The Calendar 2009/2010

Disclaimer and Important Notice:

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.
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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, 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.

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.

Approved by MacEwan Board of Governors, March 10, 2005

Educational Philosophy Statement

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

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

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

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

Approved by MacEwan Board of Governors on June 17, 2004

Educational Goals

1. We strive to prepare graduates who:

• pursue excellence and challenges in their chosen area of study

• create opportunities for themselves in a rapidly changing world

• have the desire and ability to continue to learn throughout their lives

• have the skills and attitudes necessary to live and work with others in the spirit of respect for diversity

• contribute to the development of the community in which they live

• are creative, critical and independent thinkers.

2. We are committed to:

• attracting, employing and retaining excellent faculty and staff

• providing opportunities for professional development and scholarly activities.

3. We focus on excellent teaching by:

• encouraging innovation

• supporting small class sizes

• developing programming in a variety of delivery modes.

4. We pursue opportunities to provide a rich and diverse cultural and intellectual environment by:

• attracting students from widely different backgrounds

• internationalizing the curriculum

• involving students and staff in extracurricular activities of an academic, wellness, cultural and social nature.

Approved by MacEwan Board of Governors, March 10, 2005
ACADEMIC SCHEDULE – JULY 1, 2009 to JUNE 30, 2010

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

JULY 2009
Wednesday, 1 Canada Day; College closed.
Monday, 6 First day of regular Summer term classes.
Monday, 6 Last day for registration in any courses scheduled less than 7 ½ weeks.
Tuesday, 7 Last day for payment of Summer term fees.
Wednesday, 8 Last day for program changes, course add/drop and late registration in regular courses for Summer.

AUGUST 2009
Monday, 3 Civic Holiday; College closed.
Monday, 10 Last day to withdraw from Summer term courses without academic penalty.
Thursday, 27 Last day of Summer term classes.

SEPTEMBER 2009
Monday, 7 Labour Day; College closed.
Tuesday, 8 Registration day & First Day of Classes.
Wednesday, 9 Last day for payment of Fall term fees.
Tuesday, 15 Last day for course add/drop for the Fall term. Course withdrawals from regular courses may take place throughout the term up to the academic withdrawal date.

OCTOBER 2009
Monday, 12 Thanksgiving Day; College closed.
Friday, 16 Last day to withdraw from eleven-week courses without academic penalty.

NOVEMBER 2009
Friday, 6 Last day to withdraw from Fall term courses without academic penalty (Exception: 6-credit courses that span Fall and Winter terms).
Monday, 9 Fall Convocation (unconfirmed).
Wednesday, 11 Remembrance Day; College closed.
Friday, 20 Last day of eleven-week courses.

DECEMBER 2009
Wednesday, 9 Final examination period begins.
Friday, 18 Last day of classes and final examinations for Fall term.
Thursday, 24 Christmas Eve; College closes at noon.
Friday, 25 Christmas Day; College closed.
Monday, 28 Boxing Day observed; College closed.
Tuesday, 29 to Friday, 3 Last day to apply for supplemental exam or reassessment of grades for Fall term courses (Exception: 6-credit courses that span Fall and Winter terms).

JANUARY 2010
Friday, 1 New Year’s Day; College closed.
Monday, 4 Orientation and Registration day.
Tuesday, 5 First day of regular Winter term classes.
Wednesday, 6 Last day for payment of Winter term fees.
Tuesday, 12 Last day for course add/drop for the Winter term. Course withdrawals may take place throughout the term up to the academic withdrawal date.
Friday, 15 Last day to apply for supplemental exam or reassessment of grades for Fall term courses (Exception: 6-credit courses that span Fall and Winter terms).

FEBRUARY 2010
Friday, 5 Last day to withdraw without academic penalty for 6-credit courses that began in Fall term.
Thursday, 11 Grant MacEwan Day (classes in session).
Monday, 15 Family Day; College closed.
Tuesday, 19 Reading Week; All regular classes cancelled.

MARCH 2010
Friday, 19 Last day to withdraw from Winter term courses without academic penalty (Exception: 6-credit courses that span Fall and Winter terms).
Friday, 26 Last day of eleven-week courses.

APRIL 2010
Friday, 2 Good Friday; College closed.
Monday, 5 Easter Monday; College closed.
Wednesday, 14 Final examination period begins.
Friday, 23 Last day of classes and final examinations for Winter term.

MAY 2010
Monday, 3 First day of regular Spring term classes.
Monday, 3 Last day for registration in any courses scheduled less than 7 ½ weeks.
Tuesday, 4 Last day for payment of Spring term fees.
Wednesday, 5 Last day for course add/drop for the Spring term. Course withdrawals may take place throughout the term up to the academic withdrawal date.
Monday, 24 Victoria Day; College closed.
Friday, 28 Last day to apply for supplemental examinations or reassessment of grades for 6-credit courses that span Fall and Winter terms or Winter term (January-April) course.

JUNE 2010
Monday, 7 Last day to withdraw from Spring term courses without academic penalty.
Thursday, 17 Spring Convocation (unconfirmed).
Friday, 18 Spring Convocation (unconfirmed).
Friday, 25 Last day of Spring term classes.
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

PERSONAL INFORMATION DEFINED

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

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STUDENTS QUALIFYING TO BE ALUMNI

STUDENT PRIVACY AND SYSTEM PROTECTION RESPONSIBILITIES

NOTIFICATION OF SURVEY PARTICIPATION AND DISCLOSURES

MACEWAN SURVEYS

GOVERNMENT OF ALBERTA SURVEYS
- Graduate Outcomes Survey
- Early Leavers Survey
- Aboriginal Learner Data Collection Initiative

STATISTICS CANADA SURVEYS
- Enhanced Student Information System (ESIS) Survey
- National Graduate Survey (NGS)

DISCLOSURE OF PERSONAL INFORMATION TO STATISTICS CANADA
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

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

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

The purposes of the FOIP Act are to:
- provide access to much of the recorded information held by public bodies;
- protect privacy of individuals by controlling the collection, use and disclosure of personal information;
- allow individuals right of access to personal information about themselves held by a public body;
- allow individuals the right to request corrections to this information; and,
- to provide access to an independent review of decisions made by the public bodies under this Act.

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

For more information on FOIP at MacEwan you may go to the MacEwan Access and Privacy Office website at: www.MacEwan.ca/foip or contact the MacEwan Access and Privacy Office at 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 record, 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 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 Use and Disclosure of Personal Information by Public Bodies.

The FOIP Act requires that personal information collected by a public body may only be used or disclosed for the purpose for which it was collected, 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 fundraising 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 lifelong learning

Aboriginal Learner Data Collection Initiative

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

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

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

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

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

National Graduate Survey (NGS)
The National Graduate Survey (NGS) is conducted on a voluntary basis for participating institutions under the authority of Section 8 of the Statistics Act. The NGS is a periodic survey of a random sample of graduates. The NGS is intended to measure the short to medium-term 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)
<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>Area Code (780)</th>
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<tbody>
<tr>
<td>Bachelor of Professional Arts</td>
<td>780-497-3403</td>
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<tr>
<td>in Criminal Justice (AU)</td>
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<tr>
<td>Bachelor of Science</td>
<td>780-497-4520</td>
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<tr>
<td>Bachelor of Science in Engineering Transfer</td>
<td>780-497-4520</td>
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<tr>
<td>Bachelor of Science in Nursing</td>
<td>780-497-5874</td>
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<td>Correctional Services</td>
<td>780-497-5296</td>
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<td>Design Studies</td>
<td>780-497-4312</td>
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<tr>
<td>Disability Management in the Workplace</td>
<td>780-497-5701</td>
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<tr>
<td>Toll-free</td>
<td>1-866-221-2882</td>
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<tr>
<td>Disability Studies: Leadership and Community</td>
<td>780-497-5196</td>
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<tr>
<td>Self-study and distance offerings</td>
<td>780-497-5099</td>
</tr>
<tr>
<td>Toll-free</td>
<td>1-888-497-9390</td>
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<tr>
<td>Early Learning and Child Care</td>
<td>780-497-5146</td>
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<tr>
<td>Emergency Communications and Response</td>
<td>780-497-5379</td>
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<tr>
<td>English as a Second Language/English for Academic Purposes</td>
<td>780-497-4000</td>
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<tr>
<td>Executive Leadership in the Non-Profit Sector</td>
<td>780-497-5268</td>
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<td>Toll-free/1-888-497-4622, ext. 5268</td>
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<tr>
<td>Fine Art</td>
<td>780-497-4321</td>
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<td>General Studies</td>
<td>780-497-5653</td>
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<td>Hearing Aid Practitioner</td>
<td>780-497-4142</td>
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<td>Toll-free</td>
<td>1-800-799-6113</td>
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<td>Holistic Health Practitioner</td>
<td>780-497-5098</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>780-497-5384</td>
</tr>
<tr>
<td>Information Management and Library Technology</td>
<td>780-497-5763</td>
</tr>
<tr>
<td>Journalism</td>
<td>780-497-5623</td>
</tr>
<tr>
<td>Legal Assistant</td>
<td>780-497-5242</td>
</tr>
<tr>
<td>Management Studies</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>780-497-5263</td>
</tr>
<tr>
<td>Accelerated</td>
<td>780-497-5241</td>
</tr>
<tr>
<td>Evening, online</td>
<td>780-497-5219</td>
</tr>
<tr>
<td>Aviation Management</td>
<td>780-497-5241</td>
</tr>
<tr>
<td>Golf Operations and Professional</td>
<td></td>
</tr>
<tr>
<td>Golf Management</td>
<td>780-497-5257</td>
</tr>
<tr>
<td>Insurance and Risk Management</td>
<td>780-497-5576</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>780-497-5704</td>
</tr>
</tbody>
</table>
Services

ABORIGINAL EDUCATION CENTRE
Manager 780-497-5382
South Campus Advisor 780-633-3609

MACLEWAN 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

MACLEWAN CENTRE FOR SPORT AND WELLNESS
Main Switchboard 780-497-5300
Director, Student Life 780-497-5295
Athletic Director 780-497-5291

MACLEWAN 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

MACLEWAN 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
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
PUBLICATIONS

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

Think MacEwan: An introduction to Grant MacEwan College
• Provides an overview of the many things that make MacEwan unique.

MacEwan Programs
• Includes information about MacEwan’s college and university entrance programming, certificate, diploma, university transfer, applied degree and bachelor degree programs.

Distance Education Guide: Online and Print-based Distance Learning
• Includes information on MacEwan programs and courses available through online, distance and self-study delivery methods.
• eCampusAlberta credentials are also listed.

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

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

Registration Guide
• Sent to all newly accepted applicants.
• Outlines important registration information: registration schedule, tuition, electives, parking, and other student service information.
• Also available online at www.MacEwan.ca/RegGuide

STUDENT SERVICES

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

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

MAC EWAN BOOKSTORES
With locations on every campus, the MacEwan Bookstores carry everything a student needs for success. For more information or to order books, visit the website at www.MacEwanBookstore.ca or call the following numbers:
- City Centre Campus 780-497-5482 or 1-866-418-0391
- Centre for the Arts and Communications 780-497-4382
- South Campus 780-497-4082
- Alberta College Campus 780-633-3704
- Campus Convenience 780-497-5807

MAC EWAN CENTRE FOR SPORT AND WELLNESS
Take advantage of MacEwan’s top-notch facilities and programs to escape from the everyday humdrum of being a student. Your Membership Fee gives you access to on-campus fitness facilities and drop-in classes, as well as student rates on recreation leagues, tournaments and events. Go to www.MacEwanCentre.ca for fitness information or www.MacEwan.ca/recreation for the latest on campus recreation events.

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

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

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

MAC EWAN LIBRARY

PHOTO ID/LIBRARY CARD
A Photo ID/Library card is available to currently registered MacEwan students. The card, which serves as the official college student identification and library card, can be obtained from the Library at any of the four campuses. The MacEwan photo ID/Library card is used for:
• Borrowing books, videos, periodicals and other materials from the Library.
• Borrowing books from the U of A and other libraries in the NEOS consortium.
• MacEwan U-Pass identification.
- Proof of identification at a variety of campus facilities including the MacEwan Health and Wellness Centre.
- Proof of eligibility for student discounts in and around Edmonton.

LIBRARY

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

MacEwan students have access to a Library collection of over 280,000 items, such as books, videos and DVD’s, CD’s, print and electronic journals, electronic books, and a reserve reading collection. Other services the Library offers include:
- Reference staff to assist with library research and reference questions
- Technology support staff to assist with technology related questions
- Student photo identification card production
- PC and Mac computers with internet access and word processing software
- AV equipment and rental laptops
- Wireless Internet access
- Photocopiers and printers
- Borrowing privileges at many other libraries in the Edmonton area
  - such as U of A, the public libraries, and a number of hospital and government libraries

For further information on library services contact:

City Centre
780-497-5850

Centre for the Arts
and Communications
780-497-4346

South Campus
780-497-4054

Alberta College
780-633-3738

MACLEAN 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.

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 portal. More details about SRC services are available at 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.

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

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

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

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

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

COLLEGE CONNECTION
College Connection is an inclusive education service at MacEwan that helps students with developmental disabilities to be fully included in programs of study and college life. By participating as auditing students, they can set individualized goals and adapt the course expectations and their involvement to achieve the most beneficial learning experience possible.

College Connection staff work closely with students and course instructors to offer support that maximizes both the students’ involvement and the potential for everyone involved to have a positive experience. Contact College Connection for more information at 780-497-5198 or collegeconnection@macewan.ca.

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

MacEwan VISIT REQUESTS
If you are interested in having MacEwan visit your school please contact us 780-497-5063 or online at www.MacEwan.ca/highschoolcounsellors

CAMPUS TOURS
If you are unable to participate in our Student-For-A-Day Program, MacEwan offers campus tours. If you are interested in booking a tour please go to www.MacEwan.ca/highschoolcounsellors

STUDENT SCHOLARSHIPS, BURSARIES AND AWARDS
You’ve worked hard to get where you are today. In recognition of your dedication and hard work, you may be eligible for many scholarships, bursaries and awards.

MacEwan’s scholarships recognize academic excellence, while awards also recognize students’ involvement and service in the community. Many dedicated students who face financial challenges may benefit from MacEwan’s bursaries, which are issued on the basis of financial need and good academic standing.

In 2007/08, over 3,700 MacEwan students accessed over $4.5 million in funding through scholarship, bursary and award programs. There are lots of choices and lots of financial opportunities. Details at www.MacEwan.ca/scholarships.

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

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

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

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

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

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

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

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

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

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

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 or call 780-497-4444.
## ADMISSIONS

### CONTENTS
- A. General Admission Information
- B. Opening Dates for Applications
- C. Closing Dates for Applications
- D. Competitive Programs
- E. Early Conditional Admission
- F. Chart of Courses and/or Acceptable Equivalents
- G. Classification of High School Courses
- H. University Credit Substitutions for High School Courses
- I. 5 Easy Steps for Admission
- J. Transcripts
- K. Document Translation
- L. Skills Appraisal
- M. English Language Proficiency (ELP)
  - M1. ELP for Certificate, Diploma and Applied Degree Programs
  - M2. ELP for University Transfer and Baccalaureate Degree Programs
- N. Spoken English Proficiency
- O. Visiting Students
- P. Contact Information

### 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Opening Date for Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>October 1</td>
</tr>
<tr>
<td>Winter term</td>
<td>February 1</td>
</tr>
<tr>
<td>Spring/Summer term</td>
<td>May 1 (for the following year; 11 months before intake)</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Earliest Possible Closing Date for Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>January 15</td>
</tr>
<tr>
<td>Winter term</td>
<td>June 15</td>
</tr>
<tr>
<td>Spring/Summer term</td>
<td>October 15</td>
</tr>
</tbody>
</table>

We encourage you to call 780-497-5140 or go online at 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.

### F. CHART OF COURSES AND/OR ACCEPTABLE EQUIVALENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Acceptable Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pure Math 30</td>
<td>Transitional Math 101 with a minimum grade of 75 per cent or higher</td>
</tr>
<tr>
<td>Applied Math 30</td>
<td>Math 33 (Alberta)</td>
</tr>
<tr>
<td>ELA 30-1</td>
<td>English 30 (Alberta)</td>
</tr>
<tr>
<td>ELA 30-2</td>
<td>English 33 (Alberta)</td>
</tr>
<tr>
<td>Social Studies 30-1</td>
<td>Social Studies 30 (Alberta)</td>
</tr>
<tr>
<td>Social Studies 30-2</td>
<td>Social Studies 33 (Alberta)</td>
</tr>
</tbody>
</table>

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 Literature 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
H. UNIVERSITY CREDIT SUBSTITUTIONS FOR HIGH SCHOOL COURSES

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

Note: ‘cr’ = credits

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

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

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

*** For admission into Nursing, Botany and Zoology cannot be used as Biology 30 substitutions.
I. FIVE EASY STEPS FOR ADMISSION

Step 1: Apply and Pay Application Fee
Applicants may apply online at www.MacEwan.ca or complete an application form. The application form is available for download at www.MacEwan.ca or from the Office of the Registrar or any Information Centre.

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

- Domestic Application Fee (Canadian Citizens or Landed Immigrants): $70
- International Application Fee (Study permit or other visa): $140

Paper applications can be mailed or delivered to:
The Office of the Registrar
Grant MacEwan College
10700 – 104 Avenue NW
Edmonton, Alberta T5J 4S2

Effective March 1, 2009 all cheques money orders, and drafts MUST have all of the following imprints by the bank:
- Bank transit/swift number
- Bank account number
- Branch number
- Cheque, money order or draft number

(Examples of acceptable cheques, money orders, drafts and wire transfer can be found at http://www.MacEwan.ca/web/services/registrar/services/DetailsPage.cfm?id=251)
(Examples of unacceptable cheques, money orders, drafts and wire transfer can be found at http://www.MacEwan.ca/web/services/registrar/services/DetailsPage.cfm?id=251)

Step 2: Acknowledgement
The Office of the Registrar will send an acknowledgement package outlining requirements once an application and payment has been received. Complete and submit the items as described as soon as possible.

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

Step 3: Admission Decision
If you clear all conditions as listed in your letter, you will automatically be admitted. You can check the decision using your secure logon to the student portal at www.myMacEwan.ca (information contained in your acknowledgement package).

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

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

Step 4: Deposit
When you are accepted, a deposit is required. Failure to pay the deposit by the date indicated in your letter may result in the offer of admission being withdrawn. Program deposits will be refunded in full ONLY if you notify the Office of the Registrar in writing of your withdrawal by the date specified in the letter of acceptance.

- Domestic Deposit: Domestic applicants are required to pay a program deposit of $200 CDN toward the first term’s tuition.
- Out-Of-Country International Applicants: Out-of-country international applicants are required to pay a program deposit of $10,000 CDN toward tuition.
- In-Country International Applicants: In-country international applicants are required to pay a program deposit of $1,000 CDN 30 days from the date of the letter of acceptance.

Step 5: Clearing All Conditions
Ensure that you submit any outstanding items for admission by the date specified in the letter of acceptance. Applicants are advised to submit all documentation as soon as possible.

If accepted, your admission may include the condition that you complete specific items prior to the start of the program or by a certain date. Read your acceptance information carefully and take steps immediately to meet any conditions. Upon meeting all conditions, you will be automatically moved to final accepted status. Using your secure logon to the student portal at www.myMacEwan.ca (information contained in your acknowledgement package), you can (1) check to see if your transcripts have been received and (2) review admission decisions made to date.

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

J. TRANSCRIPTS
Official high school transcripts are essential to the admission process, so ensure that you send them promptly. Also, if you are currently attending or have previously attended another post-secondary institution, you must declare this attendance on your application form and submit these transcripts promptly as well. Once submitted, all transcripts become the property of Grant MacEwan College; this is a standard practice among post-secondary institutions and is designed to protect the authenticity of the transcript.

Alberta High School Transcripts
You may obtain an Alberta high school transcript by contacting Alberta Education by mail, in person or online:
Alberta Education
2nd Floor, 44 Capital Boulevard
10044 – 108 Street NW
Edmonton, Alberta T5J 5E6
Website: www.education.gov.ab.ca

Post-Secondary Transcripts
Transcripts of post-secondary grades must be issued and signed by the institution and bear their official seal. Transcripts stamped “issued to student” will not be accepted.
It is not necessary to request official transcripts for course work previously completed at Grant MacEwan College.

K. DOCUMENT TRANSLATION
Documents not printed in English must also include a certified English language translation. Translations must be complete, literal, word-for-word, and in the same format as the original document. English translation services are provided by several agencies in Alberta, for example:
- Members of the Association of Translators and Interpreters of Alberta (ATIA)

Edmonton Office
P.O. Box 546
Edmonton, Alberta T5J 2K8
Phone: 780-434-8384

Edmonton Immigrant Services Association
Suite #201, 10720-113 street
Edmonton, Alberta
T5H 3H8
Phone: 780-474-8445
Fax: 780-477-0883
L. SKILLS APPRAISAL
Applicants may be required to write admissions tests, depending on the program. The Skills Appraisal is used to assess reading and writing skills. If your intended program requires mathematics, you may be tested in mathematics as well. If you have done appropriate prior coursework in the areas to be tested, you may be exempt from writing the Skills Appraisal. Once your official secondary and/or post-secondary transcripts have been evaluated, we will determine if all or portions of the Skills Appraisal have been met. Some programs do not make exemptions and require all applicants to write all portions of the Skills Appraisal. Please note there is a fee for this test and results are valid for two years.

For details regarding the tests, re-write information and exemption criteria, refer to the Skills Appraisal brochure or online at www.MacEwan.ca/skill appraisal.

M. ENGLISH LANGUAGE PROFICIENCY (ELP)
M1. ELP for Certificate, Diploma and Applied Degree Programs
Applicants to Certificate, Diploma, and Applied Degree programs whose first language is not English must demonstrate English language proficiency required for admission by presenting one of the following:

(1) Successful completion of three years of full-time education in English
   a. in Canada including the grade 12 year. This can be a combination of secondary and post-secondary education. (See notes i. and ii)
   b. In another country where English is recognized as an official language of instruction. (See notes i. and ii)
   c. At a recognized school/institution which uses English as the primary language of instruction. (See notes i. and ii)

(2) Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is other than English, but where the level of English Proficiency required for graduation is equivalent to that in English language schools/institutions in Canada

(3) Test of English as a Foreign Language (TOEFL) with a minimum score of 550 PBT (paper-based) OR 213 CBT (computer-based) OR 76 iBT (internet-based) with a minimum score of 18 in each band. Refer to website: www.toefl.org/infobull

(4) Canadian Academic English Language (CAEL) Assessment with a minimum score of 60 with a minimum score of 50 in each band. Refer to website: www.cael.ca

(5) International English Language Testing System (IELTS) (Academic) with a minimum score of 6.0 with a minimum score of 5.0 in each band. Refer to website: www.ielts.org

(6) EIKEN with a minimum Grade Pre-1 score. Refer to website: www.eiken.or.jp (Japanese) www.stepeiken.org (English)

(7) Completion of one of the following: Alberta English Language Arts 30-1 (or English 30) Final blended grade of 65%. Contact Alberta Education at 780-427-5732 or toll free in Alberta 310-0010 or refer to website: www.education.gov.ab.ca
International Baccalaureate (IB) Higher Level English with a minimum grade of 5.0. IB programs of study are administered by selected high schools. Refer to website: www.ibo.org
Advanced Placement (AP) English with a minimum grade of 3.0. AP subjects are offered through selected high schools. Refer to website: www.collegeboard.org/ap
ENGL 101 (or equivalent) with a minimum grade of C- or equivalent. Refer to www.MacEwan.ca
A grade of C or better in an O-level, GCSE, or IGCSE English Language or Literature course.

(8) A two-year diploma from a recognized post-secondary institution where English is the primary language of instruction, and the institution is in a country where English is the principal language.

(9) MacEwan’s ENGL-0106, English Language Preparation, with a minimum score of C.

(10) Successful completion of University of Alberta’s ESL 140 and 145. Official transcripts must be provided.

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 commenting 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.

M2. ELP for University Transfer and Baccalaureate Degree Programs
Applicants to University Transfer/ Baccalaureate Degree programs whose first language is not English must demonstrate English language proficiency required for admission by presenting one of the following:

(1) Successful completion of three years of full-time education in English
   a. in Canada including the grade 12 year. This can be a combination of secondary and post-secondary education. (See notes i. and ii)
   b. In another country where English is recognized as an official language of instruction. (See notes i. and ii)
   c. At a recognized school/institution which uses English as the primary language of instruction. (See notes i. and ii)

(2) Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is other than English, but where the level of English Proficiency required for graduation is equivalent to that in English language schools/institutions in Canada.

(3) Test of English as a Foreign Language (TOEFL) with a minimum score of 580 PBT (paper-based) with a minimum of 50 in each component OR 237 CBT (computer-based) with a minimum of 16 in each component OR a minimum score of 86 iBT (internet-based) with a minimum score of 21 on all 4 sections including reading/listening/speaking/writing. Refer to website: www.toefl.org/infobull
Canadian Academic English Language (CAEL) Assessment with a minimum score of 70. Refer to website: www.cael.ca

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

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

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

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

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

A grade of B or better in an O-level, GCSE, or IGCSE English Language or Literature course.

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.

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 TOEFL section for Speaking

- A score of at least 26 on the iBT TOEFL section 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

SPEAK – Test of Spoken English (available only where the paper-based TOEFL is offered.) www.ets.org/tse

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

Phone: 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.
FEES

GENERAL FEES INFORMATION
Planning your budget? Keep these important facts and fees in mind.

APPLICATION FEES
Applying to a program? Remember to include your application fee of:
- $50 CDN for Canadian Citizens or Landed Immigrants (This fee increase to 70.00 effective October 1, 2009 for the Fall 2010 intake)
- $120 CDN for applicants on a Study Permit or Other Visa. (This fee increase to 140.00 effective October 1, 2009 for the Fall 2010 intake)

Fees must be submitted with the application form. Application fees are non-refundable and cannot be applied toward tuition. The application fee must be paid each time an application is submitted.

PROGRAM DEPOSITS
To guarantee a position in a program, each student accepted for admission into any college program will normally be required to remit a specified portion of the tuition fees as indicated in the letter of acceptance. See page 22, Step 4: Deposit, for detailed information.
Effective March 1, 2009 all cheques, money orders, and drafts MUST have all of the following imprints by the bank:
- Bank transit/swift number
- Bank account number
- Branch number
- Cheque, money order or draft number

(Examples of acceptable cheques, money orders, drafts and wire transfer can be found at http://www.MacEwan.ca/web/services/registrar/services/DetailsPage.cfm?id=251)
(Examples of unacceptable cheques, money orders, drafts and wire transfer can be found at http://www.MacEwan.ca/web/services/registrar/services/DetailsPage.cfm?id=251)

TUITION AND ADMINISTRATIVE FEES
Students are expected to make a direct financial contribution to the operating costs of their educational activity.

Tuition fees, which are fees for instruction, are established and reviewed on an annual basis through the college’s approval process in accordance with the provincial tuition fee legislation. Service fees are developed and approved through the college’s fee approval process and are reviewed on an annual basis. Service fees are defined as fees for specified products or services and are either mandatory or optional.
Any additional fees for added courses must be paid at the time of registration or prior to the published deadline as specified by the Office of the Registrar.

APPROVED 2009/2010 CANADIAN TUITION FEE SCHEDULE

| CANADIAN/LANDED IMMIGRANT STUDENTS (includes Permanent Residence Students) |
|-----------------------------------------------|-----------------------------------------------|
| **Base/Grant Funded Certificate, Diploma and Applied Degree Program** | **Base Fee:** $284 Plus $94/credit |
| **Bachelor of Child and Youth Care Program** | **Base Fee:** $329 Plus $119/credit |
| **Bachelor of Arts and Bachelor of Commerce Program** | **Base Fee:** $329 Plus $126/credit |
| **Bachelor of Science in Nursing Program** | **Base Fee:** $329 Plus $147/credit |

APPROVED 2009/2010 INTERNATIONAL TUITION FEE SCHEDULE

| **Base/Grant Funded Certificate, Diploma and Applied Degree Program** | **Base Fee:** $457/credit |
| **Bachelor of Child and Youth Care Program** | **Base Fee:** $470/credit |
| **Bachelor of Arts and Bachelor of Commerce Program** | **Base Fee:** $478/credit |
| **Bachelor of Science in Nursing Program** | **Base Fee:** $486/credit |
### Mandatory Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Application for Admission</td>
<td>$50</td>
</tr>
<tr>
<td>(increase to $70 effective October 1, 2009 for the fall 2010 intake)</td>
<td></td>
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<tr>
<td>Application for Admission (International Applicant)</td>
<td>$120</td>
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<tr>
<td>(increase to $140 effective October 1, 2009 for the fall 2010 intake)</td>
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</tr>
<tr>
<td>Information Technology Project Fee</td>
<td>$2 per credit to a maximum of $30 per term</td>
</tr>
<tr>
<td>Photo Identification Card</td>
<td>$10</td>
</tr>
<tr>
<td>Program Tuition Deposit (on Tuition)</td>
<td>$200</td>
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<tr>
<td>Registrarial Service Fee</td>
<td>– $13 per term for full-time students</td>
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<tr>
<td></td>
<td>– $6.50 per term for part-time students</td>
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<tr>
<td>Withdrawal Fee</td>
<td>$20</td>
</tr>
<tr>
<td>MacEwan Centre for Sport and Wellness (MCSW) Campus Recreation Fee **</td>
<td>$40 per term</td>
</tr>
<tr>
<td>MCSW Athletic Fee **</td>
<td>$20 per term</td>
</tr>
<tr>
<td>MCSW Health Services Fee **</td>
<td>$10 per term</td>
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### PROGRAM and SERVICE-SPECIFIC MANDATORY FEES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee for Conservatory of Music Students</td>
<td>$35 or $40 per family</td>
</tr>
<tr>
<td>eCampusAlberta Technology Fee</td>
<td>$25 per course</td>
</tr>
<tr>
<td>Field Placement/Practicum Identification Card</td>
<td>$10</td>
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### MANDATORY PROGRAM TUITION DEPOSIT

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Program Tuition Deposit – International Student Applicant</td>
<td>$10,000</td>
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<tr>
<td>Program Tuition Deposit – Preparation for University &amp; College and English as a</td>
<td>$8,000</td>
</tr>
<tr>
<td>Second Language International Applicants</td>
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</tr>
<tr>
<td>Program Tuition Deposit – Returning Faculty of Arts &amp; Science and University</td>
<td>$150</td>
</tr>
<tr>
<td>Studies Program Students</td>
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### OPTIONAL SERVICE FEES (* = subject to GST)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenge Exam/Prior Learning Assessment</td>
<td>$40 admin. fee plus up to 75% of tuition</td>
</tr>
<tr>
<td>Course Audit</td>
<td>$50</td>
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<tr>
<td>Deferred Payment Assessment</td>
<td>$35</td>
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<td>Extension to Incomplete Grade</td>
<td>$50</td>
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<tr>
<td>Interest Charged on Deferred Payments</td>
<td>Current College rate</td>
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<tr>
<td>Document Evaluation – Domestic students who have studied internationally</td>
<td>$70</td>
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<tr>
<td>Gown Rental Fee</td>
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<td>Graduation Hood Rental Fee for Degree Graduands</td>
<td>$10</td>
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<tr>
<td>Late Payment/Reinstatement of Registration</td>
<td>$50</td>
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<tr>
<td>*Locker Fee</td>
<td>$3 per month</td>
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<tr>
<td>Locker Contents Reclaiming Fee</td>
<td>$10</td>
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<tr>
<td>Non-Program International Student Service Fee</td>
<td>$50</td>
</tr>
<tr>
<td>*Photo Identification Card Replacement</td>
<td>$10</td>
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<tr>
<td>Reassessment of Final Exam</td>
<td>$20</td>
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<tr>
<td>Replacement Tuition Tax Receipt (T2202A)</td>
<td>$20</td>
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<tr>
<td>Returned Cheque (NSF)</td>
<td>$40</td>
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<tr>
<td>Skills Appraisal, Skills Appraisal Rewrite and Non Applicant Skills Appraisal Fees</td>
<td>$50</td>
</tr>
<tr>
<td>Non-Credit Student Transcripts – Mailed</td>
<td>$10</td>
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<td>Non-Credit Student Transcripts – Faxed in Canada</td>
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<tr>
<td>Non-Credit Student Transcripts – Faxed Outside Canada</td>
<td>$10</td>
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** not applicable for ESL, CORP or OFF-CAMPUS students, January 20, 2009
### FALL AND WINTER TERM FEES 2009/2010

<table>
<thead>
<tr>
<th>Billing Credits per term</th>
<th>Grant MacEwan College Mandatory Fees</th>
<th>Students’ Association Mandatory Fees</th>
<th>Global Education Fee</th>
<th>Dental/Health Plan Fees (reflects 2008/2009 fees – to be revised in March 2009)</th>
<th>UPASS Fee (reflects 2008/2009 fees – to be revised in March 2009)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Sport and Wellness Fee</td>
<td>Technology Fee</td>
<td>Registrarial Service Fee</td>
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### SPRING AND SUMMER TERM FEES 2009/2010

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<th>Students’ Association Mandatory Fees</th>
<th>Global Education Fee</th>
<th>Dental/Health Plan Fees (reflects 2008/2009 fees – to be revised in March 2009)</th>
<th>UPASS Fee (reflects 2008/2009 fees – to be revised in March 2009)</th>
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### CANADIAN/LANDED IMMIGRANT AND INTERNATIONAL STUDENT TUITION FEES

Please refer to the college website at www.MacEwan.ca/tuitionfees for full information on both the Canadian and International student tuition fees. To access tuition fee information from this website, select your program of choice. The program cost estimate will be listed for both Canadian/Landed Immigrant as well as International students. At the bottom of the page, the following links will be available for the 2009/10 academic year:
- tuition fee tables
- material/special fees
- mandatory/optional fees

### HEALTH AND WELLNESS FEES

MacEwan supports the value of developing the whole person by providing students with opportunities to grow intellectually, socially, personally, and physically. Fees are assessed to support the provision of these services for students. These component fees are assessed to students with 6 or more credits per term. Fees are adjusted for Spring and Summer Session.
CAMPUS RECREATION
These fees support the provision of space, equipment, staffing and programming for personal fitness, recreation, as well campus recreation tournaments and leagues. Facilities and programming varies by campus. For a full description of services visit www.MacEwanCentre.ca

ATHLETICS
These fees support the operational costs of the MacEwan Griffins intercollegiate teams. The Griffins represent the study body and college in a variety of men’s and women’s teams in the Alberta Colleges Athletic Conference. Support your teams by attending games and follow all the action at www.MacEwanAthletics.ca

HEALTH
These fees support Health Services at the Centre for Sport and Wellness on the Centre City Campus. Students have access to a medical clinic on campus with most services at no additional costs to the student with billing through Alberta Healthcare. For a list of services, to make an appoint or just check out the helpful online information visit www.MacEwanHealth.ca

STUDENTS’ ASSOCIATION MEMBERSHIP FEES
All MacEwan students are members of the Students’ Association, and membership fees for on-campus post-secondary students are assessed based on credit level at the college. The Students’ Association uses membership fees to fund our operational services which include: Peer Support, sales of discounted movie and sports tickets, Emergency Loans, free handbook, Student Newspaper, transit pass sales and administration of the U-Pass, and much more. You can access more details about your membership benefits at www.MacEwan.ca/sa or drop by any of our offices. The Students’ Association Membership fee will be assessed along with tuition fee as part of the registration process.

SUPPLEMENTAL HEALTH CARE AND DENTAL FEE
A mandatory Supplemental Health Care and Dental Care fee will be assessed to eligible full-time on-campus credit program students as part of the registration process. (Refer to the Academic Regulations section of this calendar for the eligibility requirements or contact your plan administrator.)

- Student eligibility for health and dental plans is determined and assessed in the Fall term for coverage until December 31 and again in the Winter term for coverage until August 31. Any student with proof of alternate coverage for supplemental health care and/or dental care may opt out of these plans prior to the advertised deadline date by contacting the plan administrator.
- Please note that the health plan is above and beyond your provincial insurance plan and the dental plan has a list of specified dentists. For more information about your eligibility, policy content, family add-on, opt out, current network dental list, etc., call the Student Benefits Plan Office at 780-497-4675 or drop by the Students’ Association Office.

MATERIAL AND SPECIAL FEES
To help you make the most of your education and to reduce your costs, the college produces or purchases materials for some courses. Compulsory material and/or special fees are assessed for some courses upon registration. A full listing of material and special fees can be found online at www.MacEwan.ca/materialfees.

U-PASS
A mandatory charge per semester for all full-time students (for post-secondary students those registered in classes that total or exceed nine credits per semester, full-time students (for post-secondary education, it is imperative to provide students with new or improved technology services. All credit students will be assessed $2 per credit per term (to a maximum of $30 per term). Eg. if you are registered in six credits, the fee would be $12. The fee will be assessed at the time of registration. eCampusAlberta courses are exempt from this fee as there is a separate technology fee assessed for eCampusAlberta courses.

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

Effective March 1, 2009 all cheques, money orders, and drafts MUST have all of the following imprints by the bank:
- Bank transit/swift number
- Bank account number
- Branch number
- Cheque, money order or draft number

(Examples of acceptable cheques, money orders, drafts and wire transfer can be found at http://www.MacEwan.ca/web/services/registrar/services/DetailsPage.cfm?id=251)
If a student drop form signed by a program advisor that a program student have a course requesting, completing and signing withdrawal. You are responsible for time of registration, stop payments on activities require payment in full at the outstanding fees. As cost-recovery will not be eligible for a refund, completing a withdrawal form, you the Office of the Registrar or without course without written notification to notice of withdrawal for the purpose of Non-attendance does not constitute Refunds

Deferred Payment Assessment Fee
Tuition and other fees for fall and winter are assessed prior to or at the time of registration immediately proceeding the Fall term. Fees for both fall and winter are due and payable at that time. However, if you wish to defer payment of the tuition and fees for winter term courses until January, a $35 deferred payment assessment will be added to the outstanding balance.

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

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

Refunds

(Excerpt from Policy E 1112)
Refunds for tuition and fees will be actioned according to the guidelines set out in Policy E1112 Tuition and Miscellaneous Fees and Refunds

Withdrawals, Cancellations and Refunds

Non-attendance does not constitute notice of withdrawal for the purpose of applying for a refund.

If you stop attending a program or course without written notification to the Office of the Registrar or without completing a withdrawal form, you will not be eligible for a refund, and you will be responsible for any outstanding fees. As cost-recovery activities require payment in full at the time of registration, stop payments on cheques will not constitute an automatic withdrawal. You are responsible for requesting, completing and signing a withdrawal form which is available from the Office of the Registrar or any Information Centre. It is recommended that a program student have a course drop form signed by a program advisor or a program/section chair. If a student drops all of their courses online using web advisor this does not constitute a withdrawal from the college and can result in fees remaining on the student's account. Continuing education/outreach students may contact the Office of the Registrar directly (780) 497 5000 to withdraw if unable to do so in person. Consideration for refunds may be given in special circumstances on compassionate grounds. These requests must be submitted in writing and appropriate supporting documentation must be attached (for example, a letter from a medical doctor). The Associate Registrar, Records, or designate will be the authority for the approval of special circumstance requests

Refund Categories for Credit Courses

Refund Category A1: Fall and Winter Terms (for courses that align with the Academic Schedule)
To be eligible for a 100% refund of tuition and special and material fees, students must officially drop the course by the last day to add/drop courses as indicated in the academic schedule. To be eligible for a 50% refund of tuition and special and material fees, students must officially withdraw from the course after the last day to add/drop courses as indicated in the academic schedule and prior to the 21st working day from the start of the term. There is no refund after this date.

Spring and Summer Terms (for courses that align with the Academic Schedule)
To be eligible for a 100% refund of tuition and special and material fees, students must officially drop the course by the last day to add/drop courses as indicated in the academic schedule. To be eligible for a 50% refund of tuition and special and material fees, students must officially withdraw from the course after the last day to add/drop courses as indicated in the academic schedule and prior to the 11th working day from the start of the term. There is no refund after this date.

Refund Category A3: Refund for alternative delivery courses (not offered on campus; includes field placement, clinicals)
To be eligible for a 100% refund of tuition and special and material fees, students must officially withdraw within 10 working days from the start of the course. To be eligible for a 50% refund of tuition and special and material fees, students must officially withdraw between 11 to 25 working days from the start of the course. There is no refund after this date.

Refund Category A4: Courses that begin after the add/drop period (includes courses that do not align with the official Academic Schedule)
To be eligible for a 100% refund of tuition and special and material fees, students must officially withdraw from the course within 5 working days from the start of the course. To be eligible for a 50% refund of tuition and special and material fees, students must officially withdraw from the course between 6 to 10 working days from the start of the course. There is no refund after this date.

Refund Category A5: Courses that require a non-refundable deposit (courses may include but are not limited to those with a travel component):
Prior to the published refund deadline date, students may receive a full refund less the non-refundable deposit. No refund is available after the published deadline date.

Refund Categories for Noncredit Courses

Refund Category B1: For courses more than 4 weeks in length
A 100% refund minus an administrative withdrawal fee (as approved by the Board of Governors) per course plus a 100% refund of material and special fees is available to students who withdraw before the day of the second scheduled class. No refund is available after the deadline date.

Refund Category B2: Workshops/ Seminars/Short Courses (4 weeks or less)
Students are eligible for a 100% refund minus an administrative withdrawal fee (as approved by the Board of Governors) provided the withdrawal form is received in the Office of the Registrar five working days before the first scheduled class. No refund is available after the deadline date.

Refund Category C1: Private Lessons in the Performing Arts
Students are entitled to a 100% refund of the unused portion of tuition and material/special fees minus an administrative withdrawal fee (as approved by the Board of Governors). An authorizing signature from the department is required in order to be eligible for this refund.

Other Refund Policies

Refund Category E1: Other Fees (i.e. Note sales, books, etc.)
If “other” items are provided or distributed prior to or on the first day of class, there will be no refund available once the course has started. A 100% refund will be available prior to the course start date if materials are returned in unused/new condition.
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 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 or by contacting MacEwan International at 1-780-497-5397 (phone) or 1-780-497-5393 (fax).

E-mail: international@macewan.ca

To apply, submit a completed application form along with official copies of secondary transcripts and final examinations, and a non-refundable application fee of $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 (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. 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.

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)
D. Student Discipline (Excerpt from E3101)
   D.1 Student Discipline Reference Chart
E. Student Appeals (Excerpt from E3101)
   E.1 Student Appeals Reference Chart
F. Academic Integrity (Excerpt from E1000)
G. C2020 Grading
   G.1 Grade Scale and Transcript Notations
   G.2 Grade Descriptors
   G.3 Transcript Notations
   G.4 Grading Regulations
   G.5 Grade Point Definitions and GPA Calculations
   G.6 Former Grading Scales
H. Auditors of Courses (Excerpt from C5020)
I. Final Assessment (Excerpt from C2005) – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YR
J. Deferred Examinations (Excerpt from C2020)
K. Supplemental Examinations (Excerpt from C2020)
L. Reassessment (Excerpt from C2020 Grading)
M. Credentials (Excerpt from C1005)
N. Graduation (Excerpt from C2100)
O. Graduation Regulations for Ministry Approved Programs: A Compilation of Regulations Provided by the Office of the Registrar
   O.1 Institutional Graduation Regulations
   O.2 Program Graduation Regulations and Degree Regulations
P. Academic Residency Requirements (Excerpt from C1015) – NOTE – UNDER REVIEW FOR THE 09/10 ACADEMIC YR
Q. Program Time Limits (Excerpt from C2075)
R. Repeating Credit Courses (Excerpt from C1035)
S. Attendance (Excerpt from C2050)
T. Required English Course (Excerpt from C1030)
V. Academic Standing (Excerpt from C2070)
W. Workplace Learning (Excerpt from C2060)
X. Inter-Institutional Transferability (Transfer) (Excerpt from C2030)
Y. Co-operative Education (Excerpt from C2065)
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.

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...
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.

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 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 Polices 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.

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.

**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
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accurate auditing.

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 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 integrity 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 from programs or College or expulsion from the College.

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 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 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.

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 E3010 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
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.
### Academic Discipline for Academic Integrity Offences (see C1000)

**Example:** plagiarism

**Overview of process:** as defined in C1000

**Sanctions:**
- a. Requirement to resubmit a piece of academic work (imposed by instructor)
- b. A mark reduction on a piece of academic work (can also be imposed by instructor)
- c. A mark of zero on a piece of academic work (can also be imposed by instructor)
- d. A grade reduction in a course
- e. A grade of F in a course
- f. Requirement to take a course or workshop in ethics
- g. Loss and/or repayment of scholarships or other awards
- h. Required to Withdraw from the Program (with transcript notation)
- i. Rescission of the credential (with transcript notation)
- j. Letter of reprimand
- k. Disciplinary probation
- l. Suspension (with transcript notation)
- m. Expulsion (with transcript notation)

### Academic Discipline for offences other than Academic Integrity Matters

**Example:** stealing an examination from an instructor’s office

**Overview of process:**
- a. Discipline Officer receives a written document outlining issue.
- b. 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.
- c. Within 2 days of completing the investigation, the Discipline Officer must render a decision and communicate it to the Vice President Student Services.
- d. 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.
- e. 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.
- f. Students may appeal disciplinary matters as per E3103 Student Appeals.

### Non-Academic Discipline for breeches of student responsibility not related to Academic Discipline

**Example:** vandalism to the campus

**Overview of process:**
- a. Discipline Officer receives a written document outlining issue.
- b. 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.
- c. Within 2 days of completing the investigation, the Discipline Officer must render a decision and communicate it to the Vice President Student Services.
- d. 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.
- e. 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.
- f. Students may appeal disciplinary matters as per E3103 Student Appeals.

### Sanctions:
- a. 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.
- b. Suspension from course, program or activity or suspension pending investigation only if the student’s presence constitutes an immediate risk
- c. Required to Withdraw from a course, the program or the college
  - course withdrawals have a transcript notation of “Withdrawal – Disciplinary”, course grade of W, and dates
  - program or college withdrawals have a transcript notation of “Required to Withdraw – Disciplinary”, course grades of W, and dates
- d. Loss and/or repayment of scholarships or other awards
- e. Required to Withdraw from a course, the program or the college
  - course withdrawals have a transcript notation of “Withdrawal – Disciplinary”, course grade of W, and dates
  - program or college withdrawals have a transcript notation of “Required to Withdraw – Disciplinary”, course grades of W, and dates
- f. Disciplinary probation
- g. Suspension from course or activity or suspension pending investigation only if the student’s presence constitutes an immediate risk
- h. Required to Withdraw from a course, the program or the college
  - course withdrawals have a transcript notation of “Withdrawal – Disciplinary”, course grade of W, and dates
  - program or college withdrawals have a transcript notation of “Required to Withdraw – Disciplinary”, course grades of W, and dates
- i. Rescindment of credential with automatic expulsion and transcript notation of “Rescindment of Credential” (not eligible for expungement of this notation)

**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

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.

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.
12.1 The time and date of the meeting shall be communicated to the student, the respondent and the committee members.

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.

12.3 The appeal committee will receive the appeal package in a pre-meeting of the Appeal Committee.

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 themselves or the content of the appeal proceedings. At the close of the appeal, appeal participants shall return the materials as provided.

13. For students at off-campus locations, the appeal meeting may be arranged by other means deemed appropriate by the Vice President Student Services.

14. The Appeals Committee shall provide the opportunity for at least the student and respondent to present information to the Committee.

14.1 The student and respondent may have a support person of their choice at the meeting.

14.2 The Dean will also participate in the meeting by providing information based on discussions that took place at Step III.

15. If the student does not attend the appeal meeting, the Appeal Committee will consider the 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.

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.

17 The decision of the Appeals Committee is final, and there is no further appeal.

E.1 STUDENT APPEALS REFERENCE CHART

<table>
<thead>
<tr>
<th>Step I: 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).</th>
<th>Note: Academic Standing appeals (C2070) start at Step II with the chair.</th>
</tr>
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<tbody>
<tr>
<td>Step II: 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).</td>
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<tr>
<td>Step III: 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.</td>
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</tr>
<tr>
<td>Step IV: 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 4th 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.</td>
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</tbody>
</table>
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
• recision of the credential with transcript notation
• letter of reprimand
• disciplinary probation
• suspension with transcript notation
• expulsion with transcript notation

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

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

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

PROcedures Upon Investigation

Procedure A: Instructor Investigation

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

• investigate the matter and compile available evidence related to the suspected case
• consult with the relevant chair and/or Academic Integrity Officer for assistance as required
• inform the student of the investigation and provide the student a fair opportunity (but no longer than two weeks after the date on which the instructor informs the student of the investigation) to respond
• review any information or materials the student presents
• make a determination if Academic Dishonesty occurred
The standard by which the instructor shall make a determination is on the preponderance of evidence.

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

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

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

Procedure B: Hearings

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

At the Hearing, it shall be the responsibility of the college representative (usually an instructor) to provide evidence to the Faculty Adjudicator that the student committed Academic Dishonesty. The student shall be given an opportunity to answer any charges and present evidence. Decisions of the Faculty Adjudicator with respect to the student's guilt or innocence shall be based on a preponderance of evidence. Hearings shall be conducted in accordance with the Guidelines for Hearings (See www.MacEwan.ca).

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

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

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

Hearing Requested by the Student

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

Guidance for students wishing to request a Hearing shall be made available by the Academic Integrity Office and the Student Resource Centre. Upon receipt of a student request for a Hearing, the Academic Integrity Officer will arrange a Hearing, normally within one month of the date that the Academic Integrity Officer receives the request.

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

Hearing for a Repeat Offence or Serious First Offence

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

A serious first offence includes but is not limited to, one that is criminal, or that directly harms or puts at risk another student.

Procedure C: Faculty Adjudication Without a Hearing

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

Notification of Decision

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

In cases where the Faculty Adjudicator determines that academic dishonesty occurred, a recommendation about the penalty to be imposed will be included. When the Faculty Adjudicator recommends that a student is to be expelled or that a credential should be rescinded, the Academic Integrity Officer shall forward the recommendation to the Vice President, Student Services, for approval.

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

Transcripts and Records of Incidents of Academic Dishonesty

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

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

In the event that a student appeals the Faculty Adjudicator's decision, then the record keeping for the appeal is handled according to Policy E3103 (Student Appeals). Further information on this policy may be found at www.MacEwan.ca.
**G. GRADING**

(Excerpt from Policy C2020: Grading.

**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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Grade Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>Outstanding</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
<td>Fail</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
<td>Failure to withdraw</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
<td></td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

**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**

**AI:** 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. Supplementary 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 percent 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. Not withstanding 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.

Not withstanding 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.

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?

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

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Credits</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>In progress</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>C+</td>
<td>2.3</td>
<td>3</td>
<td>6.9</td>
</tr>
<tr>
<td>HIST 260</td>
<td>B-</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
</tr>
<tr>
<td>FREN 111</td>
<td>F</td>
<td>0</td>
<td>3</td>
<td>0.0</td>
</tr>
<tr>
<td>PSYC 104</td>
<td>W</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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 = Withdraw: Not Calculated in GPA
  F = Failure: 0 Grade Points/Credit
  AUD = Auditor: Not Calculated in GPA

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 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 requirement)

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 filed 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 will be awarded on completion of 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.

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
COMPILED 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).

O.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 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
PLAR. Departments and programs are encouraged to consider a variety of evidence when making application for credit by PLAR. Faculty or School, for which students are seeking credit by PLAR. In cases where students are seeking credit for courses in the program of study and for unspecified credit associated with electives, 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 transcripted 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 deferral 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.
Registration

CONTENTS
A. Six Easy Steps
B. Making Changes in Courses
C. Classification of Courses
D. Changes in Programs
E. Withdrawal from your Program
F. Students with Disabilities

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

Part-time students who wish to register in evening courses, seminars or workshops should register in advance. Contact the Office of the Registrar's Continuing Education Line at 780-497-5000 – for a copy of the Continuing Education Guide, which lists the courses available and the procedures to use. Information is also available from the divisional continuing education departments and the college's website at www.MacEwan.ca.

A. SIX EASY STEPS
In six easy steps, you will be:
• provided with registration information and procedures
• advised about course selection
• registered and assessed fees
• required to pay fees or have student loan forms signed
• issued a student identification card by the LRC
• able to activate your Sport and Wellness card

B. MAKING CHANGES IN COURSES
You may make course additions or course section changes during the first week of classes for Fall and Winter terms and during the first two days for Spring and Summer terms. Students enrolled in evening or weekend classes must make course changes before the second class (unless otherwise published). These changes will be permitted only if space is available in the course section you have chosen.

You may drop a credit course without academic penalty any time up to the academic withdrawal date specified in Web Advisor, by detailing into the course description. Those who withdraw after the academic penalty withdrawal date will normally be assigned a failing grade.

To make a course change, complete a Add/Drop Notice form, have it approved by your program chair or designate and submit it to the Office of the Registrar.

Outreach students at off-campus locations should have approval from the regional consultant and submit the form to the Office of the Registrar. Specific program students with web access may be able to drop courses via the web. If you are unable to drop your course using Web Advisor, please see your Program Advisor and complete a course drop form. Students who stop attending and do not submit a course drop notice will be assigned an "F" grade. If there is a change in your fee assessment, you will be mailed a refund or a fee notice by the Financial Services Department.

Note: As all courses may not be offered every term, students should consult the schedule of courses for each term.

C. CLASSIFICATION OF COURSES
The numbers in brackets following the course title refer to the hours of lecture, lab, seminar, and field placement.

Typically, a class with 45 hours of lecture (three hours per week) has a value of three credits and is offered over one term. A class with 90 hours of lecture typically has a value of six credits and is offered over a period of two terms.

D. CHANGES IN PROGRAMS
After the Term Begins
You can change your program, with the approval of the programs concerned, up until the end of the first week of classes. Changes will be accommodated only if space in the new program permits and will not ordinarily be considered after the first week of classes.

To make a change in your program, you should first consult with the program chair of your current program and then meet with the program chair of your new program to determine whether you meet admission requirements. If your program transfer is approved, complete a new Application for Admission and submit it to the Office of the Registrar along with the application fee and an Add/Drop Notice approved by both your current and new program chair. Be sure to enter your new program, your new courses, and the courses you are dropping on the form. If there is a reduction in your fee assessment, you will receive a refund. Any additional fees for added courses must be paid at the time of registration or prior to the published deadline date for receipt of payment.

Between Terms
To change your program after the end of a term, consult with the chair of the program to which you are interested in transferring. Complete an Application for Admission to the new program of your choice and submit it with the application fee to the Office of the Registrar. We will advise you regarding any new admission requirements you must meet.

E. WITHDRAWAL FROM YOUR PROGRAM
If you find it necessary to withdraw from your program, we encourage you to consult first with a college counsellor, your program chair, a student advisor, or your regional consultant. To withdraw, complete a Program Withdrawal Notice form, obtain your program chair’s or regional consultant’s approval, and then submit the form to the Office of the Registrar. Withdrawals must be written and signed. Students who have registered via web registration must notify their program to withdraw from all courses. Refunds will be determined according to the refund policy.

You will not be considered to have formally withdrawn from your program unless you follow the correct procedures. To avoid losing your refund and receiving failing grades, be sure to notify the Office of the Registrar in writing of any changes to your registration or program status.

F. STUDENTS WITH DISABILITIES
Students who may require accommodations due to a disability are advised to discuss their needs with Services to Students with Disabilities in the Student Resource Centre. Students should also advise instructors at the beginning of the course if accommodations are requested.
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.

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 Dependents
Provides up to $3,120 annually in financial assistance to high-need students with children or other dependents. 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 voided 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 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 or in the Think MacEwan Scholarships, Bursaries and Awards publication. In addition to the college awards, students will be provided with information about various external awards offered by organizations outside Grant MacEwan College. Contact information is provided for applications and information pertaining to these awards.

Students are encouraged to check awards for their specific program under program title, as well as General Awards, Aboriginal Awards, Athletic Awards, and Students with Disabilities Awards. Read the directions carefully and note the deadline dates. Incomplete applications are disqualified.

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

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

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

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

Application forms are available only during posted times from the Student Resource Centre at each campus. For a complete description of each scholarship, award or bursary, check the college website www.MacEwan.ca/scholarships or the Think MacEwan Scholarships, Bursaries and Awards publication.
The following section is a complete listing of all programs for which Grant MacEwan College offers provincially approved credentials.

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

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

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

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

PREPARATION FOR UNIVERSITY AND COLLEGE

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

Faculty of Arts and Science
www.MacEwan.ca/esl

PROGRAM INTRODUCTION/ OVERVIEW

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

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

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

FULL-TIME STUDIES

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

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

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

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 or page 32 of College Calendar. (Students studying in Canada on a Study Permit or Other Visa are considered international students.)

PROGRAM OF STUDY

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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 Website: 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 Jiny, 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

Martin Tucker, B.Ed. (Calgary)
Mathematics, Secondary Education

Grant MacEwan College • C A L E N D A R • www.MacEwan.ca
Certificate and Diploma Programs

ACCOUNTING AND STRATEGIC MEASUREMENT

ACUPUNCTURE

ARTS AND CULTURAL MANAGEMENT

ASIA PACIFIC MANAGEMENT

ARTS AND RISK MANAGEMENT

INSURANCE AND RISK MANAGEMENT

INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY

Certificate and Diploma Programs

ACCOUNTING AND STRATEGIC MEASUREMENT

ACUPUNCTURE

ARTS AND CULTURAL MANAGEMENT

ASIA PACIFIC MANAGEMENT

ARTS AND RISK MANAGEMENT

INSURANCE AND RISK MANAGEMENT

INFORMATION MANAGEMENT AND LIBRARY TECHNOLOGY

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

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) 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) 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. 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.

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.

PROGRAM OF STUDY
Accounting Technology Certificate – 30 credits (Year I)
Accounting and Strategic Measurement Diploma – 60 credits (Years I and II)

YEAR I

<table>
<thead>
<tr>
<th>TERM I</th>
<th>CR.</th>
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<tbody>
<tr>
<td>ACCT 111</td>
<td>Financial Accounting I*</td>
</tr>
<tr>
<td>MCSP 131</td>
<td>Business Computing*</td>
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<tr>
<td>LEGL 210</td>
<td>Business Law I*</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>Communications*</td>
</tr>
<tr>
<td>Elective or MGMT 131*</td>
<td>3</td>
</tr>
</tbody>
</table>

(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

<table>
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<tr>
<th>TERM III</th>
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<tbody>
<tr>
<td>ACCT 211</td>
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<td>ACCT 215</td>
<td>Quantitative Decision Support*</td>
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<td>ACCT 268</td>
<td>Management Accounting II*</td>
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<tr>
<td>ACCT 214</td>
<td>Integrated Accounting Systems</td>
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<td>OR</td>
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<tr>
<td>ACCT 264</td>
<td>Information Technology III</td>
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<tr>
<td>Elective – Economics*</td>
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<table>
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<tr>
<th>TERM IV</th>
<th>CR.</th>
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<tbody>
<tr>
<td>ACCT 255</td>
<td>Financial Management*</td>
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<tr>
<td>ACCT 261</td>
<td>Financial Accounting IV*</td>
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<tr>
<td>ACCT 275</td>
<td>Accounting Information Systems*</td>
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<tr>
<td>ACCT 318</td>
<td>Management Accounting III*</td>
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<tr>
<td>MGMT 122</td>
<td>Organizational Behaviour*</td>
</tr>
</tbody>
</table>

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 (AI) 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 unequaled 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) 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) 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.
PROGRAM OF STUDY

YEAR I

TERM I

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<tr>
<th>CR.</th>
<th>ACCT 111</th>
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<td>ACCT 136</td>
<td>Co-Operative Job Awareness</td>
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<td>ACCT 162</td>
<td>Practical Tax Applications*</td>
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<td>Elective or MGMT 131 *</td>
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</table>

(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

TERM II

ACCT 161  Financial Accounting II*  3
ACCT 164  Information Technology II*  3
ACCT 218  Management Accounting I*  3
LEG 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

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 Grade Point Average (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

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

W. Les Barnhouse, C.M.A.
Sue Bohaichuk, Dip. Business Administration–Accounting (NAIT), C.M.A.
Steve Bruns, Cert. Supervisory Development (U of Alberta), C.M.A.
Jane Causgrove-Reinhart, M.B.A. (Alberta), C.G.A.
Joanne Christie, B.A. (Alberta)
Barry Dzwonik, B.Com. (Alberta), C.A.
Daniel Engel, Dip. Accounting (MacEwan), C.M.A.
Rick Godwin, C.G.A.
Chris Hancock, R.Ed. (Alberta)
Jared Laneus, B.Com. (Alberta)
Irina Levin, B.Admin. (Athabasca), C.A.
Darlene Lowe, M.B.A. (Athabasca), C.M.A.
Al McGeachy, M.B.A. (Alberta), C.M.A.
Heather Mechalski, C.G.A., E.C.G.A.
Sandi Mullane, Cert. Accelerated Accounting (NAIT), C.G.A.
Odette Pinto, M.B.A. (Alberta), C.G.A.
Dal Pirot, M.P.A. (Saskatchewan), C.G.A.
Humayun Qadri, M.B.A. (Pennsylvania) Accounting, C.M.A. (USA), C.F.M. (USA)
Sharon Ramstad, M.B.A., (Athabasca) C.M.A.
Doug Ringrose, M.Ed. (Alberta), C.P.A.
Raina Rudko, M.B.A. (Queensland), M.Ed. (Alberta)
Greg Springate, Executive M.B.A. (British Columbia), C.A.
Bill Venables, B.Sc. (with distinction) (Alberta), PEng, C.N.E., C.C.N.A., C.C.A.I.
Fraser Wilson, M.B.A. (Toronto)
Jerry Zdril, B.Sc. (Alberta), C.G.A.
ACUPUNCTURE

Faculty of Health and Community Studies
www.MacEwan.ca/acupuncture

PROGRAM INTRODUCTION/ OVERVIEW

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

The Acupuncture program prepares you to become a Registered Acupuncturist, subject to successful completion of the provincial registration examination for acupuncturists. Students receive the instruction needed to practice acupuncture competently based on the most recent national and international standards. MacEwan’s Acupuncture program maintains close ties with Acupuncture/TCM facilities in China, where some third-year students may have an opportunity to complete part of their internship. This diploma program gives you an excellent basis for the acquisition of further knowledge of Chinese herbology through continuing education at MacEwan.

CAREER POTENTIAL

- Regulated Health Profession
- Recognized under the Health Disciplines Act
- Respected in the medical community
- Relatively few practicing Acupuncturists in Alberta with comprehensive training
- Graduates experience a high level of employment
- Private practice or multi-disciplinary clinics with Chiropractors, Massage Therapists, Physiotherapists, Holistic Health Practitioners, Naturopathic Doctors, Homeopathic Practitioners and Physicians

TRANSFERABILITY

Graduates have a wide range of continuing education options, ranging from ongoing study in specialty areas to undergraduate and graduate study at institutes and universities both nationally and internationally.

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

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

AND

At least two years of post-secondary education with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale, as calculated on the last 24 post-secondary credits.

PROBATIONARY ADMISSION
To be evaluated through the Program

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

OR

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

- Traditional Chinese Medicine (TCM)

OR

- Holistic Health, Herbology, Massage Therapy, or complementary medicine

Applicants admitted within this category will be placed on probation.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. Skills Appraisal
To be evaluated through the Office of the Registrar

Applicable to all admission categories

- Unless otherwise specified, identified Skills Appraisal requirements must be completed during the first term of year one*.

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.

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 to work with ‘Children and/or Vulnerable Persons (adults and children)’ by the beginning of the intake term.
- The first in Hepatitis B series must be completed by the beginning of the intake term; full Hepatitis B series must be completed by six months* from the program start date.
- Current Standard First Aid certification by the end of the second term*.

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

PROGRAM OF STUDY

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<tr>
<td><strong>TERM I</strong></td>
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<td>ACUP 100</td>
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<td>ACUP 106</td>
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<td>ENGL 111</td>
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<tr>
<td>HLSC 104</td>
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<tr>
<td>HLSC 105</td>
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</tbody>
</table>

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

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

**YEAR II**

**TERM IV**
- ACUP 110 Meridian Systems and Acupuncture Points III 4 C
- ACUP 112 Traditional Chinese Medicine Internal Therapeutics I 2 C
- ACUP 113 Clinical Observation and Practice I 1 C
- ACUP 203 Therapeutic Principles of Acupuncture Point Selection and Combination 1 C
- ACUP 205 Traditional Chinese Medicine Modalities I 1 C
- HLSC 222 Alterations In Health Across the Lifespan 3

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

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

**YEAR III**

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

**TERM VIII**
- ACUP 303 Internship III 2 C
- ACUP 305 Practice Management and Professional Entry Requirements 3 C
- HLSC 220 Pharmacotherapeutics for Health Professionals 3

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

**MINIMUM GRADE TO GRADUATE**
The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.
Acupuncture Program
Denise Knowles
Phone: 780-497-5168
E-mail: knowlesd@macewan.ca
Acupuncture Teaching Clinic
Deanna O’Hara
Phone: 780-497-4610

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

Marc Raedschelders, Chair, B.Sc.
(Katholieke Universiteit Leuven)
Physical Therapy, Dipl.Ac. (NCCAOM)
R.Ac.

Jiulin Wang, M.Sc. (Nanjing University of TCM)
Traditional Chinese Medicine. T.C.M.D. R.Ac.

Gordon Grant, Ph.D. (Alberta)
Food Science and Technology. R.Ac.

Vladyslav Guziy, R.Ac.

Michael McFarlane, B.Sc. (Alberta)
Zoology/Biological Sciences. R.Ac.

Debi Sawchuk, R.Ac.

Julie Patan, B.Sc. (Alberta)
Physical Therapy

Blanca Vanier, R.Ac.

Fu-Lin Wang, Ph.D. (Calgary)
Epidemiology (Community Medicine). R.Ac.

King S. Wong, B.Sc. (Guang Zhou TCM College)
Traditional Chinese Medicine. T.C.M.D. R.Ac.
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) 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

- 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.

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.


Grant MacEwan College • C A L E N D A R • www.MacEwan.ca
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

| Course Code | Course Title                                      | 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                |      
| AGAD 129    | Management Seminar I                             | 2    
| ENGL 111    | Communications                                   | 3    

TERM II

| Course Code | Course Title                                      | CR.
|-------------|--------------------------------------------------|------
| 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          | Museum/Gallery Management*                        | 3    
| AGAD 127    | Fundraising and Grants                            | 3    
| AGAD 130    | Management Seminar II                             | 2    

TERM III

| Course Code | Course Title                                      | CR.
|-------------|--------------------------------------------------|------
| 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
E-mail: gintherr@macewan.ca

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.

PROGRAM OF STUDY

YEAR I

TERM I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 201</td>
<td>Introduction to Canadian Business</td>
<td>3</td>
</tr>
<tr>
<td>CHIN 101</td>
<td>Introductory Chinese</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAPN 101</td>
<td>Introductory Japanese I</td>
<td>3</td>
</tr>
<tr>
<td>CMPT 157</td>
<td>Introduction to Computing for Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Introduction to Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>Communications Seminar</td>
<td>3</td>
</tr>
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TERM II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHIN 102</td>
<td>Introductory Chinese II</td>
<td>3</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAPN 102</td>
<td>Introductory Japanese II</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Introduction to Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>INTB 312</td>
<td>Conducting Business in Asia</td>
<td>3</td>
</tr>
<tr>
<td>MGT 103</td>
<td>Probability and Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>ORGA 201</td>
<td>Introduction to Management Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

YEAR II

TERM III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 311</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CHIN 201</td>
<td>Introductory Chinese III</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAPN 201</td>
<td>Introductory Japanese III</td>
<td>3</td>
</tr>
<tr>
<td>INTB 300</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MARK 301</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>INTB 311</td>
<td>Diversity and Intercultural Communication Seminar</td>
<td>3</td>
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</table>

TERM IV

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHIN 202</td>
<td>Introductory Chinese IV</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAPN 202</td>
<td>Introductory Japanese IV</td>
<td>3</td>
</tr>
<tr>
<td>FNCE 301</td>
<td>Introductory Finance</td>
<td>3</td>
</tr>
<tr>
<td>FNCE 404</td>
<td>International Finance</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARK 403</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>LGL 210</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>POLS 261</td>
<td>Asia Pacific Political Systems Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTB 200</td>
<td>Asia Pacific Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

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. Good Standing 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
E-mail: asiapacific@macewan.ca

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) 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.
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
<table>
<thead>
<tr>
<th>Course</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORR 100</td>
<td>Human Relations</td>
</tr>
<tr>
<td>CORR 102</td>
<td>Correctional Law</td>
</tr>
<tr>
<td>CORR 104</td>
<td>Criminal Justice System</td>
</tr>
<tr>
<td>SOCI 100</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>Communications</td>
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TERM II
<table>
<thead>
<tr>
<th>Course</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>CORR 110</td>
<td>Introductory Criminology</td>
</tr>
<tr>
<td>CORR 112</td>
<td>Correctional Interviewing</td>
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<tr>
<td>CORR 114</td>
<td>Field Placement I</td>
</tr>
<tr>
<td>CORR 116</td>
<td>Integration Seminar I</td>
</tr>
<tr>
<td>CORR 118</td>
<td>Introduction to Corrections</td>
</tr>
<tr>
<td>CORR 120</td>
<td>Restorative Justice</td>
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YEAR II

TERM III
<table>
<thead>
<tr>
<th>Course</th>
<th>CR.</th>
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<tbody>
<tr>
<td>CORR 212</td>
<td>Correctional Counselling</td>
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<tr>
<td>CORR 214</td>
<td>Field Placement II</td>
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<tr>
<td>CORR 216</td>
<td>Integration Seminar II</td>
</tr>
<tr>
<td>CORR 218</td>
<td>Youth Crime</td>
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<td>PSYC 104</td>
<td>Introductory Psychology</td>
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TERM IV
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<tr>
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<tbody>
<tr>
<td>CORR 202</td>
<td>Cultural Influences</td>
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<td>CORR 206</td>
<td>Substance Abuse Intervention</td>
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<td>CORR 208</td>
<td>Selected Issues</td>
</tr>
<tr>
<td>CORR 210</td>
<td>Correctional Methods and Practice</td>
</tr>
<tr>
<td>CORR 224</td>
<td>Field Placement III</td>
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</tbody>
</table>

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% (C2015 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 transfer course 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 (C2035 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 (C2030 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

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Grant MacEwan College • C A L E N D A R • www.MacEwan.ca
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 Motion Image
- Design and Photography

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 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 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.
CAREER POTENTIAL
Graduates of the Design Studies program find careers in agencies, studios, museums, graphic and communications departments in both large and small organizations, print-shops and sign-shops. Graduates have also found success in freelance work and in starting up their own small studios or businesses.
Potential responsibilities cover a wide range of design activities, including exhibit design, merchandising, illustration, point-of-purchase design, print design (magazine, advertising, promotional), photography, display design, multimedia interface design and production, videography, photographic styling, electronic pre-press production, special events coordination, on-site marketing and prop-making.

TRANSFERABILITY
All courses completed for the Design Foundations certificate and the Design Studies diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students interested in transferring either a completed certificate or diploma are advised to consult both the receiving institution regarding transfer policies and the MacEwan Design Studies program regarding coursework and portfolio development. Like the Design Studies program at MacEwan, other institutions typically base transfer on both the application of creative skills as demonstrated in an entrance portfolio and on an assessment of course content.
Students presenting a completed Design Foundations certificate are eligible to apply for admission to the Alberta College of Art and Design. Students presenting a completed Design Studies diploma are eligible to apply for admission to Athabasca University. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

TECHNOLOGY INTEGRATION FOR CREATIVE LEARNING (TICL)
In the 2010/11 academic year, each full-time student in the Design and Photography major will be required to purchase a Macintosh laptop computer equipped with software configurations specific to the Photography major.
To facilitate this requirement, the Design program negotiates with leading design software producers to secure a customized package with Apple Computer. This provides a comprehensive system at a price below what it would cost to purchase hardware and software components individually. Students will use their laptops throughout their program to maximize their learning outcomes. Details on package contents, purchase information and use in the Design program will be posted as they become available. For further information, please contact Dianne Nicholls at 780-497-4312 or nichollsdim@maclean.ca.

Design Foundations

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

REGULAR ADMISSION
To be evaluated through the Office of the Registrar
1) Applicants must have an Alberta high school diploma (or equivalent) and ELA 30-1.
OR
b) 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. One Group A course
   3. One Group B or C course
   4. One Group C or D course

MATURE ADMISSION
To be evaluated through the Office of the Registrar
Applicants must be 20 years of age or older and 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.

3. Other Admission Criteria
   To be evaluated through the Program
   Applicable to all admission categories
   Applicants are required to submit a portfolio to be evaluated by a selection committee comprised of Design Studies faculty.
   The portfolio consists of two components – a body of original work and the applicant’s response to an assigned portfolio project.
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.

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 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
VCDE 235 Figure Drawing 3
VCDI 223 Design and Pre-Press Production 3
VCPR 210 2D Methods and Materials Elective 2

YEAR II

TERM III

VCDE 333 Corporate Identity and Promotional Design 3
VCDE 334 Illustration Techniques 3
VCDE 344 Interpretive Drawing Elective 3

Choose one of the following options:
VCDE 380 Concept Rendering 3
VCDE 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
VCDE 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 Exhibit Presentation Major

**YEAR I**

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Design and Motion Image Major

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Design and Photography Major

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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 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

Dianne Nicholls, Instructional Assistant
Phone: 780-497-4312
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.A. (Colorado)
Ross Germaniuk, Dip. Photography (NAIT)

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

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

Marina Hulzenga, Dip. Design and Visual Presentation (MacEwan)

Rita Long, Dip. Audiovisual Technician (MacEwan)

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

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

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

David Moore, Dip. Visual Communication (Display) (MacEwan)

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

Ed Naus, B.F.A. (York)

Diane Nicholls, Dip. Computer Graphic Design (MacEwan), Dip. Graphic Design and Illustration (MacEwan)

Jeff Pelton, B.A. (Alberta), B.Arch. (British Columbia)

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

Ottile Sanderson, B.A. (Alberta)

Paul Saturley, B.F.A. (ACAD), B.A. (Memorial)

David Shkolny, B.F.A. (NSCAD), John Smith, Dip. Visual Communications, 4-year (ACAD)

Stephe Tate, Dip. Photography Technician (Langara College)

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

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) or contact the receiving institution directly.

Grades 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.

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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.
PROGRAM OF STUDY

30 Credits – Certificate (Year I)
60 Credits – Diploma (Years I and II)

YEAR I

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<td>DMWP 102</td>
<td>Medical and Pharmaceutical Concepts</td>
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<td>Introduction to Disability Management</td>
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<td>DMWP 114</td>
<td>Conflict and Crisis Management in Return to Work</td>
<td>3</td>
<td>C-</td>
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<tr>
<td>DMWP 116</td>
<td>Return to Work Management</td>
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<tr>
<td>DMWP 118</td>
<td>Field Placement I in Disability Management</td>
<td>3</td>
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<tr>
<td>INTD 105</td>
<td>Interpersonal Skills Development</td>
<td>3</td>
<td>C-</td>
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<tr>
<td>ENGL 111</td>
<td>Communications</td>
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YEAR II

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>DMWP 200</td>
<td>Disability Management Program Design</td>
<td>3</td>
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<tr>
<td>DMWP 204</td>
<td>Trends and Issues in Disability Management</td>
<td>3</td>
<td>C-</td>
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<tr>
<td>DMWP 210</td>
<td>Evidence Based Practice in Disability Management</td>
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<td>C-</td>
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<tr>
<td>DMWP 212</td>
<td>Health and Safety Issues in Disability Management</td>
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<td>C-</td>
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<tr>
<td>DMWP 214</td>
<td>Treatment and Prevention in Disability Management</td>
<td>3</td>
<td>C-</td>
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<td>DMWP 216</td>
<td>Disability Management Program Evaluation</td>
<td>3</td>
<td>C-</td>
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<td>DMWP 218</td>
<td>Field Placement II in Disability Management</td>
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<tr>
<td>HLST 121</td>
<td>Introduction to Case Management</td>
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<tr>
<td>ENGL 211</td>
<td>Business Communications</td>
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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 (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 Romanyak, Program Consultant
Phone: 780-497-5727 or 1-800-661-6878
E-mail: romanyakm@macewan.ca

FACULTY

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

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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

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) 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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR.</th>
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<tr>
<td>ENGL 111</td>
<td>Communications</td>
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<tr>
<td>RPPR 102</td>
<td>Perspectives on Assessment and Reporting Practices</td>
<td>3</td>
</tr>
<tr>
<td>RPPR 103</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>RPPR 106</td>
<td>Person-Centered Perspectives</td>
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<td>RPPR 107</td>
<td>Family-Centered Practice</td>
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<tr>
<td>RPPR 108</td>
<td>Seminar: Disability Issues I</td>
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TERM II

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<td>Community Development</td>
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<td>RPPR 110</td>
<td>Seminar: Disability Issues II</td>
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<tr>
<td>RPPR 117</td>
<td>Facilitating Learning and Development</td>
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<tr>
<td>RPPR 118</td>
<td>Advocacy and Leadership</td>
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<tr>
<td>RPPR 119</td>
<td>Health Promotion and Personal Well-Being</td>
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<td>RPPR 120</td>
<td>Field Placement I</td>
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YEAR II

TERM III

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<tr>
<td>RPPR 204</td>
<td>Seminar: Disability Issues III</td>
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<tr>
<td>RPPR 211</td>
<td>Connections and Networking</td>
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</tr>
<tr>
<td>RPPR 212</td>
<td>Person-Centered Planning Approaches</td>
<td>2</td>
</tr>
<tr>
<td>RPPR 213</td>
<td>Evidence-Based Practice</td>
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</tr>
<tr>
<td>RPPR 215</td>
<td>Field Placement II</td>
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<tr>
<td>PSYC 104</td>
<td>Introductory Psychology Elective</td>
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TERM IV

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<tr>
<td>RPPR 220</td>
<td>Organizational Leadership and Change</td>
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<tr>
<td>RPPR 221</td>
<td>Supervision</td>
<td>2</td>
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<tr>
<td>RPPR 222</td>
<td>Connections: Technology, Adaptation and Accommodation</td>
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<tr>
<td>RPPR 224</td>
<td>Seminar: Disability Issues IV</td>
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<td>RPPR 230</td>
<td>Field Placement III</td>
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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 Disability Studies: Leadership and Community has 7 years from the first day of the term of acceptance to fulfill 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
Fax: 780-497-5150

FACULTY

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

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

Suzanne Frank, M.Ed. (Alberta)
Adult and Higher Education

Shauna Pilipchuk, Dip. (MacEwan)
Rehabilitation Practitioner

Debbie Reid, M.Ed. (Calgary)
Community and Disability Studies

Debbie Royer, B.C.R. (Calgary)
Community Rehabilitation and Disability Studies

Petra Schulz, M.Ed. (Philipps)
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/ecd

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 and participate 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) 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. 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.

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.
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 (C2030 Inter-Institutional Transferability).

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
Phone: 780-497-5146
E-mail: earlylearning@macewan.ca

FACULTY
Jane Hewes, Chair, Ph.D. (Alberta) Education
Sherrill Brown, Ph.D. (Alberta) Education
Tricia Lirette, M.Ed. (Alberta) Adult Education
Margaret Myktetsyn, B.A. (Victoria) Child Care
Pamela Taylor, M.Ed. (Alberta) Adult Education
Nancy Thomas, M.Ed. (Alberta) Elementary Education

G RANT   M A C E W A N   C O L L E G E  •   C A L E N D A R  •   w w w . M a c E w a n . c a

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EMERGENCY COMMUNICATIONS AND RESPONSE

Faculty of Health and Community Studies
www.MacEwan.ca/emergency

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

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

CAREER POTENTIAL
Challenging and rewarding careers as call evaluators or dispatchers can be found in police, fire or medical communications centres. Positions can be found with provincial, federal or municipal police, fire or emergency medical services. As well, there are many opportunities available in specialized public or private communication centres dealing with priority service requests.

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

CATEGORY OF ADMISSION
Applicants may be admitted to the following:

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. Skills Appraisal
To be evaluated through the Office of the Registrar
Applicable to all admission categories
- Unless otherwise specified, identified Skills Appraisal requirements must be completed by the beginning of the intake term.

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

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR 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.

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
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: cerisanao2@macewan.ca

FACULTY

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

Rebecca Braunhoffen, 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
FINE ART

Centre for the Arts and Communications
www.MacEwan.ca/fineart

PROGRAM INTRODUCTION/ OVERVIEW
The Fine Art program is a two-year university transferable diploma program. Its curriculum prepares students for attaining a Bachelor of Fine Art degree and commencing a professional art practice. Students accepted into the Fine Art program are a diverse group in terms of age, cultural background, and academic experience. They meet all admission requirements and have in common a commitment to develop their own artistic practice within the context of the discipline.

Students study historical and contemporary art in both studio and art history courses, and they study English and humanities courses provided by the Faculty of Arts and Sciences. The program hosts a Visiting Artist Lecture Series, introducing students to internationally recognized artists who work in various areas such as painting, video, installation, drawing, sculpture and new media.

In the Fine Art foundation year, students are introduced to the visual language of form and colour, various art mediums and the history of Western art. This is followed by a year in which students explore contemporary art concepts and determine personal preferences for subject and process within prescribed course objectives. In each studio course, students explore first historical, then contemporary approaches to the use of traditional mediums and subjects.

New technologies are incorporated into curricula as they become established in the visual art discipline. Studio assignments are designed to foster creative problem solving skills and fluency with the visual language. Through critiques, lectures and seminars, students learn to analyze their own art in the context of historical, personal and international issues influencing art practices today.

CAREER POTENTIAL
Graduates of the program have become self-employed artists who work on commissioned artworks or exhibit their artwork in art galleries and museums. They have also become designers, consultants, illustrators, architects, public and private school art teachers, university professors, photographers, art historians, gallery administrators, art school shop technicians, curators and art conservators.

TRANSFERABILITY
All courses completed for the Fine Art diploma are credit courses and may be transferable individually or in blocks toward further study at all Alberta universities and the Alberta College of Art and Design. Admission to provincial, as well as out-of-province, degree-granting art institutions is generally determined through an evaluation of the student’s MacEwan transcript and the level of portfolio achievement. Students interested in transferring a completed diploma are advised to consult the receiving institution regarding their application requirements, procedures and transfer policies.

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

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

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

OR
b) 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. One Group A course
3. One Group B or C course
4. One Group C or D course

MATURE ADMISSION
To be evaluated through the Office of the Registrar
Applicants must be 20 years of age or older and 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.

3. Other Admission Criteria
To be evaluated through the Program

Applicable to all admission categories

Applicants must submit a portfolio and a statement of intent to be assessed by a committee of Fine Art faculty.

Successful applicants will demonstrate in their portfolio:
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 Fine Art 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).
GENERAL STUDIES

Faculty of Arts and Science
www.MacEwan.ca/generalstudies

PROGRAM INTRODUCTION/ OVERVIEW
General Studies is an excellent preparation for entry into career studies, university-transfer and degree programs at Grant MacEwan College and various faculties in Alberta universities. The General Studies program offers university-credit coursework in the following areas: Anthropology, Art History, Biology, Business Law, Classics, Computing Science, Drama, Economics, Health Education, History, Music, Philosophy, Political Science, Psychology and Sociology.

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

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

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

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

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 55 per cent, with no course grade lower than 50 per cent, in the following high school courses:
   1. ELA 30-1 or ELA 30-2
   2. One Group A or C course
   3. Two Group A, B, C or D courses or Applied Math 30 or any 33-level course

Applicants 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 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. 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.
PROGRAM OF STUDY
Certificate – 30 Credits (Year I)
Diploma – 60 Credits (Years I and II)

YEAR I

TERMS I AND II

English
Social Science
Canadian Studies course
Humanities
Electives

CR.
6
9
3
6
6

TERMS III AND IV

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

CR.
6
3
3
6
12

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

Elective

English

Any course in English except upgrading and
devolutional 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 in 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

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) 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.

2. English Language Proficiency
To be evaluated through the Office of the Registrar
Applicable to all admission categories
• The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan’s full-time calendar or online at www.MacEwan.ca.
3. Other Admission Criteria
To be evaluated through the Program
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

<table>
<thead>
<tr>
<th>TERM I</th>
<th>CR. GR.</th>
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<tbody>
<tr>
<td>ENGL 111</td>
<td>Communications</td>
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<tr>
<td>HAPR 101</td>
<td>Bioacoustics of Human Hearing</td>
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<tr>
<td>HAPR 102</td>
<td>Hearing Testing I</td>
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<tr>
<td>HAPR 103</td>
<td>Hearing Instrument Technology I</td>
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<td>HAPR 105</td>
<td>Customer Relations and Communications</td>
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TERM II

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<tbody>
<tr>
<td>HAPR 110</td>
<td>Hearing Disorders</td>
</tr>
<tr>
<td>HAPR 111</td>
<td>Hearing Testing II</td>
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<tr>
<td>HAPR 202</td>
<td>Health Promotion and Rehabilitation for Individuals with Hearing Loss I</td>
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</tbody>
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YEAR II

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<tr>
<th>TERM III</th>
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<tr>
<td>HAPR 114</td>
<td>Practicum I</td>
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TERM IV

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<th>TERM IV</th>
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<tr>
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<td>The Aging Client</td>
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<td>HAPR 201</td>
<td>Interviewing and Counselling</td>
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<td>HAPR 203</td>
<td>Hearing Instrument Technology II</td>
</tr>
<tr>
<td>HAPR 210</td>
<td>Health Promotion and Rehabilitation for Individuals with Hearing Loss II</td>
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TERM V

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<th>TERM V</th>
<th>CR. GR.</th>
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<tr>
<td>HAPR 108</td>
<td>Business Management</td>
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<tr>
<td>HAPR 112</td>
<td>Professional Responsibilities</td>
</tr>
<tr>
<td>HAPR 204</td>
<td>Hearing Testing III</td>
</tr>
<tr>
<td>HAPR 211</td>
<td>Hearing Instrument Technology III</td>
</tr>
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TERM VI

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<th>TERM VI</th>
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<tbody>
<tr>
<td>HAPR 212</td>
<td>Field Placement</td>
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</tbody>
</table>

*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 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, M.Sc. (West Virginia)
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)

Carole Stevenson, M.S.H.A. (Central Michigan)
Audiology. R.Aud.

Patti-Jo Sullivan, M.Sc. (Minot State)
Audiology. R.Aud.
Holistic Health Practitioner

Faculty of Health and Community Studies
www.MacEwan.ca/holistic

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

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

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

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

Categories of Admission
Applicants may be admitted to one of the following:

Regular Admission
To be evaluated through the Office of the Registrar
Applicants must have an Alberta high school diploma (or equivalent) and a minimum grade of 50 per cent in Biology 20 (Biology 30 recommended).

Mature Admission
To be evaluated through the Office of the Registrar
Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum grade of 50 per cent in Biology 20 (Biology 30 recommended) or one of the following (or equivalents) with a minimum grade of D:
- PEDS 101 and 103
- NURS 108
- PHSD 162
- MTST 125 and 126
Note: PEDS 102 will be considered as a substitute for PEDS 101 and 103.
ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. Skills Appraisal
   To be evaluated through the Office of the Registrar

Applicable to all admission categories
- Unless otherwise specified, identified Skills Appraisal requirements must be completed by the beginning of the intake term.
Applicants must complete the Skills Appraisal only if they do not present ELA 30-1 with a minimum grade of 65 per cent or ELA 30-2 with a minimum grade of 75 per cent.

Writing: Applicants must successfully complete the writing portion 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 applicants to have a 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
- 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
- HHPR 160 Counselling and Teaching 3 C-
- MTST 126 Body Functioning II 3 C-
  *Complementary/Alternative Clinical Specialty

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

YEAR II

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

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

TERM VI
- 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 Herbolgy 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

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

Agnnes 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) 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.
### PROGRAM OF STUDY

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

#### YEAR I

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<tr>
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<tr>
<td>ENGL 111 Communications</td>
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<td>HRMT 180 Human Resources Management</td>
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<tr>
<td>MGMT 111 Business Computing</td>
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<td>MGMT 112 Financial Math</td>
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</table>

#### 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

<table>
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<th>TERM III</th>
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<tbody>
<tr>
<td>HRMT 220 Human Behaviour in the Organization</td>
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<td>HRMT 230 Compensation and Benefits II</td>
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<td>HRMT 245 Performance Management</td>
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<tr>
<td>ACCT 111 Financial Accounting I</td>
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</table>

#### 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 | 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.

### E-mail: hrprogram@macewan.ca

### Part-time Program: 780-497-5384  
### Full-time Program: 780-497-4600

### Human Resources 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, R.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 McGillivary, LL.B. (Saskatchewan), C.H.R.P.

### Jill Little, B.A. (Ontario), C.E.B.S., 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

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 cataloging, 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.

Grades find jobs as
- library and information technicians
- reference assistants and technicians
- bookstore service personnel
- software support personnel
- file and records clerks

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

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

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

MATURE ADMISSION
To be evaluated through the Office of the Registrar
Applicants must be 20 years of age or older and have been out of full-time high school 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.
### PROGRAM OF STUDY

#### YEAR I

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<thead>
<tr>
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<tbody>
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<tr>
<td>INFM 103 Reference Fundamentals</td>
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<tr>
<td>INFM 104 Collection Development</td>
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<tr>
<td>MCSP 123 Introduction to Web Development</td>
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<tr>
<td>MCSP 131 Business Computing</td>
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</tbody>
</table>

#### 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

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<tr>
<th>TERM III</th>
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<td>INFM 205 Organization of Information II</td>
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<td>INFM 208 Library Services for Children and Young Adults</td>
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<td>INFM 209 Records, Information and Privacy Management</td>
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<td>INFM 255 Organization of Special Materials</td>
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<td>INFM 258 Information Systems Design</td>
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<td>INFM 259 Information Services Management</td>
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<td>INFM 260 Field Placement</td>
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<td>Elective</td>
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</table>

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).

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**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.

**FACULTY**

- G. Thomas Carter, M.A., LL.B. (Alberta)
  Chair
- Tony Fell, M.L.S. (Alberta)
- Norene James, M.L.I.S. (Alberta), C.C.A.I.
- Randy Jenne, M.Ed. (Alberta), C.C.N.A.
- Donna Molloy, M.L.S. (UBC), M.P.A.
- Karen Reschke, M.L.I.S. (Alberta), L.L.B. (Saskatchewan)

**FOR FURTHER INFORMATION**

Information Management and Library Technology

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

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

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

Alan Wesley, Instructional Assistant

Phone: 780-497-5763

E-mail: imlt@macewan.ca
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) 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.

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

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<td>INSR 202</td>
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<tr>
<td>Business Option</td>
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<tr>
<th>TERM II</th>
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<tr>
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<td>INSR 210</td>
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<td>INSR 212</td>
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<td>Business Option</td>
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<tr>
<th>TERM III</th>
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<tr>
<td>INSR 204</td>
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<td>INSR 205</td>
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<td>INSR 211</td>
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</table>

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
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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.
JOURNALISM

Centre for the Arts and Communications, School of Communications
www.MacEwan.ca/journalism

PROGRAM INTRODUCTION/ OVERVIEW

The Journalism program provides practical training that prepares students for careers in the world of news. Over a two-year period, course work emphasizes reporting and writing with a major focus on print journalism along with an introduction to the evolving field of online journalism. Students interested in learning to write news for radio and television can take elective courses to further expand their reporting skills.

All students develop workplace competencies in editing, interviewing, research, photojournalism and newspaper production. Courses on government, mass media trends and media law provide valuable background. During their time in the program, students use industry-standard software on Macintosh computers.

Industry professionals who bring real-world experience into the classroom teach many of the core courses. Students also have the opportunity to experience a taste of the real news world when they produce the program’s community newspaper, The MacEwan Journalist.

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

CAREER POTENTIAL

Our graduates have found positions as reporters, editors, and feature writers in newspapers, magazines, television, radio and online news. Some students have chosen entrepreneurial paths, launching successful independent careers as freelance writers, while others have used their news experience to enter the world of corporate communications. The entry-level job market in the field of journalism remains competitive, but those with talent may advance rapidly in their careers.

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

TRANSFERABILITY

All courses completed for the Journalism 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 block transfer credit at Athabasca University, the University of Calgary and the University of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

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 course 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. Applicant must have the following:

• ELA 30-1 with a minimum grade of 65 per cent (or equivalent)
• 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.

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

#### YEAR I

**TERM I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 102</td>
<td>Analysis and Argument</td>
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</tr>
<tr>
<td>JOUR 106</td>
<td>Introductory Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PROW 100</td>
<td>Foundations of Composition</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 152</td>
<td>Introduction to Mass Communications in Canada</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 154</td>
<td>Photojournalism</td>
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#### TERM II

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<tbody>
<tr>
<td>ENGL 103</td>
<td>Introduction to Literature</td>
<td>3</td>
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<tr>
<td>JOUR 108</td>
<td>Intermediate Reporting</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 251</td>
<td>Online Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PROW 117</td>
<td>Mac Skills for Writers</td>
<td>3</td>
</tr>
<tr>
<td>PROW 135</td>
<td>Proofreading and Copyediting</td>
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**YEAR II**

**TERM III**

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<td>Political Reporting</td>
<td>3</td>
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<tr>
<td>JOUR 150</td>
<td>News Production I</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 202</td>
<td>Senior Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PROW 115</td>
<td>Research Skills for Writers</td>
<td>3</td>
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Choose from one of the following:

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<th>Course Title</th>
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<tbody>
<tr>
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<td>Radio Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PROW 250</td>
<td>Professional Prose I</td>
<td>3</td>
</tr>
<tr>
<td>PROW 316</td>
<td>Magazine Writing</td>
<td>3</td>
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<tr>
<td>Elective</td>
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**TERM IV**

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<tr>
<td>PROW 205</td>
<td>Legal Issues for Writers</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 252</td>
<td>News Production II</td>
<td>3</td>
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<tr>
<td>JOUR 256</td>
<td>Mastery Reporting</td>
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<tr>
<td>JOUR 259</td>
<td>Industry Internship</td>
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Choose from one of the following:

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</thead>
<tbody>
<tr>
<td>JOUR 257</td>
<td>Television Reporting</td>
<td>3</td>
</tr>
<tr>
<td>PROW 331</td>
<td>Literary Journalism</td>
<td>3</td>
</tr>
<tr>
<td>PROW 315</td>
<td>Corporate Narrative</td>
<td>3</td>
</tr>
<tr>
<td>PROW 343</td>
<td>Strategic Communications</td>
<td>3</td>
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</table>

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

**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 Journalism 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).

### FOR FURTHER INFORMATION

Joyce Nethercote  
Phone: 780-497-5614  
E-mail: writing@macewan.ca

Debbie Fenton, Secretary  
Phone: 780-497-5623

### FACULTY

Chair

**Eileen Bell, B.A. (Brigham Young)**  
**Barry Boroditsky**  
**Shelly Decker, Dip. Journalism (MacEwan)**  
**Therezee Kehler, Dip. Journalism (SAIT)**  
**H. Sophie Lees, B.A. (Alberta)**  
**B. App. Comm. in Prof. Writing (MacEwan)**  
**Gigi Meade, B.Ed. (Alberta)**  
**Graham Neil, B.Jour. (Regina)**  
**Keith Solomon, M.A. English (Alberta), M. A. Journalism (Western)**  
**John Ulan, Dip. Photography (Nova Scotia Community College)**  
**Leslie Vermeer, M.Ed. (Alberta)**  
**Sean Ward, LL.B. (Alberta)**  
**Matthew Woodley, LL.B. (Alberta)**  
**Karen Zypchyn, M.A. Journalism (Western), M.A. History (McMaster)**
LEGAL ASSISTANT

School of Business
www.MacEwan.ca/legal

PROGRAM INTRODUCTION/ OVERVIEW
The Legal Assistant program has been preparing students to work in legal support positions in law offices for over 30 years. One of the primary objectives of the program is to familiarize students with the legal terms, concepts and documentation they'll use in a legal office. Students learn theory as well as practical and procedural steps in a number of fields, including litigation, real estate, commercial transactions, administration of estates and corporate. As well, the program introduces students to law office technology and the computer skills necessary for work in a legal environment.

Students come to the Legal Assistant program with an enthusiasm for the law, a drive to learn and a desire to play a key role in the legal process. They graduate with a strong theoretical and practical foundation that allows them to realize that goal. For anyone who is fascinated by the law, has strong organization and time management skills and loves working with a computer, a career as a legal assistant can be a challenging and rewarding one.

Students also develop communication skills, both spoken and written, that are necessary in the legal office. During the last term of study, students participate in a five-week field placement, which provides them with valuable practical experience in a legal setting and often leads to permanent employment. The field experience component gives students an opportunity to see first-hand how a law office functions.

If you are unable to attend college full-time, the program also offers a part-time evening diploma study option.

CAREER POTENTIAL
While the primary aim of the program is to prepare graduates for work in law offices, many find employment opportunities in government or legal departments of large corporations. The program also prepares graduates to work in other settings, such as trust companies and real estate companies. This program is highly respected by the legal community for its ability to adapt and meet the changing needs of the profession. For this reason, there are excellent career opportunities in Alberta.

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

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

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

REGULAR ADMISSION
To be evaluated through the Office of the Registrar
Applicants must have an Alberta high school diploma (or equivalent) and have completed ELA 30-1 or ELA 30-2 with a minimum grade of 50 per cent.

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. Skills Appraisal
To be evaluated through the Office of the Registrar
Applicable to all admission categories
- Unless otherwise specified, identified Skills Appraisal requirements must be completed by the beginning of the intake term.

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

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR 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.

3. Other Admission Criteria
To be evaluated through the Program
Applicable to all admission categories
Applicants are required to successfully complete the following:
- Keyboarding Test – Applicants must be able to type 30 words per minute or better.

Note: Evidence of one or more of the following is desirable when admission becomes competitive:
- Business office experience
- CTS modules in Legal Studies or equivalent
- Completion of a computer course or basic computer literacy
PROGRAM OF STUDY

YEAR I

TERM I
CR.
ENGL 111 Communications 3
LEGL 110 Introduction to Legal Research 3
LEGL 210 Business Law I 3
LEGL 130 Corporate Procedures 3
OADM 103 Word Processing for Legal Assistants 3

TERM II
LEGL 140 Introduction to the Law Office 3
LEGL 150 Residential Real Estate Transactions 3
LEGL 160 Civil Litigation Procedures I 3
LEGL 170 Technology in the Law Office I 3
LEGL 180 Financial Procedures for the Law Office 3

YEAR II

TERM III
LEGL 215 Commercial Transactions 3
LEGL 220 Criminal Law Procedures 3
LEGL 230 Civil Litigation Procedures II 3
LEGL 240 Technology in the Law Office II 3
Elective 3

TERM IV
LEGL 260 Credit and Collection Procedures 3
LEGL 270 Estate Procedures 3
LEGL 280 Family Law Procedures 3
LEGL 290 Law Office Simulation 3
LEGL 295 Legal Fieldwork 3

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

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 Legal Assistant 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
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Cheryl Kuehn, Program Advisor
Phone: 780-497-5242
E-mail: legal@macewan.ca

FACULTY
G. Thomas Carter, M.A., LL.B. (Alberta) Chair
Lorrie Adams, LL.B. (Alberta)
Lorna Daniel, B.A. (Alberta)
Jacqueline Devlin, LL.B. (Calgary)
Jody Dionne, Dip.Legal.Assistant (MacEwan)
Monika Hamilton, B.Com. (Alberta)
Travis Huckell, LL.B. (Alberta)
Nadkia Koziak, LL.B. (Alberta)
Karen Reschke, M.L.I.S. (Alberta), LL.B. (Saskatchewan)
Zachary Riavitz, Dip.Legal Assistant (MacEwan)
D. Craig Spencer, LL.B. (Alberta)
Elaine Wowchuk
Phyllis Yacyshyn
MANAGEMENT STUDIES

School of Business
www.MacEwan.ca/management

PROGRAM INTRODUCTION/ OVERVIEW
The Management Studies Diploma is a comprehensive, hands-on, relevant and dynamic general business program that prepares you to take on any business challenge. It is much more than traditional books and theory – learning is accomplished through lectures, individual and group case-studies, real-world examples and field experience.

To help develop and demonstrate the potential of our students to become managers, administrators, entrepreneurs and leaders, we emphasize the integration of soft skills such as professionalism, interpersonal relations, teamwork and communications with quantitative and strategic-decision making abilities.

Students may choose to pursue a diploma or certificate in one of the following:
• Management Certificate
• Management Studies Diploma
• Aviation Management Major, Management Studies Diploma
• Golf Operations Management Major, Management Studies Diploma
• Professional Golf Management Major, Management Studies Diploma
• Professional Golf Management, Certificate of Achievement
• Insurance and Risk Management Major, Management Studies Diploma

MacEwan recognizes that every student has unique demands on their time, so we offer an unmatched range of scheduling choices. The program is available on a full-time or part-time basis as follows:
• Choose to complete the Management Studies Diploma through the traditional school year: September through April over two years.
• Or, choose a more flexible or accelerated route that allows you to complete the 2 years at your own pace in as little as 16 months, or over a longer period of time. This delivery option offers courses year round that may be taken on a full- or part-time basis. This allows you to customize your course load, take any term off if you choose to, and begin in January, May, or September.

• Or, if you are unable to attend day-time classes, courses are available in the evenings or online.

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

CAREER POTENTIAL
The Management Studies program appeals to people who want to pursue a career in business and/or management and want a balance of theory and practical experience. The program is ideal for a wide range of possible careers in business including starting your own business, sales, marketing, hospitality management and financial services. It’s also well suited to those wanting to pursue further post-secondary studies, either immediately upon graduation or at some point in the future. The opportunities are endless!

TRANSFERABILITY

INTERNAL TRANSFER
Graduates of the Management Studies 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 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, the University of Alberta, the University of Lethbridge and Concordia University College of Alberta. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acas.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.

PROGRAM OF STUDY
Certificate – 30 credits (Year I)
Diploma – 60 credits (Years I and II)

YEAR I

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

TERM II
ECON 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
HRMT 200 Management of Human Resources  3
MGMT 260 Strategic Management       3

TERM IV
MGMT 223 Supervision                3
MGMT 231 Sales                      3
MGMT 261 Integrated Management Practice 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 Management Studies 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
Management Studies Diploma program
Janine Loewan, Program Advisor
Janice Miller, Program Advisor
Two-year September intake: 780-497-5263
Flexible September, January or May intake: 780-497-5241
Evening or Online: 780-497-4600
E-mail: management@macewan.ca

Aviation Management Major
Enhance your career opportunities in the field of aviation by combining flight training with business courses through MacEwan’s Management Studies Diploma Aviation Management Major. Students who love to fly and would like a solid business education should consider this program. The program also appeals to people wanting to pursue their own business, manage flight operations or become commercial pilots.

The flight training and ground school component may be completed at any Transport Canada approved training centre. To complete the management portion of this major, students may enrol in any delivery method (i.e. flexible, regular two-year, evening or online) of the Management Studies program. To attain the Aviation Major, five management courses (15 credits) are replaced with aviation training.
CAREER POTENTIAL
Graduates of this specialized diploma gain employment in a variety of aviation-related careers – both as a pilot and airport management personnel. Forecasts by industry experts indicate a rapid growth trend for this industry. Within Alberta, the oil industry boom 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) 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) 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.

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
LEG 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

Golf Operations Management is a dynamic course of study that provides a strong background for entering the golf industry, primarily as a golf club manager. Students ought to enjoy the game itself, but should also aspire to golf club management. The program is especially suited to students who have an aptitude for customer service, communication, organization and teamwork.

This program combines key elements of management training with golf industry-specific coursework to prepare students for a career in golf club management. Structured around the golf season, classes begin in late-September and end in March.

Management courses help the student develop a diverse set of skills in written and verbal communication, organization, human resources management, staff supervision, promotion, budgeting, and financial control and analysis. Industry-specific courses include food and beverage operations, facility management, golf course maintenance and others related to overall club operations and management.

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

CAREER POTENTIAL
Graduates of this program typically work in golf facilities in areas such as general management, clubhouse operations, pro shop operations or course maintenance. Over time, they may progress to managing clubs or establishing their own facilities.

TRANSFERABILITY
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) 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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR.</th>
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<tbody>
<tr>
<td>ENGL 111</td>
<td>Communications</td>
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<tr>
<td>GOMT 111</td>
<td>Overview of Facility Management</td>
<td>2</td>
</tr>
<tr>
<td>MCSP 131</td>
<td>Business Computing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 121</td>
<td>Principles of Management</td>
<td>3</td>
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<td>MGMT 131</td>
<td>Marketing</td>
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TERM II

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<tr>
<td>GOMT 112</td>
<td>Facility Maintenance</td>
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<tr>
<td>GOMT 121</td>
<td>Food and Beverage Operations I</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 111</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 122</td>
<td>Organizational Behaviour</td>
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</tr>
<tr>
<td>PGMT 151</td>
<td>Backshop and Practice Facility Operations</td>
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TERM III

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<tbody>
<tr>
<td>GOMT 171</td>
<td>Golf Operations Management Practicum</td>
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YEAR II

TERM IV

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<tr>
<td>GOMT 241</td>
<td>Golf Course Maintenance</td>
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<tr>
<td>PGMT 251</td>
<td>Booking Systems, Programs and Leagues</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 218</td>
<td>Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 115</td>
<td>Financial Statement Analysis</td>
<td>1</td>
</tr>
<tr>
<td>HRMT 200</td>
<td>Management of Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MCSP 164</td>
<td>Golf Applications</td>
<td>3</td>
</tr>
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</table>

TERM V

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<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>GOMT 211</td>
<td>Working with Boards and Committees</td>
<td>1</td>
</tr>
<tr>
<td>GOMT 221</td>
<td>Food and Beverage Operations II</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 223</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 243</td>
<td>Business Policy</td>
<td>3</td>
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<td>PGMT 252</td>
<td>Tournament Organization</td>
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<tr>
<td>PGMT 253</td>
<td>Golf Equipment and Golf Car Fleet Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Business Option or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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).
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, consumer service representatives, risk management professionals, marketing representatives and office or department managers.

TRANSFERABILITY
INTERNAL TRANSFER
Graduates of the Management Studies, Insurance and Risk 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, Insurance and Risk 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 30 credits of transfer credit at the University of Alberta. Students presenting a completed diploma with a GPA of 3.0 are eligible for admission to the Bachelor of Management degree program at the University of Lethbridge. For current, detailed information on individual course and diploma transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

REGULAR ADMISSION
To be evaluated through the Office of the Registrar

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

OR

b) Applicants must 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

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.

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.

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

Insurance and Risk Management Major
www.MacEwan.ca/insure

PROGRAM INTRODUCTION/ OVERVIEW
Can you think through problems and weigh various options? This quality can help you shine in the insurance profession. Learn how to use information to make smart business decisions. Highly trained insurance professionals assess risks and insure clients against unforeseen events–physical, financial or acts of nature.

The Insurance and Risk Management diploma program is suited to students who thrive in a challenging environment. Critical thinking skills, problem-solving ability, attention to detail and service orientation are all valuable assets.

The program is offered in a condensed course of study, with students completing a full diploma in 12 months. Offered in co-operation with the Insurance Institute of Canada and the Insurance Institute of Northern Alberta, Insurance and Risk Management prepares students for the Institute’s Chartered Insurance Professional (CIP) designation. Topics covered include general business courses such as accounting, business law, sales and marketing combined with insurance industry-specific courses such as property insurance, liability insurance, loss adjusting, underwriting and risk management.
PROGRAM OF STUDY

TERM I
- 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

TERM II
- ACCT 111 Financial Accounting I 3
- MGMT 111 Financial Math 3
- MGMT 122 Organizational Behaviour 3
- INSR 203 Automobile Insurance 3
- INSR 212 Underwriting Essentials 3

TERM III
- INSR 204 Liability Insurance 3
- INSR 205 Risk Management and Insurance 3
- INSR 211 Essentials of Loss Adjusting 3
- ACCT 218 Management Accounting I 3
- MGMT 131 Marketing 3

TERM IV
- INSR 210 Essential Skills for the Insurance Broker and Agent 3
- 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

Professional Golf Management Major

www.MacEwan.ca/golf

The Professional Golf Management Major appeals to people who thrive in a business environment with a customer service focus. Excellent communication, organizational, management and golf playing skills are critical for success as a head golf professional.

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

TECHNOLOGY INTEGRATED PROGRAM (TIP)

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

CAREER POTENTIAL

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

INTERNAL TRANSFER
Graduates of the Management Studies, Professional Golf 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, Professional Golf 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) or contact the receiving institution directly.

This program is accredited by the Canadian Professional Golfers’ Association (CPGA). The completion of this diploma and the completion of the one-year Professional Golf Management Certificate of Achievement form a three-year package that meets the CPGA’s education and accreditation process. The CPGA has also accredited the MacEwan courses, Rules of Golf (PGMT 121), towards meeting the CPGA class “A” requirements.

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

REGULAR ADMISSION
To be evaluated through the Office of the Registrar
1) 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 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 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.

3. Other Admission Criteria
To be evaluated through the Program
Applicable to all admission categories
Applicants are required to submit two letters of reference. The letters must demonstrate career intent and knowledge of the industry and should indicate playing ability commensurate with the Canadian Professional Golfers’ Association (CPGA) playing ability requirements.

PROGRAM OF STUDY

YEAR I

TERM I
CR.
ENGL 111 Communications 3
MCSP 131 Business Computing 3
MGMT 121 Principles of Management 3
MGMT 131 Marketing 3
PGMT 111 Golf as a Profession 1

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

TERM III
PGMT 171 Professional Golf Management Practicum I 2

YEAR II

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

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

TERM VI
PGMT 271 Professional Golf Management Practicum II 2
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.
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. A student may have special assessments (for example, prior examinations, transfer credit and other course attempts.

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” (C2050 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 Jaciu, 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 Yadowski, 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.
MASSAGE THERAPY

Faculty of Health and Community Studies
www.MacEwan.ca/massage

PROGRAM INTRODUCTION/ OVERVIEW
The Massage Therapy diploma program offers comprehensive clinical education aimed at developing well-rounded massage therapists able to practice in a wide range of medical and therapeutic environments.

The Massage Therapy program offers a unique blend of scientific theory and clinical practice. The program teaches various soft tissue manipulation techniques applied to the assessment and treatment of stress, pain and a variety of physical conditions. With challenging courses in anatomy, physiology, kinesiology, pathology and communication, students gain a foundation of knowledge that carries them through dynamic field placement experiences and professional practice at MacEwan’s public massage clinics.

Available through full-time and part-time study, the program prepares students to become a Registered Massage Therapist (RMT) with a provincial association. With extensive clinical experience aimed at integrating theory and practice and MacEwan’s reputation as a leader in massage education, many graduates may be eligible for registration across Canada and internationally.

The Massage Therapy program is offered at the South Campus. Classes may be scheduled days, evenings and/or weekends subject to student enrolment.

CAREER POTENTIAL
Massage therapy is on the leading edge of a vastly expanding market of health-related services. As massage therapy continues to gain recognition in the general population and the health care community, the profession can be seen as having high job potential, particularly with the growing trend towards self-employment. Graduates can specialize in areas that suit their lifestyles, their needs and the needs of their clients.

Potential work sites for massage therapists include an office in their own home; a clinic with other massage/health care professionals; home visits; sports massage in a spa or athletic club; and corporate environments.

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

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

REGULAR ADMISSION
To be evaluated through the Office of the Registrar
Applicants must have an Alberta high school diploma (or equivalent) and have completed one of the following with a minimum grade of 50 per cent:
1. Chemistry 30
2. Biology 30
3. Science 30

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. Skills Appraisal
To be evaluated 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.

3. Other Admission Criteria
To be evaluated through the Program
Applicable to all admission categories
Applicants who have taken MacEwan Massage Therapy courses must have achieved a minimum grade of C- on each course.

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

Conditionally accepted applicants are required to submit the following:
• Current, clear Security Clearance before the start of the first term.
• Immunization Record form meeting provincial regulations for health care workers prior to Clinical Practice III.

PROGRAM OF STUDY

YEAR I

TERM I

<table>
<thead>
<tr>
<th>CR.</th>
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<tbody>
<tr>
<td>MTST 102</td>
<td>Massage Therapy as a Profession</td>
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<td>MTST 105</td>
<td>Terminology for Massage Therapists</td>
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<td>MTST 115</td>
<td>Functional Survey for Massage Therapists</td>
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<td>MTST 120</td>
<td>Body Structure I</td>
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<td>MTST 125</td>
<td>Body Functioning I</td>
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<tr>
<td>MTST 131</td>
<td>Techniques I</td>
<td>3</td>
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<td>MTST 137</td>
<td>Developing Therapeutic Relationships I</td>
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TERM II

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<tr>
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<td>Communications</td>
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<td>Body Structure II</td>
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<tr>
<td>MTST 126</td>
<td>Body Functioning II</td>
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<tr>
<td>MTST 142</td>
<td>Techniques II</td>
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<td>MTST 146</td>
<td>Body Movements</td>
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<td>MTST 151</td>
<td>Critical Review of Massage Literature</td>
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**TERM III**

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<tr>
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<td>Assessment for Massage Therapists I</td>
<td>2 C-</td>
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<tr>
<td>MTST 161</td>
<td>Clinical Practice I</td>
<td>1 C-</td>
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<td>MTST 143</td>
<td>Techniques III</td>
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**YEAR II**

**TERM IV**

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<td>Human Disease Processes</td>
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<td>MTST 140</td>
<td>The Human Lifespan</td>
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<td>MTST 156</td>
<td>Assessment for Massage Therapists II</td>
<td>2 C-</td>
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<td>MTST 224</td>
<td>Techniques IV</td>
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<td>MTST 240</td>
<td>Developing Therapeutic Relationships II</td>
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<td>MTST 273</td>
<td>Massage Therapy for Special Populations I</td>
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<td>MTST 281</td>
<td>Treatments and Planning I</td>
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**TERM V**

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<td>Nutrition/Pharmacological Concepts</td>
<td>3 C-</td>
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<td>MTST 225</td>
<td>Techniques V</td>
<td>3 C-</td>
</tr>
<tr>
<td>MTST 261</td>
<td>Clinical Practice II</td>
<td>1 C-</td>
</tr>
<tr>
<td>MTST 274</td>
<td>Massage Therapy for Special Populations II</td>
<td>2 C-</td>
</tr>
<tr>
<td>MTST 283</td>
<td>Treatments and Planning II</td>
<td>2 C-</td>
</tr>
<tr>
<td>MTST 286</td>
<td>Sports Massage</td>
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**TERM VI**

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<tr>
<td>MTST 262</td>
<td>Clinical Practice III</td>
<td>1 C-</td>
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<td>MTST 265</td>
<td>Business Management</td>
<td>1 C-</td>
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<tr>
<td>OR</td>
<td>Business Elective</td>
<td>3 C-</td>
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</tbody>
</table>

**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 Massage Therapy has 7 years from the 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**

Massage Therapy
Phone: 780-497-5704
Fax: 780-497-4058
E-mail: massage@macewan.ca

**FACULTY**

Jeff Moggach, Chair, R.M.T.
Gail Amort-Larson, M.Sc. (Alberta)
Physical Education
Shehr Bano, M.Sc. (Calgary)
Deborah Barrie, M.B.A. (Athabasca)
Business Administration
Jacqueline Chalifoux, B.Sc (Alberta)
Psychology. R.M.T.
Pam Cushing, B.A. (Alberta)
Gerontology. R.M.T.
Dawna-Lynne Duffy, R.M.T.
Lee Finnell, M.H.S.A. (Alberta)
Health Science Administration
Aurel Hamran, Dip. (MacEwan)
Massage Therapy. R.M.T.
Sandra MacDonald, B.A. (Alberta)
Religious Studies, Sociology/Psychology. R.M.T.
Dana Miller, Dip. (MacEwan)
Massage Therapy. R.M.T.
Rowe Anne Rivet, B.A. (Alberta)
Education. R.M.T.
Sheryl Watson, Dip. (MacEwan)
Massage Therapy. R.M.T.
Lois Wihlidal, M.Sc. (Alberta)
Physical Therapy
Cindy Wyrozub, Dip. (MacEwan)
Massage Therapy. R.M.T.
MUSIC

Centre for the Arts and Communications
www.MacEwan.ca/music

PROGRAM INTRODUCTION/OVERVIEW
This two-year diploma program is designed to provide students the opportunity to acquire world-class academic and performance training in jazz, rock and pop. Music students gain the tools to continually improve their skills with a view to a career in music or music-related employment. The course of study comprises an initial core year (two terms) of individual instrumental or vocal lessons; participation in small and large groups, including the Big Bands, Jazz Choir, Guitar and Showcase Bands, Percussion Ensemble and Jazz Combo; improvisation skills; ear training; studies in jazz and popular music history; theory; and related performance experiences. After successful completion of the core year, students may apply to major in Composition, Performance, Recording Arts or create their own program of studies in the Comprehensive major. Courses offered in these majors include those related to the chosen discipline as well as courses in professionalism, music technology and songwriting. Students may also elect to take a combined Music/Arts and Cultural Management program of study.

CAREER POTENTIAL
Graduates may choose from a wide range of careers in the music industry. They may become performers (instrumentalists and vocalists), accompanists, arrangers, composers, record producers and distributors, writers, copyists, teachers and sound technicians. They may also choose to pursue further post-secondary education as MacEwan has articulated transfer agreements with several Canadian universities, Berklee College of Music and the Liverpool Institute for the Performing Arts.

TRANSFERABILITY
All courses completed for the Music 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 Music program regarding coursework and audition preparation. Like the Music program at MacEwan, other institutions typically base transfer on both the application of creative skills as demonstrated in an entrance audition and on an assessment of course content. 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.

Articulated transfer agreements are in place with Berklee College of Music (Boston, Massachusetts), Capilano College (Vancouver, British Columbia), the Liverpool Institute for Performing Arts (Liverpool, England), and the Université de Laval (Quebec City, Quebec) for students with a completed diploma to continue further study.

TECHNOLOGY INTEGRATION FOR CREATIVE LEARNING (TICL) IN MacEWAN’S MUSIC PROGRAM
In the 2009-10 academic year, full-time students in Music Technology I, and students who are Composition and Recording Arts majors will each be required to purchase a Macintosh laptop computer equipped with software configurations specific to the Music program. To facilitate this requirement, the Music program at MacEwan’s Centre for the Arts and Communications negotiates with Apple Inc. and leading music software producers to secure a customized package for students. This provides a comprehensive system at a price below what it would cost to purchase hardware and software components individually. Students will use their laptops throughout their programs to maximize their learning. Details on package contents, purchase information and use in the Music program will be posted on the website as they become available. For more information on the laptop program, contact Marcel Hamel at 780-497-4433 or hamelm@macewan.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 the following high school courses, with no course grade lower than 50 per cent:
1. ELA 30-1
2. One Group A, B or C course
3. One Group A or C course
4. One Group A or C course
5. One Group A or C course or Physical Education 30

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. Skills Appraisal
   To be evaluated 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 successfully 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. Placement at READ 0089 will be recommended.
2. English Language Proficiency
To be evaluated through the Office of the Registrar
Applicable to all admission categories
The college expects all applicants to meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan’s full-time calendar or online at www.MacEwan.ca.

3. Other Admission Criteria
To be evaluated through the Program
Applicable to all admission categories
Applicants must submit or complete the following:
• Written theory exam
• Written ear-training exam
• Audition

PROGRAM OF STUDY

YEAR I

TERM I
MUSC 101 Theory I 2
MUSC 111 Ear Training I 3
MUSC 121 History of Jazz Music 2
MUSC 131 Principal Instrument I 3
MUSC 141 Ensemble I 3
ENGL 102 Analysis and Argument 3
OR
ENGL 111 Communications 3

TERM II
MUSC 102 Theory II 2
MUSC 112 Ear Training II 3
MUSC 122 History of Popular Music 2
MUSC 132 Principal Instrument II 3
MUSC 142 Ensemble II 3
MUSC 198 Introduction to Improvisation 0
ENGL 103 Introduction to Literature 3
OR
Elective (non-music) 3

Note: Inst. hours may vary in MUSC 141, 142, 243, 244; contact the Chair for further information.

YEAR II

COMPOSITION MAJOR
For students who desire a well-rounded musical education with an emphasis on writing.

TERM III
MUSC 203 Arranging I 3
MUSC 205 Composition I 3
MUSC 213 Ear Training III 3
MUSC 245 General Ensemble III 3
OR
MUSC 261 Music Technology I 3
OR
MUSC 207 Songwriting I 3
Elective (non-music) 3

TERM IV
MUSC 204 Arranging II 3
MUSC 206 Composition II 3
MUSC 214 Ear Training IV 3
MUSC 271 Professionalism 3
MUSC 246 General Ensemble IV 3
OR
MUSC 262 Music Technology II 3
OR
MUSC 208 Songwriting II 3

PERFORMANCE MAJOR
For students who want to focus on performance skills. A final recital is required.

TERM III
MUSC 199 Improvisation Skills 0
MUSC 203 Arranging I 3
MUSC 213 Ear Training III 3
MUSC 233 Principal Instrument III 3
MUSC 243 Ensemble III 3
Elective (non-music) 3

TERM IV
MUSC 204 Arranging II 3
MUSC 214 Ear Training IV 3
MUSC 234 Principal Instrument IV 3
MUSC 244 Ensemble IV 3
MUSC 271 Professionalism 3

RECORDING ARTS MAJOR
For students who wish to pursue a career in the recording industry.

TERM III
MUSC 213 Ear Training III 3
MUSC 251 Studio Recording Techniques 3
MUSC 261 Music Technology I 3
Elective (non-music) 3
MUSC 245 General Ensemble III 3
OR
MUSC 203 Arranging I 3
OR
MUSC 253 Live Sound Reinforcement I 3

TERM IV
MUSC 214 Ear Training IV 3
MUSC 252 Recording Studio Production 3
MUSC 262 Music Technology II 3
MUSC 271 Professionalism 3
MUSC 246 General Ensemble IV 3
OR
MUSC 204 Arranging II 3
OR
MUSC 254 Live Sound Reinforcement II 3

COMPREHENSIVE MAJOR
For students who are interested in a more diverse program of studies.

TERM III
MUSC 213 Ear Training III 3
Elective (non-music) 3
Choose three from the following:
MUSC 203 Arranging I 3
MUSC 207 Songwriting I 3
MUSC 245 General Ensemble III 3
MUSC 253 Live Sound Reinforcement I 3
MUSC 261 Music Technology I 3

TERM IV
MUSC 214 Ear Training IV 3
MUSC 271 Professionalism 3
Choose three from the following:
MUSC 204 Arranging II 3
MUSC 208 Songwriting II 3
MUSC 246 General Ensemble IV 3
MUSC 254 Live Sound Reinforcement II 3
MUSC 262 Music Technology II 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.

MUSIC PROGRAM OPTIONS
MacEwan Music Program students may produce a special project by drawing from a variety of Music Program courses and, by consent of the Chair, contract to undertake studies in those areas on a self-study or guided-study basis. They may register in one of the following courses:
MUSC 301 Special Project I 1
MUSC 302 Special Project II 2
MUSC 303 Special Project III 3

MacEwan Music Program students may audition for any of the following ensembles (all 0 credit):
MUSC 190 Jazz Combo
MUSC 191 Jazz Choir
MUSC 192 Guitar Band
MUSC 193 Showcase Band
MUSC 194 Percussion Ensemble I
MUSC 195 Jazz Band
MUSC 196 Dixie Band
MUSC 197 Percussion Ensemble II

Only full-time students admitted to the Music Program may register in MUSC courses (except MUSC 100).
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/Corequisites – 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 Music has seven 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 in the Music program are required to successfully complete all Music courses in Term 1 of the program of study in order to be able to progress to Term 2.

Students in the Music program are required to successfully complete all courses in Year 1 of the program of study in order to be able to progress to Year 2.

FOR FURTHER INFORMATION
Music
Carolyn Graber
Phone: 780-497-4436
E-mail: graberc@macewan.ca

FACULTY
All members of the music faculty are professional musicians actively involved in the city’s music scene as composers, arrangers, performers and producers.

Bob Gilligan, M.Ed. (Victoria) Chair

Chris Andrew, Dip. Music (MacEwan)
George Andrix, M.Mus. (Illinois)
Raymond Baril, M.Mus. (Northwestern)
Alix Bean-Sedmak
Craig Brenan, Ed.D. (Alberta)
Jeff Campbell, M.Mus. (DePaul)
Jerrold Dubyk, M.Mus. (Rutgers)
Allan Gilliland, M.Mus. (Alberta)
Tom Gilroy
Joel Gray, Dip. Music (MacEwan)
Marcel Hamel, B.Mus. (Berklee)
Sheril Hart, B.Ed. (Alberta)
Jim Head, M.Mus. (McGill)
Torben Holm-Pedersen, Dip. Music (MacEwan)
Jeff Johnson, B.A. (Alberta)
Wilf Kozub, B.Ed. (Alberta)
Colin Lay, M.A. (Oxford)
Mo Lefever, Dip. Music (MacEwan)
Mike Lent
John McMillan, Dip. Music (MacEwan)
Janet Nichol, B.Mus. (Alberta)
Jamie Philp, Dip. Music (MacEwan)
J. F. Picard, Dip. Music (College Ahuntsic)
Bill Richards, Ph.D. (Western Ontario)
Chandelle Rimmer, B.Mus. (Berklee)
Kent Sanger, M.Mus. (Miami)
Dan Skakun, M.A. (CUNY)
Dorothy Speers, M.Mus. (Alberta)
John Taylor, M.Mus. (Alberta)
Brian Thurgood, M.Ed. (Victoria)
Rhonda Withnell, Dip. Music (MacEwan)
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) 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
Applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the Registrar
All applicants must meet an acceptable level of 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.

PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCH 300</td>
<td>Introduction to Occupational Health Nursing</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>OCCH 301</td>
<td>Occupational Environments</td>
<td>4</td>
<td>C-</td>
</tr>
<tr>
<td>OCCH 302</td>
<td>Occupational Health Screening</td>
<td>4</td>
<td>C-</td>
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<tr>
<td>OCCH 303</td>
<td>Field Visits in Occupational Health</td>
<td>2</td>
<td>C-</td>
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<tr>
<td>OCCH 304</td>
<td>Occupational Health Program Development</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>OCCH 305</td>
<td>Managed Rehabilitation</td>
<td>3</td>
<td>C-</td>
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<tr>
<td>OCCH 306</td>
<td>Trends and Issues in Occupational Health</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>OCCH 307</td>
<td>Occupational Toxicology</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>OCCH 308</td>
<td>Health Surveillance in the Workplace</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>OCCH 309</td>
<td>Field Project in Occupational Health</td>
<td>2</td>
<td>C-</td>
</tr>
</tbody>
</table>

*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.

2. Other Admission Criteria
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.
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: romanykrm@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).
OFFICE ASSISTANT

School of Business
www.MacEwan.ca/officeassist

PROGRAM INTRODUCTION/OVERVIEW

Today’s office assistants are highly accomplished software experts often using their skills to help other staff get the most from a computerized office. In addition, office assistants are involved in managing the organizational affairs of their areas that include handling public enquiries, managing computer and paper files, organizing schedules, arranging meetings of senior staff as well as providing strong customer service and problem-solving skills.

The Office Assistant program is ideal for applicants starting out, as a foundation for other careers or as a complement to prior training and experience. It runs for ten months from September until June, ending with a field placement. It is a comprehensive program that offers students the opportunity to specialize in one of the following three majors:

• Administrative
• Legal
• Medical

People wanting to work in a professional office environment should seriously consider the Office Assistant program. It is well suited to people with strong organizational skills, an interest in computers, a professional manner, and excellent verbal and written communication skills. Graduates are often required to work independently, so students who are positive and self-motivated do exceptionally well. The program is ideal for people looking for opportunities for career growth and wanting to enter the workforce within a year. The job placement rate in this program for all majors is nearly 100 per cent. The program has built a solid reputation with employers and responds quickly to changes in industry by regularly meeting with business leaders to find out what they most value in graduates.

TRANSFERABILITY

All courses completed for the Office Assistant certificate are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed certificate are eligible for admission into Year II of the Office Administration diploma programs at Grande Prairie, Keyano and Red Deer Colleges. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORIES OF ADMISSION

Applicants may be admitted to one of the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

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

OR

b) Applicants must 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. Two Group A, B or C courses

MATURE ADMISSION

To be evaluated through the Office of the Registrar

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

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. Skills Appraisal
   To be evaluated 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.

3. Other Admission Criteria
   To be evaluated through the Program

Applicable to all admission categories

Applicants are required to achieve a placement at 30 words per minute within six errors on a five-minute keyboard test.
Administrative Major
The Administrative major provides students with a wide range of skills covering all aspects of the office environment from accounting to word processing to offices procedures and customer service. Technology is an integral part of this program; students are trained with the latest software programs as they learn how to process and manage information efficiently.

CAREER POTENTIAL
Students can expect to work as office assistants, receptionists, administrative assistants, executive assistants, personal assistants or secretaries in private companies, business and government offices and non-profit associations. This program prepares graduates to work in many diverse areas and there are excellent career opportunities.

PROGRAM OF STUDY
TERM I
- ENGL 111 Communications
- OAAS 110 Administrative Office Procedures
- OAAS 111 Office Technology I
- OADM 112 Customer Communications and Service
- OADM 113 Document Formatting
- OADM 114 Office Math Applications

TERM II
- ACCT 100 Introduction to Accounting and Computerized Accounting Applications
- OAAS 120 Administrative Office Procedures II
- OAAS 121 Office Technology II
- OAAS 127 Presentations and Web Pages
- OAAS 122 Customer Communications and Service II
- OAAS 123 Document Formatting II

TERM III
- OAAS 130 Administrative Office Procedures III and Field Placement
- OAAS 131 Office Technology III

Legal Major
The Legal major provides core office skills and legal-specific courses that include legal machine transcription, basic legal theory and legal office procedures. The legal secretary/assistant in today’s competitive market must be adept with technology, understand procedures in a law office, have a basic knowledge of law and be able to work within time limits.

CAREER POTENTIAL
Graduates work as legal secretaries, transcriptionists or word processing operators in law offices, legal departments of government or private industry, or in general business offices—for example real estate or insurance.

PROGRAM OF STUDY
TERM I
- ENGL 111 Communications
- LEGL 100 Introduction to Law I
- OADM 113 Document Formatting I
- OALS 110 Legal Office Procedures I
- OALS 111 Word Processing
- OALS 115 Corporate Procedures in the Law Office

TERM II
- LEGL 104 Introduction to Law II
- OALS 112 Customer Communications and Service
- OALS 120 Legal Office Procedures II
- OALS 121 Integrated Office Applications
- OALS 123 Legal Research and Technology
- OADM 124 Office Math Applications

TERM III
- OALS 131 Legal Transcription, Technology And Field Placement
- OALS 132 Conveyancing Procedures in the Law Office

Medical Major
The Medical major provides students with the computer and medical software skills necessary for today’s business environment. Add to that a solid foundation in medical terminology, transcription, medical office procedures and patient charting. By graduation, students are prepared for a variety of positions in most health-care environments.

CAREER POTENTIAL
Graduates work as unit clerks, medical receptionists, secretaries and transcriptionists in medical offices, clinics, hospitals and government agencies as well as general areas such as insurance.

PROGRAM OF STUDY
TERM I
- ENGL 111 Communications
- OAMS 110 Medical Office Procedures I
- OAMS 111 Office Technology and Skill Development I
- OAMS 113 Medical Terminology I
- OAMS 114 Pharmaceutical Terminology
- OAMS 128 Office Math Applications and Basic Bookkeeping

TERM II
- OAMS 112 Customer Communications and Service
- OAMS 120 Medical Office Procedures II
- OAMS 121 Office Technology and Skill Development II
- OAMS 123 Medical Terminology II
- OAMS 126 Medical Transcription
- OAMS 127 Unit Clerk

TERM III
- OAMS 130 Medical Office Procedures III
- OAMS 134 Medical Major: Field Placement

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 Office 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).

FOR FURTHER INFORMATION
Office Assistant Program
Alan Wesley, Instructional Assistant
Eileen Matthews, Curriculum Coordinator
Phone: 780-497-5763
E-mail: office@macewan.ca

FACULTY
G. Thomas Carter, M.A., LL.B. (Alberta)
Chair
Jacqueline Devlin, LL.B. (Calgary)
Monika Hamilton, B.Com. (Alberta)
Heather Hiemstra
Randy Jenne, M.Ed. (Alberta)
Eileen Matthews, B.Ed. (Alberta)
Kelly Morris, B.Ed. (Alberta)
Sherry Pysyk, B.Sc. (Alberta), R.N.
Karen Reschke, M.L.I.S. (Alberta), LL.B.
(Saskatchewan)
Trina Stelmaschuk, Cert. Medical Transcription (NAIT), (Alberta)
Sheila Weisser
Elaine Wowchuk
POLICE AND SECURITY

Faculty of Health and Community Studies
www.MacEwan.ca/investigations
www.MacEwan.ca/police

PROGRAM INTRODUCTION/ OVERVIEW
Investigate which of the two-year diploma programs offered through the Police and Security program will prepare you for the career of your choice: Investigations and Security Management Studies or Police Studies.

Investigations and Security Management Studies
To respond to society’s increasing concern for security, the demand for educated personnel in both the public and private sectors of protective services continues to grow at a phenomenal rate. To meet the emerging challenges and responsibilities of this growing profession, the two-year diploma program emphasizes the knowledge and skills necessary to conduct investigations and develop and implement comprehensive security programs.

Evidence of the growth in this profession is often visible. However, there also exists a less visible side of private investigations and security that includes a diverse group of specialists who engage in investigative work for banks, retail outlets, corporations and government. As the roles continue to expand and become increasingly complex, individuals must be well grounded in the law, investigative techniques and develop a broad understanding of the field.

The diploma program consists of 61 credits and can be completed through full-time day or part-time evening studies. The full-time day program is completed over a two-year time period, with one intake in the fall term. Part-time evening studies can begin in the fall, winter or spring/summer terms, subject to course offerings. Additional information on evening courses offered on a part-time basis is published in MacEwan’s Continuing Education Guide.

CAREER POTENTIAL
Investigations and Security Management Studies provide a foundation for individuals seeking positions as investigators, security practitioners and management professionals. Investigation and security practitioners are found within a broad cross-section of public and private institutions and organizations. Some examples include investigators within federal, provincial and municipal government departments, sheriff’s department, security consultants and private investigators. Other related career options include emergency planner, customs and immigration officer, border services officer, insurance investigator, public security peace officer, municipal bylaw enforcement officer, animal control officer, special constables, liquor and gaming inspectors, hospital security officers, maintenance enforcement officers, peace officers, and transit security officers.

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

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

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

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. Skills Appraisal
To be evaluated through the Office of the Registrar
Applicable to all admission categories
• Unless otherwise specified, identified Skills Appraisal requirements must be completed by the beginning of the intake term.

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

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR 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.
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

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<th>TERM I</th>
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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 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 (GCPA) 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.
CAREER POTENTIAL
Graduates from Police Studies may gain employment with the RCMP, municipal police services (e.g. Edmonton Police Service, Calgary Police Service) across Canada, the CN Police, Sheriff’s Department and the Canadian Forces Military Police. Graduates must apply directly to a police service and meet its minimum standards.

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

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.

3. Other Admission Criteria
To be evaluated through the Program
Applicable to all admission categories
Applicants are required to complete the fitness test. Applicants must meet the minimum standard (rating of 1) for each fitness test component and achieve a minimum score of 16/40.
Conditionally accepted applicants are required to submit a current, clear Security Clearance before the beginning of the intake term.

PROGRAM OF STUDY

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<td>PSSC 273 Field Placement</td>
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<td>SOCI 321 Youth, Crime and Society</td>
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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
Terri Yaremko
Phone: 780-497-5186
Day program e-mail: investigations@macewan.ca
police@macewan.ca
Evening program e-mail: investigationsparttime@macewan.ca
policeparttime@macewan.ca

FACULTY

David Patterson, Chair, LL.B. (Alberta)  
Law

Karen Adams, M.Ed. (Regina)  
Adult Education

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
PSYCHIATRIC NURSING

Faculty of Health and Community Studies
www.MacEwan.ca/psychnursing

PROGRAM INTRODUCTION/ OVERVIEW
MacEwan’s diploma program in Psychiatric Nursing prepares graduates for a professional career as a Registered Psychiatric Nurse (RPN). The curriculum fosters development of sound clinical judgment, critical thinking skills and the professional competencies required to promote optimal health and provide holistic, client-centred nursing care across the lifespan for those experiencing mental and physical health problems. This 28-month program is designed for full-time studies and comprises 89 credits of coursework distributed over 2.5 academic years. The program has intakes at two sites: City Centre Campus in Edmonton and the Centennial Centre for Mental Health and Brain Injury in Ponoka (located approximately 100 kilometres south of Edmonton). The program of studies incorporates extensive theory, laboratory and clinical practice, building on knowledge from the disciplines of nursing and psychiatric nursing, as well as the physical, biological, health and social sciences. Concentrated blocks of nursing practice experiences, scheduled in a variety of settings, are strategically positioned throughout the program.

Upon program completion, graduates receive a Diploma in Psychiatric Nursing and are eligible to write the registration/licensure examination to become an RPN. Psychiatric nursing is recognized as a distinct profession throughout Western Canada and in numerous other countries.

CAREER POTENTIAL
Recent surveys of program graduates reveal an employment rate of 100%. RPNs are well-positioned to play a significant role in meeting the demands for well-qualified professionals; they are employed in such areas as community mental health, acute and long-term stay psychiatry, palliative care, rehabilitation, continuing care, correctional services, crisis intervention, addictions and substance abuse, education, research and private practice. Psychiatric nurses bring an important mental health perspective to the delivery of health services through their employment in such roles as staff psychiatric nurses, addictions counselors, therapists, community mental health workers, case managers, educators, administrators, researchers and self-employed practitioners.

TRANSFERABILITY
All courses completed for the Psychiatric Nursing diploma program are credit courses and may be transferable individually toward further study at other Alberta institutions. Program graduates may choose to pursue a degree in Mental Health or a related field. The program is designed to incorporate university-transferable course work applicable to a baccalaureate degree. 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 Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

TRANSFERABILITY
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 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

CAREER POTENTIAL
Recent surveys of program graduates reveal an employment rate of 100%. RPNs are well-positioned to play a significant role in meeting the demands for well-qualified professionals; they are employed in such areas as community mental health, acute and long-term stay psychiatry, palliative care, rehabilitation, continuing care, correctional services, crisis intervention, addictions and substance abuse, education, research and private practice. Psychiatric nurses bring an important mental health perspective to the delivery of health services through their employment in such roles as staff psychiatric nurses, addictions counselors, therapists, community mental health workers, case managers, educators, administrators, researchers and self-employed practitioners.

TRANSFERABILITY
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Applicants must have a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

TRANSFERABILITY
Note: Applicants must have completed the appropriate high school courses or present university transferable post-secondary substitutions.

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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
ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the Registrar

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

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.

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<td>NURS 255</td>
<td>Nursing Practice II: Across the Lifespan</td>
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<td>PNRS 255</td>
<td>Psychiatric Nursing Practice Across the Lifespan</td>
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YEAR VI

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<td>VI</td>
<td>PNRS 259</td>
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YEAR VII

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<td>PNRS 355</td>
<td>Clinical Preceptorship</td>
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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 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 re-admission, 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**

Marian Anderson, Chair, M.Ed. (Alberta)  
Education. R.N.

Robert Lockhart, Coordinator, M.A (Royal Roads)  
Leadership and Training. R.N. R.P.N.

Raymond Aceron, M.N. (Alberta)  
Nursing. R.N.

Jennifer Bishop, B.Sc.N (Alberta)  
Nursing. R.N. P.N.

Danielle D’Amours, B.Sc.N. (Alberta)  
Nursing. R.N.

Laurel Diprose, B.Sc.N. (Alberta)  
Nursing. R.N.

Bonnie Evans, B.Sc.N. (Alberta)  
Nursing. R.N.

Jeanette Florence, B.Sc.N. (Alberta)  
Nursing. R.N.

Audrey Guthrie, M.H.S.A. (Alberta)  
Health Services Administration. R.N.

Marilyn Hoffman, M.Ed. (Alberta)  
Nursing. R.N. R.P.N.

Ken Kustiaik, B.Sc.N. (Alberta)  
Nursing. R.N. R.P.N.

Corey McAuley, B.Sc.N. (Alberta)  
Nursing. R.P.N.

Alice Michaels, Ph.D. (Central Michigan)  
Social Work, Social Policy. R.N.

Carol-Anne Middleton, B.Sc.N. (Alberta)  
Nursing. R.N.

Erin Miller, B.Sc.N. (Alberta)  
Nursing. R.N.

Susan Palmer, M.Ed. (Phoenix)  
Education. R.N.

Brian Parker, B.Sc.N. (Alberta)  
Nursing. R.N. R.P.N.

Cheryl Ramage-Sultz, B.Sc.N. (Alberta)  
Nursing. R.N.

Paul Ramalingam Ph.D. (Notre Dame)  
Cell Biology

Heather Scarlett-Ferguson, M.D.E. (Athabasca)  
Distance Education

Lynne Theriault, M.H.S.A. (Central Michigan)  
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.
PUBLIC RELATIONS

School of Business
www.MacEwan.ca/pr

PROGRAM INTRODUCTION/ OVERVIEW

The Public Relations diploma offers a unique opportunity for people with previous post-secondary education to ready themselves for an exciting new career in communications in less than a year.

Public relations is a vibrant, dynamic field in the business environment, simply because organizations are being challenged by their audiences – clients, shareholders, employees – to do a better job of communicating.

This program has an excellent, nation-wide reputation in the business community, focusing on training students to be functional, entry-level practitioners the minute they leave the program. While theory receives the necessary attention to develop the students’ understanding of the “big picture” and the potential for growth, the priority goal of the program is to give students the tools and skills to make an immediate, positive contribution to their very first employer.

The program is fast-paced. Critical thinking skills, problem-solving ability, creativity and the ability to rise to a challenge are all valuable assets. Group work is extensive and students must work effectively in a team setting. Students should have excellent language skills and be prepared to excel in writing.

The full-time program begins in the fall and consists of 34 credits over three terms. Students are required to complete a two-month practicum in the spring term.

The program is also available on a part-time evening basis. Students are permitted to complete up to two courses on a casual/part-time basis, after which they are required to officially apply to the program.

CAREER POTENTIAL

Graduates find employment in all levels of government, education and health-related organizations, professional associations, resource sectors, private companies, not-for-profit, media – just about any organization dedicated to strategic, timely and relevant communication.

TRANSFERABILITY

All courses completed for the Public Relations 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 Athabasca University and up to 30 credits of transfer credit to the Faculty of Arts at the University of Alberta. For current, detailed information on individual course and certificate transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

CATEGORY OF ADMISSION

Applicants may be admitted to the following:

REGULAR ADMISSION

To be evaluated through the Office of the Registrar

Applicants must have a minimum of 30 post-secondary credits, including a post-secondary English course.

ADDITIONAL ADMISSION CRITERIA

All applicants must meet the following:

1. English Language Proficiency

To be evaluated through the Office of the Registrar

Applicable to all admission categories

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

2. Other Admission Criteria

To be evaluated through the Program

Applicable to all admission categories

Applicants must pass the Program’s English Entrance Exam, with a minimum grade of 70 per cent.
PROGRAM OF STUDY

TERM III

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<td>PREL 231</td>
<td>Writing and Editing</td>
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<td>PREL 233</td>
<td>Media Relations and Mass Media</td>
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<td>PREL 234</td>
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<td>PREL 241</td>
<td>Advanced Writing</td>
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<td>PREL 242</td>
<td>Internal Communications and Organizational Dynamics</td>
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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 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
Phone: 780-497-5389
E-mail: prprogram@macewan.ca

FACULTY

Frank Saccucci, M.B.A. (Windsor)
Chair
Colin Babiuk, M.A. (Royal Roads), A.P.R.
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.
SOCIAL WORK

Faculty of Health and Community Studies
www.MacEwan.ca/socialwork

PROGRAM INTRODUCTION/ OVERVIEW
MacEwan has earned its reputation for producing compassionate, professional social workers for over 30 years. Social workers are able to assess and respond to human problems at both an individual and a social, structural level. This requires a certain type of individual, one who is open-minded, empathetic, tolerant and committed to building strong communities. Engaging a wide variety of client populations, the social worker assists individuals, families, groups and communities to find solutions and adapt to challenges.

The Social Work curriculum consists of a strong academic approach to social work theory and practice, complemented by a number of university transfer electives and field placements. With dedicated faculty, a student-centred approach to learning and the flexibility to complete many courses online, the Social Work Program prepares students to find employment in a wide range of settings and/or to continue on with university studies.

CAREER POTENTIAL
Graduates of the program are eligible to apply to the Alberta College of Social Workers to become Registered Social Workers (RSW) and may be employed by the following:
- addiction agencies
- community health and social service agencies
- correctional services agencies
- employment assistance programs
- family counselling agencies
- government departments
- hospitals and long term care organizations
- immigration and settlement services
- mental health clinics
- non-profit community agencies
- school boards
- seniors’ centres

Many graduates choose to continue their studies at the university level, entering a Bachelor of Social Work program where they will be given some credit for the MacEwan courses they have completed. A formal transfer agreement exists with the University of Calgary which permits qualified graduates of MacEwan’s Social Work program to be admitted into year three of the University of Calgary’s Bachelor of Social Work.

TRANSFERABILITY
All courses completed for the Social Work 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 30 credits of transfer credit to the Faculty of Arts at University of Alberta and considered for entrance into the Bachelor of Social Work 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) 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), be 19 years of age or older by December 31st of the year they enter the program, and have completed ELA 30-1 with a minimum grade of 50 per cent.

OR
b) Applicants must be 19 years of age or older by December 31st of the year they enter the program, and 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)

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 completed ELA 30-1 with a minimum grade of 50 per cent.

Applicants with nine or more university-level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.
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.

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 ENGL 111 with a minimum grade of C-.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 101 OR complete any developmental course work with a minimum grade of C- and ENGL 111 with a minimum grade of C-.

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

2. English Language Proficiency
To be evaluated through the Office of the Registrar

Applicable to all admission categories

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

3. Other Admission Criteria
To be evaluated through the Program

Applicable to all admission categories

Applicants are required to complete the following:

- A minimum of 70 hours of relevant volunteer/work experience within the last two years.
- Submission of personal/professional profile and resume.
- Submission of three reference letters, two general and one from volunteer or work experience.
- Applicants who have completed coursework within a human services or health care program within the past five years must provide a letter of reference from the chairs of that program.

Accepted applicants are required to submit a current, clear Security Clearance and a current, clear (no fault) Child Welfare Check by the beginning of the intake term.

PROGRAM OF STUDY

YEAR I

TERM I

<table>
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<td>SOWK 102</td>
<td>Introduction to Social Work Practice</td>
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<td>SOWK 105</td>
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<td>ENGL 102</td>
<td>Analysis and Argument</td>
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<td>PSYC 104</td>
<td>Introductory Psychology</td>
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<td>SOCI 100</td>
<td>Introductory Sociology</td>
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TERM II

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<td>Family Processes and Intimacy</td>
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<td>SOWK 112</td>
<td>Social Work with Children and Adolescents</td>
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<td>ANTH 110</td>
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YEAR II

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<td>SOWK 210</td>
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</table>

*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 Social Work 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 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

Social Work
Day program: Bev Verger
Phone: 780-497-5566
Evening program: Lynne Baker
Phone: 780-497-5099

FACULTY

David Hannis, Chair, M.S.W. (Leeds, UK), M.Ed. (Alberta), R.S.W.
Sandra Alton, M.S.W. (Toronto)
Social Work. R.S.W.
Penney Hartsen, M.S.W. (Wilfrid Laurier)
Social Work. R.S.W.
Alan Knowles, Ph.D. (Alberta)
Education. R.S.W.
Duane Massing, Ph.D. (Alberta)
Education. R.S.W.
Sandra Melnychuk, M.S.W (Calgary)
Social Work. R.S.W.
Shirley Piedt, M.S.W. (British Columbia)
Social Work. R.S.W.
Kathaleen Quinn, M.S.W. (Wilfrid Laurier)
Social Work. R.S.W.
Charlene Remenda-Madra, M.S.W. (McGill)
Social Work. R.S.W.
Lori Sigurdson, M.S.W. (Alberta)
Social Work. R.S.W.
Maria Smyth, M.S.W. (Carleton)
Social Work. R.S.W.
Peter Vogels, Ph.D. (Carleton)
Education. R.S.W.
Marianne Wright, M.A. (Calgary)
Social Work. R.S.W.
Special Needs Educational Assistant

Faculty of Health and Community Studies
www.MacEwan.ca/specialneeds

Program Introduction/Overview

The Special Needs Educational Assistant certificate program prepares graduates to assist teachers in developing and implementing appropriate instructional programs and methods within educational settings. The implementation of inclusive educational policies for students with special needs has created a strong demand for trained educational assistants. The 10-month certificate program provides a solid foundation of theoretical knowledge combined with practical strategies to support classroom instructional, behavioural, and social learning of students with exceptionalities.

Career Potential

Educational assistants are employed as valuable members of educational teams in a variety of educational settings including: pre-school early intervention programs, kindergarten through grade 12, as well as in post-secondary programs. The demand for program graduates in the field continues to be high.

Transferability

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) 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.
## PROGRAM OF STUDY

### TERM I

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course</th>
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<tbody>
<tr>
<td>3</td>
<td>ENGL 111 Communications</td>
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<td>3</td>
<td>TAST 101 Child and Adolescent Development</td>
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<td>TAST 103 Language Learning and Math Across the Curriculum</td>
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<td>TAST 107 Working with Students with Exceptionalities – Level I</td>
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<td>3</td>
<td>TAST 108 Technology Applications in Education</td>
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### TERM II

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course</th>
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<tbody>
<tr>
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<td>TAST 100 Role and Responsibilities of the Educational Assistant</td>
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<td>3</td>
<td>TAST 102 Effectively Managing Student Behaviour in Educational Settings</td>
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<td>2</td>
<td>TAST 105 Effective Interpersonal Communication</td>
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<tr>
<td>3</td>
<td>TAST 117 Working with Students with Exceptionalities – Level II</td>
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<td>TAST 118 Computers in Education and Assistive Technology</td>
</tr>
<tr>
<td>1</td>
<td>TAST 109 Practicum I</td>
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<tr>
<td>1</td>
<td>TAST 110 Integration Seminar I</td>
</tr>
</tbody>
</table>

### TERM III

<table>
<thead>
<tr>
<th>CR.</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>TAST 114 Specialized Skills and Practice</td>
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<tr>
<td>2</td>
<td>TAST 119 Practicum II</td>
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<tr>
<td>1</td>
<td>TAST 120 Integration Seminar II</td>
</tr>
</tbody>
</table>

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
Kathleen Murphy, Secretary
Phone: 780-497-5156
Margaret Simmons, Program Consultant
Phone: 780-497-5569
E-Mail: SNEA@MacEwan.ca

## FACULTY

Jan Sundmark, Chair, Ed.D. (Alberta)
Elementary Education
Jonah Eleweke, Ph.D. (Alberta)
Educational Psychology/Special Education
Kim Froese, B.Ed. (Lethbridge)
English
Beatrice Gursky, M.Ed. (Portland)
Leadership
Bill Hanson, Cert. (MacEwan)
Teacher Assistant
Faye Hood, M.Ed. (Alberta)
Education Administration
Merle Kennedy, Ph.D. (Alberta)
Elementary Education
Sue Kowton, B.Sc. (Alberta)
Speech Pathology and Audiology, SLP.
Theresa Pond, M.Ed. (Seattle Pacific)
Curriculum and Instruction
Janie Scheidl, M.Ed. (Alberta)
School Guidance Counselling
Linda Schnell, Ed.D. (Alberta)
Elementary Education
Tim Weinkauf, B.P.E. (Alberta)
Physical Education
THEATRE ARTS

Centre for the Arts and Communications
www.MacEwan.ca/theatrearts

PROGRAM INTRODUCTION/ OVERVIEW
Theatre Arts is an intense, two-year program that moulds triple-threat performers by offering equal parts theatrical, musical and dance training. Theatre Arts at MacEwan is western Canada’s only actor-training program with an emphasis on both musical theatre and drama. The first year is spent in the studio and the classroom, mastering the basics of all three disciplines while studying theatre history, play analysis, music theory and ear training. Performance opportunities involve workshop productions for invited audiences. In the second year studio courses continue while students have the opportunity to perform in public productions, including three full-scale musicals presented in MacEwan’s John L. Haar Theatre.

CAREER POTENTIAL
Theatre Arts graduates are working in theatres, festivals, dinner theatres, TV, film and on cruise ships. Many continue their studies in acting, directing or writing. The successful applicant meets the academic admission requirements and is successful at the audition, demonstrating an aptitude in acting, singing and dancing. Proficiency in music theory and ear training will ensure the student’s success in the program.

TRANSFERABILITY
All courses completed for the Theatre Arts diploma are credit courses and may be transferable individually toward further study at other Alberta institutions. Students interested in transferring a completed diploma are advised to consult both the receiving institution regarding transfer policies and the MacEwan Theatre Arts program regarding coursework and audition preparation. Like the Theatre Arts program at MacEwan, other institutions typically base transfer on both the application of creative skills as demonstrated in an entrance audition and on an assessment of course content. Students presenting a completed diploma in this program may be eligible to receive up to 30 credits of transfer credit to the Faculty of Arts at the University of Alberta 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) 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:
• One Group A course
• One Group B or C course
• One Group C or D course

MATURÉ 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.

3. Other Admission Criteria
To be evaluated through the Program

Applicable to all admission categories
Applicants are required to audition. Jurors will assess singing, dancing, and acting ability.

Applicants must pass a music theory and ear training exam. Applicants who fail the exam must complete upgrading and pass a subsequent music theory and ear training exam prior to the beginning of the intake term.
### PROGRAM OF STUDY

#### YEAR I

<table>
<thead>
<tr>
<th>TERM I</th>
<th>CR.</th>
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</thead>
<tbody>
<tr>
<td>THAR 101</td>
<td>Acting Skills I</td>
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<td>THAR 102</td>
<td>Vocal Music I</td>
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<td>THAR 103</td>
<td>Introduction to Theatre</td>
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<td>THAR 110</td>
<td>Dance Skills I</td>
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<td>THAR 120</td>
<td>Music Theory for Music Theatre I</td>
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<tr>
<td>THAR 130</td>
<td>Ear Training for Music Theatre I</td>
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<tr>
<td>ENGL 102</td>
<td>Analysis and Argument</td>
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<tr>
<td>OR ENGL 111</td>
<td>Communications</td>
</tr>
</tbody>
</table>

#### TERM II

| THAR 109 | Performer’s Lab | 3 |
| THAR 115 | Voice for the Stage | 1 |
| THAR 121 | Music Theory for Music Theatre II | 2 |
| THAR 131 | Ear Training for Music Theatre II | 3 |
| THAR 151 | Acting Skills II | 3 |
| THAR 152 | Vocal Music II | 1 |
| THAR 153 | Play Analysis | 3 |
| THAR 160 | Dance Skills II | 3 |
| ENGL 103 | Introduction to Literature | 3 |
| OR Elective | 3 |

#### YEAR II

<table>
<thead>
<tr>
<th>TERM III</th>
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<tbody>
<tr>
<td>THAR 201</td>
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<td>THAR 202</td>
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<td>THAR 206</td>
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<td>THAR 215</td>
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<tr>
<td>THAR 250</td>
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<tr>
<td>OR Elective</td>
</tr>
</tbody>
</table>

#### TERM IV

| THAR 216 | Voice and Diction II | 1 |
| THAR 251 | Acting Skills IV | 3 |
| THAR 252 | Vocal Music IV | 1 |
| THAR 256 | Performance II | 2 |
| THAR 260 | Dance Skills IV | 4 |
| OR Elective | 3 |

The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study. Only full-time students admitted to the Theatre Arts program may register in THAR 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 Theatre Arts 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

**Progression of Studies** – Students in the Theatre Arts program are required to successfully complete all Theatre Arts courses in Term 1 of the program of study in order to be able to progress to Term 2.

Students in the Theatre Arts program are required to successfully complete all courses in Year 1 of the program of study in order to be able to progress to Year 2.

### FOR FURTHER INFORMATION

**Theatre Arts**

Doreen Pielh, Instructional Assistant
Phone: 780-497-4393
E-mail: piehld@macewan.ca

**FACULTY**

Tim Ryan, M.A. (London)
Chair
Lary Benson, B.Ed. (Alberta)
Ken Brown, M.A. (Alberta)
Sheril Hart, B.Ed. (Alberta)
Dave Horak, B.F.A. (Alberta)
Cindy Kerr, Dip. Dance (MacEwan)
Janet Nichol, B.Mus. (Alberta)
Jacqueline Herbst, Licentiate Member and Examiner (Imperial Society of Teachers of Dance), Licentiate (Merseyside Dance and Drama Centre)
Doreen Pielh, M.A. (Alberta)
Torben Holm-Pedersen, Dip. Music (MacEwan)
Jennifer Spencer, Dip. Theatre Arts (MacEwan), Dip. Acting (National Theatre School)
Janice Flower, Dip. Music (MacEwan)
THEATRE PRODUCTION

Centre for the Arts and Communications
www.MacEwan.ca/production

PROGRAM INTRODUCTION/ OVERVIEW
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, Winspurn 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) 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.

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.
# PROGRAM OF STUDY

## YEAR I

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<th>TERM I</th>
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<tbody>
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<td>TPPR 102 Drafting and Model Making</td>
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</tr>
<tr>
<td>TPPR 103 Introduction to Technical Theatre</td>
<td>1</td>
</tr>
<tr>
<td>TPPR 108 Rigging</td>
<td>1</td>
</tr>
<tr>
<td>TPPR 109 Practicum I</td>
<td>3</td>
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<tr>
<td>TPPR 110 Audio I</td>
<td>2</td>
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<tr>
<td>TPPR 111 Footings</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 111 Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

## TERM II

| TPPR 101 Applied Theatre History | 3 |
| TPPR 104 Stagecraft I | 2 |
| TPPR 105 Lighting I | 2 |
| TPPR 106 Set Painting I | 2 |
| TPPR 107 Introduction to Costumes | 2 |
| TPPR 109 Practicum I (cont’d) | 3 |
| Elective | 3 |

## YEAR II

| TERM III | TPPR 203 Management | 4 |
| TPPR 212 Prop Making I | 2 |
| TPPR 239 Practicum II | 3 |
| Elective | 3 |

| TERM IV | TPPR 239 Practicum II (cont’d) | 3 |
| Elective | 3 |

In Year II, Terms III and IV, students choose a minimum of 8 credits from the following options:

| TPPR 201 Modern Theatre Practices | 2 |
| TPPR 202 Model Making | 2 |
| TPPR 204 Stagecraft II | 2 |
| TPPR 206 Set Painting II | 1 |
| TPPR 208 Individual Studies I | 1 |
| TPPR 210 Audio II | 2 |
| TPPR 215 Lighting II | 2 |
| TPPR 218 Individual Studies II | 2 |
| TPPR 221 Technical Director | 2 |
| TPPR 222 Prop Making II | 1 |
| TPPR 228 Individual Studies III | 3 |

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

## INSTITUTIONAL GRADUATION REGULATIONS

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**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.

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**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 Theatre Production 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

Theatre Production
Doreen Piehl, Instructional Assistant
Phone: 780-497-4393
E-mail: piehld@macewan.ca

**FACULTY**

Geoffrey George, B.A. (Brock), C.E.T. Chair
Geoff Bacchus, Dip. Theatre Production (MacEwan)
James Robert Boudreau, Cert. Theatre, Technical and Production Option (Ryerson)
Marian Brant, Dip. Radio and Television Arts (NAIT)
Greg Brown
Cindy Burgess, Dip. Theatre Production (MacEwan), Dip. Arts and Cultural Management (MacEwan)
George Griffiths
John Madill, B.F.A. (Alberta)
Wade Staples, Dip. Music (MacEwan), Dip. Theatre Production (MacEwan)
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) 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 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).

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
3. Two Group A, B or C courses
4. One Group A, B, C or D 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 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.

APPLICANTS OVER 25 YEARS OF AGE (AGED 26 OR OLDER)

Applicants must have 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.

APPLICANTS 21 TO 25 YEARS OLD

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.

APPLICANTS 18 TO 20 YEARS OLD

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.

APPLICANTS UNDER 18 YEARS OLD

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.

APPLICANTS 17 YEARS OLD

Applicants must have completed the required core courses listed under the Regular or Mature Admission category and 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.

APPLICANTS YOUNGER THAN 17 YEARS OLD

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.

APPLICANTS 0 TO 16 YEARS OLD

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.
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.

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

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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 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).
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) 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.
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.

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*

* 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

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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 (GPA) 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 Physical Therapist/Occupational Therapist 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.

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 Mengering, 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
TRAVEL

School of Business
www.MacEwan.ca/travel

PROGRAM INTRODUCTION/ OVERVIEW
This program meets the highest Canadian standards for industry education. It is fast-paced and hands-on: you will work in computer labs with access to industry software and a live reservation system. Combine this with a one-month practicum at program’s end, and you are highly employable immediately upon graduation.

You’ll take an in-depth look at the world’s most important tourist destinations and learn what motivates travelers to visit them. You’ll also develop an understanding of the growing travel market and the technology used to document and sell North American and international travel.

In just 13 months, you’ll learn the skills Canada’s travel industry demands most: communications, sales techniques, customer service and automation.

To succeed in this career, you should welcome challenges and deadlines. Typically mature students fare better in this program than younger students. Communication skills, people skills and a passion for sales are essential, as are superior organizational skills and a curiosity about the world. Your personal travel experiences are a definite asset.

CAREER POTENTIAL
Travel professionals are in high demand. Opportunities abound in everything from adventure tours and leisure packages, to special-interest and incentive travel. Graduates work as travel consultants, passenger sales agents, sales account executives, reservations agents and marketing managers. Throughout Canada and around the globe, MacEwan grads can be found in a range of pursuits from organizing scuba diving tours, to arranging honeymoons in Hawaii, to escorting European coach tours for seniors.

TRANSFERABILITY
All courses completed for the Travel diploma program are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

This program is recognized by the Canadian Institute of Travel Counsellors. The completion of this diploma has Level II endorsement towards certification by the Institute.

CATEGORIES OF ADMISSION
Applicants may be admitted to one of the following:

REGULAR ADMISSION
To be evaluated through the Office of the Registrar
1) Applicants must 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 or C course
   4. One Group C or D course

MATURE ADMISSION
To be evaluated through the Office of the Registrar
Applicants must be 20 years of age or older and 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 20 or Pure Mathematics 30 with a minimum grade of 65 per cent or Applied Mathematics 30 with a minimum grade of 75 per cent.

Writing: Applicants must successfully complete the writing portion AND be eligible to enter ENGL 111 OR 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 (with a grade of 70 per cent) 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.
PROGRAM OF STUDY

TERM I
ENGL 111 Communications 3
OADM 101 Keyboarding, Formatting and Presentations 3
TRVL 110 Airline Fares and Scheduling Concepts 3
TRVL 115 Introduction to the Travel Industry 3
TRVL 116 Destinations I 3

TERM II
ENGL 211 Business Communications 3
TRVL 120 Domestic Air Travel 3
TRVL 122 Introduction to Computerized Reservations 3
TRVL 125 Travel Documentation, Tours and Packages 3
TRVL 126 Destinations II 3

TERM III
TRVL 230 International Air Travel 3
TRVL 232 Selling Travel Products and Services 3
TRVL 233 Travel Agency Accounting 3
TRVL 236 Destinations III Elective 3

TERM IV
TRVL 241 Selling and Marketing Travel 3
TRVL 242 Advanced Computer Reservations 3
TRVL 243 Suppliers 3
TRVL 244 Practicum 5
TRVL 245 The Cruise Market 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 Travel 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
Travel Program
Kimberly Tavares, Program Advisor
Phone: 780-497-5254
E-mail: travel@macewan.ca

FACULTY
Teresa Costouros, M.B.A. (Edinburgh), F.C.I.P., C.R.M.
Chair
Angela Dempster, B.Ed., C.T.C.
Carla Lemaire, Dip. Travel Consultant (MacEwan) C.T.C., M.C.C.
Michael Pomponio, Dip. Travel and Tourism (Humber), C.T.C., M.C.C.
Wendy Vranas, Dip. Travel Consultant (MacEwan), C.T.C., A.C.C.
Donna Yargeau, Dip. Travel Consultant (MacEwan), C.T.C.
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) 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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENP 300</td>
<td>Executive Leadership in the Non-Profit Sector</td>
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</tr>
<tr>
<td>LENP 302</td>
<td>Organizational and Community Development</td>
<td>3</td>
</tr>
<tr>
<td>LENP 304</td>
<td>Strategic Financial and Fund Development in the Non-profit Sector</td>
<td>3</td>
</tr>
<tr>
<td>LENP 306</td>
<td>Leading Human Resource Development in the Non-profit Sector</td>
<td>3</td>
</tr>
<tr>
<td>LENP 400</td>
<td>Board Governance and Collaborative Leadership in Non-profit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>ORGA 414</td>
<td>Introduction to Public Affairs-Government and Regulatory Issues</td>
<td>3</td>
</tr>
<tr>
<td>LENP 412</td>
<td>Leadership/Capstone Project</td>
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</tbody>
</table>

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

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) 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.

PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>MIN GR</th>
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<tr>
<td>PBNS 401</td>
<td>Foundations of Perioperative Nursing Practice</td>
<td>2 C</td>
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</tr>
<tr>
<td>PBNS 402</td>
<td>Concepts of Anesthesia Within Perioperative Nursing</td>
<td>2 C</td>
<td></td>
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<tr>
<td>PBNS 403</td>
<td>Perioperative Nursing in the Perioperative, Intraoperative and Postoperative Environment</td>
<td>4 C</td>
<td></td>
</tr>
<tr>
<td>PBNS 404</td>
<td>Fundamentals of Perioperative Techniques</td>
<td>2 C</td>
<td></td>
</tr>
<tr>
<td>PBNS 405</td>
<td>Perioperative Clinical Preceptorship</td>
<td>8 C</td>
<td></td>
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</tbody>
</table>

*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

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) 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 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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
To be evaluated through the Office of the Registrar

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.

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.

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.

PROGRAM OF STUDY

TERM I
PGCT 341 Golf Course Design 3
PGCT 351 Golf Equipment Repair 1
PGCT 361 Player Development 3
PGCT 362 Sports Psychology 3
MCSP 164 Golf Applications 3
PHSD 301 Scientific Analysis of the Golf Swing 3

TERM II
PGCT 331 Setting up a Golf Operation and CPGA By-Laws 2
PGCT 352 Club Fitting 1
PGCT 353 First Aid 1
PGCT 363 Instructional Skills Seminar 2
GOMT 211 Working with Boards and Committees 1
GOMT 221 Food and Beverage Operations II 2
MGMT 132 Retail Merchandising 3

TERM III
PGCT 371 Professional Golf Practicum 2

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
   To be evaluated through the Office of the Registrar

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

2. Other Admission Criteria
   To be evaluated through the Program

Applicable to all admission categories
Applicants must demonstrate golfing skills commensurate with the Canadian Professional Golfers’ Association (CPGA) playing ability requirements.

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.

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.

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.

PROGRAM OF STUDY

TERM I
PGCT 341 Golf Course Design 3
PGCT 351 Golf Equipment Repair 1
PGCT 361 Player Development 3
PGCT 362 Sports Psychology 3
MCSP 164 Golf Applications 3
PHSD 301 Scientific Analysis of the Golf Swing 3

TERM II
PGCT 331 Setting up a Golf Operation and CPGA By-Laws 2
PGCT 352 Club Fitting 1
PGCT 353 First Aid 1
PGCT 363 Instructional Skills Seminar 2
GOMT 211 Working with Boards and Committees 1
GOMT 221 Food and Beverage Operations II 2
MGMT 132 Retail Merchandising 3

TERM III
PGCT 371 Professional Golf Practicum 2

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

ADDITIONAL ADMISSION CRITERIA
All applicants must meet the following:

1. English Language Proficiency
   To be evaluated through the Office of the Registrar

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

2. Other Admission Criteria
   To be evaluated through the Program

Applicable to all admission categories
Applicants must demonstrate golfing skills commensurate with the Canadian Professional Golfers’ Association (CPGA) playing ability requirements.

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.
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).

FOR FURTHER INFORMATION

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Golf Management
Jodi Campbell, Program Advisor
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E-mail: golf@macewan.ca

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Timothy Hatfield, Dip. Turf Grass Management (Fairview)
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)
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.
School of Business
www.MacEwan.ca/accounting

PROGRAM INTRODUCTION/ OVERVIEW
The Bachelor of Applied Business Administration – Accounting prepares students for careers in accounting and industry related professions. The accountant’s role is changing, demanding that graduates think strategically, see business from more than a financial perspective and develop a modern, whole-business picture.

The four-year applied degree combines professional accounting studies with extensive learning and practice cycles in the workplace. The first two years of the degree requirement are equivalent to MacEwan’s Accounting and Strategic Measurement diploma or a business diploma from another recognized institution, which includes the six pre-requisites. The third year is comprised of advanced accounting study, while the fourth involves the Directed Field Studies component where students explore real business issues by conducting both practical and academic research while working. The combination of classroom instruction with one year of mentored studies in industry prepares students for immediate success in the workplace.

Students use laptop computers throughout the course of their studies; they are responsible for all hardware and software costs.

CAREER POTENTIAL
The Bachelor of Applied Business Administration – Accounting is targeted toward students who are seeking high-level careers as accountants. Successful students are self-motivated and possess strong oral and written communication skills. Critical thinking and problem solving skills are essential, as is the ability to work in a team environment. Students must have the ability to synthesize and analyze information and be comfortable in a technology-enhanced environment.

The applied degree is 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) 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.
PROGRAM OF STUDY

YEAR III

TERM V

<table>
<thead>
<tr>
<th>CR.</th>
<th>ACCT 350</th>
<th>Audit</th>
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<tbody>
<tr>
<td></td>
<td>ACCT 351</td>
<td>Advanced Financial Accounting</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 352</td>
<td>Issues in Global Accounting Practice</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 358</td>
<td>Advanced Management Accounting</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 370</td>
<td>Directed Field Study Seminar</td>
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TERM VI

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<thead>
<tr>
<th>CR.</th>
<th>ACCT 391</th>
<th>Accounting Theory</th>
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<tr>
<td></td>
<td>Choose three from the following options:</td>
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<td></td>
<td>ACCT 390</td>
<td>Advanced Audit</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 392</td>
<td>Taxation II</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 394</td>
<td>Management Information Systems</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 395</td>
<td>Advanced Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MGTS 352</td>
<td>Operations Management</td>
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YEAR IV

TERM VII

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<td>Directed Field Study II</td>
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<td>ACCT 373</td>
<td>Directed Field Study III</td>
<td>3</td>
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<td></td>
<td>ACCT 374</td>
<td>Directed Field Study IV</td>
<td>3</td>
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<td></td>
<td>ACCT 353</td>
<td>Leadership and Ethics</td>
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TERM VIII

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<td>ACCT 376</td>
<td>Directed Field Study VI</td>
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<td>ACCT 377</td>
<td>Directed Field Study VII</td>
<td>3</td>
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<td></td>
<td>ACCT 378</td>
<td>Directed Field Study VIII</td>
<td>3</td>
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<tr>
<td></td>
<td>ACCT 398</td>
<td>Strategic Management</td>
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</table>

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

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Cori Foged, Program Advisor
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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

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 with 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. 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) 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.

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
TERM I
- 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

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

TERM VIII
- PROW 402 Directed Workplace Learning II  15
The minimum passing grade for a course at MacEwan is a D unless otherwise noted next to the appropriate course in the program of study.
*Students may choose a minimum 3 credit course in any discipline or a professional writing course that has not been taken for credit.
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
Debbie Fenton, Secretary
Phone: 780-497-5623

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Hugh Calder
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Creative Writing
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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) 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 1 1 1 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.
PROGRAM OF STUDY

YEAR III

TERM V  CR.
HSAD 300  The Human Service Administrator  3
HSAD 305  Interpersonal Communication Skills for Human Service Administrators  3
HSAD 310  Managing Human Resources in Human Service Agencies  3
HSAD 315  Managing Financial Resources in Human Service Agencies  3
HSAD 320  Trends and Issues in Human Service Administration I  3

TERM VI
HSAD 399  Directed Field Study in Human Service Administration I  15

YEAR IV

TERM VII
HSAD 430  Managing Physical Resources in Human Service Agencies  3
HSAD 435  Managing Change: Planning, Monitoring and Evaluating Human Service Agencies  3
HSAD 440  Research Practices in Human Service  3
HSAD 445  Community-Based Practice in Human Service Agencies  3
Elective  3

TERM VIII
HSAD 499  Directed Field Study in Human Service Administration II  15

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).

FOR FURTHER INFORMATION
Bachelor of Applied Human Service Administration
Tricia Lirette, Chair
Phone: 780-497-5171
E-mail: lirettet@macewan.ca
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Phone: 780-497-5164
E-mail: whitfordj@macewan.ca

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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

Grant MacEwan College • C A L E N D A R • www.MacEwan.ca
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.
BACHELOR OF ARTS

Faculty of Arts and Science
www.MacEwan.ca/ba

PROGRAM INTRODUCTION/OVERVIEW
Grant MacEwan College’s Bachelor of Arts (B.A.) degree is designed to provide a liberal arts education that allows students to explore a variety of academic disciplines and acquire a broad knowledge base that will prepare them for employment or future post-secondary studies. The degree is intended to provide students with breadth, depth and diversity in the areas of humanities and social, natural and mathematical sciences. B.A. students 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.

GENERAL PROGRAM INFORMATION
The B.A. degree requires students to complete 120 credits of non-duplicative coursework consisting of 36 credits of core requirements in the following areas: Analytical Studies (six credits), Humanities (six credits), Literacy (12 credits), Sciences (six credits) and Social Sciences (six credits). Students are advised to complete 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 (42 credits at the senior level), and options (24 credits).

TRANSFERABILITY
All courses completed for the Bachelor of Arts degree are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course transferability, refer to the Online Alberta Transfer Guide (www.acat.gov.ab.ca) or contact the receiving institution directly.

BACHELOR OF ARTS PROGRAM
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.

Specific university-level courses may be used to substitute for course deficiencies (see chart – University Credit Substitutions for High School Courses). 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.

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)

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 Language Arts (ELA) 30-1 or equivalent

PROGRAMS OF STUDY
Bachelor of Arts (B.A.) and Bachelor of Arts (Honours)

<table>
<thead>
<tr>
<th></th>
<th>B.A. Major</th>
<th>B.A. Minor</th>
<th>B.A. Honours</th>
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<tr>
<td>Anthropology</td>
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<td>Business Studies</td>
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<td>Classics</td>
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<td>History</td>
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<tr>
<td>Sociology</td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

Substitutions for High School Courses:
- 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.

Specific university-level courses may be used to substitute for course deficiencies (see chart – University Credit Substitutions for High School Courses). 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.

**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. 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.
PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Core</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Analytical Studies</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
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<tr>
<td>Classics and/or History or Philosophy</td>
<td></td>
</tr>
<tr>
<td>Literacy</td>
<td>12</td>
</tr>
<tr>
<td>From the following:</td>
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<tr>
<td>• Literature in English:</td>
<td></td>
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<tr>
<td>• Beginning to Present ENGL 100 or</td>
<td></td>
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<tr>
<td>• Argument and Analysis ENGL 102 and Introduction to Literature ENGL 103;</td>
<td></td>
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<tr>
<td>• World Literature COMP 100;</td>
<td></td>
</tr>
<tr>
<td>• Language Other than English (six credits must be in the same language)</td>
<td></td>
</tr>
<tr>
<td>Sciences</td>
<td>6</td>
</tr>
<tr>
<td>As determined by the Faculty of Arts and Science</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Anthropology, Economics, Political Science, Psychology, Sociology</td>
<td></td>
</tr>
</tbody>
</table>

**Total Core** 36

**Major**

- Required courses (21 senior-level credits) 42
- Specialization (21 senior-level credits)

**Minor** 18 senior-level credits 18

**Options**

- See Degree Regulations:
  - May include additional major or minor coursework to a maximum of six senior-level credits.
  - With permission, may include a maximum of 15 credits from outside the Faculty of Arts and Science.

**Total** 120

Bachelor of Arts – Honours

Program Information

HONOURS PROGRAM INFORMATION

The B.A. Honours-degree provides eligible students with the opportunity to pursue more intensive study in their chosen field; this may be of benefit to students considering graduate studies. Honours programs have limited enrolment, and individual disciplines may have additional selection requirements. Admission to the Honours program normally takes place after the completion of a minimum of 30 credits. Admission requires a minimum cumulative GPA of 3.0 or more, based on a minimum of 30 credits, 24 of which must have been completed during the last 12 months. Applicants must also present a minimum GPA of 3.3 or better in all courses (minimum six credits)* within the Honours discipline of study.

*In some disciplines the six credits must be at the senior-level.

HONOURS ADMISSION

HONOURS IN ENGLISH—ADMISSION REQUIREMENTS

Students are eligible for application to the Honours English program after they have completed a minimum of 30 credits (including at least six credits in English courses), 24 of which must have been completed within the last 12 months. Applicants must present a cumulative GPA of at least 3.0 in these courses and a minimum GPA of 3.3 in all English courses. Please note that acceptance into the Honours program is competitive and dependent on department resources; satisfying the minimum requirements does not guarantee admission. For more information and to apply, contact Dr. Jack Robinson, 780-497-5364 or robinsonj@macewan.ca. The application deadline for the 2010-2011 academic year is April 9, 2010.

HONOURS IN PSYCHOLOGY—ADMISSION REQUIREMENTS

Students are eligible for application to the Honours Psychology program after they have completed a minimum of 45 credits (including at least six credits in senior-level Psychology courses), 24 of which must have been completed during the last 12 months. Applicants must present a cumulative GPA of 3.0 and a minimum GPA of 3.3 in all senior-level Psychology courses. Please note that entry into the program is competitive; satisfying the minimum requirements does not guarantee admission. For more information and to apply, contact Dr. Lynne Honey, 780-633-3989 or honeyl@macewan.ca. The application deadline for the 2010-2011 academic year is April 9, 2010.

HONOURS IN SOCIOLOGY—ADMISSION REQUIREMENTS

Students are eligible for application to the Honours Sociology program after they have completed a minimum of 45 credits (including at least six credits in senior-level Sociology courses), 24 of which must have been completed within the last 12 months. Applicants must present a cumulative GPA of 3.0 and a minimum GPA of 3.3 in all senior-level Sociology courses. Please note that entry into the program is competitive; satisfying the minimum requirements does not guarantee admission. For more information and to apply before January 2010, contact Dr. Michael Gulayets, 780-633-3652 or gulayetsm@macewan.ca. For more information and to apply after January 2010, contact Dr. Jeff Stepnisky, 780-633-3672 or stepniskij@macewan.ca. The application deadline for the 2010-2011 academic year is April 16, 2010.
## Bachelor of Arts Honours

### PROGRAM OF STUDY

<table>
<thead>
<tr>
<th>Core</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Classics and/or History or Philosophy</td>
</tr>
</tbody>
</table>
| Literacy | From the following:  
- Literature in English:  
  - Beginning to Present ENGL 100 or  
  - Argument and Analysis ENGL 102 and Introduction to Literature ENGL 103;  
- World Literature COMP 100;  
- Language Other than English (six credits must be in the same language) | 12 |
| Sciences | As determined by the Faculty of Arts and Science | 6 |
| Social Sciences | Anthropology, Economics, Political Science, Psychology, Sociology | 6 |
| **Total Core** | | **36** |

| Honours Subject | 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:  
- 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.  
- With permission, may include a maximum of 15 credits from outside the Faculty of Arts and Science. | 42 |

| **Total** | | **120** |

### MAJORS AND MINORS

Program and discipline advisors are available to assist the student to plan a program of study that will meet these degree requirements. Please refer to [www.MacEwan.ca/ba](http://www.MacEwan.ca/ba) for specific course requirements for each major and minor.

#### ANTHROPOLGY

**Anthropology Major**

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

Required courses = 21 credits as specified below

General requirements = 21 credits chosen from any senior-level Anthropology courses

At least six credits must be completed at the 300-level

At least six credits must be completed at the 400-level

**Note:** Any one of ANTH 101, ANTH 110 or ANTH 150 is a prerequisite for courses required in the Anthropology major. This course can be used to satisfy part of the Social Sciences core requirement.

**Required courses (21 credits)**

Three credits in each of the following areas:

- Introduction to Archaeology
- Introduction to Social and Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology
- Qualitative Methods in Anthropology or Archaeological Theory and Practice
- Anthropological Theory or History of Archaeological Theory
- Ethnoecology

**General requirements (21 credits)**

21 credits chosen from senior-level Anthropology courses

**Anthropology Minor**

Total Credits required for minor = 18 senior-level credits (non-duplicative coursework)

At least nine credits must be completed at the 300- or 400-level

**Note:** Any one of ANTH 101, ANTH 110 or ANTH 150 is a prerequisite for courses required in the Anthropology minor. This course can be used to satisfy part of the Social Sciences core requirement.

**Required courses (18 credits)**

Six credits in two of the following areas:

- Introduction to Archaeology
- Introduction to Social and Cultural Anthropology
- Introduction to Linguistic Anthropology
- Introduction to Physical Anthropology
- Three credits in:  
  - Any "Peoples of … “ course
- Three credits in:  
  - Ethnoecology
- Six credits chosen from 300- or 400-level Anthropology courses
BUSINESS STUDIES

Business Studies Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least six credits must be completed at the 300- or 400-level

Notes:
1. ECON 101 and 102 are prerequisites for courses required in the Business Studies minor. These courses can be used to satisfy the Social Sciences core requirement.
2. STAT 151 (or equivalent) is a prerequisite for courses required in the Business Studies minor. This course can be used to satisfy part of the Analytical Studies core requirement.
3. It is strongly recommended that students complete BUSN 201 during the second year of their program.
4. CMPT 157 is recommended for those without computer proficiency as a number of Business courses assume some ability with spreadsheets and word processing.

Required courses (18 credits)
Three credits in each of the following areas:
- Introduction to Canadian Business
- Introductory Accounting

Six–12 credits chosen from:
- Business Law I
- Managerial Information and Control Systems
- Introductory Finance
- Fundamentals of Marketing
- Introduction to Management

Up to six credits chosen from a select group of courses approved by the Faculty of Arts and Science (if required to meet the 18 credit minimum)

CLASSICS

Classics Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least six credits must be completed at the 300- or 400-level

Note: A maximum of six credits in senior Latin or Greek may be taken towards the Classics minor.

Required courses (18 credits)
Three credits in each of the following areas:
- Greek Civilization
- Roman Civilization

12 credits chosen from senior-level Classics courses

ECONOMICS

Economics Major
Total credits required for major = 42 senior-level credits (non-duplicative coursework)

Required courses = 21 credits as specified below

General requirements = 21 credits chosen from any senior-level Economics courses

At least six credits must be completed at the at the 400-level; ECON 401 does not satisfy this requirement.

Notes:
1. ECON 101 and 102 are prerequisites for courses required in the Economics major. These courses can be used to satisfy the Social Sciences core requirement.
2. STAT 151 (or equivalent) and MATH 113 are prerequisites for courses required in the Economics major. These courses can be used to satisfy the Analytical Studies core requirement.

Required courses (21 credits)
Three credits in each of the following areas:
- Intermediate Microeconomics Theory I
- Intermediate Microeconomics Theory II
- Intermediate Macroeconomics Theory I
- Intermediate Macroeconomics Theory II
- Quantitative Methods in Economics
- Introductory Econometrics
- Canadian Economic Issues

General requirements (21 credits)
21 credits chosen from senior-level Economics courses

Economics Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least six credits must be completed at the 300- or 400-level; ECON 401 does not satisfy this requirement.

Note: ECON 101 and 102 are prerequisites for courses required in the Economics minor. These courses can be used to satisfy the Social Sciences core requirement.

Required courses (18 credits)
Three credits in each of the following areas:
- Intermediate Microeconomics Theory I
- Canadian Economic Issues

ENGLISH

English Major
Total credits required for major = 42 senior-level credits (non-duplicative coursework)

Required courses = 21 credits as specified below

General requirements = 21 credits chosen from any senior-level English courses

At least six credits must be completed at the 400-level

At least three credits must be completed in Canadian Literature
At least six credits of one language other than English. These courses may be applied to partially satisfy the literacy core requirements.

Note: ENGL 100 or 102 and 103 is a prerequisite for courses required in the English major. These courses can be taken as part of the Literacy core requirement.

Required courses (21 credits)
Three credits in each of the following time periods:
- Early and Later Middle English
- Elizabethan and 17th Century
- Restoration and 18th Century
- British, American, and Canadian 19th Century
- British, American, Canadian and Post-Colonial Literature 20th and 21st Century

Three credits in:
- Literary Theory
Three credits in:
- History of English Language

General requirements (21 credits)
21 credits chosen from senior-level English courses

English Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least three credits must be completed at the 400-level

Notes: 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)
1. PSYC 104 and PSYC 105 are prerequisites for courses required in the Psychology major. These courses can be used to satisfy part of the Science and Social Sciences core requirements.

2. STAT 151 (or equivalent) is a prerequisite for a required course in the Psychology major. This course can be used to satisfy part of the Social Sciences core requirement.

Required courses (18 credits)
Three credits in:
• Developmental Psychology
• Personality
• Social Psychology
• Cognitive Psychology
Three credits in one of the following areas:
• Perception
• Brain and Behaviour
• Principles of Behaviour

Psychology Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least six credits must be completed at the 300- or 400-level
Note: PSYC 104 and PSYC 105 are prerequisites for courses required in the Psychology minor. These courses can be used to satisfy part of the Science and Social Sciences core requirements.

Required courses (18 credits)
Three credits in one of the following areas:
• Developmental Psychology
• Personality
• Social Psychology
• Cognitive Psychology
Three credits in one of the following areas:
• Perception
• Brain and Behaviour
• Principles of Behaviour

Sociology 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 Sociology courses
At least six credits must be completed at the 400-level
At least six credits must be completed at the 300-level
Note: PSYC 104 and PSYC 105 are prerequisites for courses required in the Psychology major. These courses can be used to satisfy part of the Social Sciences core requirements.

Required courses (21 credits)
Three credits in:
• Research Methods
Three credits in:
• History of Psychology

General requirements (21 credits)
21 credits chosen from senior-level Psychology courses

Political Science Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least nine credits must be completed at the 300- or 400-level
Note: POLS 101 is a prerequisite for courses required in the Political Science minor. This course can be used to satisfy part of the Social Sciences core requirement.

Required courses (18 credits)
Three credits in:
• Comparative Politics
Six credits in one of the following areas:
• Canadian Politics
• International Relations
• Political Philosophy
Nine credits chosen from senior-level Political Science courses

Psychology Major
Total credits required for major = 42 senior-level credits (non-duplicative coursework)
Required courses = 21 credits as specified below
General requirements = 21 credits chosen from any senior-level Psychology courses
At least nine credits must be completed at the 300-level
At least six credits must be completed at the 400-level
Notes:
1. PSYC 104 and PSYC 105 are prerequisites for courses required in the Psychology major. These courses can be used to satisfy part of the Science and Social Sciences core requirements.
2. STAT 151 (or equivalent) is a prerequisite for a required course in the Psychology major. This course can be taken as part of the Analytical Studies core requirement.

Required courses (21 credits)
Three credits in three of the following areas:
• Developmental Psychology
• Personality
• Social Psychology
• Cognitive Psychology
Three credits in two of the following areas:
• Perception
• Brain and Behaviour
• Principles of Behaviour

Sociology Minor
Total credits required for minor = 18 senior-level credits (non-duplicative coursework)
At least nine credits must be completed at the 300- or 400-level; SOCI 426 does not satisfy this requirement
Note: SOCI 100 is a prerequisite for courses required in the Sociology minor. SOCI 100 can be used to satisfy part of the Social Sciences core requirement.
Required courses (18 credits)
Three credits in one of the following areas:
• Gender
• Inequality
• Minority Relations
Three credits in one of the following areas:
• Criminology
• Family
12 credits chosen from senior-level Sociology courses

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 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 fulfill program graduation requirements. Some courses used to satisfy the degree requirements can also be counted toward the Canadian content requirement. Please refer to www.MacEwan.ca/ba for a list of courses that will meet the Canadian content requirement.

Core Requirements – Courses that satisfy the core requirements are normally taken at the junior level with the exception of the Language Other than English (LOE) requirement. Students are advised to complete their core requirements in the first and second years of their program.

Declaration of a Major and Minor – Students are required to declare a major and minor by the time they have completed 45 credits. 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 fulfill program graduation requirements. Some courses used to satisfy the degree requirements can also be counted toward the international content requirement. Please refer to www.MacEwan.ca/ba for a list of courses that will meet the international content requirement.

Junior- And Senior-Level Courses –
Courses numbered from 100 to 199 are considered junior level and courses numbered from 200 to 499 are considered senior level.

Junior Credits in English –
A maximum of nine credits of 100-level English are permitted in the completion of the 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 fulfillment 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 McManus, 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
Edward Lorkovic, Ph.D. (Alberta)
  Philosophy
Marita 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
Lyne Honey, Ph.D. (McMaster)
  Psychology
Andrew Howell, Ph.D. (Concordia University)
  Educational Psychology
Sandy Jung, Ph.D. (Victoria)
  Psychology
Kristine Peace, Ph.D. (Dalhousie)
  Psychology
Lawrence Peta, M.Sc. (Alberta)
  Psychology
Melike Schalom, Ph.D. (Alberta)
  Neuroscience
Rodney Schmalz, 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 Gulyays, 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 Symbaluk, Ph.D. (Alberta)
  Sociology
BACHELOR OF CHILD AND YOUTH CARE

Faculty of Health and Community Studies
www.MacEwan.ca/cyc

PROGRAM INTRODUCTION/ OVERVIEW
Many young people experience neglect, abuse, emotional distress or family breakdown. Helping young people and their families overcome emotional and 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) 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.

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.

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
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
• 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).

Repeated 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)

Jack Phelan M.S.
Counselling. Certified C.Y.C.W.
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) 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.

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

<table>
<thead>
<tr>
<th>Core Business</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Non-Business</td>
<td></td>
</tr>
<tr>
<td>Majors</td>
<td></td>
</tr>
<tr>
<td>• International Business</td>
<td>18</td>
</tr>
<tr>
<td>• Management</td>
<td></td>
</tr>
<tr>
<td>• Supply Chain Management Co-op</td>
<td>63</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
</tr>
</tbody>
</table>

CORE BUSINESS COURSES
| ACCT 311 Introductory Accounting | 3 |
| ACCT 322 Managerial Information and Control Systems | |
| LEGL 210 Business Law | 3 |
| BUSN 201 Introduction to Canadian Business | |
| BUSN 450 Strategic Management | |
| FNCE 301 Introductory Finance | 3 |
| MARK 301 Fundamentals of Marketing | |
| MSYS 200 Management Information Systems | |
| MGT 103 Probability and Statistics I | 3 |
| MGT 312 Probability and Statistics II | |
| MGT 352 Operations Management | |
| ORGA 201 Introduction to Management | |
| ORGA 316 Contemporary Organizational Behaviour and Theory | 3 |

CORE NON-BUSINESS COURSES
| ECON 101 Introduction to Microeconomics | 3 |
| ECON 102 Introduction to Macroeconomics | |
| ENGL 102 Argument and Analysis | 3 |
| ENGL 103 Introduction to Literature | |
| PROW 210 Advanced Business Writing | 3 |
| MATH 113 Elementary Calculus I | |
| 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 Conducting Business in Asia 3
- OR
- 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 – 21 credits
Open Electives Requirement – 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:
- BISN 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

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” (E3101 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 (AI) 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.
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.
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

<table>
<thead>
<tr>
<th>BACHELOR OF SCIENCE (B.SC.)</th>
<th>B.SC. MAJOR</th>
<th>B.SC. MINOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Computer Science</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Mathematics</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>(Students study any two of the following subject areas: Mathematics, Statistics or Computer Science)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>(Students study any two of the following subject areas: Physics, Chemistry or Earth and Atmospheric Sciences)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Chemistry</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Earth and Atmospheric Sciences</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Physics</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Statistics</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

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) 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...
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.

**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.

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**Bachelor of Science**

**PROGRAM OF STUDY**

<table>
<thead>
<tr>
<th>CORE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sciences</td>
<td>Physics or Chemistry (courses qualifying for credit must include a laboratory component)</td>
</tr>
<tr>
<td>Sciences</td>
<td>Biological Sciences or Earth and Atmospheric Sciences (courses qualifying for credit must include a laboratory component)</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>Mathematics, Statistics or Computer Science*</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Calculus or Linear Algebra</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 102 and ENGL 103 (3 credits Writing, 3 credits Literature)</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Anthropology, Economics, Political Science, Psychology, Sociology</td>
</tr>
<tr>
<td>Arts</td>
<td>Anthropology, Classics, Comparative Literature, Economics, English, History, Linguistics, Philosophy, Political Science, Psychology (Arts), Sociology, Language other than English (LOE)</td>
</tr>
<tr>
<td><strong>Total Core</strong></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Senior-level credits</td>
</tr>
<tr>
<td>Minor</td>
<td>Senior-level credits</td>
</tr>
</tbody>
</table>
| Options | See Degree Regulations:  
- May include additional major or minor coursework to a maximum of six senior-level credits.  
- With consent, may include a maximum of 12 credits from outside the Faculty of Arts and Science. | 21 |
| **TOTAL** | | 120 |

*Note: CMPT 310 and CMPT 311 cannot be taken to satisfy core requirements.

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**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/science for specific course requirements for each major and minor.

**BIOLOGICAL SCIENCES**

**Major**

Total credits required for major = 42 senior-level credits (non-duplicative coursework)

- Note: BIOL 107 and BIOL 108 are required for this major.

**Required courses (6 credits)**

- BIOL 207
- BIOL 208

**General requirements (36 credits)**

Senior-level Biological Sciences courses – a minimum of 18 credits must be at the 300 or 400 level; 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: BIOL 107 and BIOL 108 are required for this minor.

**Required Courses (3 credits)**

Three credits from the following:

- BIOL 207
- BIOL 208

**General Requirements (15 credits)**

Senior-level Biological Sciences courses – a minimum of 6 credits must be at the 300 or 400 level; both BIOL 207 and BIOL 208 may be taken for credit.

**CHEMISTRY**

**Minor**

Total credits required for minor = 18 senior-level credits (non-duplicative coursework)

- Note: CHEM 101 and CHEM 102 are required for this minor.

**General requirements (18 credits)**

Senior-level Chemistry courses – a minimum of 6 credits must be at the 300 or 400 level.
**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

**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 fulfillment 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 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 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
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 Hilts, 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
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. (Jyvaskyla)
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
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) 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.

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.

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

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### INSTITUTIONAL GRADUATION REGULATIONS

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#### 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)
Nursing. R.N.
Edna Berg, B.Sc.N., M.Ed. (Alberta)
Nursing. R.N.
Marilynn Berg, B.Sc.N., M.Ed. (Alberta)
Education. R.N.
Kate Bowman, B.Sc.N., M.N. (Alberta)
Nursing. R.N.
Yvonne Briggs, B.Sc.N., M.N. (Alberta)
Nursing. R.N.
Elizabeth Burgess-Pinto, B.Sc.N., M.N. (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)
Health Education. R.N.
Bev Kenney, B.Sc., M.Sc. (McGill)
Biology
Sandra Kostashuk, B.Sc.N., M.Ed.
St. Francis Xavier
Diane Martin, B.Sc.N., M.Ed. (Alberta)
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),
Nursing. R.N.
Agnes Mitchell, B.Sc.N., M.N. (Alberta)
Nursing. R.N. G.N.C.C(C).
Barry Olsen, B.Sc.N. (Alberta)
Nursing. R.N. R.P.N.
Judee Onyshkiw, B.Sc.N., Ph.D. (Alberta)
Nursing. R.N.
Christy Raymond-Seniuk, B.Sc.N., M.Ed.
(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

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.

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
- 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.

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 of 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.
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 EDFX 200/education option (six credits required – can be taken at MacEwan)
- Non-education options (nine – 15 credits required – can be taken at MacEwan)
- Open options (nine credits required – can be taken at MacEwan)
- Minor (18 – 24 credits required – some may be taken at MacEwan)
- Introductory Professional Term (15 credits – must be taken in year three at the U of A)
- Education Core II (15 credits – must be taken in year three or four at the U of A)
- Advanced Professional Term (15 credits – must be taken in year four at the U of A)

Note: Students intending to pursue a minor in music should apply to the Faculty of Arts at the University of Alberta for the preprofessional year.

SECONDARY EDUCATION ROUTE
Students in the secondary-education route must select a major teaching subject and a minor teaching subject, which prepares them to teach specific subjects of school instruction. The number of credits that secondary-education route students may complete at MacEwan depends on their major and minor areas of concentration. Students wishing to stay at MacEwan for a second year should consult a program advisor in the 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 EDFX 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) 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 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) 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, and 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.

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ENGL 102</td>
<td>Analysis and Argument</td>
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<tr>
<td>ENGL 103</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>HEED 110</td>
<td>Personal Health and Well-Being</td>
<td>3</td>
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<tr>
<td>PACT 101</td>
<td>Principles of Physical Activity</td>
<td>3</td>
</tr>
<tr>
<td>PACT 101</td>
<td>Principles of Physical Activity</td>
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</tr>
<tr>
<td>PEDS 294</td>
<td>A Conceptual Approach to Physical Activity</td>
<td>3</td>
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<td>PEDS 100</td>
<td>Structural Anatomy</td>
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<td>PEDS 101</td>
<td>Introduction to Human Physiology</td>
<td>3</td>
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<tr>
<td>PEDS 103</td>
<td>Introduction to Integrative Human Physiology</td>
<td>3</td>
</tr>
<tr>
<td>PERL 104</td>
<td>Introduction to Sociocultural Aspects of Leisure and Sport Programs</td>
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</tr>
<tr>
<td>PERL 105</td>
<td>Introduction to the Administration of Sport and Physical Education Programs</td>
<td>3</td>
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<tr>
<td>PESS 195</td>
<td>The Spectrum of Dance in Society</td>
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YEAR II
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<td>PEDS 203</td>
<td>Skill Acquisition and Performance</td>
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<td>PEDS 206</td>
<td>Qualitative Biomechanics</td>
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<tr>
<td>PERL 204</td>
<td>Leisure and Sport in Canadian Society: Historical Perspective</td>
<td>3</td>
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<td>PERL 207</td>
<td>Physical Activity and Leisure for Special Populations</td>
<td>3</td>
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<td>PSYC 104</td>
<td>Introductory Psychology</td>
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<td>PACT subject coursework</td>
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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: phyled@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

PROGRAM INTRODUCTION/ OVERVIEW
The Bachelor of Science in Engineering Transfer program offers first-year courses that may be used toward obtaining a Bachelor of Science in Engineering degree at the University of Alberta. Credit for courses taken at Grant MacEwan College may be transferred to other post-secondary institutions within or outside Alberta. For a complete listing of transferable courses, refer to the Alberta Transfer Guide website at www.acat.gov.ab.ca.

Admission to the Bachelor of Science in Engineering Transfer program is competitive and is subject to a quota. Within the overall quota, limitations are also placed on the number of international (visa) and mature students, and on the number of students who have been previously enrolled in other postsecondary institutions.

CAREER POTENTIAL
Alberta has 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) 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.

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
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.

2. English Language Proficiency
   To be evaluated through the Office of the Registrar

   Applicable to all admission categories

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

3. Other Admission Criteria
   To be evaluated through the 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

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CR.</th>
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<tbody>
<tr>
<td>CHME 103</td>
<td>Introductory University Chemistry I</td>
<td>4.3</td>
</tr>
<tr>
<td>ENGG 100</td>
<td>Orientation to the Engineering Profession I</td>
<td>1</td>
</tr>
<tr>
<td>ENGG 130</td>
<td>Engineering Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 199</td>
<td>Essentials of Writing for Engineering Students</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 130</td>
<td>Wave, Motion, Optics and Sound</td>
<td>3.8</td>
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</table>

TERM II

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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<tbody>
<tr>
<td>CHME 105</td>
<td>Introductory University Chemistry II</td>
<td>3.8</td>
</tr>
<tr>
<td>ENCP 100</td>
<td>Computer Programming for Engineers</td>
<td>3.8</td>
</tr>
<tr>
<td>ENGG 101</td>
<td>Orientation to the Engineering Profession II</td>
<td>1</td>
</tr>
<tr>
<td>ENPH 131</td>
<td>Mechanics</td>
<td>4.3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Calculus II</td>
<td>3.5</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Applied Linear Algebra</td>
<td>3.5</td>
</tr>
</tbody>
</table>

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

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)
COMMUNICATION STUDIES

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 780497-5092
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
**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
- Investigations and Security Management: 780-497-5186 or www.MacEwan.ca/investigations
- Police Studies: 780-497-5186 or www.MacEwan.ca/police

For further information on the Bachelor of Professional Arts in Criminal Justice at Athabasca University, contact:

- Phone: 780-497-3403
- Information Centre Toll-free: 1-800-788-9041
- Website: www.athabascau.ca
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

To receive transfer credit for any of the university transfer courses listed or to use the course to satisfy a prerequisite requirement, the student must attain a minimum grade of C–.

For clarification purposes, course listings follow the below legend:

**LEGEND**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>COURSE CREDIT(S) and INSTRUCTIONAL HOURS</th>
<th>UNIVERSITY TRANSFERABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC-104</td>
<td>Introductory Psychology</td>
<td>3 Credits (45:0:0 hours)</td>
<td>Transfer</td>
</tr>
</tbody>
</table>

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.
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 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-165
Management Accounting I
3 Credits (45:0:0 hours) Transfer
This course explores the managerial 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-166
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-167
Quantitative Decision Support
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-168
Management Accounting II
3 Credits (45:0:0 hours) Transfer
This course explores the goals and decision making process of financial management.

ACCT-214
Integrated Accounting Systems
3 Credits (45:0:0 hours) Transfer
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-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
Financial Management
3 Credits (45:0:0 hours) Transfer
This course explores the goals and decision making process of financial management.

ACCT-219
Management Accounting II
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-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
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 213 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.

[Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities]
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 intercorporate 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 371.

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 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-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 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-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)
Transfer
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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 (45:0:0 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 (45:0:0 hours)
During a combination of lectures, demonstrations and practice, students learn the location of acupuncture points 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 Yang 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 herbalogy. 
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 222 and MMID 133.
ACUP-210
Traditional Chinese Medicine
Modalties 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-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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
**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 106**  
**Museum/Gallery Management**  
3 Credits (45:0:0 hours)  
Transfer  
This course examines the roles 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 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.

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Refer to the Online Alberta Transfer Guide at [www.acat.gov.ab.ca](http://www.acat.gov.ab.ca) for transfer opportunities.
AGAD 125 or AGAD 126 (3887); AGAD 127 (3699) AGAD 130; # Take AGAD 121 (3700) AGAD 123 (3698) AGAD 129 (3697) ENGL 1 1 1 AGAD 109 (6400) 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 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)
The 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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.

Anthropology of Science
3 Credits (45:0:0 hours) Transfer
This course provides a comprehensive overview of the key theoretical approaches and research in economic anthropology. Employing a cross-cultural, comparative perspective, this course investigates anthropologists’ studies of exchange behaviour as social, political and economic phenomena. The course is designed not only to broaden understanding of exchange in other societies, but to provide the comparative data necessary to evaluate our own forms of exchange and measures of economic well-being. Particular emphasis is placed upon a critical examination of the typologies created and employed by economic anthropologists. Prerequisites: Minimum grade of C- in ANTH 207 or consent of the department.

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.

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.

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.

Peoples of the Circumpolar Region
3 Credits (45:0:0 hours) Transfer
This course provides a comprehensive introduction to the peoples and cultures of the circumpolar region. The course begins with a brief overview of the anthropological perspective and methods employed by anthropologists as well as an introduction to the geographical and cultural boundaries that exist in the north. Various topics are covered including the impacts of climate change, re-settlement, economic growth, health issues, ethnicity and identity.

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.

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-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/ lasercopy 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.

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.

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, 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 phylogenetic 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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, ORCA 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)  
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
Prerequisites: Minimum grade of C- in Organic Chemistry CHEM-164.

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 211 or CHEM 161 or CHEM 164.

Prerequisites: Minimum grade of C- in CHEM 102.

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 211.

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 spectroscopy, 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) Transfer

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) Transfer

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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 of 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 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
Literature of Greece and Rome
3 Credits (45:0:0 hours) Transfer
In this introductory survey course treats major works from Greek and Latin literature in English translation and includes epic, lyric and drama.

CLAS-272
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)
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)
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 Empire down to the death 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 materials.
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 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 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 offering 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-324 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-325 Myth in Classical Art
3 Credits (45:0:0 hours) Transfer
This course addresses the use of myth in art and also the ways in which artistic exposition of various myths was familiar to the Greek and Roman public. A course in ancient literature is assumed. Students examine various art forms that served as visual myth narrative, focusing on myths of the Homeric epic and Greek tragedies. Students also examine 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-326 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-354 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. Students also examine the complex literary, social, historical, and cultural forces 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: Consent of the department.

CLAS-355 Ancient Family
3 Credits (45:0:0 hours) Transfer
This senior level course in ancient social history focuses on in-depth analysis of the ancient Greek and Roman family in their historical and cultural context. The emphasis is on the character, value system, dynamics of both the nuclear and extended family, the complex legal, social, and economic factors that shaped the family structure and the roles of family members throughout the ancient world. Students also examine the ways in which family law was developed and implemented in various ancient societies.
Prerequisites: Minimum grade of C- in any classics course or consent of the instructor.
### 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-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, trees, and 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-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.

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Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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)  
Transfer  
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)  
Transfer  
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)  
Transfer  
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 computer 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.
COOP-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.
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**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 216.

**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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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) Transfer 
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-109  
Individual Counselling  
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 introductory 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-110  
Integration Seminar  
1 Credit (0:0:30 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-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-CYW 103 by focusing on relationships 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) Transfer 
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) Transfer 
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) Transfer 
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.

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/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 (45:0:0 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 314, 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, 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 focuses 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 provides an introduction to 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) Transfer
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) Transfer
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-228
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 Curricular I: Creative Expression in Early Learning and Care
3 Credits (45:0:0 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 student 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 behaviors and documenting developmental outcomes.

ECDV-115 Communication 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 (45:0:0 hours)
In this course, students explore the nature and development of play in the lives of children. Students learn how to research, organize and prepare meaningful and aesthetic play experiences and play spaces to enhance learning and development in early learning and care settings. Through active exploration, students gain a personal appreciation of the value and functions of play, an understanding of the importance of organization and presentation of materials for play, and their role as adult facilitators. A primary focus is working with preschool children.

Prerequisites: ECDV 101, ECDV 102, ECDV 110, ECDV 115, ECDV 120, ECDV 125 and ENGL 111, or permission of the department.

ECDV-160 Child Development II
3 Credits (45:0:0 hours)
In conjunction with ECDV 110, the course provides the student with a basic understanding of the growth and development of young children. The focus is on recognizing typical milestones, across all developmental domains and building on theories of child development presented in ECDV 110. Diversity issues are discussed. Observation techniques are used to document children’s development and to make recommendations for programming. Students discuss how cultural values impact child rearing practices. The effects of abuse and resilience in development are discussed.

Prerequisites: ECDV 101, ECDV 102, ECDV 115, ECDV 120, ECDV 125. Minimum grade of C in ECDV 110.

ECDV-165 Curriculum 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 students 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. Field placement issues are discussed and class learning is integrated with an instructor. Field placement issues are practice with peers under the guidance of 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 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 163, ECDV 170, ECDV 175, ECDV 210.

ECDV-270  
**Field Placement IV**  
3 Credits (45:0:0 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 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 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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-231
Intermediate Microeconomics
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-232
Intermediate Macroeconomics
3 Credits (45:0:0 hours) Transfer
This course provides an examination of national income determination, theories of aggregate consumption, investment and employment behaviour, the effects of inflation on prices and income, and monetary and fiscal policy.
Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

ECON-299
Quantitative Methods in Economics
3 Credits (45:0:0 hours) Transfer
This course is an introduction to the use of statistical and mathematical methods in economics with computer applications. Note: This course is designed for students in the Economics major. Students in a program other than the Economics major require the consent of the department prior to registration.
Prerequisites: Minimum grade of C- in ECON 101 and ECON 102, STAT 141 or STAT 151 and MATH 113.

ECON-319
Contemporary Canadian Economic Issues
3 Credits (45:0:0 hours) Transfer
This course examines the development of the Canadian Economy since 1945 in relation to macroeconomic performance, trade liberalization, endowment of natural resources, industrial policies, social policy and regional development. The evolution and the role of public policy in Canada are discussed.
Prerequisites: Minimum grade of C- in ECON 101 and ECON 102 or equivalent.

ECON-323
International Economics
3 Credits (45:0:0 hours) Transfer
This course provides a study of the basic principles underlying the international economy in both trade and finance. Emphasis is placed on the determination of trade patterns, comparative advantages, trade and tariffs, and exchange rate changes.
Prerequisites: Minimum grade of C- in ECON 101 and ECON 102 or equivalent.

ECON-341
Money and Banking
3 Credits (45:0:0 hours) Transfer
An analysis of the role of money and credit in the exchange process, the savings – investment process, commercial banking, financial intermediaries, financial markets, central banking.
Prerequisites: Minimum grade of C- in ECON 101 and ECON 102.

ECON-353
Taxation Policy and Structure I
3 Credits (45:0:0 hours) Transfer
This course examines the normative aspect of the Canadian income tax system. The Federal tax system is analyzed and appraised in relation to Canada’s general social goals using criteria such as equity, efficiency and economic growth. The key topics in this course include the optimal tax base, net tax payable, non-revenue uses of the tax system, and an overall evaluation of the tax system.
Prerequisites: Minimum grade of C- in ECON 281 or consent of department.

ECON-355
Economics of Project Evaluation
3 Credits (45:0:0 hours) Transfer
This course covers the use of cost-benefit analysis and other economic methods in evaluating private and public investment projects with examples from transportation, river basin management, electrical generation, and oil and gas.
Prerequisites: Minimum grade of C- in ECON 101 or equivalent.
ECON-365
Resource Economics
3 Credits (45:0:0 hours) 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 (45:0:0 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 281 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-425
Economics of the Environment
3 Credits (45:0:0 hours)
This course examines environmental economics and the role of government in this area. Prerequisites: Minimum grade of C- in ECON 281 and ECON 282.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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.

ECON 384 and ECON 389 or consent of a representative agent optimizing models.

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.

ECON-493
Advanced Econometrics and Policy Analysis
3 Credits (45:0:0 hours) Transfer
This course provides advanced training in the application of modern econometric methods to the analysis of economic problems. Topics include regression analysis, hypothesis testing, model specification, and forecasting.
Prerequisites: Minimum grade of C- in ECON 365 and ECON 385.

ECON 495
Senior Project
1 Credit (0:15:0 hours) Transfer
This course is designed for students who wish to undertake a research project in economics. The student must work closely with a faculty advisor to design and carry out the project.
Prerequisites: Minimum grade of C- in ECON 441, ECON 442, ECON 467, ECON 481, and ECON 482.

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.

EDPY-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 EDFX 201, EDFX 485 or EDFX 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 EDFX 200 and EDFX 371.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 of centroids and centres of gravity. Topics also covered include forces and moments of centroids and centres of gravity. Co-requisite: MATH 100.

ENGL-0015  
Bridge to Academic English  
5 Credits (90:0:0 hours)  Transfer  
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: ENGL as a Second Language, Intermediate; English 9 or equivalent.

ENGL-0089  
Fundamentals of Writing  
3 Credits (45:0:0 hours)  Transfer  
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)  Transfer  
This course is an introductory academic stream study in the following: the short story, the essay, the novel, modern drama, Shakespearean drama, poetry, language skills including reading, writing, representation, speaking, listening and viewing. Critical and interpretive skills are emphasized through the understanding and appreciation of literature. This course is equivalent to Alberta Learning’s English 10-1. Prerequisites: Grade 9 Language Arts or equivalent.

ENGL-0102  
English 10-2  
5 Credits (90:0:0 hours)  Transfer  
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)  Transfer  
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)  Transfer  
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 course 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 course includes the following genres: the short story, the essay, drama, film, poetry and the novel. Language arts 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)
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, History, or Education.
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)
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.
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)
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)
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.
Prerequisites: Students cannot receive credit for both English 105 and English 101.

ENGL-108
Introduction to Language and Literature
3 Credits (45:0:0 hours)
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 12000 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-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, Engishes, students learn how English spelling, pronunciation, grammar, vocabulary, and syntax have evolved.
Prerequisites: Minimum grade of C- in ENGL 100 or 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 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) Transfer
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 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 mythopoetic 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-377
Modern and Contemporary British Literature
3 Credits (45:0:0 hours)  Transfer
This course involves a close study of selected works of British literature from 1945 to the present. 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-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. A personal essay and a research paper are required; multimedia 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-402
Studies in Authors
3 Credits (0:0:45 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 the 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) in a view, in particular, of 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 Franz Fanon, Edward Said, Aime Cesaire, Gayatri Chakravorty Spivak, and Robert Young are covered. Post-colonial theory is meaningfully used as a tool in 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 PHY 108, PHY 124, PHY 144 or ENPH 131.
Prerequisites: Minimum grade of C in MATH 100 and ENGG 130.
Co-requisites: MATH 101 and PHY 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-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 an intermediate-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 practiced 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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. The course places greater emphasis on clarity of oral expression, the ability to paraphrase, and comprehension of oral instructions, messages, etc. Expansion of vocabulary and continuing development of accuracy in oral tasks is essential at this level. Students learn to write paragraphs and news summaries. Prerequisites: ESLG 0101 (50 per cent) or equivalent as determined by placement testing.

ESLG-0103
Advanced I English as a Second Language
15 Credits (115:222.5:0 hours)
Advanced I includes the development of the following reading skills: skimming, scanning, predicting and summarizing. Students participate in discussions based on reading or listening assignments and give short oral presentations. Paragraph and essay writing are covered in conjunction with the review of grammar and pronunciation/ intelligibility strategies. Prerequisites: Minimum grade of B- in ESLG 0102 or equivalent as determined by placement testing.

ESLG-0104
Advanced II English as a Second Language
15 Credits (115:222.5:0 hours)
This course teaches reading, writing, listening and speaking at a level which ensures students’ comprehension and interpretation of complex texts and vocabulary. News items are analysed for fact and opinion and students participate in resulting group discussions. Students learn to write both essays and reports in a logical well-organized manner. In addition they write summaries, learn effective note taking skills and practise speed reading. Grammatical accuracy is emphasized in both oral and written work. Students may also be required to read, and report on a novel of their choice. Prerequisites: Minimum grade of B- in ESLG 0103 or equivalent as determined by placement testing.

ESLG-0105
English for Academic Purposes (ESL)
15 Credits (115:222.5:0 hours)
This course is intended for ESL students who require an academic level of English for re-entry into a profession, entry into a high school upgrading program or entry into post-secondary education. Students develop the four language modalities (reading, writing, listening, speaking) as well as their test taking skills using material and topics at a post-secondary academic or professional level. Discussion and analysis of literary works are covered in conjunction with the development of critical thinking skills and clarity of expression, both in written and oral form. Charts, graphs, reference and non fiction are studied and interpreted for content, opinion, bias and writing style. Research skills are further developed in which students apply by writing a research paper. Prerequisites: Minimum grade of B- in ESLG 0104 or ENGL 0104 or equivalent as determined by placement testing.

FNCE-301
Introductory Finance
3 Credits (45:0:0 hours) Transfer
This course provides students an introduction to corporate financial decision-making concepts, tools and models for financial analysis. Financial policies are examined, with a view to maximizing the value of the firm. Topics include financial markets, debt and equity financing, market efficiency, models for valuing stocks, bonds, risk measures, risk reduction, dividend policy, capital budgeting and the valuation and selection of assets. Prerequisites: ACCT 311 and MGTS 103 (previously MGTS 301) or STAT 151 or equivalent.

FNCE-404
International Finance
3 Credits (45:0:0 hours) Transfer
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 208, 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 level 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.

GOMT-111
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.

GOMT-221
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-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 required for university transfer.
Prerequisites: HAPR 101.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 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)
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)
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 focused 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 (45:0:0 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-204, HAPR 210, and HAPR 211.

**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-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 first year program courses.

**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-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-curate 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-258
Awakening the Inner Healer - Part II
3 Credits (45:0:0 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-259
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-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 topics 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 1330 and 1520. It examines the elites who fostered the high culture of the Renaissance, as well as the common men and women who experienced the socio-economic changes in European society during this period. The topics covered include such varied concepts as humanism, art and architecture, marriage, governance, religious life, and warfare.

HIST 308
Europe in the Age of Reformation
3 Credits (45:0:0 hours) Transfer
This intermediate-level course explores some of the major themes in the history of the European Reformations from the fifteenth century through to the end of the sixteenth century. In particular, students investigate the origins and consequences of the Protestant and Catholic Reformations in sixteenth-century Europe. This course focuses predominantly on the religious, social, cultural and intellectual developments of this period; however, some attention is paid to the economic and political environment surrounding the break with Rome. Prerequisites: Minimum grade of C- in 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) Transfer
This intermediate-level course investigates some of the major themes in the social history of Early Modern Europe from the onset of the Black Death to the Enlightenment. Students focus on the shifts in social, political, economic and cultural attitudes that ushered in new ideas on crime and regulation, poverty and social discipline. Lecture topics and assigned reading materials describe how these ideas affected the peoples of Western Europe and contributed to a variety of ways individuals and groups experienced inclusion and exclusion in their communities. Prerequisites: Minimum grade of C- in 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 emerged from 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 true’ 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) Transfer
Contact among Africans, Europeans and the indigenous peoples of the Americas created an Atlantic World. The Atlantic Ocean linked the nations and peoples living around its edges, beginning in the fifteenth century, and continuing until the wars of independence and the end of the slave trade in the late eighteenth and early nineteenth centuries. Slaves and slave-traders, soldiers, merchants, sailors, pirates, indentured servants, convicts, settlers, governors and administrators crossed the ocean to encounter a diverse array of New World peoples. This course examines the lives of these people and the encounters, relationships, exchanges and clashes among these people in their Atlantic context.
Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

HIST-365
The Canadian West to 1885
3 Credits (45:0:0 hours) Transfer
This course examines the history of the Canadian West to 1885. Topics include the development of fur trade societies, origins of the Metis, Red River and west coast settlements, British Columbia gold rushes and the incorporation of the western territories and peoples into Canada.
Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

HIST-366
The Canadian West Since 1885
3 Credits (45:0:0 hours) Transfer
This course examines the history of the Canadian West since 1885 with a focus on the economic, social and political aspects of regional alienation, identity and protest.
Prerequisites: Minimum grade of C- in any 100- or 200-level history course.

HIST-367
Canada in World Affairs
3 Credits (45:0:0 hours) Transfer
This course examines Canada’s diplomatic, military, economic and political role in world affairs. Canada’s relationship with the British Empire and the United States receives special emphasis. Attention is placed on how international affairs shape domestic issues.
Prerequisites: Minimum grade of C- in a 100- or 200-level history course.

HIST-369
The History of Indian Policy in Canada
3 Credits (45:0:0 hours) Transfer
This intermediate level course examines the history of Canadian Indian policy from its genesis in the 1830s to the present. The focus is on the interplay between Aboriginal peoples, Aboriginal rights, constitutional law, economic and social changes, and the development of government policy. Special attention is paid to the consequences of the policy development for Aboriginal societies and culture.
Prerequisites: Minimum grade of C- in HIST 260 or HIST 261.

HIST-400
Senior Thesis
3 Credits (0:0:45 hours)
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 300 and in 15 credits in 200- or 300-level history courses.

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 the 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 105

Applied Human Anatomy
3 Credits (45:0:0 hours)
This course introduces the basic principles of human anatomy. A comprehensive survey of the normal life processes occurring in the body systems is made, founded on the theme of human anatomy. Students are able to apply the basic principles and concepts of anatomy 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)
The structure and functions of the human body are introduced within a health science perspective. Basic cellular structures and functions are described. The tissues, organs and major body systems are explored at macro and micro levels, with consideration of regional anatomy and functional integration. Terminology particular to descriptions and organization of human anatomy is introduced. Note: Students cannot obtain credit in both HLSC 120 and NURS 105.
Prerequisites: Biology 30.

HLSC 124

Microbiology for Health Professionals
3 Credits (45:0:0 hours)
Principles of microbiology and classification of microbes are introduced. The focus is on the nature, reproduction and distribution of common micro-organisms, and the epidemiology and role of pathogenic organisms in infectious diseases. Human immunology, antimicrobial strategies and health systems are integrated into discussion of the prevention and control of infectious diseases in humans. Note: Only one of MMID 133 or HLSC 124 may be taken for credit.
Prerequisites: Biology 30.

HLSC 126

Human Physiology I
3 Credits (45:0:0 hours) Transfer
Normal function and components of the human body are addressed, with an emphasis on cellular function, homeostasis, hormone release and regulation. The organizing framework is based on concepts of homeostasis and regulatory mechanisms which enhance integrated functioning. Structure and function of the neurological and cardiovascular systems are examined. Normal physiological changes associated with growth and development, and aging are considered. Note: Only one of HLSC 126, HLSC 122, NURS 108 or PHSL 162 may be taken for credit.
Prerequisites: Science 30 or Chemistry 30, and Biology 30. Prerequisite or Co-requisite: HLSC 120.

HLSC 128

Human Physiology II
3 Credits (45:0:0 hours)
Normal function and components of the human body are addressed, with an emphasis on body systems, and integration of function among systems. Structure and function of the respiratory, hematological, immune/inflammatory, lymphatic, gastrointestinal, pancreatic, hepatic and urinary systems are examined in detail. Reproductive, digestive and metabolic processes are explored. Normal physiological changes associated with pregnancy, growth and development, and aging are considered. Note: Only one of HLSC 128, HLSC 122, NURS 108 or PHSL 162 may be taken for credit.
Prerequisites: Minimum grade of C- in HLSC 126.

HLSC 220

Pharmacotherapeutics for Health Professionals
3 Credits (45:0:0 hours) Transfer
Concepts of pharmacology are explored, with 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.
HLST-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 HLST 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.
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 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.

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.

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.

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.

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.

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.

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.

Employee/Labour Relations II
3 Credits (45:0:0 hours)
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-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 (45:0:120 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-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 resource 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 and 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
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.
Prerequisites: Consent of the course instructor and the chair.

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.
Prerequisites: Consent of the course instructor and the chair.

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-330
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-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.
Prerequisites: Consent of the course instructor and the chair.

HSAD-335
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 deselection of materials, interlibrary loan and resource-sharing models and issues of current importance in the information industry, including copyright and intellectual property.

INFM-110
Professional Skills and Support Services
3 Credits (45:0:0 hours)
In this course, students identify and develop professional and support service skills required of library technicians, with a focus on customer service and career development. Working both individually and in teams, students develop and deliver training sessions. Students identify the design and attributes of effective library support services and identify strategies and techniques for improving them. Students identify career paths within the library profession and develop a personal portfolio to use in employment interviews.

INFM-152
Information Services and Resources I
3 Credits (45:0:0 hours)
This course covers current trends and issues regarding reference services in libraries. Students learn how to conduct an effective reference interview and evaluate reference services. Basic Internet search techniques are developed and students learn to evaluate Internet sources and provide virtual reference services. Students learn about providing reference services to specific groups of users and examine issues and challenges relating to public and school libraries.
Prerequisites: INFM 103.

INFM-155
Organization of Information I
3 Credits (30:30:0 hours)
This course introduces students to the theory and principles of information organization. It examines in detail the Anglo-American Cataloguing Rules for describing information materials in a variety of formats, and the Sears and Library of Congress Subject Headings lists for organizing information for retrieval by subject. Also included are MARC and other information exchange formats and procedures for deriving cataloguing and subject access information from external sources.

INFM-202
Information Services and Resources II
3 Credits (45:0:0 hours)
This advanced level reference course introduces students to the principles and practices of database searching, reference materials in specialized collections and bibliographic instruction. Students examine the structure and philosophy of academic and special libraries, focusing on resources for specific subjects and special clientele. Factors influencing the future of libraries and information technology are also discussed.
Prerequisites: INFM 152 and INFM 110.

INFM-205
Organization of Information II
3 Credits (30:30:0 hours)
This course covers the theory and principles of indexing and abstracting and the classification of materials using the Dewey Decimal and Library of Congress classification schemes. Further examination and use of information exchange formats such as MARC are also included.
Prerequisites: INFM 155.
INFM-208
Library Services for Children and Young Adults
3 Credits (45:0:0 hours)
This course introduces the learner to children’s and young adults’ literature; its history, the various forms, and evaluative techniques employed in selecting literature for these age groups. Students learn to design and deliver library programs for children and young adults including storytelling, 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-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 physical education students. (This course carries no credit toward a degree.)

INSE-0098
Integration Seminar
1 Credit (15:0:0 hours)
This course is designed to provide students in University Studies an opportunity for general academic development and planning. Students 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.)
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, commercial general liability, workers compensation, employers’ coverages. Other coverages include products liability, commercial general liability and environmental liability. The course includes a brief discussion of underwriting and liability. The course applies hypothetical liability claims 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.

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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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-225
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-314
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-315
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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: 1. Minimum final grade of 65 per cent in English 30-1, or 2. Minimum final grade of C- in English 30-2; 3. Satisfactory performance on the MacEwan Skills Appraisal; 4. Successful completion of ENGL 0089; 5. 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: 1. Minimum grade of 65 per cent in English 30-1, 2. Minimum grade of 75 per cent in English 30-2, 3. Satisfactory completion of the MacEwan Skills Appraisal, 4. Satisfactory completion of ENGL 0089, or 5. 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, or 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.
Prerequisites: Japanese 30 or 35, or equivalent. 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.
Prerequisites: Minimum grade of C- in JAPN 101.

JAPN-103
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.
Prerequisites: Japanese 30 or 35, or equivalent. 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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.

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 include 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 elective/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.

LEGL-320
Executive Leadership in the Non-profit Sector
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.

LEPN-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: LEPN 300.

LEPN-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: LEPN 300 or consent of the program.

LEPN-306
Leading Human Resource Development in the Non-profit Sector
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: LEPN 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.

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) Transfer
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.
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-0025
Mathematics 10 Applied
5 Credits (90:0:0 hours)
The study of 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: 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 R3, parametric curves in the plane and space (graphing, arc length, curvature), normal, binormal, tangent in R3. 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 (45:0:0 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 II
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)  Transfer  
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 120 or MATH 125.

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)  
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 (30:0:0 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)  
This course covers ratio analysis, analysis of financial statements, and descriptive statistics. Students learn 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)  
This 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 students to develop and utilize problem-solving and decision-making skills both individually and in small groups.

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-120  
**Principles of Management**  
3 Credits (45:0:0 hours)  
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)  
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)  
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-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 students a study of the principles, techniques and practical tools to achieve success in college and in life. These are skills, attitudes and behaviors that employers expect from their employees. Based on a profile of critical skills required in the workforce, this course focuses on learning, understanding, and applying new ways to enhance academic success, 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)  
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 convert this information into 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 examines basic decisions made by business in development, promotion, distribution and sale of goods and services. Students learn to analyze buyer decision processes and convert this information into marketing strategies. Through discussion of cases and readings and through various projects, students acquire basic knowledge of the methods available for solving marketing problems.

Refer to the [Online Alberta Transfer Guide](http://www.acat.gov.ab.ca) for transfer opportunities.
Entrepreneurship

Prerequisites: MGMT 111 or MGMT 121 and MGMT 122, or equivalent.

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.

International Marketing

Prerequisites: MGMT 121 and MGMT 122.

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.

Business Finance

Prerequisites: MGMT 111, ACCT 111, ACCT 218 and MGMT 211 or equivalent.

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.

Organizational Theory

Prerequisites: MGMT 111, MGMT 121, MGMT 122, MGMT 131, MCSP 131, ACCT 111 and ACCT 218.

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.

Topics in Finance

Prerequisites: MGMT 111, ACCT 111, ACCT 218 and MGMT 211 or equivalent.

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.

Human Resource Development

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.

Supervision

Prerequisites: MGMT 121 and MGMT 122.

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.

Sales

Prerequisites: MGMT 111, MGMT 121, MGMT 122, MGMT 131, MCSP 131, ACCT 111 and ACCT 218.

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.

Topics in Organizational Behaviour, Theory & Design

Prerequisites: MGMT 121 and MGMT 122.

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 marketplace.
MGMT-232  
**Marketing Management**  
3 Credits (45:0:0 hours) Transfer  
Marketing Management involves the development of expertise in reviewing implications of strategic marketing decision-making from the perspective of a marketing manager. Qualitative and quantitative analysis are emphasized. Using financial analysis to assess impacts of actual and hypothetical marketing decisions is of particular importance. Marketing management uses a case-based approach to develop understanding and skills in assessing marketing decisions in areas such as product, pricing, promotion, distribution, and after sales service.  
Prerequisites: MGMT 111, MGMT 122, MGMT 131, ACCT 111, ACCT 218.

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-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-240  
**Marketing Policy**  
3 Credits (45:0:0 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-260  
**Strategic Management**  
3 Credits (45:0:0 hours) Transfer  
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) Transfer  
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-301  
**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; coverage, 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: BUIN 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 therapy 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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-251  
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-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 and 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 neonatal 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 in 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-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.

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 from the course materials and other students. This ensemble performs at various concerts throughout the year.

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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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-223
**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-233
**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-234
**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.
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-175
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 the 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 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 275 is preceded by NURS 277, a minimum grade of C- in NURS 275 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 275 is preceded by NURS 277, a minimum grade of C- in NURS 275 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-345
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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-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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 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-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.

For transfer opportunities, refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca.
In this course, students examine the theoretical and practical implications of the role of non-profit organizations in shaping public policy development process and the impact of public policy and regulation on organizations in the non-profit and charitable sector. Students study the conceptual frameworks and regulatory processes impacting the non-profit and charitable sectors. Students must supply their own racquets and shuttlecocks. Note: Credit can only be obtained in one of PHSD 118 or PACT 114.

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 PACT 131 or PHSD 131.

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 skill 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 provide students with the opportunity to 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 Aquakwest 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.
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 PERL 204.

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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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
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-151
Golf As a Profession
1 Credit (15:0:0 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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)  
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)  
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)  
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)  
This course is 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-160  
**Contemporary Moral Issues**  
3 Credits (45:0:0 hours)  
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)  
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-201  
**Buddhist Philosophy**  
3 Credits (45:0:0 hours)  
This course is 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-202  
**Philosophies of China and Japan**  
3 Credits (45:0:0 hours)  
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-203  
**Etics of Business and Sport**  
3 Credits (45:0:0 hours)  
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-204  
**Social Justice**  
3 Credits (45:0:0 hours)  
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-205  
**Politics and Morality**  
3 Credits (45:0:0 hours)  
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-206  
**Theories of Knowledge**  
3 Credits (45:0:0 hours)  
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-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) Transfer
This course provides an introduction to Twentieth Century Continental European Philosophy through a close reading of some of the century’s major philosophical contributors (e.g. Husserl, Heidegger, Merleau-Ponty, Levinas, Derrida and Foucault). Specific topics may include: phenomenology, hermeneutics, radical ethics, deconstruction, post-structuralism, postmodernism, post-Marxism, feminism and critical theory.

PHIL-250
Ethics
3 Credits (45:0:0 hours) Transfer
This course 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-256
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 nature 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-376
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-381
Philosophy and Literature
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)  Open only to Philosophy majors.
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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.

PHIL-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.

PHIL-106
Aquatics for Non-Swimmers
1.5 Credits (15:30:0 hours)
PHIL 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.

PHIL-107
Aquatics for Swimmers
1.5 Credits (15:30:0 hours)
PHIL 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 PHIL 107 and PACT 110.
Prerequisites: Basic mechanics of the front crawl, elementary backstroke and an ability to tread water.

PHIL-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 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 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 photoelectric effect, the Compton Effect, X-ray production and electron diffraction. Further topics include a discussion of the Heisenberg Uncertainty Principle and the Schrodinger theory of quantum mechanics including applications of one dimensional potential wells and barriers, tunnelling, the simple harmonic oscillator, atomic physics, the hydrogen atom and the periodic table. Prerequisites: Minimum grade of C- in PHYS 109, PHYS 126 or PHYS 146; MATH 113 or MATH 114.

PHYS-212
Revolutions in Physics: The Structure of the Universe
3 Credits (45:0:0 hours) Transfer
This 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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, diffusion, 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, Hamilton146s 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 MATH 120, 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 120, HLSC 124, PNRS 254 and PSYC 105. Note: If PNRS 254 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 252, a minimum grade of C- in PNRS 255, NURS 253 and NURS 252 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 (45:0:0 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 linkage 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, bureaucracy, 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 260.

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.

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, how it is practiced 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 presents 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 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.

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.
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.

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.

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 obsfuscation.
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.

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.

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.

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.

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.

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.

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 n 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.

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 progyrnasmata. 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 storyboardng. Students work with Web page layout, 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 100 and PROW 104, 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 turn 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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)
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-333
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-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 236 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: PRO 308 and PRO 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 (0:535 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 (0:535 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 weaknesses 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-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 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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 relationships.

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 (0:240:0 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.

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.

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.

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-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.

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-212  
Introduction to Research Methods in Psychology  
3 Credits (45:0:0 hours) Transfer  
This course provides an introduction to experimental and non-experimental methods in psychology. Topics covered include philosophy of science; measurement; reliability and validity of methods, measures, and effects; experimental, quasi-experimental, and single-subject designs; biases in experimentation; and research ethics.  
Prerequisites: Minimum grade of C- in PSYC 104, PSYC 105 and STAT 151 or equivalent.

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-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**  
This course is an introduction to the historical and theoretical perspectives that have shaped psychology. It covers the development of psychology as a scientific discipline, including its major theoretical orientations, such as behaviourism, psychoanalysis, and cognitive psychology. 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 explores the psychological factors that influence athletic performance. Topics include motivation, game tactics, conditioning, and recovery. 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 provides an overview of psychological factors that affect health and illness, including stress, coping, and health-related behaviours. 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. 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-324  
**Infant Development**  
3 Credits (45:0:0 hours)  
**Transfer**  
This course reviews the biological and sociocultural influences on the development of human infants from conception up to the age of three. 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-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. Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105, plus at least two 200-level psychology courses.

PSYC-328  
**Adult Development and Aging**  
3 Credits (45:0:0 hours)  
**Transfer**  
This course surveys the topics of normal aging, age-related changes in the brain, and the psychological, social, and physical changes that occur with aging. Prerequisites: Minimum grade of C- in PSYC 223.

PSYC-333  
**Advanced Personality**  
3 Credits (45:0:0 hours)  
**Transfer**  
This course explores the theories 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 provides an introduction to the interaction between psychology and the law, including topics such as criminal profiling, psychological assessment, and the application of psychological science 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 surveys topics from abnormal psychology that outline the study of abnormal behaviour. Prerequisites: Minimum grade of C- in PSYC 104 and PSYC 105, plus at least one 200-level psychology course (PSYC 233 or PSYC 275 recommended).
PSYC-341  
Cross-Cultural Psychology  
3 Credits (45.0:0 hours)  
Transfer  
This course examines the effect of culture on 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 PSYC 267.

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)  
Transfer  
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-223
Prerequisites: Minimum grade of C- in one 300-level course in psychology or consent of the department.

ecological theories of development. Social development, physical development or infancy, adolescence, cognitive development, parents in development, prenatal development, registration. Possible topics include the role of 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 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) Transfer
From a lifespan developmental perspective, this course examines and applies current and seminal research to selected challenges and developmental tasks in the major periods of the lifespan: the prenatal period, infancy, childhood, adolescence, and early, middle and late adulthood. The reciprocal relationship between research and practice is emphasized with specific implications and practical applications for improving human functioning across the lifespan. Prerequisites: Minimum grade of C- in at least one 300- or 400-level course in developmental psychology (PSYC 324, PSYC 326, PSYC 328 or PSYC 423).

PSYC-431
Theory and Practice of Psychometrics
3 Credits (45:0:0 hours) Transfer
This course provides an overview of theories, principles, and applications of psychological testing and assessment. The focus is on standardized psychological tests in the areas of intelligence, aptitude, personality, interests, and attitudes and values. Prerequisites: Minimum grade of C- in PSYC 339 and STAT 151 or equivalent.

PSYC-435
Introduction to Clinical Psychology
3 Credits (0:0:45 hours) Transfer
This course examines the profession of clinical psychology, including topics such as clinical assessment and diagnosis, clinical judgment and decision making, psychotherapeutic and community interventions and professional ethics. Prerequisites: Minimum grade of C- in PSYC 339.

PSYC-437
Special Topics in Forensic Psychology
3 Credits (0:0:45 hours) 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) Transfer
This course concerns the study and development of professional helping skills. Topics include interviewing skills, listening skills, the helping relationship, ethical and legal decision-making, local service providers, and prevention of professional burnout. Prerequisites: Minimum grade of C- in PSYC 435, plus at least two of PSYC 326, PSYC 377, PSYC 385 and PSYC 431. With consent of the department, PSYC 435 may be permitted as a Co-requisite.
PSYC-339
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 endeavors (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 from 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 behavior 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.
Person-Centred Perspectives
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-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-325 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-327 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-403 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-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 Global Sourcing and Logistics
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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 use 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-cultural 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 at least one 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) Transfer
This course is an examination and explanation of the historical and contemporary social underpinnings of punishment and the criminal justice system. Topics may include: the social and historical context of punishment; the rationales, principles and goals of sentencing; and current trends in Canadian corrections.
Prerequisites: Minimum grade of C- in SOCI 327.

SOCI-422
Aboriginal Peoples and the Criminal Justice System
3 Credits (45:0:0 hours) Transfer
The course is a survey of the involvement of Aboriginal peoples as offenders, victims and service providers in the Canadian criminal justice system at a variety of levels, including policing, courts, corrections, and aftercare. Special attention is given to historic policing, courts, corrections, and aftercare. Special attention is given to historic pressures and consequent socio-demographic and political situation of First Nations which contribute to rates of crime and disorder in Aboriginal communities.
Prerequisites: Minimum grade of C- in SOCI 327.

SOCI-424
Advanced Topics in Deviance, Normality And Social Control
3 Credits (0:0:45 hours) Transfer
This course provides an in-depth study of a specific topic or current issue related to deviance, normality and social control. The topic for the course varies year to year and is announced prior to registration. Possible topics include the following: sociology of alcohol; youth subcultures; medicalization of deviance; mass media and social control; sexuality; power and popular music; cults; genetic science, deviance and social control.
Prerequisites: Minimum grade of C- in 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) Transfer
In this course, students are assigned to a public, private, or non-profit criminal justice organization where they apply their knowledge and skills in criminology and criminological research methods (quantitative and/or qualitative) in a supervised research, evaluative, or analytical project. Note: This course does not fulfil the 400-level credit requirement of the Sociology Major and Minor.
Prerequisites: Minimum grade C- in SOCI 321, SOCI 327 and SOCI 425, and consent of the department.

SOCI-430
Gender, Crime and Social Justice
3 Credits (0:0:45 hours) Transfer
This course critically examines key concepts, issues and debates with respect to gender, crime and social justice. The key focus is on gender differences in crime, theories of women’s crime and the treatment of women offenders and victims by the criminal justice system.
Prerequisites: Minimum grade of C- in SOCI 225 and SOCI 301.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 from 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-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-require: 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-require: 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-require: 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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: SOWK 115.

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: First year of program.

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 problems. 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 115.

SPAN-101
Introductory Spanish I
3 Credits (75:0:0 hours) Transfer
SPAN 101 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 102 or SPAN 112.
Prerequisites: Minimum grade of C- in 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. Credit can only be obtained in one of SPAN 200 or SPAN 211.
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)
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)
This course introduces students to one of the most stimulating and creative trends in contemporary Spanish 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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. Credit can only be obtained in one of STAT 221 or STAT 265.
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. Note: These 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-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-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 (0:60:0 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/behavioural 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 (0:120:0 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 (50:0:0 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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)
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) Transfer
In this course, students develop skill in the critical analysis of plays. Through the study of plays from selected periods in Western theatre history, students analyze structure, character, theme, spectacle, sound, form and style in light of the historical and theatrical contexts from which these plays arose. Prerequisites: Minimum grade of C- in THAR 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 200.

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 (45:0:0 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities
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 costing 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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 for 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 techniques in interactive design. As students study the fundamentals of designing user-centered interfaces, they consider composition, effective navigation and information architecture. 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: VCDE 231, 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.

Refer to the Online Alberta Transfer Guide at www.acat.gov.ab.ca for transfer opportunities.
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.

VCDI-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: VCDI 230.

VCDI-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.

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: VCDI 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.
VCMI-224
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: VCMI 224.

VCMI-225
Acquisition
3 Credits (30:30:0 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.

VCMI-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.

VCMI-245
Editing
3 Credits (30:30:0 hours)
In this course, students refine technical skills developed in previous studies of editing. Students edit audio and visual material, with an emphasis on professional techniques, standards and tools. Content is delivered through lectures, demonstrations and hand-on assignments.
Prerequisites: VCMI 230.
Co-requisite: VCMI 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-345
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-230
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-330
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.
VCPH-385  
**Black and White Portraiture**  
3 Credits (45:0:0 hours)  
Working in black and white in the digital era challenges photographers to return to the fundamentals of tone and contrast in the rendering of the human face. Working primarily on location with natural and artificial light, students use conventional black and white films to capture images, then scan and process the film digitally to create high quality inkjet prints. The course includes a section on film processing, deals with technical and aesthetic issues involved in digital black and white photography, 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, rating, 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)  
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-225  
**Comparative Anatomy of the Vertebrates**  
3 Credits (45:36:0 hours)  
This course includes a comprehensive 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)  
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)  
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)  
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.