.D. (Toronto)**  
*English*

**Elizabeth Hollis-Berry, Ph.D. (Alberta)**  
*English*

**Romuald Lakowski, Ph.D. (British Columbia)**  
*English Literature*

**Paul Lumsden, Ph.D. (Alberta)**  
*English*

**Amin Malak, Ph.D. (Alberta)**  
*English*

**Don McMann, M.F.A. (Bennington College)**  
*Writing and Literature*

**Barbara North, B.A. (Alberta)**  
*English*

**Michael O'Hea, Ph.D. (Alberta)**  
*English*

**Mark Smith, Ph.D. (UC Irvine)**  
*English Literature*

**William Thompson, Ph.D. (Alberta)**  
*English*

**Joshua Toth, Ph.D. (Western)**  
*English*

**Robert Wiznura, Ph.D. (British Columbia)**  
*English*

**Humanities****Chair**

**Robert Irwin, Ph.D. (Alberta)**  
*History*

**Ian Armour, Ph.D. (London)**  
*History*

**Colin Bailey, Ph.D. (British Columbia)**  
*Classics*

**Judith Bode, M.A. (Oregon)**  
*German*

**Donna Dorsey, M.A. (Alberta)**  
*Philosophy*

**Robert Falconer, Ph.D. (Guelph)**  
*History*

**Benjamin Garstad, Ph.D. (St. Andrews)**  
*Classics*

**Suzanne Hayman, Ph.D. (Dalhousie)**  
*French*

**Renata Knos, M.A. (Alberta)**  
*French*

**Maria Kozakiewicz, Ph.D. (Alberta)**  
*Classical Archeology*

**Edvard Lorkovic, Ph.D. (Alberta)**  
*Philosophy*

**Maritza Mark, M.A. (Calgary)**  
*Spanish*

**Susan Mills, Ph.D. (Pennsylvania)**  
*Philosophy*

**Cyrus Panjvani, Ph.D. (St. Andrews)**  
*Philosophy*

**Carolee Pollock, Ph.D. (Alberta)**  
*History*

**Cristina Ruiz Serrano, Ph.D. (Alberta)**  
*Latin American Studies*

**Adriana Spahr, Ph.D. (Toronto)**  
*Spanish*

**Randy Wojtowicz, Ph.D. (UC San Diego)**  
*Philosophy*

**Psychology****Chair**

**Russ Powell, Ph.D. (Alberta)**  
*Psychology*

**Nicole Anderson, Ph.D. (McMaster)**  
*Psychology*

**Nancy Digdon, Ph.D. (Western Ontario)**  
*Psychology*

**Megan Easterbrook, Ph.D. (Queen's)**  
*Psychology*

**Jayne Gackenbach, Ph.D. (Virginia Commonwealth)**  
*Psychology*

**Lynne Honey, Ph.D. (McMaster)**  
*Psychology*

**Andrew Howell, Ph.D. (Concordia University)**  
*Psychology*

**Genevieve Johnson, Ph.D. (Alberta)**  
*Educational Psychology*

**Sandy Jung, Ph.D. (Victoria)**  
*Psychology*

**Kristine Peace, Ph.D. (Dalhousie)**  
*Psychology*

**Lawrence Peta, M.Sc. (Alberta)**  
*Psychology*

**Melike Schalomon, Ph.D. (Alberta)**  
*Neuroscience*

**Rodney Schmaltz, Ph.D. (Alberta)**  
*Psychology*

**Aimee Skye, Ph.D. (McMaster)**  
*Psychology*

**David Watson, Ph.D. (Alberta)**  
*Psychology*

**Sociology****Chair**

**Tami Bereska, Ph.D. (Alberta)**  
*Sociology*

**Fiona Angus, Ph.D. (British Columbia)**  
*Sociology*

**John Casey, Ph.D. (Alberta)**  
*Sociology*

**Michael Gulayets, Ph.D. (Alberta)**  
*Sociology*

**Barbara Heather, Ph.D. (Alberta)**  
*Sociology*

**Joanne Minaker, Ph.D. (Queen's)**  
*Sociology*

**Korbla (Peter) Puplampu, Ph.D. (Alberta)**  
*Sociology*

**Sandra Rollings-Magnusson, Ph.D. (Alberta)**  
*Sociology*

**Jeffrey Stepnisky, Ph.D. (Maryland)**  
*Sociology*

**Diane Symboluk, Ph.D. (Alberta)**  
*Sociology*

# BACHELOR OF CHILD AND YOUTH CARE

*Faculty of Health and  
Community Studies*

[www.MacEwan.ca/cyc](http://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 behavioral 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, their families and their community.

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

### INTERNAL TRANSFER

Graduates of MacEwan's Special Needs Educational Assistant certificate program will be granted up to 30 credits towards the Bachelor of Child and Youth Care program.

Graduates of the following Grant MacEwan College programs will be granted up to 60 credits towards the Bachelor of Child and Youth Care program:

- Child and Youth Care diploma
- Disability Studies: Leadership and Community diploma (formerly Rehabilitation Practitioner diploma)
- Early Learning and Child Care diploma (formerly Early Childhood Development diploma)
- Social Work diploma

### EXTERNAL TRANSFER

All courses completed for the Bachelor of Child and Youth Care degree program 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](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

Students presenting a completed diploma from this program are eligible to apply to the Child and Youth Care degree programs at the University of Victoria, Vancouver Island University (formerly Malaspina University-College) and the University 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

*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. 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. 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 university-level courses, with a minimum grade of C-, may be used to substitute for course deficiencies only under the following circumstances:

Six credits of university-level English in lieu of ELA 30-1

Six credits of university-level language, other than English, in lieu of a Group A course (all six credits must be the same language)

### 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. Applicant must have the following:

- ELA 30-1 with a minimum grade of 65 per cent (or equivalent)

### OR

- Six credits of university-level English with a minimum grade of C-

## PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must have successfully completed a post-secondary Certificate, Diploma, Applied Degree or Degree from an accredited institution or applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

## 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](http://www.MacEwan.ca).

### 2. Other Admission Criteria

*To be evaluated through the Program*

#### Applicable to all admission categories

Applicants are required to submit the following:

- evidence of a minimum 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

**Note:** 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 submit 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 form indicating acceptable physical and mental health status for applicants to undertake all Program requirements and to meet the requirements of placement agencies with regard to client safety, to be completed by the academic document deadline.

## 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.



## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 35% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 35% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see “Minimum Course Grade” (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Child and Youth Care has 10 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## DEGREE REGULATIONS

**Note:** Students are strongly encouraged to seek advice from the program advisors about program planning, whether for completing degree requirements at MacEwan or for transfer to another post-secondary institution.

**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.

**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.

## FOR FURTHER INFORMATION

Bachelor of Child and Youth Care  
Charlene Allen, Program Consultant  
Phone: 780-497-4646  
E-mail: cyc@macewan.ca

## FACULTY

**Donna Jamieson, Chair, M.Ed. (Alberta)**  
*Counselling. Certified C.Y.C.W.*

**Louise Bureau, M.Ed. (Alberta)**  
*Educational Psychology/Counselling, Certified C.Y.C.W.*

**Gerard Bellefeuille, Ph.D. (Victoria)**  
*Child and Youth Care*

**Maria Chapman, B.Ed. (Alberta)**  
*Adult Education. Certified C.Y.C.W.*

**Linda Dionne-MacIsaac, B.Sc. (Alberta)**  
*Psychology. Certified C.Y.C.W.*

**Kerry Heaney-Dalton, B.A. (Victoria)**  
*Child and Youth Care. Certified C.Y.C.W.*

**Catherine Hedlin, M.P.M. (Alberta)**  
*Public Management*

**Tom Hill, Ms.C.P. (Honolulu)**  
*Psychology/Counselling*

**Jenny McGrath, M.S. (Nova Southeastern)**  
*Family Support Studies. Certified C.Y.C.W.*

**Jack Phelan M.S.**  
*Counselling. Certified C.Y.C.W.*

# BACHELOR OF COMMERCE

*School of Business*

[www.MacEwan.ca/BCom](http://www.MacEwan.ca/BCom)

## PROGRAM INTRODUCTION/ OVERVIEW

The MacEwan School of Business offers 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 practices, 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 three majors – International Business, Management or Supply Chain Management Co-op. 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 maybe 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 CO-OP MAJOR

The new Supply Chain Management Co-op major prepares students to be able to analyze business problems and participate in the strategic coordination and integration of business functions within an organization as well as with supply chain partners. Students will learn to make general business decisions and supply chain specific decisions in the areas of procurement, supplier management, inventory control, operations planning and control, logistics, e-business, and demand management. This major has a cooperative education component that allows students to gain valuable work experience while completing their degree.

## 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 M.B.A. or Ph.D. which could lead to an academic or research career.

## TRANSFERABILITY

### INTERNAL TRANSFER

Graduates of the following Grant MacEwan College programs will be granted 60 credits towards the Bachelor of Commerce program:

- Asia Pacific Management diploma
- Bachelor of Applied International Business and Supply Chain Management
- Human Resource Management diploma
- Management Studies diploma
- Management Studies diploma (Golf Operations Management Major)
- Management Studies diploma (Insurance and Risk Management Major)
- Management Studies diploma (Professional Golf Management Major)

### EXTERNAL TRANSFER

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](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

Graduates with a minimum Graduation GPA of 3.0 from the following programs offer at Keyano College and NAIT will be granted up to 60 credits towards the Bachelor of Commerce (Management Major) Program at Grant MacEwan College:

- Business Administration diploma (Keyano)
- Human Resources diploma (NAIT)
- Management diploma (NAIT)
- Marketing diploma (NAIT)

## 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

#### Notes:

Although it is not an admission requirement, Mathematics 31 is strongly recommended.

Under Regular Admission, applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions with a minimum grade of C-.

### 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 C course

### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted. Applicants must have successfully completed a Business or Business-related post-secondary certificate or diploma with a minimum Admission Grade Point Average (AGPA) of 3.0 on a 4.0 scale, or applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

### 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 previous post-secondary applicants. A limited number of probationary admissions may be granted to applicants who present a minimum post-secondary Admission Grade Point Average (AGPA) of less than 2.0 on a 4.0 scale.

Applicants admitted within this category will be placed on probation.

### 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](http://www.MacEwan.ca).

#### 2. Other Admission Criteria

*To be evaluated through the Office of the Registrar*

#### Applicable to all admission categories

Applicants who have been assigned two unsatisfactory academic records within the past five years will not be considered for admission or re-admission to the program until a minimum three years from the date of the assignment of the last unsatisfactory academic record. For the purpose of admission or re-admission, an unsatisfactory record is defined as a transcript with the notation 'required to withdraw' or equivalent.

### PROGRAM OF STUDY

		Credits
Core	Business	39
Core	Non-Business	18
Majors	<ul style="list-style-type: none"> <li>• International Business</li> <li>• Management</li> <li>• Supply Chain Management Co-op</li> </ul>	63
<b>Total</b>		<b>120</b>

### CORE BUSINESS COURSES

ACCT 311	Introductory Accounting	3
ACCT 322	Managerial Information and Control Systems	3
LEGL 210	Business Law	3
BUSN 201	Introduction to Canadian Business	3
BUSN 450	Strategic Management	3
FNCE 301	Introductory Finance	3
MARK 301	Fundamentals of Marketing	3
MSYS 200	Management Information Systems	3
MGTS 103	Probability and Statistics I	3
MGTS 312	Probability and Statistics II	3
MGTS 352	Operations Management	3
ORGA 201	Introduction to Management	3
ORGA 316	Contemporary Organizational Behaviour and Theory	3

### CORE NON-BUSINESS COURSES

ECON 101	Introduction to Microeconomics	3
ECON 102	Introduction to Macroeconomics	3
ENGL 102	Argument and Analysis	3
ENGL 103	Introduction to Literature	3
PROW 210	Advanced Business Writing	3
MATH 113	Elementary Calculus I	3
OR		
MATH 114	Elementary Calculus I	3
OR		
MATH 112	Calculus with Business Applications	3
OR		
MATH 120	Basic Linear Algebra	3

## INTERNATIONAL BUSINESS MAJOR

### Business Requirement – 18 credits:

INTB 300	Introduction to International Business	3
INTB 311	Diversity and Intercultural Communication	3
INTB 312	OR Conducting Business in Asia	3
INTB 313	Business in Regional World Markets	3
INTB 412	Managing in an International Environment	3
FNCE 404	International Finance	3
MARK 403	International Marketing	3

### Non-Business Requirement – 6 credits

Choose one of the following options – 3 credits:		
HIST 210	Modern European History	3
HIST 251	American History since 1865	3
HIST 281	Asia Since AD 1500	3
Choose one of the following options – 3 credits:		
POLS 261	Asia Pacific Political Systems	3
POLS 263	Contemporary Issues in Global Politics	3

### Options Requirement – 9 credits:

International Business course	3
Language Other Than English	6

### Business Electives Requirement – 6 credits

### Non-Business Electives Requirement – 12 credits

### Open Electives Requirements – 12 credits

## MANAGEMENT MAJOR

### Business Requirement – 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

### Business Electives Requirement – 6 credits

### Non-Business Electives Requirement – 21 credits

### Open Electives Requirement – 15 credits

## SUPPLY CHAIN MANAGEMENT CO-OP MAJOR

### Business Requirement – 24 credits:

SCMT 205	Introduction to e-Business	3
SCMT 305	Transportation Management	3
SCMT 307	Principles of Quality Management	3
SCMT 320	Production Planning and Scheduling	3
SCMT 322	Business Logistics Management	3
SCMT 324	Purchasing and Supply Management	3
SCMT 403	Supply Chain Planning and Coordination	3
SCMT 407	Global Sourcing and Logistics	3

### Choose two from the following options – total of 6 credits:

BUSN 330	Project Management	3
SCMT 404	e-Business Execution	3
SCMT 408	Business Negotiations and Supplier Management	3
SCMT 425	Supply Chain Process Management	3

### Business Electives Requirement – 6 credits

### Non-Business Electives Requirement – 21 credits

### Open Electives Requirement – 6 credits

### Co-op Requirements (4 month work terms):

COOP 290	Co-operative Education: Pre-employment Seminar	0
COOP 295	Co-operative Education: First Work Experience	0
COOP 395	Co-operative Education: Second Work Experience	0
COOP 495	Co-operative Education: Third Work Experience	0

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Commerce has 10 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed



to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## DEGREE REGULATIONS

**Note:** Students are strongly encouraged to seek advice from the academic advisors about academic planning, whether for completing degree requirements at MacEwan or for transfer to another post-secondary institution.

**Academic Residency – Credit Requirements** – Further to the Academic Residency regulation above, the Bachelor of Commerce program requires that the 60 credits must include a minimum of 12 credits in a major with 6 of those completed at the 400 level.

**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 an Academic 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 may also be used to satisfy 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.

**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.

## DEGREE REGULATIONS – SUPPLY CHAIN MANAGEMENT CO-OP MAJOR

All students in the Supply Chain Management major will be co-op students, and will be subject to MacEwan Policy C2065 Co-operative Education and the Bachelor of Commerce Degree Regulations.

**Declaration of the Supply Chain Management Major** – All students in the Bachelor of Commerce program are eligible to declare the Supply Chain Management Major. International students will be allowed to take the major, but are responsible for obtaining any visas or work permits that are required.

**Withdrawal from the Major** – A student who fails to report to a work placement, or is dismissed from a work placement, may be assigned a failing grade for that work placement. Any student who leaves a work placement without College approval will receive a failing grade for the work placement and may be prohibited by the Chair from continuing in the major. The College reserves the right, at any point during the work placement, to remove a student from situations 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.

**Additional Core Requirements** – All co-op students must complete the following four courses in addition to the 120 credits required to graduate from the Bachelor of Commerce degree:

- COOP 290 Co-operative Education: Pre-Employment Seminar
- COOP 295 Co-operative Education: First Work Experience (480 hours)
- COOP 395 Co-operative Education: Second Work Experience (480 hours)
- COOP 495 Co-operative Education: Third Work Experience (480 hours)

As part of these courses students will create learning objectives, complete a work placement report and be evaluated by their employer.

Prior to the start of a work placement students are required to sign a declaration stating that they have read and understood their responsibilities to both their employer and the College.

**Grade Point Average (GPA)**

**Requirements** – The student must maintain good academic standing (a grade point average of at least 2.0) to enrol in co-op work placements. Failure to maintain a minimum GPA of 2.0 will result in the student being withdrawn from this major and enrolled in one of the other BCom majors. The student will have an opportunity to select the major of choice in consultation with a program advisor.

**Prior Learning Assessment for Work Placements** – Students with previous work experience directly related to their discipline, or who have completed co-op work placements in programs related to their current studies, are eligible to apply for Prior Learning Assessment and Recognition (PLAR) or transfer credit (see policy C2010 Recognition of Other Learning Experiences). PLAR credit or transfer credit may be granted for no more than one work placement. PLAR and transfer credit decisions are not subject to appeal.

**Work Placements and Timing** – Each work placement will consist of a minimum of 480 hours of paid employment in a job that is relevant to the discipline the student is registered in. No more than two work placements will be completed consecutively; the student must have no more than two academic terms remaining when the final work placement is completed; and the student's last term in the program must be an academic term.

Students benefit from their work placement experience by being exposed to the work setting in more than one season of the year. They are strongly encouraged to choose work terms in more than one season, unless it can be demonstrated that their work is of a purely seasonal nature.

**Responsibility for Obtaining a Work Placement** – The College will facilitate the assignment of students in work placements. However, students are ultimately responsible for finding their own work placements, and all work placements must be approved by the College. The College cannot guarantee students' co-op employment, because labour market conditions are variable and beyond College control. A student's failure to find a work placement may result in the student being required to withdraw from the Supply Chain Management major.

**Access to Information/ Employment Agreements** – Prior to work placements, all co-op students will be required to sign an agreement allowing the College to release to employers appropriate information about the student, and allowing the College to discuss the student's record and documentation as it relates to their work placement.

Students will be required to comply with any employer policies including, but not limited to, confidentiality and intellectual property rights and may be required to obtain a security clearance prior to their work placement. Students will be required to maintain their compliance with these policies for the duration of the work placement.

**Work Placement Interruption or Dismissal** – In the event of unforeseen circumstances such as illness, strike or layoff the student must have worked a minimum of 360 hours in order to receive credit for the work placement. All work placement reports must also be completed. The College and its employees are not liable in any way for losses incurred due to a student's dismissal from co-op employment.

**FOR FURTHER INFORMATION**

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Karyn Hall, B.A. (Alberta),  
Academic Advisor  
Marc Johnson, B.Comm. (Alberta),  
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Joanna Wozniak, M.Sc. (Lodz)

# BACHELOR OF SCIENCE

Faculty of Arts and Science

www.MacEwan.ca/science

## PROGRAM INTRODUCTION/ OVERVIEW

The MacEwan Bachelor of Science is a foundational general degree. This science degree provides broad and widely applicable knowledge and abilities, rather than a niche specialization. This broad base serves a number of ends. It provides graduates with generalist knowledge and skills that give the flexibility and agility so highly valued in a dynamic world economy. It also gives students a solid foundation from which to specialize through employment or further schooling. The program will continue to ensure high transferability for the first two years, so students retain the option to transfer to other institutions.

A key feature of the MacEwan B.Sc. degree is the balance, on the one hand, of being comparable to other science degrees offered in the province and across the country, and on the other, being distinct. Like other B.Sc. degrees, it requires breadth of study in both science and arts content, depth of study in at least one discipline, and options.

The small classes, greater interaction between instructors and students, and faculty with a strong focus on teaching also contribute to the program's distinctiveness. This concentration on teaching expands the choice of learning environments available to students pursuing a science degree in Edmonton.

B.Sc. students have the opportunity to study subjects in both a major and minor discipline and are required to be familiar with the academic and faculty regulations and procedures as published herein.

## CAREER POTENTIAL

The Bachelor of Science degree offers students a solid grounding in the sciences while also maximizing program flexibility. Majors and minors meet high quality standards and prepare students for graduate or professional studies and for a wide range of careers. The program is designed to prepare graduates with the depth and breadth of knowledge to be both employed scientists, and contributing Albertans.

Breadth is accomplished primarily through the core curriculum. The core requires coursework from both Arts and Sciences so that students develop skills in literacy, communication, information management, numerical operations, critical thinking and problem solving. The Conference Board of Canada and Human Resources Development Canada have identified all of these skill sets as fundamental to employability.

## PROGRAMS OF STUDY

BACHELOR OF SCIENCE (B.SC.)	B.SC. MAJOR	B.SC. MINOR
Biological Sciences	✓	✓
Computer Science	✓	✓
Mathematics	✓	✓
Mathematical Sciences (Students study any two of the following subject areas: Mathematics, Statistics or Computer Science)	✓	
Physical Sciences (Students study any two of the following subject areas: Physics, Chemistry or Earth and Atmospheric Sciences)	✓	
Psychology	✓	✓
Chemistry		✓
Earth and Atmospheric Sciences		✓
Physics		✓
Statistics		✓

### Notes:

1. Students in the B.Sc. program will also be eligible to take a Business minor or any minor offered through the Bachelor of Arts program in the Faculty of Arts and Science.
2. Students majoring in Mathematical Sciences or Physical Sciences may pursue a minor but are not required to do so.
3. All majors and minors have junior prerequisite courses that should normally be completed in the first year of the degree program (e.g. CHEM 101 and CHEM 102)

are prerequisites for all senior level Chemistry courses).

## GENERAL PROGRAM INFORMATION

The B.Sc. degree requires students to complete 120 credits of non-duplicative coursework consisting of 39 credits of core requirements in the following areas: Physics or Chemistry with laboratory components (six credits), Biological Sciences or Earth and Atmospheric Sciences with laboratory components (six credits), Calculus or Linear Algebra (3 credits), Mathematics or Statistics or Computer Science (six credits), English (six credits: 3 credits writing, 3 credits literature), Social Sciences (six credits) and Arts (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 (21 credits).

## TRANSFERABILITY

All courses completed within the Bachelor of Science 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](http://www.acat.gov.ab.ca)) or contact the receiving institution directly.

The Bachelor of Science 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:

1. Successfully completed the five required matriculation subjects with the minimum average required for admission into the Bachelor of Science: General program;

2. Achieved the competitive admission GPA as determined annually by the Faculty of Science;
3. 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:

1. Successfully complete a minimum of 24 credits of transferable coursework applicable to the Bachelor of Science program;
2. Minimum required transfer average to the Faculty of Science;
3. Successfully complete all matriculation requirements;
4. 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 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 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. 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 university transferable 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 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
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 university transferable post-secondary substitutions.

### PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

### PROBATIONARY ADMISSION

*To be evaluated through the Program*

A limited number of probationary admissions may be granted to applicants who have attempted nine or more credits of post-secondary coursework with a minimum Admission Grade Point Average (AGPA) of less than 2.0 on a 4.0 scale.

Such applicants must successfully (no grade less than C) complete at least nine credits of 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.

Admissions decisions will be based on high school and post-secondary





## COMPUTER SCIENCE

### Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

#### Required courses (9 credits)

- CMPT 200
- CMPT 395
- 400 level CMPT project course (with a minimum grade of C-)

#### Required courses (9 credits)

Nine credits from the following:

- CMPT 201
- CMPT 204
- CMPT 229
- CMPT 250
- CMPT 291

#### General requirements (24 credits)

Senior-level Computer Science courses – a minimum of 12 credits must be at the 300 or 400 level.

## COMPUTER SCIENCE

### Major – Software

#### Professional Stream

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

#### Required courses (24 credits)

- CMPT 200
- CMPT 201
- CMPT 204
- CMPT 229
- CMPT 291
- CMPT 305
- CMPT 395
- 400 level CMPT project course (with a minimum grade of C-)

#### Required courses (6 credits)

Six credits from the following:

- CMPT 315
- CMPT 350
- CMPT 361

#### General Requirements (12 credits)

Senior level Computer Science courses.

### Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

#### Required course (3 credits)

- CMPT 200

#### Required course (3 credits)

Three credits from the following:

- CMPT 201
- CMPT 204
- CMPT 291

#### General Requirements (12 credits)

Senior-level Computer Science courses – a minimum of 6 credits must be at the 300 or 400 level excluding CMPT 310 and CMPT 311.

## EARTH AND ATMOSPHERIC SCIENCES

### Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

#### General requirements (18 credits)

Senior-level Earth and Atmospheric Sciences courses – a minimum of 6 credits must be at the 300 or 400 level.

## MATHEMATICAL SCIENCES

### Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

#### Notes:

1. MATH 113 or 114 , MATH 115 and MATH 120 or 125 are required for this major.
2. Three disciplines – Computer Science, Mathematics, Statistics
3. Requirement to choose two of the three as primary disciplines.
4. If any of Computer Science, Mathematics or Statistics are chosen as a Minor, all senior level credits in that discipline will only count toward the Minor.

#### Primary Discipline requirements (36 credits)

- Three credits at the 300 or 400 level in each primary discipline.
- A minimum of 12 credits at the 300 or 400 level in the primary disciplines.
  - Senior-level courses from the First Primary Discipline chosen – 18 credits total.
  - Senior-level courses from the Second Primary Discipline chosen – 18 credits total.

#### General Requirements (6 credits)

Senior level Mathematical Sciences courses

## MATHEMATICS

### Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

**Note:** MATH 113 or MATH 114, MATH 115 and MATH 120 or MATH 125 are required for this major.

#### Required courses (15 credits)

- MATH 214
- MATH 215
- MATH 225
- MATH 310
- MATH 330

#### Required course (3 credits)

Three credits from the following:

- MATH 200
- MATH 241

#### General requirements (24 credits)

Senior-level Mathematics courses – a minimum of 6 credits must be at the 400 level.

### Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

**Note:** MATH 113 or MATH 114, MATH 115 and MATH 120 or MATH 125 are required for this minor.

#### General requirements (18 credits)

Senior-level Mathematics courses – a minimum of 6 credits must be at the 300 or 400 level.

## PHYSICAL SCIENCES

### Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

#### Notes:

1. Three Disciplines – Chemistry, Earth and Atmospheric Sciences, Physics.
2. Requirement to choose two of the three as primary disciplines.
3. If any of Chemistry, Earth and Atmospheric Sciences or Physics are chosen as a Minor, all senior level credits in that discipline will only count toward the Minor.

### Primary Discipline requirements (24 credits)

- Three credits at the 300 or 400 level in each primary discipline.
- A minimum of 12 credits at the 300 or 400 level in the primary disciplines
  - Senior-level courses from the First Primary Discipline chosen – 12 credits total.
  - Senior-level courses from the Second Primary Discipline chosen – 12 credits total.

### General Requirements (18 credits)

Senior level Physical Sciences courses – 6 credits in each of Chemistry, Earth and Atmospheric Sciences and Physics.

## PHYSICS

### Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

### Required courses (6 credits)

Six credits from the following:

- PHYS 208
- PHYS 224
- PHYS 244
- PHYS 281

### General Requirements (12 credits)

Senior level Physics courses – a minimum of 6 credits at the 300 or 400 level.

## PSYCHOLOGY

### Major

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

#### Notes:

1. A minimum of 33 senior level credits must be Science Psychology courses.
2. Nine senior level credits may be Arts Psychology courses.

3. PSYC 104, PSYC 105, BIOL 107, BIOL 108 and STAT 151 are required for this major.

### Required course (3 credits)

- PSYC 212

### Required courses (9 credits)

Nine credits from the following:

- PSYC 258
- PSYC 267
- PSYC 275
- PSYC 281

### General requirements (30 credits)

Senior-level Psychology courses – a minimum of 12 Science Psychology credits must be at the 300 or 400 level.

### Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

#### Notes:

1. A minimum of 15 senior level credits must be Science Psychology courses.
2. Three senior level credits may be Arts Psychology courses.
3. PSYC 104 and PSYC 105 are required for this minor.

### Required courses (9 credits)

Nine credits from the following:

- PSYC 258
- PSYC 267
- PSYC 275
- PSYC 281

### General requirements (9 credits)

Senior-level Psychology courses – a minimum of 6 Science Psychology credits must be at the 300 or 400 level.

## STATISTICS

### Minor

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

### Required Courses (6 credits)

- STAT 265
- STAT 312

### General requirements (18 credits)

Senior-level Statistics courses – a minimum of 6 credits must be at the 300 or 400 level.

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** –

Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability)

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Arts has 10 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

**Program Graduation Regulation** – Students are strongly encouraged to seek advice from the program advisors about program planning, whether for completing degree requirements at MacEwan or for transfer to another post-secondary institution.

## DEGREE REGULATIONS

**Note:** Students are strongly encouraged to seek advice from the academic advisors about academic planning, whether for completing degree requirements at MacEwan or for transfer to another post-secondary institution.

**Academic Residency – Credit Requirements** – As part of the Academic Residency regulation above, Bachelor of Science students must complete:

- A minimum of 24 credits in a major at the senior level.
- A minimum of nine credits in a minor at the senior level.

**Core requirements** – Courses that satisfy the core requirements are normally taken at the junior level. Students are advised to complete their core requirements in the first and second years of their program.

**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 (e.g. a student may not major in Science Psychology and minor in Arts Psychology). Students are strongly encouraged to consult with a program advisor in the BSc program and a discipline advisor in their major and minor prior to this declaration.

**Graduation Grade Point Average** – As part of the Graduation Grade Point Average regulation above, Bachelor of Science students must obtain an overall GGPA 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.

**Graduation Requirements** – Graduation requirements are governed by the date on which a student declares their Major and Minor. Students who declare their Major and Minor up to and including the last day to withdraw from Winter term courses without academic penalty are bound by the requirements of the current academic year. Those students who declare after this date are bound by the programs of study and degree requirements of the upcoming academic year as published in the MacEwan calendar.

**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.

**Maximum Junior-Level Courses** – A maximum of 48 credits at the 100-level are permitted in completion of the BSc degree. Additional courses at the 100-level will be declared extra to the 120 credits required to complete the BSc degree and will not be counted toward fulfilment of graduation requirements.

**Minimum Science courses** – A minimum of 72 total credits from Science courses must be successfully completed.

**Minimum Passing Grade** – A minimum grade of D is required for all Science 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. Arts and Science courses require a minimum grade of C- when the course is used as a prerequisite. Transfer credit decisions made by the college are final and cannot be appealed (see Policies C2010 and E3103).

**Options Requirements** – 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 12 credits from courses offered by a faculty other than Arts and Science.

**Progression 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 Science program requirements.

## FOR FURTHER INFORMATION

Bachelor of Science  
June Walker, Program Assistant  
780-497-4708  
Janet Campbell, Program Secretary  
780-497-4520  
E-mail: [science@macewan.ca](mailto:science@macewan.ca)  
[www.MacEwan.ca/science](http://www.MacEwan.ca/science)

## STUDENT FOR A DAY

To register, or for more information, call 780-633-3626.



**FACULTY**

Barbara Migaj, Ph.D. (Technical University of Warsaw)  
*Chair*

**DEPARTMENTS****Biology****Chair**

David McFadyen, Ph.D. (Alberta)  
*Molecular Biology and Genetics*

Mrinal Das, Ph.D. (Alberta)  
*Zoology*

Mark Degner, M.Sc. (Alberta)  
*Zoology*

Melissa Hills, Ph.D. (Australian National)  
*Biochemistry and Molecular Biology*

Rick Lewis, Ph.D. (Alberta)  
*Zoology*

Ross Shaw, Ph.D. (British Columbia)  
*Zoology*

Mike Stock, Ph.D. (Alberta)  
*Zoology*

Gord Youzwyshyn, M.Sc. (Alberta)  
*Zoology*

**Chemistry****Chair**

Lucio Gelmini, Ph.D. (Windsor)  
*Chemistry*

Rob Hiltz, Ph.D. (Victoria)  
*Chemistry*

Roy Jensen, Ph.D. (Victoria)  
*Physical Chemistry*

Barbara Migaj, Ph.D. (Technical University of Warsaw)  
*Chemistry*

Samuel Mugo, Ph.D. (Queens)  
*Chemistry*

Manzar Saberi, Ph.D. (National University of Iran)  
*Organic Chemistry*

Jonathan Withey, Ph.D. (Oxford)  
*Chemistry*

**Computing Science****Chair**

Ron Meleshko, Ph.D. (Alberta)  
*Computing Science*

Calin Anton, Ph.D. (Alberta)  
*Computing Science*

Marcel Berard, M.Sc. Physics (McGill),  
M.Sc. Computing Science (Alberta)

Sharon Bratt, M.Ed. (Alberta)  
*Instructional Technology*

Brian Brookwell, M.Sc. (Calgary)  
*Computing Science*

Nick Lehtola, Ph.D. (Pontifical Catholic University)  
*Civil Engineering*

Nicole Malloy, M.Sc. (Alberta)  
*Computing Science*

Ibrahim Sumrain, Ph.D. (Oregon State)  
*Instructional Technology*

**Earth and Atmospheric Sciences, Physics and Engineering****Chair**

Shelley Lorimer, Ph.D. (Alberta) P.Eng.  
*Mechanical Engineering*

Orla Aaquist, Ph.D. (Calgary)  
*Astrophysics*

Mark Furze, Ph.D. (Wales)  
*Marine Geology*

Evan Hackett, Ph.D. (Alberta)  
*Physics*

Michelle Hanlon, M.Sc. (Alberta)  
*Physics*

Jack Park, M.A.T. Geography (Indiana State), M.Sc. Physical Geography (Alberta)

**Mathematics and Statistics****Chair**

David McLaughlin, Ph.D. (Alberta)  
*Mathematics*

Cristina Anton, Ph.D. Applied Mathematics (Alberta), Ph.D. Probability and Statistics (Romanian Academy)

Ion Bica, Ph.D. (Alberta)  
*Applied Mathematics*

Karen Buro, Ph.D. (Aachen)  
*Mathematics*

Michelle Hanlon, M.Sc. (Alberta)  
*Physics*

Tiina Hohn, M.Sc. (Jyväskylä)  
*Mathematics*

Muhammad Islam, Ph.D. (Calgary)  
*Statistics*

John O'Connor, M.Sc. Mathematics (National University of Ireland), M.Sc. Statistics (Alberta)

Mark Solomonovich, Ph.D. (Tomsk State)  
*Theoretical and Mathematical Physics*

Adi Tcaciuc, Ph.D. (Alberta)  
*Mathematics*

Nataliya Zadorozhna, Ph.D. (Ukrainian National Academy of Sciences)  
*Mathematics*

# BACHELOR OF SCIENCE IN NURSING

Faculty of Health and  
Community Studies

www.MacEwan.ca/nursing

## PROGRAM INTRODUCTION/ OVERVIEW

The mission of the MacEwan baccalaureate nursing program is to prepare graduates who are committed to excellence in professional practice and who contribute to the health and well-being of individuals, families, communities and society. This four-year degree demands critical thinking, clinical judgment, flexibility, and creativity. The program comprises 132 credits over the four years with two intakes per year (September and January) and emphasizes development of a strong knowledge base, attainment of a repertoire of diverse nursing practice skills and demonstration of professional attributes. The delivery of the nursing curriculum is supported by a variety of teaching-learning experiences. Integration of knowledge, skills, and attributes is emphasized through contextual and experiential learning in classroom, laboratory and clinical practice settings. The program has been designed to integrate and sequence theory and concepts pertinent to the Registered Nurse working with individuals, families, populations, and communities. Graduates are eligible to write the Canadian Registered Nurse Examination to become a Registered Nurse.

## CAREER POTENTIAL

There are numerous career opportunities for Registered Nurses in a variety of roles and settings, including acute, community and continuing care.

## TRANSFERABILITY

The four-year Bachelor of Science in Nursing program is fully delivered through Grant MacEwan College. All courses completed for the Bachelor of Science in Nursing degree program are baccalaureate 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](http://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. 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 university transferable 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 university transferable 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.

## PREVIOUS POST-SECONDARY ADMISSION

*To be evaluated through the Office of the Registrar*

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

## 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](http://www.MacEwan.ca).

### 2. Spoken English Proficiency

*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, 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](http://www.MacEwan.ca).

### 3. Other Admission Criteria

*To be evaluated through the Program*

#### 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.

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.

\*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 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.

*To be evaluated through the Office of the Registrar*

### Applicable to all admission categories

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 OF STUDY

### YEAR I

#### TERM I

ENGL 102	Analysis and Argument	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	4	C-
	Open Elective	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-

## INSTITUTIONAL GRADUATION REGULATIONS

Grant MacEwan College has institutional graduation regulations for ministry approved programs. Institutional regulations are those that each student must fulfill in order to be eligible to receive a MacEwan credential. Details are available in the college's Graduation Policy C2100 and other relevant policies as noted below.

**Academic Residency** – A student must complete at least 50% of courses through MacEwan. Challenge examinations, transfer credit and other special assessments (for example, prior learning and recognition) are not included in the 50% (C1015 Academic Residency).

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

**Attendance** – A student must comply with any course or program attendance requirements as noted on course outlines or in program handbooks (C2050 Attendance). In addition, sponsored students may have special attendance requirements.

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

**Minimum Course Grade** – Some programs may require the achievement of a specific grade in a course for graduation purposes. For specific course grade requirements, please refer to your Program of Study.

**Minimum Transfer Grade** – A minimum course transfer grade of D is required except when a higher grade is specified as a program requirement for graduation—see "Minimum Course Grade" (C2030 Inter-Institutional Transferability).

**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 program requirement.

**Prerequisites/Co-requisites** – Each student is responsible for fulfilling each course prerequisite or co-requisite as listed in the course description (E3101 Student Rights and Responsibilities).

**Program Time Limits** – A student in Bachelor of Science in Nursing has 6 years from the first day of the term of acceptance to complete all requirements to be eligible for a credential (C2075 Program Time Limits).

**Repeating Credit Courses** – A student in a credit course shall be allowed to repeat any course one additional time, regardless of whether the initial registration resulted in a failing or passing grade (C1035 Repeating Credit Courses). Course Withdrawals (W) and Audits (AU) do not count as course attempts.

**Required English Course** – A student in a ministry approved program shall take an English course as specified in the Program of Study (C1030 Required English Course).

## DEGREE REGULATIONS

**Note:** Students are strongly encouraged to seek advice from the academic advisors about academic planning, whether for completing degree requirements at MacEwan or for transfer to another post-secondary institution.

**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 in an area of interest, relative to either the consolidation or preceptorship practicum.

**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.

**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 may be required for some clinical placements. 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 including a check 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 may be required to care for patients/clients who have infectious diseases such as Hepatitis B or other blood-borne pathogens. 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 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. It is the responsibility of the student to meet the required timelines for mask fitting.

**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 placements. Please note that not all Level C certificate courses that are offered meet Heart and Stroke approval. BLS certification must be updated every 12 months to meet this requirement.

## FOR FURTHER INFORMATION

Bachelor of Science in Nursing

Phone: 780-497-5700

E-mail: nurseinfo@macewan.ca

## FACULTY

**Charlotte Pooler, Director, B.Sc.N., Ph.D.**

(Alberta)

*Nursing. R.N., C.N.C.C(C), C.N.C(C).*

**Janice Sadownyk, Chair, B.Sc.N., M.Ed.**

(Alberta)

*Education. R.N.*

**Marian Anderson, B.Sc.N., M.Ed. (Alberta)**

*Education. R.N.*

**Harrison Applin, B.Sc.N., Ph.D. (Alberta)**

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(Alberta)

*Nursing. R.N. I.B.C.L.C.,*

**Margaret Cameron, B.Sc.N., M.Ed (Alberta)**

*Education. R.N.*

**Linda Cook, B.Sc.N., Ph.D. (Alberta)**

*Human Ecology. R.N.*

**Irene Coulson, B.Sc.N., Ph.D. (Queensland)**

*Social Policy. R.N.*

**Mary Haase, B.Sc.N., Ph.D. (Alberta)**

*Nursing. R.N.*

**Kathryn Jones, B.Sc.N., Ph.D. (Oregon)**

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**Bev Kenney, B.Sc., M.Sc. (McGill)**

*Biology*

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(St. Francis Xavier)

*Education. R.N.*

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*Education. R.N.*

**Colleen Maykut, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

**Janice McNeil, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

**Kathleen Miller, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

**Margaret Milner, B.Sc.N., M.N. (Alberta),**

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**Agnes Mitchell, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N. G.N.C.C.(C).*

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*Nursing. R.N. R.P.N.*

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*Nursing. R.N.*

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(Alberta)

*Education. R.N.*

**Pat Roddick, B.Sc.N., M.S.H.A. (Michigan)**

*Health Sciences Administration. R.N*

**Suzette Roy, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

**Binthi Samuel, Ph.D. (Rajasthan, India)**

*Radiation Biology*

**Melissa Slugoski, B.Sc., Ph.D. (Alberta)**

*Physiology*

**Ruth Stewart, B.Sc.N., M.Ed. (Alberta)**

*Education. R.N.*

**Debbie Styles, B.Sc.N., M.Ed. (Alberta)**

*Education. R.N.*

**Margaret Swedish, B.Sc.N., M.D.E.**

(Athabasca)

*Distance Education. R.N.*

**Barb Tarnowski, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

**David Thompson, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

**Andrea Turnbull, B.N., M.N. (Alberta)**

*Nursing. R.N.*

**Barbara Whetstone, B.Sc.N., M.Sc.**

(Alberta)

*Health Promotion. R.N.*

**Barb Wilson, B.Sc.N., M.Ed. (Calgary)**

*Adult and Community Education. R.N.*

**Dawn Zimmer, B.Sc.N., M.N. (Alberta)**

*Nursing. R.N.*

# University Transfer

**BACHELOR OF  
EDUCATION TRANSFER**

**BACHELOR OF PHYSICAL  
EDUCATION TRANSFER**

**BACHELOR OF SCIENCE IN  
ENGINEERING TRANSFER**

**BACHELOR OF  
PROFESSIONAL ARTS IN  
COMMUNICATION STUDIES**

**BACHELOR OF  
PROFESSIONAL ARTS IN  
CRIMINAL JUSTICE**

**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 EDUCATION TRANSFER

*Offered through the Bachelor of Arts program, Faculty of Arts and Science*

[www.MacEwan.ca/education](http://www.MacEwan.ca/education)

## PROGRAM INTRODUCTION/OVERVIEW

Grant MacEwan College offers university-transfer courses toward a Bachelor of Education (B.Ed.) 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 B.Ed. 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 B.Ed. 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](http://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 B.Ed. program advisor prior to application to ensure that the appropriate courses are available to accommodate their needs.

## ADMISSION REQUIREMENTS TO THE BACHELOR OF ARTS PROGRAM

### 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.

Pure Math 30 is strongly recommended for a major or minor in Psychology, minor in Business Studies or for an Elementary Education degree.

Specific university-level courses may be used to substitute for course deficiencies (see University Credit Substitutions for High School Courses chart).

Applicants presenting nine or more post-secondary credits must achieve a minimum Admission Grade Point Average (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 Admission Grade Point Average (AGPA)\* of 2.0 on a 4.0 scale

#### PREVIOUS POST-SECONDARY ADMISSION

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA)\* of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular Admission category.

#### PROBATIONARY ADMISSION

A limited number of probationary admissions may be granted to applicants who have attempted 9 or more credits of post-secondary coursework with an Admission Grade Point Average (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 Arts Program. Admission decisions will be made based on high school and university transfer coursework. 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.

#### \*ADMISSION GRADE POINT AVERAGE (AGPA)

The AGPA is calculated on the most recent 24 credits of post-secondary work. The coursework for an entire term will be used to calculate AGPA where the break point for 24 credits falls during that term. Six-credit courses that span both the Fall and Winter terms are considered winter courses, and six-credit courses that span both the Spring and Summer terms are considered summer courses in these cases.

#### LESS THAN 9 POST-SECONDARY CREDITS:

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

#### 9- 24 POST-SECONDARY CREDITS:

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

#### ADDITIONAL ADMISSION CRITERIA

All applicants must complete the following:

##### 1. English Language Proficiency

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](http://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 B.A. 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](http://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 B.A. program advisor.

## ACADEMIC STANDING

A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

## GENERAL PROGRAM INFORMATION

One of the requirements for admission to the U of A's B.Ed. 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 B.Ed. program planning sheets are available at the B.Ed. transfer program office, room 6-211, City Centre Campus.

## ELEMENTARY EDUCATION ROUTE

The elementary-education route prepares teachers as generalists, 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 B.Ed. 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 EDPY 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 B.Ed. transfer program office.

The required 120 credits for a B.Ed. 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 Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide ([www.acat.gov.ab.ca](http://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:

- a) Successfully completed at least 24 credits applicable to a BEd degree with a minimum GPA of 2.0 (4-point scale);
- b) Achieved the competitive admission GPA as determined annually by the Faculty of Education;
- c) 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](http://www.MacEwan.ca/education) or contact a program advisor.

## FOR FURTHER INFORMATION

Bachelor of Education Transfer Program  
Room 6-211, City Centre Campus  
Houng Bui, B.A., Program Advisor  
Nicole McLellan, Program Advisor  
Amy Neufeld, B.A., Program Advisor  
Stacy Norrbam, B.A., Program Advisor  
Jenna Smith, B.A., Program Advisor  
Program Secretary  
Phone: 780-497-5653

## STUDENT FOR A DAY PROGRAM

Contact Bachelor of Education Transfer program office at 780-497-5653.

## FACULTY

Donna Dorsey, M.A. (Alberta)  
*Philosophy Chair*

Courses in this program are taught by faculty in the Faculty of Arts and Science. For the faculty listing, refer to pages 181 (Bachelor of Arts faculty listing) and 196 (Bachelor of Science faculty listing)

# 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](http://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.

- a) Students who have completed 45 transferable credits and who have obtained an average of 2.0 on the most recent 24 credits are guaranteed admission to the Bachelor of Physical Education.
- b) Students who have completed fewer than 45 transferable credits must have a GPA of 2.5 on the most recent 24 credits.

Students are eligible to apply for admission to the Faculty of Physical Education and Recreation at the University of Alberta in the B.Sc. (Kin), combined B.P.E./B.Ed., and B.A.R.S.T. routes if they have:

- a) Successfully completed the five required matriculation subjects (Bachelor of Science in Kinesiology students must see an advisor)
- b) Met all other admission criteria established by the Faculty of Physical Education and Recreation (including presenting the competitive admission average on the most recent 24 credits).

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, including information on transferring 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

### Notes:

- Physical Education 30 must be 5 or more credits.
- Only one language, other than English, will be accepted towards admission.

Applicants must have completed the appropriate high school courses or present university transferable 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 (no time limit on calculation of AGPA).

### 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:

Applicants must have completed the appropriate high school courses or present university transferable 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 (no time limit on calculation of AGPA).

## PREVIOUS POST-SECONDARY ADMISSION

To be evaluated through the Office of the Registrar

Admission in the Previous Post-Secondary category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the Registrar. Transfer of coursework does not inversely imply that an applicant will be admitted.

Applicants must present a minimum of 24 credits of successfully completed university transferable coursework with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale and must have completed the required core courses listed under the Regular or Mature Admission category.

## 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](http://www.MacEwan.ca).

## 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

		<b>CR.</b>
ENGL 102	Analysis and Argument	3
ENGL 103	Introduction to Literature	3
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 201	Applied Ethics in Physical Education and Sport	3
PEDS 205	Introduction to Outdoor Environmental Education	3
OR		
PEDS 240	Introduction to Sports Injuries	3
OR		
HEED 220	Introduction to Personal Fitness	3

## ACADEMIC STANDING

A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

## FOR FURTHER INFORMATION

Bachelor of Physical Education Transfer  
Lil Kison, Program Assistant  
Phone: 780-497-5161  
Janet Campbell, Program Secretary  
Phone: 780-497-4520  
E-mail: [physed@macewan.ca](mailto:physed@macewan.ca)

## STUDENT FOR A DAY

To register, or for more information, call 780-633-3626.

## FACULTY

**John Valentine, M.A. (Carleton),  
Canadian Studies, M.A. (Alberta),  
Physical Education  
Chair**

**Stephen Berg, M.Ed. (Alberta)  
Elementary Education**

**Dave Kato, M.A. (Indiana State)  
Sports Medicine/Exercise Physiology**

**Cynthia Puddu, M.Sc. (Alberta)  
Physical Education**

**Cathy Walsh, M.Sc. (Alberta)  
Biomechanics**

# BACHELOR OF SCIENCE IN ENGINEERING TRANSFER

*Faculty of Arts and Science*

[www.MacEwan.ca/engineering](http://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](http://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 experienced vigorous economic growth. With such growth comes the workforce's dependence on trained engineers in a variety of disciplines. The Government of Alberta has identified engineering as one of the top prospects for growth in this first decade of the 21st century. 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](http://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) A minimum grade point average of 2.0 (4-point scale)
- b) 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.

*To be evaluated through the Program*

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 (no time limit on calculation of AGPA).

### 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 Program*

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 (no time limit on calculation of AGPA).

### 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-.

**Reading:** Applicants must successfully complete the reading portion OR 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](http://www.MacEwan.ca).

#### 3. Other Admission Criteria

*To be evaluated through the Office of the Registrar*

##### Applicable to all admission categories

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 re-admission 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 re-admission.

## 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

**Academic Standing** – A student must obtain a minimum 2.00 Academic Standing GPA to be considered in Good Standing (C2070 Academic Standing).

## FOR FURTHER INFORMATION

Bachelor of Science in Engineering Transfer Program  
 Lil Kison, Program Assistant  
 Phone: 780-497-5161  
 Janet Campbell, Secretary  
 Phone: 780-497-4520  
 E-mail: [engineering@macewan.ca](mailto:engineering@macewan.ca)

### STUDENT FOR A DAY

To register, or for more information, call 780-633-3626.

### FACULTY

Shelley Lorimer, Ph.D. (Alberta), P.Eng.  
*Chair*

Courses in this program are taught by faculty in the Faculty of Arts and Science. For the faculty listing, refer to pages 181 (Bachelor of Arts faculty listing) and 196 (Bachelor of Science faculty listing)

# BACHELOR OF PROFESSIONAL ARTS IN COMMUNICATION STUDIES

*Grant MacEwan College  
in partnership with  
Athabasca University*

## PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Professional Arts (B.P.A.) 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 communication.

### 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 Bachelor of Professional Arts in Communication Studies contact:

Phone: 780-497-3405  
Toll-free: 1-800-788-9041  
Fax: 780-497-3411  
Website:  
[www.athabascau.ca/htmprograms.htm](http://www.athabascau.ca/htmprograms.htm)

# BACHELOR OF PROFESSIONAL ARTS IN CRIMINAL JUSTICE

*Grant MacEwan College  
in partnership with  
Athabasca University*

## PROGRAM INTRODUCTION/ OVERVIEW

The Bachelor of Professional Arts in Criminal Justice (B.P.A.- 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 B.P.A. – 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:

- a) the transfer of the completed 60-credit criminal justice- or corrections-related diploma; and
- b) 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](http://www.MacEwan.ca/corrections)

Investigations and Security Management: 780-497-5186 or [www.MacEwan.ca/investigations](http://www.MacEwan.ca/investigations)

Police Studies: 780-497-5186 or [www.MacEwan.ca/police](http://www.MacEwan.ca/police)

For further information on the Bachelor of Professional Arts in Criminal Justice at Athabasca University, contact:

Phone: 780-497-3403

Information Centre Toll-free:  
1-800-788-9041

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

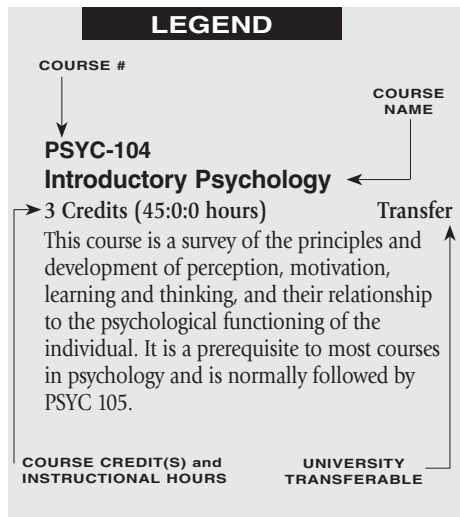
# Course Descriptions

The following section is a complete alphabetical listing of courses for all MacEwan programs in this Calendar. 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, 2008 are indicated as "Transfer". For the most up-to-date transfer information, refer to the *Online Alberta Transfer Guide* at [www.acat.gov.ab.ca](http://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:





**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-136****Co-Operative Job Awareness**

2 Credits (30:0:0 hours)

Co-op Job Awareness is an intense practical course designed to provide Accounting co-op students with the knowledge, attitudes, skills and resources necessary to apply for co-op accounting jobs and to make the transition from student to accounting intern. The purpose of this course is to provide students with experience and knowledge about workplace employability skills. As a result students gain a better understanding of themselves and develop the knowledge, skills and attitudes to maximize their employability and performance in the workplace. The course includes the hands-on preparation of a career portfolio, including a resume and cover letter.

**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 hands-on course introduces students 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 or consent of the program.

**ACCT-163****Co-Op Work Placement I**

3 Credits (0:0:500 hours)

This course is the first work placement course in the Accounting Diploma 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: ACCT 111, ACCT 136, ACCT 162, MCSP-131, 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-211****Financial Accounting III**3 Credits (45:0:0 hours) Transfer

This is the first of two courses covering intermediate accounting. It provides an in-depth examination of the environment of and conceptual framework for financial reporting, accounting information systems, preparation of financial statements and accounting issues related to the asset side of the balance sheet. Prerequisites: ACCT 161.

**ACCT-214****Integrated Accounting Systems**3 Credits (45:0:0 hours) Transfer

Students install, set-up and run a higher-end accounting software package, and complete a comprehensive simulation using this same software. Database software is used to create custom transaction processing such as direct labour costs into payroll or inventory costing. Students build relational database structures to store master lists and transactional data as well as forms and queries. Information is then analyzed and displayed using the reporting tools to support accounting decisions. Prerequisites: ACCT 161 and ACCT 164.

**ACCT-215****Quantitative Decision Support**3 Credits (45:0:0 hours) Transfer

This 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. Co-requisite: ACCT 318.

**ACCT-261****Financial Accounting IV**

3 Credits (45:0:0 hours) Transfer

This is the second of two courses covering intermediate accounting. It provides an in-depth examination of capital leases, earnings per share, post retirement benefits and pension expense, capital transactions and future income taxes. The coverage of the equity side of the balance sheet (liabilities and shareholders' equity) includes presentation and disclosure issues and preparation of the statement of cash flows.

Prerequisites: ACCT 211.

**ACCT-263****Co-Op Work Placement II**

3 Credits (0:0:500 hours)

This course is the second work placement course in the Accounting Diploma 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 and consent of the program.

**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 course emphasizes the accountant's role in the design, development, implementation, operation and control of accounting information systems. Students use and interpret common documentation tools to represent, explain and analyze business processes. Students also evaluate internal control systems to assist organizations to achieve their goals, assess risks and propose effective control plans.

Prerequisites: ACCT 211, MCSP 131.

**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-312****Financial Accounting for Management Financial Accounting for Management**

3 Credits (45:0:0 hours)

This course is for Business Diploma graduates who are completing a Bachelor of Commerce Degree. The course covers topics not covered in previous accounting courses such as cash flow statements, the framework for financial accounting, revenue recognition, inventory and capital asset accounting; intercompany investments and financial statement analysis. Note: Students with credit in ACCT 311 or Accounting diploma graduates will not receive credit in ACCT 312.

Prerequisites: ACCT 111.

**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 introduces students to the concepts, principles and practical applications of auditing in the business world. It covers the fundamentals of auditing objectives, analytical procedures, internal control, materiality, control risk and audit planning. Audit sampling techniques to test controls, and to provide detailed account balances are reviewed. Operational and comprehensive audit services are also examined.

Prerequisites: ACCT 211, ACCT 215, or consent of the program.

**ACCT-351****Advanced Financial Accounting**

3 Credits (45:0:0 hours) Transfer

This advanced course in financial accounting covers incorporate investments, consolidations, foreign currency transactions, partnership accounting and not-for-profit accounting.

Prerequisites: ACCT 261.

**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) Transfer

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. Students examine different philosophical theories such as utilitarianism, duty ethics, and virtue ethics, and apply these philosophies to case studies.

Prerequisites: MGMT 122.

**ACCT-358****Advanced Management Accounting**

3 Credits (45:0:0 hours) Transfer

This course examines the role that management accounting plays in motivating and assisting management in attaining organizational objectives. The course includes an in-depth look at techniques such as activity-based costing, performance evaluation (financial and non financial) and incentives. It also includes discussion of leading edge business processes.

Prerequisites: ACCT 318.

**ACCT-370****Directed Field Study Seminar**

3 Credits (45:0:0 hours)

Directed Field Studies Seminar (DFSS) bridges the gap between academic studies and practical experience. This advanced course prepares students for their Directed Field Studies thus building on the program's guiding principle of "Theory + Experience = Learning." DFSS develops theoretical understanding and field-related skills in research design and methodology, as well as critical analysis and interpretation of research literature, research studies and findings. Students also prepare for the workforce through the development of presentation skills, resumes, cover letters and interview techniques.

Prerequisites: ACCT 261 and ACCT 318.

**ACCT-371****Directed Field Study I**

3 Credits (45:0:120 hours)

This course is the first part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake detailed research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 370.

**ACCT-372****Directed Field Study II**

3 Credits (45:0:120 hours)

This course is the second part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake detailed research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 371.

**ACCT-373****Directed Field Study III**

3 Credits (45:0:120 hours)

This course is the first part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 372.

**ACCT-374****Directed Field Study IV**

3 Credits (45:0:120 hours)

This course is the second part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 373.

**ACCT-375****Directed Field Study V**

3 Credits (45:0:120 hours)

This course is the first part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 374.

**ACCT-376****Directed Field Study VI**

3 Credits (45:0:120 hours)

This course is the second part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake detailed research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 375.

**ACCT-377****Directed Field Study VII**

3 Credits (45:0:120 hours)

This course is the first part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake detailed research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 376.

**ACCT-378****Directed Field Study VIII**

3 Credits (45:0:120 hours)

This course is the second part of a two part Directed Field Study (DFS). Having completed sufficient depth and breadth within the Accounting and Strategic Measurement Program, students are ready to undertake detailed research in specific subject areas. Building on the applied degree program's guiding principle of "Theory + Experience = Learning," each of the DFS begins with the student selecting a topic in conjunction with the faculty advisor and the employer. In part 1, the student works within the topical area during the day and conducts academic research pertaining to the topic during evenings and weekends. In part 2, the student submits and presents a final paper to other students, employers, faculty and other interested members of the community. Students also critique a presentation of their peers.

Prerequisites: ACCT 377.

**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.

Prerequisites: ACCT 350.

**ACCT-391****Accounting Theory**

3 Credits (45:0:0 hours)

Transfer

In this advanced course, students develop their professional judgment skills through an examination of the research and forces that have shaped the evolution of accounting. Students utilize this framework and theory to interpret new information and standards for accounting over the course of their professional career.

Prerequisites: ACCT 351.



**ACCT-392****Taxation II**

3 Credits (45:0:0 hours) Transfer

Topic areas in this course include the 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 and an introduction to key issues in tax planning is also included.

Prerequisites: ACCT 162 and LEGL 210.

**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**

3 Credits (45:0:0 hours)

This course is designed to apply 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 and ACCT 164.

**ACCT-398****Strategic Management**

3 Credits (45:0:0 hours)

This is the capstone course of the Applied Degree in Accounting. Successful completion of this course requires students to demonstrate an in-depth knowledge of performance measurement within the corporate, business and functional levels of strategy. This includes the analysis, formulation and execution of strategic planning through the use of case studies.

Prerequisites: ACCT 358.

**ACCT-498****Independent Studies in Accounting**

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 undertakes advanced scholarly work related to the field of accounting. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance accounting knowledge or practice or create meaningful results.

Prerequisites: Consent of the course instructor and the chair.

**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 I**

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 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 organizations. 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: # Take AGAD 101

AGAD 103(3695) AGAD 105 AGAD 107(3696)

AGAD 129(3697) ENGL 111 AGAD 109(6400)

AGAD 121(3700) AGAD 123(3698)

AGAD 127(3699) AGAD 130; # Take

AGAD 125 or AGAD 126(3887);

**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: # Take AGAD 101

AGAD 103(3695), AGAD 105,

AGAD 107(3696), AGAD 129(3697),

ENGL 111, AGAD 109(6400), AGAD 121(3700)

AGAD 123(3698), AGAD 127(3699),

AGAD 130; # Take AGAD 125 or

AGAD 126(3887);

**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)

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 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 anthropology course 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 otology, 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 hominin and cultural evolution in various regions of the Old and New World. Cultural sequences are examined for similarities and/or differences in patterns from one area to the other. General questions regarding how and why cultural change occurred in the past are also studied.

**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) Transfer

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)

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 anthropological perspective. The course surveys the study of American indigenous cultures through the use of selected ethnographies. Topics covered include oral traditions, culture areas, politics, economics, family, kinship, religion and conflict between cultures.

**ANTH-261****Peoples and Cultures  
of Mesoamerica**

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-305****Human Variation and Adaptation**

3 Credits (45:0:0 hours) Transfer

This course examines, from a biocultural perspective, the extraordinary range of human biological variation and explores the evolutionary, adaptive, behavioural, cultural and environmental influences that produce this diversity. The first half of the course examines historical perspectives on human differences and outlines our current understanding of the basic principles of evolutionary biology. The second half of the course examines how these principles have been used to explain such aspects of human variation as body size and shape, skin colour, blood chemistry, and disease. Throughout the course, the interaction of biology and culture are discussed, as well as the veracity of such contentious topics as 'race', intelligence, sex differences and genetic disorders.

Prerequisites: Minimum grade of C- in ANTH 209.

**ANTH-324****Economic Anthropology**

3 Credits (45:0:0 hours)

This course provides a comprehensive overview of the key theoretical approaches and research in economic anthropology. Employing a cross-cultural, comparative perspective, this course investigates anthropologists' studies of exchange behaviour as social, political and economic phenomena. The course is designed not only to broaden understanding of exchange in other societies, but to provide the comparative data necessary to evaluate our own forms of exchange and measures of economic well-being. Particular emphasis is placed upon a critical examination of the typologies created and employed by economic anthropologists. Prerequisites: Minimum grade of C- in ANTH 207 or consent of the department.

**ANTH-332****Anthropology of Science**

3 Credits (45:0:0 hours)

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 one of the following ANTH 206, ANTH 207 or ANTH 208.

**ANTH-375****Zooarchaeology**

3 Credits (30:15:0 hours)

This course is an introduction to the study of animal bones from archaeological contexts. Topics discussed include the reconstruction of environment and season of occupation, the economic uses of animals, domestication and other changes to animal biology, the procedures for analyzing faunal remains and challenges in their interpretation.

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-390****Human Osteology**

3 Credits (0:45:0 hours) Transfer

A hands-on laboratory course that offers a comprehensive study of the human skeleton, both as a dynamic, living system and as a source of information for reconstructing past human lives. During the first part of the course we cover basic skeletal biology and students learn to identify and side every human bone, a large number of fragmentary bones, and all of the major morphological features on each bone. During the second part of the course, we explore the methods used to recover human skeletal remains from archaeological and forensic contexts, and students learn to apply techniques for reconstructing past lives from skeletal remains including health and disease, biological relatedness, physical activity patterns, and estimates of age, sex and stature. Throughout the course we discuss the ethics of dealing with human remains.

Prerequisites: Minimum grade of C- in ANTH 209.

**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 or for Non-Anthropology Majors, the consent of the department.

**ANTH-395****Issues in Archaeological Method and Interpretation**

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)

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 one of the following: ANTH 206, ANTH 207 or ANTH 208 and consent of the department.

**ANTH-399****Ecological Perspectives in Anthropology**

3 Credits (45:0:0 hours) Transfer

This course considers the question of human relationships to the environment as mediated through culture. To what extent and in what ways can we consider "nature" or "the environment" as socio-cultural constructions? Alternatively, to what extent and in what ways are cultures shaped by natural environments? Interdisciplinary in nature, this course brings together concerns about the production and use of knowledge regarding human social and cultural behaviour in specific environmental contexts.

Prerequisites: Minimum grade of C- in one of the following: ANTH 206, ANTH 207, ANTH 208 or ANTH 209.



**ANTH-410****Humans, Climate and Culture**

3 Credits (0:0:45 hours)

This course examines the role of climate in our species' evolutionary history and conversely, human influence upon climate. Theories about the role of climate in shaping social organization and social "complexity" are addressed in light of evidence from the prehistoric record. The prehistoric and historic record of human responses to and influences upon climate are further examined through regional and local case studies. The course concludes with a review of socio-cultural institutions and practices as they relate to climate; cultural perceptions of weather and of climate; cultural responses to climate change; and finally, the consequences to cultures of climate change.

Prerequisites: Minimum grade of C- in one of the following: ANTH 206, ANTH 207, or ANTH 209 and a 300-level anthropology course.

**ANTH-411****Environmental Archaeology**

3 Credits (0:0:45 hours)

This course provides an overview of the techniques used in the analysis of past environments and the human interactions in these environments. Theories and methods are presented for reconstructing ancient ecosystems and assessing human transformation of these ecosystems. Case studies are used as examples.

Prerequisites: Minimum grade of C- in ANTH 206.

**ANTH-415****Anthropological Theory**

3 Credits (0:0:45 hours)

This course is an overview of key trends and paradigms in anthropological theory, from classical to contemporary approaches. Using a topical or thematic approach, we consider the contributions of a number of anthropological theorists. Through the application of theoretical perspectives to case studies and ethnographies, the distinctive and mutual relationship between theory, method, and ethnographic data in anthropology is emphasized.

Prerequisites: Minimum grade of C- in ANTH 207 or ANTH 208 and any 300-level Anthropology course.

**ANTH-420****Culture and Globalization**

3 Credits (0:0:45 hours)

Transnational movement of money, media images, information, and people have spawned intense debates about the "global" impact of commodities, ideas, and capital on cultural and biological diversity. This course provides an anthropological consideration of globalization and its relationship to culture, modernity, tradition, diaspora, nationalism, race, class, and gender. In particular, we "track" the movements and reconfigurations of capital(ism), commodities, communication, and people by focusing on ethnographic analyses of such circuits.

Prerequisites: Minimum grade of C- in ANTH 207 or ANTH 208 and a 300-level Anthropology course.

**ANTH-440****The Anthropology of Colonial Encounters**

3 Credits (0:0:45 hours)

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)

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 either ANTH 206 or ANTH 209 and a 300-level anthropology course.

**ANTH-498****Individual Study in Selected Anthropology Topics**

3 Credits (0:0:45 hours)

Transfer

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 works 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/lascopy technologies and drawing installation are introduced. Emphasis is on observational drawing skills and a broadening of the definition of "drawing". Students may be required to attend visiting 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****Twentieth Century Visual Culture:  
c. 1900-1950**

3 Credits (45:0:0 hours) Transfer

Beginning with a review of the foundations of Modernism in the late nineteenth century, this course examines the major movements in art, architecture, photography and design produced in Europe and North America to the mid-twentieth century.

**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 202. Co-requisite: ARTE 231.

**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 program.

**ARTE-231****Painting**

8 Credits (60:120:0 hours) Transfer

In this course, students work primarily with acrylic paint. The ideas dealt with in the course are broad in scope. Emphasis is placed on contemporary painting and its relationship to the history of painting. Studio work is supplemented by frequent slide lectures and critiques. Students may be required to attend some lectures and art exhibitions outside of scheduled class hours.  
Prerequisites: 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.

**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 VCPH 100 and ARTE 203.

**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 and in any 100-level CHEM.

**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-20th century. Students must have sophisticated understanding of modern concepts in biology and be prepared to write two major essays on focused topics and to participate actively in class discussions.

Prerequisites: Completion of one 100-level and one 200-level biology 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 the social sciences. The course covers three major themes: innovation and entrepreneurship, complex interactions/complex organizations and the national/international business environment. Restricted 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 101. Prerequisite or Co-requisite: ECON 101.

**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). Prerequisites: 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) Transfer

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-231****Main Group Metal Chemistry**

3 Credits (45:36:0 hours)

This course summarizes the bonding models used for inorganic compounds (emphasis on main group elements). Reactivity patterns of inorganic compounds are considered to gain an understanding of the role of thermodynamics and kinetics in their preparation and reactivity. Physical methods that are used to characterize inorganic compounds are discussed. The importance of inorganic compounds in the environment and as catalysts in both industry and biology are reviewed.

Prerequisites: Minimum grade of C- in CHEM 102.

**CHEM-233****Transition Metal Chemistry**

3 Credits (45:36:0 hours)

This course summarizes the bonding models used for transition-metal complexes. Reactivity patterns of transition-metal complexes are considered to gain an understanding of the role of thermodynamics and kinetics in their preparation and reactivity. Physical methods that are used to characterize transition-metal complexes are discussed. The importance of transition-metal complexes in the environment and as catalysts in both industry and biology are reviewed.

Prerequisites: Minimum grade of C- in CHEM 102.

**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-282****Atomic and Molecular Structure**

3 Credits (45:36:0 hours)

This course surveys physical chemistry at an atomic and molecular level. Topics include quantum theory, atomic and molecular structure, intramolecular and intermolecular bonding, and spectroscopy. This course develops a fundamental understanding of rotational, vibrational, and electronic spectroscopy with applications to the hydrogen atom, diatomic and polyatomic entities.

Prerequisites: Minimum grade of C- in CHEM 102 and MATH 115.



**CHEM-283****Chemical Energetics**

3 Credits (45:36:0 hours)

This course surveys the physical chemistry of macroscopic systems. Topics include chemical thermodynamics, chemical and phase equilibria, colligative properties, electrochemistry, chemical kinetics, reaction mechanisms, and heterogeneous chemistry. Applications to highly energetic systems, atmospheric chemistry, catalysis, and industrial processes are discussed.

Prerequisites: Minimum grade of C- in CHEM 102 and MATH 115.

**CHEM-291****Applied Spectroscopy**

3 Credits (45:36:0 hours)

This course focuses on the practical aspects of preparing samples for analysis, collecting and analyzing data, and characterizing organic, inorganic and biological compounds. Methods are explored from a theoretical and practical perspective and include X-ray crystallography, ultraviolet-visible spectroscopy, infrared spectroscopy, mass spectrometry, and nuclear magnetic resonance.

Prerequisites: Minimum grade of C- in CHEM 102.

**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.

**CHEM-362****Advanced Organic Chemistry**3 Credits (45:48:0 hours) Transfer

This course is designed to build upon the concepts introduced in Chemistry 261 and Chemistry 263, offering a more advanced and sophisticated insight into the physical properties and chemical reactions of organic compounds. A focal point is the chemistry of carbonyl compounds. Mechanistic and multi-step synthesis approaches are emphasized.

Prerequisites: Minimum grade of C- in 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: Students with native or near-native proficiency in Mandarin Chinese or any of the regional dialects of Chinese cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in Chinese 30, 35, or equivalent cannot receive credit for this course.

**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: Students with native or near-native proficiency in Mandarin Chinese or any of the regional dialects of Chinese cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in Chinese 30, 35, or equivalent cannot receive credit for this course.

Prerequisites: Minimum grade of C- in CHIN 101.

**CHIN-201****Introductory Chinese III**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: Students with native proficiency in Mandarin Chinese or any of the regional dialects of Chinese cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course.

Prerequisites: Minimum grade of C- in CHIN 102.

**CHIN-202****Introductory Chinese IV**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: Students with native proficiency in Mandarin Chinese or any of the regional dialects of Chinese cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course.

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)

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: Minimum grade of C- in CLAS 102 or equivalent or consent of the instructor.

**CLAS-310****Greek History: The Bronze Age to the Death of Cleopatra**

3 Credits (45:0:0 hours) Transfer

This course examines the history of the Greek world from its origins in the Bronze Age down to the absorption of the last Hellenistic Kingdom, Egypt, into the sphere of Roman control. Students consider the emergence of the Greek people onto the historical stage, examining the interactions of the many independent city-states with one another and with foreign powers, through analysis of primary and secondary source material. Prerequisites: Minimum grade of C- in CLAS 110.

**CLAS-311****History of the Roman Republic**

3 Credits (45:0:0 hours) Transfer

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-312****Greek History From Cleopatra to Heraclius**

3 Credits (45:0:0 hours) Transfer

This course examines the history of the Greek World after its incorporation into the Roman down to the reign of the Byzantine Emperor Heraclius (d. AD 641) and beginnings of the Arab invasions. Students consider the political and social consequences of Roman rule for the Greek world in the eastern half of the Mediterranean 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) Transfer

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) Transfer

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-321****Latin Poetry in Translation**

3 Credits (45:0:0 hours) Transfer

This course discusses Latin verse from the Republic to late antiquity. Each offering of the course concentrates on a specific significant genre, theme, or period chosen at the instructor's discretion. 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 271.

**CLAS-322****Greek Prose in Translation**

3 Credits (45:0:0 hours) Transfer

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-325****Latin Prose in Translation**

3 Credits (45:0:0 hours) Transfer

This course discusses Latin prose from the Republic to late antiquity. Each offering of the course concentrates on a specific significant genre, theme, or period chosen at the instructor's discretion. 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 271.

**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) Transfer

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) Transfer

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)

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) Transfer

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) Transfer

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-220****Unix, Scripting and Other Tools**

3 Credits (45:24:0 hours)

The student is introduced to a Unix-like operating system along with some of its important design features, such as processes, pipes, and the I/O model. Some of the basic tools and methodologies are discussed; these include shell scripts, editors, and standard utilities. Various open source tools are surveyed. By the end of the course, the student is comfortable and productive in a Unix environment. Prerequisites: Minimum grade of C- in CMPT 103 or CMPT 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-230****Introduction to Computer Games**

3 Credits (45:0:0 hours)

This course is a first introduction to various aspects of computer game design and marketing. It focuses on the history of computer games, computer game markets, evaluation of computer games, creation and testing of interactive narratives, and game interface design. The course includes a final capstone design for an interactive (narrative) game. Prerequisites: Minimum grade of C- in CMPT 101 or CMPT 114 and 3 credits of English.

**CMPT-250****Human-Computer Interaction I**

3 Credits (45:0:15 hours)

This course introduces students to key concepts of effective user interface design and stresses the importance of good interfaces and the relationship of user interface design to human-computer interaction (HCI). An introduction to cognition and human information processing is presented. Other topics include interface quality and methods of evaluation, interface design examples, dimensions of interface variability, I/O devices, dialogue genre, dialogue tools and techniques, user-centered design and task analysis, and communication and collaboration. The seminar is conducted in a computer lab and allows the students to investigate the concepts discussed in lecture with an emphasis on evaluation and specification and not on implementation. Note: In addition to the prerequisites, it is recommended that students taking this course have completed another computing science course or an introductory course in psychology, sociology, or anthropology. This course draws upon concepts from all of these areas. Prerequisites: Minimum grade of C- in CMPT 101 or CMPT 114.

**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: Students must meet one of the following prerequisites: 1. Acceptance into one of the following programs: Bachelor of Arts, Bachelor of Commerce, UT Science, UT Education or UT Physical Education 2. Minimum final grade of 65 per cent in English 30-1. 3. Minimum final grade of C- in ENGL 111. 4. Minimum final grade of D in ENGL 108 or ENGL 199. 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.

**COOP-290****Co-op Pre-Employment Seminar**

0 Credits (0:0:15 hours)

This course prepares students for the workplace learning component of their program by focusing on co-operative education guidelines and requirements. Students prepare for their job search by writing employment related documents such as career plans, resumes and cover letters. Employment search techniques, networking strategies and interview skills are developed. In addition, students discuss workplace issues such as office protocol, professionalism and conflict resolution. Prerequisite or Co-requisite: BUSN 201.

**COOP-295****Co-operative Education: First Work Experience**

0 Credits (0:0:480 hours)

In this course, students gain discipline-related practical work experience and investigate their chosen career. Students must perform a minimum of 480 work hours in a full-time job approved by the program. Prerequisites: COOP 290.

**COOP-395****Co-Operative Education: Second Work Experience**

0 Credits (0:0:480 hours)

In this course, students gain further discipline-related practical work experience and study workplace process in relation to their field. Students must perform a minimum of 480 work hours in a full-time job approved by the program. Prerequisites: COOP 295.

**COOP-495****Co-Operative Education: Third Work Experience**

0 Credits (0:0:480 hours)

In this course, students gain further discipline-related practical work experience and apply academic knowledge in relation to their field. Students must perform a minimum of 480 work hours in a full-time job approved by the program. This course may be combined with the second work experience to form a two-term work experience with the same employer. Prerequisites: COOP 395.

**CORR-100****Human Relations**

3 Credits (45:0:0 hours)

The 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-101****Helping Skills for Youth and Families**

3 Credits (45:0:0 hours) Transfer

This course introduces students to the skills of effective relationship building with youth and families. The role of the Child and Youth Care Counsellor in the helping process is also explored. Students practice and demonstrate effective individual counselling skills, from a developmental model of counselling. Co-requisite: CYCW 103.

**CYCW-102****Integration Seminar**

1 Credit (0:0:30 hours) Transfer

In seminar, students discuss field placement experiences and apply theory and skills from program course work at an introductory level. Professional and ethical conduct in relation to field experience is a focus. In this introductory seminar course, students practice the skills of group work and observation and recording skills at a beginning level. Co-requisite: CYCW 103.

**CYCW-103****Field Placement**

2 Credits (0:0:120 hours) Transfer

Through workplace experience, students are introduced to the roles and responsibilities of a child and youth care worker. In this introductory course in a series of field placements, students participate in routines and activities of the program. This workplace experience fosters the student's ability to develop a helping relationship and to work on a team of child and youth care professionals in a school, residential, or community program. Co-requisite: CYCW 102.

**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)

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)

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) Transfer

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) Transfer

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-221****Introduction to Geographic Information Systems and Remote Sensing**

3 Credits (45:36:0 hours)

This course provides a theoretical and practical introduction to Geographic Information Systems (GIS) and remote sensing as applied to the geological sciences. Lectures combine an overview of the general principles of GIS and remote sensing with a theoretical treatment of the nature and analytical use of spatial information. Labs impart the technical aspects through hands-on experience with appropriate software.

Prerequisites: Minimum grade of C- in EASC 100.

**EASC-224****Introduction to Mineralogy**

3 Credits (45:36:0 hours)

This course provides an introduction to rock-forming minerals. It includes an introduction to crystallography, crystal chemistry and other physical properties of minerals. The occurrence and identification of common minerals, with emphasis on silicates, is covered. Labs feature descriptive mineralogy, crystal symmetry, stereographic projection, lattices, and the coordination of ions.

Prerequisites: Minimum grade of C- in EASC 105.

**EASC-225****Introduction to Geomorphology**

3 Credits (45:36:0 hours) Transfer

This course employs a process-oriented approach to gain an understanding of geomorphology. Fluvial, glacial and periglacial, slope, and aeolian landforms are examined. Special emphasis is placed on the landscape of Alberta and geomorphology of the late Cenozoic, especially of the Quaternary Period. Fieldwork is required.

Prerequisites: Minimum grade of C- in EASC 100.

**EASC-226****Introduction to Soil Science**

3 Credits (45:36:0 hours)

This course examines the fundamental aspects of soil formation and soil occurrence in natural landscapes. Physical, chemical, mineralogical, and biological properties of soils are emphasized, and how these properties relate to plant growth and environmental quality. Identification of soils is practiced and estimates of their performances in both natural and agricultural ecosystems are analyzed.

Prerequisites: Minimum grade of C- in EASC 100. A 100-level chemistry course is strongly recommended.

**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-238****Geology of Natural Resources**

3 Credits (45:0:0 hours)

This course consists of the geological study of the major types of economically important metallic and nonmetallic ore minerals and energy resources. Basic processes which form and concentrate these materials in the Earth are examined. Various methods of exploration and mining of the resources are detailed. Alberta's coal and petroleum resources are emphasized. Environmental effects of the production and use of mineral and energy resources are discussed.

Prerequisites: Minimum grade of C- in EASC 100.

**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.

**EASC-334****Methods of Air Photo and Satellite Image Interpretation**

3 Credits (45:36:0 hours)

This course provides an introduction to the principles of visual interpretation, taking simple measurements, and mapping from aerial photographs and remotely sensed imagery for earth science applications. The labs are designed to give hands-on experience with basic photogrammetry and the recognition and delineation of spatial relationships.

Prerequisites: Minimum grade of C- in EASC 221.

**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 or 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 160, 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-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 determination, 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-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)

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)

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) Transfer

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)

This course examines the economics of producing and consuming energy: pricing, role in economic growth; energy sources and markets; the role of government; regulation and other energy policy issues.

Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

**ECON-369****Economics of the Environment**

3 Credits (45:0:0 hours)

This course examines economic growth and the deterioration of the environment; types and causes of environmental deterioration; theory, policy, and measurement relating to environmental deterioration; and current Canadian environmental topics.

Prerequisites: Minimum grade of C- in ECON 101.

**ECON-373****Industrial Organization**

3 Credits (45:0:0 hours)

This course is a survey of the behaviour and performance of firms in different market structures and discussion of public policy toward the different structures.

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)

This course focuses on mathematical techniques used to set and solve economic problems. Topics include principles and applications of total and partial differentiation, comparative static analysis, constrained and unconstrained optimization, linear inequalities, convexity, programming, other mathematical theories of interest in modern economics.

Prerequisites: Minimum grade of C- in ECON 281, ECON 282, MATH 113 and MATH 120.

**ECON-399****Introductory Econometrics**

3 Credits (45:15:0 hours)

This course is an elementary treatment of 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)

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-403****Individual Study**

3 Credits (0:0:45 hours)

This course permits a senior-level student to work with an instructor to explore a specific economic topic in depth through directed reading and research in primary and secondary sources.

Prerequisites: ECON 281 and ECON 282 and ECON 299 or consent of the department.

**ECON-414****Economics of Developing Countries**

3 Credits (45:0:0 hours)

This course focuses on economic models of growth and development in non-Western countries. Topics include the role of agriculture, industry, finance, and trade in structural transformation of developing countries as well as the various approaches to development planning.

Prerequisites: Minimum grade of C- in ECON 281 and ECON 282.

**ECON-421****International Trade**

3 Credits (45:0:0 hours)

This course examines international trade theory and policy at a more advanced level and is intended for students majoring in Economics. Topics include: nature and relevance of international trade; early trade doctrines; the theory of comparative advantage; classical and modern approaches and empirical evidence of them; new approaches to the pure theory of international trade; economic growth and international trade; market imperfections and trade; commercial policy; economic integration and the gains from trade.

Prerequisites: Minimum grade of C- in ECON 281 and MATH 113.

**ECON-422****International Payments**

3 Credits (45:0:0 hours)

This course examines these macroeconomic topics: the types of international transactions, macroeconomics in an open economy, exchange rates, balance of payments adjustments, and issues within the international monetary system.

Prerequisites: Minimum grade of C- in ECON 281, ECON 282 and MATH 113 or equivalent.

**ECON-441****Monetary Theory and Policy**

3 Credits (45:0:0 hours)

In this course students examine formal modeling of money and recent developments in monetary economics including inflation tax and the optimum quantity of money. Key topics include term structure of interest rates, money and economic activity, rules -vs- discretion in monetary policy, and the role of financial deregulation.

Prerequisites: Minimum grade of C- in ECON 281, ECON 282 and MATH 113.

**ECON-442****The Economics of Financial Markets**

3 Credits (45:0:0 hours)

Transfer

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)

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)

This honours level course is an advanced microeconomics study of producer and consumer theory, general equilibrium and welfare economics, and selected topics.

Prerequisites: Minimum grade of C- in ECON 384 and ECON 389 or consent of the department.

**ECON-482****Advanced Macroeconomic Theory**

3 Credits (45:0:0 hours)

This course explores modern macroeconomic theory including theories of business cycles and growth, microfoundations of macro models, government budget constraints, expectations formation, the open economy and representative agent optimizing models.

Prerequisites: Minimum grade of C- in ECON 384 and ECON 385.

**ECRP-131****Call Processing/ Radio Communications**

3 Credits (45:30:0 hours)

This course examines the basics of call processing and radio communications. The course includes theory, technical language and the application of equipment used in the industry. Students practice call-taking, radio communications, dispatching and keyboarding skills. 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.

Prerequisites: Co-requisite: ECRP 172.

**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 in 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: Students cannot take this course if they have received credit in EDPY 202, EDPY 302, EDPY 485 or EDIT 485. Students are encouraged to register in this course as early in their program as possible. Prerequisites: Basic computer skills within a Macintosh or MS Windows environment including word processing, e-mail and use of a Web browser.

**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-0106****English Language Preparation for University and College Programs**

6 Credits (125:100:0 hours)

This course is intended to provide intensive English language preparation for post-secondary studies. The course challenges the advanced student to complete authentic assignments and master advanced level material in English. An integrated approach is used in which students practice reading, writing, listening, and speaking skills. Independent thinking is encouraged through questions for analysis following lectures and readings. The focus of the course is on a wide range of academic content and extensive practice in English. Test taking strategies and study skills are also included. Information is presented to students in forms that challenge their language abilities. The information is often intentionally controversial in order to stimulate discussion. As in college courses, readings and lectures present problems and competing points of view. Students are asked to work with and analyze ideas and to use communication of these ideas as a means of improving their English.

Prerequisites: TOEFL ibt 70 or TOEFL CB 197 or CAEL 50 or IELTS 5.5 or ENGL 0104 70 per cent.

**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-102****Analysis and Argument**

3 Credits (45:0:0 hours)

Transfer

This course helps students to develop the academic writing skills they use throughout their university studies. The essay is the most important genre in this course, but students may also study works from other genres. By analyzing, summarizing, synthesizing, and critiquing a variety of texts, students learn how to develop their own analyses and arguments with appropriate and correctly documented primary and secondary sources. A thorough review of grammar and sentence structure is a key component of this course. Note: A C- in ENGL 102 is a prerequisite to ENGL 103: Introduction to Literature. Together, ENGL 102 and ENGL 103 satisfy 6 credits of the literacy component of a MacEwan Arts degree. Students who have completed ENGL 102 and ENGL 103 cannot receive credit in ENGL 101 and ENGL 100.

Prerequisites: Students must meet one of the following prerequisites: 1. Acceptance into one of the follow programs: Bachelor of Arts, UT Science, UT Education, UT Physical Education, BSc Nursing, BComm, or Design Studies. 2. Minimum final grade of 65 per cent in English 30-1. 3. Minimum final grade of C- in ENGL 111. 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-103****Introduction to Literature**

3 Credits (45:0:0 hours)

Transfer

Building on the writing skills students developed in ENGL 102: Analysis and Argument, ENGL 103 introduces students to a range of works within at least two literary genres. In addition to a minimum of one play, novel, or novella, students analyze works from other literary genres such as short stories and poetry. ENGL 103 covers the basics of literary analysis and research. Note: The combination of ENGL 102 and ENGL 103 satisfies "6" credits of the literacy component of a MacEwan Arts degree. Students who have completed ENGL 102 and ENGL 103 cannot receive credit in ENGL 101 and ENGL 100.

Prerequisites: Minimum grade of C- in ENGL 102 or equivalent course.

**ENGL-105****British Literature: Beginnings to Twentieth Century**

6 Credits (90:0:0 hours)

Transfer

This course introduces students to representative works and authors of the major historical periods of British literature. These works demonstrate the development, enlargement, and experimentalism of British literature beginning with Beowulf and going as far as the Mid-Twentieth Century. A minimum of twenty per cent of class time is devoted to instruction in academic essay writing. Because English 105 lays the groundwork for the academic study of literature, it is strongly recommended for students intending to major in English, History, or Education. Note: Students cannot receive credit for both English 105 and English 101.

Prerequisites: 65 per cent in English 30-1 or consent of the department.

**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: Students must meet one of the following prerequisites: 1. Acceptance into one of the following programs: General Studies, Design Studies, Bachelor of Science in Nursing or Bachelor of Commerce 2. Minimum grade of 65 per cent in English 30-1. 3. Minimum grade of C- in ENGL 111. 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. 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-205****Traditions in English Rhetoric**

3 Credits (45:0:0 hours) Transfer

Rhetoric is fundamental to the study of literature and criticism and to the practice of writing. English 205 includes the traditional types of arguments, but it places more emphasis on a selection of key texts in the discipline of rhetoric. Thus, as students move from historical to contemporary rhetorical texts, they gain a solid foundation in the history, theory, and practice of rhetoric in English. Students strengthen their writing skills, especially in academic discourse, but the writing component of this course is secondary to the study of literature.

Prerequisites: Minimum grade of C- in ENGL 100 or ENGL 101 or equivalent.

**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 or ENGL 101 or equivalent.

**ENGL-207****Studies in Modern English Language**

3 Credits (45:0:0 hours)

In this course, students study various aspects of Modern English, a language in constant and exciting flux, governed by systems we often know intuitively but cannot always explain. Students learn, in some depth, about the systems that govern the way we speak and write, though it should be noted that this is not a remedial grammar course. Rather, students gain a deeper understanding of the modern English language and hone their own writing style by studying all aspects of English grammar in its widest sense - its sounds, words, spellings, syntax, semantics, and lexicon.

Prerequisites: Minimum grade of C- in ENGL 101 or ENGL 100.

**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, e-mails, 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)

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 or 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 or 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 or 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-297****Essay Writing for University Students**

3 Credits (45:0:0 hours)

Transfer

ENGL 297 aims to increase university students' ability to write and understand non-fiction expository prose. Students study style and rhetoric, the relationship between form and content, the theory and practice of composition, and the processes of revision to improve their academic writing skills. This is not a remedial course in grammar or in basic essay writing skills, though there may be some review of these matters; rather, the class focuses on honing students' expository writing and critical reading, writing, and analytical skills. Revising, editing, and essay workshopping may constitute a significant component of class time. While specific writing assignments may vary from section to section, all students write a total of 6000 words, including at least one in-class essay. A major research assignment may also be included. There is no final examination. Note: Not to be taken by students with credit in ENGL 299.

Prerequisites: Minimum grade of C- in ENGL 101 or ENGL 100.

**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-307****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, Early Modern, Englishes, students learn how English spelling, pronunciation, grammar, vocabulary, and syntax have evolved.

Prerequisites: Minimum grade of C- in ENGL 100 ENGL 101.



**ENGL-322****Medieval Drama**

3 Credits (45:0:0 hours) Transfer

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 or ENGL 101 or equivalent.

**ENGL-337****English Renaissance Drama**

3 Credits (45:0:0 hours) Transfer

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 or 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 or ENGL 101 or equivalent.

**ENGL-339****Further Studies in Shakespeare**

3 Credits (45:0:0 hours) Transfer

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 or 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 or ENGL 101 or equivalent.

**ENGL-343****Eighteenth-Century Drama**

3 Credits (45:0:0 hours)

Considering both the writing and performance of plays from 1660 when the theatres were reopened, this course explores the historical and political contexts of drama in the long eighteenth century. Students focus on representative selection of eighteenth-century drama, fiction, and non-fiction as they consider the role of drama in shaping and responding to ideas and culture. This course also includes the study of staging problems, developments and practices during this period of British drama.

Prerequisites: Minimum grade of C- in ENGL 101, ENGL 100 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 or 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 or 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 or 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)

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 or 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 or 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 involves a close study of representative British novels, written between 1900 and 1950. Major works in their own right, these narratives reflect contextually the cultural and political ethos of their time. Covering writers such as E.M. Forster, Evelyn Waugh, James Joyce, Joseph Conrad, Ford Maddox Ford, Virginia Woolf, Graham Greene, C.P. Snow, D.H. Lawrence, Jean Rhys, and Dorothy Richardson, this course examines modernism, colonialism, stream-of-consciousness technique, and multiplicity of narrative perspectives.

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) **Transfer**

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 or 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 or 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 or 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 or 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 or ENGL 101 or equivalent.

**ENGL-401****Studies in Genres**

3 Credits (45:0:0 hours)

This course gives students the opportunity to focus on a single genre or to compare two or more genres. Because genre is such a fluid term, the works studied and approach to genre depends in any given year on the interests and expertise of the instructor. The course could, for example, focus on a specific type of poem, such as the sonnet or the dramatic monologue, on a specific type of novel such as the Gothic novel or the Bildungsroman, on a specific type of drama, such as Restoration Comedy, or on a specific type of non-fiction, such as the essay or biography. Alternatively, students could focus on a genre such as satire and study a variety of types of satiric literature that could include poems, essays, stories, novels, and drama.

Prerequisites: 12 credits of 200- or 300-level English courses.

**ENGL-402****Studies in Authors**

3 Credits (45:0:0 hours)

This course focuses on the works of a single author. In any given year, the author studied and the approach to the works depends on the interests and expertise of the instructor. Through a close examination of the works of a single author, students get a better sense of the social and cultural context in which the author lived and worked. Students also strengthen their knowledge of how the central ideas and techniques of the author developed and changed.

Prerequisites: Minimum grade of C- in 12 credits of 200- or 300-level English courses.

**ENGL-403****Honours Thesis Project**

3 Credits (0:0:45 hours)

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)

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 highly recommended.

**ENGL-467****Marxist Literary Theory and Criticism**

3 Credits (45:0:0 hours)

This course is a study of the emergence in the 20th century of Marxist-influenced literary theory and 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-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) **Transfer**

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.

**ENGL-491****Further Studies in Early and Later Middle English**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study one or more authors and/or genres of Early and Later Middle English in more depth and detail. Students have the opportunity to do independent research, write a major paper, lead seminar discussions, and strengthen their grasp of theoretical concepts relevant to literature written during this period. In any given year, the author(s) studied and the approach to the works depends on the expertise of the instructor. For detailed information about the current course offering, please consult the English Department.

Prerequisites: 12 credits of 200- or 300- level English courses.

**ENGL-492****Elizabethan and Seventeenth Century Literature**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study one or more authors and/or genres of Elizabethan and seventeenth century literature in more depth and detail. Students have the opportunity to do independent research, write a major paper, lead seminar discussions, and strengthen their grasp of theoretical concepts relevant to literature written during this period. In any given year, the author(s) studied and the approach to the works depends on the expertise of the instructor. For detailed information about the current course offering, please consult the English Department.

Prerequisites: 12 credits of 200- or 300-level English courses.

**ENGL-493****Restoration and Eighteenth Century Literature**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study one or more authors and/or genres of Restoration and eighteenth century literature in more depth and detail. Students have the opportunity to do independent research, write a major paper, lead seminar discussions, and strengthen their grasp of theoretical concepts relevant to literature written during this period. In any given year, the author(s) studied and the approach to the works depends on the expertise of the instructor. For detailed information about the current course offering, please consult the English Department.

Prerequisites: 12 credits of 200- or 300-level English courses.

**ENGL-494****Nineteenth Century Literature**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study one or more authors and/or genres of nineteenth century literature in more depth and detail. Students have the opportunity to do independent research, write a major paper, lead seminar discussions, and strengthen their grasp of theoretical concepts relevant to literature written during this period. In any given year, the author(s) studied and the approach to the works depends on the expertise of the instructor. For detailed information about the current course offering, please consult the English Department.

Prerequisites: 12 credits of 200- or 300-level English courses.

**ENGL-495****Contemporary Literatures**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study one or more authors and/or genres of contemporary literature in more depth and detail. Students have the opportunity to do independent research, write a major paper, lead seminar discussions, and strengthen their grasp of theoretical concepts relevant to literature written during this period. In any given year, the author(s) studied and the approach to the works depends on the expertise of the instructor. For detailed information about the current course offering, please consult the English Department.

Prerequisites: 12 credits of 200- or 300-level English courses.

**ENGL-498****Studies in Canadian Literature**

3 Credits (0:0:45 hours)

This course gives students the opportunity to study one or more authors and/or genres of Canadian literature in more depth and detail. Students have the opportunity to do independent research, write a major paper, lead seminar discussions, and strengthen their grasp of theoretical concepts relevant to literature written during this period. In any given year, the author(s) studied and the approach to the works depends on the expertise of the instructor. For detailed information about the current course offering, please consult the English Department.

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

This is a calculus based course intended for engineering students. It is an introduction to the kinematics and dynamics of particles. Topics include kinematics, dynamics, systems of particles, work and energy, linear momentum, rotational motion, angular momentum, gravitation and an introduction to the dynamics of rigid bodies. Note: Restricted to engineering students. Credit may be obtained for only one of PHYS 108, PHYS 124, PHYS 144 or ENPH 131.

Prerequisites: Minimum grade of C- in MATH 100 and ENGG 130.

Co-requisites: MATH 101 and 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 MGT 103 (previously MGT 301) or STAT 151 or equivalent.

**FNCE-404****International Finance**3 Credits (45:0:0 hours) **Transfer**

The course covers the concepts of international financial management in global business. Students learn how the foreign exchange and 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, currency options, covered interest investment, the Eurocurrency market, methods of global debt financing, currency and interest rate swaps, and various methods of trade finance. Co-requisite: 301.

**FNCE-498****Independent Studies in Finance**

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 undertakes advanced scholarly work related to the field of finance. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance finance knowledge or practice or create meaningful results.

Prerequisites: Consent of the course instructor and the chair.

**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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in French 20S, 20N, 30, 35 or FREN 101 or equivalent cannot receive credit for this course.

**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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in French 20S, 20N, 30, 35 or FREN 102 or equivalent cannot receive credit for this course. Prerequisites: Minimum grade of C- in FREN 111.

**FREN-211****Intermediate 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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in FREN 153 or equivalent cannot receive credit for this course.

Prerequisites: Minimum grade of C- in FREN 112, FREN 102, or equivalent, or successful completion of French 20S, 20N or 30.

**FREN-212****Intermediate 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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency beyond this course may be directed to a higher-level course. Students with credit in FREN 154 or equivalent cannot receive credit for this course.

Prerequisites: Minimum grade of C- in FREN 211.

**FREN-297****Advanced 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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in FREN 251 or FREN 252 or equivalent cannot receive credit for this course.

Prerequisites: Minimum grade of C- in FREN 212.

**FREN-298****Advanced 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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in FREN 252 or equivalent cannot receive credit for this course.

Prerequisites: Minimum grade of C- in FREN 297.

**FREN-321****French Culture and Civilization**3 Credits (45:0:0 hours) Transfer

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) Transfer

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) Transfer

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) Transfer

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

GERM 111 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/aural comprehension, expression, reading and writing skills.

General aspects of geography, history and culture in German-speaking countries are also introduced. Note: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in German 30, German 35 or GERM 100 or equivalent cannot receive credit for this course.

**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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in German 30, German 35 or GERM 100 or equivalent cannot receive credit for this course.

Prerequisites: Minimum grade of C- in GERM 111.

**GERM-211****Intermediate German I**3 Credits (75:0:0 hours) Transfer

This course is designed to develop and strengthen oral comprehension, expression, reading and writing skills acquired in beginner-level courses through the use of authentic written, oral and visual materials. Note: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Credit cannot be obtained in both GERM 150 and GERM 211.

Prerequisites: Minimum grade of C- in GERM 112 or successful completion of German 30, 35.

**GERM-212****Intermediate German II**3 Credits (75:0:0 hours) Transfer

This course is a continuation of GERM 211 and is designed to further develop and strengthen oral comprehension, expression, reading and writing skills acquired in GERM 211 through the use of authentic written, oral and visual materials. Note: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Credit cannot be obtained in both GERM 150 and GERM 212.

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**

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.

**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

In this course students learn how a normal auditory system functions, as a foundation for working with people with hearing loss. Students use their mathematics background to examine the acoustic and psychoacoustic properties of sound and how sound is measured, learn about the anatomy of the entire auditory system from the outer ear to the auditory cortex in the brain, and apply their knowledge of acoustics to the physiology of how sound is processed from entering the outer ear to being perceived as sound.

**HAPR-102****Hearing Testing I**

2 Credits (30:15:0 hours)

This course is the first of three courses focusing on completing hearing testing activities. Although the material covered in this introductory course is basic, it forms the foundation for more advanced concepts relating to hearing testing. In this course, students learn about and experience hearing loss and the need for hearing testing, are provided with an overview of the entire hearing testing process, and learn to use basic hearing testing equipment and the standard forms that are used for reporting hearing test results. Students also learn about appropriate test environments and infection control measures, and how to maintain and troubleshoot hearing testing equipment.

Prerequisites: HAPR 101.

Co-requisite: HAPR 101.



**HAPR-103****Hearing Instrument Technology I**

4 Credits (45:30:0 hours)

This course is the first of three courses focusing on hearing aids. The material covered in this introductory yet comprehensive course forms the foundation for more advanced concepts relating to hearing aids. In this course, students learn basic components and acoustic characteristics of hearing aids and earmolds, as well as learn how to formally and informally evaluate hearing aid function, complete troubleshooting activities with hearing aids, and make recommendations regarding the need for hearing aid service. Students also learn to make earmold impressions and apply appropriate infection control measures when working the hearing aids and earmolds. Prerequisites: HAPR 101. May also be taken as a Co-requisite.

**HAPR-104****The Aging Client**

3 Credits (45:0:0 hours)

Transfer

This course explores the psychological, social and physical aspects of normal aging. Students examine and discuss demographics of an aging population and how the demographics 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)

This course introduces students to the interpersonal skills required for providing high quality service to hard of hearing clients. Students examine their own abilities, learn and practice communication concepts, and develop the specific interpersonal communication and customer relations skills required for success as a hearing aid practitioner.

**HAPR-108****Business Management**

3 Credits (45:0:0 hours)

Transfer

This course introduces students to the various administrative functions required to establish and manage a hearing aid dispensing practice, with an emphasis on marketing, financial planning, and service promotion.

**HAPR-110****Hearing Disorders**

2 Credits (30:0:0 hours)

Transfer

Students first learn about hearing disorders and medical conditions and their associated hearing test results. Students then learn to recognize hearing test results that are consistent with specific hearing disorders/conditions and to predict the outcome of hearing testing for clients with specific hearing disorders and/or medical conditions. Note: This course is taken concurrently with HAPR 111.

Prerequisites: HAPR 101, HAPR 102.

Co-requisite: HAPR 111.

**HAPR-111****Hearing Testing II**

4 Credits (45:30:0 hours)

This course is the second of three courses focused on hearing testing. In this comprehensive course, students learn about and complete case history interviews, otoscopic examinations, air and bone conduction pure-tone testing, speech testing, masking, testing interpretation and making recommendations to clients.

Prerequisites: HAPR 101 and HAPR 102.

Co-requisite: HAPR 110.

**HAPR-112****Professional Responsibilities**

3 Credits (45:0:0 hours)

Transfer

This course introduces students to the scope of practice for hearing aid practitioners, licensing requirements, and the role of regulatory bodies within the profession. Students also learn about the professionalism and ethics required for working with clients, working within a business environment, and operating a successful hearing aid practitioner's business.

**HAPR-114****Practicum I**

4 Credits (0:90:15 hours)

Transfer

This course follows completion of the first year of studies in the Hearing Aid Practitioner program. Students integrate knowledge and skills learned in all first-year program courses as they practice working with hearing aids, making earmold impressions, and completing hearing tests.

Prerequisites: Minimum grade of C- in HAPR 103, HAPR 105, HAPR 110 and HAPR 111.

**HAPR-201****Interviewing and Counselling**

3 Credits (45:0:0 hours)

Transfer

In this course, students are introduced to the interviewing and counselling practices and procedures required for supporting clients in accepting and coping with hearing loss, completing case history interviews, discussing hearing test results and hearing aid expectations/needs, and adjusting to and using hearing aids successfully.

**HAPR-202****Health Promotion and Rehabilitation for Individuals With Hearing Loss I**

3 Credits (45:0:0 hours)

This course is the first of two courses focusing on providing rehabilitative support to hard of hearing adult clients. In this introductory course, students learn to assess needs and provide support to adult hearing aid users, on both an individual and community level, as well as how to assess community support and advocate for the needs of hard of hearing individuals.

**HAPR-203****Hearing Instrument Technology II**

4 Credits (45:30:0 hours)

This course is the second of three courses focusing on hearing aids. Students first learn how to determine if clients are candidates for hearing aids and/or assistive listening devices. Students then learn how to perform and interpret real-ear measurements, complete soundfield testing, and make and interpret electroacoustic measurements with high-tech hearing aids. Lastly, students learn the function, characteristics and purpose of assistive listening devices.

Prerequisites: HAPR 114.

**HAPR-204****Hearing Testing III**

2 Credits (15:30:0 hours)

This course is the final course focused on hearing testing. In this course students first learn about and complete immittance testing. Students also study modifications and special tests that provide additional or supporting information to the basic test battery and learn how to write referral letters to physicians. In the mandatory lab at MacEwan, students review and practice the entire hearing testing process and complete a full hearing test with an adult client.

Prerequisites: HAPR 114.



**HAPR-210****Health Promotion and Rehabilitation for Individuals With Hearing Loss II**

3 Credits (45:0:0 hours)

This course is the second of two courses focusing on providing rehabilitative support to hard of hearing clients. In this course, students learn how to determine the hearing-related needs of hard of hearing senior citizens and how hearing aid practitioners provide elderly clients and their families and caregivers with support.

Prerequisites: Co-requisite: HAPR 202.

**HAPR-211****Hearing Instrument Technology III**

4 Credits (45:30:0 hours)

This comprehensive course is the last of three courses focusing on hearing aids. Students first learn how to select and order appropriate hearing aids for clients. Students then learn how to support clients when they first receive their hearing aids and throughout the hearing aid trial period. Finally, students learn how to evaluate the success of hearing aid fittings and provide long term support to adult hearing aid users. In the mandatory lab at MacEwan, students learn about manufacturer 146s hearing aids and hearing aid software, and review the entire process of selecting and fitting hearing aids and providing support to hearing aid users.

Prerequisites: HAPR-203.

**HAPR-212****Field Placement**

4 Credits (0:0:210 hours)

Field placement students participate in online seminars, complete professional activities under the direct supervision of professionals working in hearing aid dispensing clinics, and reflect upon their growth and achievement on an ongoing basis throughout their field placements.

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 introduction to the general concepts of health promotion, wellness, health education and current health issues. It provides an individual-based analysis of personal health issues with an emphasis on planning and managing one's own lifestyle to enhance health and well-being. 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)

Transfer

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 or equivalent.

**HHPR-260****The Multidimensional Being-Part II****2 Credits (30:0:0 hours)**

With a context based learning environment, students demonstrate their ability to integrate knowledge and skills about human functioning from psychological, physiological, emotional, bio-energetic, spiritual and socio-cultural perspective. Students work together in a collaborative relationship with their peers utilizing client scenarios as a focus for integrating their knowledge and enhancing their skills in preparing relevant, safe, appropriate and client-centered plans of care. Knowledge, skills and research from all prior program courses are integrated into the plans of care. Students provide substantive support for the goal priorities, the action plan, and the evaluation methods.

Prerequisites: HHPR 200 and HHPR 270 (formerly HHPR 170).

Co-requisite: HHPR 180.

**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-100****Introduction to History**

3 Credits (45:0:0 hours)

This course introduces students to the practice of history and the methods by which historians research and think about the past using selected topics in world history as a foundation for study. In learning about each topic, students are encouraged, through practical exercises and assessment strategies, to think historically and to acquire the essential research skills which underpin history as a discipline. As well, questions are asked about the quality and authenticity of sources, the nature of historical causation, and the role of the historian in the evaluation and interpretation of evidence. Overall, this course is designed to hone students' critical abilities, interpretive skills, writing abilities and to stimulate intellectual curiosity through analysis of selected world history topics. Note: Recommended for students who intend to major or minor in history.

**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) Transfer

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: 1450-1714**

3 Credits (45:0:0 hours)

This survey course explores some of the major themes in the history of the British Isles and the experiences of its people in a period that witnessed the growth of the nation state, the Protestant Reformation, the English Civil War and the Glorious Revolution. By examining the social, cultural, political and intellectual developments of the period, this course explores the increasingly interconnected histories of the peoples of Scotland, Ireland, Wales and England. The topics, themes and focus will depend on the instructor leading the course.

**HIST-212****Britain From the Glorious Revolution to The First World War**

3 Credits (45:0:0 hours)

Between 1680 and 1914, Britain achieved political stability, created a constitutional monarchy and widened the franchise to include the common people. Britain successfully faced the external challenges of the Seven Years War, the American Revolution and the Napoleonic wars and entered into a new phase of imperialist activity in Africa and Asia. It struggled with the challenges posed by urbanization, the industrial revolution, and the social problems these engendered. The middle class came to prominence and family and gender roles were transformed. This survey course examines many of the major events and developments in the history of Britain in this exciting period with the specific topics in any year selected by the instructor.

**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 course is a survey of Asian history since 1500. The focus is on East Asia, including China and Japan, with complementary sections of Southeastern and Southern Asia. The emphasis is on the socio-cultural, economic, and political history of the region as well as relations with other countries and empires in the global community.

**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) Transfer

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)

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 one of HIST 110, HIST 111, HIST 208 or HIST 209.

**HIST-309****Crime and Society in Early Modern Europe**

3 Credits (45:0:0 hours)

This intermediate-level course investigates some of the major themes in the social history of Early Modern Europe from the onset of the Black Death to the Enlightenment. Students focus on the shifts in social, political, economic and cultural attitudes that ushered in new ideas on crime and regulation, poverty and social discipline. Lecture topics and assigned reading materials describe how these ideas affected the peoples of Western Europe and contributed to a variety of ways individuals and groups experienced inclusion and exclusion in their communities.

Prerequisites: Minimum grade of C- in one of HIST 111, HIST 209, HIST 307 or HIST 308.

**HIST-310****Nationalism vs. Empire: The European Multinational Empires 1804-1918**

3 Credits (45:0:0 hours)

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)

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) Transfer

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-341****Fascism and Authoritarianism in Europe 1918 - 1945**3 Credits (45:0:0 hours) **Transfer**

This intermediate level course investigates the phenomenon of fascism in interwar Europe. The course starts from the premise that a generic fascism did exist, and can be defined, and that its origins and ideological components are traceable, not only to the general crisis following the First World War, but to social and political trends going back into the nineteenth century. The course also explicitly compares fascist movements, and the two fascist dictatorships of Italy and Germany, with the authoritarian regimes which became so prevalent in this period, highlighting both the essential differences between the two phenomena, and also the way in which authoritarianism occasionally borrowed fascist language and imagery. Specific attention is paid to Italian Fascism and German National Socialism, and to the native fascist movements of Eastern Europe.

Prerequisites: Minimum grade of C- in HIST 112 or HIST 210 or HIST 340.

**HIST-342****The Atlantic World**

3 Credits (45:0:0 hours)

Contact among Africans, Europeans and the indigenous peoples of the Americas created an Atlantic World. The Atlantic Ocean linked the nations and peoples living around its edges, beginning in the 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)

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-411****Topics in British History**

3 Credits (0:0:45 hours)

In this seminar-based course, students discuss, criticise and analyse readings on a selected topic in British 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 9 credits of 200- or 300-level history courses.

**HIST-442****Topics in Imperialism and Colonialism****3 Credits (0:0:45 hours)**

In this seminar-based course, students discuss, criticise and analyse readings on a selected topic related to imperialism and colonialism. 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 9 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)**

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) Transfer**

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) Transfer**

Normal function and components of the human body are addressed, with an emphasis on cellular function, homeostatis, 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) Transfer**

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) Transfer**

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)**

Major concepts and processes associated with the development of disease including health determinants and risk factors, epidemiology, and levels of disease/injury prevention are examined. Knowledge of normal anatomy and physiology is integrated with the study of how pathophysiological processes occurring at a cellular, tissue, organ, and/or system level(s) can cause changes in body structure and function. These changes are related to the manifestations of illness, mind-body interactions, and life experiences of acute and chronic alterations in health across the lifespan. Note: Credit can only be obtained in one of HSLC 222 or NURS 202.

Prerequisites: Minimum grade of C- in HLSC 120, HLSC 126; HLSC 128 and HLSC 124.

**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. Note: Credit can only be obtained in one of HLST 152 or NURS 152.

**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. Influences on communication including growth and development, culture, and diversity are addressed. Introductory knowledge and skills for communication media, information retrieval, health informatics and documentation are developed. Note: Credit can only be obtained in one of HLST 154 or NURS 154.

**HLST-159****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-210****Human Sexuality****3 Credits (45:0:0 hours)**

Transfer

This course provides an overview of human sexuality. Biological, psychosocial and cultural components of sexual health are integrated throughout the course. Instructor presentations, 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)**

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 is designed to give 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.

**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 employee and 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) Transfer

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 (0:0:120 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. Student achievement is jointly evaluated by College staff and members of the participating organization.  
Prerequisites: HRMT 130, HRMT 145, HRMT 150, HRMT 160.

**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.

**HRMT-498****Independent Studies in Human Resource Management**

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 undertakes advanced scholarly work related to the field of human resources management. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance human resources management knowledge or practice or create meaningful results.

Prerequisites: Consent of the course instructor and the chair.

**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 allow 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 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 service organizations including budget analysis, payroll, preparing for audits and managing endowment funds and charitable donations.

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, HSAD 435 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 440.

**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 deselecting of materials, interlibrary loan and resource-sharing models and issues of current importance in the information industry, including copyright and intellectual property.

**INFM-110  
Professional Skills and  
Support Services****3 Credits (45:0:0 hours)**

In this course, students identify and develop professional and support service skills required of library technicians, with a focus on customer service and career development. Working both individually and in teams, students develop and deliver training sessions. Students identify the design and attributes of effective library support services and identify strategies and techniques for improving them. Students identify career paths within the library profession and develop a personal portfolio to use in employment interviews.

**INFM-152  
Information Services and  
Resources I****3 Credits (45:0:0 hours)**

This course covers current trends and issues regarding reference services in libraries. Students learn how to conduct an effective reference interview and evaluate reference services. Basic Internet search techniques are developed and students learn to evaluate Internet sources and provide virtual reference services. Students learn about providing reference services to specific groups of users and examine issues and challenges relating to public and school libraries. 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, booktalks, 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 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****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, residential condominium insurance and other miscellaneous coverages. Students are also introduced to commercial building, equipment and stock policy forms. This course explores current insurance issues concerning terrorism, mould and computer-related problems.

**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 financing 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. Note: Students are assessed tuition for the practicum. Prerequisites: Completion of Asia-Pacific Program including INTB 213 Orientation to Asia.

**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-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-250****Doing Business Internationally - Study Tour**

3 Credits (20:25:40 hours)

In this course, students examine doing business internationally from a specific cultural context. While abroad, students attend business lectures at universities, tour local businesses, and meet with business leaders and students. Students develop intercultural competencies through attending a mandatory pre-departure orientation and participating in various cultural activities in the country or countries of study. Prerequisites: BUSN 201 or MGMT 121.

**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-313****Business in Regional World Markets**

3 Credits (45:0:0 hours)

Students study the profiles of the major regional business environments in the world, including: Europe, North America, Latin America, and Asia Pacific countries. The course explores political, economic and cultural relations with Canada, as well as the business dynamics and trends affecting each region. Students analyze business practice and acquire the skills to conduct business in their region of choice, and conduct comparative analysis of the similarities and differences between the regions. 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.

**INTB-498****Independent Students in International Business**

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 undertakes advanced scholarly work related to the field of international business. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance international business knowledge or practice or create meaningful results. Prerequisites: Consent of the course instructor and the chair.

**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 - 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)

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) Transfer

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.

**INTD-130****Cross Media Studies**

3 Credits (45:0:0 hours)

This course gives students the opportunity to examine how literary themes and techniques are adapted into various genres or media. The works studied depend in any given year upon the interests and expertise of the instructor. Frequently, the course will choose a specific genre as its focus, and then examine cross media works from within that genre; for example, film and prose in science fiction, or cinematic adaptations of the theatrical works of Shakespeare. Alternatively, students could focus on a single medium that incorporates aesthetic elements from other media, such as graphic novels or hypertext fiction.

Prerequisites: Students must meet one of the following prerequisites: 1. Minimum grade of 65 per cent in English 30-1; 2. Minimum grade of 75 per cent in English 30-2; 3. Satisfactory performance of the MacEwan Skills Appraisal; or 4. Successful completion of ENGL 0089.

**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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in Japanese 30, 35, or equivalent cannot receive credit for this course.

**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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in Japanese 30, 35, or equivalent cannot receive credit for this course. 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 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: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course.

Prerequisites: Minimum grade of C- in JAPN 102 or JAPN 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: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Prerequisites: Minimum grade of C- in JAPN 201.

**JOUR-106****Introductory Reporting**

3 Credits (45:0:0 hours)

Journalists play a key role in defending democratic rights. Students, too, can become champions of democracy by learning the fundamentals of reporting, the reporter's ethical standards and the contemporary issues and challenges facing journalists in Canada. While they practice how to gather and verify facts, interview key people, and write according to the fundamental elements of journalistic style, students learn to recognize balance, accuracy, fairness and freedom from bias or influence in a news story.

**JOUR-108****Intermediate Reporting**

3 Credits (45:0:0 hours)

Students develop intermediate-level news writing ability through digging for story ideas, elementary research, developing and pitching story ideas, and refining interviewing skills. Students expand the repertoire of story structure and explore news stories beyond hard news. Emphasis is placed on creativity and storytelling. After refining key skills, students successfully produce news stories.

Prerequisites: JOUR 106 and JOUR 154.

**JOUR-150****News Production I**

3 Credits (45:0:0 hours)

In a hands-on environment, students assemble and produce the news in narrative, audio and visual formats for both print and online publication. Working to deadline, students experience the challenges of selecting the stories to be published; they layout articles and other elements; and assemble copy, headlines, photographs, graphics and advertisements for both newspaper and news online publication. Students witness first hand the importance of teamwork in the complex high-energy production environment.

Prerequisites: Minimum grade of C- in PROW 117, PROW 135 and JOUR 154.

Co-requisite: JOUR 202.

**JOUR-152****Introduction to Mass Communications in Canada**

3 Credits (45:0:0 hours)

Students survey the history of mass media and analyze the nature of communication, the forms and effects of mass communications, methods of persuasion, and the diverse structures of both micro and mass audiences. Critical inquiry skills are developed by exploring issues such as technological change, convergence and globalization. Students also examine their future role and responsibilities as professional communicators in the dynamically evolving information industry.

**JOUR-154****Photojournalism**

3 Credits (45:0:0 hours)

Students learn how to research, shoot and edit compelling photographs to accompany a variety of news stories. This course provides hands-on practice using professional-standard camera equipment and editing software. Students learn technical elements of photo composition and execution. They continue to develop professional judgment through analysis of the work of professional photojournalists and critique of their own work. In addition, they learn to apply copyright and privacy regulations concerning published images and articulate the ethical responsibilities of a professional journalist. Co-requisite: JOUR 106.

**JOUR-155****Political Reporting**

3 Credits (45:0:0 hours)

Students learn how to tell a story and write features about politics, current affairs and public interests. Levels of government, the role of public institutions, jurisdiction, government departments, the role of elected officials and public officers are surveyed. Students find sources, public information and data that generate news ideas. The ethical conduct of the reporter on the political news beat is discussed in detail.

Prerequisites: Minimum grade of C- in JOUR 108.

**JOUR-202****Senior Reporting**

3 Credits (45:0:0 hours)

While working as reporters and observing professional standards of conduct, students work as part of a news team and maintain a news site. Thus, students experience beat reporting, its challenges and ethical dilemmas. Students finesse their interviewing and storytelling while meeting deadlines. As a team, students manage news meetings, pitch their story ideas including plans for relevant audio, still images and video; produce their stories; then edit and file them to a news site.

Prerequisites: Minimum grade of C- in JOUR 108 and JOUR 251.

Co-requisite: JOUR 150.

**JOUR-251****Online Reporting**

3 Credits (45:0:0 hours)

Students learn about challenges, opportunities, and journalistic guidelines while researching and producing online breaking news stories. Online news stories are written and produced to include audio and visual and digital media features. In addition, students learn how to responsibly engage online communities. Prerequisites: JOUR 106 and JOUR 154. Co-requisite: JOUR 108.

**JOUR-252****News Production II**

3 Credits (45:0:0 hours)

In this course students produce the program newspaper *The MacEwan Journalist* and the online news site. As members of an editorial team, students plan the scheduling and production sequence, hone their technical skills and refine their news judgment. The course demands teamwork to deadlines, quality news writing and visual design that appeals to the reader and most importantly, demonstration of the industry standards of news production in multi-media formats. Prerequisites: Minimum grade of C- in JOUR 150. Co-requisite: JOUR 256.

**JOUR-256****Mastery Reporting**

3 Credits (45:0:0 hours)

Students demonstrate mastery reporting skills by researching feature stories, pitching and developing them, conducting in-depth interviews with sources and writing compelling longer-form copy. Students also study profiles, editorials and continuing columns. To culminate, students publish engaging feature stories in *The MacEwan Journalist* newspaper. Prerequisites: Minimum grade of C- in JOUR 202. Co-requisite: JOUR 252.

**JOUR-257****Television Reporting**

3 Credits (45:0:0 hours)

This course introduces news reporting for television broadcast. Television news has a distinctive story structure and style that students practice by adapting and developing story ideas for the different news beats: sports, breaking news, the community, and so on. Students learn how to conduct television interviews and prepare audio and video segments to augment news scripts. The course examines new directions in broadcast news along with legal and ethical issues particular to television journalism. Prerequisites: Minimum grade of C- in JOUR 202 or JOUR 206.

**JOUR-258****Radio Reporting**

3 Credits (45:0:0 hours)

Students learn to report the news and write stories for radio broadcast. The course emphasizes practice in writing in the distinctive structure and style of radio news with reference to specialty reporting. Students assemble a lineup for the newscast; operate industry standard equipment; record an interview, edit sound and voice recordings, assemble story elements and develop their own radio voice. The course examines a reporter's legal and ethical standards of practice. A survey of emerging trends and the influence of the Internet complete this course of study. Prerequisites: Minimum grade of C- in JOUR 108 and JOUR 251.

**JOUR-259****Industry Internship**

3 Credits (0:0:180 hours)

Industry internship is the opportunity to gain workplace experience as a reporter at an established news service. With assistance from a faculty advisor, students search for an internship that is a good match with their career aspirations. Working closely with a placement supervisor, students work as a reporter and improve upon skills acquired in their program of studies. At the end of the internship, students participate in an assessment process that includes feedback about their work and a cogent self-assessment of strengths, accomplishments and areas for improvement. Prerequisites: Minimum grade of C- in JOUR 256. Mastery Reporting students interning in the broadcast industry also require a minimum grade of C- in either JOUR 258 (radio) or JOUR 257 (television).

**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.

**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 word processing software used in legal offices in preparing documents relating to a law firm using advanced functions. 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 other software commonly used in law firms.  
Prerequisites: 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 word processing software commonly used in legal settings and with machine transcription. Students develop proficiency in using other commonly used software including database and spreadsheet programs.  
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.

Prerequisite: LENP 300.

**LENP-304****Strategic Financial 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.

Prerequisite: 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.

Prerequisite: 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. Prerequisite: 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. Prerequisites: LENP 302, LENP 304, LENP 306, LENP 400.

**LING-100****Introduction to Human Language**

3 Credits (45:0:0 hours)

This course is an introduction to how human language works: how it is structured, learned, used, studied, and how it changes through time. Examples from English and other languages around the world are discussed. Note: LING 101 makes a nice complement to LING 100, but LING 101 is not a prerequisite or a co-requisite to LING 100. All higher-level linguistic courses require LING 101 as a prerequisite.

**LING-101****Introduction to Linguistic Analysis**

3 Credits (45:0:0 hours) Transfer

Linguistics is best known as “the scientific study of language.” This course introduces both language as a general phenomenon and the methodology of modern descriptive linguistics. The course of study covers the fundamental topics of phonetics, phonology, morphology, syntax, and semantics. Note: LING 100 makes a nice complement to LING 101, but LING 100 is not a prerequisite or a co-requisite for LING 101.

**LING-204****Syntax of English**

3 Credits (45:0:0 hours) Transfer

This course covers 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: Minimum grade of C- in 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 MGTS 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.

**MARK-498****Independent Studies in Marketing**

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 undertakes advanced scholarly work related to the field of marketing. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance marketing knowledge or practice or create meaningful results.

Prerequisites: Consent of the course instructor and the chair.

**MATH-0017****Mathematics Foundations**

5 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 benefit from one or more of the nine 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 nine math or equivalent.

**MATH-0031****Math 31**

5 Credits (90:0:0 hours)

Math 31 is equivalent to Alberta Learning's Math 31. The course focuses on the study of calculus and linear algebra, both as ends in themselves and as tools in developing problem solving skills and analytical thought processes.

Prerequisites: Pure Math 30 or equivalent. May also be taken as a 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, inequalities, 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

This course provides an introduction to the fundamentals of calculus. The students learn about rectangular coordinates, analytic geometry, transcendental functions, inverse functions, limits, continuity, derivatives and applications, Taylor polynomials, integration and applications. In addition, the lab component is designed to familiarize students with MAPLE and to use the computer with the lecture material. Note: This course is restricted to engineering students. Credit can only be obtained in one of MATH 100 or MATH 113 or MATH 114.

Prerequisites: Pure Mathematics 30 and Mathematics 31.

**MATH-101****Calculus II**3.5 Credits (45:13:0 hours) Transfer

This course provides a continuation of the study of Calculus. Students learn about techniques of integration, arc length, area of a surface of revolution, applications to physics and engineering, first order ordinary differential equations (separable and linear), infinite series, power series, Taylor expansions, polar coordinates, rectangular coordinates in R<sup>3</sup>, parametric curves in the plane and space (graphing, arc length, curvature), normal, binormal, tangent in R<sup>3</sup>. Note: This course is restricted to Engineering Program students. Credit can only be obtained in one of MATH 101 or MATH 115.

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) Transfer

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 are explored in the study of elementary number theory, numeration systems, operations on integers and rational numbers, and elementary probability theory. Note: This course is restricted to Elementary Education students.

Prerequisites: Pure Mathematics 30 or successful completion of the gateway exam.

**MATH-200****Fundamental Concepts of Mathematics**

3 Credits (45:0:0 hours)

This course provides an introduction to axiomatic systems and mathematical proof. These ideas are developed using examples taken primarily from set theory and elementary group theory.

Prerequisites: Minimum grade of C- in MATH 120 or MATH 125.

**MATH-214****Intermediate Calculus I**3 Credits (45:13:0 hours) Transfer

This course completes the study of single-variable Calculus and introduces students to the basic concepts of multi-variable Calculus. Topics in single-variable Calculus include area and arc length of plane curves defined by parametric or polar equations, infinite series, and power series. Topics in multi-variable Calculus include: vector functions and space curves, functions of several variables and partial derivatives with applications.

Prerequisites: Minimum grade of C- in MATH 115.

**MATH-215****Intermediate Calculus II**3 Credits (45:13:0 hours) Transfer

This course continues the study of multivariable calculus. Topics include: curves, tangent vectors, arc length; integration in two and three dimensions; polar, cylindrical and spherical coordinates; line and surface integrals, Green's, divergence and Stoke's theorems; first and second order linear differential equations.

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 - the exclusion principle and the pigeonhole 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

This course introduces the theory of vector spaces, inner product spaces, linear transformations and diagonalization. Specific topics of study include Euclidean n-space, spaces of continuous functions, matrix spaces, Gram-Schmidt process, QR-factorization, least squares method, change of basis, eigenspaces, orthogonal diagonalization, quadratic forms, matrices of transformations and similarity. Various applications are presented.

Prerequisites: Mathematics 31 or a minimum grade of C- in MATH 113 and a minimum grade of C- in MATH 120 or MATH 125.

**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-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-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.

**MGTS-498****Independent Studies in Management Science**

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 undertakes advanced scholarly work related to the field of management science. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance management science knowledge or practice or create meaningful results.

Prerequisites: Consent of the course instructor and the chair.

**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 and 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 281, 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

This course is an introduction to the study of music through a historical survey of Western art-music with an emphasis on listening, rudimentary theory, and analysis. In addition, students identify 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

In this course, students are introduced to the rudiments of music theory, the fundamentals of functional harmony, and the foundations of jazz theory. The course is coordinated with Ear Training I and provides the theoretical background required of the first-term ensemble program. Note: Only full-time students admitted to the Music Program may take this course. Co-requisite: MUSC 111.

**MUSC-102****Theory II**2 Credits (30:0:0 hours) Transfer

The primary objective of Theory II is to expand the students' understanding of the vertical and linear aspects of harmony (chord structure and voicing; voice leading, progression, and function). Students focus on the application of theoretical concepts through writing and analysis. The course is divided into two parts: (1) jazz theory; (2) traditional harmony and voice leading.

Prerequisites: MUSC 101 and MUSC 111. Co-requisite: MUSC 112.

**MUSC-111****Ear Training I**3 Credits (45:0:0 hours) Transfer

In this course, students develop essential musical skills including aural identification and vocalization of intervals, chords, rhythms and melodies, as well as sight singing melodies and rhythms. Ear Training I is aligned with course content and learning in Theory I.

Note: Only full-time students admitted to the Music Program may take this course.

Co-requisite: MUSC 101.

Prerequisites: Admission to the Music Program. Co-requisite: MUSC 101.

**MUSC-112****Ear Training II**3 Credits (45:0:0 hours) Transfer

In this course, students continue to develop the essential musical skills introduced in Ear Training I including aural identification and vocalization of intervals, chords, rhythms and melodies, melodic and rhythmic dictation, and sight singing melodies and rhythms. Ear Training II is aligned with instruction and learning in Theory II.

Prerequisites: MUSC 111 and MUSC 101.

Co-requisite: MUSC 102.

**MUSC-121****History of Jazz Music**2 Credits (30:0:0 hours) Transfer

In this course, students trace the evolution of jazz from its African roots to the present time through a survey of the significant people, materials, literature and styles that have contributed to its history. In addition, students acquire a working knowledge of the terminology used to describe the performance and character of jazz (and other forms of Western music), and develop critical aural skills through extensive listening. Note: Only full-time students admitted to the Music Program may take this course.

**MUSC-122****History of Popular Music**2 Credits (30:0:0 hours) Transfer

In this course, students survey the history of popular music from its earliest blues roots to current trends. Students are introduced to the performers, styles, genres, and structures of popular music, and develop critical aural skills through extensive listening.

**MUSC-131****Principal Instrument I**3 Credits (0:10.5:0 hours) Transfer

Principal Instrument I is the first in a series of four courses in which students receive individual instruction in technique and its application to repertoire. The course consists of private lessons that primarily prepare the student for two juried examinations: a technical/scale jury and a repertoire jury. Note: Only full-time students admitted to the Music Program may take this course.

**MUSC-132****Principal Instrument II**3 Credits (0:10.5:0 hours) Transfer

Principal Instrument II is the second in a series of four courses in which students receive individual instruction in technique and its application to repertoire. The course consists of private lessons that primarily prepare the student for two juried examinations: a technical/scale jury and a repertoire jury.

**MUSC-141****Ensemble I**3 Credits (30:45:0 hours) Transfer

Ensemble I is the first in a series of four courses that develop a wide variety of essential performance skills and abilities within an ensemble environment. The Ensemble courses address style, repertoire, technique, reading, improvisation, performance, listening and other ensemble skills that are necessary for the professional jazz and contemporary popular musician. Note: Only full-time students admitted to the Music Program may take this course.

**MUSC-142****Ensemble II**3 Credits (30:45:0 hours) Transfer

Ensemble II is the second in a series of four courses that develop a wide variety of essential performance skills and abilities within an ensemble environment. The Ensemble courses address style, repertoire, technique, reading, improvisation, performance, listening and other ensemble skills that are necessary for the professional jazz and contemporary popular musician.

**MUSC-182****Second Practical Instrument I (Private Lesson)**

3 Credits (13:0:0 hours)

Students receive one, half-hour private lesson per week during the first and second terms of the academic year in order to improve their technical facility on their secondary instrument. Students prepare a repertoire of varying styles as well as exercises to further develop their technical mastery. Students may perform in public as part of the term work and they prepare an examination program for a jury of faculty members. Note: Students must audition (minimum Grade 8 standard RCM/CC or equivalent) and receive consent of the Conservatory of Music in consultation with the Chair of Music.

**MUSC-184****Applied Music I (Private Lesson)**

3 Credits (13:0:0 hours)

Students receive one, half-hour private lesson per week during the first or second terms of the academic session. Students prepare and perform a repertoire of styles as they develop musical intelligence and independence. Students may perform in public as part of their term work and will prepare an examination program for a jury of faculty members. Note: Students must audition (minimum Grade 8 standard RCM/CC or equivalent) and receive consent of the Conservatory of Music in consultation with the Chair of Music.

**MUSC-190****Jazz Combo**

0 Credits (0:0:0 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 (0:0:0 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 (0:0:0 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 (0:0:0 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 (0:0:0 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 (0:0:0 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 (0:0:0 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 (0:0:0 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**

In Arranging I, students are introduced to the standard instruments of the commercial ensemble focusing primarily on the rhythm section. Students survey harmonic techniques as applied to arranging, and produce arrangements that include a variety of formal elements. Industry-standard software-notation techniques are an essential feature of this course.

**MUSC-204****Arranging II**3 Credits (15:30:0 hours) **Transfer**

In Arranging II, students develop techniques for arranging wind instruments in context of the commercial ensemble. A survey of these instruments includes an examination of their roles as lead and background instruments, timbre, range, transposition, articulation and dynamics, stylistic usage, voicing techniques, voice leading, blend and balance. Developing professional competency with industry-standard notation software is an essential feature of this course. Prerequisites: MUSC 203.

**MUSC-205****Composition I**

3 Credits (45:0:0 hours) Transfer

In this course, students are introduced to the creative world of composition. Students study techniques in melody, harmony and rhythm as they create pieces in a variety of styles and genres. Students compositions are performed in class in a workshop environment and in public recitals. Students also give short presentations on the music they listen to and on the composers discussed in class.

Prerequisites: Minimum grade of B- in MUSC 102 and MUSC 112.

**MUSC-206****Composition II**

3 Credits (45:0:0 hours) Transfer

In this course, students are introduced to some of the major trends in twentieth century composition, focusing on impressionism, serialism and minimalism. Student compositions are performed in class in a workshop environment and in public recitals. Students also give short presentations on the music they listen to and on the composers discussed in class.

Prerequisites: MUSC 205.

**MUSC-207****Songwriting I**

3 Credits (30:22:0 hours)

This course is an introduction to the art and craft of songwriting in which students develop proficiency in a variety of songwriting techniques. An examination of the songwriting process and related concepts include the relation of meter and rhythm to motive and melody, form attaching lyrics to melody, and song refinement.

**MUSC-208****Songwriting II**

3 Credits (30:15:0 hours)

In this course, students continue to explore the art and craft of songwriting. Students examine and develop skills in a variety of songwriting techniques and concepts including writing lyrics and melodies, utilizing song forms, setting lyrics to melody, re-writing, and co-writing. A component of this course examines market trends, song demos, marketing songs, and other aspects of the business of songwriting.

Prerequisites: MUSC 207.

**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 and to determine their relationships through traditional and jazz theory is a primary focus of this course. Singing is practiced in class using the Tonic sol-fa system in conjunction with the scale-degree system.

Prerequisites: MUSC 112.

**MUSC-214****Ear Training IV**

3 Credits (45:0:0 hours) Transfer

In Ear Training IV, students continue to explore the relationship of aural and reading skills, and music theory. Regular activities include melodic, harmonic, and rhythmic dictation exercises, singing using the Tonic sol-fa system in conjunction with the scale-degree system, and performing rhythms in simple, compound, asymmetrical and composite meters. Examples and excerpts used in this course reflect a wide stylistic perspective (traditional, contemporary popular, and jazz).

Prerequisites: MUSC 213.

**MUSC-233****Principal Instrument III**

3 Credits (0:10.5:0 hours) Transfer

Principal Instrument III is the third in a series of four courses in which students receive individual instruction in technique and its application to repertoire. The course consists of private lessons that primarily prepare the student for two juried examinations: a technical/scale jury and a repertoire jury.

**MUSC-234****Principal Instrument IV**

3 Credits (0:10.5:0 hours) Transfer

Principal Instrument IV is the last course in a series of four courses in which students receive individual instruction in technique and its application to repertoire. The course consists of private lessons that primarily prepare students for two juried examinations: a technical/scale jury and the Graduation Recital.

Prerequisites: MUSC 233.

**MUSC-243****Ensemble III**

3 Credits (30:45:0 hours) Transfer

Ensemble III is the third course in a series of four courses that develop a wide variety of essential performance skills and abilities within an ensemble environment. The Ensemble courses address style, repertoire, technique, reading, improvisation, performance, listening and other ensemble skills that are necessary for the professional jazz and contemporary popular musician.

**MUSC-244****Ensemble IV**

3 Credits (30:45:0 hours) Transfer

Ensemble IV is the final course in the series of courses that develop a wide variety of essential performance skills and abilities within an ensemble environment. The Ensemble courses address style, repertoire, technique, reading, improvisation, performance, listening and other ensemble skills that are necessary for the professional jazz and contemporary popular musician.

Prerequisites: MUSC 243.

**MUSC-245****General Ensemble III**

3 Credits (0:30:0 hours)

In this workshop-style course, the students select appropriate repertoire and develop relevant performance skills, rehearsal techniques, arranging techniques and leadership ability within a collaborative environment. Students also receive private lessons.

**MUSC-246****General Ensemble IV**

3 Credits (0:30:0 hours)

The course is a continuation of General Ensemble III. Students select appropriate repertoire and develop relevant performance skills, rehearsal techniques, arranging techniques and leadership ability within a collaborative environment. Students also receive private lessons. The term work culminates in a public performance.

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-282****Second Practical Instrument II (Private Lesson)**

3 Credits (13:0:0 hours)

Students receive one, half-hour lesson per week during the first and second terms of the academic session. Students demonstrate improved technical facility on their secondary instrument, preparing and performing progressively difficult and varied repertoire. Students must perform in public as part of the term work, and prepare an examination program for a jury of faculty members.

Note: Student must receive consent of the Conservatory of Music in consultation with the Chair of Music.

Prerequisites: MUSC 182.

**MUSC-284****Applied Music II (Private Lesson)**

3 Credits (13:0:0 hours)

Students receive one, one-hour private lesson per week during the first or second term of the academic year. Students prepare and perform progressively difficult and varied repertoire while developing musical intelligence and independence. Students must perform in public as part of the term work, and prepare an examination program for a jury of faculty members. Note: Students must receive consent of the Conservatory of Music in consultation with the Chair of Music.

Prerequisites: MUSC 184.

**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-151****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 HLSC 120, HLST 154, HLST 159, NURS 150, and PSYC 104. If NURS 151 is preceded by PNRS 155, a minimum grade of C- in PNRS 155 is also required. Prerequisites or Co-requisites: HLSC 124, HLSC 126.

**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-251****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 251 or NURS 256 or NURS 270.

Prerequisites: Minimum grade of C- in HLSC 124, HLSC 128, NURS 151 or NURS 175, ENGL 108, and PYSC 105. Prerequisites or Co-requisites: HLSC 220, HLSC 222, NURS 252.

**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-253****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 251, NURS 252, and PNRS 254. Note: If NURS 253 is preceded by PNRS 255, a minimum grade of C- in PNRS 255 is also required.

**NURS-255****Nursing Practice II Across the Lifespan****5 Credits (10:0:143 hours)**

Students build on the knowledge and skills attained in NURS 253, 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 253. Note: If NURS 255 is preceded by PNRS 255 and PNRS 259, a minimum grade of C- in PNRS 255 and PNRS 259 is also required.

**NURS-270****Nursing Care Across the Lifespan****4 Credits (45:30:0 hours)**

Knowledge, skills and attitudes are attained for evidence-based holistic nursing care across the lifespan. Selected nursing theories and models are incorporated as frameworks to contextualize the lived experience of illness and to promote health and healing in persons living with acute or chronic illness. Healing and health promotion are explored within the mind-body-spirit experience of persons with alterations in health. Teaching and learning principles are incorporated to provide health education and prevent illness and injury for individuals and families. Students reflect on and evaluate their plans of care through practice scenarios and contextual simulations. Best practice guidelines, current evidence, legal and ethical considerations are emphasized. The role of registered nurse as a member of interdisciplinary and intersectoral teams in diverse settings is explored. Note: Credit can only be obtained in 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, the influence of vulnerability, ethical approaches, 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. Theories, knowledge, current evidence and a diverse range of skills are incorporated to promote health and healing and provide holistic nursing care of persons with alterations in health. Assessment, organization, priority setting and evaluation strategies are emphasized to enhance patient/client care. Collaboration with patients/clients, family, and other professionals is incorporated.

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. The focus continues on persons experiencing chronic or acute alterations in health. Critical thinking, problem solving and ethical reasoning are extended to the practice setting. Diverse skills are further developed for provision of safe competent and effective nursing care. Collaboration with others is continued, including exploration of roles and domains within 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. 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-340****Health Assessment****3 Credits (30:15:0 hours)****Transfer**

This course is designed to provide registered nurses with knowledge and skills in health history taking and health assessment. The focus is on the physical examination of adults. Prerequisites: Registered nurse, registered psychiatric nurse or nursing undergraduate with consent.

**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-342****Management and Leadership in Nursing Practice**

4 Credits (45:0:60 hours) Transfer

This course is designed to provide knowledge and skills about the management of nursing systems in health care organizations. The concepts are presented in a manner which benefits nurses who work in hospital settings as well as those who work in community health, or in other community settings. Emphasis is placed on the understanding of the critical responsibilities of the nurse manager and the development of leadership skills. A practicum component is designed to increase the student's knowledge about the activities, roles and responsibilities of nurse managers.

Prerequisites: Must be a nurse, registered with their respective association, or an undergraduate nursing student with consent.

**NURS-354****Nursing Care of the Childbearing/Childrearing Family**

3 Credits (45:0:0 hours)

This course focuses on the knowledge, skills and attitudes required for evidenced-based care of the childbearing/childrearing woman and her family from conception through the first year of life. The emphasis is on nursing care of the family during preconception, pregnancy, labour and delivery, postpartum, as well as adjustment to the new family member during the first year.

Prerequisites: Registered Psychiatric Nurse or program consent.

**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 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 administrative skills needed for success in the business world. Topics include the role of the administrative assistant, business procedures, current workplace issues, time-management strategies and stress management.

**OAAS-111****Office Technology I****3 Credits (30:30:0 hours)**

Students attain an intermediate level of proficiency with word processing software and operating systems.

**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 company research, research interviews, travel arrangements, conferences and meetings and other topics relative to a changing office. Students research, prepare, and present a 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 word processing, spreadsheet and database applications.

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 create and maintain Web pages using specialized software.

Prerequisites: Minimum grade of C- in OAAS 111.

**OAAS-130****Administrative Office Procedures III and Field Placement****3 Credits (40:0:20 hours)**

In this course, students are introduced to the functions of selecting, hiring, training, and supervising office personnel. Students complete an office simulation team project. Students complete a 10-day field placement.

Prerequisites: Successful completion of all Term I and II courses.

**OAAS-131****Office Technology III****3 Credits (30:30:0 hours)**

Students work at an advanced level in word processing and at intermediate to advanced level with spreadsheets, database and other software applications.

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 word processing, presentation software and other standard software. Students attain a speed of 30 words per minute and demonstrate competency in preparing business correspondence.

**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 the oral and written communication skills applicable in today's business environment. Students write routine business correspondence and are introduced to the fundamentals of job search techniques.

**OADM-113  
Document Formatting I****3 Credits (30:30:0 hours)**

In this course, students develop intermediate skills in the production of business documents from rough draft, edited copy, and dictation. Students are expected to attain a minimum speed of 40 words per minute 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. Students continue to develop their oral and business writing skills within a customer service environment. 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 also learn how to analyze and design effective and attractive forms. Students are expected to attain a minimum speed of 50 words per minute 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 topics such as 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 focusing on confidentiality, telephone techniques, filing techniques and systems, preparation of statements of account and preparation of legal documents.

**OALS-111  
Word Processing****3 Credits (30:30:0 hours)**

In this course, students develop word processing skills that enable them to prepare a wide range of legal documents as well as standard letters, reports and tables and to manage electronic documents and communications.

**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, preparation for meetings, roles and responsibilities in meetings, and job search preparation.

**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, notices and corporate resolutions and maintaining minute books.

**OALS-120  
Legal Office Procedures II****3 Credits (30:30:0 hours)**

This course reviews basic theory and procedures for working with court documents. Students explore the fundamentals of family law and litigation and prepare 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 legal word processing software as well as using specialty functions in the preparation of business and legal documents. 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. An overview of online and CD ROM resources is included. Students work at an intermediate level in database, spreadsheet and presentation software. Students attain a minimum keyboarding speed of 50 words per minute on a five-minute timing using a five-error cut-off.

**OALS-131****Legal Transcription, Technology and Field Placement****3 Credits (40:0:20 hours)**

Students transcribe legal correspondence and documents from dictation. Students are introduced to legal customized software. Students complete a ten-day field placement. Prerequisites: Successful completion of all Term I and II courses.

**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 apply the theory and practice to complete both a sale and a purchase of a residential property.

**OAMS-110****Medical Office Procedures I****3 Credits (30:30:0 hours)**

Students explore the changing role of the medical office assistant with emphasis on communication, telephone techniques, and medical administrative procedures. Students investigate ethical and professional standards, current legislation and explore diversity within a medical environment.

**OAMS-111****Office Technology and Skill Development I****3 Credits (30:30:0 hours)**

Students create and manage electronic files and work with e-mail. Students attain an intermediate level of competency in word processing and develop skills in formatting business documents using industry standard software. 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, preparation for meetings, roles and responsibilities in meetings and job search preparation.

**OAMS-113****Medical Terminology I****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 and understanding terminology 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. Students also investigate career opportunities in their field. 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 spreadsheets, databases and other software packages in the preparation of business documentation and presentations. 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 and understanding terminology 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 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. 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 in preparation 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 operations of medical environments (such as a doctor's office, clinic, hospital, or government medical department) via a three week field placement. Prerequisites: Successful completion of all Term I and II courses.



**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-320****Sensemaking in Organizations**

3 Credits (45:0:0 hours)

Sensemaking constitutes a fundamental human process informing decision making and organizing in business. This course is about learning the language of sensemaking, its theoretical perspectives and its application with respect to organizing in a business environment. Students learn contemporary organizational sensemaking approaches, examine the nature of sensemaking as it is used to improve management practice and analyze how individual and group sensemaking influences the social construction of assumptions, identity, problem definition, decision making, and action. Sensemaking is introduced to students as a valuable and learned managerial skill set understood best through guided experiential practice and related directly to several areas of business activity including: managerial practice, leadership, strategy, and organizational behaviour.

**ORGA-330****Managerial Skill Development**

3 Credits (45:0:0 hours)

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.

**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.

**ORGA-498****Independent Studies in Management**

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 undertakes advanced scholarly work related to the field of management. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance management knowledge or practice. Prerequisites: Consent of the course instructor and the chair.

**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 in 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 PHSD 133 or PACT 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: Students who have obtained credit for PHSD 145 cannot take PACT 145 for credit.



**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) Transfer

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.

**PBNS-401****Foundations of Perioperative Nursing Practice**

2 Credits (30:0:0 hours)

Theory and practice governing perioperative nursing as set out by the Canadian Nurses Association (CNA) and the Operating Room Nurses Association of Canada (ORNAC) provide the foundation for the examination of the fundamental concepts of perioperative nursing in this course. The various roles of the perioperative Registered Nurse and the surgical team are explored. The patient as a unique individual is examined in relation to the perioperative experience.

**PBNS-402****Concepts of Anesthesia Within Perioperative Nursing**

2 Credits (30:0:0 hours)

In this course, principles of safe practice when assisting with anesthesia and associated pharmacology are examined. Physiologic maintenance and monitoring are explored as well as management of perioperative complications. Prerequisites: PBNS 401.

**PBNS-403****Perioperative Nursing in the Preoperative, Intraoperative, and Postoperative Environment**

4 Credits (60:0:0 hours)

This course examines the care of the patient in the preoperative, intraoperative, and postoperative phases of surgery. Topics include: preparing a safe surgical environment; surgical instrumentation and equipment; surgical asepsis and sterile techniques; preoperative, intraoperative, and postoperative patient care; the roles of the scrub and circulating nurse; and surgical site management. Prerequisites: PBNS 402.

**PBNS-404****Fundamentals of Perioperative Techniques**

2 Credits (0:60:0 hours)

In a laboratory setting, students integrate theory and concepts of perioperative nursing to execute the principles and techniques essential in the scrub and circulating nursing roles. Students develop the confidence and competence in knowledge and skills required to function in the perioperative preceptorship. Prerequisites: PBNS 403.

**PBNS-405****Perioperative Clinical Preceptorship**

8 Credits (12:0:420 hours)

Under the supervision of a Registered Nurse preceptor, the student provides direct patient care in the perioperative setting. Students are exposed to a variety of surgical experiences, and scrub and circulate on surgical procedures within general surgery, gynecology and orthopedics. Students gain experience and confidence to function independently providing safe and effective patient care. Techniques for effective nursing leadership within the operating theatre are integrated. The importance of evidence-based practice and use of research in the perioperative setting are emphasized. Prerequisites: PBNS 404.

**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 the 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.

**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.

**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.

**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-103****Asian Philosophies**

3 Credits (45:0:0 hours) Transfer

This course provides an introduction to and survey of Eastern and Asian Philosophies. The course investigates philosophical traditions, including important schools and figures, from the histories of India, China and Japan. This includes a consideration of the Hindu or Brahmanical philosophies of the Vedas and Upanishads, Jainism, Buddhism (including Indian, Chinese and Japanese developments), Confucianism, and Taoism. Topics include the nature of reality, the nature of suffering and desire, the nature of a good life and good government, enlightenment, moral virtues, sageliness, views of Nature, and Eastern conceptions of the self.

**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

Metaphysics is in the area of philosophy that raises and responds to fundamental questions concerning the nature and structure of reality. In this course, students develop an understanding of metaphysical questions and their significance, as well as critically examine the ways philosophers address these questions and the metaphysical issues associated with them. Topics of study may include appearance and reality, the mind-body problem, metaphysical idealism and realism, freedom and determinism, personal identity, time and space, and universals and particulars.

**PHIL-201****Buddhist Philosophy**

3 Credits (45:0:0 hours) Transfer

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-202****Philosophies of China and Japan**

3 Credits (45:0:0 hours) Transfer

This course carries out an investigation of the philosophies of China and Japan, and focuses on Confucianism, Taoism, and Chinese and Japanese Buddhism. This involves, primarily, a consideration of historical movements, figures and schools, although some contemporary figures may also be included. The discussion of Confucianism centers on Confucian Social and Moral Philosophy and issues such as the nature of a good life and good government, sageliness, and Confucian moral virtues. The discussion of Taoism centers on Taoist Metaphysics and issues such as the nature and meaning of the Tao, the principle of wu-wei or no-action, and the Taoist understanding of a life lived in accordance with Nature. The discussion of Chinese and Japanese Buddhism focuses on Ch'an or Zen Buddhism (these are, respectively, Chinese and Japanese analogues) but Hua Yen or Kegon Buddhism, and Tien Tai or Nichiren Buddhism may be considered. Issues here center on the Buddhist Philosophy of Mind, and include the nature of enlightenment, self and rationality.



**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) Transfer

An introduction to modern symbolic logic, including the basic concepts of justification, argument, deduction, validity and soundness, translation of ordinary language into symbolic form, using sentential and predicate designators, carrying out truth functional analyses for validity and invalidity, using rules of inference and equivalence to prove validity of arguments, using methods of conditional and indirect proof in sentential and quantified forms. Note: 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) Transfer

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)

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 involves an examination of fundamental questions and theoretical answers in the philosophical discipline of ethics. Through a detailed study of important and influential texts in the philosophy of ethics, students develop the ability to understand and critically assess various philosophical systems of thought concerning moral judgements and ethical obligations.

**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 provides an introduction to social and political philosophy. The course poses the following questions: what is the nature of politics; what is the state; what is civil society; what (if any) are citizens' political obligations and rights? Readings will be drawn from canonic philosophers such as Plato, Aristotle, Aquinas, Machiavelli, Hobbes, Spinoza, Rousseau, Hegel and Marx.

**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) Transfer

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

Through a study of classic and contemporary writings in philosophy, this course examines the natures of love and sex, as well as their relationship with philosophy and politics. Specific emphasis will be placed on eros, philia, friendship and desire. Course readings may include work by Plato, Aristotle, Aquinas, Freud, Levinas and Foucault.

**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-341****Continental Rationalism**

3 Credits (45:0:0 hours) Transfer

Rationalism, a dominant approach to philosophy in the early modern period, characterizes the works of philosophers including Descartes, Malebranche, Spinoza, and Leibniz. This course traces in detail the development of this significant and renowned movement in the history of philosophy through the rigorously systematic metaphysics, epistemology, and natural philosophy of such great thinkers.

**PHIL-342****British Empiricism**

3 Credits (45:0:0 hours) Transfer

This course covers the theoretical philosophy of key thinkers of the early modern period such as Locke, Berkeley, and Hume. Along with many others, these British philosophers are known in the philosophical tradition as the Empiricists for the emphasis on sense experience and sensory perception in their respective philosophical systems of thought.

**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-360****Philosophy of Death and Dying**

3 Credits (45:0:0 hours) Transfer

This course offers a philosophical examination of the nature and significance of death.

This includes detailed analysis and critical discussion of such topics as: What death is, emotional attitudes towards death, the badness of death, the value of life, immortality, personal identity, and suicide.

**PHIL-365****Philosophy of Space and Time**

3 Credits (45:0:0 hours) Transfer

This course examines the philosophical issues, both historical and contemporary, involved in specifying the nature of space and time and how we can know such nature. Topics may include: the concept of space in antiquity, the historical debates on the nature of space in the Early Modern period, the so-called Newtonian, Einsteinian and quantum mechanical revolutions, the shape of space or spacetime, and the direction and alleged paradoxes of time.

**PHIL-370****Liberalism and Its Critics**

3 Credits (45:0:0 hours) Transfer

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) Transfer

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 Agamben.

**PHIL-381****Philosophy and Literature**

3 Credits (45:0:0 hours) Transfer

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-382****Philosophy of Law**

3 Credits (45:0:0 hours) Transfer

Through a study of classic and contemporary philosophical writings this course examines the nature of law. Specific topics may include: theories of law, legality and morality, obligation and liberty, rights, legal reasoning and international law. Some emphasis is placed on applying philosophical understanding to concrete cases.

**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)

In this seminar course, students make seminar presentations and write a major essay on a specific topic of their choice. This course is open only to Philosophy majors.

Prerequisites: Successful completion of 30 credits of senior philosophy courses.

**PHIL-402****Topics in the History of Philosophy**

3 Credits (0:0:45 hours)

In this seminar course, students make seminar presentations, examine a major figure or historical period in the history of philosophy and write a major essay on a specific topic of their choice.

Prerequisites: Successful completion of 6 credits of philosophy at the 200- or 300-level.

**PHIL-403****Topics in Ethics or Social/Political Philosophy**3 Credits (0:0:45 hours) Transfer

In this seminar course, students examine either a major philosophical figure in ethics or social/political philosophy or examine major ethical, normative, meta-ethical, applied ethical or social/political positions in philosophy and write a major essay on a specific topic of their choice.

Prerequisites: Successful completion of 6 credits of philosophy at the 200- or 300-level.

**PHIL-442****Descartes**

3 Credits (0:0:45 hours)

This is a seminar course on the philosophy of Rene Descartes. In the course, students examine Descartes' philosophical system as he presents it in his various works and correspondences. Topics include Descartes' metaphysics, physics, physiology, philosophy of the human being, and the "passions". Students also read important secondary literature that offers explanations of Descartes' philosophy, argues for philosophical interpretations, and raises and addresses philosophical problems. In addition to regular seminar participation, each student makes a seminar presentation on material from the reading schedule and writes a major essay on a specific topic of their choice from the course material.

Prerequisites: Minimum 6 credits in 200- or 300-level philosophy courses.

**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) Transfer

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)

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**

1.5 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**

1.5 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-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 (45:36:15 hours) Transfer

This is an algebra based physics course for students without high school physics. It includes the study of vectors, one and two dimensional kinematics and dynamics of particles and extended objects, conservation of energy and momentum, rotating systems, oscillations, and motion of fluids. During the course students develop a conceptual understanding of physical principles in classical mechanics, develop reasoning and problem-solving skills, and relate these physical principles to real-world situations. Note: This course is not available to students with Physics 30, and it is intended to be taken in sequence with PHYS 109. Credit can only be obtained in one of PHYS 108 or PHYS 124 or PHYS 144 or ENPH 131.

Prerequisites: Pure Mathematics 30.

### PHYS-109 Introduction to University Physics II

3 Credits (45:36:15 hours) Transfer

Topics include the study of mechanical waves, properties of sound and light waves, simple geometric optics, electric charge, electric currents and circuits, magnetism, magnetic induction and transformers. During the course the student develops a conceptual understanding of physical principles and extend their reasoning and problem solving abilities to the above areas. Note: Students with credit in PHYS 126 or PHYS 130 or PHYS 146 may not receive credit in PHYS 109. This is an algebra based physics course for students without high school physics intended to be taken subsequent to PHYS 108.

Prerequisites: Minimum grade of C- in PHYS 108.

### PHYS-124 Particles and Waves

3 Credits (45:36:0 hours) Transfer

This is an algebra based physics course on motion of matter and waves intended for students in life and medical sciences. Topics include kinematics. Newtonian mechanics, conservation of momentum and energy, rotational motion, and statics and dynamics of extended bodies. Students also examine vibrations, waves, and a variety of interference phenomena. At the end of the course, students are introduced to aspects of modern physics, such as relativity or quantum theory. During the course students develop a conceptual understanding of physical principles, develop reasoning and problem-solving skills, and relate these physical principles to real-world situations relevant to biology and medicine. Note: Physics 30 is strongly recommended. Credit can only be obtained in one of PHYS 108 or PHYS 124 or PHYS 144 or ENPH 131.

Prerequisites: Pure Mathematics 30 and Physics 20.

### PHYS-126 Fluids, Fields, and Radiation

3 Credits (45:36:0 hours) Transfer

This course follows PHYS 124 as an algebra-based physics course on fluids, electromagnetism and radiation. Topics include the static and dynamic behaviour of fluids, electrostatics, direct current circuits, magnetic fields, electromagnetic induction, alternating current circuits, nuclear structure and the interaction of nuclear radiation with matter. Note: Credit can only be obtained in one of PHYS 109 or PHYS 126 or PHYS 130 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 is a calculus based course intended for engineering students. Topics include spherical mirrors, thin lenses, simple harmonic motion, wave motion, interference, sound waves, light waves and diffraction. Note: Restricted to engineering students. Credit can only be obtained in one of PHYS 109 or PHYS 126 or PHYS 130 or PHYS 146.

Prerequisites: Pure Mathematics 30, Mathematics 31 and Physics 30  
Co-requisite: MATH 100.

### PHYS-144 Newtonian Mechanics and Relativity

3 Credits (45:36:0 hours) Transfer

This is a calculus based course for students majoring in the physical sciences. Topics include kinematics, dynamics, drag forces, conservation of momentum and energy, rotational kinematics, torque and angular momentum. The course also provides an introduction to special relativity. Note: Credit can only be obtained in one of PHYS 108 or PHYS 124 or PHYS 144 or ENPH 131.

Prerequisites: Pure Mathematics 30, Mathematics 31 and Physics 30  
Co-requisites: MATH 113 or MATH 114.

### PHYS-146 Fluids and Waves

3 Credits (45:36:0 hours) Transfer

This is a calculus based course for students majoring in the physical sciences. Topics include fluid statics and dynamics, elasticity, simple harmonic motion, wave motion, interference, sound waves, light waves and diffraction. The course concludes with an introduction to quantum physics. Note: Credit can only be obtained in one of PHYS 109 or PHYS 126 or PHYS 130 or PHYS 146.  
Prerequisites: Minimum grade of C- in PHYS 144. Co-requisite: MATH 115.

### PHYS-200 Relativistic Aspects of Modern Physics

3 Credits (45:0:0 hours) Transfer

This course explains Einstein's Special Theory of Relativity with a brief introduction to General Relativity. First, the limitations of classical physics are examined. These shortcomings are then addressed by the Special Theory of Relativity. The student learns to use the theory to calculate time and length intervals in fast moving reference frames. The theory is further applied to describe the Doppler effect, the twin paradox and the conservation of relativist energy and momentum. The course concludes with a brief introduction to the General Theory of Relativity, curved spacetime and black holes.  
Prerequisites: Minimum grade of C- in one of the following: PHYS 109 or PHYS 126 or PHYS 146. Co-requisites: MATH 113 or MATH 114.

### PHYS-208 Quantum Aspects of Modern Physics

3 Credits (45:0:0 hours) Transfer

This course begins with the experimental evidence leading to the development of quantum mechanics, including the photo-electric 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 course traces the development of our understanding of the physical universe from ancient to modern times. Students examine the nature of physics, its historical development, the development of physical theories, and the nature of scientific questions and answers. The focus of the course is epistemological aspects of physics rather than on systematic formulation and problem solving.

Prerequisites: Minimum grade of C- in one of the following: PHYS 126 or PHYS 109 or PHYS 146.



**PHYS-224****Thermal Physics**

3 Credits (45:0:0 hours)

This course covers the basic thermal properties of matter such as temperature, thermal expansion, ideal gas laws, thermal energy, specific and latent heats, calorimetry, heat conduction, radiation and convection. Thermodynamics is then introduced with topics including work, heat, internal energy, thermal processes, the Carnot engine, refrigerators, heat pumps and the laws of thermodynamics. Other topics include the kinetic theory of gases, Maxwell distribution, effusion, mean free path, kinetic theory of transport processes, the laws of probability and statistical physics, entropy and the arrow of time. Applications such as diffusion, osmosis, membranes and the unwinding of DNA molecules are discussed.

Prerequisites: Minimum grade of C- in one of the following: PHYS 109, PHYS 126, PHYS 146 or ENPH 131, and a minimum grade of C- in MATH 113 or MATH 114.

**PHYS-244****Mechanics**

3 Credits (45:0:0 hours)

This course expands on first-year mechanics, examining oscillating systems, normal modes, conservative forces and energy. Lagrangian and Hamiltonian dynamics are introduced, including variational calculus, Hamilton 146s Principle, generalized coordinates, constraints, Lagrange multipliers, the Hamiltonian, conservation laws and Hamiltonian dynamics. Further topics include central forces, orbital motion and scattering.

Prerequisites: Minimum grade of C- in one of the following: PHYS 109, PHYS 126, PHYS 146 or ENPH 131 and a minimum grade of C- in MATH 120 or MATH 125. Co-requisite: Math 215.

**PHYS-261****Physics of Energy**

3 Credits (45:0:0 hours)

Transfer

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 HLSC 120, HLST 154, HLST 159, NURS 150 and PSYC 104. If PNRS 155 is preceded by NURS 151, a minimum grade of C- in NURS 151 is also required.

**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 251, NURS 252 and PNRS 254. Note: If PNRS 255 is preceded by PNRS 259, NURS 253 and NURS 255, a minimum grade of C- in PNRS 259, NURS 253 and NURS 255 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 251, NURS 252 and PNRS 254. Note: If PNRS 259 is preceded by PNRS 255, NURS 253 and NURS 255, a minimum grade of C- in PNRS 255, NURS 253 and NURS 255 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 255, 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-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-263****Contemporary Issues in Global Politics**

3 Credits (45:0:0 hours) Transfer

Global politics consists of a series of challenges since the end of the Cold War. These include globalization, the environment, the role of the United Nations and other international organizations such as the World Bank, and North-South relations. This course is intended for students who have an interest in global politics but are not specializing in the international field. Note: Students with credit in POLS 260 will not receive credit in POLS 263.

**POLS-308****Political Thought of the Enlightenment**

3 Credits (45:0:0 hours)

This course introduces students to the central works in political philosophy of the Enlightenment. In studying classic texts from the French, British and American Enlightenment, the course further aims to discern, within these texts, the intellectual sources of liberal modernity. Students study the work of some of the following: Thomas Hobbes, John Locke, Adam Smith, Jean-Jacques Rousseau, Montesquieu, Benjamin Constant, The Federalists, Thomas Jefferson and Alexis de Tocqueville.

Prerequisites: Minimum grade of C- in POLS 210.

**POLS-309****Topics in Ancient Political Philosophy**

3 Credits (45:0:0 hours)

This course carefully examines one or more of the classic texts of ancient political philosophy. The course is organized around a major concern of ancient political philosophy.

Potential topics include: the nature of political community, sources of civic virtue, rhetoric, classic natural right and the relationship of philosophy to politics. Addressing these topics entails the careful study of major texts by some of the following: Plato, Xenophon, Aristotle, Cicero, Lucretius and St. Augustine.

Prerequisites: Minimum grade of C- in POLS-210.

**POLS-310****Comparative Political Thought**

3 Credits (45:0:0 hours)

This course examines political thought outside the traditional boundaries of the Western practice of political philosophy and political theory. The course further examines the central and in some instances foundational texts from these non-Western political traditions. The texts are read with an eye to the continuing role they play within their respective political traditions and special attention to the enduring insights they possess for political life per se. Finally, these texts are read in light of the fruitful dialogue and creative tension that has arisen through their contact, both historically and in the present, with Western political thought and practice.

Prerequisites: Minimum grade of C- in POLS 210.

**POLS-312****Political Philosophy and Political Theology**

3 Credits (45:0:0 hours)

This course examines the dialogue between reason and revelation, faith and philosophy in three Abrahamic traditions. The course considers this essential tension in Western thought through careful study of classic treatments in the Jewish, Christian and Islamic traditions. To this end, students critically consider some of the following texts; Genesis, City of God (Augustine), Summa Theologica (Aquinas), the Guide for the Perplexed (Maimonides), The Decisive Treatise (Ibn Rushd), The Attainment of Happiness (Al-Farabi).

Prerequisites: Minimum grade of C- in POLS 210.

**POLS-324****Topics in Canadian Politics**

3 Credits (45:0:0 hours) Transfer

This course provides discussions and analyses of selected topics in Canadian Politics. The topics include: multiculturalism, immigration and immigrants, national unity and regionalism, parliamentary reforms, the Charter of Rights and Freedoms and judicial review, public policy, role of the public sector, powers of the local government, women in politics, and politics of environmental protection. The current state of each of the topics is examined with reference to its historical evolution. Different theoretical perspectives on each of the topics are outlined and evaluated. Relevant government policies and policy alternatives proposed by political parties and interested groups are examined, analyzed, and critically assessed.

Prerequisites: Minimum grade of C- in POLS 220.

**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) Transfer  
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)  
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)  
This is an overview of the significant post-Second World War developments in Canadian foreign policy. This course assesses Canada's foreign policy priorities, orientations, and sources. Topics addressed include the following: Canadian security, development assistance, role in international organizations, Canada and the global economy, the human security agenda, and the role of non-governmental organizations in shaping Canadian foreign policy.  
Prerequisites: Minimum grade of C- in POLS 220 or POLS 260.

**POLS-375**  
**Politics of East Asia**

3 Credits (45:0:0 hours)  
This course provides comparative studies and analyses of politics of East Asia. Focused topics include politics of China, Hong Kong, Taiwan, Japan, and Korea. Comparisons and analyses cover a variety of subjects such as political institutions and processes, ideologies, and public policies.  
Prerequisites: Minimum grade of C- in POLS 200 or consent of the department.

**POLS-376**  
**Issues in Development Studies**

3 Credits (45:0:0 hours) Transfer  
This course provides an understanding of the core theoretical and practical development-related issues confronting countries in Africa, Asia, and Latin America. It presents the contending development theories, while focusing on the significant development challenges facing the developing countries - both domestic and global.  
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)  
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 an answer to 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 Oakeshott, Michel Foucault and Leo Strauss.  
Prerequisites: Minimum grade C- in POLS 210.

**POLS-423**  
**Canadian Federalism**

3 Credits (0:0:45 hours)  
This course is devoted to the systematic study of the evolution, institutions, challenges, and theoretical underpinnings of the Canadian Federal system.  
Prerequisites: Minimum grade of C- in POLS 220.

**POLS-431**  
**Globalization and the Canadian Political Economy**

3 Credits (0:0:45 hours) Transfer  
This course provides a study of the interaction between the globalization process and the Canadian political economy. Canadian contributions to the evolution of the international policy framework on global issues such as trade and investment, Third World development, and environment are examined and evaluated. The roles of key Canadian government institutions and interest groups in the globalization process are outlined and analyzed. The domestic debates on selected current policy issues are discussed to demonstrate the impacts of globalization on Canadian politics and the variety of Canadian institutional responses to such impacts.  
Prerequisites: Minimum grade of C- in POLS 220 or POLS 260.

**POLS-461**  
**Selected Topics in International Politics**

3 Credits (0:0:45 hours)  
This course focuses on selected contemporary topics in the sub-fields of international relations. Students undertake a detailed analysis of a specific topic. The topic studied is determined by faculty expertise and changes from year to year.  
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)

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)

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

In this course, students learn the basic writing and editing skills fundamental to the public relations practitioner. Writing style and editing skills are sharpened with regular drills and assignments. Students learn to prepare and organize their writing to be more effective. Students gain proficiency in writing in the Canadian Press style to create news releases and other material that will be 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 exposes students to the subject of digital publishing and the computer hardware and software used by professionals to produce communications vehicles. Students learn page layout techniques, digital image creation and manipulation, design and typography principles. Students also learn 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. Prerequisite: 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. Prerequisite: 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 website design. Learning the principles of delivering effective presentations and using popular software for presentation visual support rounds out the digital publishing experience. Prerequisite: PREL 234.



**PREL-245  
Communications Research  
and Planning****3 Credits (45:0:0 hours)**

Understanding the role of research and how to apply it in a communications context is the focus of the first half of this course. Students 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.

Prerequisite: 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 Leadership****3 Credits (45:0:0 hours)**

In this course students concentrate on the skills a professional communicator needs to work as a project lead or production coordinator. Students learn principles of leadership and client service, and their application in the professional communication environment. Through practical experience and hands-on project work, students also consider the impact of new production and distribution technologies on the role of the professional communicator.

Prerequisites: Minimum grade of C- in PROW 100 and PROW 117 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-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 115, 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-250****Professional Prose I**

3 Credits (45:0:0 hours)

In this course, students examine the communication skills required by all professional communicators. Students learn the basic tools and formats they need to promote a product or service, solicit a positive news story, or report on a new initiative or achievement, using traditional and emerging media. They learn how to plan, execute, and evaluate various promotional and business writing tasks, with the goal of turning communication into action with clarity, creativity, and style.  
Prerequisites: Minimum grade of C- in PROW 100 and PROW 102 or consent of the program.

**PROW-252****Professional Prose II**

3 Credits (45:0:0 hours)

In this course, students build on the skills students gained in Professional Prose I, applying these tools to specific communication contexts such as government, the non-profit and charitable sectors, and the freelance market. With more specialized knowledge and strategies, students leave the course prepared to work as informed, versatile industry professionals, with the flexibility and adaptability to plan and produce strategic communication in traditional and emerging media. Students learn the skills to work either within an organization or as freelancers.  
Prerequisites: Minimum grade of C- in PROW 250, or consent of the program.

**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-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-343****Strategic Communications**

3 Credits (45:0:0 hours)

In this course, students learn about public relations as profession and debate key issues of professional practice within historical and contemporary contexts. Building on the formats and media examined in PROW 250 and 252, students apply strategic analysis and testing to scenarios in a variety of organizations. Through case studies, guest speakers, and a term project, students develop the ability to apply a strategic communications model to specific scenarios. They learn to plan and execute a strategic communications project, using traditional media and within the emerging, dynamic environment of social networks and responsive publics. Note: Not to be taken by students with credit in PROW 212 or PROW 313 Strategic Prose.

Prerequisites: Minimum grade of C- in PROW 252 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-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-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)

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-120****Cognitive Strategies and Self-Regulation**

3 Credits (45:0:0 hours) Transfer

This course is intended to provide students with cognitive and self-regulation strategies (e.g., motivation, self-efficacy, goal setting) that are critical skills for application within academic contexts. These strategies are based on principles in psychology and education, and are used to build a foundation of skills to enhance learning. Assignments and class exercises will emphasize the student's application of cognitive strategies and self-regulation in order to meet course goals. Prerequisites: Recommendation of the department and program. Co-requisite: Enrolment in a minimum of at least two other academic courses.

**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- in PSYC 104.

**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)

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)

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 reviews theoretical perspectives and empirical research methods that are related to the study of human memory. These provide the foundation for reviewing historical approaches, biological bases, multiple forms of memory (e.g., working, semantic, autobiographical), and everyday applications of memory strategies. In addition, this course also reviews the nature of forgetting, amnesia, memory disorders, as well as several applied memory issues (e.g., memory and reality, memory and the law).

Prerequisites: Minimum grade of C- in PSYC 258.

**PSYC-358****Comparative Cognition**

3 Credits (45:0:0 hours)

Transfer

Cognitive skills and processes differ across species, in ways that are functionally significant. This course explores similarities and differences in memory, decision-making, risk assessment, biological constraints on learning, and various aspects of intelligence across the animal kingdom.

Prerequisites: Minimum grade of C- in PSYC 212 and PSYC 258.

**PSYC-367****Laboratory in Human Perception**

3 Credits (30:15:0 hours)

Transfer

This course presents a practical introduction to techniques used to measure perceptual performance. Lectures cover advanced topics in sensation and perception with special emphasis on visual and auditory perception. Students also conduct experiments and complete laboratory assignments that introduce concepts of psychophysical research design and data analysis.

Prerequisites: Minimum grade C- in PSYC 212 and PSYC 267.

**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 at least two 200-level psychology courses.

**PSYC-375****Applied Neuropharmacology**

3 Credits (45:0:0 hours)

Transfer

This course focuses on the mechanisms by which clinically active drugs exert their effects. Students gain an understanding of drug action by examining neuropharmacology at molecular and cellular levels of analysis and exploring major neurotransmitter systems in the CNS (central nervous system). The effects of psychoactive drugs on major nervous system functions such as movement, sleep, and memory are reviewed. The pathogenesis and pharmacological management of major neurological and psychiatric disorders are also discussed.

Prerequisites: Minimum grade of C- in 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 233 and at least one additional 200-level psychology course.

**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-406****Advanced Topics in Experimental Psychology**3 Credits (0:0:45 hours) Transfer

This course provides an in-depth study of a specialized area or current issue in experimental psychology. The topic for the course varies year to year and is announced prior to registration. Possible topics include neuroimaging techniques, comparative models of addiction, and evolutionary influences on interpersonal attraction. Students should consult with faculty members in the Department of Psychology for details about current offerings.

Prerequisites: Minimum grade of C- in at least one 300-level course in psychology or 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)

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)

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) Transfer

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)

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-439****Field Placement in  
Clinical Psychology****3 Credits (0:0:135 hours)**

In this course, students will be assigned to a psychologist in a public, private, or non-profit program where they apply their knowledge of abnormal psychology in a supervised field placement in the community. The student is involved in a project, which significantly contributes to the organization's clinical practice (e.g., program manual, guidelines for practice) or to the organization's research endeavours (e.g., evaluation of a service within the program). Note: This course does not fulfill the 400-level credit requirement of the Psychology Major and Minor.

Prerequisites: Minimum grade of C- in PSYC 339 and PSYC 212, and consent of the department. The number of placements may be limited in any given term and therefore course enrolment will be contingent on the student's grade in these two courses and on the student's personal interests and skills. Certain placements may require other course prerequisites or co-requisites, depending on the nature of the field placement (e.g., PSYC 312, PSYC 431, PSYC 435, PSYC 438, or PSYC 456).

**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)**

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 339.

**PSYC-467****Special Topics in Perception****3 Credits (0:0:45 hours)** **Transfer**

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 212 and in PSYC 267 or PSYC 275.

**PSYC-473****Advanced Evolutionary Psychology****3 Credits (30:15:0 hours)** **Transfer**

In this course, students examine theory and evidence related to evolutionary psychology as applied to humans and other animals. In addition to analysis of journal articles and other primary sources, students replicate several studies in the laboratory in order to see first-hand some typical research methods associated with the field.

Prerequisites: Minimum grade of C- in PSYC 212 and PSYC 373.

**PSYC-475****Comparative Neuroanatomy****3 Credits (30:15:0 hours)** **Transfer**

This is an advanced course in neuroanatomical circuitry, examining CNS (central nervous system) functions at molecular, cellular, and systems levels. The anatomy and functions of various tract systems and nuclei are compared across species. Fundamental concepts of nervous system organization, such as adaptation, lateral inhibition, and columnar organization of the cortex are discussed. The course features a combination of lectures and seminars based on textbook chapters supplemented by readings of primary literature. This course includes lab work in the gross CNS anatomy of a variety of species as well as microscopic examination of the rat brain.

Prerequisites: Minimum grade of C- in PSYC 275 and a minimum grade of C- in at least two of PSYC 358, PSYC 367, PSYC 375, PSYC 377 or consent of the department.

**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)** **Transfer**

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)** **Transfer**

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)

This course provides students with an overview of the process of assessment, planning, and outcome measurement as these relate to planning and determining appropriate supports for individuals with disabilities. The necessity and appropriateness of a variety of formal and informal methods of assessment are examined in the context of the person and his or her environment.

**RPPR-103****Interpersonal Communication**

3 Credits (45:0:0 hours) Transfer

This course is designed to provide students with the opportunity to explore and practice a wide range of interpersonal communication skills. Students study the works of several major psychological theorists including Jung, Maslow, and Rogers. Building from a framework of basic communications concepts, emphasis is on developing skills of listening and support.

**RPPR-106****Person-Centred Perspectives**

3 Credits (45:0:0 hours)

This course examines approaches to practice that are valuing of individuals with disabilities. It prepares students to develop person-centred practices that focus on gifts, relationships, and community in supporting people to have meaningful lives of their choosing.

**RPPR-107****Family-Centred Practice**

4 Credits (45:30:0 hours)

This course is focused 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 as well as apply sound research practices and effective communication techniques. Using critical thinking and reflective journal writing students integrate major concepts from coursework to issues arising from field placement. Students learn the skills to develop and deliver successful presentations using multimedia modalities. Professional portfolios continue to be expanded.

Prerequisites: RPPR 108.

Co-requisite: RPPR 120. Prerequisite or

Co-requisite: RPPR 117.

**RPPR-117****Facilitating Learning and Development**

3 Credits (45:0:0 hours)

This course provides students with a foundation and working knowledge of a variety of teaching strategies as they apply to learning and skill development in individuals with disabilities across settings.

Prerequisites: RPPR 102.

**RPPR-118****Advocacy and Leadership**

3 Credits (45:0:0 hours)

This course is designed to prepare students to facilitate leadership and advocacy among people with disabilities, families, networks and allies. It also prepares students to assume roles of leadership and advocacy in their field of practice.

Prerequisites: RPPR 106.

**RPPR-119****Health Promotion and Personal Well-Being**

3 Credits (30:30:0 hours)

This course is an examination of practices for promoting healthy living and wellness. Students study wellness theory and health promoting measures that contribute to optimal quality of life in terms of social, emotional and physical health. Students learn to develop wellness plans for themselves and for individuals they support. The lab component includes but is not limited to practices in: tube feeding, lifting, carrying and transferring, wheelchair maintenance, nutrition, universal health precautions, personal care and medication administration.

**RPPR-120****Field Placement I**

3 Credits (0:0:180 hours)

This field placement is designed to provide students with the opportunity to apply and enhance their skills and knowledge in relation to person centred work, community building, interpersonal communication, family support, advocacy and leadership, health promotion and teaching through individual interactions and group activities at a field placement site. Prerequisites: RPPR 108. Co-requisite: RPPR-114. Prerequisite or Co-requisite: RPPR 117.

**RPPR-204****Seminar: Disability Issues III**

1 Credit (0:0:15 hours) Transfer

This seminar continues to be focused on providing opportunities to develop knowledge on specific disabilities as well as discuss the practical application planning processes identified in field placement.

Prerequisites: RPPR 114, RPPR 120.

Co-requisite: RPPR 215. Prerequisite or

Co-requisite: RPPR 213.

**RPPR-211****Connections and Networking**

2 Credits (30:0:0 hours)

This course is designed to prepare students to 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)

This course is designed to prepare students to develop clear person centred plans that support positive outcomes for individuals with disabilities. Students select and apply planning approaches that incorporate 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 are guided in the clear and thoughtful use of current best practices when providing supports to individuals with disabilities and their families. Students critically analyze 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)

This field placement is designed to provide students with the opportunity to apply and enhance their skills and knowledge in relation to planning, community systems and evidence-based practice at a field placement site.

Prerequisites: RPPR 114, RPPR 120.

Co-requisite: RPPR 204. Prerequisite or

Co-requisite: RPPR 213.

**RPPR-220****Organizational Leadership and Change**

3 Credits (45:0:0 hours) Transfer

This course is an examination of 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)

This course is designed to introduce students to the process of supervision, both from the perspective of being supervised as well as being the supervisor. Students are encouraged to examine the expectations of supervision as well as the theories influencing supervising.

Prerequisites: RPPR 204 and RPPR 215.

**RPPR-222****Connections: Technology, Adaptation and Accommodation**

3 Credits (30:30:0 hours)

This course is structured to require students to demonstrate a decision-making process relative to assessing individuals and environments. Students are challenged to develop strategies to create adaptations and accommodations that allow individuals to take advantage of all opportunities in the community.

Prerequisites: RPPR 102, RPPR 117, RPPR 211.

**RPPR-224****Seminar: Disability Issues IV**

1 Credit (0:0:15 hours)

This seminar continues to be structured to provide opportunities to obtain knowledge on specific disabilities and discuss practical application of coursework in supervision, organizational leadership, technology, adaptation and accommodation. Students examine and develop their professional role and prepare for the career search process.

Students complete their professional portfolio.

Prerequisites: RPPR 204, RPPR 215.

Co-requisite: RPPR 230. Prerequisite or

Co-requisite: RPPR 220, RPPR 221.

**RPPR-230****Field Placement III**

3 Credits (0:0:180 hours)

This field placement is structured to provide students with the opportunity to apply and enhance their skills and knowledge in relation to organizational leadership, supervision, technology, adaptation, accommodation and self-evaluation in a field placement site.

Prerequisites: RPPR 204, RPPR 215.

Co-requisite: RPPR 224. Prerequisite or

Co-requisite: RPPR 220, RPPR 221.

**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.

**SCMT-205****Introduction to e-Business**

3 Credits (45:0:0 hours)

This course provides students with both the management and technical skills to design and implement an e-Business platform. Students focus on management issues surrounding web deployment and the fit between internet technology and corporate strategy. Topics include: hardware and software infrastructure, data storage and retrieval, design and maintenance of the corporate web, marketing, branding, revenue models and risk management. Credit can only be obtained in only one of ASCM 205 or SCMT 205.

Prerequisites: BUSN-201 and MARK-301.

**SCMT-305****Transportation Management**

3 Credits (45:0:0 hours)

This course introduces students to transportation modes (road, rail, water, air, pipeline and inter-modal transportation), their place in the economy, and the regulatory environment in which they operate.

Students also study more advanced aspects of transportation operations, from both the carrier's and the shipper's point of view. Topics include some elements of transportation economics, cost/service characteristics of the transportation modes, selection of carriers and routes, terminal services, freight consolidations, shipping schedules and information/documentation flows. The focus is on the transportation contract and carrier-shipper relationships. Note: Credit can be obtained in only one of ASCM 305 or SCMT 305.

Prerequisites: ECON 102.

**SCMT-307****Principles of Quality Management**

3 Credits (45:0:0 hours)

In this course, students develop and present the business case for implementation of a quality system. Focusing on the supply chain, students research and formulate strategies to implement and manage a quality system by integrating prerequisite theories of organizational design, teamwork, empowerment, motivation and leadership into the quality system. Topics include: approaches to quality, quality tools, cost of quality and organizational support for quality. Credit can be obtained in only one of ASCM 307 or SCMT 307.

Prerequisites: MARK 301, MGTS 103 and ORGA 201.

**SCMT-320****Production Planning and Scheduling**

3 Credits (45:0:0 hours)

In this course, students explore specific techniques for production planning and scheduling. Students evaluate production operations like make-to-stock and make-to-order environments. Students also examine various models in scheduling, planning, and distribution, while using spreadsheet applications and planning software. Credit can be obtained in only one of ASCM 302 or SCMT 320.

Prerequisites: MGTS-352 and MSYS-200.

**SCMT-322****Business Logistics Mgmt**

3 Credits (45:0:0 hours)

This course introduces students to logistics strategy and the analysis of logistics systems with a focus on the distribution of products from production to customers. Topics include customer service levels and order processing, distribution channel and network planning, warehousing and materials handling systems, inventory policies and systems, transportation and delivery routing and scheduling, and logistics strategies and performance measurements.

Prerequisites: MGTS 352.

**SCMT-324****Purchasing and Supply Management**

3 Credits (45:0:0 hours)

In this course, students build on basic business knowledge to focus on key concepts of corporate purchasing and supply management. The course begins by placing the purchasing function within the context of an organization's operations and within the operations of the supply chain and moves to the strategic view of the subject including the identification of issues in creating contractual relationships with suppliers. Credit can be obtained in only one of ASCM 203 or SCMT 324.

Prerequisites: BUSN-201.

**SCMT-403****Supply Chain Planning and Coordination**

3 Credits (45:0:0 hours)

Supply Chain Planning and Coordination is the capstone course in which students integrate the practice and theory of advanced topics in supply chain management. Students analyze comprehensive case studies and develop and communicate solutions spanning multiple disciplines including procurement, logistics, production, information systems and performance measurement. Topics include: selection of an efficient supply chain aligned to marketing strategy, logistics network planning, product availability and advanced inventory management, managing variation along the supply chain, postponement and tailored sourcing, modeling supply chain contracts, joint demand and supply management, supply chain coordination and advanced planning systems. Credit can be obtained in only one of ASCM 403 or SCMT 403.

Prerequisites: SCMT 320 and COOP 495.

**SCMT-404****e-Business Execution**

3 Credits (45:0:0 hours)

This course examines the use of technology and information in supporting supply chain relationships. Through academic research and case study analysis, students integrate current best practices with emerging technology to meet the challenge of providing the supply chain with information. A student may receive credit for only one of ASCM 404 and SCMT 404.

Prerequisites: MSYS 200 and SCMT 205.

**SCMT-407****Global Sourcing and Logistics**

3 Credits (45:0:0 hours)

In this course, students expand and apply their knowledge of purchasing and transportation/logistics in an international setting. The course covers strategic and operational logistics decisions around international sourcing. Topics include: planning of international sourcing, international transportation and logistics; trading terms and payment mechanisms; and tariff treatments and import documentation.

Note: Credit can be obtained in only one of ASCM 407 or SCMT 407.

Prerequisites: SCMT 324, SCMT 305.

**SCMT-408****Business Negotiations and Supplier Management**

3 Credits (45:0:0 hours)

In this advanced course, students are able to utilize their knowledge and skills in business negotiations and supplier management to plan and execute negotiations in order to facilitate the development of strategic alliances and partnerships within the supply chain.

Topics include: business negotiation, strategic sourcing and alliances, process development and maintenance, and competitive bidding.

Note: Credit can be obtained in only one of ASCM 408 or SCMT 408.

Prerequisites: SCMT 324, LEGL 210, ORGA 201.

**SCMT-425****Supply Chain Process Management**

3 Credits (45:0:0 hours)

In this advanced course, students develop the knowledge and tools for design, improvement and integration of business processes within an organization and between supply chain partners. Through the use of a supply chain operation reference model and supply chain mapping and simulation tools, students are able to analyze and integrate collaborative supply chain processes based on best practices. Topics include: supply chain improvement projects, business process re-engineering and integration, lean operations and process flow management, six-sigma quality programs, flow variability and process capability, supply chain performance measurements, and benchmarking supply chain processes against world class companies.

Prerequisites: SCMT 320, SCMT 324, SCMT 322, SCMT 307.

**SCMT-498****Independent Studies in Supply Chain Management**

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 undertakes advanced scholarly work related to the field of supply chain management. The faculty member guides the student in designing and undertaking this work, using appropriate assumptions and methods to arrive at warranted conclusions and outcomes that will advance supply chain management knowledge or practice or create meaningful results.

Prerequisites: Consent of the course instructor and the chair.

**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) Transfer

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 Canadian society, within a historical and cross-culture context. The course examines gender in three parts: explanations offered for differences between males and females, lifelong socialization into male and female gender roles, and the consequences that ensue from that learning.

Prerequisites: Minimum grade of C- in at least one 200-level Sociology course.



**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-20th 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-421****Sociology of Punishment**

3 Credits (0:0:45 hours)

This course is an examination and explanation of the historical and contemporary social underpinnings of punishment and the criminal justice system. Topics may include: the social and historical context of punishment; the rationales, principles and goals of sentencing; and current trends in Canadian corrections.

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 at least one 300-level Sociology course and a minimum grade of C- in SOCI-224 or consent of the department.

**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)

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 at least one 300-level sociology course and a minimum grade of C- in SOCI 271 or PSYC 241 or consent of the department.

**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 at least one 300-level sociology course and a minimum grade of C- in SOCI 101 or consent of the department.

**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 at least one 300-level sociology course and a minimum grade of C- in SOCI 271 or consent of the department.

**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 at least one 300-level sociology course and a minimum grade of C- in SOCI 377 or consent of the department.

**SOCI-490****Honours Thesis**6 Credits (0:0:90 hours) **Transfer**

Under the direction of a faculty member, students conduct an empirical or theoretical 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 Sociology program.

Prerequisites: Registration in the 4th year of the Honours Sociology program and consent of the department.

**SOCI-498****Individual Study**3 Credits (0:0:45 hours) **Transfer**

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: Minimum grade of C- in

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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in Spanish 30, Spanish 35 or equivalent cannot receive credit for this course. Credit can only be obtained in one of SPAN 101 or SPAN 111.

**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: Students with native or near-native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Students with credit in Spanish 30, Spanish 35 or equivalent cannot receive credit for this course. Credit can only be obtained in one of SPAN 102 or SPAN 112. 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: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Credit can only be obtained in one of SPAN 200 or SPAN 211.

Prerequisites: Minimum grade of C- in SPAN 112 or successful completion of Spanish 30, 35, or equivalent course.

**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: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to registration. Students with a proficiency level beyond this course may be directed to a higher-level course. Credit cannot be obtained in both SPAN 200 and SPAN 211. Prerequisites: Minimum grade of C- in SPAN 211.

**SPAN-216****Contemporary Hispanic Cultures and Oral Practice**

3 Credits (75:0:0 hours)

Span 216 aims to improve the student's production and comprehension of spoken and written Spanish. Conducted in Spanish, this course explores current cultural and social issues in the Hispanic world as seen through various media sources and selected readings. It familiarizes the student with the geography, history and artistic achievements of Spain and Latin America. This course requires oral and written presentations and places emphasis on oral work. Note: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to enrolling in this course. Students with a proficiency level beyond this course may be directed to a higher-level course.

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)

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: Students with native proficiency cannot take this course. Heritage speakers must consult the department prior to enrolling in 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)

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)

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) Transfer

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 20th 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

This course introduces the basic probability models and axioms. The concept of discrete and continuous distributions and their features are presented and different distributions, such as uniform, binomial, geometric, Poisson, exponential, and normal are discussed. Markov chains and their applications are addressed in this course. The theory is illustrated through various applications with emphasis on the analysis of computer systems. Simulation techniques are discussed and applied in the lab component of the course. Note: This course is intended for students in the Computing Science Program. Other students may be admitted by consent of the department. Credit can only be obtained in one of STAT 221 or STAT 265.

Prerequisites: Minimum grade of C- in MATH 115. Co-requisites: MATH 120 or MATH 125.

**STAT-222****Applied Statistics**3 Credits (45:24:0 hours) Transfer

This course examines the basic tools in applied statistics relevant to computing scientists. Students study sampling distributions, learn how to obtain estimates and confidence intervals, and how to conduct hypothesis tests. Stochastic processes including the Poisson process and simple queues are introduced. Note: This course is intended for students in the Computing Science Program. Other students having the prerequisites and the necessary proficiency in mathematics may be admitted by consent of the department. 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.

**STSS-0007****Strategies for Student Success**

1 Credit (0:0:7.5 hours)

This course is designed to provide students in the BA/BEd and General Studies programs an opportunity for general academic development and planning. This course covers topics such as effective studying, essay writing, time management, academic/career planning, stress management, LRC orientation and campus resources. Restricted to Arts, Education and General Studies students.

**TAST-100****Role and Responsibilities of the Educational Assistant**2 Credits (30:0:0 hours) Transfer

Focusing on the knowledge, skills, and attitudes needed by paraprofessionals in the classroom to support both teachers and pupils, students in this course explore their role as educational assistants in detail. Starting with their own educational beliefs, students analyse provincial and school board philosophies, practices, guidelines, and professional ethics. Reviewing components of IPPs, students learn how to document pupils' progress in cooperation with other members of the educational team, and explore how to adapt curriculum material and learning activities.

**TAST-101****Child and Adolescent Development**3 Credits (45:0:0 hours) Transfer

This course provides a survey of the major theories of human development, principles, research findings, and concepts relating to child and adolescent development from a cognitive, social/emotional, and physical perspective. Course material explores several aspects influencing individual development from preschool to adolescence with a focus on application of this content to the educational setting.

**TAST-102****Effectively Managing Student Behaviour in Educational Settings**3 Credits (45:0:0 hours) Transfer

In this course, students explore the classroom as a dynamic learning environment in which the educational assistant is an essential team member. Students develop their own philosophy of discipline for pupils experiencing behavioural difficulties, and establish strategies to support classroom management and to supervise pupils. While examining problem-solving approaches to classroom management, students observe and document pupil behaviours.

**TAST-103****Language Learning and Math Across the Curriculum**3 Credits (45:0:0 hours) Transfer

In this course, students examine the theory and practice of literacy within the Alberta Language Arts and Mathematics curricula. Students learn to support the implementation of these programs by adapting materials to meet the learning styles and needs of pupils. Learning a variety of practical strategies, students are able to transfer real skills to the classroom, including paired reading, spelling systems, and math manipulatives.

**TAST-105****Effective Interpersonal Communication**2 Credits (30:0:0 hours) Transfer

In this course, students learn the basic concepts underlying interpersonal communication as they apply to working with adults and children. The course focus is on defining human behaviour as it applies to living and working with others. Through mediated learning activities, students are encouraged to examine their personal strengths and develop the necessary skills to function productively in a variety of contexts. A strong emphasis is placed on experiential learning and self-growth activities. Effective communication strategies are addressed throughout the course.



**TAST-107****Working With Students With Exceptionalities - Level I**

3 Credits (45:0:0 hours)

This course examines the philosophy and educational concepts associated with educating students with special needs in Alberta. In addition, the course examines theoretical information related to attention deficit disorder (ADD/ADHD), non-verbal learning disorder, Down Syndrome, Fragile X Syndrome, cerebral palsy, epilepsy, and Fetal Alcohol Spectrum Disorder. The role special needs educational assistants have in implementing the objectives identified in student's individual program plans is also examined. Students explore in-depth program modification strategies, documentation strategies and the effects of specific medications.

**TAST-108****Technology Applications in Education**3 Credits (45:0:0 hours) Transfer

Technology Applications in Education is a "hands-on" educational computer course designed to help learners acquire basic skills and knowledge about computers, computer peripherals and computer software. Computer and word processing skills related to educational settings are used extensively. The Internet and electronic mail are also introduced.

**TAST-109****Practicum I**1 Credit (0:0:60 hours) Transfer

The practicum is designed to provide the student with the opportunity to practice in the field through demonstration, appropriate skills and attitudes based on the values, skills and knowledge taught within the program courses. Prerequisites: TAST 101, TAST 103 and TAST 107. 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) Transfer

Computers in Education and Assistive Technology builds on and extends the skills and knowledge gained in Technology Applications in Education. Students learn to integrate the use of computers into the classroom curriculum and evaluate curriculum-based software. The use and application of databases, graphics and the Internet are also examined. Students learn how assistive hardware and software enables the child with exceptionalities to use computer technology. Prerequisites: TAST 108.

**TAST-119****Practicum II**2 Credits (0:0:120 hours) Transfer

The practicum is designed to provide students practice in the field through demonstration of appropriate skills and attitudes based on the values, skills and knowledge taught within the program courses. This second practicum fosters the full range of responsibilities associated with the complex role of the educational assistant within a supervised educational setting. Prerequisites: Successful completion of all program courses. 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)

In this course, 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 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)

This course has two components, the Vocal Lesson and the Vocal Lab. In the Vocal Lesson, posture, breath management, tone quality, diction, interpretation and musicianship are stressed in weekly private lessons. In 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 are the bases of this weekly workshop.

**THAR-103****Introduction to Theatre**3 Credits (45:0:0 hours) Transfer

In this introductory course, students explore the origins and development of theatre art and aesthetics. With a focus on selected periods and plays from Western theatre history, students examine the conventions of theatre, theatre spaces, aspects of the mise en scene, 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. Through the rehearsal and workshop performance of a single complete music theatre work, students acquire performance skills within a music theatre setting.



**THAR-110****Dance Skills I**

3 Credits (0:112:0 hours)

In this course, students are introduced to the fundamentals of dance technique and movement for actors. Dance technique classes, primarily in ballet, jazz and tap, 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 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)

This course builds foundational skill in proper vocal production for the stage. Through vocal and physical exercises, students learn techniques and strategies for successful rehearsal and performance.

**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. Students identify and apply the basic rudiments of music theory to the analysis of 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 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 Music Theory for Music Theatre I. 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 120 and THAR 130.

Co-requisite: THAR 121.

**THAR-151****Acting Skills II**

3 Credits (0:90:0 hours)

In this course, students continue to develop skills in concentration and imagination, in addition to the concept of effective theatricality. Exercises in creating a character culminate with the performance of a play from the realistic period, most likely a piece by Chekhov or one of his contemporaries, such that students begin to explore the exercises and terminology developed by Stanislavski to describe the actor's progress. The focus shifts at the end of the term from process to product with the development and performance of the Vocal Masque, a short, one-person spectacle integrating the lessons learned in the first two terms.

Prerequisites: Minimum grade of C- in THAR 101.

**THAR-152****Vocal Music II**

1 Credit (0:12:7.5 hours)

This course has two components, the Vocal Lesson and the Vocal Lab. In the Vocal Lesson, posture, breath management, tone quality, diction, interpretation, and musicianship are stressed in weekly private lessons. Building upon the fundamentals introduced in Vocal Music I, the Vocal Lab continues to develop skills in the analysis and preparation of songs from music theatre.

Prerequisites: Minimum grade of C- in THAR 102.

**THAR-153****Play Analysis**

3 Credits (45:0:0 hours)

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 103.

**THAR-160****Dance Skills II**

3 Credits (0:112:0 hours)

This course is a continuation of the dance technique and movement classes from THAR 110. Dance technique classes, primarily in ballet, jazz and tap, are a continuation of regular weekly studio classes exploring the various styles of dance demanded of the music theatre performer. Students begin the process of integrating technique into choreography. Movement classes 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 110.

**THAR-201****Acting Skills III**

3 Credits (0:90:0 hours)

In this course, students add to the acting skills developed in Acting Skills I and II through further monologue work and scene study. In addition, students participate in mask work and commedia dell'arte study in a comedy workshop. Students are introduced to classic text with exploration of the structure of verse its sentences and various rhetorical devices.

Prerequisites: Minimum grade of C- in THAR 151.

**THAR-202****Vocal Music III**

1 Credit (0:30:9 hours)

This course has two components, the Vocal Lesson and the Vocal Lab. In the Vocal Lesson, study of the fundamentals of singing continues. In 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 152.

**THAR-206****Performance I**

2 Credits (0:0:112 hours)

Students audition for plays and musicals that comprise the Theatre Arts performance season. Once selected for a role in a production, students participate in the rehearsal and performance of a play or musical.

Prerequisites: Minimum grade of C- in THAR 109.

**THAR-215****Voice and Diction I****1 Credit (0:20:7.5 hours)**

In this course, students build upon the foundations of vocal production established in THAR 115 with study of the mechanics of the speaking voice: breath control, phonation, resonance and articulation, drill and practice in the pronunciation of the spoken word. Students are able to apply this knowledge to the preparation and performance of text in all rehearsal and performance contexts.

Prerequisites: Minimum grade of C- in THAR 115.

**THAR-216****Voice and Diction II****1 Credit (0:20:7.5 hours)**

This course builds upon the foundational and developmental work of THAR 115 and THAR 215, with emphasis on clarity and colour in the voice, plus exercises in prepared and cold reading. Students apply voice production skills to rehearsals for public performances as well as to the preparation of auditions.

Prerequisites: Minimum grade of C- in THAR 215.

**THAR-250****Dance Skills III****4 Credits (0:135:0 hours)**

This course consists of dance technique and movement classes. Technique classes, primarily in jazz and tap, are a continuation of 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. Regular weekly classes in movement also continue, with emphasis on the development of greater anatomical awareness, spatial awareness and movement potential.

Prerequisites: Minimum grade of C- in THAR 160.

**THAR-251****Acting Skills IV****3 Credits (0:90:0 hours)**

In this course, students further develop their acting skills through scene study workshops, the study of classic text and exercises in stage combat. The course culminates with workshops and private coachings that prepare students for auditions.

Prerequisites: Minimum grade of C- in THAR 201.

**THAR-252****Vocal Music IV****1 Credit (0:30:9 hours)**

In weekly vocal lessons the study of the fundamentals of singing continues. In vocal repertoire classes 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 202.

**THAR-256****Performance II****2 Credits (0:0:112.5 hours)**

Students participate in both class and public performances. Having discovered and developed the natural equipment at their disposal in Performance I, students acquire confidence by applying it to the interpretation of plays and musicals for a public audience.

Prerequisites: Minimum grade of C- in THAR 206;

**THAR-260****Dance Skills IV****4 Credits (0:135:0 hours)**

This course consists of dance technique and movement classes. Technique classes (primarily in jazz and tap) explore the various styles of dance demanded of the music theatre performer, with an emphasis on the preparation of material for performance and audition. Movement classes continue in the development of greater anatomical awareness, spatial awareness and movement potential, with the addition of work on movement in context.

Prerequisites: Minimum grade of C- in 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, language and literacy development are identified.

**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 interventions and effects of common human disorders experienced by clients undergoing occupational and physical therapy treatment. Typical rehabilitation goals and interventions are outlined.

Prerequisites or Co-requisites: HLSC 104 and HLSC 105.

**THAS-115****Human 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, 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)

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, 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 C- in TAST 102, 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 220, THAS 221, THAS 222 and THAS 223.

**THAS-211****Field Placement II**

4 Credits (0:0:205 hours)

This course is a field placement under the supervision of a Physical Therapist and/or Occupational Therapist. The student develops a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar.

Prerequisites: Minimum grade of C- in THAS 220, THAS 221, THAS 222 and THAS 223.

**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 develops a working knowledge of therapeutic processes as taught in the academic program. Students are required to practice in a self-reflective manner and by utilizing a web-based communication tool, participate in an on-line seminar.

Prerequisites: Minimum grade of C- in THAS 220, THAS 221, THAS 222 and THAS 223.

**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, 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: Minimum grade of C- in 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 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 TAST 102, THAS 213, and THAS 214.

**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, under the direction of an Occupational Therapist, 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 under the direction of an Occupational Therapist, 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 18th century including such aspects as social movements, theatrical practices, and the evolution of types of decor and costuming as deemed relevant. The influence of these historical trends on today's theatre is also examined. Reading of several plays of various periods is required. Lectures also outline techniques and sources for researching all aspects (from planning through construction to the final finishing details) of theatre production. Students continue to survey different information systems (e.g. libraries and other organizations, catalogues, special collections and services, Internet resources, and microforms). 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 are introduced. Prerequisites: TPPR 111.

**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 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, identification of common audio components, preparation of sound effects and the basics of live sound reinforcement. The course emphasizes critical listening, problem solving and professional practice.

Prerequisites: TPPR 111.

**TPPR-111  
Footings****5 Credits (30:90:0 hours)**

This course provides the student with the absolute minimum knowledge and skill necessary to function safely and effectively in the shop and backstage during the mounting of a production. Show, tell, and do is our guideline and students should expect to observe, then practice all content offered in this course. There is material from all subject areas: audio, carpentry, painting, management, lights, props, etc. The student must successfully complete this course before participating in practicum, or any shop (safety related) activities.

**TPPR-201  
Modern Theatre Practices****2 Credits (30:0:0 hours)**

Modern Theatre Practices is a study of 19th and 20th century theatrical production. Students study plays of different contemporary theatrical movements in order to consider the varieties of technical developments affecting production. The course 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 major stage illusions relying on mechanical means.

Prerequisites: TPPR 101.

**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)**

In this course, students build on skills introduced in Set Painting I. Students explore in depth the techniques of faux finishing and surface treatments commonly used in the theatre. In addition, other techniques such as graining, dying and physical surface texturing are examined through a series of workshops.

Prerequisites: TPPR 106.

**TPPR-208  
Individual Studies I****1 Credit (0:0:15 hours)**

This course provides the student an opportunity to study a specific area of study professionally related to theatre production. Topics may be chosen from lighting, stage management, rigging, costume, set design, set painting, theatre history, play analysis, or another mutually-agreed upon professionally related area. A contract between the student and a faculty advisor outlines the learning outcomes, timelines, process and criteria for evaluation. Chair approval is required for registration.

Prerequisites: TPPR 101 or consent of the program.

**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 (0:0:30 hours)**

This course provides the student an opportunity for in-depth study of a specific area of study professionally related to theatre production. Topics may be chosen from lighting, stage management, rigging, costume, set design, set painting, theatre history, play analysis, or another mutually-agreed upon professionally related area. A contract between the student and a faculty advisor outlines the learning outcomes, timelines, process and criteria for evaluation. Chair approval is required for registration.

Prerequisites: TPPR 101 or consent of the program.

**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 (0:0:45 hours)**

This course provides the student an opportunity to study a specific area of study professionally related to theatre production. Topics may be chosen from lighting, stage management, rigging, costume, set design, set painting, theatre history, play analysis, or another mutually-agreed upon professionally related area. A contract between the student and a faculty advisor outlines the learning outcomes, timelines, process and criteria for evaluation. Chair approval is required for registration.

Prerequisites: TPPR 101 or consent of the program.

**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 (GDS), the Internet, and third party software systems.

Prerequisites: OADM 101, 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 (GDS), the Internet, and third party software programs to research prices, routings, and immigration regulations for international travel.

Prerequisites: TRVL 120, TRVL 125, TRVL 126.

**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.

Prerequisites: ENGL 211.

**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 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 120.

**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 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 (GDS), 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 Passenger Name Records (PNRs). This final industry computer course ensures that current computer and software enhancements are covered.

Prerequisites: TRVL 230, TRVL 232, TRVL 233, TRVL 236.

**TRVL-243****Suppliers**

3 Credits (45:0:0 hours)

This course provides 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 travellers' needs with the appropriate product.

Prerequisites: TRVL 230, TRVL 232, TRVL 233, TRVL 236.

**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.

**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 125, TRVL 236.

**VCDE-231****Introduction to Visual Presentation**

3 Credits (15:45:0 hours)

In this course, students examine the cultural context of visual presentation and the technical aspects of presentation design. The history of visual presentation and the development of the craft are surveyed. Students practice the techniques of presentation design as they create original visual presentations.

Prerequisites: VCOM 220, VCOM 221, VCOM 222 and VCOM 223.

**VCDE-233****Typography II**

3 Credits (15:45:0 hours)

Students practice sophisticated approaches to communication with typography: form and hierarchies. Using various single page and multiple page document formats, students explore typography as an expressive form.

Prerequisites: VCOM 223.

**VCDE-331****Interface Design**

3 Credits (45:0:0 hours)

This course introduces the conceptual and technical approaches to interactive design. As students study the fundamentals of designing user-centered interfaces, they consider composition, effective navigation and information architecture. Students explore the interactive environment, online publishing and methods of production.

Prerequisites: VCOM 221, VCOM 223 and VCOM 224.

**VCDE-333****Corporate Identity and Promotional Design**

3 Credits (15:45:0 hours)

Students explore the complex nature of the visual identity and corporate brand. Creativity, organizational culture, style, message and values to be expressed through a brand are examined along with the technical demands of designing original and unique corporate identity. Students study the historic context of identity marks, logos and collateral promotional material. Assignments highlight the challenges in successful application of identity and explore how image and values are communicated through brand.

Prerequisites: VCDI 223, VCOM 220, VCOM 221, VCOM 223, VCOM 224.

**VCDE-341****Interface Design II**

3 Credits (30:30:0 hours)

Students build upon skills and techniques introduced in Interface Design. Students focus on complex user environments and sophisticated approaches to usability, usability assessment and information architecture as related to creative decisions.

Prerequisites: VCDE 331.

**VCDE-343****Exhibit Design**

3 Credits (15:45:0 hours)

Students conceptualize, plan and design exhibits. While applying the elements of exhibit design, students interpret the purpose, goal and theme of an exhibit and study the key features of an exhibit such as accessibility. In addition, this course surveys the array of services, venues and projects in which exhibit design is integral.

Prerequisites: VCDE 231, VCDR 232, VCDI 221 and VCDI 222.

**VCDE-344****Concept and Fabrication Workshop**

3 Credits (15:45:0 hours)

This course develops the student's capacity for spatial design and problem-solving. Projects focus on the conceptualization of built-exhibition, built-display environments and the fabrication and use of props and fixtures. Safe work procedures are emphasized.

Prerequisites: VCPR 211, VCOM 222 and VCDE 231.

**VCDE-351****On Site Marketing and Point of Purchase**

3 Credits (30:15:0 hours)

Students learn how to design and develop specifications for an appealing and functional promotional or retail exhibit or display. Through retail case studies, students analyze the complexity and range of design considerations from traffic patterns to product placement. In particular, students are encouraged to consider space optimization, consumer appeal and aesthetic.

Prerequisites: VCOM 221, VCOM 222, VCOM 223 and VCOM 224.

**VCDE-352****Publication Design**

3 Credits (15:45:0 hours)

Students explore design elements and principles at work in a variety of publication formats. While interpreting audience and communication requirements, students focus on the application of effective design structures that balance the form and function of a publication.

Prerequisites: VCPR 210, VCDI 223 and VCDE 233.

**VCDE-380****Typography and Motion**

3 Credits (30:30:0 hours)

Students learn how to add movement to design elements and so influence the viewer's perception of time and space. Applying the elements and principles of typographic design to kinetic typography, students enhance a message as they improve visual acuity and sensitivity to the communicative values inherent in the moving image.

Prerequisites: VCOM 221, VCOM 223 and VCOM 224.

**VCDE-382****Advertising Design**

3 Credits (15:45:0 hours)

Key principles of targeting a market or consumer segment are introduced as students explore design and advertising. Relating to large group audiences as a market is a central issue in this course. The advertising message, formats for common ad copy and production methods are considered as students develop several promotional and advertising designs.

Prerequisites: VCOM 224, VCOM 223 and VCPR 210 or VCPR 211.

**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 facilitate communication through visuals. Students examine the processes involved in the organization, synthesis and visual presentation of complex information with the goal of making it accessible to an audience. The design of symbols, forms, infographics and wayfinding systems are explored throughout this course with a special emphasis on typography, hierarchies of information, legibility and readability.

Prerequisites: VCOM 224 or VCMI 224 and VCOM 223 or VCMI 223 and VCOM 221 or VCMI 221.

**VCDF-100****Drawing Foundations I**

3 Credits (15:60:0 hours)

Students learn basic principles that apply to the analysis and representation of observed objects through the use of line and perspective. Successive exercises that involve increasingly complex observational problems are intended to develop a sensitivity to visual form and an understanding of structure, surface, volume and space.

**VCDF-101****Drawing Foundations II**

3 Credits (15:60:0 hours)

Building on an understanding of line and perspective, students continue their exploration of observed drawing and techniques. The construction of drawn form takes place through a combination of expressive mark-making and more immediate responses to observed subjects. Course content is covered through successive drawing exercises and critiques.

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 students to computer aided design and drafting. Two-dimensional computer-aided drafting techniques are used to create floor plans, furnishing and fixture plans and elevations. The techniques of digital modeling and animation are practiced by drawing, 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 the starting point for the skill and knowledge needed to design 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 projects provide the groundwork for the challenges of creating a convincing digital model.

Prerequisites: VCOM 220, VCOM 221, VCOM 222, VCOM 223 and VCOM 224.

**VCDI-223****Design and Pre-press Production**

3 Credits (15:45:0 hours)

This course develops a designer's technical ability to realize a creative print design concept. Students explore the functions of and relationships between digital production applications used in the pre-press stage of modern printing processes. Students make decisions related to workflow and production issues while assembling and assessing press-ready files.

Prerequisites: VCOM 224.

**VCDI-240****Digital Imaging**

3 Credits (45:0:0 hours)

This course introduces students to the software tools of digital image construction and manipulation. Students test the formal and conceptual potential of the tools and practice the construction and manipulation of images.

Prerequisites: VCPH 210, VCPH 212 and VCOM 224.

**VCDI-331****3D Visualization II**

3 Credits (30:30:0 hours)

In this hands-on course, students practice advanced techniques of 3D drafting with computer-aided drafting technology. Complex object geometry, floor plans, modeling techniques, lighting, texture and animation techniques are explored in detail.

Prerequisites: VCDI 221.

**VCDI-344****Digital Presentation Workshop**

3 Credits (15:45:0 hours)

Students work from a design brief to develop and present a design concept to the "client." Students determine the communications goals to be achieved, analyze the audience and determine techniques and design processes for the project. The creative concept is presented to a "client" at stages in the creative design process. Throughout the process, students are encouraged to critically evaluate their work.

Prerequisites: VCOM 223 and VCOM 224.

**VCDM-220****Drawing for Digital Media**

3 Credits (15:45:0 hours)

Students advance drawing skills by exploring the expressive potential of drawing software and its application in digital media. Students digitally render subject matter from observation and from memory and use drawing as a tool to generate ideas.

**VCDM-233****Typography for Digital Media**

3 Credits (30:30:0 hours)

In this course students apply the foundations of typography in a digital environment. Through a series of exercises and increasingly complex assignments, students learn how typeface and the creative treatment of type will communicate an idea, an identity or a message.

Prerequisites: VCOM 223 and VCOM 224.

**VCDR-230****Figure Drawing**

3 Credits (15:45:0 hours)

Students learn how to closely observe and draw the human figure. In studio, living models are the subject; students are guided through intensive exercises to accurately observe anatomy, proportion, weight and balance. Through the use of various drawing media, mark-making and techniques, students explore the representation of varying body forms.

Prerequisites: VCOM 220.

**VCDR-232****Drafting and Model Building Techniques**

2 Credits (15:30:0 hours)

Students study drafting as the designer's tool to translate ideas and creative concepts into visual form for presentation. Students develop the technical ability to draft working drawings and construct models using a variety of materials and techniques.

Prerequisites: VCOM 222.

**VCDR-343****Illustration Techniques**

3 Credits (15:45:0 hours)

Students experiment with a wide range of media and stylistic technique. As students focus on developing illustration concept they improve technically and build an expressive illustration vocabulary.

Prerequisites: VCDR 230.

**VCDR-344****Interpretive Drawing**

3 Credits (15:45:0 hours)

Aiming for advanced technique and sophistication in form and style, students explore relationships between subject matter and interpretive illustration. Complex concepts are planned and executed with particular attention to message and communicative values in the illustration. Students create several original compositions as they explore exaggeration, distortion of perspective, stylization and mark-making.

Prerequisites: VCDR 230.

**VCDR-353****Interpretive Illustration**

3 Credits (15:45:0 hours)

Students explore the communication possibilities of illustration. Given several conceptual frameworks to guide their approach to the selection of subject matter, technique, drawing, and colour composition, students produce several original illustrations. The goals are mature design ideas and sophisticated technique.

Prerequisites: VCDR 343 and VCDR 344.

**VCDR-380****Concept Rendering**

3 Credits (15:45:0 hours)

A crucial part of the design process is the presentation of a designer's ideas. Creative ideas evolve with discussion and contributions from the client and other designers. The focus of this course is to render a concept through shape and form so that a creative idea can be shared with others.

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, interpret and convey messages using digital techniques as the primary illustration medium. Projects focus on the creation of original vector and raster-based illustrations. Through the planning of illustrative projects, students make deliberate decisions on software applications, stylization and technical approaches to subject matter and message.

Prerequisites: VCOM 220, VCOM 221, and VCOM 224.

**VCFMI-210****Production Planning**

3 Credits (45:0:0 hours)

This course introduces students to the language, methods and planning approaches to video production. Through discussion and deconstruction of production scenarios, students develop an awareness of the roles, responsibilities and stages required to mount an effective video production. From establishing audience, to script analysis, to basic project management, students analyze productions of varying scales and complexity in an effort to develop sound approaches to their own works.

**VCFMI-213****Production**

3 Credits (15:60:0 hours)

Students participate as a team member in several productions and take on a variety of video production crew-member roles. Role responsibility, team work and industry standard performance are emphasized. Students gain experience by working on several productions directed by a faculty member and senior students. Topics include production planning, roles and responsibilities, set etiquette and production process.

Prerequisites: VCFMI 215, VCFMI 230.

**VCFMI-215****Principles of Acquisition**

3 Credits (45:0:0 hours)

This course introduces students to the basic theories and concepts specific to the acquisition of video. Through a combination of lectures, discussions and practical application, students explore and interpret the world around them using basic, consumer-level technology. The emphasis of this course is on the communicative potential of a motion medium.

**VCFMI-221****Design for Motion Image**

3 Credits (15:45:0 hours)

This course further explores the elements and principles of two-dimensional design but places them within a context of movement. Building on the basic visual language acquired in foundation studies, students expanded their approach to visual form and communication through an exploration of composition, stylization, symbol development and the arrangement of graphic elements. Studies are then given context for compositional decisions as they relate to a dynamic or moving plane and the perception of depth within that plane.

**VCFMI-223****Motion Image Typography**

3 Credits (45:45:0 hours)

This course provides the foundations of typography in visual and motion communications. Projects develop the designer's sensitivity to letterforms, the selection of typefaces, the development of typographic hierarchies and the combination of typography and image. Students are challenged to create unique and original typographic solutions in a variety of visual communication formats.

Prerequisites: VCFMI 224.

**VCFMI-224****Digital Applications for Motion Image**

3 Credits (15:45:0 hours)

This course challenges students to apply the creative potential of software tools to the motion image production. Emphasis is on how to make use of and integrate two or more applications; decisions to make best use of the capabilities of these software; and, an approach to the management of digital video files.

**VCFMI-225****Acquisition**

3 Credits (30:30:0 hours)

Students expand upon and refine technical and conceptual skills acquired in previous coursework. Students prepare, shoot, acquire audio and visual material with an emphasis on advanced technique, industry standards and tools.

Prerequisites: VCFMI 215.

**VCFMI-230****Principles of Production**

3 Credits (30:30:0 hours)

This course surveys the theory and practice of audience analysis, scripting, story boarding and editing motion images. Students explore how sound and visual editing techniques affect perception and meaning. Emphasis is placed on the communicative possibilities achieved in the editing process.

**VCFMI-245****Editing**

3 Credits (30:30:0 hours)

In this course, students refine technical skills developed in previous studies of editing. Students edit audio and visual material, with an emphasis on professional techniques, standards and tools. Content is delivered through lectures, demonstrations and hands-on assignments.

Prerequisites: VCFMI 230.

Co-requisite: VCFMI 225.

**VCMI-322****Advanced Production**

3 Credits (15:60:0 hours)

Working as a team, students advance and refine production skills as they work on complex and difficult production projects. Guided by readings and loosely directed by a faculty advisor, students form as a crew, take on senior-level duties and execute a pre-production plan into a polished product. Professional-quality standards are expected in the finished production. Students critique their role and contribution, provide constructive feedback to peers and reflect on the production process.

Prerequisites: VCMI 213, VCMI 225.

**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 continue to improve conceptual and technical ability to acquire video and audio material of a professional-quality. Standards are the focus as students explore the craft of video acquisition and develop a creative style.

Prerequisites: VCMI 213 and VCMI 225.

**VCMI-342****Advanced Production Planning**

3 Credits (30:0:60 hours)

Students undertake pre-production planning for an original video production. All aspects of production are carefully considered and documented to demonstrate a systematic technical and creative planning process. The pre-production plan is to be realized in the follow-up course, Senior Independent Production.

Prerequisites: VCMI 210, VCMI 213, VCMI 225, VCMI 245.

**VCMI-343****Senior Independent Production**

3 Credits (15:0:90 hours)

Students undertake the production of an original video program to demonstrate the creative and technical skills acquired in their Design and Motion Image program. All aspects of the production are managed by the student in consultation with a program advisor. Students document the production process and critically reflect on their technical and creative decisions and outcomes in their final production.

Prerequisites: VCMI 322, VCMI 355, VCMI 342.

**VCMI-344****Motion Graphics**

3 Credits (15:45:0 hours)

This course examines the esthetic and communicative nature of graphics in motion. Students explore the communicative potential of animated composition; develop an approach to the post-production stage; and, construct and manipulate digital graphic images in motion.

Prerequisites: VCMI 221 VCMI 223, and VCMI 355.

**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 the process of video production. In a hands-on learning environment, students use a video camcorder, record motion segments according to a script and edit video segments. 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)

Students explore their expressive potential in-depth. In-studio drawing is supported with visual research and exploration of form and technique in sketchbook assignments. Students analyze complex subjects and in so doing they expand their capacity for observation. Sophisticated means of representing objects and subjects are practiced.

**VCOM-221****2D Design**

3 Credits (15:45:0 hours)

Students develop the language and vocabulary of visual communications. Through practice in techniques and stylization, students investigate the elements of 2D design. The conceptual process is explored through composition, symbols, simplification and abstraction techniques and stylization.

**VCOM-222****3D Design**

3 Credits (15:45:0 hours)

This course focuses on visual language in three dimensional design. The elements and principles of design and design problem solving are applied to structure, materials and space. Students develop an ability to address the unique challenges of communication through three-dimensional form and in three-dimensional environments.

**VCOM-223****Typography**

3 Credits (15:45:0 hours)

Typography as a craft and art form is introduced in a hands-on learning environment. Students explore the use of type, establish typographical hierarchies and employ typography with image for creative and communicative effect. As students practice and develop various designs, they begin to develop a designer's sensibility about the communicative nature of letterforms and typeface.

**VCOM-224****Digital Applications**

3 Credits (15:45:0 hours)

Students learn how to integrate software applications into the design process. Emphasis is placed on how software applications work together and how to navigate and make use of features different graphics application. In addition, students focus on developing a system for digital file management.

**VCPH-100****Digital Photography**

3 Credits (30:30:0 hours)

Students create photo-based images with a digital single lens reflex camera, computer graphics software and printing technology. As students explore the fundamentals of image composition and the operation of a digital camera, they learn to capture, manipulate, edit, print and mount digital images.

**VCPH-205****Drawing for Photography**

3 Credits (15:45:0 hours)

Students build upon foundational skills by exploring drawing media, mark-making and composition. Assignments investigate both the expressive potential and the practical application of drawing for photography. Students practice a range of techniques from rendering simple, natural objects from observation to drawing as a planning tool.

**VCPH-210****Form and Photography**

3 Credits (30:30:0 hours)

Students advance technical skills and explore the craft through a variety of projects. Different communicative values are trialed and manipulated by way of the photographer's compositional, technical and aesthetic choices. Students examine the influence of photography on current standards of visual literacy.

**VCPH-212****Photographic Methods and Materials**

3 Credits (45:0:0 hours)

This course emphasizes the technical aspects of photography, photo processes in the black and white film darkroom and shooting in the photo studio. Students are introduced to several different camera formats, studio lighting and workflow and digital file management.

**VCPH-216****Photography and the Human Subject**

3 Credits (45:0:0 hours)

Through a series of photographic assignments and hands-on experience, students learn about the challenges and complexities of photographing the human form. Topics include the technical aspects of lighting, film choice, output and print considerations. Industry standards of usage including consent and copyright are studied.

Prerequisites: VCPH 210 and VCPH 212.

**VCPH-220****Advanced Photography Studio**

3 Credits (45:0:0 hours)

Students continue to explore the communicative nature and potential of the photograph while refining their technical competence. As photographs are critically evaluated, students describe how the photographer's technical and creative decisions communicate message and evoke emotion as intended. In a hands-on learning environment, advanced studio lighting, various formats and colour process are practiced.

Prerequisites: VCPH 210 and VCPH 212.

**VCPH-325****Commercial Photography**

3 Credits (45:0:0 hours)

This course introduces the applied practice of commercial photography for promotional communications. Clarity of the message communicated by way of image is central to this area of study. Students focus on the expectations of a client and audience awareness as they develop, plan, produce and integrate images based on project specifications and a creative concept.

Prerequisites: VCPH 220.

**VCPH-330****Visual Narrative**

3 Credits (45:0:0 hours)

Using advanced photographic techniques, students study the impact of image in Western culture. The role and influence of images in storytelling and culture is closely examined. Students analyze and evaluate narrative structures such as sequence, rhythm, audience and point of view and create images that respond to and complement written texts.

Prerequisites: PROW 314 and VCDI 240.

**VCPH-335****Interpretive Photo Illustration**

3 Credits (45:0:0 hours)

Students learn how to communicate theme with photographic images. Assigned readings guide specific communication goals. Students closely examine a text; extract and distill a theme or themes from a text; consider the social and cultural context within the text; and develop an approach to visually accompany a text.

Prerequisites: VCDI 240 and VCPH 325.

**VCPH-340****Documentary Photography**

3 Credits (45:0:0 hours)

While examining the work of well-known documentary photographers, students study the art of discourse through photography. The photographer's judgment is the focus of this course. Intractable issues of bias and influence through technical choices, technical manipulation and visual interpretation are thoughtfully considered as students observe and photographically record key moments of an event to 'write' a photographic essay.

Prerequisites: VCPH 330.

**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.



**VCPR-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)

Students are introduced to the designer's role and the art and craft of graphic design. This course surveys creative thinking, conceptualization, presentation of a concept, choices and decisions, project management, making mock-ups and press-ready artwork that defines the designer as a communicator. Industry standards are emphasized.

**VCPR-211****3D Methods and Materials**

3 Credits (30:15:0 hours)

In this course, students work creatively to produce 3D props. Beginning with a design problem, students analyze, propose and produce 3D solutions, using contemporary materials, techniques and finishes. The resulting 3D presentations are both professional and unique.  
Prerequisites: VCOM 220 and VCOM 222.

**VCPR-323****Event and Promotional Planning**

3 Credits (30:15:0 hours)

In this course, students design, plan and install displays and exhibits for large and small-scale events. Students practice each stage of development from spatial design, drafting and rendering to prop fabrication and model-making. Working in creative teams or on their own project, students source material for the project; estimate production and installation costs and develop a project budget; research building codes and space restrictions; and consider the full array of installation challenges.  
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)

Internship provides students the opportunity to practice their craft under the direction of an industry professional. Working on a design project, students experience the work environment; observe the project environment and contribute where possible; experience the pace and the array of design choices and decisions; and feel the pressure of deadlines in professional practice.

Prerequisites: Thirty-nine program credits and/or consent of the Chair.

**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.

**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.