

**GPRC**

2013-2014

**CALENDAR**

[www.gprc.ab.ca](http://www.gprc.ab.ca)



# Important Dates

Important dates and deadlines, if missed, can cause disappointment and frustration and may result in academic or financial penalty.

**For more detailed information and for dates specific to individual programs, please visit the website at [www.gprc.ab.ca](http://www.gprc.ab.ca).**

## Academic Schedule

Significant dates in the Academic Year as they apply to the College campuses at Grande Prairie and Fairview are listed in the Academic Schedule. These dates refer to a majority of courses and programs at a particular campus.

## Program Dates

Program specific information is provided

in this section. To better understand College requirements specific to course or program withdrawals, refunds, etc., students should refer to the calendar sections Admission Basics, Registration Basics, and Tuition and Fees.

## College Schedule of Courses

Specific course start and end dates are detailed in the College Schedule of Courses. This

document is also referred to as the Timetable. It is published separately. Individual course dates are also available on the College website.

## Date Tips

- \$ Key financial dates
- GP Grande Prairie campus only
- FV Fairview campus only

*\* Orientation for all programs at the Fairview Campus and all trades/apprenticeship programs at the Grande Prairie Campus is the first day of classes in each program - see Program Dates.*

*\*\* First day of classes for all Programs at the Fairview Campus and all trades/apprenticeship programs at the Grande Prairie Campus varies by program – see Program Dates*

## JULY 2013

**01 Canada Day-Limited access to College buildings. Administrative offices are closed.**

**02** College year begins. Registration for September 2013 continues.

**15 (GP)** Parking permits go on sale.

## AUGUST 2013

**05 Heritage Day- Limited access to College buildings. Administrative offices are closed.**

**06 (GP)** Lockers are available for rental.

## SEPTEMBER 2013

**02 Labour Day-Limited access to College buildings. No Classes. Administrative offices are closed**

**03 (GP)** Orientation to College\*

(FV) First Day of Classes for most programs\*\*

**04 (GP)** Program and Department Orientations\*

**05 (GP)** First Day of Classes for most programs\*\*

**19\$** Last day to pay Fall Semester fees.

Students who have not paid fall fees in full will be assessed a late payment penalty after this date.

Last day to drop courses in most programs  
(GP) Last day to opt out of the Student Health/Dental Plan.

## OCTOBER 2013

**01** Applications for September 2014 admission received from this day on for all programs.

**14 Thanksgiving Day- Limited access to College buildings. No classes. Administrative offices are closed.**

**30** Last day to withdraw from courses in most programs with a grade of “W”.

**31\$** Students who still have a balance owing after this date will be withdrawn from all classes and will receive grades of “WF”.

## NOVEMBER 2013

**08 (GP)** Fall Break. No classes on GP campus except for apprenticeship and pre-employment.

**11 Remembrance Day-Limited access to College buildings. No Classes. Administrative offices are closed.**

## DECEMBER 2013

**20** Last day of exams/classes in most programs  
**24-31 Christmas Break-Limited access to College buildings. Administrative offices are closed.**

## JANUARY 2014

**01 New Year’s Day. Limited access to College buildings. No classes. Administrative offices are closed.**

**06 (GP)** Orientation to College for newly registered students.\*

(FV) First Day of Classes for most programs\*\*

**07 (GP)** First Day of Classes for most programs\*\*

**21\$** Last day for the Registrar’s Office to receive applications for repeat final exams for fall semester courses.

Last day to pay winter semester fees to avoid late payment penalty. Students who have not paid winter fees will be assessed a late payment penalty after this date.

Last day to drop courses in most programs.  
(GP) Last day for new registrants for winter semester to opt out of the Student Health/Dental Plan.

**28** Last day for deferred and repeat final exams for fall semester courses. Deadline to clear grades of “IN” for fall semester courses.

## FEBRUARY 2014

**17 Family Day-Limited access to College buildings. No classes. Administrative offices are closed.**

**18-21 (GP) Winter Break-No classes on GP campus except for apprenticeship and pre-employment.**

(FV) Winter Break-No classes for Animal Health Technology students only.

## MARCH 2014

**7** Last day to withdraw from courses in most programs with a grade of “W”.

**8 (FV)** Convocation

**10\$** Students who still have a balance owing after this date will be withdrawn from all classes and will receive grades of “WF”.

## APRIL 2014

**01** Early registration for September 2014 begins for continuing students.

**18 Good Friday-Limited access to College buildings. Administrative offices are closed.**

**28** Last day of exams/classes in most programs

## MAY 2014

**01** Registration for September 2014 begins for full and part time new and returning students.

**03 (GP)** Convocation

**05 (GP)** Spring session classes normally begin on this day.

**19 Victoria Day-Limited access to College buildings. No classes. Administrative offices are closed.**

**20** Last day for the Registrar’s Office to receive applications for repeat final exams for winter and full year courses.

**27** Last day for deferred and repeat final exams for winter and full year courses. Deadline to clear grades of “IN” for winter and full year courses.

## JUNE 2014

**27** Spring session ends.

**30** College year ends.

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## VISION

**GPRC is recognized by its learning communities for leadership in educational excellence.**

## CORE VALUES

### Student Centred

- We commit ourselves to a community of learning.
- We commit ourselves to the teaching and learning relationship.
- We give students the opportunity to grow and become enriched.
- We pursue student learning opportunities that maximize and lead to lifelong learning.
- The student is always the beneficiary of our activity.

## MISSION

**Creating connections to knowledge, experience and community one life at a time.**

### Integrity

- We live up to the highest standards of professionalism through fair and ethical behavior.
- We do what we say and build trust through our actions.
- We are honest and open.
- We are committed to a spirit of service.
- We strive to earn the trust of our students and supporters.
- We are loyal.

### Accountability

- We are personally accountable to each other.
- We are accountable to the communities we serve.
- We strive to provide a safe and caring environment for students, staff and visitors.
- We are fiscally accountable.
- We are committed to the stewardship of the environment, our building, and the land.
- We make evidence-based decisions.



### Respect

- We treat each other, our students and our public with dignity and respect.
- We celebrate the diversity of people, ideas and culture.
- We are enhanced by cooperative efforts, partnerships, and shared use of resources in an atmosphere of respect.
- We respect the need for discretion and confidentiality.

### Innovation

- We encourage innovation.
- We respect our past but we are future focused.
- We engage students in creative learning.
- We are responsive and market driven.
- We strive to be a leader in applying information technology in ways that can transform higher education.
- We are a portal to discovery and learning.

### Passion

- We love what we do.
- We take the lead, and lead by example.
- We all contribute.
- We strive to be an extraordinary place to work.
- We have fun.

# GPRC

## Message from the President



You have made a great decision! The businesses, schools, hospitals, and industries of our region are employers of thousands of successful Grande Prairie Regional College graduates; they tell us regularly how happy they are with their decisions to begin their careers and trades and degrees here at GPRC.

GPRC is one college with many locations. Whether you join your class from your home computer, at a community learning centre, or in a lecture hall or classroom, we promise you the highest possible quality of learning experience.

All of us at GPRC know we are here because of you, our student, and that we are only successful when you are successful. We believe that you represent the most important resource for the healthy future of our economy and our society - an educated workforce.

I trust that in the coming year you will experience exciting opportunities in learning, that you will make enduring new friendships, and that your thirst for knowledge will become a habit for your lifetime.

The GPRC environment is a wonderful place to learn. Your instructors are known for not only their exceptional qualifications and credentials, but for their ability to teach. They are enthusiastic about helping you learn. Your classes are small enough that your individual questions can be answered.

GPRC promises you a supportive, friendly and personal environment in which to learn. The coming months will change you, and change your life.

Welcome to GPRC – and to all the opportunities in your future!

*Don Gnatiuk*

## Calendar Statement

The official Grande Prairie Regional College Academic Calendar 2013-2014 is available on the Internet at [www.gprc.ab.ca](http://www.gprc.ab.ca). In the event of any discrepancies between this text and the official Academic Calendar on our website, the website version will prevail.

The calendar of Grande Prairie Regional College is an official document for students. Students are expected to read this information carefully in order to be familiar with College rules and to understand program requirements, prerequisites and standards.

Students are personally responsible for the continuing completeness of their individual academic records and for ensuring that they satisfy the graduation requirements of the program in which they are enrolled. Programs and courses listed in the calendar are not necessarily offered each year. Some courses are available through various distance options. Please see [www.gprc.ab.ca](http://www.gprc.ab.ca) for details.

By the act of applying for admission to Grande Prairie Regional College, every student agrees to be bound by the terms of this statement, and the terms, conditions, academic standards, rules, regulations, policies and codes of behaviour in existence as well as those made, modified, or amended from time to time.

The Grande Prairie Regional College Academic Calendar is published by Student Services. If there is any question regarding the interpretation of information included in this Calendar, please contact the Registrar, 780-539-2944.

## About the College

Grande Prairie Regional College, known as GPRC, is a comprehensive community institution, publicly supported to provide opportunities in post-secondary education in northwestern Alberta. The College operates under the Post-Secondary Learning Act and the Ministry of Enterprise and Advanced Education, Province of Alberta.

GPRC was established in 1966 in Grande Prairie, and our stewardship region now includes campuses in Fairview and Grande Prairie, and learning centres in Edson, Grande Cache, Hinton and Jasper. GPRC offers a wide variety of career certificates and diplomas, pre-employment and apprenticeship trades, university transfer studies, and several opportunities for on-campus degree completion at baccalaureate and master levels through collaborations with four-year universities.

The highly-qualified faculty, affordable tuition, small classes, personal contact and extensive scholarship and awards program offered by GPRC attract students from a wide area. Classroom-based instruction in Grande Prairie, Fairview, Hinton, Edson and Jasper is extended to several other communities in our region and beyond through various distance delivery methods. The College is an eCampus Alberta partner facilitating increased access to online learning opportunities for students.

As a comprehensive community institution, GPRC is committed to expanding access to post-secondary education in its stewardship region by responding to needs expressed by the communities it serves. The College has developed a portal access delivery model that encourages other post-secondary institutions to deliver programming on site, establishing collaborative partnerships that rapidly and effectively meet the varied needs of learners.

The College offers university transfer, diploma and certificate programs; apprenticeship and pre-employment trades training; and adult high school equivalency completion. Credit programs are offered in the areas of Liberal Arts, Science, Education, Physical Education, Nursing, Human Services, Fine Arts, Business, Technology, Academic Upgrading, Trades and Technical training, Agriculture and Environmental Sciences. GPRC also offers baccalaureate degrees and master degrees in collaboration with universities.

In response to regional, community and industry demand, GPRC provides a range of customized non-credit pre-employment programming, skills development, safety training, and community interest courses. The College responds to community and industry demand for specific training through the provision of customized programming.

As an educational facility in northwestern Alberta, GPRC helps meet the cultural, recreational, athletic, and conferencing needs of the region in partnership with community and regional stakeholders. In Grande Prairie, the College offers athletic, music, art and science summer camps; and the D. J. Cardinal Performing Arts Centre is frequently the site of concerts, community music festivals, dance recitals, speakers' series and industrial seminars.

The College encourages and supports applied research and scholarly activities, and innovation activities that complement and enhance teaching and learning in program areas and in industry sectors where its academic expertise enables such a contribution.

GPRC is dedicated to providing learners with access to high quality and diverse lifelong learning opportunities, and to the responsible educational, fiscal and environmental stewardship of resources.

## STUDENT PARTICIPATION IN COLLEGE GOVERNANCE

In accordance with the Post-Secondary Learning Act, representation on the Board of Governors includes one student nominated by the Students' Association. As many as ten students, elected by the Students' Association, are members of Academic Council, the academic decision-making body of the College. Student representation is also defined in the Terms of Reference for Administrative Council. In addition, student representatives are normally included in most College committees and in departmental decision-making. The College routinely seeks student input on a variety of topics that affect the College community.

## About Our College

### FORMAL TRANSFER ARRANGEMENTS

#### Alberta Council on Admissions and Transfer

11th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5  
Toll Free 310-0000, 780-422-9021  
[acat@gov.ab.ca](mailto:acat@gov.ab.ca)  
[www.transferalberta.ca](http://www.transferalberta.ca)

The College is a member of the Alberta Council on Admissions and Transfer (ACAT), an independent body that coordinates all activities related to post-secondary transfer within the province of Alberta. Transfer enables students to move from one post-secondary institution to another and receive credit for prior study.

Students wishing to transfer from the College to another institution in the province should be in contact with their receiving institution, refer to the Transfer Guide and other transfer information available online or contact the ACAT office directly.

### COLLECTION AND PRIVACY OF STUDENT INFORMATION

The information provided on the Application for Admission and any other personal information collected and maintained as part of a student's record will be used for the purposes of admission, registration, graduation, issuing income tax receipts, scholarships and awards, educational verification and for college research and planning. Certain personal information will also be disclosed to Statistics Canada as required by the Statistics Act (Canada), Ministry of Enterprise and Advanced Education, Province of Alberta to meet reporting requirements, and by agreement, to the Students' Association and Alumni. This information is collected pursuant to the Post-Secondary Learning Act and Statistics Act (Canada). The information provided will be protected under the Freedom of Information and Protection of Privacy Act of Alberta.

The information you provide is required to determine your eligibility for admission and will be used to contact you regarding College programs and services. If you are admitted, the information will become part of your student record and will be disclosed to relevant academic and administrative units. If granted an award, pertinent information may be disclosed to the donor of the award and provincial funding bodies. Specific data elements will be disclosed to the federal and provincial governments to meet reporting requirements.

All College policies and procedures are intended to comply with the Province of Alberta's Freedom of Information and Protection of Privacy Act. If you have questions or concerns about issues related to the privacy of your personal information or your ability to access information, please contact the FOIPP Coordinator, 780-539-2068.

### HOW TO RECEIVE INFORMATION

#### Grande Prairie Campus:

Student Services  
Grande Prairie Regional College  
10726 - 106 Avenue  
Grande Prairie, AB T8V 4C4  
**Phone** 780-539-2944  
**Fax** 780-539-2888  
**Toll Free** 1-888-539-4772

#### Fairview Campus:

Student Services  
Grande Prairie Regional College  
11235 - 98 Avenue, PO Bag 3000  
Fairview, AB T0H 1L0  
**Phone** 780-835-6605  
**Fax** 780-835-6788  
**Toll Free** 1-888-999-7882

#### Internet:

[www.gprc.ab.ca](http://www.gprc.ab.ca)  
Information about College programs and events is provided on our website where you may also choose to apply online. Email us your questions at [studentinfo@gprc.ab.ca](mailto:studentinfo@gprc.ab.ca)

The Calendar sets forth the intention of the College at the time the calendar was prepared. While Grande Prairie Regional College makes reasonable efforts to ensure that the content of the calendar is accurate, Grande Prairie Regional College reserves the right, subject to the authority of the Board of Governors, to make whatever changes it considers necessary to the information referenced in the calendar or referenced in other documents relating to admission and registration including, but not limited to, the elimination of or changes to courses, programs, organizational structure, tuition and fees, entrance standards, academic standards, degree requirements, College policies, regulations, codes of behaviour and important dates in the academic year. All of the changes referred to above may be made by Grande Prairie Regional College without notice to students or prospective students, although reasonable efforts will be made as to provide notice of such changes as soon as practicable. Grande Prairie Regional College is not liable to anyone who may suffer loss or damages of any type arising from such changes including any loss or damages arising from the interruption of academic activities.

## Directory of Services

### Directory of Services

#### ABORIGINAL PROGRAMS and SERVICES

*On-Campus Friendship Centre*  
**Grande Prairie Campus**  
 780-539-2092  
 Room B205

The On-Campus Friendship Centre at GPRC is brought to students by a partnership between Grande Prairie Regional College and Grande Prairie Friendship Centre. The Centre provides a warm and welcoming environment for all students to connect with other students, meet faculty and staff, and seek out existing College and community support to help adjust to college life and life in a new city.

*Aboriginal Liaison Coordinator*  
**Grande Prairie Campus**  
 780-539-2020  
 Room H103, Student Services  
[aboriginal@gprc.ab.ca](mailto:aboriginal@gprc.ab.ca)

The Aboriginal Liaison Coordinator offers students support on their journey of furthering their education, recognizing and promoting the need to weave together the world of an Aboriginal person with the life of a college student. Students can expect that the Coordinator will champion Aboriginal Culture and ensure that it is celebrated and honoured within GPRC. The Coordinator works with Bands, Councils and Elders to create educational opportunities for students, and will support students in finding and utilizing community resources to meet their needs.



*Circle of Aboriginal Students*  
**Grande Prairie Campus**  
 780-539-2092

Room B205, On-Campus Friendship Centre

The Aboriginal student group at GPRC, The Circle of Aboriginal Students, has an elected executive that brings forward the collective voice of students. With the support of the Aboriginal Liaison Coordinator and the Campus Friendship Centre Outreach Worker, the cultural needs of students are met through talking circles, Aboriginal role model speakers, and a yearly cultural event.

*Aboriginal Development*  
**Grande Prairie Campus**  
 780-539-2706

Room M125, Continuing Education

Continuing Education welcomes the opportunity to develop education and training programs for the specific needs of Aboriginal communities, organizations and businesses. Aboriginal programs at GPRC build partnerships to raise awareness about Aboriginal participation in the workplace. Programming may be customized to include, but is not limited to, Aboriginal Awareness, Industrial Readiness, Class 1 & 3 Driver Training, Youth Programs, Oilfield and Safety Training and Certification.

#### ACADEMIC ADVISING

**Grande Prairie Campus**  
 780-539-2944  
 Room H103, Student Services

College advisors are available to help you make informed choices about programs and courses. The Student Services Advising Team will assist you in finding your way through the maze of College paperwork, course and program options, and academic regulations and procedures. Advisors will also help you interpret academic policies, and your rights and responsibilities.

#### ACADEMIC RECORDS and REGISTRATION

**Grande Prairie Campus**  
 780-539-2981  
 Room H103, Student Services

**Fairview Campus**  
 780-835-6605  
 Room FAC131, Student Services

The Registration Team will assist students with registration processes, transcript requests and interpretation of College policy. In addition, they coordinate the official timetable and final exam schedule. If you have any concerns or questions regarding your registration, timetable or exam timetable, grades, transcripts, or eligibility to graduate contact this service area.

#### ACCESSIBILITY SUPPORTS and DISABILITY SERVICES

**Grande Prairie Campus**  
 780-539-2017  
 Room H103, Student Services

**Fairview Campus**  
 780-835-6656  
 Room FAC129

If you have a disability, you are encouraged to consider GPRC. It is possible to arrange and facilitate a variety of accommodations on an individual case basis, in order to make your chosen program workable for you. You will need to meet the admission requirements for your program. Please contact Accessibility Supports and Disability Services to explore resources available for you at GPRC.

Students who want psychological testing or assessment of learning abilities will need to contact local community resources for these services.

For further information on the services we offer, please refer to the Accessibility Supports and Disability Services Handbook at [www.gprc.ab.ca/students/disabilities/](http://www.gprc.ab.ca/students/disabilities/).

## ADMISSIONS

### Grande Prairie Campus

780-539-2922  
Room H103, Student Services  
[studentinfo@gprc.ab.ca](mailto:studentinfo@gprc.ab.ca)

### Fairview Campus

780-835-6605  
Room FAC131, Student Services  
[studentinfo@gprc.ab.ca](mailto:studentinfo@gprc.ab.ca)

The Admissions Team at both campuses welcome inquiries from prospective and current students. They will assist you with information on admission requirements and application processes, advanced credit or transfer credit, and prior learning assessment.

## ALUMNI SERVICES

### Grande Prairie Campus

780-539-2719  
Room E218A  
[alumni@gprc.ab.ca](mailto:alumni@gprc.ab.ca)  
[www.gprc.ab.ca/alumni](http://www.gprc.ab.ca/alumni)  
Follow us on Twitter @GPRC\_Alumni

GPRC Alumni Services engages alumni & friends in the life of the College in its broadest sense. Through communications, special events and recognition, we keep alumni connected to the institution and to one another. As lifelong members of a shared community, all GPRC alumni will be welcome as valued stakeholders, contributing to and benefitting from the College's success and ambitions. Keeping in touch with our alumni also helps advance our mission of creating connections to knowledge, experience and community one life at a time. If you are a current or former student, the GPRC Alumni / Foundation is ready to serve you.

## ATHABASCA UNIVERSITY

### Grande Prairie Campus

*Liaison Officer*  
780-539-2238  
Room H103, Student Services  
[cadmin@athabascau.ca](mailto:cadmin@athabascau.ca)  
[collab.athabascau.ca](http://collab.athabascau.ca)

Athabasca University and Grande Prairie Regional College partner to offer AU degree completion opportunities on site at the College. Many of the courses in these degrees are completed at GPRC as university transfer courses or as AU courses offered in a classroom setting. The courses that are not available on campus may be completed directly with AU as online courses.

The university's Undergraduate General Application Form (GAF) for collaborative program students is available through the AU Liaison Officer on site at GPRC. For students planning to complete their degree exclusively through online courses the GAF is available at [www.athabascau.ca](http://www.athabascau.ca).

AU's general admission policy has one formal entrance requirement for all its undergraduate students: students must be 16 years of age or older. In order to enroll in specific AU courses students must present appropriate prerequisite requirements. Students can contact the AU Liaison Officer or AU advising to get assistance with the program plan developed for their degree.

Students registering in AU courses at GPRC will receive their final grades in those courses from AU. In order for the university to transcript your marks, you must register with the university by completing an AU Undergraduate Course Registration Form (CRF) for each semester. The university requires full payment of fees at the time of registration.

The GPRC schedule of courses for the main campus will provide information on AU courses offered at the college for the current year, or you can find current group study course listings at [collab.athabascau.ca](http://collab.athabascau.ca). Not all AU courses offered locally at the GPRC campus are available every year. Students can consult AU website for current course descriptions and for pre and corequisite requirements.

AU specifies a residency requirement for each program of study. Residency is defined by the university as the minimum number of AU credits a student must complete to fulfill degree requirements for graduation. In some cases, specific AU courses are prescribed as part of the overall residency requirement for a given program. Students enrolled in AU degree programs are advised to review residency requirements in the university calendar or website.



## Directory of Services

### ATHLETICS

#### Grande Prairie Campus

780-539-2063

Room K217

[wolves@gprc.ab.ca](mailto:wolves@gprc.ab.ca)

Along with the search for competitive excellence is the strong push for academic excellence within the Wolves Athletics program. Our goal is to strive for personal excellence through academic and athletic endeavours and produce student athletes who are both athletically and academically sound.

GPRC offers basketball, volleyball, cross country running, soccer, and curling teams, competing in the Alberta Collegiate Athletic Conference (ACAC) and the Canadian Collegiate Athletics Association (CCAA).

Students participating in Wolves Athletics also have the benefit of obtaining financial assistance through two types of athletics scholarships, Jimmie Condon Athletic Scholarships and the Wolf Pac Booster Club Scholarships.

Wolves Athletics also contributes to the community by playing a major role in many sports camps, leagues and tournaments. Coaches and student-athletes play a large leadership role in providing this opportunity to the youth of Grande Prairie. Student-athletes benefit from these experiences by developing life skills such as leadership, coaching and communication.

Wolves Athletics has initiated a new program focused on citizenship called the Wolves Compass Program. This award winning program provides athletes and coaches with educational materials, tools and opportunities aimed at growing as a person.

As part of the Athletics program, the College hosts a number of tournaments and home game events in its facilities. These events provide opportunities for our student-athletes to showcase their talents and abilities, opportunities for our students to participate in fun sporting events, and opportunities for the community to be a part of the best athletic events in the area.

### AWARDS and STUDENT FINANCIAL AID

[financialaid@gprc.ab.ca](mailto:financialaid@gprc.ab.ca)

#### Grande Prairie Campus

780-539-2845

Room H103, Student Services

#### Fairview Campus

780-835-6654

Room FAC130

The Financial Aid Team provides information about loans, grants, scholarships, bursaries and awards. Assistance with completing funding applications and advice about budgeting, deadlines and other requirements may be obtained from this office.

To receive information about awards or financial aid, refer to the awards publication at [www.gprc.ca/awards](http://www.gprc.ca/awards), refer to the calendar section on "Financing Your Education", or contact the Financial Aid Office directly.

### BOOKSTORE

#### Grande Prairie Campus

780-539-2926

Fax 780-539-2768

Room G119

Monday to Friday, 8:30am to 4:00pm

#### Fairview Campus

780-835-6612

Room FAC133

Monday to Thursday, 7:30am to 1:00pm

and 2:00pm to 4:15pm

Friday 7:30am to 12:00pm

The Bookstore provides service to students during regular hours and offers extended hours during peak periods. Information on extended hours for each term is posted at the Bookstore. Required and recommended textbooks, supplies, GPRC clothing and other items are provided for your convenience. For health concerns of a minor, non-urgent nature, the Bookstore is stocked with common over-the-counter products to assist you. The Bookstore accepts cash, American Express, VISA, MasterCard, debit card, and personal cheques with student identification.

### CAMPUS SECURITY

(See Security)

### CENTRE FOR RESEARCH & INNOVATION

Room B309 GPRC and Centre 2000

780-539-2054

Toll Free: 1-877-539-2808

[info@TheCRI.ca](mailto:info@TheCRI.ca)

[www.theCRI.ca](http://www.theCRI.ca)

The Centre for Research & Innovation is dedicated to advancing innovation and applied research throughout the GPRC service area (Peace Country, Yellowhead West). Through learning events, direct client services including mentoring, and applied research facilitation services, the CRI helps innovators, entrepreneurs and students develop their ideas into new products and services for the marketplace. The CRI also acts as a meeting place where innovative individuals or groups can connect with the College's faculty and students for assistance with research and development.

The CRI is responsible for GPRC's NSERC funded Pollutant to Products applied research initiative, its National Bee Diagnostic Centre and leads two applied research networks (AFFARN and AROWRN). The CRI is always open to new applied research and commercialization partnerships.

### CHILD CARE

#### *Building Blocks Day Care*

780-539-2781

The College has an outstanding daycare facility right on the campus in Grande Prairie. The Daycare Facility, under the management and operation of On-Campus Daycare Society, serves students, staff, faculty, and community users and provides quality care to 90 children. It is in operation from Monday to Friday, 7:30 am to 6:00 pm, year round with the exception of specific holidays.

## COMPUTER TRAINING CENTRE

780-539-2975  
Room M105  
[ConEd@gprc.ab.ca](mailto:ConEd@gprc.ab.ca)

Dedicated to serving the computer training needs of the community, the Computer Training Centre offers a variety of courses and programs including, but not limited to: Access, Adobe Acrobat, Adobe Dreamweaver, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, AutoCAD, Computer Basics, Excel, Internet Explorer, Office, Outlook, PowerPoint, Project, Publisher, QuickBooks, Simply Accounting, Solidworks, Windows, Word, and Payroll Management Certification.

## CONTINUING EDUCATION

780-539-2975  
Room M105  
[ConEd@gprc.ab.ca](mailto:ConEd@gprc.ab.ca)  
[ConEd.gprc.ab.ca](http://ConEd.gprc.ab.ca)

Continuing Education brings the College and community together. This department of the College provides quality educational services in business and computer training, safety and industrial training, driver training, equipment training, language training, and Aboriginal programming by:

- Offering courses to individuals or companies
- Responding to business, the development of the workplace, and community needs
- Offering day, evening, and weekend courses
- Offering courses that can be customized to the specific needs of employers and employees
- Helping fulfill the occupational and personal aspirations of students
- Providing traditional and interactive meeting and training facilities
- Offering courses at work sites or in our state-of-the-art facilities

## FACILITY BOOKINGS

**Grande Prairie Campus**  
780-539-2858  
Room H103, Student Services

**Fairview Campus**  
780-835-6600  
Room FAC118A

Rooms for meetings, workshops, and conferences are coordinated and booked through this office. The College offers a range of services to community users including food services arrangements, room bookings, and audio-visual bookings.

For residence reservations, please see Housing.



## FINE ARTS CONSERVATORY

780-539-2909  
[conservatory@gprc.ab.ca](mailto:conservatory@gprc.ab.ca)

The Conservatory is committed to nurturing the creative spirit of students of every age in the arts.

The Conservatory offers private and class instruction for students of all ages and abilities. Our Conservatory staff is comprised of Fine Arts Department faculty, local professional musicians and artists and selected advanced students.

### *Music*

This is our largest component of the Conservatory. We offer comprehensive, year-round music programming for students of all ages and abilities. This includes private lessons in piano, guitar, drums and percussion, winds and brass, voice, strings and musicianship. We are very proud of the quality of instruction, and with nearly 500 students registered, we boast the largest conservatory north of Edmonton. We also offer children's music programs for our younger, budding musicians.

### *Community*

Community members are invited to audition for the College Concert Choir, Electroacoustic Ensemble, Jazz Ensemble, Wind Ensemble, and some Children's Ensembles.

### *Visual Arts*

Along with a wide range of very popular photography courses, the Conservatory offers drawing, painting and digital imagery.

### *Drama*

Drama courses are offered in the evenings and weekends to children of all ages. Basic techniques of stage acting, improvisation, monologues and character development are just some of the areas that will be explored.

## Directory of Services

### FITNESS

#### Grande Prairie Campus

##### *Be Fit For Life Centre*

780-539-2816

The Grande Prairie Be Fit For Life Centre offers education, training and resources to uncover the steps you need to take in developing a sustainable, realistic healthy lifestyle. The Alberta Be Fit For Life Network is comprised of 9 centers throughout the province all housed in post-secondary institutions and develop programs and services unique to each region. The Alberta Be Fit For Life Network strives to be a leader in enabling self-responsibility among Albertans to be physically active where they live, work and play. Contact the Grande Prairie Be Fit For Life Centre for more information about the programs and services offered on-campus and in our community.

##### *Fitness Centre*

780-539-2007

The Centre consists of a 17,000 square foot gymnasium, large change rooms complete with lockers, showers and saunas, a physical therapy room, and one of the best-equipped weight and cardio facilities in Grande Prairie.

Major renovations have recently been completed to this world class facility. Besides being home to the Wolves Athletic Teams, the facility promotes healthy, active living to the college and surrounding communities. In the gymnasium, you can participate in Student Wellness activities and Wolves Athletic. All of these are free to GPRC students. The weight room is the heart of the facility providing a large selection of aerobic and weight training equipment.

##### *Climbing Gym*

780-539-2089

The Indoor Climbing Gym, located in M124, offers students, staff and the community a great workout opportunity with this state-of-the-art climbing facility. The Centre contains everything you will need for a complete workout.

### FOOD SERVICES

#### Grande Prairie Campus

780-539-2950 or 780-539-2077

The “Pillars Marketplace”, in the College cafeteria, and “Bernie’s”, next to the College Theatre, offer students, staff, and guests a variety of foods, from snacks to full-course meals. Pillars is open Monday to Friday 9:30am to 2:30pm, Bernie’s open Monday to Thursday 7:30am to 7:00pm, Fridays 7:30am to 2:30pm. Catering services are also available, please call for details.

#### Fairview Campus

780-835-6600

The cafeteria features home-style cooking and meals. Open Monday to Thursday 7:15am to 3:00pm, Fridays 7:15am to 2:30pm. The cafeteria is closed in July and August. Catering services are also available, please call for details.

### GENERAL EDUCATION DEVELOPMENT (G.E.D.)

#### Grande Prairie Campus

780-539-2995

[GED@gprc.ab.ca](mailto:GED@gprc.ab.ca)

If you have not completed the course requirements for a high school diploma, but require recognition equivalent to a high school graduate for employment purposes, you may prepare for the General Education Diploma Exam.

GED exams are scheduled throughout the year and you should have at least the equivalent of a grade nine to ten background to attempt the exam. A study guide is available in the college bookstore. Completion of the GED exam is not accepted for admission to college or university programs. For an application form or a schedule of the exam dates, contact the Academic Upgrading Department Office.

### HEALTH and DENTAL PLAN

#### Grande Prairie Campus

780-539-2962

Room G123, Students’ Association

[mystudentplan.ca/sagprc](http://mystudentplan.ca/sagprc)

GPRC assumes all students have basic health care coverage, and mandates that all full-time students also have extended coverage, either personally, or as offered through the Students’ Association health and dental plan. Students may add additional family members to the health and dental plan by completing an application form and paying the additional premium. Information pertaining to the premium and specific benefits can be obtained at the Students’ Association office. Health and dental plan fees are due on the same date as your tuition fees.

### HEALTH SERVICES

For health concerns of a minor, non-urgent nature, the campus bookstores are stocked with common over-the-counter products to assist you.

In case of an emergency due to illness or injury call Security at the Grande Prairie Campus, 780-539-2700 or call 911. At the Fairview Campus, call 911.

All on-campus incidents must be reported immediately to your instructor or supervisor and to the Campus Safety Officer:

#### Grande Prairie Campus

780-539-2925

#### Fairview Campus

780-835-6602

## **HOUSING on the GRANDE PRAIRIE and FAIRVIEW CAMPUSES**

[housing.gprc.ab.ca](http://housing.gprc.ab.ca)

Complete housing information for GPRC (Grande Prairie and Fairview) can be found on our website. The accommodations and housing services available are unique to each campus. The following provides a brief description of services for each campus and relevant contact information.

### **GRANDE PRAIRIE CAMPUS HOUSING**

780-539-2802

Fax 780-539-2924

[GPresidence@gprc.ab.ca](mailto:GPresidence@gprc.ab.ca)

At the Grande Prairie campus, the Housing Department is responsible for on-campus residences and maintains an off campus housing registry in Grande Prairie. Contact the GPRC Housing Office in Grande Prairie for applications for accommodation in the student residence, and for off-campus housing listings.

#### ***On Campus in Grande Prairie***

The residence is located on the east side of the College Campus. Currently there are accommodations for 362 students. Rents for a single bedroom in a multi-person unit \$1,780 per semester (based on 2012-2013 rental prices).

Not all applicants are guaranteed accommodation. Only applicants who are offered a room assignment will be required to pay a \$200 security deposit.

First semester rent (September to December) is due in full by August 6, 2013.

Second semester rent (January to April) is due in full by December 6, 2013.

All rents include utilities, cable television and furnishings. Units have a full size range, separate freezer, refrigerator, dining table and chairs, sofa, love seat and coffee table. All

bedrooms are fully furnished with a twin bed, drawers, desk, study chair and built in closet shelving. Students need only bring bedding, toiletries, kitchen items, television (with a cable cord), computer (with an Ethernet cord as the internet is not wireless), food and personal items.

#### ***On Campus Family Housing***

There are nine four bedroom family units that are available for \$800 per month.

All utilities, cable television, and high speed internet are included in the monthly rent. The security deposit for these units is \$400, and is payable once you have been assigned to a unit. In each unit, there is one bedroom that contains a queen size bed; the other bedrooms each have a twin bed. Bedrooms also contain desks, study chairs, drawers and closet shelving. Cable hookups are in each bedroom and the living room. Each unit is furnished with a couch, loveseat, coffee table, dining table and chairs, and a full size refrigerator, range and separate freezer. Families need only bring bedding, toiletries, kitchen items, television (with a cable cord), computer (with an Ethernet cord as the internet is not wireless), food and personal items.

There are coin-operated laundry rooms that are available for student use and each student receives their own mailbox while living in Residence.

Prospective students can apply online at [www.gprc.ab.ca/students/housing/application/](http://www.gprc.ab.ca/students/housing/application/)

#### ***Off Campus in Grande Prairie***

Housing Services also maintains a comprehensive off-campus housing registry available on the website at [www.gprc.ab.ca/students/housing/offcampus/](http://www.gprc.ab.ca/students/housing/offcampus/)

#### ***Summer Housing in Grande Prairie***

Summer housing is available on a month-to-month basis from May to mid-August.

### **FAIRVIEW CAMPUS HOUSING**

780-835-6652

Fax 780-835-6693

[FVresidence@gprc.ab.ca](mailto:FVresidence@gprc.ab.ca)

At the Fairview Campus, the Housing Department is responsible for the on-campus residence in Fairview. Contact the Fairview Campus Housing Department directly about accommodations in the student residence.

#### ***On Campus in Fairview***

The residence is located on the southwest corner of the Fairview Campus. There are accommodations for 299 students. Rents range from \$73 per week to \$99 per week for a single bedroom in the residence.

Not all applicants are guaranteed accommodation. Applicants are required to submit a \$200 security deposit together with their application. Rent is due in full two weeks prior to program start date.

Units are furnished and rent includes utilities. There are cooking and non-cooking units available. However, in all non-cooking units, there is a microwave, and in each dorm bedroom there is a mini fridge. Students need only bring bedding for twin beds, toiletries, kitchen items, food and personal items.

Individuals who require family housing should contact Fairview Housing directly, as limited spaces are available.

Coin-operated laundry rooms are available for student use, and each student is assigned their own mailbox while living in the residence.

Prospective students can apply by fax or mail. To download a Fairview Campus Housing Application, please go to [www.gprc.ab.ca/fairview/](http://www.gprc.ab.ca/fairview/).

#### ***Summer Housing in Fairview***

Summer housing is available. Please contact the Housing Office for more information.

## Directory of Services

### INCLUSIVE POST SECONDARY EDUCATION

780-539-2216  
Room C213  
[inclusiveeducation@gprc.ab.ca](mailto:inclusiveeducation@gprc.ab.ca)

Inclusive Education at GPRC enables students with developmental disabilities to participate in programs of study and college life.

Students audit courses in a variety of programs across the college and participate fully in academic and student life. During the summer months and at the end of the college journey students are also supported to find full or part-time employment in meaningful careers. Inclusive Education staff work closely with students and course instructors, offering support to maximize a positive experience for everyone.

### LIBRARY

**Grande Prairie Campus**  
780-539-2939  
Room F205  
[library-grandeprairie@gprc.ab.ca](mailto:library-grandeprairie@gprc.ab.ca)

#### *Educational Technologies*

Educational Technologies employs qualified staff in the areas of instructional design, video and audio conference support and learning management systems used for online course delivery. The Library is a proud partner in online and distributed learning, and is involved with eCampus Alberta.

#### *Conferencing Support Services*

Audio, video, and internet conferencing is available for meetings, instruction and external user rentals. Our technicians are qualified and available to accommodate your conferencing needs.

#### *Instructional Design Services*

Our instructional design team is qualified to assist faculty who wish to integrate use of online course tools. Development and assistance is available for faculty using Moodle, Elluminate, and other course creation tools.

### Learning Support Centre

The Learning Support Centre is available to all students who wish to improve their academic skills and ability to learn. Students can receive individual help with essay structure, outlines, grammar and other writing essentials by dropping in to the Centre or booking appointments with staff. Students can also receive help with math and science courses! The Learning Support Centre holds workshops throughout the year on issues that affect students. Workshops on such topics as time management, study skills, note-taking and coping with exam anxiety are available. All of these services are in place to help students have the most successful year ever!

#### *Library Services*

As a member of the NEOS Library Consortium, the College Library is able to offer students, staff and faculty access to over ten million items including books, magazines, newspapers, videos, music CDs and other audiovisual materials. Web-based subscription databases, the Internet and interlibrary loan service provide access to information sources globally.

Access to computers for word processing and presentation software, Internet searching and email are available during all hours of operation. Colour and black and white printing is available. A Multimedia Lab employs qualified staff to assist students, staff and faculty with multi-media presentations, digital content creation and video editing. Specialized equipment such as scanners and digital video editing computers are standard.

### Fairview Campus

780-835-6641  
Fax 780-835-6782  
[libraryfairview@gprc.ab.ca](mailto:libraryfairview@gprc.ab.ca)

Fairview Campus Library has a wealth of materials that support many program areas. Major strengths include trades, animal health, equine and agriculture. Carpentry, power engineering, electrical and electronics, automotive mechanics, heavy duty mechanics, plumbing and welding are the primary trades that are featured in the collection. The united collections of Fairview and Grande Prairie provide students with a well-rounded resource base for research and program support.

### MEDIA SERVICES

**Grande Prairie Campus**  
780-539-2933  
Room D307, Information Technology

Information Technology staff provides technical support for all College media equipment needs, including booking equipment, training on the proper use of the equipment, and providing advice on the effective use of the equipment in the classroom or for College events. Our on-call technicians provide support to the technology classrooms on Campus.

The media equipment inventory available for College use is extensive and includes items such as data projectors, smartboards and symposiums.



## PEER COUNSELLING CENTER

**Grande Prairie Campus**  
780-539-2911  
Room H103, Student Services

If you need help or someone to talk to, the Peer Counseling Center is here to lend a helping hand. The center is administered and managed by student volunteers who undergo extensive training to provide these services. Peer counseling is primarily for adjustment type problems (parent conflicts, relationship issues, school problems, etc.). More serious problems will be referred to specialized clinics or professionals. Please check with Student Services for information, scheduling and appointments.

## RECRUITMENT

**Grande Prairie Campus**  
780-539-2931  
Room E223, Community Relations

**Fairview Campus**  
780-835-6776  
Room FAC102A, Community Relations

The Recruitment Team takes the College to the people, visiting high schools and community groups throughout Alberta, British Columbia, Yukon, Nunavut, and the Northwest Territories. If you would like more information about GPRC, call either campus to arrange an individual or group information session, or a campus tour.

## SAFETY and DRIVER TRAINING CENTRE

780-539-2975  
Room M105  
[ConEd@gprc.ab.ca](mailto:ConEd@gprc.ab.ca)

Continuing Education, committed to saving lives through education, is a premier safety training centre serving locations in Grande Prairie and surrounding areas. First Aid and CPR, Basic Welding, H2S Alive, Confined Entry with Simulated Rescue, WHMIS, Ground Disturbance, Air Brake Endorsement, Transportation of Dangerous Goods, Forklift, ENFORM courses, motorcycle, ATV/UTV training, Well Site Boiler Operator, and Class 1 & 3 driver training are just a few of the many safety programs offered by the Centre. Please check the website [ConEd.gprc.ab.ca](http://ConEd.gprc.ab.ca) for a full list of course offerings.

## SECURITY

**Grande Prairie Campus**  
780-539-2700  
Room H101  
7 days a week, 24 hours a day

Blue telephones are located throughout the College facilities and grounds for your convenience in contacting Security. Campus Security will provide a 24-hour Safe Walk Service anywhere on the Grande Prairie campus. Whenever Campus Security can be of assistance, you are encouraged to use the conveniently located blue telephones.

**Fairview Campus**  
Outside Security (Main Campus)  
Office located in Facilities Building  
Room CS103  
780-835-1164  
Monday to Friday 6:00pm to 6:00am  
Weekends and Holidays - 24 hour coverage

*Fairview Residences Security (Residences only)*  
Office located in Notley Square - Residence Office  
780-835-9519  
7 days a week 9:30pm to 7:30am except months of June, July, August when no students are housed in Residences.

## STUDENTS' ASSOCIATION

[sagprc.com](http://sagprc.com)

**Grande Prairie Campus**  
780-539-2962  
Room G123  
[Jfriend@gprc.ab.ca](mailto:Jfriend@gprc.ab.ca)

**Fairview Campus**  
780-835-6624  
Room FAC126  
[jsmeenk@gprc.ab.ca](mailto:jsmeenk@gprc.ab.ca)

As a student you are automatically a member of the Students' Association and pay students' association fees. The Students' Association of Grande Prairie Regional College (SAGPRC) is a provincially designated organization that represents your interests to the College and the greater community through representation and advocacy. SAGPRC also provides services to students, such as administering the Student Health and Dental Plan, organizing on-campus clubs, and operating the student lounge.

### *Representation / Advocacy*

The Students' Association is governed by the Students' Council, which is made up of nine student representatives elected each fall from the student body. The four-member Executive Council is elected each spring, and serves both in a management and governing capacity. Students at large have the opportunity to serve as active members on various GPRC committees to ensure student input is provided to college decisions.

As a member of SAGPRC, you are also a member of a provincial organization called the Alberta Student Executive Council (ASEC). This organization addresses student concerns by lobbying at the provincial level. Student loans, transferability and financial restraint are among the issues facing students in today's ever changing post-secondary educational system.

### *Services and Events*

The VP Student Wellness and VP Social coordinate fun, affordable on-campus events for all students, including speakers, awareness weeks, and events. In addition, many Students' Association clubs host events throughout the year.

## Directory of Services

The Students' Association hosts an annual Career Fair, organizes the Used Book Sale each semester, offers fax and photocopy services, and administers the student Health and Dental plan.

Howlers Lounge is the student lounge operated by the Students' Association, and offers everything from daytime study space, to hosting social events, such as weekly Open Mic nights. Students interested in working in the lounge or volunteering at any events should contact the Students' Association office.

Make your SA fees count! Attend Students' Association events and get involved! Get the most out of your education at GPRC.

### STUDENT WELLNESS

780-539-2436  
Room M104  
[wellness@gprc.ab.ca](mailto:wellness@gprc.ab.ca)

Grande Prairie Regional College is committed to the development of students' immediate and life-long physical and emotional well-being. The GPRC Student Wellness Program offers students a wide range of recreational and wellness activities from September through April, as well as May-June for Spring session students. All students are strongly encouraged to participate and take advantage of the FREE programming.

#### Grande Prairie Campus

Students with a valid GPRC Student ID are able to participate in a wide range of programs at no cost! Programs vary from term to term within the four (4) Student Wellness areas – Student Wellness Climbing, Student Wellness Fitness, Student Wellness Mind & Body and Student Wellness Sports. Specific activities include: intramural badminton, volleyball, dodgeball and basketball; drop-in and registration-only fitness classes; free climbing, including rentals and instructional programs at the GPRC Climbing Gym; nutrition and self-defense sessions; numerous special events; free access to the GPRC Fitness Centre Weight Room, and MUCH MORE!

#### Fairview Campus

Excellent recreational facilities are also available on the Fairview campus. A fully equipped fitness centre, gymnasium and squash and racquetball courts are complemented by a three-hole golf course, soccer and athletic fields. The Town of Fairview pool facility is located just steps away from campus residences, with drop-ins and classes available to our students at their regular rates.

The gymnasium is host to various group exercise classes, intramural sports and student activities throughout the school year. Students also have the opportunity to join various clubs (e.g. golf, hockey, bowling). There is always the possibility of starting more clubs of interest to our students.

Local stage groups use the fully equipped theatre complex on the Fairview campus. Movies are shown there weekly.

A large indoor riding arena is located on the Fairview campus. Students in any program may board their horses at the campus (space permitting) for a fee. An active rodeo club offers weekly instruction and practice.

Please visit the Student Wellness Website for more information:  
[www.gprc.ca/students/wellness](http://www.gprc.ca/students/wellness).

### THEATRE

**Grande Prairie Campus**  
*Douglas J. Cardinal*  
*Performing Arts Centre*  
780-539-2442

The Douglas J. Cardinal Performing Arts Centre is a full service theatre with 500 seats and state-of-the-art technical equipment. Employing certified Theatre Technicians, the Theatre supports over 100 performances and events, with 40,000 audience members visiting the venue yearly. From professional ballet to local folk artists, there is a show being offered for everyone.

**Fairview Campus**  
*Fred Speckeen Theatre*  
780-835-6627

The Fred Speckeen Theatre is located in the heart of GPRC's Fairview Campus. This theatre boasts 310 seats and hosts many local groups including theatrical performances, drama clubs, dance groups and youth performances.

### VISITOR in the ARTS

**Grande Prairie Campus**  
780-539-2909  
Room L212

Visitor in the Arts Series features the faculty of the Fine Arts Department and visiting guests presenting aspects of their work and professional life. Presentations vary and include electronic slide shows, recitals, lectures, videos and films, and much more. All members of the college community and the public are invited to attend.

## Admission

### Admission Basics

#### Grande Prairie Campus

780-539-2922

#### Fairview Campus

780-835-6605

### APPLICATION FOR ADMISSION

If you are applying to Grande Prairie Regional College for the first time, a \$70 non-refundable application fee must accompany your application. For international (visa) students, the fee is \$140 Canadian. The application process cannot proceed until appropriate transcripts or forms have been received or until pre-program assessments or interviews have been completed as required for admission.

### ADMISSION REQUIREMENTS

#### *General Admission*

Admission requirements for programs are listed in the Admission Guide charts on the following pages and are described in greater detail at the beginning of each program description. If you do not meet the admissions requirements for your program of interest, please contact the Admissions Office. GPRC can often tailor a program to suit the individual needs of students.

Home schooled students considering applying to Grande Prairie Regional College should contact the Admissions Office. Applicants presenting International Baccalaureate (IB) or Advanced Placement (AP) courses should also contact the Admissions Office.

#### *University Transfer Admission*

Admission requirements for university transfer programs include English 30-1 and four grade 12 subjects, as specified by your chosen program. Normally you will require a minimum overall average of 60 per cent. If you have a mark less than 50 per cent on a high school course, that course will not be considered for admission.

#### *Degree Admission*

Having the minimum admission requirements for entry into GPRC university transfer programs is no guarantee that you will be accepted at your chosen university or into a degree program offered on site. Admission to the universities may vary from program to program and university to university. Quota programs at the universities tend to have higher academic requirements for admission.

Universities have various admission requirements for high school graduates and for non-matriculated adult students. Examine carefully the admission requirements for the university and the program of your choice to be certain that you meet the admission requirements.

#### *Mature Student Admission*

Admission requirements for adult students, 21 years of age or older, to university transfer programs include English 30-1 and one or two additional 30 level subjects, depending on the program to which you are seeking admission. A minimum grade of 50 percent is required in each course and you must have a minimum overall average of 60 percent. Students who do not have a grade of 60 percent in English 30-1 must present six credits of Junior English with a minimum grade of C-. Placement assessments and a recommendation from an advisor in Student Services may be required. Contact the Admissions Office for more information.

#### *Out-of-Province Student Admission*

Admission requirements for out-of-province students include completion of high school and presentation of the equivalents of the Alberta Education high school subjects required for admission to your chosen program.

## Admission

### **HIGH SCHOOL AND POST-SECONDARY TRANSCRIPTS**

The application process cannot be completed until appropriate transcripts have been received.

Alberta high school and post-secondary students will normally have their transcripts requested on their behalf by the GPRC Admissions Team.

If you are currently in Grade 12 outside of Alberta, you should arrange to have official high school transcripts sent after June exams from the Department of Education of your home province, or your last high school. These official transcripts are to be sent directly to Student Services, Grande Prairie Regional College at the campus where you wish to attend.

If you have already completed high school or post-secondary work, please make arrangements to have your transcripts forwarded directly to GPRC. These should be received at approximately the same time as we receive your application form.

All transcripts submitted for admission purposes become the property of Grande Prairie Regional College and will not be released to, nor photocopied for you or anyone outside the College. If you are not accepted or do not attend, the documents you submitted are destroyed one year after the start of the semester for which admission was requested. If you reapply, you must submit a new set of documents.

### **INTERVIEWS AND TESTING**

Your admission will only be considered when preprogram testing or interviews have been completed as required for program admission.

### **IDENTIFICATION AND CLASSIFICATION OF STUDENTS**

Adult or mature students are normally 21 years of age or older and do not have the regular admission requirements for their chosen program.

Audit students observe designated course activities and are normally exempt from course evaluations. Audit students require written approval of the instructor who specifies how much participation is required. Approval is subject to space, impact on other students and such other factors as may be deemed important by GPRC.

International students are not residents of Canada or Permanent Residents. An international student is one who possesses a valid student visa or becomes eligible for a student visa upon acceptance to GPRC.

Special or Unclassified students are normally enrolled in a credit course load that departs from particular programs described in the calendar and are not working towards a specified certificate or diploma offered by the College.

Visiting students take credit courses to be applied by advance agreement, to a degree or diploma program at another college or university.

### **SELECTION CRITERIA**

Grande Prairie Regional College reserves the right to determine the criteria for selection in all of its programs and courses. General regulations notwithstanding, the College, at its discretion, may refuse admission to any applicant.

### **CHANGE IN PERSONAL INFORMATION**

Students are invited to login to myGPRC to change any personal information such as a change in the student's name, address, email address or marital status.

## Admission

# Answers to Frequently Asked Questions

### ***When can I apply?***

Applications for September (fall term) or January (winter term) are accepted as early as October 1 of each year. Applications for a particular semester are normally accepted on a continuous basis until classes begin in that semester. However, if applying after registration opens, some classes may be full. Certain programs may have an application deadline.

Your application to a program will be considered if you meet the admission requirements described in the Admissions section of this Calendar. Normally, students should be 18 years of age on or before December 31 of your first year at college.

### ***How do I apply?***

Apply on-line [www.gprc.ab.ca](http://www.gprc.ab.ca) or send us a completed Application for Admission Form.

#### **Fairview Campus**

Student Services  
11235 98 Avenue  
P.O. Bag 3000  
Fairview, AB T0H 1L0  
Fax 780-835-6788

#### **Grande Prairie Campus**

Student Services  
10726 106 Avenue  
Grande Prairie, AB T8V 4C4  
Fax 780-539-2888

[www.gprc.ab.ca](http://www.gprc.ab.ca)

### ***Where do I get an Application for Admission Form?***

Application for Admission Forms are available from Student Services at both College campuses, and on our website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

### ***What other information do I need to provide with my application?***

If you are currently or have previously attended another post-secondary institution, we will expect to receive official copies of your academic transcripts from those institutions. If you are currently in high school, complete the information requested in the Academic Record section on the Application form. You will need to make arrangements for an official high school transcript to be sent directly to the College once final grades are released at the end of the school year. Alberta high school and post-secondary students will have their transcripts requested on their behalf by the GPRC Admissions Team.

### ***Do I need an Alberta Student Number and how do I get one?***

The Alberta Student Number (ASN) is a unique identifier for all Alberta learners which provides students with access to improved programs and services in the Alberta Education System. You are encouraged to provide this information with your application form. You can look up your number at [www.education.alberta.ca/students/asn.aspx](http://www.education.alberta.ca/students/asn.aspx) or if you are new to Alberta you may request a number when applying at [www.applyalberta.ca](http://www.applyalberta.ca).

### ***What does it cost to apply?***

\$70 for Canadian residents.

\$140 Canadian for international students.

The application fee is charged only once – for students new to GPRC.

The application fee is non-refundable. You may pay by cheque, cash, direct debit, money order or by American Express, MasterCard or VISA. Cheques and money orders must be made payable to Grande Prairie Regional College.

### ***When will I be admitted?***

You will receive an acknowledgment of your application. If you are currently in high school, and you reported your high school subjects completed or in-progress on your application, you should receive a conditional admission. If you did not report your high school subjects, we will request this information.

If you are not currently attending high school, have your official transcripts forwarded as soon as possible. If you meet admission requirements, you will be admitted immediately to your program of choice.

## Admission

### ***What is a Conditional Admission?***

If you are registered in high school subjects while you are seeking admission to the fall semester, you may be granted conditional admission. This conditional admission will be based upon the information you provide regarding the interim grades or final grades for subjects in which you are currently registered or have completed.

It is your responsibility to ensure that your final transcript is forwarded to Student Services. If official transcripts do not confirm that you have successfully met the requirements for admission to your chosen program or if the transcripts are not received by August 2nd, the conditional admission may be withdrawn or your registration may be revised.

### ***What if I am not admitted?***

If you are not admitted to the program of your choice, you will be told of the reason and offered assistance in choosing another program. For example, if you are missing a high school requirement, you may be offered an opportunity to be admitted to Open Studies. Admission to Open Studies gives you an opportunity to complete admission requirements for your chosen program and start on other courses at the same time.

### ***How do I register for courses?***

An information package on the steps to register for courses will be mailed to you. These packages are normally mailed out to students beginning in mid-April. Simply follow the instructions included in the package.

### ***How do I apply and register at Regional Campuses?***

If you plan to study at one of the regional campuses, or plan to relocate in order to study at any GPRC campus, please contact the appropriate Regional Office for information and assistance.

### ***What should I be doing while I wait for College to start?***

Be sure that you have made all the financial arrangements to cover the cost of your tuition, fees, and living expenses. If you need to apply for a loan, applications are normally available in June. Loan applications are also available on-line. See [www.gprc.ab.ca/students/financialaid](http://www.gprc.ab.ca/students/financialaid) for more information. You can apply for a student loan before you are offered admission.

Consider where you might be living during your time at college and make application for housing early. If you are interested in living in College housing at either campus, be sure to check out Housing information in the Directory of Services or at [www.gprc.ab.ca/students/housing](http://www.gprc.ab.ca/students/housing).

### ***If I fail a course required for admission, can I still come to College?***

Yes! Many students register prior to receiving their final high school results. If you fail to pass a course required for admission to college, you must contact Student Services immediately. Grande Prairie Regional College offers high school equivalent courses. Normally, we would adjust your registration to help you pick up the missing high school requirement. Your admission may be modified to indicate you are an Open Studies student or an Upgrading student depending upon the number of upgrading courses you require.

### ***Will I know what to do when I get to the College?***

You can expect to receive an invitation to an orientation that might be scheduled before classes begin or may be part of your first day at College. Be sure to attend to get the best start to your studies. At the Grande Prairie Campus students are invited to attend a campus-wide orientation which is a fun, informative event that helps new students ease into college life. This College-wide program provides an introduction to life on campus and offers short seminars on a variety of topics including money management, survival tips, deadline dates, the definition of a GPA and other useful information, and a campus tour.

## Admission

# International Students

## INTERNATIONAL ADMISSIONS

780-539-2922

Fax 780-539-2888

[studentinfo@gprc.ab.ca](mailto:studentinfo@gprc.ab.ca)

Grande Prairie Regional College welcomes applications for admission from students from other countries for fall semester beginning in September. Students applying later than April 1 may find they are unable to obtain a student visa in time to begin classes in September. International student visa applicants applying for admission to winter semester beginning in January may be considered for admission if they are currently studying in another institution in Canada or the U.S.A.

### *Admission Requirements*

International student visa applicants are considered for admission to programs at Grande Prairie Regional College on the basis of:

- Completed application form
- Full payment of non-refundable application fee of \$140.00 Canadian
- Receipt of official transcripts of secondary grades and any post-secondary transcripts
- Notarized translations of all documents presented for admission that are not in English
- Appropriate admission requirements for the program
- English Language Proficiency
- Proof of basic health care benefits

Prospective international (student visa) applicants from outside Canada who are accepted by the College will receive a Letter of Admission. Students must submit the Letter of Admission to the appropriate Canadian consulate or immigration officials in their home country in order to secure an official Student Visa. All arrangements relating to immigration status and entry into Canada are the responsibility of the student.

### *English Language Proficiency*

The language of instruction and communication at Grande Prairie Regional College is English. Regardless of your country of origin or citizenship status, if your native language is not English, you must demonstrate proficiency in the English language before you will be considered for admission to any credit course or credit program. This may be demonstrated in one of the following forms:

- Successful completion of the equivalent of two years of full-time study in an English language secondary institution in Canada. The program must include English 30-1, English 30-2, or their equivalent, with a minimum grade of 50 percent.
- Successful completion of a full year or more of course work, including an introductory course in English, at an accredited Post-secondary institution where English is the language of instruction.
- Presentation of a computer-based test score of 213, a paper-based test score of 550 or an internet-based test score of 83 with no less than 20 in each part on the Test of English as a Foreign Language (TOEFL). Results are valid for two years only.
- Presentation of a score of at least 6.0 on the IELTS (International English Language Testing System) with no band less than 5.0.
- ESL programs from other recognized, accredited post-secondary institutions will be considered on an individual basis.

If you do not meet the specific requirements outlined above, contact the Associate Registrar, Admissions in Student Services. Your written request for admission should be accompanied by supporting documentation.

In addition to demonstrating English Language Proficiency, you must also present appropriate admission requirements for your chosen program. If you are accepted, a letter of admission will be mailed to you.

Meeting English Language Proficiency for admission to GPRC is no guarantee that the student also meets English Language Proficiency requirements of other post-secondary institutions. Students are responsible to ensure that they meet the requirements for admission and English Language Proficiency of the post-secondary institutions to which they may be applying.

## Admission

### ***Fee Payment Schedules***

International students are required to have registration fees paid in full at the time of registration.

### ***Health Care Coverage***

All students require health insurance while studying at GPRC. International students must have basic health care coverage from Alberta Health Care, health care from another province or health insurance from a private provider. Students are responsible for obtaining their own personal health care coverage. Students moving permanently to Alberta from another country or students with a Student Authorization may contact Alberta Health Care at [www.health.alberta.ca](http://www.health.alberta.ca) for health care coverage and services.

Full time students in credit programs at the Grande Prairie campus are automatically enrolled in and are required to pay for the Student Health and Dental Plan, which provides extended health and dental care coverage, unless existing coverage can be proven. The Student Health and Dental plan can be opted out of at [www.mystudentplan.ca/sagrpc](http://www.mystudentplan.ca/sagrpc).



## Admission

## Entrance Requirements for Admission to Career, Trades, and Upgrading Programs

Normally, students enrolling directly from high school require an Alberta High School diploma or equivalent.

For additional information, including admission as a mature student, please see individual program information.

Program Name (Campus Location)	Grade 10 English & Math	Grade 11 Math <sup>1</sup>	Grade 11 English	Grade 12 English	Grade 12 Math	Additional requirements and competitive selection information
Academic Upgrading (GP)						Applicant must be $\geq 18$ in the semester they enter the program.
Animal Health Technology (FV)				√	√	High school diploma with Chemistry 30, Biology 30 and one of Pure Math 30 or Math 30-1 (50%) or Applied Math 30 or Math 30-2 (65%). Applicants must have 40 hours of documented work experience in the field. See Program detail for more information.
Business Administration (GP)		√		√		60% in Pure or Applied Math 20 or Math 20-1 or 20-2, or 50% in Pure or Applied Math 30 or Math 30-1 or 30-2.
Commercial Beekeeping (FV)		√	√			Applicant must be $\geq 18$ . Admission is on a first qualified, first admitted basis.
Computer Systems Technology (GP)				√	√	50% in Pure Math 30 or Math 30-1 and English 30-1.
Cooperative Trades Orientation (FV)	√					Contact Student Services, Fairview
Early Learning and Child Care (GP)				√		50% in English 30-1 or 60% in English 30-2 or suitable score on admission assessment; criminal record check.
Educational Assistant (GP)				√		60% in English 30-2 or 50% in English 30-1 or pre-admission assessment; Standard First Aid and CPR certificate; criminal record check.
Fitness Leadership (GP)						See Program detail for more information.
General Mechanic, Pre-Employment (FV)		√	√			Plus Grade 11 Science; or pass apprenticeship entrance exam – contact Student Services, Fairview
Harley-Davidson® Technician (FV)	√					
Heavy Equipment Certificate (FV)		√	√			Plus Grade 11 Science
Heavy Equipment Service (FV)				√	√	High school diploma. Canadian Citizenship or Permanent Residency required.
Hospitality and Tourism Management (GP)		√		√		60% in Pure or Applied Math 20 or Math 20-1 or 20-2, or 50% in Pure or Applied Math 30 or Math 30-1 or 30-2

## Admission

## Entrance Requirements for Admission to Career, Trades, and Upgrading Programs

*Normally, students enrolling directly from high school require an Alberta High School diploma or equivalent.  
For additional information, including admission as a mature student, please see individual program information.*

Program Name (Campus Location)	Grade 10 English & Math	Grade 11 Math <sup>1</sup>	Grade 11 English	Grade 12 English	Grade 12 Math	Additional requirements and competitive selection information
Millwright/Machinist, Pre-Employment (GP)		√	√			Plus a Grade 11 Science; or pass apprenticeship entrance exam – contact Student Services, Grande Prairie
Motorcycle Mechanic, Pre-Employment (FV)	√					Plus Grade 10 Science; or pass apprenticeship entrance exam. See Program detail for more information or contact Student Services, Fairview.
Music, Acoustic (GP)				√		English 30-1 and Music 30 or equivalents; Grade 2 Conservatory Theory, MU1000 or equivalent (or music theory placement); performance audition
Music, Interactive Digital Design (GP)				√		English 30-1; Grade 2 Conservatory Theory or equivalent (or music theory placement), computer/musical experience recommended
Office Administration (GP)		√		√		50% in English 30-1 or 30-2; 50% in Pure or Applied Math 20
Outdoor Power Equipment Technician, Pre-Employment (FV)	√					Plus Grade 10 Science; or pass apprenticeship entrance exam – contact Student Services, Fairview
Parts and Materials Technician Pre-Employment (FV)						Contact Student Services, Fairview for details.
Power Engineering (FV)				√	√	English 30-1 or 30-2; Pure or Applied Math 30 or Math 30-1 or 30-2; and Chemistry 20 or Physics 20 or Science 30.
Transitional Vocational (FV)						Student must be 18. See Program detail for more information.
Unit Clerk (GP)		√		√		High school diploma 60% in English 30-1 or 65% in English 30-2; 50% in Pure or Applied Math 20 or Math 20-1 or 20-2.
Visual Arts and Design (GP)				√		English 30-1. No portfolio required for first year. Admission to the second year requires successful completion of the first year; a portfolio and letter of intent may be required.

**Notes:** 1. Grade 11 Math requirements: Generally, Math 24 does NOT fulfill the requirements.

The academic levels listed above are subject to change from year to year.

GPRC reserves the right to suspend or cancel programs, or make other changes deemed necessary.

## Admission

## Entrance Requirements For Admission To University Studies Programs

### Classification of Alberta Education Courses.

Grade 12-level subjects required for admission have been grouped according to classification of Alberta Education courses. Athabasca University Transitional Math 101 may be accepted in lieu of Pure Mathematics 30. Students may contact the Admissions Office for further information on out-of-province and out-of-country equivalencies.

<b>Group A (Humanities)</b> Social Studies 30-1 30-Level Language other than English	Communication Technology Advanced, 5 credits Dance 35 Drama 30 Music 30 (Choral, Instrumental or General), 5 credits	<b>Group C (Sciences)</b> Biology 30 Chemistry 30 Computing Science-Advanced Level CTS (5 credits) Pure Mathematics 30 or Math 30-1 or Math 30-2 Mathematics 31 Physics 30 Science 30
<b>Group B (Fine Arts)</b> Applied Graphic Arts 35 Art 30 Art 31 Commercial Art 35 A, B, or C	Music 35 Music Theatre 35 Performing Arts 35 A, B, or C	

### REQUIRED COURSES

Admission requirements for GPRC university transfer programs is based upon transfer to the University of Alberta. An overall average of 60% in five grade 12 subjects is required. If you plan to transfer to a university other than U of A, be sure to inquire specifically about admission requirements for that institution.

PROGRAM	1	2	3	4	5	COMMENTS & RECOMMENDED COURSES
<b>B. Arts</b>	Eng 30-1	Four subjects chosen from Biology 30, Chemistry 30, a Fine Arts (only one fine arts subject may be presented), Pure Mathematics 30 or Math 30-1 or Math 30-2, Mathematics 31, Physics 30, Science 30, Social Studies 30-1, 30-level language other than English.				For Psychology, Pure Math 30 or Math 30-1. For Economics and Mathematics, Pure Math 30 or Math 30-1, and Math 31.
<b>B. Arts (Faculté Saint-Jean)</b>	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang Arts 30	Eng 30-1	A or B	C	A or C	Social 30 and Pure Math 30 or Math 30-1 recommended.
<b>B. Arts in Recreation, Sport and Tourism</b>	Eng 30-1	A or C	A or B	C (Biology recommended)	A, C or PE 30	60% required in English 30-1, only one language other than English will be accepted.
<b>B. Commerce*</b>	Eng 30-1	Pure Math 30 or Math 30-1	Biology 30, Chemistry 30, Physics 30 or Science 30	A	A, B or C	Group C (Science) is recommended to ensure appropriate prerequisite for the Science requirements of B. Commerce program for UofC.
<b>B. Education</b>	Eng 30-1	Pure Math 30 or Math 30-1 or Math 30-2 (Elementary), A or C (Secondary)	A or C	A or C	A, B, or C	
<b>B. Education (Faculté Saint-Jean)</b>	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang Arts 30	Eng 30-1	A or B	C	A or C	

\* The University of Alberta does not admit students directly into year one of Bachelor of Commerce. Students are required to complete a pre-professional year of study with a competitive GPA to be considered for admission to year two of this degree program. Students can complete this pre-professional year of study at GPRC.

## Admission

## Entrance Requirements For Admission To University Studies Programs

Courses are grouped according to classification of Alberta Education courses.

For High School course equivalencies from other provinces, refer to <a href="http://www.gprc.ab.ca/admissions">www.gprc.ab.ca/admissions</a>						
PROGRAM	1	2	3	4	5	COMMENTS & RECOMMENDED COURSES
<b>B. Fine Arts (U of C Transfer)</b>	Eng 30-1	A or C	A or C	A, B or C	A, B, or C	
<b>B. Music</b>	Eng 30-1	Any four of Social 30, a 30-level language other than English, Biology 30, Chemistry 30, Physics 30, Pure Math 30 or Math 30-1 or Math 30-2, Math 31, Science 30, one approved Fine Arts Subject (Music 30 preferred)				Audition, theory and aural skills placement assessment
<b>B. Physical Education</b>	Eng 30-1	A or C	A or C	C	B, C, or PE 30	60% in English 30-1 required; Biology 30 is recommended. Only one language other than English will be accepted.
<b>B. Science (General)</b>	Eng 30-1	Pure Math 30 or Math 30-1	C	C	A, B or C	
<b>B. Science (Faculté Saint-Jean)</b>	Fr 30, 31, Lang et Lit 30, Français 30, or Fr. Lang. Arts 30	Eng 30-1	Pure Math 30 or Math 30-1	C	C	
<b>B. Science in Kinesiology</b>	Eng 30-1	Biology 30 or PE 30	Chemistry 30	Pure Math 30 or Math 30-1	Physics 30	60% required in English 30-1 and an overall average of 70%
<b>B. Science in Nursing</b>	Eng 30-1	Pure Math 30 or Math 30-1 or Math 30-2 or Math 31	Biology 30	Chemistry 30 or Science 30	A, B, or C	Minimum of 60% in subjects 1 to 4 is required as well as overall average of 65%
<b>Engineering</b>	Eng 30-1	Pure Math 30 or Math 30-1	Math 31	Chemistry 30	Physics 30	
<b>Pre-Professional: Chiropractic Dentistry Medicine Optometry Veterinary Medicine</b>	Eng 30-1	Pure Math 30 or Math 30-1	Biology 30	Chemistry 30	Physics 30	
<b>Pre-Professional: Dental Hygiene Medical Lab Science Pharmacy Rehabilitation Medicine</b>	Eng 30-1	Pure Math 30 or Math 30-1	Biology 30	Chemistry 30	A, B or C	

## Admission

### **CONFIDENTIALITY**

The personal information that you provide when you apply for admission to College, will be collected under the authority of the Post-Secondary Learning Act and Statistics Act (Canada) and in accordance with the Freedom of Information and Protection of Privacy legislation of the Government of Alberta. Information collected is used to maintain College records in processing your enrollment, monitoring academic progress, providing tax receipts, distributing follow-up College related information, College research, awards, graduation, fund raising and alumni contact.

Files are maintained on every student. They include correspondence, grades, applications, admission rulings and official transcripts. You will have access to your file; your advisor and the Chairperson responsible for administering your program will be permitted to view data on your progress.

Outside agencies may see your file only with your written permission. The College will not release information on your progress, attendance, etc., to sponsoring agencies without a signed release from you giving the College explicit permission to do so. Your personal information and academic records will not be released to your parents, your spouse, your guardian, or any other person or agency, without your written approval.

Students may wish to review the College policy on Access to Confidential Student Records and Information. Public inquiries related to the collection, use and disclosure of the personal information provided should be directed to the Registrar or to the FOIPP Coordinator.



## Registration

### Registration Basics

#### Grande Prairie Campus

780-539-2981

#### Fairview Campus

780-835-6605

Registration is the process of enrolling in the course(s) of your choice. An advisor is available to assist you in the selection of courses relevant for your program. You may register for all terms in the academic year or for one term at a time. A registration assumes that you agree to be bound by the rules and regulations of the College and that you agree to be responsible for the fees associated with the registration.

The best way to track your grades and finances is to sign in to your myGPRC account. It is the College's official Student Information system and it is expected that you are monitoring this account.

### STUDENT RESPONSIBILITY

You are personally responsible for the continuing completeness and accuracy of your registration. This requires careful attention to course selection and compliance with prerequisite, corequisite, and program completion requirements. You need to ensure that your course selection is appropriate for your program and includes those courses and credits required for graduation.

#### Availability of Courses

Registration in specific courses is subject to the availability of seats in those courses at the time you register. Courses may be cancelled when minimum enrollment requirements are not met.

### TUITION DEPOSITS

#### Fall Semester

You are required to pay a non-refundable tuition deposit at the time of registration for the academic year. This deposit will be applied to your account for fall semester fees when you confirm your registration. The tuition deposit will not be refunded if you withdraw at a later date or if you fail to confirm your registration.

#### Winter Semester

Students beginning their studies in the winter semester must submit a non-refundable tuition deposit at the time of registration. This deposit will be applied to your accounts for winter semester fees when you confirm your registration. The tuition deposit will not be refunded if you withdraw at a later date or if you fail to confirm your registration.

### FEES FOR INTERNATIONAL STUDENTS

International students who are studying at the College for the first time are required to have registration fees paid in full at the time of registration.

### CONFIRMATION OF REGISTRATION

As a student, each semester, you **MUST** confirm your registration by signing in and collecting your schedule for the semester. If you fail to confirm your registration in the fall, your registration will be cancelled for all semesters for which you are registered. If you fail to confirm your registration in the winter semester, your registration in winter and spring semester courses will be cancelled and you will be withdrawn from any full year (September to April) courses for which you are registered.

Confirmation of registration for trades and apprenticeship programs at the Grande Prairie and Fairview Campus and for spring and summer semesters is the first day of classes. Students who fail to attend the first day of classes may have their registrations cancelled. Students studying at a Community Learning Centre will confirm their registration on the first days of class.

## Registration

### **RE-INSTATEMENT OF REGISTRATION FEE**

A fee may be charged for reinstatement of registration for students who have had their registrations dropped due to non-confirmation.

### **LATE REGISTRATIONS**

The deadline to add courses is normally the first day of classes; however, the deadline for adding fall and winter semester classes on the Grande Prairie campus is generally extended to the fifth day of scheduled classes. Normally students require permission to register in fall and winter courses after the respective deadline declared in Important Dates. Permission may be granted by the Instructor, or Department Chair.

### **CANCEL REGISTRATIONS**

#### ***Withdraw from Courses or Program***

If you find it necessary to withdraw from your program or any one of the courses for which you are registered, you may do so at any time. Normally there are academic and financial considerations to a course or program withdrawal. For refund information refer to the Tuition and Fees section of the calendar.

You are encouraged to consult with your program advisor or an advisor in Student Services. All withdrawals from College must be done in writing, normally on a Withdraw from College Form. You will not be considered to have formally withdrawn unless you have provided written notice to Student Services. Notice that you are withdrawing from a course is normally provided on a Change in Registration Form. These forms are available from Student Services.

The deadline to drop courses is declared in Important Dates. It will normally be set 10 business days following the first day of classes or the second day of classes for spring and summer courses. Students dropping within this time frame will have their registrations withdrawn and fees owing for the course or program will be cancelled. If you drop a course or program after the declared drop date, you are held responsible for paying the fees and will receive a grade of “W” or “WF” depending upon the date of your withdrawal.

Students withdrawing from a course or program within the first 60 percent of instructional days will normally be assigned a grade of “W” and are considered to be withdrawn with permission. Grades of “W” do not negatively affect grade point averages (GPA). Students officially withdrawing after the “W” period but before the final examination shall receive a “WF” which will affect your GPA.

The deadline for dropping and withdrawing are listed in Important Dates.

**PARKING PERMITS CAN BE RETURNED FOR A PRO-RATED REFUND AT THE CASHIER’S OFFICE (Room C315) IF YOU ARE WITHDRAWING FROM THE COLLEGE.**



## Financing Your Education

# Financing Your Education

## FINANCIAL AID OFFICES:

### GPRC Grande Prairie Campus

780-539-2845

Toll Free 1-888-539-4772

Fax 780-539-2888

[financialaid@gprc.ab.ca](mailto:financialaid@gprc.ab.ca)

### GPRC Fairview Campus

780-835-6654

Toll Free 1-888-999-7882

Fax 780-835-6788

[financialaidfairview@gprc.ab.ca](mailto:financialaidfairview@gprc.ab.ca)

You have made the decision to further your education. Life as a College student can be very exciting and rewarding. However, obtaining a post-secondary education can be very costly and needs to be well planned. The Financial Aid team at GPRC is here to assist you in financing your educational endeavor.

### *What Will It Cost?*

#### Tuition and Fees

Refer to the Estimate of Fees for 2013-2014 available from Student Services or online at

[www.gprc.ab.ca/students/financialaid/loans.html](http://www.gprc.ab.ca/students/financialaid/loans.html)

#### Living Costs (minimal expenses)

This is an estimate for two semesters of study.

Living Situation	Est. Costs
Single, Living at home (\$500 per month)	\$4,000
Single, Living away, Shared accommodation (\$1000/month)	\$8,000
Married Student, One Child (\$2500/month)	\$20,000
Single Parent, One Child in care (\$1800/month)	\$14,400
For each additional child add \$450 per month	\$3,600

#### Books and Supply Costs

The Financial Aid Office at GPRC prepares an estimate of books and supplies for all College programs. This information is shared with Student Aid Alberta for consideration of grant and loan applications. If you require specific information on books and supply costs for your program, please contact the Financial Aid Office in Student Services or check the College website.

### *How Will You Cover the Costs?*

Identify your sources of income:

- Parents
- Grandparents or Relatives
- Savings from summer jobs
- Employment Income
- Spouse
- Investments (i.e. RESP, RRSP, GIC, TFSA, Stocks, Bonds)
- Scholarships or Bursaries
- Student Loan
- Bank Student Line of Credit

## STUDENT LOANS

For information about Alberta Student Loans please visit [www.studentaid.alberta.ca](http://www.studentaid.alberta.ca). For other provinces, please see the GPRC Financial Aid website for contact information.

### ***What do I need to know before I apply?***

The government student loan program is intended to supplement the basic cost of living expenses, tuition, fees, books, and supplies. Debts (such as vehicle payments, loan payments, credit card bills, etc.) are not taken into consideration when determining the amount of loan money a student may receive.

Student loans are only available to full-time students, who are enrolled in post-secondary programs. Academic Upgrading, Trades, and most Pre-Employment Programs are ineligible for student loans. By completing one loan application, Alberta residents will be considered for both Provincial and Federal loan monies, as well as government grants and bursaries. In most provinces, you can apply for a student loan before registering in your program of study. However, you must ensure you are registered in your program before your student loan funds are released.

When applying for a student loan, you must determine your province of residency. In most cases your home province is the last province you have lived in for twelve full months without being a full-time student in post-secondary studies. Some exceptions may apply. If you are unsure please contact the Financial Aid Team and they can help you determine your province of residency.

Student loan applications for most provinces are available after June 1st. Processing times vary from province to province and may take up to eight weeks. You are advised to apply early. Most provinces now encourage students to complete an electronic application. Alberta residents can apply online at [www.studentaid.alberta.ca](http://www.studentaid.alberta.ca). Students from other provinces can visit the Financial Aid page of the GPRC website for links to provincial student loan providers. Paper applications for Alberta Student Loans are available at most Post-Secondary institutions and local Alberta Human Services offices.

The application will require various information including your tuition, fees, and book costs, and what resources you will have available to you for the academic year. You will also need to have filed your income tax for the previous tax year and know the figure on Line 150 of your income tax.

### ***Where can I get assistance with my student loan application?***

The staff in the Financial Aid office can clarify any concerns you might have about the process and give you advice on the best method of application (on-line or paper) for your particular situation. If paper application is recommended and you are an Alberta Resident, the Financial Aid Office at the College will review your forms and courier your application to Student Aid Alberta after it has been reviewed with you. If you are completing an online student loan application through Student Aid Alberta you are welcome to print a PDF version of the paper application and bring it in to Financial Aid to review before you enter your information in the on-line system. If you experience difficulty with the on-line Student Aid Alberta application, you can contact their service centre at 1-855-606-2096.

### ***If I am registered with the College and another institution, what do I need to consider?***

There are two terms used for students who have registration with multiple institutions. Collaborative Enrollment means your schools have a formal agreement about your program of study and have a collaborative curriculum. Concurrent Enrollment means you are choosing to take transferable courses at different institutions to obtain credits toward your diploma or degree. In order for both institutions to be aware of your loan, and to ensure that you maintain full-time status for eligibility, you are encouraged to speak to the staff in the Financial Aid Office. The Financial Aid Team at GPRC is happy to assist you with the entire student loan process from application through to repayment.

### ***What happens after I apply?***

The Government Student Aid office in the province you apply to (i.e. Student Aid Alberta, Student Aid BC) assesses your application and determines your eligibility. You will receive a letter in the mail called a Notice of Assessment (NOA) which explains how much money you will receive and when to expect each disbursement. If you have applied on-line, most provinces have an inquiry section of their website where you can check the status of your application. Budget your money accordingly so that you can make it through the academic year with the funds provided. GPRC Financial Aid can assist you with preparing a budget.

## Financing Your Education

### ***Other important information about Student Loans***

If your financial circumstances change, or you feel you did not have the opportunity to state your real situation, you can request a review. Contact the Financial Aid Office for assistance in completing the Change of Circumstance form.

While you are registered as a full-time student, your loans are interest-free and payment free status if you have filed the correct paperwork with your Lenders. We encourage you to take advantage of Financial Aid's services or to check with provincial Student Aid websites for information on maintaining interest-free status.

It is important to remember that your student loan debt is held with a Lender. For Alberta Residents, your Canada Student Loans debt is held with the National Student Loan Service Centre and your Alberta Student Loan debt is held with Edulinx Canada.

When you stop being a full-time student, on the first day of the seventh month, you will be required to make your first loan payment to your Lender. The interest rates and terms of repayment are set at the time of consolidation. Details on repayment assistance and repayment options are available through your Lenders. Contact your Lender well in advance of the first payment due date to set up consolidation of your loans or to investigate your options.

### **Part-time Bursary**

Part-time Post-Secondary students may qualify for a part-time study grant, of a maximum \$600 per semester. Students may access the grant three times (or to a maximum of \$1800) in twelve calendar months. Eligibility is based solely on the student's line 150 from the previous year's income tax assessment. Applications are available at the Financial Aid office or online at [www.studentaid.alberta.ca](http://www.studentaid.alberta.ca)

### **Funding for Students in Upgrading, Career, and Pre-Employment Programs**

The Alberta Works Learner Benefits Program provides financially disadvantaged individuals with the opportunity to access the education and training they require to secure gainful employment. If eligible, students may receive grant funding for either full-time or part-time studies, which may include costs for tuition, books, and living allowance for the duration of their schooling. The Alberta Works Program is open to Employment Insurance (EI) recipients as well as people who do not qualify for EI benefits.

### **Grande Prairie Regional College Awards Program**

The Awards Handbook is available on-line at [www.gprc.ab.ca/students/financialaid](http://www.gprc.ab.ca/students/financialaid). Be watchful of deadlines.

Scholarships are merit based awards and are available to students who have completed consecutive Fall and Winter sessions on a full-time basis. Deadlines vary and for many of the scholarships no application is required.

Bursaries are awards based on financial need and other criteria. Full-time students who have successfully completed the Fall semester and are enrolled full-time in the Winter semester may be eligible. Applications will be available in October. Deadline to apply is in early December each year.

The Financial Aid Office sends e-mails regarding internal and external award opportunities on a monthly basis. Be sure to check your student e-mail throughout the academic year.

### **Northern Alberta Development Council Bursary \$6000 - \$9000**

**Deadline:** April 30 for students beginning studies in the next academic year.

This bursary is a return service program. In exchange for the bursary, recipients later live and work in northern Alberta. More information is available at [www.nadc.gov.ab.ca](http://www.nadc.gov.ab.ca).

## Tuition and Fees

# Tuition and Fees

### Grande Prairie Campus

780-539-2981

### Fairview Campus

780-835-6605

## APPLICATION FEES

If you are applying to Grande Prairie Regional College for the first time, a \$70 non-refundable application fee must accompany your application. For international (visa) students, the fee is \$140 Canadian.

## TUITION FEE CONSULTATION

The College policy on Tuition Fee Consultation ensures involvement of student representatives in working groups, committees, or other structures allowing students on-going input into budget developments affecting fees. If you have questions about the consultation process or if you have questions or require additional information about College tuition and fees, please contact Student Services.

## FEES AND DEPOSITS

Please note the tuition fees may be subject to change. For current information please contact Student Services or visit the College website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

## SPONSORED STUDENTS

If you are receiving funding from an outside agency, you will want to clarify which fees you will be required to pay. You must arrange to have a letter of sponsorship sent by the agency to the Financial Aid Office in Student Services outlining the extent of the financial support for fees, books, supplies, etc.

The letter confirming sponsorship and payment must be received by the payment deadlines specified (see Fee Payment) or you will be assessed a late payment penalty.

## NON-REFUNDABLE TUITION DEPOSITS

Students are required to pay a \$250 non-refundable deposit\* at the time of registration for the academic year. This deposit will be applied to your account for tuition fees when you confirm your registration.

The tuition deposit will not be refunded if you withdraw from College or if you fail to confirm your registration.

*\*Students in Perioperative Nursing and Harley-Davidson® Technician programs are required to pay a \$500 non-refundable tuition deposit at the time of registration.*

## FEES FOR INTERNATIONAL STUDENTS

International students are required to have registration fees paid in full at the time of registration.

## REGISTRATION CONFIRMATION

Registration confirmation deadlines are noted in Important Dates. Each semester you are expected to confirm your registration. If you fail to confirm your registration in person, you will have your registrations cancelled and will forfeit the tuition deposit. A \$50.00 non-refundable reinstatement charge may be charged if you had your registration dropped due to non-confirmation.

## TUITION FEES

The information on instructional fees, tuition and other fees for full-time programs is listed in the Estimate of Fees on the College website. These amounts are subject to change without notice.

Students registering on a part-time basis should refer to specific course fees listed in the Schedule of Courses/Timetable and listed on the website. Course specific fees are normally published by April 1.

## Tuition and Fees

### **WITHDRAWAL FOR NON-PAYMENT OF FEES**

If you do not pay tuition and/or fees or make formal arrangements for a payment plan by the final fee payment due date, as outlined in the Guidelines for Academic Schedule, you will be withdrawn from your program and all courses. The Registrar's Office is responsible for official notification of withdrawal and for information as to whether or not reinstatement options are available. The deadline for reinstatement into the program and courses, if available, is no later than 10 working days from the date of withdrawal. You will be charged a \$50.00 non-refundable reinstatement charge.

### **FEE VARIATIONS**

#### ***Audit Fees***

Students who have permission to register as an audit student will generally be assessed 50 percent of the published course tuition fee. Other course fees may apply. A fee reduction may not be available if other discounts have already been applied.

#### ***Cost Recovery Fees***

Students enrolling in cost recovery courses, such as spring travel courses and continuing education courses, can expect fees that may vary from those published in this calendar.

#### ***Distance Fees***

Students enrolling in distance delivered courses can expect additional fees that may include shipping and materials fees. The fees are normally listed as Auxiliary Fees on your fee assessment.

Examples:

- eCampus Alberta courses - \$20 per credit
- Office Administration online courses - \$155
- Early Learning and Child Care courses - \$75.00

#### ***International Student Fees***

Tuition fees for International Students are assessed at twice the domestic student rates. Further information is available from Student Services.

#### ***Part-time Fees***

Students registering on a part-time basis should refer to specific course fees listed in the timetable, Schedule of Courses, and listed on the website. Course specific fees are normally published by April 1.

#### ***University Program Fees***

Tuition fees for third and fourth year university level courses offered in collaboration with Athabasca University, the University of Alberta, and the University of Calgary are normally set at University rates. See also Wellness Fees.

### **COURSE AUXILIARY FEES**

If you are registered in specific courses in which specialized equipment or materials, etc. are part of the learning environment, an auxiliary fee will be assessed. Auxiliary fees may vary from course to course. Fees for specific courses will be published in the timetable.

### **ADMINISTRATION FEES**

All courses carry a fee to cover administrative costs for transcripts\*, graduation, and library services.

- \$13 per course
- \$27 flat rate for Apprenticeship Programs

*\*This only includes transcripts sent to institutions in Alberta. Transcripts being sent out of province or for employment verification will be subject to a \$10 charge.*

## Tuition and Fees

### WELLNESS FEES

At GPRC, we believe in a healthy body and a healthy mind. As such, each GPRC credit student pays an administration fee for courses offered at both the Grande Prairie & Fairview Campuses. The Student Wellness Program allows students to learn lifelong skills in the area of well-being and good health and put them into practice. Students have the opportunity to develop these skills through free access to the GPRC Fitness Centre and Climbing Gym, as well as access to a variety of wellness programs, seminars, activities and special events. Options may include subsidies in local GP league recreation fees, Campus Recreation – Intramurals, Yoga Classes, Fusion Fitness, Spin Classes, Bootcamps, Dance Lessons, Zumba, Nutrition Seminars, Self-Defense Classes, weight room orientations & training options, and much more! With added growth each year, Student Wellness has many useful resources and networks that will be healthy alternatives for students, giving students a higher understanding of what it means to lead an active and healthy lifestyle and to find out more of what's going on in the world of Wellness.

#### Grande Prairie Campus

- \$10 per course
- \$10 per course for Collaborative Programs

#### Fairview Campus

- \$2.50 per week

### STUDENTS' ASSOCIATION FEES

Students' Association establishes rates for Students' Association fees and Student Life fees that are assessed upon registration. These fees are due and payable under the same terms and conditions as tuition fees.

Students registering in credit courses will be assessed Students' Association fees and Student Life fees as follows:

#### Grande Prairie Campus

- \$6.66 per credit Students' Association fee and \$1.98 per credit Student Life fee for University Transfer, Certificate and Diploma programs
- \$40.28 Students' Association fee and \$11 Student Life fee for 6-week Apprenticeship programs
- \$55.00 Students' Association fee and \$15 Student Life fee for 8-week Apprenticeship programs
- \$80.56 Students' Association fee and \$22 Student Life fee for 12-week Apprenticeship programs
- \$108.12 Students' Association fee per semester and \$30.00 Student Life Fee for 16 week Trades Program

#### Fairview Campus

- \$40.28 Student Association fee for 6-week Apprenticeship programs
- \$55.00 Student Association fee for 8-week Apprenticeship programs
- \$80.56 Student Association fee for 12-week Apprenticeship programs
- \$112.20 Student Association fee for one semester programs
- \$224.40 Student Association fee for one year programs

## Tuition and Fees

### STUDENT HEALTH and DENTAL PLAN

**Grande Prairie Campus**

780-539-2962

Fees for Student Health and Dental Plan are subject to changes by the Insurer.

The College assumes all students have basic health care coverage. Students registered in full-time credit programs will be enrolled in the mandatory extended student health plan. A student may opt out of this plan if s/he can prove extended coverage by another plan. Full-time is defined for this purpose as nine or more credits of study.

You will be assessed health and dental fees at a rate based upon the semester in which you enrolled. If you wish to add other family members to the plan, there will be additional charges. Information pertaining to the premium and specific benefits can be obtained at the Students' Association office. Health and Dental Plan fees are due on the same date as other fees for the semester.

#### *Option to Waive Health and Dental Fees*

Start Date	Extended Health	Dental	Total Health Fees	Opt Out Deadline
September	\$173.25	\$167.48	\$340.73	Sep 19, 2013
January	\$115.50	\$112.04	\$227.54	Jan 21, 2014

Students who have extended health and dental coverage may opt out of the plan by completing the required on-line waiver as per the dates listed. Waivers are valid as long as you continue to be a GPRC student. Please see [www.sagprc.com](http://www.sagprc.com) for more information.

#### *Exceptions*

Apprenticeship students and non-employment insurance clients approved for full-time study with Alberta Works are excluded from the Student Health and Dental Plan.

### EXAMINATION FEES

- Repeat Final Examination \$20
- Reappraisal of Final Examination \$20, may be refunded if reappraisal results in a higher grade
- Challenge Examinations 50% published tuition fee for the course
- Prior Learning Assessment 50% published tuition fee for the course

### OTHER FEES

*Parchment Replacement Fee* \$20

*Replacement ID Cards* \$10

### DAMAGE DEPOSITS

A \$30 damage deposit is assessed for each chemistry lab course. If you are responsible for damage to laboratory equipment, the full replacement costs will be charged against the damage deposit. Damage costs in excess of the damage deposit will result in the same penalties as other unpaid accounts until the total debt is paid.

## Tuition and Fees

### FEE PAYMENT

Please check program specific important dates located on our GPRC website. Semester fees for most classes must be paid by the deadlines listed:

Fall	September 19, 2013
Winter	January 21, 2014
Spring	Second Day of Classes
Summer	Second Day of Classes

Fees can be paid by semester installments by one of the following methods:

- Cheques or money-orders made payable to Grande Prairie Regional College
- Credit card (American Express, MasterCard or VISA) or Direct Debit.  
Payments by credit card may be made online through the Financial Tab on your myGPRC account or [www.gprc.ab.ca/students/pay](http://www.gprc.ab.ca/students/pay)
- Bill payment options available at most financial institutions

Fees for distance courses are due at the time of registration.

All payments should include your student identification number.

International students are required to have registration fees paid in full at time of registration.

### LATE PAYMENT FEE

If you do not meet the payment deadlines, you may be assessed a late payment fee. A \$50 penalty will be charged to accounts with an outstanding balance of \$250 or more. If you are unable to meet the payment deadlines, you should consult Financial Services prior to the deadline. If you do not pay tuition and/or fees or make formal arrangements for a payment plan by the final fee payment due date, as outlined in the Guidelines for Academic Schedule, you will be withdrawn from your program and all courses.

### WITHHOLDING ACADEMIC RESULTS AND CERTIFICATION

#### *Financial Holds*

The College reserves the right to withhold the granting of official transcripts, certificates and diplomas to students who have not returned College property such as textbooks, equipment or supplies, or who owe money to the College. Students in these situations normally have a hold placed on their student accounts. While your account is on hold you will not be permitted to register for other courses and you will not receive transcripts or statement of grades.

### REFUNDS

The deadline for you to drop fall or winter registrations for full tuition and fee refund is declared in Important Dates. A student withdrawn for disciplinary reasons shall be ineligible for a refund of fees. Wherein the College has a contract with an outside agency that agrees to cover a student's tuition and fees, the terms and conditions dealing with refunds may differ from College policy.

### LOCKER FEES

#### **Grande Prairie Campus**

Lockers are available on August 6th online (payment by credit card only) or in person at the Cashier's Office in Room C315.

- Small lockers with a combination lock, \$5 for one semester or \$10 for two semesters
- Medium lockers with a combination lock, \$15 for one semester or \$25 for two semesters
- Large lockers with a combination lock, \$20 for one semester or \$35 for two semesters

Locker rentals are also available for change rooms in the Fitness Centre. You may wish to contact the Fitness Centre office directly for information on their lockers.

You will want to clear out your locker at the end of the semester. The College will not be responsible for any belongings left in the locker at the end of your rental period.

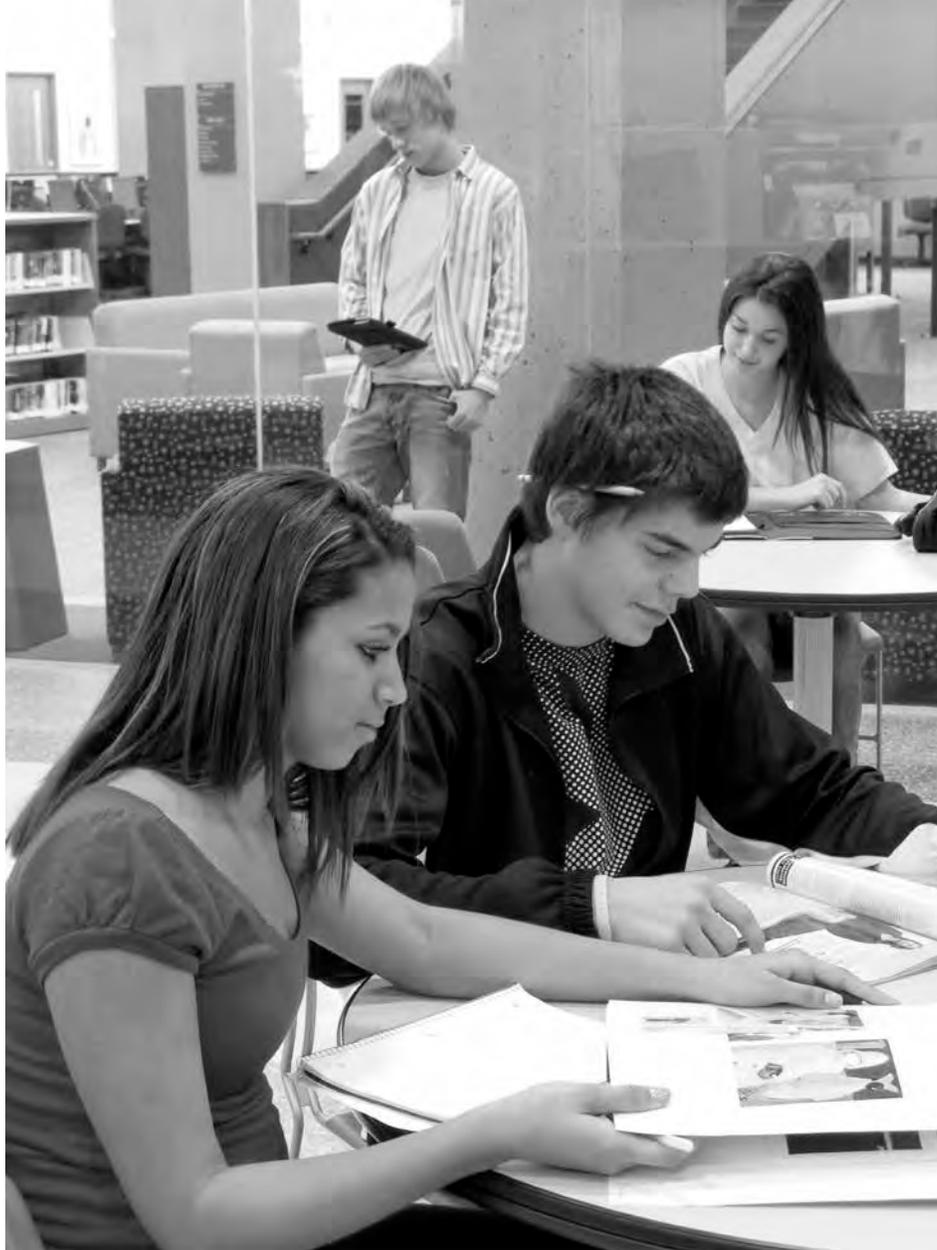
## Tuition and Fees

### STUDENT PRINTING

Printing is charged at a cost of \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided).

You will have a printing account established with a credit balance at the beginning of each course. For credit courses, you will receive a credit equivalent to \$1.00 per credit of courses that you are enrolled in. For non-credit courses (i.e.: Apprenticeship), you will receive a credit equivalent to \$1.00 per week of study.

You may add to your printing balance at any time by purchasing additional credits online using a credit card, or by purchasing additional credits at the Library, the Cashier's Office, the Bookstore, or at Student Services (Grande Prairie Campus only).



## Academic Regulations

# Regulations and Policies

### ADVANCED STANDING

Recognition of prior learning through course work completed elsewhere, or through work and life experience, may be awarded in one of three ways; Advanced Credit, Challenge Exams, or Prior Learning Assessment.

Application Forms for Advanced Standing are available from Student Services. All Advanced Standing decisions are coordinated through Student Services and are based upon the policies listed below.

Credits earned through advanced standing may not be included in a current credit load for purposes of maintaining full-time student status. If you are applying for a student loan or award and need to be in full-time attendance, it may be necessary for you to substitute other courses. Please check with Financial Aid. Credits earned through advanced standing will not be included in computation of your grade point average (GPA) with Grande Prairie Regional College.

Advanced Standing granted by Grande Prairie Regional College is for internal graduation purposes. Students transferring to other educational institutions are reminded that transfer credits awarded to any student for previous learning are subject to authority of each respective receiving institution.

### ADVANCED CREDIT

Advanced Credit will normally be considered for courses in certificate, diploma and applied degree programs. The authority to grant advanced credit for courses within the university transfer system belongs to the university awarding the degree.

Advanced credit may be granted for courses completed at another institution. If you are applying for advanced credit, you will need to provide copies of all academic transcripts. You may also need to provide course outlines for all courses in which credit is sought or calendar descriptions if course outlines are not available.

Only courses in which you have received a passing grade will be considered for Advanced Credit. The College reserves the right to determine the minimum passing grade required for transfer credit approval. While the College may accept for transfer credit a course with a minimum passing grade as determined by the sending institution, individual program progression or course prerequisite criteria may exclude you from the next level of study. Statute of Limitations may apply.

If Advanced Credit is granted, this will be noted on your Grande Prairie Regional College transcript. Normally, the maximum advanced credit that may be granted is one half the course load of a given certificate or diploma program. Departments may consider exceptions.

### CHALLENGE EXAMS

Some programs will allow students who demonstrate knowledge in the subject matter of a particular course to seek credit through challenge exams. Normally only courses currently offered may be available for challenge. The department will determine whether credit may be earned by challenge exam in a specific course.

There is a fee payable prior to completing a challenge exam. The grade obtained shall be recorded on the student's official transcript for the academic session in which the challenge exam is completed. Unsuccessful challenge attempts will not be recorded on the student's transcript.

Normally, the maximum number of courses that may be challenged is one half of the course load of a given certificate or diploma program. Departments may consider exceptions.

Credits and grades earned through challenge examinations will be recorded on the student's transcript for the academic session in which the assessment has been completed and will appear on the transcript with the grade remark of E, Grade Awarded by Special Assessment. Grades awarded by special assessment are not included in the calculation of your GPA.

## Academic Regulations

### PRIOR LEARNING ASSESSMENT

Prior learning obtained through work, non-formal education, or self-studies may be relevant to some of our certificate or diploma programs. Once application has been made to Grande Prairie Regional College, a Prior Learning Assessment and Recognition application may be completed and submitted to the appropriate department.

If the department approves an application for Prior Learning Assessment (PLA), the student will be assessed a non-refundable fee. Approval of an application for Prior Learning Assessment does not guarantee credit will be given.

Assessment may take the form of challenge exams, portfolio assessment, interviews, oral examinations, practical, and laboratory demonstrations.

PLA credits and grades received shall be recorded on the student's transcript for the academic session in which the assessment has been completed and will appear on the transcript with the grade remark of "E", Grade Awarded by Special Assessment.

### GRADING SYSTEMS

Grande Prairie Regional College records and reports final grades for the purposes of students' academic records using the alpha grading system, and the following approved letter codes, for all programs and courses offered by the College. Alpha grades will be converted to four-point equivalence for the calculation of GPAs.

Alpha Grade	4-Point Equiv.	Descriptor
A+	4.0	Excellent
A	4.0	
A-	3.7	Very Good First Class Standing
B+	3.3	
B	3.0	Good
B	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	2.0	
D+	1.3	Poor*
D	1.0	Minimal Pass*
F	0.0	Fail
WF	0.0	Fail, withdrawal after the deadline

The following letter grades may also be used:	
AU	Audit; no credit given, not included in calculation of the Grade Point Average (GPA)
CR	Credit; course requirements successfully completed, credit awarded
IN	Incomplete; indicates that course requirements are not complete and that an extension has been granted. Normally, extensions are 20 business days from the last scheduled meeting of the courses. Students who fail to complete requirements by the approved extension day will receive an "F" in the course.
P	Pass; indicates fully satisfactory performance
IP	In Progress; assigned the first term of a two-term course.
IPF	In Progress Fail; assigned to the first term of a two-term course if the student failed the course after the completion of the second term of the course.
IPW	In Progress Withdraw; assigned to the first term of a two-term course where the student earns "W" in the second term of the course.
NC	No Credit; course requirements not successfully completed, credit not awarded
TR	Transfer credit awarded on the basis of successful completion of equivalent learning from another institution
W	Withdrawal with permission; not calculated in GPA

## Academic Regulations

*\*A grade of D will be considered a minimum passing grade and will normally meet the prerequisite requirements for the next level of study. Exceptions to this will be clearly stated in prerequisite requirements in the course description or in program progression criteria.*

*Other post-secondary institutions may not consider grades of D sufficient to award transfer credit. Currently, the University of Alberta will not accept for transfer courses completed with grades of "D" or "D+". Some post-secondary institutions, for example, the University of Calgary, may accept courses with grades of "D" for transfer credit but may not allow you to use the courses as prerequisites to other courses.*

### Grades Remarks include:

<b>E</b>	Grade awarded by special assessment. Grades awarded by special assessment are not included in the calculation of your GPA.
<b>G</b>	Grade awarded on the basis of repeat final examination.
<b>M</b>	Granted deferred final examination.
<b>S</b>	Granted repeat final examination. Examination not repeated.

### Percentage Conversion

Courses submitting grades as an alpha letter grade with a pass mark of D are normally advised to use this percentage conversion as a guideline. Where the course outline does not declare an alternative, the Percentage Conversion table shall apply.

Alpha Grade	Percentage Conversion
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	55-59
D	50-54
F	0-49

Instructors submitting grades as a percentage with a pass mark of 50 per cent will use the above table. Courses with a pass mark higher than 50% will adjust the assigned letter grade to show failing marks. For example, if 85% is the pass mark and the student has a mark of 83%, the student would receive an "F" and 0 credits earned for the failing mark.

### AUDIT

If you choose to Audit a course, you will attend lectures, and participate in classes only to the extent permitted by the instructor. Audit students are not typically responsible for graded work. Audits are recorded on an official transcript with a grade of AU. Some courses are not open to audit students. Registration for Audit cannot be completed online. Completed Audit Agreements with the signature of the instructor are required in order to process an Audit. The deadline for admitted students to change from credit to audit or audit to credit is the Withdraw with Permission deadline. There is a cost to audit a course and refunds will not be given after the drop deadline.

Audit students may be permitted in Visual Arts Studio and Digital Design courses after all credit students have been accommodated and if there are seats available. You will not be permitted to audit a specific studio course more than once. If you wish to audit a travel course, it must be approved prior to leaving on the course.

## Academic Regulations

### GRADES AND TRANSCRIPTS

#### *Official Grades*

Grades are available on your myGPRC account, and are subject to change. Students can generally expect grades to be official in mid-January for fall semester courses, mid-May for winter semester courses, and mid-September for spring and summer courses.

Students are responsible for checking their online student account regularly, and for ensuring the accuracy and completeness of their official record at the end of each semester.

#### *Official Transcripts*

To request official transcripts of your academic record, you will need to complete a Transcript Request form. This form along with other useful information regarding transcripts can be found on our website [www.gprc.ab.ca](http://www.gprc.ab.ca).

#### *Co-curricular Transcript*

If you have participated in an extracurricular activity that has received approval as a recognized learning activity, you may apply for a co-curricular transcript. Application forms are available from Student Services. Applications must be completed and returned to Student Services by May 15th.

### ACADEMIC STANDING

#### *Honours*

Academic Honours will be noted on your transcript and graduation parchment.

#### **First Class Standing**

“1st Class Standing” is recognition of academic honours of a GPA of 3.3 or better. You will be awarded “1st Class Standing” if you meet the GPA requirement and successfully complete:

- all the requirements for a certificate, or
- all the requirements for first or second year of a diploma, or the academic year (fall and winter semester) as a full time student enrolled in a minimum of 15 credits each semester for the academic year.

#### **With Distinction**

“With Distinction” is recognition of academic honours when you maintain “1st Class Standing” over both years of a diploma curriculum or over two successive academic years of full-time study.

#### *Outstanding Achievement*

##### **President’s Honour Roll**

Your name will be placed on the President’s Honour Roll if your GPA is 3.5 or better and you are a full time student enrolled in a minimum of 15 credits each semester for the academic year (fall and winter semester). Students who qualify for President’s Honour Roll will receive a Letter of Academic Excellence from the President and their names will be presented to GPRC’s Board of Governors.

#### *Unsatisfactory Standing*

##### **Required to Withdraw**

Academic standing is regularly reviewed. In an extreme case, you may be asked to withdraw from College studies. If you are a full-time student, and you fail to achieve a minimum GPA of 1.0 for the academic year, you will be required to withdraw and you will not be considered for readmission the following academic year. The Registrar’s Office will notify you of this and the statement “Required to Withdraw” will appear on your College transcript.

If you have been out of college for at least one academic year following being required to withdraw from GPRC or from another college or university, you may apply to GPRC. Your application will be considered without penalty.

## Academic Regulations

### Appeals

If you have been required to withdraw due to poor grades and wish to re-enroll for the next consecutive semester, a re-enrollment form and a letter of appeal must be submitted to the Registrar. The letter should state the program to which you are applying, why you feel you should be readmitted, why previous work was unsatisfactory and how you plan to overcome earlier problems.

If you are approved for readmission, you will be asked to enter into a contract with the College. Attendance, midterm performance and regular appointments with your advisor will be monitored for the year. The Chairperson and the Registrar make the final decision regarding appeals. If you were asked to withdraw from another college or university, you will need to follow this appeal process.

### *Academic Standing and Athletic Participation*

You must be a full-time student to be considered eligible for Alberta Colleges Athletic Conference (ACAC) athletic participation. To maintain eligibility, you must attain a minimum grade point average (GPA) of 1.0 in your first semester of study and a GPA of 1.5 thereafter. Suspensions will be enforced if you fail to meet the 60 percent enrollment requirements or if you fail to achieve the minimum GPA requirements for each semester of study.

If you are participating on ACAC teams, you may be eligible to receive an athletic scholarship. To receive an athletic scholarship, you must attain a minimum GPA of 2.0 in the previous semester. If you do not achieve this minimum expectation, you will not be nominated to receive an athletic scholarship in the next semester.



## Academic Regulations

### **EXAMINATIONS**

Beginning and ending dates for the final exam period for your program are listed in Important Dates. Students are advised to take note of these dates and to be available for the duration of the examination period.

Student Services will publish the examination schedule for the fall semester examination period by the first Friday in November and for the winter semester examination period by the first Friday in March. You will find the Examination Schedule on your myGPRC account.

Where courses are exempt from the examination period, students can expect that the course timelines are using the full schedule of the course to maximize instructional advantage and that the course timelines will not create undue hardship for students in the last week of classes in each semester. Written or oral testing worth 20 percent or more will not be given in the last week of classes.

The final examinations for spring or summer session courses will normally be scheduled during the regular class time and will normally be the last day the course meets. The course outline will specify any extraordinary final examination details.

Where students make plans that might interfere with their ability to attend a scheduled examination, the College is not obliged to provide an alternate examination time.

### ***Examination Procedures***

You are required to sign in for examinations and may be required to present your student identification card. Students who fail to report for a scheduled examination and who do not qualify for a deferred examination will receive a grade of "F" for the missed examination.

The examination schedule will provide a three-hour period for each examination, however, not all examinations will be three hours. Examination test papers will specify the time allotted for the examination. Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination.

Students will not normally be permitted to leave the examination room within the first half-hour of the examination period.

Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor.

If you leave the examination room for any reason unacceptable to the instructor, you must hand in all examination materials and it will be assumed that the examination is completed.

Electronic recording or transmitting devices (i.e. cell phones, iPods, Blackberries, MP3 players, calculators, etc.) will not be normally allowed during a final examination unless the instructor has specifically given permission.

You should note that instructors will take reasonable precautions to prevent cheating and disruptions during examination.

### ***Debarred From Exams***

You may be refused permission to write a final examination in a course on the advice of the instructor concerned, and with the concurrence of the Department Chairperson and the Registrar. This usually happens when absences are excessive or if significant parts of required assignments or lab work are not completed.

If you are debarred from writing a final examination on the basis of attendance, you will be assigned a grade of "F" for the examination.

## Academic Regulations

### ***Deferred Exams***

Deferred final examinations may be granted when an examination has been missed or interrupted because of illness, domestic problems or a conflict with religious beliefs. In the case of illness, medical documentation will normally be required.

To be considered for a deferred examination, you must notify Student Services within forty-eight hours (before or after) of the scheduled examination time of any missed or interrupted examinations.

Deferred examinations must be completed within twenty days of the end of the examination period. The deadline for completed deferred examinations is published in Important Dates. The final grade in the course will indicate that the grade was based on a deferred final examination.

You will not be granted a deferral for an interrupted examination if you failed to notify the instructor during the examination of the need for an interruption. You should also note that if you fail to report for a scheduled examination and do not qualify for a deferred examination, you will receive a grade of “F” for the missed examination.

## **OBTAINING A REAPPRAISAL**

### ***Final Exam***

If you believe a mistake has been made grading a final examination, you should discuss the matter with the course instructor. If the instructor is not available or if you are not satisfied with the instructor’s review, you may apply for a reappraisal by writing to Student Services within 30 days after the grades are released. The final grade you receive for the course may be lowered, raised or left unaltered depending on the outcome of the reappraisal. A fee will be charged for each reappraisal. The fee will be refunded if the reappraisal results in a higher grade.

### ***Final Grade***

If you believe a mistake has been made in the calculation or reporting of your final grade, you should discuss the matter informally with your instructor. If your instructor is not available, or if you are not satisfied with the instructor’s review, you should apply in writing for a reappraisal of your final grade. You must apply to Student Services for a reappraisal of final grade within ninety days of the publication of final grades. Your final grade may be lowered, raised or left unaltered as a result of the reappraisal.

### ***Repeat Final Exams***

You will be granted opportunity for a repeat examination in a course when you have written the final examination and the grade of the exam results in a failing grade in the course or lowers your grade by three letter grade increments (for example, A- to B-). In order to qualify for a repeat final examination the final examination must be worth forty percent or more of the final course grade and you must have achieved a passing average on all other work in the course.

Completed “Applications for Repeat Final Examinations”, including instructor’s approval and signature, must be submitted to Student Services with applicable payment within fifteen (15) business days of the end of the scheduled examination period. Repeat examinations must be completed within five (5) instructional days following the application deadline. The deadlines for application and completion of repeat final examinations will be detailed in the Academic Schedule.

The grade on the repeat final examination replaces the grade on the final examination. The repeat final exam may cause your final grade to be raised, or lowered, or to remain the same. A final grade based on a repeat final examination will be coded with a “G”. Only two repeat final exams are permitted per academic year.

## Academic Regulations

### **GRADUATION**

#### ***Be recognized as a College Graduate!***

Grande Prairie Regional College is proud of its graduates and celebrates their success. As a GPRC graduate, your name may be published in the Convocation Program with information on the program of studies you have successfully completed. The details made public at Convocation may also include any academic honours you have been awarded. Names of students graduating from various College programs and the academic honours students have been awarded may also be released to the media or be included in other College publications.

#### ***Apply to Graduate***

If you have successfully completed the required courses in your curriculum and met all graduation requirements for the program, you may be eligible to receive a certificate or diploma.

Your eligibility to graduate will normally be considered in accordance with requirements shown in the calendar of the year in which you first enrolled and were admitted into the program.

If you believe you qualify for a certificate or diploma, you need to complete a Parchment Application Form available from Student Services. There is no cost to completing the application form to have your academic record reviewed and your graduation status evaluated. If you qualify for a College certificate or diploma, your official College transcript will be updated.

#### ***Residency Requirement***

You may transfer credits from another institution, accumulate credits from advanced standing or challenge procedures in order to fulfill curriculum requirements. In order to graduate, you must complete 50 percent of the curriculum requirements of your program at Grande Prairie Regional College.

#### ***Grade Point Average Requirement***

A minimum grade of D is required in any course considered for graduation. Some programs may require more than this minimum requirement and may require you to present an overall grade point average (GPA) that exceeds 1.0. Additional graduation requirements are detailed in the program description section of this calendar.

#### ***Withholding Academic Results and Certification***

##### **Financial Holds**

The College reserves the right to withhold the granting of official transcripts, certificates and diplomas to students who have not returned College property such as textbooks, equipment or supplies, or who owe money to the College. Students in these situations normally have a hold placed on their student accounts. While your account is on hold you will not be permitted to register for other courses and you will not receive transcripts, statements of grades, or certificate/diploma parchments.

If you have applied to graduate and have not cleared outstanding accounts, you may not be allowed to participate in Convocation ceremonies and you will not receive graduation documents until your account is in good standing.

## Student Conduct

### Student Conduct

As a student, it is your responsibility to read, understand and comply with the college's academic policies, which are reviewed regularly, updated and posted on our college website. If you have any questions regarding these policies, please contact Student Services.

#### Attendance

Regular attendance is crucial for student success. As noted in the Rights and Responsibilities, faculty members may prescribe attendance requirements for specific courses and in addition, programs may have mandatory attendance requirements.

Students receiving training allowances or other forms of financial assistance are expected to be aware of and comply with the conditions of their sponsorship, which generally require regular attendance. The College is obliged to provide attendance requirements directly to the sponsoring agency to ensure continued financial assistance.

Attendance is mandatory for apprentices. Unauthorized absences may result in termination of training and training allowances.

#### Dress

Students are expected to conform to dress and safety standards consistent with those of the career field of their program for health, safety, and sanitary reasons. GPRC reserves the right to establish codes of safety and health dress standards in addition to government and professional standards.

#### Academic Grievance

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

#### Copyright

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

#### Academic Dishonesty

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor.

## Student Conduct

### Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were your own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than yourself (this includes having another person impersonate you or otherwise substitute the work of another for your own in an assignment, examination, or test)
- parts of your work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- you submit or present the work in one course which has also been submitted in another course (although it may be completely original with you) without the prior agreement of the instructor
- clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When you submit a paper, it is understood that you are consenting to such a procedure and that you cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

### Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination or part of it outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- impersonation of another student in an examination or other class assignment.

If you voluntarily and consciously aid another student in the commission of one of these offenses you are also guilty of misconduct.

Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

### Penalties

First offenses are normally treated with a warning and/or failing grade on the work in question. Repeat infractions or academic misconduct that is willful and significant may result in a failing grade in the course, requirement to withdraw from a course or program, and in the most extreme cases, expulsion from the College. If you have been accused of academic misconduct, and it is determined that the misconduct did not occur, you will be given an opportunity to complete the assignment, rewrite the exam, or receive the grade that they would have been entitled to. All decisions and disciplinary actions concerning academic misconduct are subject to the appeal process outlined in the Student Academic Grievance Policy.

## Student Conduct

### Non-Academic Offences

The disciplinary power of the College is inherent in its responsibility to protect its educational purposes and processes through the setting of standards of conduct and through the regulation of the use of its facilities. By registering with the College, you agree to abide by the rules and regulations of the College and will be governed by the established standards of conduct that apply to students whenever they are on property owned, leased or operated by the College.

“Non-Academic Misconduct” means behaviour on property owned, leased or operated by the College, that violates explicitly stated College rules and regulations, or a Federal, Provincial or Municipal statute, regulation or by-law. Student misconduct includes but is not limited to:

- Furnishing false or misleading information to College officials or on Official College records or altering or tampering with such records
- Theft, malicious destruction, damage or injury to property
- Appropriating for his/her own use property not his/her own without the consent of the owner or person legally responsible for it
- Possession, use or distribution of any illegal substance
- Unauthorized consumption, possession, or distribution of alcoholic beverages
- Unauthorized entry into, or use of College facilities
- Failure to comply with directions of College administrative officers or faculty within the purview of their authority when carrying out their normal duties
- Conduct which causes injury to a person and/or damage to College property or to the property of any member of the College community.
- Bullying, violence or threat of violence
- Unacceptable behavior or language (on campus, in classrooms, while using computers, at events, on trips, etc.).

When harassment/discrimination is alleged, all individuals are treated in accordance with the Resolution/complaint Procedures outlined in the Discrimination and Harassment Policy. When it is determined that a student poses a threat to campus security or to the safety of any person on campus, the College reserves the right to take immediate and necessary action. This may include immediate suspension from Grande Prairie Regional College until a hearing can be held which will normally occur within ten (10) business days. The threat may result from activities or behavior that occurred on or off campus. The person responsible for the student whose behavior is in question in that particular setting should make every effort to resolve the matter immediately as long as there is no threat of potential harm to the supervisor or others present.

The levels of authority required to approve the disciplinary action are found in the following continuum:

<b>Disciplinary Action</b>	<b>Level of Authority Required</b>
i. Warning	i. Person in supervisory role when the misconduct occurs
ii. Removal from activity	ii. Person in supervisory role when the misconduct occurs
iii. Non-academic probation	iii. Divisional Dean and Dean, Student Experience
iv. Restitution	iv. Divisional Dean and Dean, Student Experience
v. Community Service	v. Divisional Dean and Dean, Student Experience
vi. Suspension or expulsion	vi. Vice President, Academics and Research / Vice President, Fairview (based on campus where act of misconduct occurs)

*Appeals of (i.) through (v.) above should be directed to the Vice President Academics and Research / Vice President Fairview.*

*Appeals of (vi.) above should be directed to the College President.*

If your conduct is under review, you are advised to review the full academic policy on Student Misconduct: Academic and Non-Academic available online at [www.gprc.ab.ca](http://www.gprc.ab.ca).

## University Transfer Basics

### University Transfer Basics

GPRC University Transfer Programs are the first steps to degree completion. Our transfer programs give you the opportunity to begin university studies with the advantage of highly qualified faculty, low student-instructor ratio, a friendly supportive environment and affordable tuition fees.

#### ***What is a university transfer program?***

University Transfer programs are special programs offered at colleges in Alberta. A university transfer program allows you to begin university studies at the college and then transfer to a university or a private university college to complete the degree.

GPRC offers one to two years of university transfer course work toward a variety of degree programs. Many students in our University Transfer programs complete their programs at degree-granting institutions within Alberta. Others transfer successfully to degree-granting institutions elsewhere in Canada.

#### ***How do I know which GPRC courses will transfer?***

GPRC courses with approved transfer arrangements are identified in the Course Description section of the calendar. “UT” denotes that the course transfers to at least one degree granting institution in the province. The Alberta Transfer Guide lists all the specific details on approved course and program transfer agreements that the College has with post-secondary institutions in Alberta.

The information in the Transfer Guide changes annually with additions, deletions and amendments. You should consult the edition of the Transfer Guide that corresponds to the academic year in which you plan to take the course. The Alberta Transfer Guide is accessible at [www.transferalberta.ca](http://www.transferalberta.ca). If you have questions about transfer agreements call the Alberta Council on Admissions and Transfer (ACAT) toll free at 310-0000 and ask for 780-422-9021 or send ACAT an email at [acat@gov.ab.ca](mailto:acat@gov.ab.ca).

#### ***Will I get the credit noted in the Transfer Guide?***

Yes. If the university course listed as “equivalent” to the GPRC course is appropriate to the degree program you want to enter, you will be guaranteed the transfer credit shown in the Guide. However, if you change to an unrelated program there may not be room in your new program for all previously completed courses. In addition, some universities specify a minimum grade for transfer credit. This information can be found in the university’s calendar. To ensure full transferability to a specific university degree program, the course work completed must meet the stated program requirements of the university program to which you plan to apply.

#### ***Am I guaranteed university admission?***

Completion of university transfer courses does not guarantee admission to programs at degree-granting institutions. Admission to degree programs is normally competitive and there may be limitations (quotas) on the number of students admitted to the degree program.

#### ***What university transfer courses should I take?***

The college calendar provides advice on courses you should consider for your university transfer program. Once you have decided on a university, use the GPRC calendar, the Alberta Transfer Guide, and the current calendar of your chosen institution to plan your program and verifying transferability.

The current calendar from the degree-granting institution you ultimately want to attend will provide specific information on admission, program and graduation requirements. As you review the university’s calendar you should seek answers to the following questions:

- What courses are required?
- How many and what kinds of electives (options) are permitted?
- What courses are needed to meet the major requirements?
- How many junior courses can I take for credit?
- How many courses (credits) can I transfer into the program?
- Will grades on my university transfer courses be counted for promotion, probation and graduation or only for purposes of admission to the university?

## University Transfer Basics

You will want to understand your program and the transfer guidelines. To successfully transfer to the institution to which you plan to apply for degree completion, you are required to meet the admission and course requirements set out by the receiving institution. Your courses must be transferable, must fit your program, and your academic standing must at least meet the minimum required by the institution.

Choose your courses wisely so that the courses are appropriate for the degree program. If the degree is offered at another institution, plan to take courses that will also fit that institution's program requirements. You may not be able to gain admission to your first choice but you will have kept your options open.

Degree program requirements change from time to time so make sure you are using the most recent edition of the college calendar and the calendar from the degree-granting institution.

### ***Who should I ask if I have questions?***

If you have questions and wish to discuss your program or course selection, you are encouraged to consult with an Academic Advisor. If you are admitted to a university transfer program at GPRC, you will be assigned an advisor or you may consult with an advisor in Student Services. While the majority of university transfer programs at GPRC are modeled on University of Alberta programs, you can successfully apply to transfer to degree-granting institutions elsewhere. If you are considering an out-of-province institution, you are welcome to discuss your plans and course choices with your advisor.

### **ALBERTA COUNCIL ON ADMISSIONS AND TRANSFER**

11th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T5J 4L5  
Toll Free 310-0000, 780 422-9021  
[acat@gov.ab.ca](mailto:acat@gov.ab.ca)  
[www.transferralberta.ca](http://www.transferralberta.ca)

The College is a member of the Alberta Council on Admissions and Transfer (ACAT), an independent body that coordinates all activities related to post-secondary transfer within the province of Alberta. Transfer enables students to move from one post-secondary institution to another and receive credit for prior study. Grande Prairie Regional College has formal course and program transfer arrangements with the post-secondary institutions in Alberta, Northwest Territories and Nunavut.

### **FORMAL TRANSFER ARRANGEMENTS**

ACAT prepares the Alberta Transfer Guide that outlines all the course and program transfer agreements in effect between post-secondary institutions in Alberta, British Columbia, Yukon, Northwest Territories and Nunavut.

Students wishing to transfer from the College to another institution in the province should refer to the Guide and other transfer information available online or contact the ACAT office directly.

A number of the university transfer programs make reference to "junior" and "senior" courses. At the University of Alberta, for example, courses numbered at the 100-199 are considered basic undergraduate or "junior" courses and normally have no university-level prerequisites. UofA courses numbered at the 200-299 may have 100-level prerequisites and are typically designed for students in the second year of a program; and courses numbered at the 300-399 may have 200-level prerequisites and are typically designed for students in the third year of a program. At the UofA courses numbered 200 and above are considered "senior" courses.

If you are trying to determine the "junior" or "senior" level of your course selection, you should refer to the Alberta Transfer Guide and to the calendar of the university to which you intend to transfer.

# Apprenticeship



## Apprenticeship

# Apprenticeship

1-888-822-2250  
[apprenticeship@gprc.ab.ca](mailto:apprenticeship@gprc.ab.ca)

GPRC Grande Prairie

GPRC Fairview

Apprenticeship is a method of gaining the expertise needed to become a skilled tradesperson. This is done through a combination of on-the-job and classroom training. Typically, apprentices train for four years (although this varies by trade), spending four to twelve weeks a year in an educational institution and the rest of the time training on the job. When all training has been completed, the apprentice writes provincial examinations set by industry and the Government of Alberta, and if successful becomes certified by the Province as a qualified tradesperson or journeyman. Upon completion of the program the apprentice may also write interprovincial exams to obtain Red Seal status.

## THE PROCESS

To become an apprentice you must be at least 16 years old, meet the educational requirements for the trade in which you are interested, and find employment with an employer who is willing to hire and train you as an apprentice.

Once hired, the employee discusses apprenticeship training with the employer, obtains appropriate approvals, and enters into a contract. This contract is then registered with Alberta Apprenticeship and Industry Training (AIT). AIT will issue an identification card, a course outline booklet, and an apprenticeship record book.

Apprentices will receive notification by mail from AIT, and must then go online ([www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)) for a list of all the training opportunities available for the trade for the academic year commencing July 1 of that year and ending June 30 of the next year. AIT's Apprenticeship Class Calendar and Enrollment Instructions which outlines the procedures for application and admission to the apprenticeship programs at GPRC can also be found online.

The apprentice must contact GPRC to apply for an intake. Full tuition and other fees are due and payable at the time of application.

The apprentice will attend GPRC on the start date specified online, or as may be modified in writing by GPRC. Failure to attend may lead to cancellation of the admission.

## FEES AND EXPENSES

Apprenticeship tuition is set by AIT, and varies according to the length of training. Apprentices also pay applicable GPRC and GPRC Students' Association fees and are responsible for required textbooks and course supplies.

*The Apprenticeship Program is administered by AIT. As a training provider, GPRC adheres to all AIT policies. The AIT website, [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca) provides complete information about apprenticeship training, including: enrollment procedures; fees and financial assistance; and attendance, performance, behaviour, and cheating policies.*

## Apprenticeship

### What does GPRC Offer?

The following apprenticeship programs are delivered by GPRC:

Trade	Campus Location
Automotive Service Technician	Fairview
Carpenter	Fairview
Electrician	Grande Prairie
Heavy Equipment Technician	Fairview
Instrument Technician	Fairview
Millwright	Grande Prairie
Motorcycle Mechanic	Fairview
Parts Technician	Fairview / Grande Prairie
Plumber	Fairview
Steamfitter-Pipefitter	Fairview
Welder	Fairview
Welder – Wire Process Operator	Fairview



## Certificates and Diplomas



## Academic Upgrading

# Academic Upgrading

780-539-2960  
1-800-539-4772, ext. 2960  
[upgrading@gprc.ab.ca](mailto:upgrading@gprc.ab.ca)

**GRADE 12 EQUIVALENCY  
Certificate**  
*Duration: varies*  
*Total Credits: varies*

**GPRC Grande Prairie**

The Academic Upgrading Department offers a complete range of learning opportunities, from literacy through grade 12 equivalency and College preparation courses, on a full or part-time basis. You can earn the high school prerequisites you need to enter college level courses at GPRC or at other educational institutions.

### Courses in Academic Upgrading

Academic Upgrading offers a broad range of courses in a variety of subject areas that span pre-high school to high school equivalency. All upgrading courses are identified as “HS” courses in the Course Descriptions section of the calendar.

Look for upgrading courses in these subject areas: Biology (BI), Chemistry (CH), Comprehension Skills (LL), Computers (CP), English (EN), French (FR), Mathematics (MA), Physics (PC), Science (SC), Social Studies (SL), and Skills Development (AD). Not all courses may be offered in the current year. Consult the timetable or the Department of Academic Upgrading for courses offered this year.

### Admission Requirements

You must be 18 years of age or older in the semester in which you plan to attend the program. English and Mathematics placement assessments may be necessary in order to properly place you in your courses.

### Placement Assessment

When do you write a placement assessment?

- if you have been out of school for two or more years
- if you received less than 60 percent in Alberta Education English 10-1, 20-1, 30-1 or in Alberta Education Mathematics 10C, 20-1, 30-1
- if you have not taken courses in the Alberta Education English 10-1, 20-1, 30-1 or Mathematics 10C, 20-1, 30-1

### Transcripts

You will need to provide your high school transcript with your application to confirm successful completion of prerequisite and co-requisite courses, including the following:

#### Math

You may register in the next higher level of mathematics (MA0120 or MA0130) if you achieved a mark of 60 percent or better in Alberta Education (Mathematics 10C or Mathematics 20-1), within two years of admission to GPRC.

#### English

You may register in the next higher level of English (EN0120, or EN0132, EN0130) if you achieved a mark of 60 percent or better in Alberta Education English 10-1 or 20-1, within two years of admission to GPRC.

#### Science

If you have successfully completed a GPRC or Alberta Education Science course within two years of admission you may enroll in the next sequential Science course if other prerequisites are met. If it has been more than two years since successful completion, then it is recommended that you speak with an Academic Upgrading advisor.

*Note: Applied Mathematics will be considered equivalent to the -3 level for the purpose of prerequisites for Science courses (e.g. Mathematics 20 Applied=MA0123 or Mathematics 20-3)*

## Academic Upgrading

### Social Studies

To register in SL0120, you must have a minimum of 60 percent in Alberta Education Social Studies 10-1 or minimum grade 10 equivalent English placement results. To register in SL0130 you must have a minimum of 60 percent in Alberta Education Social Studies 20-1 or 30-2.

The Alberta Transfer Guide identifies the following Academic Upgrading courses as the equivalent of Alberta Education courses	
Academic Upgrading	Alberta Education High School Course
MA0110, MA0120, MA0130, MA0131	Mathematics 10C, Mathematics 20-1, Mathematics 30-1, Mathematics 31
MA0122, MA0132	Mathematics 20-2, Mathematics 30-2
MA0113, MA0123, MA0133	Mathematics 10-3, Mathematics 20-3, Mathematics 30-3
EN0110, EN0120, EN0130 EN0132	English 10-1, English 20-1, English 30-1 English 30-2
SL0120, SL0130	Social Studies 20, Social Studies 30
PC0120, PC 0130	Physics 20, Physics 30
CH0120, CH0130	Chemistry 20, Chemistry 30
BI0120, BI0130	Biology 20, Biology 30
FR0120, FR0130	French 20, French 30

### Graduation Requirements

#### CERTIFICATE OF GRADE 12 EQUIVALENCY

You can apply for a Certificate of Grade 12 Equivalency from GPRC if you successfully complete (receive a passing grade in) English and either Mathematics or Social Studies as listed:

- English (EN0130 or EN0132) or an equivalent grade 12 level English course from another institution
- MA0130 or MA0132 or MA0133 or an equivalent grade 12 level Mathematics course from another institution or SL0130 or equivalent (Social Studies 33 is also acceptable).

In addition to English and Mathematics or English and Social Studies listed above, you must successfully complete two other grade 12 level courses from the following:

- Biology
- Chemistry
- French
- Mathematics 0130 or Mathematics 0132 or Mathematics 0133 (if not used above)
- Mathematics 0131 or Mathematics 31
- Physics
- Science
- Social Studies (if not used above)
- One departmentally approved grade 12 option, which may be a second language other than French, music, art, drama, business education, home economics, physical education, industrial education or a departmentally approved post-secondary course

A minimum of two required grade 12 equivalent subjects must be taken with GPRC. An official transcript must be presented to verify courses and grades completed at other institutions.

If you meet these requirements, please complete a Parchment Application form, available from Student Services.

## Animal Health Technology

# Animal Health Technology

780-835-6630  
1-888-999-7882, ext. 6630  
[aht@gprc.ab.ca](mailto:aht@gprc.ab.ca)

**Diploma**  
*Duration: 66 weeks*  
*Total Credits: 67*

**GPRC Fairview**

## Animal Health Technology Diploma

The Fairview Campus Animal Health Technology (AHT) program has a long-standing reputation for producing highly skilled and capable professionals.

Students receive training in animal nursing, surgical assistance, anesthesiology, laboratory procedures, diagnostic imaging, pharmacology and dental procedures. Studies include animal diseases, animal behavior, parasitology, nutrition, microbiology, hematology, ethics, anatomy, physiology, pathology and terminology. Students also practice communications, office procedures and client relations.

Our campus features a working farm with a variety of large animals plus companion animals on site. These provide our students with many opportunities to gain experience in handling, treating and caring for live patients of all sizes. Practical expertise is emphasized and complemented with relevant theory and taught by highly qualified, skilled and experienced veterinary professionals.

Students also have the opportunity to spend time in veterinary clinics and other veterinary facilities. In addition to more traditional lecture and laboratory settings, students in second year will do rotations in the on-site small animal clinic and a six-week practicum at facilities throughout Canada.

Graduates of our Animal Health Technology program are eligible to write the Veterinary Technician National Examination (VTNE) for membership in the Provincial Association.

### ***Admission Requirements***

The applicant must have the following prerequisites:

- High School Diploma
- English 30-1 or English 30-2
- Mathematics 30-1 (minimum 50%), Mathematics 30-2 (minimum 65%)
- Biology 30
- Chemistry 30
- Verification of 40 hours job shadowing experience

### **Selection Criteria**

The applicant must have at least 40 hours of job shadowing with a Registered Animal Health Technologist in a Veterinary Practice environment. The applicant must provide a completed Verification of Work Experience form.

The Animal Health Technology program can be oversubscribed and therefore the applicant must meet or exceed all academic course requirements and complete the volunteer and/or paid animal care work experience hours.

### ***Progression Criteria***

To be promoted from one year to the next, the student must successfully complete all the required AHT courses of the previous year.

## Animal Health Technology

### ***Program Curriculum***

#### ***First Year***

##### ***Fall (16 weeks)***

- AH112 Animal Behavior and Restraint
- AH141 Anatomy and Physiology I
- AH143 Animal Science
- AH144 Office Procedures
- AH160 Communications
- AH172 Veterinary Terminology
- AH173 Applied Mathematics
- AH174 Laboratory Procedures and Microbiology

##### ***Winter (16 weeks)***

- AH241 Anatomy and Physiology II
- AH242 Ethics and Client Relations
- AH243 Laboratory and Exotic Animals
- AH244 Nutrition
- AH245 Parasitology
- AH246 Animal Nursing I
- AH247 Pathology
- AH248 Procedural Review I
- AH249 Hematology

#### ***Second Year***

##### ***Fall (16 weeks)***

- AH340 Anesthesiology
- AH342 Laboratory Procedures II
- AH343 Diagnostic Imaging
- AH344 Applied Immunology
- AH345 Clinical Procedures I
- AH346 Animal Nursing II
- AH347 Surgical Assistance I

##### ***Winter (12 weeks)***

- AH441 Dental Procedures
- AH442 Animal Diseases
- AH443 Theriogenology
- AH445 Pharmacy and Pharmacology
- AH446 Procedural Review II
- AH455 Clinical Procedures II
- AH481 Field Trip

##### ***Spring (6 weeks)***

- AH447 Practicum

### ***Graduation Requirements***

Students must complete all required courses with a GPA of no less than 2.00 with no “F” grades. Students must also satisfactorily complete the practicum component in order to receive a diploma. Program must be completed within a five year period.

### ***Pre/Post Graduation Affiliation***

Graduates of the program must comply with the Animal Health Technologist Association of the province in which they will be practicing. Membership requirements vary between provinces. Students are encouraged to become student members while attending the program.

### ***Post-Diploma Degree Options***

Graduates of the program may be eligible for credit towards a Bachelor of Science degree at Athabasca University, University of Alberta or University of Lethbridge.

### ***Additional Information***

#### ***Special Requirements***

1. Students of the AHT program are expected to follow a dress code as written in the Orientation Manual and AHT Policies and Procedures manual provided upon registration.
2. Students are actively involved in animal care throughout the program. This will include several, week long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April of each year.
3. Special requirements for students registered in an Animal Health Technology Program within the Province of Alberta now require that all students have an active student membership with the Alberta Veterinary Medical Association (ABVMA) under the Province of Alberta’s Veterinary Act and General Regulation. It is the student’s responsibility to submit application prior to attendance in the fall. [www.abvma.ca/AAAHT](http://www.abvma.ca/AAAHT)
4. Students are required to purchase a stethoscope & nurses watch. Clothing requirements are a white lab coat, scrubs (minimum 2 sets), coveralls, rubber insulated boots, and warm outer clothing for outside animal care rotations such as dog walking, lambing and calving.
5. There are numerous practicum sites from which to choose. Students may opt to gain their practicum experience at one of the following: small animal clinic, large animal clinic, mixed animal clinic, referral or emergency clinic, wildlife rehabilitation facility, or zoo. Salaries may not be paid to students for work performed during the practicum, and any relocation and housing expenses incurred are the responsibility of the student.
6. All students registered in the Animal Health Technology program are required to be immunized against Rabies. The Rabies vaccine series will be provided at Fairview Campus during the first year. Students who have received the rabies vaccination previously will be required to have titre checked for verification.

## Associate of Science

## Associate of Science

780-539-2096  
1-800-539-4772, ext. 2096  
[science@gprc.ab.ca](mailto:science@gprc.ab.ca)

**Associate**  
**Duration:** Varies  
**Total Credits:** 60

**GPRC Grande Prairie**

The Associate of Science is a GPRC credential intended to recognize the attainment of skills, attitudes, and behaviours critical to future success. Specifically, the credential recognizes the completion of university level studies aimed at the achievement of three integrated goals: academic skills, personal management skills, and teamwork skills.

The Associate of Science credential does not guarantee admission to a university program or degree. Consequently, students pursuing a university degree will want to ensure that their course selections meet the transfer requirements to their chosen University degree program.

To qualify for the Associate of Science credential, a student will have successfully completed sixty credits of university-level courses with a minimum GPA of 1.7. GPRC will recognize and award the Associate of Science credential to students successfully completing the academic curriculum listed below while enrolled in university studies.

### ***Program Curriculum\****

- 6 credits Junior English
- 6 credits from courses offered within mathematics, statistics, computing science
- 6 credits from courses offered within chemistry, physics
- 6 credits from courses offered within biological sciences, earth and atmospheric sciences, science psychology
- 12 credits (maximum) of 1000-level science options
- 18 credits (minimum) of 2000-level and above science options
- 6 credits in arts or science options

*\*Normally, no one course will fulfill more than one requirement.*

### ***Graduation Requirements***

When you successfully complete the curriculum listed, apply for the Associate of Science by submitting a Parchment Application Form to Student Services. Students eligible for the Associate of Science are welcomed and encouraged to attend Convocation.

### ***Advanced Standing***

You may transfer credits from other institutions or accumulate credits by way of advanced standing or challenge procedures. However, in order to qualify for the Associate of Science, at least fifty percent of the requirements must normally be completed at GPRC.

## Business Administration

# Business Administration

780-539-2900  
1-800-539-4772, ext. 2900  
[business@gprc.ab.ca](mailto:business@gprc.ab.ca)

**ADMINISTRATION**  
**Certificate**  
*Duration: varies (part-time)*  
*Total Credits: 30*

**GPRC Grande Prairie**  
**eCampus Alberta**

**BUSINESS ADMINISTRATION**  
**Certificate**  
*Duration: 30 weeks*  
*Total Credits: 30*  
**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 60*

- General
- Accounting
- Financial Services
- Marketing

The Business Administration program is recognized by many professional organizations. You will find abundant career opportunities in the public and private sector. Graduates of this program have established successful careers as accountants, marketing managers, general managers, and entrepreneurs. Some diploma graduates have continued their education with professional organizations and universities to earn degrees and additional professional designations.

The certificate program will introduce you to basic business functions and serve as the foundation year for all the Diploma programs.

### ***Mature Student Admission***

If you are 21 years of age or over and do not meet any of the admission requirements, you must attain a minimum score on an appropriate entrance test.

### ***Progression Criteria***

If you are a full-time student in either the Certificate or the Diploma program and you fail two courses in a semester, you will be placed on contractual departmental probation for the following semester. Failure to meet the probation requirements may result in forced withdrawal from the full-time program for one full semester. Readmission to the program will be subject to departmental review.

If you are a full-time student in either the Certificate or the Diploma program and you fail three or more courses in any one semester, you will be required to withdraw for one full semester from the full-time program. Readmission to the program will be subject to departmental review.

If you fail to achieve a GPA of 1.3, you may be permitted to continue on a probationary basis with the permission of the department.

Where you have a clearly defined career objective that is better accomplished with the selection of non-Business Administration courses, you may apply in writing to the Department for permission to enroll in other optional courses. Approval may be granted for a maximum of two non-business options.

## Business Administration

### University Transfer Credit for Business Administration Courses

Some Business Administration (BA) courses designated as university transfer (UT) carry fewer credits in a university degree program than they do in a business diploma program.

To receive maximum transfer credit, Business Administration Diploma graduates wishing to complete a business degree are advised to enroll in post-diploma degree programs.

Business Administration Diploma graduates are well prepared either to step directly into the workforce or to pursue additional education. Some universities award block transfer credit for GPRC Business Administration Diploma graduates.

### *Post-Diploma Degree Programs*

780-539-2900

[business@gprc.ab.ca](mailto:business@gprc.ab.ca)

Business Administration Diploma graduates are well prepared either to step directly into the workforce or to pursue additional education. GPRC Business Administration Diploma graduates receive block transfer (normally maximum of 60 credits) toward a number of post-diploma and other degree programs at the following institutions.

#### **Concordia University College of Alberta**

[www.concordia.ab.ca](http://www.concordia.ab.ca)

**Bachelor of Management**

#### **Okanagan College**

[www.okanagan.bc.ca](http://www.okanagan.bc.ca)

**Bachelor of Business Administration**

#### **Griffiths University**

[www.griffith.edu.au](http://www.griffith.edu.au)

#### **Thompson Rivers University**

[www.tru.ca](http://www.tru.ca)

**Bachelor of Business Administration**

#### **University of Lethbridge**

[www.uleth.ca](http://www.uleth.ca)

**Bachelor of Management Post-Diploma**

#### **Athabasca University**

Athabasca University School of Business

888-449-6531

[business.athabascau.ca](http://business.athabascau.ca)

[sb@athabascau.ca](mailto:sb@athabascau.ca)

**Bachelor of Commerce (4 years)**, Diploma plus 4 semesters, 60 credits

**Bachelor of Management (3 years)**, Diploma plus 2 semesters, 30 credits

**Bachelor of Management (4 years)**, Diploma plus 4 semesters, 60 credits

#### **Royal Roads University**

[www.royalroads.ca](http://www.royalroads.ca)

**Bachelor of Commerce in Entrepreneurial Management**

## Administration Certificate

This part-time Certificate Program is designed to provide a general background in business while allowing you some flexibility to choose courses tailored to your unique career needs.

### *Program Curriculum*

- BA1010 Business Communications I
- BA1050 Business Mathematics and Statistics
- BA1090 Introduction to Marketing
- BA1110 Introduction to Accounting
- BA1150 Introduction to Computers in Business
- BA1380 Organizational Behavior I
- Four approved BA options\*

\*BA1020, BA1120, and BA1510 are required for students who wish to enrol in a Business Administration Diploma program.

## Business Administration

### ***Graduation Requirements***

Students who successfully complete the program requirements will be eligible for a Certificate in Administration. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

## **Business Administration Certificate**

### ***Admission Requirements***

If you are entering the Business Administration Certificate Program directly from high school, you require a High School Diploma with these Alberta Education courses or equivalents:

- English 30-1 or 30-2, minimum grade 50 percent
- Minimum 60% in Pure or Applied Mathematics 20, Mathematics 20-1 or 20-2, or minimum 50% in Pure or Applied Mathematics 30 or Mathematics 30-1 or 30-2.

If you do not have a high school diploma but have been out of school for at least one year, you require the following Alberta Education courses or equivalents:

- English 30-1 or 30-2, minimum grade 50 percent
- Minimum 60% in Pure or Applied Mathematics 20, Mathematics 20-1 or 20-2, or minimum 50% in Pure or Applied Mathematics 30 or Mathematics 30-1 or 30-2.

### ***Program Curriculum***

- BA1010 Business Communications I
- BA1020 Business Communications II
- BA1050 Business Mathematics and Statistics
- BA1090 Introduction to Marketing
- BA1110 Introduction to Accounting
- BA1120 Principles of Accounting
- BA1150 Introduction to Computers in Business
- BA1380 Organizational Behavior I
- BA1510 Economics
- One Business Administration Option

### ***Graduation Requirements***

Students who successfully complete the program requirements will be eligible for a Certificate in Business Administration. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

## **Business Administration Diploma**

### ***Admission Requirements***

Once you have passed all ten courses of the Certificate program and have a GPA of 1.3 or better, you may specialize in one of the Diploma majors: Accounting, Financial Services, or Marketing. Alternatively, you can design your own General Program in consultation with the Department. If you have not successfully completed the Certificate requirements, you may apply in writing to the Department requesting special permission to register in the diploma program.

## **GENERAL**

### ***Program Curriculum***

#### ***First year***

- As per Business Administration Certificate curriculum

#### ***Second year***

- Ten Approved Courses

## Business Administration

### ACCOUNTING

#### *Program Curriculum*

##### *First year*

- As per Business Administration Certificate curriculum

##### *Second year*

- BA2030 Finance I
- BA2110 Intermediate Accounting I
- BA2120 Intermediate Accounting II
- BA2130 Cost Accounting I
- BA2140 Cost Accounting II
- Five Approved Options

##### *Recommended Options:*

- AC4600 Auditing
- BA2060 Statistics for Business
- BA2160 Taxation
- BA2230 Finance II
- BA2500 Computer Applications for Accounting
- BA2620 Accounting Information Systems
- LR3010 Legal Relations

### FINANCIAL SERVICES

#### *Program Curriculum*

##### *First year Curriculum*

- As per Business Administration Certificate curriculum

##### *Second year Curriculum*

- BA2030 Finance I
- BA2040 Investment and Taxation Fundamentals
- BA2700 Fundamentals of Personal Finance
- BA2710 Customer Service
- BA2730 Investment Funds in Canada
- BA2740 Insurance and Retirement
- Four Approved Options\*

##### *Recommended Options*

- BA2230 Finance II
- BA2310 Foundations of Real Estate Appraisal

##### *\*Two of the following marketing courses are recommended*

- BA2070 Personal Selling
- BA2080 Retailing
- BA2010 Advertising and Sales Promotion
- BA2550 Computer Applications for Marketing

### MARKETING

#### *Program Curriculum*

##### *First year Curriculum*

- As per Business Administration Certificate curriculum

##### *Second year Curriculum*

- BA2000 Seminar in Business Policy
- BA2090 Marketing Strategy
- Four Marketing Requirements Chosen from:
  - BA2010 Advertising and Sales Promotion
  - BA2070 Personal Selling
  - BA2080 Retailing and Merchandising
  - BA2100 Not-for-Profit Marketing and Public Relations

- BA2190 Consumer Behavior
- BA2200 Marketing Research
- BA2550 Computer Applications for Marketing
- BA2710 Customer Service
- BA2810 Internet Marketing
- BA2910 Small Business Management
- Four Approved Options\*

##### *\*Recommended Options*

- BA2060 Statistics for Business
- LR3010 Legal Relations

#### *Additional Information*

##### **Options**

When choosing options to meet Diploma requirements, you are advised to select from the available Business Administration offerings. HP1210, HP1220, and HP1230 are considered acceptable business options in both the Certificate and Diploma Programs.

## Business Administration

### ***Graduation Requirements***

To graduate with a Diploma in Business Administration, you must successfully complete all requirements of a specific Diploma curriculum with a minimum of 24 credits of 2000-level courses.

Students with a Certificate in Administration must complete BA1020, BA1120, and BA1510 as part of the graduation requirement for any Diploma in Business Administration.

Students who successfully complete the program requirements will be eligible for a Diploma in Business Administration. If you meet these requirements, please complete a Parchment Application form, available from Student Services.



## Business Administration

### Business Administration and Commerce Professional Designations

The following professional institutes recognize GPRC courses. Acceptance of transfer courses is at the discretion of the receiving body. Transfer arrangements can and do change. Students intending to use BA courses for credit in professional institute programs are advised to check with the appropriate institute for the latest transfer information.

#### THE INSTITUTE OF CHARTERED ACCOUNTANTS OF ALBERTA (C.A.)

[www.icaa.ab.ca](http://www.icaa.ab.ca)

If you live in Western Canada, you obtain your CA designation by enrolling in the CA School of Business. Refer to [www.casb.com](http://www.casb.com) for specific requirements. Degree completion is generally a prerequisite.

#### CERTIFIED MANAGEMENT ACCOUNTANT (C.M.A.)

[www.cma-alberta.com](http://www.cma-alberta.com)

Minimum grade of C+ is required for professional consideration.

The following courses qualify as exemptions towards the 10 core prerequisites; however, a recognized degree is required to write the CMA Canada Entrance Examination.

<b>Professional Courses</b>	<b>Equivalent GPRC Courses</b>
Commercial Law	LR3010
Computerized Information Systems	BA1150 and BA2620
Corporate Finance	BA2030 and BA2230 or FN3700
Economics	BA1510 or EC1010 and EC1020
Human Resources	BA1380 or OT3010
Introductory Financial Accounting	BA1110 and BA1120 or AC3110
Intermediate Financial Accounting	BA2110 and BA2120
Internal Control	AC4600
Introductory Management Accounting	BA2130 and BA2140 or AC3220
Marketing	BA1090 or MK3960
Quantitative Methods	BA2060 or ST1510
Taxation	BA2160

#### CERTIFIED GENERAL ACCOUNTANT (C.G.A.)

[www.cga-alberta.org](http://www.cga-alberta.org)

Minimum grade of C+ is required for professional consideration.

A university degree is a co-requirement for the CGA designation.

<b>Professional Courses</b>	<b>Equivalent GPRC Courses</b>
Auditing	AC4600* when taken as degree requirement
Communications	BA1010 and BA1020 or Junior English (6 credits)
Economics I	BA1510 or EC1010 and EC1020
Finance I	BA2030 and BA2230 or FN3700
Financial Accounting 1	BA1110 and BA1120 or AC3110
Financial Accounting 2	BA2110
Financial Accounting 3	BA2120
Law I	LR3010
Management Accounting I	BA2130 and BA2140
Management Information Systems I	BA2620
Quantitative Methods I	BA2060

## Business Administration

### CANADIAN PROFESSIONAL SALES ASSOCIATION (CPSA)

[www.cpsa.com](http://www.cpsa.com)

#### Professional Courses

Communications  
Marketing  
Relationship Building  
Consultative Selling  
Optional Courses

#### Equivalent GPRC Courses

BA1010 and BA1020  
BA1090  
BA2710  
BA2070  
BA1040 and BA2080

### ALBERTA ASSESSORS ASSOCIATION/UNIVERSITY OF BRITISH COLUMBIA

[www.assessor.ab.ca](http://www.assessor.ab.ca)

#### Professional Courses

BUSI 100 Micro Foundations of Real Estate Economics  
BUSI 101 Capital Markets and Real Estate  
BUSI 121 Foundations of Real Estate Mathematics  
BUSI 330 Foundations of Real Estate Appraisal

#### Equivalent GPRC Courses

EC1010  
EC1020  
BA1050/BA2030  
BA2310

#### *Alberta Equivalency Matrix*

Business Writing  
Introduction to Accounting

BA1020  
BA1110

### APPRAISAL INSTITUTE OF CANADA/UNIVERSITY OF BRITISH COLUMBIA

[www.aicanada.ca](http://www.aicanada.ca)

#### Professional Courses

BUSI 100 Micro Foundations of Real Estate Economics  
BUSI 101 Capital Markets and Real Estate  
BUSI 121 Foundations of Real Estate Mathematics  
BUSI 330 Foundations of Real Estate Appraisal

#### Equivalent GPRC Courses

EC1010  
EC1020  
BA1050/BA2030  
BA2310

### CANADIAN INSTITUTE OF BOOKKEEPING

[www.cibcb.com](http://www.cibcb.com)

#### Professional Courses

Bookkeeping I  
Bookkeeping II  
Computer Applications I  
Computer Applications II  
Computerized Bookkeeping I  
Computerized Bookkeeping II  
Cost Management  
Income Tax

#### Equivalent GPRC Courses

BA1110 or OA2410 and OA2420  
BA1120  
BA1150 or OA1060 and OA1070  
BA2500 or OA1140 and OA1150  
OA2430  
OA2440  
BA2130  
BA2160

## Business Administration

### PURCHASING MANAGEMENT ASSOCIATION OF CANADA

[www.pmac.ca](http://www.pmac.ca)

#### Professional Courses

Accounting  
 Business Communications II  
 Business Law  
 Computer Applications for Accounting  
 Computer Applications for Marketing  
 Introduction to Business Computing  
 Introduction to Marketing  
 Economics  
 Finance  
 Human Resource Management  
 Organizational Behavior I  
 Small Business Management

#### Equivalent GPRC Courses

BA1110 and BA1120, or AC3110  
 BA1020  
 LR3010  
 BA2500  
 BA2550  
 BA1150  
 BA1090 or MK3960  
 BA1510, or EC1010, or EC1020  
 BA2030 and BA2230, or FN3700  
 BA2240  
 BA1380 or OT3010  
 BA1040

### APPRENTICESHIP AND INDUSTRY TRAINING BLUE SEAL PROGRAM

[tradesecrets.alberta.ca/experiencedworkers/business-competencies](http://tradesecrets.alberta.ca/experiencedworkers/business-competencies)

The Alberta Apprenticeship and Industry Training (AIT) board recognizes Grande Prairie Regional College as a training provider for the Blue Seal accreditation program.

#### Professional Courses

Accounting  
 Business Law & Business Mathematics  
 Economics  
 Finance  
 Human Resource Management  
 Management  
 Marketing  
 Organizational Behaviour

#### Equivalent GPRC Courses

BA1110 and BA1120  
 LR3010, BA1050  
 BA1510  
 BA2030  
 BA2240  
 MG2000  
 BA1090  
 BA1380

*You may be required to successfully challenge exams set by the professional organizations to receive full credit towards their credential. Professional designations often require related work or articling experience over and above the academic requirements.*

*It is your responsibility to contact the appropriate professional organization to confirm current professional requirements.*

*Information in the College Calendar on Professional Designations and professional course equivalencies is subject to change without prior notice by the respective professional organizations. Grande Prairie Regional College will not be liable in the event of discrepancies between the text in this calendar and current information provided by the professional organizations listed here.*

## Commercial Beekeeping

# Commercial Beekeeping

780-835-6611  
1-888-999-7882 ext. 6611  
[beekeeping@gprc.ab.ca](mailto:beekeeping@gprc.ab.ca)

**Certificate**  
*Duration: 46 weeks*  
*Total Credits: 32*

**GPRC Fairview**

## Commercial Beekeeping Certificate

Designed to prepare graduates to make a living as beekeepers, this program provides a thorough study of apiculture and the beekeeping business. Classroom study is combined with industry work experience and practicum visits to large commercial operations to provide a solid foundation for commercial beekeeping. The program is divided approximately equally into theoretical and practical learning. A highlight is the extensive study of queen rearing. A unique feature is the 26-week paid work experience: students are placed with commercial beekeepers where they work for a salary and acquire practical experience with beekeeping and honey production.

### Career Opportunities

This program provides graduates with substantive knowledge, skills and practical experience for a future in commercial beekeeping—as workers, lead hands or even as future owners. Graduates will be prepared for employment in Canada, the US, and other parts of the world as:

- Apiary assistants and field supervisors with commercial beekeepers
- Technicians with government agriculture departments
- Self-employed beekeepers
- Project coordination for beekeeping/honey production projects in the developing world

### Admission Requirements

Admission to this program is on a first qualified, first admitted basis. Students must be a minimum of 18 years of age and have a minimum of:

- English 20-2 and
- Mathematics 20-3

Students unable to present the English/Mathematics requirements should consult the program coordinator.

International students must demonstrate proficiency in English at a Level 7 and satisfy GPRC's requirements for English Language Proficiency. For details, refer to admissions section. International students should apply 6-12 months in advance of the program start date to give sufficient time for program authorization. An international driving license recommended.

Students must:

- be in good general health, as beekeeping is a physically demanding vocation
- present medical documentation demonstrating non-allergenic reactions to honey bee stings, as students in the program will experience bee stings

Because beekeepers work with food, Canadian public health regulations may require additional health-related testing.

## Commercial Beekeeping



### ***Progression Criteria***

Students must successfully complete BK101, BK110, BK133, and BK134 and BK199 to progress to BK200. Students must successfully complete BK200 and BK210 to progress to the courses in the Business of Beekeeping during October and November.

### ***Program Curriculum***

#### **Theory of Apiculture**

##### ***January & February (9 weeks)***

- BK101 Basic Apiary and Field Skills
- BK110 Technical Woodworking
- BK122 Introductory Botany
- BK132 Honey Bee Biology
- BK133 Introduction to Bee Diseases and Management
- BK134 Hive Management for Honey Production

##### ***March to September (28 weeks)***

- BK135 Queen Rearing (3 weeks; May/June)
- BK199 Work Experience Preparation
- BK200 Beekeeping Work Experience
- BK210 Integration and Professional Development

#### **Business of Beekeeping**

##### ***October & November (9 weeks)***

- BK310 Food Safety and Regulations for Beekeepers
- BK320 Business of Bees
- BK331 Advance Management Options for Beekeepers
- BK332 Product Processing, Packaging and Marketing
- BK333 Processing and Packaging Field Trip
- BK361 Integrated Pest Management
- BK365 Bees and the Environment

### ***Graduation Requirements***

Students who have completed the prescribed requirements with a GPA of 2.00 or more and successfully completed the work experience are eligible for a Certificate in Commercial Beekeeping.

## Computer Systems Technology

# Computer Systems Technology

780-539-2096  
1-800-539-4772, ext. 2096  
[computing@gprc.ab.ca](mailto:computing@gprc.ab.ca)

**Certificate**  
*Duration: 30 weeks*  
*Total Credits: 30*  
**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 60*

**GPRC Grande Prairie**

Computer professionals must have good reasoning and logical problem solving abilities, be observant, alert to detail and tenacious in pursuing problems to completion. The Computing Science Programs at GPRC offer students an opportunity to integrate extensive software development skills with hardware skills. Emphasis in various programs include: computer graphics and image processing, digital hardware, data communications and networking. Hardware facilities include dedicated circuit design and robotics lab, data communications and networking lab, as well as six general access computer labs.

You have a choice of a two-semester certificate, a four-semester diploma program and degree completion opportunities.

As a graduate of the two year diploma at GPRC, you are qualified for positions in software development including hardware and networking components; game programming; database applications; PC support; networking specialist, financial systems development, etc. Typically, graduates work as programmer/analysts and network administrators.



## Computer Systems Technology

### ***Post-Diploma Options***

#### **Post-Diploma Degree Program**

When you successfully complete the two-year diploma and wish to continue your education in Computing Science several options are available to you:

#### **Athabasca University**

[www.athabascau.ca](http://www.athabascau.ca)

#### **Bachelor of Science, Computing and Information Systems**

(Post-Diploma) 4 years, 120 credits

GPRC Graduates with a Diploma in Computer Systems Technology may receive a maximum of 60 transfer credits toward this 120 credit degree. In addition to completing the degree directly with Athabasca University, you have an option to take a number of courses in a classroom setting at GPRC. This degree program is a unique collaborative between Athabasca University and Grande Prairie Regional College. See Computer and Information Systems section for details.

#### ***Year one and two, 60 credits***

Successful completion of Diploma in Computer Systems Technology

#### ***Year three and four, 60 credits***

You can combine university transfer courses and Athabasca University courses delivered in a classroom setting at GPRC with distance courses from Athabasca University to complete the third and fourth year requirements of this degree.

See Calendar sections on Computing Science, University Transfer, Degree Program and Athabasca University at Grande Prairie Regional College. Consult the website for Athabasca University School of Computing and Information Systems to confirm program details, including residency and graduation requirements.

#### **University of Lethbridge**

[www.uleth.ca](http://www.uleth.ca)

#### **Bachelor of Science, Computing Science (Post-Diploma)**

GPRC graduates with a Diploma in Computer Systems Technology may receive 2 years or 60 credits of transfer credit toward admission to year three of this degree.

#### **Northern Alberta Institute of Technology (NAIT)**

[www.nait.ca](http://www.nait.ca)

#### **Bachelor of Applied Information Systems**

GPRC graduates with a Diploma in Computer Systems Technology may transfer to year three of the applied degree program at NAIT.

#### **SAIT Polytechnic**

[www.sait.ca](http://www.sait.ca)

#### **Bachelor of Applied Information Systems Technology**

GPRC graduates with a Diploma in Computer Systems Technology may transfer to year three of the applied degree program at SAIT.

## Computer Systems Technology

### Computer Systems Technology Certificate

#### *Admission Requirements*

To be admitted, you will need the equivalent of a High School Diploma with a minimum of 50 percent in both Mathematics 30-1 and English 30-1.

#### *Program Curriculum*

- CS1010 Introduction to Computing
- CS1140 Introduction to Computing Science
- CS1150 Elementary Data Structures
- CS2000 Data Communications and Networking
- CS2050 Network Systems, Management, and Security or Approved Option
- CS2210 Introduction to PC Hardware and Systems Configuration
- CS2720 Formal Systems and Logic in Computing Science
- Any 1000-level English
- MA1200 Linear Algebra I
- Departmentally approved Math or Computing Science course: ST1510 recommended.

#### *Graduation Requirements*

Students who successfully complete the program requirements will be eligible for a Certificate in Computer Systems Technology. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

### Computer Systems Technology Diploma

#### *Admission Requirements*

Successful completion of a Computer Systems Technology certificate program.

#### *Program Curriculum*

##### *First year, 30 credits*

- As per certificate curriculum

##### *Second year*

- CS2010 Practical Programming Methodology
- CS2290 Computer Organization and Architecture I
- CS2910 Introduction to File and Database Management
- CS3010 User Interfaces
- CS3290 Computer Organization and Architecture II
- Four approved Computing options
- Approved Option

##### *Approved Computing Options:*

- CS2040 Algorithms I
- CS2100 Computer Game Studies
- CS3060 Introduction to Image Processing
- CS3110 Introduction to Computer Graphics
- CS3120 Experimental Robotics
- CS3130 Telecommunications and Computers
- CS3610 Systems Analysis and Design
- CS3790 Operating Systems
- CS3990 Topics in Internet Technologies
- CS3995 Selected Topics in Computing Science
- CS4950 Systems Project
- Approved Athabasca University courses offered on site

#### *Graduation Requirements*

Students who successfully complete the program requirements will be eligible for a Diploma in Computer Systems Technology. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

## Diploma University Studies

# Diploma University Studies

**Diploma**  
*Total Credits: 60*

**GPRC Grande Prairie**

Only one Area of Specialization may be awarded. This diploma cannot be awarded in conjunction with another GPRC credential. A Diploma in University Studies does not guarantee transferability of courses to any other institution.

### ***Program Curriculum***

#### **Areas of Specialization:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• General</li> <li>• Science</li> <li>• Commerce</li> <li>• Education</li> <li>• Arts</li> </ul> | <ul style="list-style-type: none"> <li>• Computing Science</li> <li>• Physical Education</li> <li>• Kinesiology</li> <li>• Fine Arts</li> </ul> |
|---|---|

#### **Areas of Specialization will be determined by the following curriculum:**

##### **General:**

To receive a Diploma in University Studies – General, you must complete sixty credits of university level transfer courses with a minimum grade of “D”.

##### **Science:**

To receive a Diploma in University Studies – Science, 15 credits must be at a senior level. Courses included are:

- 33 credits in Science/ Math related courses chosen from:
 

<ul style="list-style-type: none"> <li>○ Biology</li> <li>○ Chemistry</li> <li>○ Physics</li> <li>○ Mathematics</li> <li>○ Biochemistry</li> <li>○ Microbiology</li> <li>○ Genetics</li> <li>○ Zoology</li> </ul>	<ul style="list-style-type: none"> <li>○ Psychology chosen from: PY1040, PY2750 or PY2810</li> <li>○ Statistics</li> <li>○ Earth Science</li> <li>○ Computing Science</li> </ul>
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- 6 credits of Junior English
- 21 credits of electives

##### **Commerce:**

To receive a Diploma in University Studies – Commerce, 15 credits must be at a senior level. Courses included are:

- 30 credits in business related courses chosen from:
 

<ul style="list-style-type: none"> <li>○ Statistics</li> <li>○ Mathematics</li> <li>○ Economics</li> <li>○ Organizational Behaviour</li> <li>○ Marketing</li> <li>○ Finance</li> </ul>	<ul style="list-style-type: none"> <li>○ Accounting</li> <li>○ Management</li> <li>○ Legal Relations</li> </ul>
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- 3 credits in Calculus
- 6 credits Junior English
- 21 credits in electives

##### **Arts:**

To receive a Diploma in University Studies – Arts, 15 credits must be at a senior level. Courses included are:

- 33 credits chosen from:
 

<ul style="list-style-type: none"> <li>○ Anthropology</li> <li>○ Education</li> <li>○ English</li> <li>○ French</li> <li>○ German</li> <li>○ History</li> <li>○ Native Studies</li> <li>○ Philosophy</li> </ul>	<ul style="list-style-type: none"> <li>○ Political Science</li> <li>○ Psychology</li> <li>○ Sociology</li> <li>○ Social Work</li> <li>○ Spanish</li> <li>○ Women’s Studies</li> </ul>
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- 6 credits in Junior English
- 21 credits in electives

## Diploma University Studies

### Computing Science:

To receive a Diploma in University Studies – Computing Science, 15 credits must be at a senior level. Courses included are:

- 18 credits in Computing Science related courses.
- 6 credits in Mathematics or Science courses
- 6 credits Junior English
- 30 credits in electives

### Physical Education:

To receive a Diploma in University Studies – Physical Education, 15 credits must be at a senior level. Courses included are:

- 33 credits in Physical Education and/or Physical Activity courses
- 6 credits Junior English
- 21 credits in electives

### Kinesiology:

To receive a Diploma in University Studies – Kinesiology, 15 credits must be at a senior level. Courses included are:

- 30 credits in Physical Education and/or Physical Activity courses
- 6 credits in Chemistry
- 3 credits in Calculus
- 6 credits Junior English
- 15 credits in electives

### Fine Arts:

To receive a Diploma in University Studies – Fine Arts, 15 credits must be at a senior level. Courses included are:

- 33 credits in courses chosen from:
  - Art
  - Art History
  - Drama
  - Music
  - Digital Design
  - Dance
- 6 credits of Junior English
- 21 credits in electives

### *Graduation Requirements*

To qualify for a Diploma in University Studies, you need to successfully complete sixty credits of university-level courses with a minimum grade of “D”. Minimum GPA of 1.7 is required. The sixty credits will normally include six credits of English.

When you successfully complete the curriculum listed, apply for the Diploma in University Studies by submitting a Parchment Application Form to Student Services. Students eligible for the Diploma in University Studies are welcome and encouraged to attend Convocation.

### *Advanced Standing*

You may transfer credits from other institutions or accumulate credits by way of advanced standing or challenge procedures. However, in order to qualify for the Diploma in University Studies, at least thirty credits must normally be completed at GPRC.

## Early Learning and Child Care

# Early Learning and Child Care

780-539-2750  
1-800-539-4772, ext. 2750  
[humanservices@gprc.ab.ca](mailto:humanservices@gprc.ab.ca)

**Certificate**  
*Duration: 30 weeks*  
*Total Credits: 36*  
**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 68*

**GPRC Grande Prairie**  
**Regional Delivery**

Early Learning and Child Care will prepare you for a career working with children from birth to age twelve and their families. Research studies indicate that the first five years in the lives of children are the most critical in terms of their overall development. A commitment to this worthwhile profession will have long term benefits to young children, their families and the community in which they live and work.

Graduates of the program have excellent opportunities for employment in a variety of different early childhood settings including child care centers, family day homes, nursery schools, inclusive child care programs, kindergartens and out of school programs. Diploma graduates of Early Learning and Child Care are highly sought after by employers and have excellent opportunities to advance in their careers.

You may complete Early Learning and Child Care programs in a number of ways:

- Full- or part-time study at regularly scheduled times on campus and in local practicum settings such as a child care centre, kindergarten classroom, or preschool.
- Part-time, usually in summer session, throughout various Northern Alberta communities on a rotational basis.
- By distance education. All courses required to complete the Early Learning and Child Care curriculum are available by distance and/or online delivery. Specific courses are offered online.

Early Learning and Child Care Certificate graduates qualify for certification as a Child Development Worker through Alberta Children and Youth Services ([www.child.alberta.ca](http://www.child.alberta.ca)). Students with a Diploma qualify for certification as a Child Development Supervisor through Alberta Children and Youth Services.

### ***Admission Requirements***

Students who are admitted to the program will receive information on recommended immunizations with their admission. For student safety, it is recommended that immunizations are up to date. All students are required to submit a criminal record check including a vulnerable sector clearance upon admission to the program.

### ***Part-time Student Admission***

You may be considered for admission to the program if you have successfully completed three Early Learning and Child Care courses and wish to continue your enrolment in the program on a part-time basis. If you wish to attend full-time, you will be required to meet the program admission requirements.

### ***Progression Criteria***

#### **Practicum Progression Criteria**

Practicum courses are an integral part of the Early Learning and Child Care Program. In Practicum, students put into practice the theory they have learned. Practicum is scheduled at meaningful intervals throughout the program and students must have a current Certificate in Standard First Aid in Child Care prior to the final practicum. Once students have completed the prerequisite requirements for a practicum, they must complete the practicum before proceeding to the next level of theory. Students will require department permission to proceed to the next level of theory without the appropriate Practicum.

## Early Learning and Child Care

### **Program Progression**

Student academic and practicum performance will be reviewed each semester or as required. Where there are concerns regarding academic or practicum performance, students may be required to sign an academic contract that will outline a plan for their success.

Students who fail two courses worth two or more credits in a semester will be placed on contractual departmental probation for the following semester. Failure to meet the probation requirements may result in forced withdrawal from the full time program for one full semester. Readmission to the program on a part time basis will be subject to departmental review.

Students who fail three courses worth two or more credits will be required to withdraw for one full semester from the full time program. Readmission to the program on a part time basis will be subject to departmental review. In order to progress in the program, students must achieve a minimum grade of C- on all Early Learning and Child Care courses.

If you have successfully completed the requirements for a Certificate in Early Learning and Child Care with a cumulative grade point average (GPA) of 2.0, you may proceed to the Diploma program. Students who successfully complete the course requirements for the Certificate with less than 2.0 GPA require permission from the Department to enroll in the Diploma program.

### ***Advanced Standing***

Students with Child Development Worker Certification from Alberta Children and Youth Services may apply for Advanced Standing. Where the College is unable to offer the student advanced credit based upon previous learning or experience, the College will recommend courses the student may complete in the Early Learning and Child Care Program that will facilitate their eligibility toward certification as a Child Development Supervisor from Alberta Children and Youth Services. Students wishing to qualify for an Early Learning and Child Care Diploma must complete all requirements for the diploma as stated.

### ***Statute of Limitations***

Courses must be current within the last ten years.

### ***Additional Information***

#### **Regional and Distance Delivery**

Distance course registrations are accepted continually throughout the year, on a first come first served basis. Students may or may not be placed on a waitlist depending on course and tutor availability. PLEASE NOTE: Distance course registrations are suspended between June 15th and August 31st each year. Distance course registrations are not accepted during this time.

The Early Learning and Child Care Program is offered through part-time studies and may be offered through part-time evening and/or weekend classes, on-site in specific northern communities or through participation in a summer program (A minimum of 20 students is required in order to offer courses on-site).

All of the distance courses within the certificate and/or Diploma program are completed through online studies (Moodle). Students, once registered, are provided with access to Moodle for course access.

Students complete the courses independently with the support of a course tutor. The completion timelines for courses are as follows:

- 3-credit (45-Hours) 5 months
- 2-credit (30 Hours) 4 months

Distance courses do not have exams. The learning activities are worth 20% and assignments are worth 80% of your course grade and will be used to evaluate your competence.

For Early Learning & Child Care students, it is anticipated that you will already be currently employed in the field of early learning and child care. If you are not working with young children YOU MUST HAVE ACCESS TO CHILDREN (e.g. Preschool, kindergarten, daycare centre, playschool).

Out of Province students must take CD1045, CD1145, CD2045, CD2145 (Practicum courses) in Alberta.

## Early Learning and Child Care

### Program Admission and Course Registration

Admission requirements are different for the on-campus and Distance programs. To be accepted into the distance program there are NO ADMISSION REQUIREMENTS. The Early Learning and Child Care distance program is designed for students who do not have access to other forms of instruction. Distance learning enables students to select their own hours and place of study. Through distance learning students can take the courses they need to complete the Certificate and/or Diploma program and to qualify for certification as a Child Development Supervisor through Alberta Children and Youth Services. Highly motivated students are able to achieve their goals while maintaining a busy lifestyle in their own community.

Students studying Early Learning and Child Care by distance must meet the course pre-requisites before registering. Information on course pre-requisites is listed in the course description section of the Distance Student Handbook. The Early Learning and Child Care Distance program is designed for students with an adequate level of English proficiency, normally equivalent to grade 12. Students who choose to enroll in the distance program and who are not proficient in oral and written English may find they are unable to successfully meet course expectations.

It is recommended that students register for one course at a time. To ensure new and existing students to the program are given an equal opportunity to register and complete ELCC distance courses; students are limited to a maximum course load of two (2) courses at one time.

To register for a distance course, students must first complete and submit the Application for Admission form and application fee. Once the form and application fee is received, students can register and pay the course fees by contacting the Distance Assistant at (780) 539-2983. Students can pay for their course fees with a credit card over the phone, or can send a cheque or money order into the College. Students sending payment by cheque or money order will want to contact the Distance Assistant to ensure payment has been received. Each distance student is assigned a course tutor for the duration of their course. Course tutors are available to provide the student with support and guidance throughout the course, and are available to contact one evening a week. For more information on Admission and Registration for the ELCC distance program, please refer to the Distance Student Handbook.

In order to progress in the program, students must achieve a minimum grade of C- on all Early Learning and Child Care courses.

### *Post-Diploma Options*

#### **Degree Opportunities for Diploma Graduates**

Early Learning and Child Care Diploma graduates may be eligible for admission to a number of degree completion programs. Students interested in pursuing degree opportunities are advised to consult directly with the appropriate College or University as transfer arrangements vary from one institution to another.

#### **Athabasca University**

[www.athabascau.ca](http://www.athabascau.ca)

**Bachelor of Professional Arts (Human Services)**

#### **Grant MacEwan University**

[www.macewan.ca](http://www.macewan.ca)

**Bachelor of Applied Human Services Administration**

#### **Mount Royal University**

[www.mtroyal.ab.ca](http://www.mtroyal.ab.ca)

**Bachelor of Applied Child Studies**

#### **University of Alberta**

[www.ualberta.ca](http://www.ualberta.ca)

**Bachelor of Education, Elementary**

Graduates considering transferring to the University of Alberta should consult the Alberta Transfer Guide and the University website or calendar for details.

#### **University of Victoria**

[www.uvic.ca](http://www.uvic.ca)

**Bachelor of Arts in Child and Youth Care**

## Early Learning and Child Care

### Early Learning and Child Care Certificate

This two-semester program will prepare students for employment in a variety of early childhood settings. Early Learning and Child Care Certificate graduates qualify for certification as a Child Development Worker through Alberta Children and Youth Services.

#### *Admission Requirements*

To be accepted into this program, you must have an Alberta Education High School Diploma or equivalent with 50 percent in English 30 or English 30-1, or 60 percent in English 33 or English 30-2.

If you are 18 years of age or older and do not have these prerequisites, contact Admissions at 780-539-2050.

#### *Program Curriculum*

- CD1000 Child Development I
- CD1011 Introduction to Early Learning and Child Care
- CD1020 Health, Nutrition and Safety
- CD1045 Practicum I
- CD1050 Art, Literature and Music
- CD1100 Child Development II
- CD1145 Practicum II
- CD1330 Understanding Children's Play
- CD1350 Supporting Children's Play
- CD1370 Guiding Children's Behavior I
- CD2070 Infant Toddler Care
- HS1000 Interpersonal Communication
- HS1130 English

#### *Graduation Requirements*

To graduate with a Certificate in Early Learning and Child Care, you must successfully complete the program requirements with a minimum overall GPA of 2.0. Courses must be current within the last ten years. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

### Early Learning and Child Care Diploma

The Diploma provides you with a greater variety of employment opportunities with young children and their families and more opportunity for advancement within the field of Early Learning and Child Care. Diploma graduates will be better prepared for administrative and supervisory positions within the field. Graduates qualify for certification as a Child Development Supervisor through Alberta Children and Youth Services.

#### *Admission Requirements*

Successful completion of the Early Learning and Child Care certificate program.

#### *Program Curriculum*

##### *First year*

- As per Certificate curriculum

##### *Second year*

- CD2020 Environments for Young Children
- CD2045 Practicum III
- CD2050 Science, Math and Social Knowledge
- CD2080 Interpersonal Communication II
- CD2090 Child, Family and Community
- CD2110 Working With Families
- CD2120 School Age Care and Development
- CD2145 Practicum IV
- CD2380 Guiding Children's Behavior II
- HS1217 Language and Literacy
- HS2100 Individuals with Exceptionalities

#### *Graduation Requirements*

To receive a Diploma in Early Learning and Child Care, you will need to successfully complete the prescribed two-year curriculum with a minimum cumulative GPA of 2.0. Courses must be current and taken within the last ten years.

If you meet these requirements, please complete a Parchment Application form, available from Student Services.

## Educational Assistant

### Educational Assistant

780-539-2750  
1-800-539-4772, ext. 2750  
[humanservices@gprc.ab.ca](mailto:humanservices@gprc.ab.ca)

**Certificate**  
*Duration: 30 weeks*  
*Total Credits: 37*

**GPRC Grande Prairie**

### Educational Assistant Certificate

The Educational Assistant program will enable graduates to work in educational settings under the supervision and direction of a teacher, providing support to students who require assistance in developmental, behavioural, and/or learning tasks. Graduates of the Educational Assistant Program will be prepared to work with children in the school system from K-12, in both resource rooms and regular classrooms. Graduates will also be employable in a wide range of out-of-school settings such as early intervention, daycare, Head Start or as private educational supports.

Course work will provide students with the knowledge, skills and attitudes necessary to work effectively with children and teachers in diverse educational settings. Students will learn about human development, speech and language support, remedial math and reading, behavioural management, exceptionalities, interpersonal communication and the role and responsibilities of a paraprofessional in an educational setting.

Practicum is an integral part of this Certificate program and assures that students have the opportunity to apply theory to practice. Practicum in a community outside of Grande Prairie may be available and will be considered on an individual basis.

#### ***Admission Requirements***

To be accepted into this Program, you must be 18 years of age or older (or receive special permission from the Department Chairperson) and have a high school diploma with 60 percent in English 30-2 or 50 percent in English 30-1.

You must present a Standard First Aid Certificate and Cardiopulmonary Resuscitation Certificate (Basic Rescuer) prior to practicum. A criminal record check will be required from the RCMP prior to the first practicum as agencies require this of individuals who work in their organizations. Information about obtaining Criminal Record Checks will be provided to students after they have been admitted. For your own personal health, you may wish to ensure that your immunizations are current.

#### ***Mature Student Admission***

If you are without a high school diploma in English 30-1 or 30-2, please arrange with Student Services for pre-admission assessment.

#### ***Part-Time Student Admission***

You may enroll in two courses without admission to the program. Upon successful completion of two courses, if you wish to continue in the program, you will be expected to apply to the program and meet all admission requirements. If you apply to the program after successfully completing two courses and require some upgrading courses to meet admission criteria, you may be granted permission to enroll in two additional courses while completing upgrading. Once you have met all admission requirements and received admission to the program, you will be granted credit toward the Certificate for courses successfully completed prior to admission.

#### ***Progression Criteria***

Students who fail two courses worth two or more credits in a semester will be placed on contractual departmental probation for the following semester. Failure to meet the probation requirements may result in forced withdrawal from the full time program for one full semester. Readmission to the program will be subject to departmental review.

Students who fail three courses worth two or more credits will be required to withdraw for one full semester from the full time program. Readmission to the program on a part time basis will be subject to departmental review. In order to progress in the program, students must achieve a minimum of C- on all Education Assistant courses.

## Educational Assistant

### ***Program Curriculum***

#### ***First year***

##### ***Fall and Winter***

- HS1000 Interpersonal Communications
- HS1102 Behavioural and Functional Assessment
- HS1130 English
- HS1202 Principles of Applied Behavior Analysis and Learning
- HS1203 Interpersonal Competence
- HS1217 Language and Literacy
- HS2100 Individuals with Exceptionalities
- HS2440 Human Development: Birth through Adolescence

- TA1231 Speech and Language Interventions
- TA1233 Math Skills and Concepts
- TA1234 The Role of the Para-professional in the Classroom
- TA1235 Practicum
- TA1236 Remedial Reading and Mathematics
- TA1367 Supporting Technology in the Classroom
- One of: TA1232 Fetal Alcohol Spectrum Disorder or TA1237 Autism Spectrum Disorder

##### ***Spring***

- TA1238 Practicum

### ***Graduation Requirements***

To complete the Certificate requirements, you must achieve a minimum grade of C- in all courses (with the exception of the practicum course in which a grade of CR is required) and maintain a cumulative Grade Point Average (GPA) of 2.0. You will need to complete program requirements listed to qualify for a Certificate in Educational Assistant. It is recommended that prior to graduation, students participate in a Non-Violent Crisis Intervention training program.

If you meet these requirements, please complete a Parchment Application form, available from Student Services, to receive your Educational Assistant Certificate.



## Fitness Leadership

# Fitness Leadership

780-539-2063  
1-800-539-4772, ext. 2063  
[peak@gprc.ab.ca](mailto:peak@gprc.ab.ca)

**Certificate**  
*Duration: 30 weeks*  
*Total Credits: 30*  
**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 60*

**GPRC Grande Prairie**

The Fitness Leadership programs prepare graduates to pursue careers in the areas of physical fitness, fitness evaluation, wellness, promotion and leadership. You will also receive specialized training in one or more certifications, and be given the opportunity to gain valuable experience by completing a supervised practicum in this growing industry. The curriculum is rich with courses geared specifically toward preparing you to be very knowledgeable about the fitness industry and very competent in your personal skills. You will not be required to repeat any training for which you have current certification.

The Fitness Leadership Diploma Personal Trainer Specialization provides students with an opportunity to become fully certified in CPR and First Aid as well as to become a Canadian Society of Exercise Physiology Certified Personal Trainer (CSEP-CPT) and an AFLCA Resistance Training Leader.

The diploma program incorporates both theory and practical components. The theory courses, many of which are university transferable, provide the student with the background information necessary to understand the structure and function of the human body and its adaptations to exercise. The practicums provide an opportunity for students to develop the skills required to assess individual physical fitness levels, to formulate and deliver appropriate fitness programs, and to network with businesses in the local fitness community. The Personal Trainer Specialization is designed to advance professional leadership and effectiveness in promoting the fitness and wellness of the average population.

### ***Mature Student Admission***

Students 21 years of age or older who do not meet the stated admission requirements must attain a minimum score on an appropriate entrance test before acceptance into the program is granted. In addition to placement testing, mature students must have completed the AFLCA Exercise Theory Course prior to the first day of class for the Personal Training Specialization diploma program.

### ***Part-time Student Admission***

Students may enroll in up to two courses without admission to the program. Upon successful completion of two courses, if you wish to continue in the program, you will be expected to apply to the program and meet all admission requirements. Once you have met all admission requirements and received admission to the program, you will be granted credit toward the Certificate for courses successfully completed prior to admission.

### ***Progression Criteria***

To be promoted into the second year of the program, you must have successfully completed all first year course requirements, have a valid certificate in at least one AFLCA specialty course, and valid certificate in CPR and First Aid. PF1980, Leadership in Resistance Training, fulfills one of the AFLCA specialty courses. CPR Certification will be offered annually by the Department of PEAK.

## Fitness Leadership

### ***Additional Information***

#### **Students of PEAK**

Students enrolled in the programs listed above are eligible for membership in Students of PEAK (SPEAK), the organization of physical education students. See information about this student organization in the Bachelor of Physical Education section of this calendar. Executive members of SPEAK may be eligible for co-curricular recognition.

### **Fitness Leadership Certificate**

The curriculum requirements are outlined in the recommended sequence. If you register in courses out of sequence, you will need to carefully ensure that you have the required prerequisites and co-requisites.

#### ***Admission Requirements***

For admission into the Fitness Leadership Diplomas, the programs require an overall average of 50 per cent in the following Alberta Education courses or equivalents. See Entrance Requirements tables for courses within groups A, B, or C.

- English 30-1, minimum of 50 percent
- Two subjects from Group A or C
- One subject from Group C\*
- One subject from Group A, B, C or Physical Education 30
- AFLCA Exercise Theory\*\*
- Only one language other than English will be accepted

*\*Math 30-2 is acceptable for admission; however, only one of Pure Mathematics 30, Mathematics 30-1 and Mathematics 30-2 may be used for admission.*

*\*\*Students must have completed the AFLCA Exercise Theory course prior to the first day of class. The AFLCA Exercise Theory course is offered annually the third weekend of August. Call 780-539-2816 to register. If students are unable to attend the course at GPRC, the course is held elsewhere throughout Alberta. Students will be responsible for additional fees incurred when registering for these certification courses. CPR is required for AFLCA certification.*

#### ***Program Curriculum***

The curriculum requirements are outlined in the recommended sequence. If you register in courses out of sequence, you will need to carefully ensure that you have the required prerequisites and co-requisites.

##### ***Fall***

- BA1010 Business Communications I
- BA1150 Computers in Business
- PE1000 Structural Anatomy
- PE1015 Essentials of Human Physiology
- PE1050 Introduction Sports Administration
- PF1980 Leadership in Resistance Training†

##### ***Winter***

- BA1020 Business Communications II
  - PF1981 Cardiovascular Training
  - PE1030 Integrative Human Physiology
  - PE1100 Health and Fitness
  - PF2900 Fitness Assessment and Advanced Counseling
- †See Certification requirements.*

#### ***Graduation Requirements***

Students who successfully complete the courses listed will be eligible for a Certificate in Fitness Leadership. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

##### ***†Certification Requirements***

*The PF1980 Leadership Principles in Resistance Training course is registered as an AFLCA Resistance Training Specialty Course. Following completion of requirements for PF1980, students are required to complete additional practical hours and a practical observation to obtain their AFLCA certificate. The AFLCA Resistance Training Certificate (or any other AFLCA specialty certification approved by the department) is required for those students advancing to the second year of the diploma. This certification is a pre-requisite to entering into the PF1910 Fitness Practicum.*

## Fitness Leadership

### **Fitness Leadership Diploma, Personal Trainer Specialization**

The Fitness Leadership Diploma: Personal Trainer Specialization provides students with an opportunity to become fully certified in CPR and First Aid as well as to become a Canadian Society of Exercise Physiology Certified Personal Trainer (CSEP-CPT) and an AFLCA Resistance Training Leader.

#### ***Admission Requirements***

Successful completion of the Fitness Leadership Certificate program.

#### ***Program Curriculum***

##### ***First year***

- As specified in the Fitness Leadership Certificate Program

##### ***Second year***

###### ***Fall***

- PE2420 Introduction to Nutrition for Exercise and Performance
- PE3070 Human Growth and Motor Development
- PF1910 Fitness Practicum
- PF2920 Certified Personal Trainer Exercise Prescription
- PY1040 Basic Psychological Processes

###### ***Winter***

- BA1040 Small Business Management
- PE2000 Exercise Physiology
- PE2060 Biomechanics
- PE2400 Sports Injuries
- PF2910 Advanced Fitness Practicum

#### ***Graduation Requirements***

To graduate with a Diploma in Fitness Leadership in either specialization, you must successfully complete all course requirements listed and must have certification<sup>†</sup> in at least one AFLCA specialty course, CPR, and First Aid or Athletic First Aid. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

The CSEP-CPT is a graduation requirement to receive the Fitness Leadership Diploma Personal Training Specialization. The CSEP-CPT certification supersedes the AFLCA Resistance Training Certification requirement. Students require the AFLCA certification to enter into their second year of studies; however, it may not be necessary for them to maintain AFLCA certification if they have achieved their CSEP-CPT certification. The CSEP-CPT certification in the Personal Trainer Specialization is achieved through PF 2900 Fitness Assessment and Advanced Counseling and PF 2920 Certified Personal Trainer Exercise Prescription courses.

<sup>†</sup>See *Certification requirements*.

## French as a Second Language

780-539-2788  
1-800-539-4772, ext. 2788  
[education@gprc.ab.ca](mailto:education@gprc.ab.ca)

Certificate of Achievement  
Total Credits: 27

GPRC Grande Prairie

The French as a Second Language Education (FSLE) Certificate of Achievement is designed both for education students working towards a Bachelor of Education Degree as well as for teachers currently teaching French. The course requirements in the FSLE Certificate of Achievement are those of a French Minor in the Elementary Education Route and the program provides for certification to teach French. This program responds to the increasing need for FSLE teachers province-wide and more particularly in our region.

### ***Admission Requirements***

Students wishing to begin their studies towards this Certificate of Achievement normally request admission to University Transfer, Bachelor of Education or to Open Studies and will need to meet the admission requirements as stated for either of those programs. Additionally, all students will require successful completion of Matriculation Level French, i.e. French 30. Students without this requirement may enroll in FR0120 and FR0130 at to obtain this prerequisite.

If you have already completed your Bachelor of Education or are in the process of doing so, you may wish to work towards the FSLE Certificate of Achievement on a part-time basis. An attempt will be made to offer the courses at times which suits teachers' schedules.

### ***Program Curriculum***

The mandatory courses specific to the FSLE Certificate of Achievement are normally completed within the requirements of the Bachelor of Education program.

#### ***French requirements- 18 credits chosen from:***

- FR2110 and FR2120 First Year French (Intermediate level French I and II)
- or
- FP1100 and FP1110 First Year French for French Immersion/Francophone
- FR2970 and FR2980 Second year UT French (Advanced Level French I and II)
- FR2540 Introduction to Translation Theory and practice: French – English – French
- FR3010 French Literary Studies

#### ***Education requirements - 9 credits chosen from:***

- ED2000 Educational Psychology for Teaching
- ED4450\* Teaching Second Languages in the Elementary School
- Approved Education Option

*\*May not be offered each semester. Please contact an Academic Advisor for options.*

### ***Graduation Requirements***

To qualify for a Certificate of Achievement in French as a Second Language Education, you will need to successfully complete the 27 credits of prescribed curriculum with a minimum of C- in all courses. When you have completed all the requirements, submit a Parchment Application form, available at Student Services.

### ***Advanced Standing***

Recognition will be given for advanced standing for a maximum of 12 credits from approved university level courses taken at a recognized post-secondary institution.

## Harley Davidson® Technician

# Harley-Davidson® Technician

780-835-6681  
1-888-999-7882, ext. 6681  
[h-dtrain@gprc.ab.ca](mailto:h-dtrain@gprc.ab.ca)

**Certificate**  
*Duration: 15 weeks*  
*Total Credits: 17*

**GPRC Fairview**

## Harley Davidson® Technician Certificate

The only authorized training centre in Canada for Harley-Davidson® motorcycles is located at our Fairview campus. In our 15 week program, we are committed to providing the finest training available, and in turn, the finest technicians possible for the many authorized Harley-Davidson® retailers across Canada. Our modern facilities are combined with top quality instruction and up-to-the-minute curriculum.

### *Admission Requirements*

- English 10-1 or 10-2 and
- Mathematics 10C or Mathematics 10-3

Although a high school diploma is not required for entrance to this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Applicants who do not meet these requirements will be considered for admission on an individual basis.

### **Selection Criteria**

Demand for this program is very high. An interview may be required to determine suitability. Preference will be given to those who:

- have academic achievement beyond the stated prerequisites.
- are actively involved in activities related to this field.
- can supply references documenting their experience, involvement or potential in this field.

### *Program Curriculum*

- HD210 Harley-Davidson® Theory
- HD260 Harley-Davidson® Shop
- HD270 Harley-Davidson® Independent Study

### *Graduation Requirements*

Students must complete all required courses with a GPA of no less than 2.00 and no grades of “F”.

## Heavy Equipment Service Technician

# Heavy Equipment Service Technician

780-835-6737  
1-888-999-7882, ext. 6737  
[hes@gprc.ab.ca](mailto:hes@gprc.ab.ca)

**Diploma**  
*Duration: 80 weeks*  
*Total Credits: 52*

**GPRC Fairview**

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## Heavy Equipment Service Technician Diploma

The Heavy Equipment Service program is the result of a unique partnership between GPRC, Caterpillar, world leader in the manufacture of heavy equipment, and Finning, Caterpillar's largest dealership worldwide. GPRC is one of two post-secondary institutions in Canada to offer this globally recognized training, which is custom-formulated to meet Alberta Apprenticeship Examination requirements.

The Heavy Equipment Service program is a two year diploma program (80 weeks in length) located at the Fairview Campus in Fairview, Alberta. Students gain advanced technical knowledge and hands-on skills directly related to Caterpillar equipment and upon graduation are ready to work anywhere Finning has opportunities – more than 40 locations across Alberta, B.C., NWT and the Yukon. Graduates are in exceptionally high demand.

This program consists of five 16 week semesters. Each is divided into two 8 week blocks: classroom theory and lab on campus, followed by a paid work practicum at a licensed Finning location. (In the rare occurrence that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the College.)

Admission requirements include: specified academic standing, mechanical aptitude testing, and a personal interview with representatives from GPRC and Finning.

Students, who complete the program with an average of 80% or better, are hired by Finning and remain with them for one year, will be awarded a valuable, fully-stocked toolbox. Should the student achieve an overall average of 70–79%, are hired by Finning and remain with them for one year, a toolbox will be provided at half the cost. During the program, tools are provided at no cost.

Finning provides major financial support to students throughout the program. Each successful applicant will receive an acceptance award of \$1000, coveralls, books, apprenticeship exam fees and personal protective equipment at no cost. Students must provide their own CSA approved footwear.

The applicant should have a genuine interest in mechanical systems and a desire to understand the underlying theoretical principles that govern machine operation and design. The work often involves analytical troubleshooting and problem solving in an active and physical work environment. Those who are considering this program should enjoy the challenge of working on some of the largest, most technologically advanced equipment in use today. Students must be a Canadian resident and able to work in a physically demanding environment.

## Heavy Equipment Service Technician

### ***Admission Requirements***

- High School Diploma (GED or Certificate of Achievement will not be accepted as an equivalency)
- Successful interview with Finning and GPRC panel.
- Pass of Standardized Differential Aptitude testing.
- Canadian Citizen or Permanent Resident (Landed Immigrant).
- Completion of a Resume and a HES Career Investigation Report
- Pass of a Physical Demands Assessment as required by Finning Canada

Demand for this program is very high. Preference may be given to those:

- Who have academic achievement beyond the stated prerequisites
- Who are actively involved in activities related to this field
- Who can supply references documenting their experience, involvement or potential in this field.

### ***Program Curriculum***

#### ***First Year***

##### ***Fall (16 weeks)***

- HES110 Introduction to Caterpillar Service Industry
- HES121 Introduction to Machine Systems
- HES131 Electrical Fundamentals
- HES141 Hydraulic Fundamentals – Basics
- HES150 Safety Training
- HES190 Work Placement

##### ***Winter (16 weeks)***

- HES211 Starting and Charging Systems
- HES221 Truck and Trailer Suspension and Steering
- HES231 Air Brakes
- HES241 Hydraulic Brakes
- HES251 Air Conditioning Systems
- HES290 Work Placement

##### ***Spring and Summer (16 weeks)***

- HES311 Electrical Circuits
- HES321 Engine Fuel Systems
- HES331 Engine Fundamentals
- HES390 Work Placement

#### ***Second Year***

##### ***Fall (16 weeks)***

- HES410 Machine Hydraulic Systems
- HES421 Power Train I
- HES440 On-Highway Steering
- HES490 Work Placement

##### ***Winter (16 weeks)***

- HES511 Power Train II
- HES521 Machine/Engine Diagnostics/Repair
- HES590 Work Placement

The work Experience courses (HES190, HES290, HES390, HES490, and HES590) are taught at a licensed Finning location. (In the rare occurrence that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the College.)

### ***Graduation Requirements***

Students must complete all required courses with a GPA of no less than 2.00 and no grades of “F”.

### ***Apprenticeship Opportunity***

Included is all the technical training required to meet the Alberta Apprenticeship requirements for Heavy Equipment Technician (HET). As well, throughout the program students will be given an opportunity to challenge all the HET apprenticeship examinations and will achieve journeyman status after the specified “time-on-the-job” requirements are met. Apprenticeship information can be accessed by visiting [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca).

## Hospitality and Tourism Management

780-539-2900  
1-800-539-4772 ext. 2900  
[hospitality@gprc.ab.ca](mailto:hospitality@gprc.ab.ca)

**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 60*

GPRC Grande Prairie

### Hospitality and Tourism Management Diploma

Hospitality and Tourism is among the fastest growing industries in the province. As this growth continues, the industry will be in need of employees capable of taking leadership roles at the management level. The Hospitality and Tourism Management program at GPRC is designed to meet this need. The program focus is on the development of industry specific knowledge, business foundations, and leadership skills that will help to open the door to management level opportunities within this industry. To ensure our graduates are prepared for the exciting opportunities within this industry, Grande Prairie Regional College has designed this program to meet the training guidelines set by the National Tourism Learning System.

#### *Admission Requirements*

If you are entering the Hospitality and Tourism Management Program directly from high school, you require a High School Diploma with these Alberta Education courses or equivalents:

- English 30-1 or 30-2, minimum grade 50 percent
- Minimum 60% in Pure or Applied Mathematics 20 or Mathematics 20-1 or 20-2, or minimum 50% in Pure or Applied Mathematics 30 or Mathematics 30-1 or 30-2.

If you do not have a high school diploma but have been out of school for at least one year, you require the following Alberta Education courses or equivalents:

- English 30-1 or 30-2, minimum grade 50 percent
- Minimum 60% in Pure or Applied Mathematics 20 or Mathematics 20-1 or 20-2, or minimum 50% in Pure or Applied Mathematics 30 or Mathematics 30-1 or 30-2.

#### *Mature Student Admission*

If you are 21 years of age or over and do not meet any of the admission requirements, you must attain a minimum score on an appropriate entrance test.

#### *Progression Criteria*

If you are a full-time student in the Diploma program and you fail two courses in a semester, you will be placed on contractual departmental probation for the following semester. Failure to meet the probation requirements may result in forced withdrawal from the full-time program for one full semester. Readmission to the program will be subject to departmental review.

If you are a full-time student in the Diploma program and you fail three or more courses in any one semester, you will be required to withdraw for one full semester from the full-time program. Readmission to the program will be subject to departmental review.

If you fail to achieve a GPA of 1.3, you may be permitted to continue on a probationary basis with the permission of the department.

## Hospitality and Tourism Management

### ***Program Curriculum***

#### ***First year***

- BA1010 Business Communications I
- BA1020 Business Communications II
- BA1090 Introduction to Marketing
- BA1110 Introduction to Accounting
- BA1150 Introduction to Computers in Business
- BA1380 Organizational Behavior I
- HP1210 Tourism Operations Management
- HP1220 Food and Beverages Management
- HP1230 Accommodations Operations Management
- HP1240 Hospitality Practicum I

#### ***Second year***

- HP2250 Alternative Tourism
- HP2260 Event and Convention Management
- HP2270 Hospitality Practicum II
- HP2280 Leadership and Management Excellence
- HP2290 Computer Applications for Hospitality and Tourism
- LR3010 Legal Relations
- Four Options (12 credits)\* chosen from the following
  - BA1510 Economics
  - BA1120 Principles of Accounting
  - BA2010 Advertising and Sales Promotion
  - BA2070 Personal Selling
  - BA2190 Consumer Behavior
  - BA2240 Human Resources Management
  - BA2710 Customer Service
  - HP2110 Introduction to Culinary Arts
  - Senior Marketing Option (3 credits)

*\*Where you have a clearly defined career objective that is better accomplished with an option other than these listed, you may apply in writing to the department for permission to enroll in other optional courses. Approval may be granted for a maximum of two options outside this recommended list.*

### ***Graduation Requirements***

To graduate with a Diploma in Hospitality and Tourism Management, you must successfully complete all program requirements. Once you have completed the program requirements, please complete a Parchment Application Form, available from Student Services.



## Millwright/Machinist, Pre-Employment

780-539-2903  
1-800-539-4772, ext. 2903  
[millwright@gprc.ab.ca](mailto:millwright@gprc.ab.ca)

**Pre-Employment Certificate**  
*Duration: 16 weeks*  
*Total Credits: 18*

**GPRC Grande Prairie**

### Millwright/Machinist, Pre-Employment Certificate

The Pre-employment Millwright/Machinist program is a blend of both trades which will enable students to enter one or both trades upon successful completion of the program and AIT exams.

Millwrights install, maintain, repair and troubleshoot stationary industrial machinery and mechanical equipment in factories, production plants and recreational facilities. On a typical job, millwrights:

- read diagrams and schematic drawings and service manuals to determine work procedures
- operate rigging equipment and dollies to place heavy machinery and parts
- fit bearings, align gears and shafts, attach motors, and connect couplings and belts (often to within a fraction of a millimeter tolerance)
- align and test equipment, and make any necessary adjustments
- perform predictive and operational maintenance using procedures such as vibration analysis, and repair or replace defective parts when necessary
- service and repair hydraulic, pneumatic and programmable logic controls
- may do some tack welding and fabrication as well as maintain an inventory of replacement parts

Machinists use an assortment of tools to machine and finish a variety of both metal and non-metal materials/parts and precisely measure to thousands of an inch. Machinists operate drilling and grinding machines and are trained in the programming of Computer Numerical Control (CNC) Machines.

Our Pre-employment Millwright/Machinist program is designed to provide you with entry-level skills to help you land that first job. It also provides pre-apprenticeship opportunities for those who may be interested in pursuing apprenticeship.

Students will be introduced to the apprenticeship system as well as the millwright/machinist industry. You'll study trades math as it applies to this occupation. Translating printed material into different views--isometric, orthographic and sectional--is also studied. Best of all, you'll gain practical experience in using lathes, milling machines, drill press, grinders and receive Forklift and First Aid Training. Safety regulations are emphasized.

#### ***Admission Requirements***

- English 20-1 or 20-2 and
- Math 20-1, 20-2 or 20-3 and
- A 20-level Science

Although a high school diploma is not required for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Applicants who do not meet these requirements may be admitted to the program but they will be required to pass the AIT Trades Entrance Exam during the first semester if choosing to pursue an apprenticeship.

## Millwright/Machinist, Pre-Employment

### ***Program Curriculum***

- MW101 Millwright and Machinist Theory
- MW102 Millwright and Machinist Shop
- MW103 Millwright and Machinist Trades Math
- MW104 Millwright and Machinist Applied Print Reading
- MW105 Millwright and Machinist Alignment Rigging and Fasteners

### ***Graduation Requirements***

Students must complete all required courses with a GPA of no less than 2.00 and no failing (F) grades.

### ***Apprenticeship Opportunity***

Students who have successfully completed the program and also completed an acceptable Alberta Apprenticeship Prior Learning Assessment Application may have the opportunity to challenge the Alberta Apprenticeship and Industry Training (AIT) first-year millwright/machinist exam.

To register for technical apprenticeship training you must be indentured as an apprentice and eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship with them and have that contract registered by AIT.

Apprenticeship information can be accessed by visiting the AIT website at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca).



## Motorcycle Mechanic, Pre-Employment

780-835-6727  
1-888-999-7882, ext. 6727  
[motorcycle@gprc.ab.ca](mailto:motorcycle@gprc.ab.ca)

**Certificate**  
*Duration: 28 weeks*  
*Total Credits: 26*

**GPRC Fairview**

### Motorcycle Mechanic, Pre-Employment Certificate

Love the sound of a finely-tuned engine? Picture yourself in an exciting career as a Motorcycle Mechanic! As a Motorcycle Mechanic, you will repair and maintain many different brands and models of street, off-road and dual sport bikes. This popular program can help you gain the required experience to land your first job.

You'll receive training in motorcycle charging, starting and ignition systems, four-stroke tuning and top end diagnosis, inspection and reconditioning procedures, transmissions, crankshaft repair and more. You'll also be able to recognize and interpret parts, plus learn how to ship and receive parts and control inventory.

We take a hands-on approach to learning. With instructor approval, you can even bring in your own motorcycle for use in shop class! You'll gain additional hands-on training in the work experience component of the program at a recognized dealership or repair shop. The work is demanding but very rewarding. Expanding your horizons will ensure year round employment.

The skills and experience you gain in this program will prepare and certify you for entry-level employment. It will also provide pre-apprenticeship opportunities for those who may be interested in pursuing apprenticeship. As a successful graduate, you will have the opportunity to write the first-year Alberta Apprenticeship Board Motorcycle Mechanic Apprenticeship exam.

#### ***Admission Requirements***

Although a high school diploma is not required as a prerequisite for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

- English 10-1, English 10-2 or equivalent and Math 10-C, Math 10-3 or equivalent

Applicants who do not meet these requirements may be admitted to the program but they will be required to pass the AIT Trades Entrance Exam during the first semester if choosing to pursue an apprenticeship.

#### **Selection Criteria**

Due to the popularity of the program, applicants seeking admission as a mature student will be admitted on a merit basis. Preference will be granted to those with previous mechanical experience, involvement in activities related to this field, and who have references in regard to achievements and potential in this industry. A letter outlining your research into this industry may be helpful. An interview to confirm your suitability for this program may be required.

#### ***Program Curriculum***

##### ***Fall (16 weeks)***

- MCM100 Theory I
- MCM150 Shop I

##### ***Winter (12 weeks)***

- MCM200 Theory II
- MCM250 Shop II

## Motorcycle Mechanic, Pre-Employment

### ***Graduation Requirements***

Students must complete all required courses with a grade point average of no less than 2.00 and no failing (F) grades.

### ***Additional Information***

#### **Special materials required**

At school, you will have tools available on a loan basis. Materials and supplies required are:

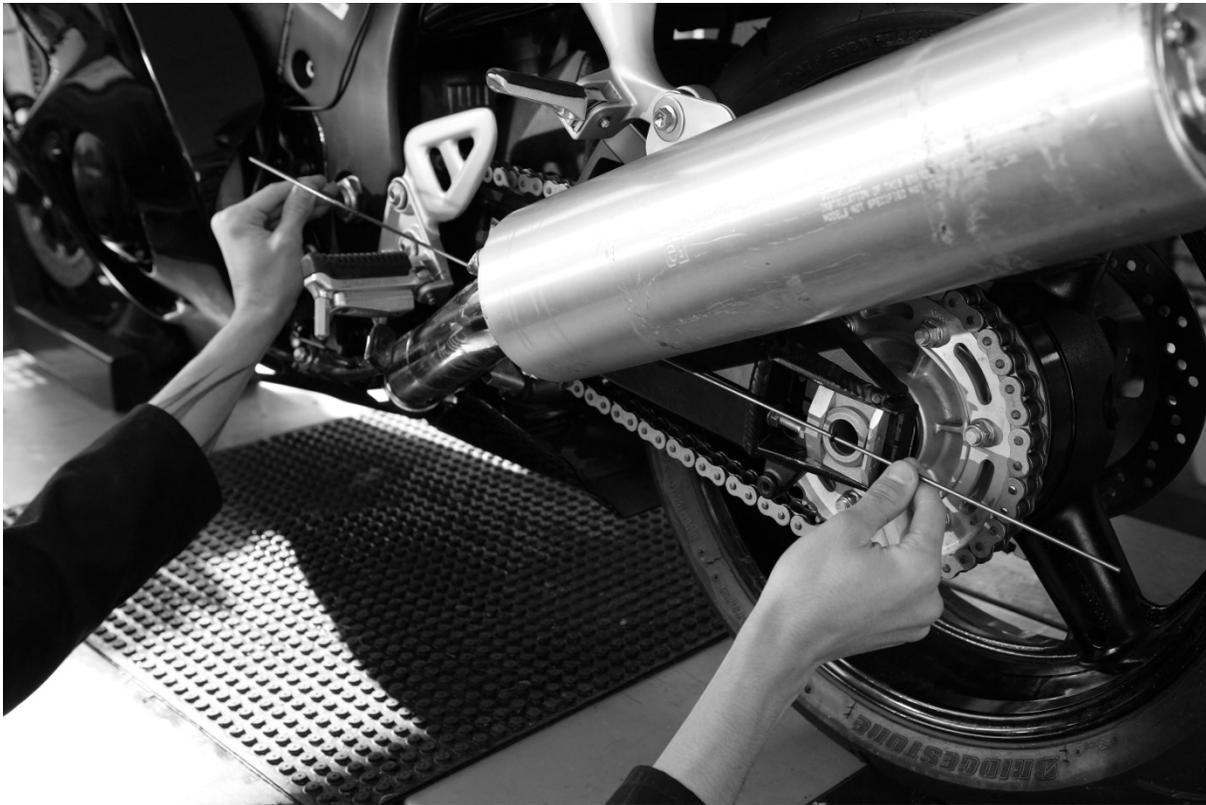
- Safety approved footwear
- Cotton coveralls or shop smock (acquired on campus)
- Welding gloves and welding beanie
- Safety glasses (mandatory)
- Clipboard and basic calculator
- Miscellaneous shop supplies (acquired on campus)
- Metal project (acquired on campus)
- Parts for personal shop projects

### ***Apprenticeship Opportunity***

Students who have successfully completed the program and also completed an acceptable Alberta Apprenticeship Prior Learning Assessment Application may have the opportunity to challenge the Alberta Apprenticeship and Industry Training (AIT) first-year motorcycle mechanic exam.

To register for technical apprenticeship training you must be indentured as an apprentice and eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship with them and have that contract registered by AIT.

Apprenticeship information can be accessed by visiting [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca).



## Music

### Music

780-539-2909  
1-800-539-4772, ext. 2909  
[finearts@gprc.ab.ca](mailto:finearts@gprc.ab.ca)

**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 60*

- Acoustic Specialization
- Interactive Digital Design Specialization

**GPRC Grande Prairie**

Music programs at GPRC will help prepare you to pursue a career in music or to continue your studies at other educational institutions. You will have the opportunity to specialize on an instrument, including voice, and to perform with talented musicians. Participation in College Ensembles is required of our programs, and performances in community productions or events is also encouraged.

Music students have access to our brand-new Fine Arts Recording Studio complex that consists of four individual studios, a digital lab/classroom with many modern workstations, and several well-equipped practice rooms. Music performances take place in either the Collins Recital Hall or the Douglas J. Cardinal Performing Arts Centre.

The Fine Arts Department offers our music programs at the Grande Prairie Campus on a full-time or part-time basis during the day and evening.

Students of the GPRC Fine Arts music program have also successfully completed music degrees at institutions outside of Alberta. Admission is based on the quality of audition and also academic entrance examinations as per institution requirements.

### Music Diploma, Acoustic Specialization

#### *Admission Requirements*

You require an Alberta Education High School Diploma and the following:

- English 30-1
- Music 30
- Grade Two Conservatory Music Theory, or MU1000\*

*\*A performance audition is required before you are offered admission. Contact the Fine Arts Department to schedule an audition.*

#### *Mature Student Admission*

You may also be admitted if you have been out of school for one full year. You must have English 30-1 or be admissible to EN0130 as determined by College placement assessments. If you need to complete EN0130 to fulfill the English requirement, you will need to do so in the first semester and you may not complete the first year requirements within a year. In addition to the English requirement, you must have the equivalent of grade-two conservatory music theory\*.

*\*Applicants who do not present successful completion of MU1000 or Grade Two Conservatory Music Theory will be required to write a Music Theory Placement examination before registering in this program. Students who do not demonstrate the equivalent of grade two theory skills will take longer to complete this program of study.*

## Music

### ***Program Curriculum***

#### ***First year***

- Junior English (3 credits), EN1201 recommended
- DD2091 Electronic Notation
- MU1010 Introduction to Music
- MU1250 Applied Music I
- MU1510 Aural and Keyboard Skills I
- MU1550 Music Theory I
- MU1560 Music Theory II
- MU1650 Introduction to World Music
- Music Ensemble (3 credits) chosen from MU1400, MU1410 or MU1490

#### ***Second year***

- DD1081 Music Technology I
- DD2081 Music Technology II
- MU2250 Applied Music II
- MU2510 Aural and Keyboard Skills II
- MU2550 Music Theory III
- MU2560 Music Theory IV
- Music Ensemble (3 credits) chosen from MU2400, MU2410, MU2490
- One of
  - DD1021 Popular Music in the 20th Century
  - MU2620 Women in Music
  - MU2800 Introduction to the Study of Western Music History
  - MU2830 Western Art Music History
- Approved Option (3 credits)

### ***Graduation Requirements***

You will need to successfully complete the program requirements to graduate with a Diploma in Music, Acoustic. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

### ***Advanced Standing***

Advanced standing for selected courses may be given at the discretion of the Fine Arts Department in accordance with College policy.

## **Music Diploma, Interactive Digital Design Specialization**

Students who are keen and willing to dedicate the time to becoming creative thinkers using computers and digital tools can look forward to exciting career opportunities.

Being able to use modern music technology in the service of either acoustic or amplified music is an essential skill for today's musicians. Music technology has developed to the point where all musicians will benefit from having technological skills, and being able to use a wide variety of technological and creative artistic tools provides students with many options for a musical future. In addition to working with technology, students are required to study performance on an instrument or voice, and take musicianship courses, to ensure that they can understand the music they will be working with, and think musically. The curriculum encompasses areas of study that are essential to success in the music industry and includes courses that focus on music production (MIDI and Digital Recording), arranging, electronic notation, theory and aural skills, applied study and performance, video production, composition, and film scoring. Students have access to our brand new state-of-the-art Fine Arts Recording Studio.

### ***Admission Requirements***

You will need an Alberta Education High School Diploma with the following:

- English 30-1
- Grade Two Conservatory Music Theory, or MU1000\*

Previous experience with computers, while an asset, is not required. Previous musical experience is a definite asset.

## Music

### ***Mature Student Admission***

You may also be admitted if you have been out of school for one full year. You must have English 30-1 or be admissible to EN0130 as determined by College placement assessments. If you need to complete EN0130 to fulfill the English requirement, you will need to do so in the first semester and you may not complete the first year requirements within a year. In addition to the English requirement, you must have the equivalent of grade-two conservatory music theory.\*

*\*Applicants who do not present successful completion of MU1000 or Grade Two Conservatory Music Theory will be required to write a Music Theory Placement examination before registering in this program. Students who do not demonstrate the equivalent of grade two theory skills will take longer to complete this program of study.*

### ***Program Curriculum***

#### ***First year***

- DD1021 Popular Music History
- DD1081 Music Technology I
- DD1211 Applied Study or equivalent applied Music course
- DD1421 Electroacoustic Ensemble
- DD2081 Music Technology II
- DD2091 Electronic Notation
- EN 1201 Composition, or equivalent
- MU1510 Aural and Keyboard Skills I
- MU1550 Music Theory I
- MU1560 Music Theory II

#### ***Second year***

- DD1082 Video Production
- DD2211 Applied Study or equivalent
- DD2281 Music Technology III
- DD2291 Music Technology IV
- DD2391 Composition/Film Scoring or Approved Option (3 credits), DD2145 recommended
- DD2421 Electroacoustic Ensemble
- DR1910 Production Lab, or Approved Option (3 credits)
- MU1010 Introduction to Music
- MU2550 Music Theory
- Approved Option (3 credits)

### ***Graduation Requirements***

You will need to successfully complete the program requirements to graduate with a Diploma in Music, Interactive Digital Design. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

### ***Advanced Standing***

Advanced standing for selected courses may be given at the discretion of the Fine Arts Department in accordance with College policy.

### ***Post-Diploma***

#### **Degree Programs**

Acceptance into any university degree program once you have completed your studies at GPRC is based on your audition, the depth of your musical experience and your academic standing. Option courses vary from institution to institution and are often evaluated on a course-by-course basis. Early contact with the school you are applying to is encouraged and close consultation with a GPRC Fine Arts advisor is suggested. All post-secondary Bachelor of Music programs are slightly different. An audition is normally required by each university; you should pay attention to specified audition dates published by each university. You are advised to consult directly with the university you are interested in transferring your diploma to, to access these degree opportunities. Most receiving institutions will transfer a maximum of 60 credits from GPRC. Bachelor of Music students are advised to take 9 credits of options for Music, Art or Science.

Athabasca University offers graduates of the Diploma in Music, Interactive Digital Design specialization, block transfer of 60 credits into the Bachelor of Professional Arts (Communication Studies) degree program. Graduates with a Diploma in Music may also be admitted to the University of Lethbridge, Post-Diploma Bachelor of Music or Pre/Post-Diploma Bachelor of Music/Bachelor of Education. Consult with the Universities directly if you are interested in transferring your Diploma to these degree programs.

Students of the GPRC Fine Arts music program have also successfully completed music degrees at institutions outside of Alberta. Admission is based on the quality of audition and also academic entrance examinations as per institution requirements.

## Office Administration

780-539-2777  
1-800-539-4772, ext. 2777  
[officeadmin@gprc.ab.ca](mailto:officeadmin@gprc.ab.ca)

### Certificate

*Duration: 30 weeks*

*Total Credits: 30*

- General
- Bookkeeping
- Dental Office
- Oil & Gas

### Diploma

*Duration: 60 weeks*

*Total Credits: 60*

- Bookkeeping Specialist
- Legal Secretary Specialist
- Microcomputer Office Specialist
- Office Management

### Intensive Diploma

*Duration: 30 weeks*

*Total Credits: 30*

- Bookkeeping Specialist
- Legal Secretary
- Microcomputer Office Specialist  
(also available online)

GPRC Grande Prairie

eCampus Alberta

Office Administration offers specialized programs designed to provide you with the critical skills required to succeed in the computerized office. Graduates of the program attain professional knowledge and skills in communications, interpersonal relations, and office technology. Students in Office Administration programs will develop superior office skills that are highly sought after by all employers.

Graduates have excellent opportunities to enter and advance in careers such as word and information processing specialists, legal assistants, executive secretaries, administrative assistants, office managers, desktop and web publishers, accounts receivable and accounts payable clerks, accounting assistants, billing clerks, receptionists, web designers.

You can choose the two-semester certificate program or any one of the specialized intensive diploma specialization programs, or the four-semester diploma specializations. Most courses are scheduled on the main campus during the day. Some evening and distance delivery courses are also offered. Part-time learners are welcome in all programs.

### ***Mature Student Admission***

If you are 21 years of age or older and you do not meet any of the admission requirements for this program, you must attain a minimum score on an appropriate entrance test.

### ***Progression Criteria***

In addition to the Academic Guidelines, the Department reserves the right to adhere to the following progression criteria:

If you are a full-time student in either the certificate or the diploma program and you fail two courses in a semester, you will be placed on contractual departmental probation. You may be required to attend an additional writing and/or typing lab.

If you are a full-time student in either the certificate or diploma program and you fail three or more courses in any one semester, you will be required to withdraw from the full-time program for one full semester.

If your GPA is less than 2.3, you will not be admitted to the diploma program unless you repeat courses to improve your GPA.

## Office Administration

### ***Practicum Progression Criteria***

Students will be eligible to enroll in OA1240 or OA2240, Work Experience, on the basis of:

- successful completion of five other courses,
- a minimum GPA of 2.3 in the most recently completed semester, and permission of Practicum Instructor.

Students who have successfully completed five other courses in the program and who have a GPA of less than 2.3 in the most recently semester may receive permission to enroll in OA2240 but practicum placement may be restricted to a volunteer agency. In granting permission to enroll in OA1240 or OA2240, the Practicum Instructor will take non-academic factors into consideration (attendance, interpersonal skills, etc.). Once on practicum, employment-level attendance and performance at the job site are required in order to receive credit for OA1240 or OA2240, Work Experience. A second placement will not normally be offered to students who do not receive credit for their first practicum.

### ***Job Placement Facilitator***

When you graduate, you may access the services of a job placement facilitator. The job placement facilitator assists in placing Office Administration graduates into the job market. More than 500 graduates have been placed through this service over the past ten years.

### ***Advanced Standing***

If you have completed high school career and technology studies courses, you may be eligible for transfer credit towards Office Administration Certificate courses. If you have completed an Administrative Technology, an Office Administration certificate or equivalent program elsewhere, you may receive block transfer into our diploma program. As well, some post-secondary courses or prior learning may transfer to Office Administration programs.

If you believe you have completed work experience equivalent to OA1240 or OA2240, Work Experience, you may apply for Advanced Standing in accordance with College Policy. Advanced Credit or Credit for Prior Learning for Work Experience, OA1240 or OA2240, must be approved before the end of the second week of classes.

### ***High School CTS Course Credit Available***

If you have successfully completed courses in the Information Processing or Financial Management strands in the Career and Technology program of studies, you may be eligible for Advanced Standing in the Office Administration. Please inform your advisor and the Department will assess courses on an individual basis.

### ***Statute of Limitations***

Students transferring into Office Administration with previous software training from other institutions should note that only software training successfully completed within the three years prior to admission will be considered for advanced standing or transfer credit.

### ***Additional Information***

#### **MICROSOFT OFFICE APPLICATION SPECIALIST, CERTIFICATION FROM MICROSOFT**

The Microsoft Office Application Specialist Certification Program is a standard, universally accepted validation of desktop skills for the Microsoft Office suite of business productivity applications. The certification eliminates much of the guesswork employers deal with in the interview process and gives a powerful edge to Microsoft Office Specialists (MOS), a special designation for proficient users of Microsoft Office products.

The Department of Office Administration is authorized as a Microsoft Office Specialist Testing Centre. The Microsoft Office Specialist program gives you proof you know how to use Microsoft Office Applications efficiently and productively. Becoming a MOS Specialist means you are more valuable to an employer, and more marketable as an employee. For more information visit us at [www.gprc.ab.ca](http://www.gprc.ab.ca) or call 780-539-2777.

#### **MICROCOMPUTER OFFICE APPLICATION, MASTER CERTIFICATION**

As a Microcomputer Office Application Specialist, Master Certified, you will achieve a portable, globally recognized credential that proves your ability as a productive Microsoft Office user. You will appreciate the opportunity to gain advancement in your career and continue to be an effective and efficient employee.

## Office Administration

### Office Administration Certificate

#### *Admission Requirements*

If you are entering the program directly from high school, you require a High School Diploma with the following Alberta Education courses or equivalents:

- English 30-1 or English 30-2, minimum grade of 50 percent and
- Mathematics 20-1, 20-2, or 20-3, minimum grade of 50 percent

If you do not have a high school diploma and have been out of school for at least one year, you require the following Alberta Education courses or equivalents:

- English 30-1 or English 30-2, minimum grade of 50 percent and
- Mathematics 20-1, 20-2, or 20-3, minimum grade of 50 percent

#### GENERAL

The basic two-semester certificate program will introduce you to basic administrative procedures and technology. The program prepares you for basic job-entry in current administrative technologies and serves as a foundation for the diploma programs.

#### *Program Curriculum*

- OA1030 Business Communications I
- OA1040 Business Communications II
- OA1060 Microsoft Word Core Level I
- OA1070 Microsoft Word Core Level II
- OA1080 Microsoft Word Core Level III
- OA1140 Microsoft Excel Core Level
- OA1150 Microsoft Access Core Level
- OA1210 Administrative Office Procedures I
- OA1220 Administrative Procedures II
- OA1231 Skill Building I
- OA1232 Skill Building II
- Approved Options (3 credits)

#### BOOKKEEPING

This Basic Bookkeeping Certificate will give you an opportunity to complete a credit program that will begin to qualify you as a professional bookkeeper and give you training that will lead to employment in a wide variety of positions. There is a high demand for bookkeepers, accounts receivable/payable supervisors, payroll assistants, budget coordinators and accounting assistants. Employers are always looking for ambitious employees who have skills and training for these important positions.

#### *Program Curriculum*

- OA1030 Business Communications I
- OA1040 Business Communications II
- OA1060 Microsoft Word Core Level I
- OA1070 Microsoft Word Core Level II
- OA1140 Microsoft Excel Core Level
- OA1150 Microsoft Access Core Level
- OA1210 Office Procedures I
- OA1231 Skill Building I
- OA1232 Skill Building II
- OA1310 Bookkeeping I
- OA1320 Bookkeeping II
- OA1430 Simply Accounting for Small Business

#### DENTAL OFFICE

The Dental Office Specialist Program is designed to provide you with the skills and technical knowledge necessary to become an effective member of a dental health care team. Students in this program receive instruction in dental office procedures including reception responsibilities and using dental software applications.

As a dental office specialist you will need strong communication skills to interact successfully with clients and other health care professionals. This program includes courses in professionalism and effective communication techniques.

#### *Program Curriculum*

- OA1030 Business Communications I
- OA1060 Microsoft Word Level I
- OA1070 Microsoft Word Level II
- OA1140 Microsoft Excel Level I
- OA1150 Microsoft Access Level I
- OA1210 Administrative Office Procedures
- OA1231 Skill Building I
- OA1232 Skill Building II
- OA1240 Work Experience
- OA1510 Dental Sciences Terminology
- OA1520 Dental Office Procedures
- OA1530 Dental Care Billing
- OA2511 Medical Terminology

## Office Administration

### OIL & GAS

If you are considering a career in the petroleum and gas industry, this certificate is designed to meet your needs. Successful completion of this program will lead to entry-level positions in and oil or gas industry in an office support or assistant position.

#### *Program Curriculum*

- OA1030 Business Communications I
- OA1060 Microsoft Word Core Level I
- OA1070 Microsoft Word Core Level II
- OA1140 Microsoft Excel Core Level
- OA1150 Microsoft Access Core Level
- OA1210 Office Procedures I
- OA1231 Skill Building I
- OA1232 Skill Building II
- OA1240 Work Experience
- OA1310 Bookkeeping I
- OA2520 Petroleum Terminology for Field Operations
- Approved Options (3 credits)

#### *Graduation Requirements*

To graduate with a Certificate in Office Administration, you must successfully complete the prescribed curriculum. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

#### *Progression Criteria*

If you have successfully completed the prescribed courses in your Certificate program and your GPA is 2.3 or better, you may proceed to a Diploma program. If you have completed the Certificate Program at another institution, you may qualify to be admitted directly into a Diploma Program.

### Office Administration Diploma

The Diploma Programs prepare you to advance to senior support positions such as word and information processing specialists, legal assistants, executive secretaries, administrative assistants, office managers, or desktop publishers. Over 85% of the graduates of Office Administration diploma programs obtain training-related positions within three months of graduation and advance to supervisory and administrative assistant positions.

#### *Admission Requirements*

Successful completion of an Office Administration Certificate program.

### BOOKKEEPING SPECIALIST

The Bookkeeping Specialist Diploma is designed for people who have chosen a career working with accounting programs, in a role where they can assist and advise management.

#### *Program Curriculum*

##### *First year*

- As per Certificate curriculum

##### *Second year*

- BA1120 Principles of Accounting
- OA2081 Comprehensive Records Management
- OA2090 Internet Technology
- OA2101 Professional Communications
- OA2240 Work Experience
- OA2270 Microsoft Excel Expert Level
- OA2430 QuickBooks for Small Business
- OA2440 ACCPAC for Corporations
- Approved Options (6 credits)

## Office Administration

### LEGAL SECRETARY SPECIALIST

The specialized legal program is designed for people who have chosen a career working in a legal office. Students master legal vocabulary and office procedures, complete a legal precedent manual, and attain expert concepts and techniques of Microsoft Office Professional.

#### *Program Curriculum*

##### *First year*

- As per Certificate curriculum

##### *Second year*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• OA2081 Comprehensive Records Management</li> <li>• OA2090 Internet Technology</li> <li>• OA2230 Desktop Publishing</li> <li>• OA2240 Work Experience</li> <li>• OA2250 Skill Building III</li> <li>• OA2270 Microsoft Excel Expert Level</li> </ul> | <ul style="list-style-type: none"> <li>• OA2290 Microsoft Access Expert</li> <li>• OA2310 Legal Office Procedures I</li> <li>• OA2320 Legal Office Procedures II</li> <li>• LR3010 Legal Relations or approved option</li> <li>• Approved Option (1.5 credits)</li> </ul> |
|--|---|

### MICROCOMPUTER OFFICE SPECIALIST

As a microcomputer office specialist you will have over 600 hours of Microsoft Office instruction that will allow you to harness the full power of Microsoft Office and the Internet.

#### *Program Curriculum*

##### *First year*

- As per Certificate curriculum

##### *Second year*

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• OA2081 Comprehensive Records Management</li> <li>• OA2090 Internet Technology</li> <li>• OA2101 Professional Communications</li> <li>• OA2110 Business Editing and Proofreading</li> <li>• OA2230 Desktop Publishing</li> </ul> | <ul style="list-style-type: none"> <li>• OA2240 Work Experience</li> <li>• OA2250 Skill Building III</li> <li>• OA2270 Microsoft Excel Expert Level</li> <li>• OA2290 Microsoft Access Expert</li> <li>• Approved Options (6 credits)</li> </ul> |
|--|--|

#### *Graduation Requirements*

Once you successfully complete the requirements for a specialization, you may be eligible to receive a Diploma in Office Administration. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

## Office Administration

### Office Administration Intensive Diploma

The unique intensive diploma gives credit for prior work experience and learning so students can earn a highly marketable diploma in 8 months. Students entering this program will typically have a minimum of 3 years of office work experience; however, it is not unusual for a student to enter this program with far greater than 3 years of experience. Students should have a solid understanding of office procedures and have good typing skills.

If you have previous post-secondary business training and/or experience, have been out of the workforce for some time or are currently under employed, the Intensive Diploma Programs will refresh your skills and help you learn the new office technologies. Over 80% of the graduates of this program obtain training-related positions within six months of graduation and many are in administrative office support services.

### BOOKKEEPING SPECIALIST

The Bookkeeping Intensive Diploma is designed for people who have chosen a career working with bookkeeping programs in a role where they can assist and advise management.

#### *Program Curriculum*

- OA2040 Business Communications
- OA2081 Comprehensive Records Management
- OA2101 Professional Communications
- OA2271 Microsoft Excel Comprehensive
- OA2410 Financial Accounting I or  
OA1310 Basic Bookkeeping I
- OA2420 Financial Accounting II or  
OA1320 Basic Bookkeeping II
- *Choose any two of the following:*
  - OA1430 Computerized Bookkeeping I (Simply Accounting)
  - OA2430 Computerized Bookkeeping II (For Small Businesses)
  - OA2440 Computerized Bookkeeping III (For Corporations)
- Option (3 credits) Microsoft Word (as approved by the Department)
- Option (3 credits) OA2240 recommended for students with no previous work experience in a bookkeeping environment

### LEGAL SECRETARY

The specialized legal program is designed for people who have chosen a career working in a legal office or who may wish to advance to a legal assistant position. Students master legal vocabulary and office procedures and complete a legal precedent manual.

#### *Program Curriculum*

- OA2040 Business Communications
- OA2081 Comprehensive Records Management
- OA2090 Internet Technology
- OA2230 Desktop Publishing
- OA2280 Microsoft Word Expert Level
- OA2310 Legal Office Procedures I
- OA2320 Legal Office Procedures II
- OA2620 Microsoft Word Core Level
- LR3010 Legal Relations
- Option (3 credits) OA2240 recommended for students with no previous work experience in a legal office or Skill Building (1.5 credits) may be required

## Office Administration

### **MICROCOMPUTER OFFICE SPECIALIST**

The Microcomputer Office Specialization focuses on mastering current business-orientated computer applications. Students gain expert level skill sets in Microsoft Office Professional 2007 and the Internet.

#### ***Program Curriculum***

- OA2040 Business Communications
- OA2081 Comprehensive Records Management
- OA2090 Internet Technology
- OA2101 Professional Communications
- OA2230 Desktop Publishing
- OA2271 Microsoft Excel Comprehensive
- OA2280 Microsoft Word Expert Level
- OA2291 Microsoft Access Comprehensive
- OA2620 Microsoft Word Core Level
- Skill Building\* or Option (1.5 credits)
- Approved Option (1.5 credits)

#### **\*Skill Building Requirement**

All students' keyboarding skills will be tested during the Department Orientation. Students who can demonstrate keyboarding skills at 40 net words per minute on a five minute timed test may choose to enroll in a 1.5 credit option. Students not keying at 40 net words per minute are required to enroll in one of OA1231, OA1232 or OA2250, depending on their skills.

#### ***Graduation Requirements***

You must successfully complete the program requirements to be eligible for an Office Administration Intensive Diploma. You may complete an intensive diploma specializing in legal secretary, microcomputer office, or bookkeeping. If you meet these requirements, please complete a Parchment Application form, available from Student Services.



## Parts and Materials Technician

# Parts and Materials Technician

780-835-6631  
1-888-999-7882, ext. 6631  
[partsmaterials@gprc.ab.ca](mailto:partsmaterials@gprc.ab.ca)

**Certificate**  
*Duration: 36 weeks*  
*Total Credits: 49*

**GPRC Fairview**

## Parts and Materials Technician Certificate

Parts and Materials Technicians are in high demand in north/central Alberta and this course is designed to provide the entry level technician an advantage in securing employment. Graduates of this course will qualify as third period apprentices in two trades, which will expand the availability of employment opportunities. The skills obtained in this course are highly sought after by prospective employers and will enable graduates to seek employment in a wide variety of job settings and locations.

Parts Technicians manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, industrial, recreational vehicle, jobber, plumbing, electrical, etc. Parts Technicians may be responsible for stock handling, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling, depending on business areas.

You'll learn to order parts and keep inventories, receive and store supplies in an organized system, update price lists and catalogues, computers and materials handling equipment. The specific duties a parts technician performs depend upon the size of the wholesale, retail or warehouse distribution business and the types of parts involved. Some businesses specialize in one line of equipment such as a particular line of automotive parts, others stock parts for several makes of machinery as well as a wide variety of hardware supplies.

Materials Technicians are involved in the movement of materials in a wide variety of industries including agricultural, forestry, health, manufacturing, mining, oil and gas, transportation, and wholesale/retail industries. Materials Technicians may be employed in many different settings and work with a wide variety of materials, and their duties and responsibilities can vary considerably from one job to another.

They are employed by organizations that produce, process, and use products such as office supplies, tools and equipment, food goods, textile products, farm equipment or industrial supplies.

You'll learn to prepare, generate, pack and ship orders, process orders, operate electronic material identification tools and schedules, purchasing, warehousing and inventory control.

### ***Admission Requirements***

Although a high school diploma is not required as a prerequisite for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Course requirements are the same as with Alberta Apprenticeship and Industry Training (AIT) and include the following Alberta Education courses or equivalents:

- English 20-1 or English 20-2 and
- Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3, and
- One 20-level Science

Applicants who do not meet these requirements may be admitted to the course upon successful completion of the AIT Entrance Exam.

## Parts and Materials Technician

### ***Progression Criteria***

Students who successfully complete Semester 1 will qualify to challenge the AIT Training First Period Exam for Parts and Materials Technician. These students will also continue on to Semester 2 and upon successful completion of the second semester will qualify to challenge both the Parts and Materials Technician Alberta Apprenticeship and Industry Training Second Period Exams. In addition, students who successfully complete semesters 1 and 2 will be placed in a work practicum for a four week period.

### ***Program Curriculum***

#### ***Semester 1 (16 weeks)***

- PM1100 Material and Handling Equipment
- PM1200 Material Handling and Warehouse Operations
- PM1300 Safety Skills, Communication and Transportation

#### ***Semester 2 (16 weeks)***

- PM2100 Automotive Parts Identification
- PM2200 Heavy Duty Parts Identification
- PM2300 Introduction to Inventory Management

#### ***Semester 3 (4 weeks)***

- PM3100 Work Practicum

### ***Graduation Requirements***

Students who successfully complete the required credits are eligible to graduate from the course and receive a Certificate in Parts and Materials Technician.

### ***Apprenticeship Opportunity***

To register for technical apprenticeship training you must be indentured as an apprentice eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship with them and have that contract registered with AIT.

Apprenticeship information can be accessed by visiting the AIT website at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca).

### ***Work Experience***

Our 36-week program includes a work experience to give you practical experience along with the theory and hands-on training you will need to challenge the 1st- and 2nd-year apprenticeship exams, putting you well on your way to both Journeyman tickets.

## Perioperative Nursing

# Perioperative Nursing

780-539-2753  
1-800-539-4772, ext. 2753  
[nursing@gprc.ab.ca](mailto:nursing@gprc.ab.ca)

**Post-RN Certificate**  
*Duration: 22 weeks*  
*Total Credits: 24*

**Regional Delivery**

## Perioperative Nursing Post-RN Certificate

This distance education program has been approved by the Operating Room Nurses Association of Canada, [www.ornac.ca](http://www.ornac.ca).

Registered nursing programs may only provide students with minimal exposure to specialty areas and, as a result, fewer nurses are considering perioperative nursing as a career choice. The GPRC Perioperative Nursing Certificate program has been developed to fill this educational need by utilizing the current Operating Room Nurses Association of Canada (ORNAC) recommended core curriculum: Perioperative Education Programs for Registered Nurses.

This program includes theory content from nursing, sciences and the humanities. The focus is on individualized, patient-oriented care. Using context-based learning and the principles of adult learning, the program is delivered by using online synchronous and asynchronous learning strategies. In addition, clinical assignments are designed to provide the learner with opportunities to apply perioperative registered nursing theory in the practice setting.

Using a unique knowledge base and utilizing the nursing process, perioperative registered nurses are able to meet the individual needs of patients during the surgical experience.

Through four core courses, this program will prepare the registered nurse to function in the perioperative environment at the advanced novice level; that is, as a registered nurse who can demonstrate acceptable performance with the support of an experienced mentor. The program consists of two theory courses, one skills lab and one clinical practice course.

Students will be required to attend 32 hours of skills lab in an operating room setting under the direction of a designated instructor\*. A skills lab (OR4020) is held in Grande Prairie or, at times, may be offered at various sites as arranged by the program instructor. The clinical practicum (OR4040) is accomplished through clinical placement and executed with the assistance of preceptors and the program instructor.

### ***Admission Requirements***

Prospective students are advised to contact the Department of Nursing Education and Health Studies before applying for the program.

Students must submit a letter from a supervisor verifying at least one full year of full-time experience in nursing practice. If students do not have one year of full time nursing practice experience, their application may be considered on an individual basis. In lieu of one year of nursing experience, the student must provide a letter of recommendation from a nursing manager/clinical educator in support of program enrolment.

### **Additional Requirements**

- Current certification in C.P.R. - HCP
- Current immunization for Hepatitis B
- Current Practice Registration with CARNA or the provincial or territorial jurisdiction where you currently practice as a Registered Nurse.

## Perioperative Nursing

### ***Progression Criteria***

A grade of B (75%) is the minimum passing grade. Students must complete both theory and practice components of nursing courses to receive credit.

Students may be required to write a theory exam if clinical commencement date is more than thirty (30) days past the theory completion date.

A student, who is absent for more than two clinical days, may need to make up the lost time before being allowed to progress through clinical or complete the program. Absences from the clinical site may result in the instructor being unable to evaluate the student's clinical performance and may result in the student being assigned a failing grade in the course.

This program must be completed within one year of the program start date.

### ***Program Curriculum***

- OR4010 (7) Perioperative Nursing Theory\*\*\*
- OR4020 (2) Perioperative Nursing Skills Lab\*
- OR4030 (5) Perioperative Nursing and Surgical Interventions\*\*\*
- OR4040 (10) Perioperative Nursing Clinical Practicum\*\*

*\*Students taking the clinical practicum must provide the Nursing Clinical Placement Coordinator with three clinical placement options by the date on the placement request form (form and process provided upon registration). Every effort is made to accommodate student stated options, however, placement sites are dependent upon availability and students are not guaranteed the placement of their choice. If necessary, students will be required to travel to another community for clinical hours.*

*\*\*Students wanting to do a practicum outside of Alberta will be required to initiate arrangements of their own clinical placement at a site that meets with the course objectives. Information on this process will be sent to students upon registration.*

*\*\*\*Students will be responsible for any travel and accommodation costs associated with the skills lab and clinical placement.*

### ***Graduation Requirements***

To graduate with a Post-RN Certificate in Perioperative Nursing, you must successfully complete all requirements of the curriculum. Once you have completed the program requirements, please submit a Parchment Application Form to Student Services.

### ***Advanced Standing***

- Using PLAR (Prior Learning Assessment and Recognition), students with perioperative nursing practice experience may challenge OR4020 Perioperative Nursing Skills Lab.
- Students may also have an opportunity to have all or some clinical components of OR4040 Clinical Practicum waived based on assessment of prior learning and experience.
- Assessment of prior learning and experience will be restricted to the skills lab (OR4020) and the clinical component of OR4040 as students expected to complete all theory components of the program. Prior perioperative nursing experience is assessed by the instructor on an individual basis using course evaluation tools. Students must discuss the assessment of prior learning/experience process with the course instructor at the outset of the program.

## Power Engineering

# Power Engineering

780-835-6794  
1-888-999-7882, ext. 6794  
[powereng@gprc.ab.ca](mailto:powereng@gprc.ab.ca)

### Fourth Class Certificate

*Duration: 33 weeks*

*Total Credits: 32*

### Third Class Certificate

*Duration: 42 weeks*

*Total Credits: 30*

GPRC Fairview

*Curriculum is subject to changes in accordance with ABSA regulations and changes to the National SOPEEC Syllabus.*

Industrial development continues to result in the expansion of the Power Engineer's responsibilities. Provincial legislation requires the certification of employees before they assume responsibilities in heating and power plants. There are five certificate levels: Fifth, Fourth, Third, Second and First. Each involves qualifying time requirements and SOPEEC, Standardization of Power Engineering Exams Committee examinations (for inter-provincial certificates), administered by the Alberta Boilers Safety Association (ABSA).

GPRC's Power Engineering is a program with entry and exit points throughout the program. Students can enter at the beginning of the program and continue for two years and finish with a full Interprovincial Third Class Power Engineering Certificate of Competency [issued by Alberta Boilers Safety Association (ABSA)]. Students may also leave after the Fourth Class portion with a full Fourth Class Interprovincial Power Engineers Fourth Class Certificate of Competency (issued by ABSA). Students who need to complete either portion of the Third Class Power Engineering Certificate of Competency may enter the program at that time and complete either Part A or Part B of the Third Class Interprovincial Power Engineering Certificate of Competency.

The Power Engineering program provides Power Engineering students with three options to complete their training. Students new to the Power Engineering field will complete the fourth class program which includes a 12-week work experience to satisfy ABSA requirements for the Fourth Class certification under SOPEEC (Standardization of Power Engineering Exams Committee - the interprovincial exam committee or "Red Seal" authority).

Applicants should have good manual dexterity and good hand-eye coordination since they will be required to operate switches and controls while monitoring instruments. Students should be aware that colour blind testing, physical abilities and communication skills may be required or tested by some employers.

### ***Advanced Standing***

This program is approved by Alberta Boiler Safety Association (ABSA), therefore advanced credit will not be allowed for core courses.

### ***Additional Information***

#### **Classroom and Study Hours**

Students will spend a total of 32 hours per week in class, including 4-6 hours in labs. Students can expect to study outside of class approximately 2-3 hours each evening and 6-8 hours each weekend.

## Power Engineering

### Power Engineering Certificate, Fourth Class

#### **Admission Requirements**

Admission to Fourth Class Basic Program:

- English 30-1 or English 30-2 and
- Mathematics 30-1 or 65% in Mathematics 30-2 and
- Any 30-level Science with 65% minimum and
- Career Investigation Report as per specified format

Applicants not meeting the above requirements may request a review of their education and prior work skills by contacting Student Services office.

Although a high school diploma is not required for entrance to this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

There is a quota on the number of students that can be admitted to the Power Engineering program. The very high demand for the program in the past few years has made it impossible to accept all qualified applicants.

#### **Selection Criteria**

Student selection will include academic achievement beyond the minimum prerequisites.

#### **Program Curriculum**

##### **Fall (16 weeks)**

##### **Block 1 (11 weeks)**

- POF401 Fourth Class, Part A1
- POF402 Fourth Class, Part A2
- POF403 Part A Power Lab

##### **Block 2 (5 weeks)**

- POF406 Fourth Class, Part B1
- POF407 Part B1 Power Lab
- POF425 Technical Communications I

##### **Winter (17 weeks)**

##### **Block 3 (12 weeks)**

- POF429 Controlled Plant Practicum / Work Experience

##### **Block 4 (5 weeks)**

- POF408 Fourth Class, Part B2
- POF436 Technical Communications II
- POF437 Part B2 Power Lab

#### **Graduation Requirements**

Students must complete all courses with no failing grades and attend a minimum of 80% of all classes and labs to successfully complete the program.

Students completing all of the prescribed requirements with no failing grades, and a minimum of 65% in all courses, and attend a minimum of 80% of all classes, will be eligible for a GPRC Fourth Class Certificate.

#### **Work Experience**

A 12-week Work Experience takes place January-March. Students gain practical experience in powerhouse/processing and high pressure steam. Salary will not be paid, and any relocation expense is the responsibility of the student.

#### **Practicum Progression Criteria**

Practicum courses are an integral part of the Power Engineering Program. In Practicum, students put into practice the theory they have learned. Students must have valid H2S and First Aid certificates prior to beginning POF429 Controlled Plant Practicum.

#### **Progression Criteria**

After successfully completing the Fourth Class Certificate, students have three options:

1. Leave the program with Fourth Class certification
  2. Continue for an additional two weeks and obtain our Process Operations course (POF438 Process Operations)
- or
3. Continue on in the Third Class program

## Power Engineering

### **Power Engineering Certificate, Third Class**

#### ***Admission Requirements***

Students must be certified as a Fourth Class Power Engineer

#### ***Program Curriculum***

##### ***Block 1 (8 weeks)***

- POF301 Third Class, Part A1
- POF302 Third Class, Part A2

##### ***Block 2 (24 weeks)***

- POF 310 Third Class Work Experience

##### ***Block 3 (10 weeks)***

- POF 311 Third Class, Part B1
- POF 312 Third Class, Part B2

#### ***Graduation Requirements***

Students must complete all courses with no failing grades and attend a minimum of 80% of all classes and labs to successfully complete the program.

Students completing all of the prescribed requirements with no failing grades, and a minimum of 65% in all courses, and attend a minimum of 80% of all classes, will be eligible for a GPRC Third Class Certificate.

#### ***Additional Information***

##### **Pre/Post Graduation Affiliation**

Students may apply for student membership in the Institute of Power Engineers (IPE). Students must maintain their ABSA membership status to keep their Certificates in good standing.

Graduates may apply for full membership in the institute of Power Engineers (IPE). Students must maintain their ABSA membership status to keep their Certificates in good standing.

##### ***Work Experience***

A 6-month work experience will take place in the first summer/fall session after completing part A of the 3rd Class. Payment for this work experience is at the sole discretion of the employer.

##### **Practicum Progression Criteria**

Students must have valid H2S and First Aid certificates prior to beginning POF 310 Third Class Work Experience.

## Transitional Vocational

# Transitional Vocational

780-835-6679  
1-888-999-7882, ext. 6679  
[transvoc@gprc.ab.ca](mailto:transvoc@gprc.ab.ca)

**Certificate of Achievement  
in Adult Education**  
*Duration: 46 weeks*  
*Total Credits: 41*

GPRC Fairview

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## Transitional Vocational Certificate of Achievement in Adult Education

Adults with special needs often require a bridge between living at home and living and working in the community. Our Transitional Vocational Program is designed to be that bridge and focuses on five key areas: Employment Training, Independent Living Skills, Work Placement, Successful Living Skills Placement and Graduate Follow-up.

The Transitional Vocational Program is offered at GPRC's Fairview Campus. Fairview is a small vibrant community of approximately 3,500 people in the Peace River region of northern Alberta.

### Employment Training

This course prepares the student for entry into the competitive job market and develops basic work skills. In the classroom students will study courses such as: Employee Strategies for Success, Job Safety, Driver Preparation and WHMIS.

Students spend an average of 12 hours per week in class and they can expect to spend an additional 6-8 hours each week doing homework and studying.

### Independent Living Skills

Student residence living is an integral component of the Program. Students live on campus in townhouses or apartment-style suites, with roommates from the same program. Although the suites are unsupervised to simulate actual community living, there is always on-site support. In addition to cooking and basic home care, students learn budgeting, interpersonal and problem-solving skills, community involvement and social skills. Their instructor comes to the apartment once a week to further train and support them. Students will identify any areas with which they will always need assistance, so they know what kinds of support to look for when they move to their own community.

### Work Placement

Students will be placed at a worksite in the community of Fairview where they can gain hands-on experience and training to help them prepare for the competitive job market.

Good work habits and skills can only be developed in a real workplace. Students are initially placed in a part-time position (approximately 24 hours per week) in Fairview during the Fall and Winter semesters. During this time, they gain hands-on experience and training.

In the Spring semester students will participate in two community living work placements which simulate full-time employment and successful independent community living. This work placement will include a five week and a nine week full-time work placement in the student's community of choice.

## Transitional Vocational

### **Graduate follow-up**

Students prepare a personal transition plan for success that includes employment and community living elements. Program instructors keep in touch for one full year to help students stay on track with their plan, providing feedback, advice and referrals to service providers.

Program instructors will contact previous year's students for feedback at three, six, nine and twelve months.

### ***Admission Requirements***

Students must be at least 18 years of age and must be able to self-medicate, provide their own personal care (bathing, toileting), and live in residence or make arrangements for personal care support.

### **Selection Criteria**

Staff will interview both the parents or guardians and the student to determine if the student would benefit from participation in the program. Additional interviews with teachers, counsellors, social workers and/or previous employers may be requested.

Additional assessments may be required. GPRC may require copies of, or access to, any and all prior behavioural, educational, developmental or psychological assessments.

### **Information Sessions**

Please call to arrange an information session of our program and a tour of the facilities for your family or group/school. Please call if your group/school would like an onsite presentation or a presentation in your area.

### **Grant Funding**

Grant funding is available to help eligible students with the cost of attending college.

### ***Program Curriculum***

#### ***Fall (16 weeks)***

- VS100 Independent Living Skills I
- VS105 Successful Living Skills Placement I
- VS150 Employment Training I
- VS155 Work Placement I

#### ***Winter (16 weeks)***

- VS200 Independent Living Skills II
- VS205 Successful Living Skills Placement II
- VS250 Employment Training II
- VS255 Work Placement II

#### ***Spring (14 weeks)***

- VS275 Community Living Placement
- VS300 Field Placement

### ***Graduation Requirements***

Students must complete all required courses with a GPA of no less than 1.0 to be eligible to receive a Certificate of Achievement in Adult Education.

## Unit Clerk

# Unit Clerk

780-539-2750  
1-800-539-4772, ext. 2750  
[nursing@gprc.ab.ca](mailto:nursing@gprc.ab.ca)

**Certificate**  
*Duration: 18 weeks*  
*Total Credits: 26*

**GPRC Grande Prairie**

## Unit Clerk Certificate

This intense 18-week full-time course is designed to prepare you for a future in the health care field in hospitals, health units and clinics. Unit Clerks play a vital role in workplace settings by managing information flow.

The program will provide you with the knowledge and skills to work in hospital or clinic settings in the role of a Unit Clerk. The courses provide a practical introduction to such topics as medical terminology, communication, office procedures, processing of physician orders, and health care billing. A practicum at the end of the program will provide an opportunity for you to apply theoretical learning in a practical setting.

### *Admission Requirements*

Students are required to present a High School Diploma with minimum of 60 percent in English 30-1 or 65 percent in English 30-2, and 50 percent in Mathematics 20-1 or Mathematics 20-2.

Students without high school diploma requirements may have their application assessed on an individual basis. All students accepted into the program must provide a current immunization record and current certification in C.P.R. Students will receive information on required and recommended immunizations with their admission.

Practicum agencies require Criminal Record Checks of students working in their organizations. Information regarding Criminal Record Checks will be provided to students after they have been admitted.

### *Progression Criteria*

In order to be eligible for the practicum at the end of the program (UC1213), students will need to present passing grades in OA1030, OA1210, OA1231 and OA1365 and have obtained a minimum grade of C- in UC1202, UC1206, UC1208 and OA2511.

### *Program Curriculum*

- OA1030 Business Communications I
- OA1210 Administrative Procedures I
- OA1231 Skills Building I
- OA1365 Introduction to Software Applications
- OA2511 Medical Terminology I
- UC1202 Work Role: Introduction
- UC1206 Health Care Billing
- UC1208 Processing Client Records
- UC1213 Work Experience

### *Graduation Requirements*

To graduate with a Certificate in Unit Clerk, you must successfully complete the prescribed curriculum. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

### *Advanced Standing*

Students who have completed a Certificate or Diploma in Office Administration within the last three years will normally receive advanced credit in the Unit Clerk program for OA1210, OA1231, OA1030 and OA1365.

### *Work Experience*

Students may be required to attend their practicum at a location outside of Grande Prairie.

## Visual Arts and Design

### Visual Arts and Design

780-539-2909  
1-800-539-4772, ext. 2909  
[finearts@gprc.ab.ca](mailto:finearts@gprc.ab.ca)

**Diploma**  
*Duration: 60 weeks*  
*Total Credits: 60*

**GPRC Grande Prairie**

### Visual Arts and Design Diploma

The Fine Arts Department at Grande Prairie Regional College is a great place to start your career in the visual arts. The Visual Arts programs, the Diploma and Bachelor of Fine Arts (BFA) University Transfer program, offer a balance of hands-on studios and lecture-based courses. The curriculum is designed to prepare students for advanced studies at a university or an art institute. Our alumni go on to success in a wide variety of careers and art related professions including:

- Art Directors
- Craft artists (jeweler, potter, textiles...)
- Fine Artists (painters, sculptures, illustrators...)
- Graphic Designers, Commercial and Industrial designers
- Multi-media artists and animators
- Related Cultural Industries (Art Galleries, Museums, curators, Art Historian, Art Education, Art Management...)

If you are interested in a career in contemporary visual art or just want to explore your potential, the Visual Arts and Design Diploma is a great place to start.

#### Facilities

Visual Arts students work in an exciting and creative environment. Our facilities include a multi-use workshop; painting, drawing and sculpture studios; and a computer lab with video and sound editing capabilities.

The curriculum focuses on the basics of visual communication used in art and design. The courses are designed to develop students' ability to think critically and creatively, and to enhance their written and oral communication skills. First year courses introduce basic concepts through a mixture of hands-on studio and theory based lecture and provide prerequisite skills for second year courses and a solid foundation for professional practice.

#### *Admission Requirements*

GPRC does not require a portfolio for entrance into first year.

To be considered for admission to the Visual Arts programs, you will need to present an Alberta Education High School Diploma or equivalent, with English 30-1 or equivalent.

#### *Mature Student Admission*

You may be considered for admission to Visual Arts Diploma programs if you have been out of school for one full year, have English 30-1 or are admissible to EN0130 as determined by college placement assessments. Successful completion of EN0130 must be achieved in the first semester. If you do not present English 30-1 for admission, you may not be able to complete all requirements for the certificate in two semesters.

## Visual Arts and Design

### ***Program Curriculum***

#### ***First year***

- AR1010 Introduction to the History of Art I
- AR1020 Introduction to the History of Art II
- AR1360 Visual Fundamentals I
- AR1370 Visual Fundamentals II
- AR2410 Drawing I
- AR2430 Drawing II
- Junior English (6 credits)
- DD1380 Design Fundamentals I
- Approved Option (3 credits)\*, normally chosen from 1000-level Studio Option or UT Option

#### ***Second Year***

- AR3410 Drawing III
- AR3430 Drawing IV
- AR3705 Portfolio Development
- 2000-Level Art History
- Studio Options (12 credits)\*\*, chosen from 3000-Level Art (AR) or 2000-Level Digital Design (DD)
- Options (3 credits)\*

*\*Students should consult with an advisor to select an option that meets the requirements of their educational goal. Bachelor of Fine Arts students must take a university transferable (UT) option.*

*\*\*DD1160 paired with DD1170 will qualify as a 2000-level Digital Design option. AR2350 will also qualify as a 2000-level Digital Design option.*

### ***Graduation Requirements***

Students must successfully complete the diploma curriculum outlined above to receive a Diploma in Visual Arts and Design. If you meet these requirements, please complete a Parchment Application form, available from Student Services.

### ***Advanced Standing***

Students wishing to apply for admission to the Visual Arts Diploma Program with advanced standing must have successfully completed one year of art study at the post-secondary level. You must present an official transcript of academic achievement, an art portfolio, and a letter of intent. You may be interviewed prior to admission and your portfolio must be submitted prior to June 1 for the year in which you are applying.

The art portfolio should contain 15 to 20 current works (no older than 1.5 years) of original two-dimensional art. The artwork should be presented in a proper portfolio folder with your name on each piece and numbered on the front lower right corner. The portfolio may include both traditional and digital work. All digital work must be cross platform. Items in your portfolio should be specified in a printed reference sheet that includes a number of the art, date of the work, title of the piece, and medium. Sample portfolio label: "Nature Redtones, Acrylic on Canvas, April 2012". GPRC will take every precaution to protect your portfolio but will not be responsible for unforeseen damage or loss of portfolios.

Your letter of intent should be a one page statement about why you want to be in the Visual Arts Program. You may want to address your art background, areas of interest or activities in art, your career and educational goals, and anything else that you feel is important that we should know about you as a prospective student. Short listed applicants may require a final interview with the selection committee. This will be set as early as possible after the portfolio review. A phone interview can be arranged if distance from the College is a problem.

## Welder, Pre-Employment

780-539-2075  
1-800-539-4772, ext. 2075  
[welder@gprc.ab.ca](mailto:welder@gprc.ab.ca)

**Pre-Employment Certificate**  
*Duration: 16 weeks*  
*Total Credits: 14*

**GPRC Grande Prairie**  
**GPRC Fairview**

### Welder, Pre-Employment Certificate

The Pre-Employment Welder program will carefully follow the Welder, First Period curriculum outlined by Alberta Apprenticeship and Industry Training (AIT). In this 16-week certificate program, you'll receive training in:

- flux core arc welding (FCAW)
- gas metal arc welding (GMAW)
- oxy-acetylene welding (OAW)
- submerged arc welding (SAW)
- shielded metal arc welding (SMAW)

You'll study basic joints, types of welds, welding symbols and weld faults, plus gain hands-on experience in safe work practices in shop and lab, hand tools and power tools, equipment setup, trades math, maintenance and troubleshooting. This is an intensive program offering about 1.5 times as much instruction as the regular apprenticeship program.

#### *Admission Requirements*

- English 10-1 or English 10-2 and
- Mathematics 10C or Mathematics 10-3 and
- Science 10 or Science 14

Although a high school diploma is not required as a prerequisite for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Applicants who do not meet these requirements may be admitted to the program but they will be required to pass the AIT Trades Entrance Exam during the first semester if choosing to pursue an apprenticeship.

#### *Program Curriculum*

- ITW10 Safety, Tools, Weld Fault and OAW Theory
- ITW11 Trades Math
- ITW12 GMAW, FCAW, SAW Theory
- ITW13 GMAW, FCAW, SAW Lab
- ITW15 OAW Lab
- ITW16 SMAW Theory
- ITW17 SMAW Lab
- ITW20 Work Experience Placement

#### *Graduation Requirements*

Students must complete all required courses with a GPA of no less than 2.00 and no failing (F) grades.

## Welder, Pre-Employment

### ***Additional Information***

#### **Special materials required:**

- Pencils
- Approved protective clothing (footwear and coveralls, etc.)
- Welder's gloves
- Welder's hat or beanie
- 2-3" Ring binders
- Approved safety glasses
- Ear plugs
- Calculator (non-programmable, with square root function)
- Lock

### ***Apprenticeship Opportunity***

Students who have successfully completed the program and also completed an acceptable Alberta Apprenticeship Prior Learning Assessment Application may have the opportunity to challenge the AIT first-year welder exam.

To register for technical apprenticeship training you must be indentured as an apprentice and eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship with them and have that contract registered by AIT.

Apprenticeship information can be accessed by visiting the AIT website at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca).

### ***Work Experience***

Students will gain experience in the welding trade (in a welding shop, pipeline company, auto body shop, etc.). Students will not receive remuneration for the work experience placement, and any relocation expenses are the responsibility of the students.



## University Transfer



## University Transfer, Arts

### Arts

780-539-2797  
1-800-539-4772, ext. 2797  
[arts@gprc.ab.ca](mailto:arts@gprc.ab.ca)

**University Transfer**  
(Year 1 and 2)  
*Maximum of 2 years (4 semesters), 60 credits transfer to 4-year, 120 credit degree program*

**GPRC Grande Prairie**

**Regional Delivery**

**Areas of Concentration**

- Anthropology
- Art and Design
- Drama
- Economics
- English
- French
- German
- History
- Mathematics
- Music
- Philosophy
- Political Science
- Psychology
- Sociology

**Pre-Professional Programs**

- Criminology
- Journalism
- Law (LLB)
- Social Work

### Arts, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

Arts students at GPRC choose from a wide selection of majors, and study with highly qualified faculty. The small class environment is an excellent foundation for a choice of transfer options to a four-year institution, such as the University of Alberta.

Many students, with one to two years of course work in University Transfer, Arts at GPRC have successfully transferred to universities both within the province and in Canada. Students wishing to begin their arts program at GPRC and then transfer to an institution other than the University of Alberta are encouraged to consult with a College advisor who can assist them with course selection and with the interpretation of university requirements.

The Bachelor of Arts degree at the University of Alberta is 120 credits of course work that includes basic requirements, and a major and a minor subject of concentration.

The University of Alberta requires, as do most other degree-granting institutions, that students complete at least half (60) credits of degree requirements in courses offered through the University of Alberta, and that (normally) these will be the final (senior) courses in the program. This is called the Residence Requirement.

Normally, no more than 48 credits at the junior level (courses usually transferring to the University of Alberta at the 100 level) may be taken for degree credit. You will not be permitted to take junior courses in the fourth year (last 30 credits) of your program; and you will normally take junior level courses only in the first year of your program.

To complete this 120-credit degree in four years requires that you complete five courses per semester, over two semesters each year, or 30 credits per year for four years. You may extend this program over a longer period of time or complete some course work during Spring and Summer Sessions at the University of Alberta and Grande Prairie Regional College. The University of Alberta will accept your application as a transfer student upon completion of a minimum of 24 university transferable credits.

## University Transfer, Arts

### ***Admission Requirements***

Admission to the University of Alberta Bachelor of Arts programs requires an overall average of 60 percent in the following five Alberta Education courses:

- English 30-1
- Four subjects chosen from Biology 30, Chemistry 30, a Fine Arts (only one fine arts subject may be presented), Mathematics 30-1 or 30-2, Mathematics 31, Physics 30, Science 30, Social Studies 30-1, 30-level language other than English.

Students pursuing a Psychology major must present a minimum of Mathematics 30-2 for admission. If you are considering a major in either Economics or Mathematics, you must present Mathematics 30-1 and Mathematics 31.

If your plans are to transfer to an institution other than the University of Alberta, the admission criteria may vary. Check with the Associate Registrar, Admissions or an advisor in Student Services.

### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta Bachelor of Arts program requires an overall average of 60% on the following two courses or their equivalents:

- English 30-1
- One other 30-level subject from Group A, B, or C as per the Classification of Alberta Education Courses.

Regardless of admission requirements, you must still have the 30-level subjects specified as prerequisite to the courses that you are required or wish to take in your program.

### ***Program Curriculum***

The Basic Requirements are designed to give the foundations of a liberal arts education, and you are encouraged to complete the majority of the basic requirements for the degree in the first two years (60 credits) of your program.

No one course may meet more than one of the basic requirements listed below:

- Junior English (6 credits)
- One Language other than English (6 credits)
- Study of Science (6 credits)
- Breadth and Diversity (18 credits), of which (6 credits) must be chosen from each Group

The following is a list of basic course requirements available at GPRC. For course descriptions and prerequisites, check the Course Descriptions section of this calendar.

#### **Junior English (6 credits)**

- EN1000 or any two of: EN1111, EN1112, EN1131, EN1132, EN1210, EN1220, EN1230, EN1240 or EN1201

#### **One Language Other than English (LOE) (6 credits)**

Language courses may vary from year to year and not all language courses may be offered every year.

- FR0120 and FR0130\*
- FP1100 and FP1110
- FR2110 and FR2120
- GR1200 and GR1300\*\*
- GR1500
- SP1110 and SP1120
- SP2110 and SP2120
- NT1521 and NT1522\*\*\*

\* *FR0120 and FR0130 will transfer for 6 university credits only if credit has not been received for French 30 or equivalent.*

*FR0120 and FR0130 transfer to University of Alberta as FREN100 (6) and may be used to fulfill this requirement if you do not have credit in French 30, or equivalent, and if these are part of 24 transferable credits.*

\*\* *Transfer credit will be allowed only if you do not present a 30-level German high school course.*

\*\*\* *For transfer of NT1521 and NT1522 as a language, both courses must be taken, as it transfers as one 6 credit course to the U of A*

## University Transfer, Arts

### Study of Science (6 credits - normally, junior level)

- Biology
- Chemistry
- Computer Science
- Earth Science
- Mathematics
- Physics
- Psychology chosen from PY1040, PY2750, or PY2810
- Statistics
- Zoology

### Breadth and Diversity Group One (6 credits)

- Art, Art History
- Drama
- Music
- Writing, chosen from EN2950 or EN3950

### Breadth and Diversity Group Two (6 credits)

- History
- Philosophy
- English
- Languages (modern)

### Breadth and Diversity Group Three (6 credits)

- Anthropology
- Economics
- Political Science
- Psychology (not PY1040, PY2750, PY2810)
- Sociology
- Women's Studies

### *Additional Information*

#### **Bachelor of Arts (B.A.) Majors and Minors**

##### **Areas of Concentration**

You may complete one to two years of Arts, University Transfer in the specific areas of concentration. The maximum curriculum available at GPRC is articulated for each area.

Bachelor of Arts degree at the University of Alberta requires a minimum of 30 credits to a maximum of 42 credits at the senior level for the major and requires a minimum of 12 credits to a maximum of 42 credits at the senior level for the minor area of concentration. At least 15 senior credits of the major and at least 6 senior credits of the minor must be completed at the University of Alberta, Faculty of Arts.

Honours Bachelor of Arts programs are available at the University of Alberta and admission to these is usually at the second year level. If you are interested in this option, GPRC can offer one year (30 credits) toward the Honours B.A. for some majors. Consult an advisor for further details.

## **ANTHROPOLOGY**

An exploration of the human experience from many perspectives, including physical characteristics, communication, society and culture.

### *Program Curriculum*

#### *First year*

- AN1010
- Junior English (6 credits)
- Language other than English (6 credits)
- Breadth and Diversity Groups/Study of Science (15 credits)

#### *Second year*

- AN2070
- 2000-level Anthropology (6 credits), AN2060 highly recommended
- Breadth and Diversity Groups/Study of Science (9 credits)
- Art/Science Options (12 credits)

## University Transfer, Arts

### ART AND DESIGN

Excellent facilities enable you to study visual fundamentals, painting, sculpture, drawing, printmaking, art history and computer technology with exceptionally qualified faculty. This curriculum listing applies only to the Bachelor of Arts at the University of Alberta. Students interested in art and design may also consider the Bachelor of Fine Arts program.

#### *Program Curriculum*

##### *First year*

- AR1010
- AR1020
- AR1360 and AR1370 recommended
- Junior English (6 credits)
- Language other than English (6 credits)
- Breadth and Diversity Groups/Study of Science (6 credits)

##### *Second year*

- Senior Art History and/or Art and Design studio courses (minimum of 9 to 12 credits)
- Breadth and Diversity Groups/Study of Science/Options (18 to 21 credits)

### DRAMA

Students wishing to pursue a Bachelor of Arts program with a Major or Minor in Drama will want to consider the breadth of Drama courses offered at GPRC. Drama may be chosen as an option for those students not pursuing a major or minor concentration. Drama programs provide excellent preparation for many careers, whether teaching, group counselling, marketing and sales, or professional acting.

#### *Program Curriculum*

##### *First year*

- DR1020\*
- DR1490\*
- DR2310
- Junior English (6 credits)
- Language other than English (6 credits)
- Breadth and Diversity Groups/Study of Science (9 credits)

##### *First and Second Year Options Courses:*

- DR1200
- DR1910
- DR2200
- DR2340
- DR3210

##### *Second Year*

- DR2080
- DR2090
- DR2320
- DR3310
- Breadth and Diversity/ Study of Science/Options (18 credits)

Drama Major, Minor, and Options courses differ somewhat at UofL and UofC, but all our DR courses are UT for these institutions.

The BA Drama Major courses, with the exception of DR2090, are also required for the BEd Drama major.

*\*Drama majors at the University of Alberta register for Drama 103 and 150. Students transferring to the University with DR1020 and DR1490 cannot take Drama 103 or 150 for credit; therefore, will be considered to have satisfied the 103/150 requirements for Drama.*

## University Transfer, Arts

### ECONOMICS

The study of how people make decisions to spend their incomes and time, and how people interact in a social setting to produce and distribute goods and services

#### *Admission Requirements*

If you are considering a major in Economics, you must present Mathematics 30-1. Presentation of Mathematics 31 is recommended.

#### *Program Curriculum*

##### *First year*

- EC1010
- EC1020
- MA1130
- ST1510
- Junior English (6 credits)
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science (6 credits)

##### *Second year*

- EC2810
- Senior Economics Option (3 credits)
- Breadth and Diversity Groups/Study of Science (24 credits)
- MA1200 is required for the Honours route.

### ENGLISH

As a student of English, you will learn critical appreciation and analytical skills in reading and writing. You will receive an integrated introduction to literary studies and will have the opportunity to compare your own attitudes and assumptions to “the best that has been thought and said” (*Matthew Arnold*).

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science (18 credits)

##### *Second year*

- Senior English (6 credits)
- Breadth and Diversity Groups/ Study of Science (24 credits)

### FRENCH (ROMANCE LANGUAGES)

There are many reasons you may choose to study the French language; personal satisfaction and growth, increased opportunity for travel, entrance to specific university faculties, or employment opportunities.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- FR2110 and FR2120, or FP1100 and FP1110
- Breadth and Diversity Groups/ Study of Science (18 credits)

##### *Second year*

- FR2970 and FR2980
- Breadth and Diversity Groups/ Study of Science (24 credits)

If you completed the High School Diploma with a second language other than French, you may take FR0120 and FR0130. If you are native French-speaking or if your competency in French is at an equivalent level (i.e., you have completed French Language Arts 30, French 31, or Français 30, you should register in Français FP1100 and Français FP1110, rather than FR2110 and FR2120 to facilitate transfer to the Faculté Saint-Jean, University of Alberta..

## University Transfer, Arts

### GERMAN

May not be offered each year. You may continue your study of German at GPRC, which will prepare you to transfer on to complete this as a major or minor within your Arts degree.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- GR1200 and GR1300\*, or GR1500
- Breadth and Diversity Groups/ Study of Science (18 credits)

*\*Transfer credit will be awarded only if you do not present credit in a 30-level German high school course.*

*University Transfer please note that this sequencing is designed for transfer to the University of Alberta.*

### HISTORY

How do societies grow and function? Why do people hold certain beliefs? Why is there war? Why do human relations take the form they do? Learn more about the great diversity of human life and experience.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- HI1110 and HI1120
- HI2600 recommended
- HI2610 recommended
- Breadth and Diversity Groups/ Study of Science (12 credits)

##### *Second year*

- Senior History (6 credits)
- Breadth and Diversity Groups/ Study of Science or Options (24 credits)

### MATHEMATICS

Bachelor of Arts students may major or minor in mathematics or may choose an Honours program in Mathematics. Students may also study mathematics in a Bachelor of Science program.

#### *Admission Requirements*

If you are considering a major in Mathematics, you must present Mathematics 30-1. Presentation of Mathematics 31 is recommended.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- MA1130
- MA1150
- MA1200
- MA2250 recommended
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science/ Options (6 credits)

##### *Second year*

- MA2140
- MA2150
- Breadth and Diversity Groups/ Study of Science/ Options (24 credits)

### MUSIC

Faculty are well-known provincially and nationally. Graduates of this conservatory are well-represented province-wide in ensembles of “the best”. Students will be involved in several public performances in a study year. Students interested in music may also consider the Bachelor of Music program.

#### *Program Curriculum*

Refer to University’s calendar for specific details.

## University Transfer, Arts

### PHILOSOPHY

The study of philosophy develops skills of analytic and synthetic reasoning and writing, which have practical values for all careers.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- PH1200
- PH1010 recommended
- PH1020 recommended
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science (9 credits)

##### *Second year*

*Refer to the University's calendar or consult an advisor for second year course selection.*

- Breadth and Diversity Groups/ Study of Science (24 credits)

### POLITICAL SCIENCE

The study of public policy: learn about power in society and how it is exercised and organized in government institutions as well as in groups and individuals seeking to influence policy.

#### *Admission Requirements*

Social Studies 30-1 is recommended for students pursuing a major in political science.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- PO1010 and PO1020
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science/Options (12 credits)

##### *Second year*

- Senior Political Science, numbered 2000 or above (6 credits)
- Breadth and Diversity Groups/ Study of Science (24 credits)

### PSYCHOLOGY

This is the scientific study of behaviour and mental processes. You will explore the intricate relationship between environment, mind, and human activities.

#### *Admission Requirements*

Students pursuing a psychology major must present Mathematics 30-1 or 30-2 for admission.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- PY1040
- PY1050
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science/Options (12 credits)

##### *Second year*

- ST1510 or PY2110
- Psychology Options (6 credits), chosen from PY2750, PY2580 or PY2810
- Psychology Options (6 credits), chosen from PY2230, PY2330, or PY2410
- One option chosen from Computing Science (CS), Math (MA) or Statistics (ST), not including ST1510
- Breadth and Diversity Groups/ Study of Science/Options (12 credits)

## University Transfer, Arts

### **SOCIOLOGY**

The study of group life: its characteristics, changes, causes, and consequences. It combines scientific and humanistic perspectives in the study of urban and rural life, family patterns and relationships, social change, intergroup relations, social class, mass media and communications, health seeking behaviour, as well as social movements and community responses to disasters - natural and created.

#### ***Program Curriculum***

##### ***First year***

- Junior English (6 credits)
- SO1000
- Language other than English (6 credits)
- Breadth and Diversity Groups/ Study of Science/Options (15 credits)

##### ***Second year***

*Refer to University's calendar or consult with an advisor for second year course selection.*



## University Transfer, Arts

### Arts, Pre-Professional Programs

#### CRIMINOLOGY, PRE-PROFESSIONAL

Behavioural sciences and humanities combine in this quota program, preparing you to seek entry in the second year of studies. There are the additional admission requirements for this program: two letters of reference; a personal resume, noting volunteer and/or work experience in a related field; a written statement of your career objectives; an interview.

Admission to the program at the University of Alberta is competitive. Students are advised to apply for second year and should take advantage of an admission offer as soon as possible. The minimum requirements to be considered for admission are successful completion of 30 credits in one academic year and a competitive GPA. Students who will not have the admission requirements after completion of the first year or who apply and are not offered admission, may enrol in a second year at GPRC and apply for admission to third year at the University. A second year of study does not guarantee admission; students will still be required to be competitive. Students who are planning on doing a second year at GPRC should consult with an advisor.

#### *Program Curriculum*

##### *First year*

- Junior English (6 credits)
- Language other than English (6 credits)
- PY1040
- PY1050
- SO1000
- Breadth and Diversity Groups/ Study of Science (15 credits) AN1010 is recommended

##### *Second year*

- SO2250
- SO3270 Note: SO2250 is a prerequisite for SO3270
- Any two, chosen from PY2230, PY2330, PY2810, or PY3390
- Breadth and Diversity Groups/Study of Science (18 credits), AN2500 and AN2070 are highly recommended.

#### JOURNALISM, PRE-PROFESSIONAL

GPRC can provide you with the course work required to make you eligible to apply for admission to the School of Journalism and Communications at the University of Regina. Students wishing to begin their studies towards this professional program normally request admission to University Transfer, Bachelor of Arts.

The Bachelor of Arts in Journalism and Communications is a four-year degree (120 credits) consisting of two years of pre-journalism done in a Faculty of Arts and then, following application and admission to the School of Journalism and Communications, two more years to complete the program. The last two years of this program are available (west of Ontario) only at the University of Regina. The application deadline is January 31 for the following Fall semester.

#### *Program Curriculum*

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• English (Literature and Composition)</li> <li>• Language Other than English</li> <li>• Fine Arts</li> <li>• Canadian History</li> <li>• Canadian Political Science</li> </ul> | <ul style="list-style-type: none"> <li>• Humanities</li> <li>• Logic or Math</li> <li>• Social Science (Economics and others)</li> <li>• Natural Science (involving lab work)</li> </ul> |
|--|--|

Please consult with an academic advisor in Student Services for further details and discussion of course selection.

#### LAW (LLB), PRE-PROFESSIONAL

Admission to a Faculty of Law in Alberta requires a minimum of two years (60 credits) in a program of university studies leading to any recognized degree. In actual practice, very few applicants who do not present with a completed undergraduate degree are admitted to Faculties of Law. The Law School Admissions Test (LSAT) is mandatory for all applicants. For details on the Faculties of Law across Canada, refer to the current LSAT booklet.

Students wishing to begin their studies towards this professional program normally request admission to University Transfer, Bachelor of Arts.

## University Transfer, Arts

### **SOCIAL WORK, PRE-PROFESSIONAL**

Students wishing to begin their studies towards Bachelor of Social Work normally request admission to University Transfer, Bachelor of Arts for the first two years, 60 credits, of university studies. Admission to University Transfer, Bachelor of Arts, allows you to choose from a broad selection of liberal arts and social science courses.

When you complete 60 credits of appropriate course work, you can apply to the University of Calgary to complete this degree program on site at GPRC. The College is a host site for the delivery of the accredited Bachelor of Social Work Degree program through University of Calgary's Faculty of Social Work, Learning Circles.

### ***Admission Requirements***

See Arts, University Transfer or Social Work, Degree Completion



## Commerce/Management

780-539-2900  
1-800-539-4772, ext. 2900  
[business@gprc.ab.ca](mailto:business@gprc.ab.ca)

**University Transfer**  
(Year 1 and 2)  
*Maximum of 4 semesters and 60 credits  
transfer to 4-year, 120-credit degree  
programs*

**GPRC Grande Prairie**

**Degree Completion**  
**Commerce/Management**  
(Year 1, 2, 3 and 4)

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### Commerce, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

A number of options are available for students seeking a degree in business.

GPRC can offer you up to two years (60 credits) of course work toward the Bachelor of Commerce degree at the University of Alberta or the University of Calgary or toward the Bachelor of Management degree at The University of Lethbridge. Within these degree programs, you may do a general program or you may choose to develop a major (area of concentration). The specific majors available are listed along with the appropriate curriculum for each individual institution.

The Bachelor of Commerce and Bachelor of Management degrees at Alberta institutions are, normally, four-year and 120 credits of appropriate course work. The Universities of Alberta, Calgary and Lethbridge have residency requirements that you must complete in order to graduate. Usually, the last (or senior) 60 credits of the degree taken at the university fulfills this requirement. Students must, normally, complete all degree requirements within eight years, beginning with the year admission to the program was granted.

Degree-granting institutions may not consider grades of D and D+ sufficient to award transfer credit. Institutions that accept grades of D or D+ for transfer courses may consider that those courses do not fulfill prerequisite requirements to senior courses.

#### ***Admission Requirements***

Admission to the University Transfer Bachelor of Commerce Program requires an overall high school average of 60 percent in the following five Alberta Education courses. Refer to the Classification of Alberta Education Courses:

- English 30-1
- Mathematics 30-1
- One of Biology 30, Chemistry 30, Mathematics 31, Physics 30, Science 30
- One from Group A (Language Other than English or Social Studies 30)
- One other 30-level, 5-credit course from Group A, B or C (refer to Admissions Chart)

If your plans are to transfer to an institution other than the University of Alberta, the admission criteria may vary. Check with the Associate Registrar, Admissions or an advisor in Student Services.

## University Transfer, Commerce/Management

### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta pre-professional year program requires an overall average of 60% on the following three courses:

- English 30-1,
- Mathematics 30-1, and
- Group C Science subject.

Although admission requirements have been adjusted for mature students, you must have the high school prerequisites to the courses that you require or wish to take in your program.

### ***Program Curriculum***

#### **BACHELOR OF COMMERCE**

##### **University Transfer to University of Alberta**

The University of Alberta does not admit students directly into year one of the Bachelor of Commerce. Admission to the Faculty of Business is based on completion of a pre-professional year, with a minimum of 24 credits of course work which must include the English, Economics, Mathematics, and Statistics courses listed in the curriculum for first year.

The following majors are available in the Faculty of Business: Accounting, Business Economics and Law, Business Studies, Decision and Information Systems, Distribution Management, East Asian Studies, Entrepreneurship and Family Enterprise, European Studies, Finance, Human Resource Management, International Business, Latin American Studies, Management Information Systems, Management and Organization, Marketing, Natural Resources, Energy and the Environment, Operations Management, and Retailing and Services. A Cooperative Education option, in all specializations, is available for students who are Canadian citizens or Landed Immigrants. You can apply for this option on completion of the first two years (60 credits) of your program (application normally being made during year two).

##### ***First year***

- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510\*
- Non-Business Electives (12 credits),  
can be chosen from any areas of interest in the  
Humanities, Sciences or Social Sciences

##### ***Second year***

- AC3110 and AC3220
- EC2810
- FN3700
- LR3010
- MG3120
- MK3960
- OT3010
- Non-Business Electives (6 credits)

Note: No more than 21 junior credits (100-level at the University) in non-Business electives may be used for credit toward the degree.

## University Transfer, Commerce/Management

### BACHELOR OF COMMERCE

#### University Transfer to University of Calgary

Bachelor of Commerce transfer students must meet the pre-commerce requirements set out by the University of Calgary. The University offers seventeen different concentrations in this degree. Students considering transfer to University of Calgary, Haskayne School of Business, are encouraged to review list of available concentrations, and information on admission and program requirements, available online at [www.haskayne.ucalgary.ca](http://www.haskayne.ucalgary.ca) or [www.ucalgary.ca/pubs/calendar/](http://www.ucalgary.ca/pubs/calendar/)

Transfer students will be considered for admission to year three only and must present successful completion of 60 credits of specified course work.

#### *First year*

- EC1010 and EC1020
- Junior English (3 credits)
- Junior Humanities (3 credits)
- MA1130
- Junior Non-Commerce Options (6 credits)
- Junior Science (3 credits),  
excluding Computing, Mathematics and Statistics
- Junior Social Science (3 credits)
- MG2000 or ST1510\*

#### *Second year*

- AC3110 and AC3220
- CS2020
- LR3010 or Senior Non-Commerce Option (3 credit)
- MG2000 or ST1510\*
- MG3120
- Senior Humanities, Fine Arts, Social Science or Science  
Options (6 credits)
- Senior Non-Commerce Options (6 credits)

\*Students considering applying to both University of Calgary and University of Alberta should consider completing ST1510 in their first year. ST1510 satisfies the University of Alberta requirements for first year.

### BACHELOR OF MANAGEMENT

#### University Transfer to University of Lethbridge

Admission to the Faculty of Management is normally based on completion of a minimum of one year, 30 credits, of course work which should include the courses specified in the first year curriculum.

The following majors are available in the Bachelor of Management program: Accounting; Computer Science, Economics, Finance, First Nations' Governance, General Management, Human Resource Management and Labour Relations, International Management, Information Systems, Marketing and Political Science.

The following is a general curriculum for first and second year. You are advised to review the University of Lethbridge Calendar and the Alberta Transfer Guide, and to consult with an advisor in Student Services for details and advice about the different majors.

#### *First year*

- EC1010 and EC1020
- Junior English (6 credits)
- MA1130\*
- ST1510
- Electives (12 credits) chosen to meet the General Liberal  
Education Requirement \*\*

#### *Second year*

- AC3110 and AC3220
- BA1090, BA2090 or MK3960
- BA2240
- MG3120\* or ST2520\*
- OT3010
- Electives (12 credits) chosen to meet the General Liberal  
Education Requirement \*\*

\*MA1130 and MG3120 or ST2520 are required for most quantitative Majors such as Accounting, Computer Science, Economics, Finance, Information Systems and Marketing. Students who complete these courses can count them toward their Liberal Education (Science) Requirement.

\*\*Electives should be chosen to fulfill the General Liberal Education Requirements that apply to all students in University of Lethbridge degree programs. Refer to that section of the current University of Lethbridge Calendar. No more than 30 credits in introductory level, 1000-level course work will be granted credit towards a degree at the University of Lethbridge. If you present course work that transfers as 3000-level Management courses, you will receive credit after admission to the Faculty.

## University Transfer, Commerce/Management

### Bachelor of Commerce/Management Degree Completion

Athabasca University offers courses toward Bachelor of Management and Bachelor of Commerce degrees in a classroom setting at GPRC.

Students at GPRC have the opportunity to complete Athabasca University Commerce and Management Degree programs by choosing a combination of appropriate GPRC University Transfer courses, Athabasca University courses offered in a classroom setting at GPRC, and Athabasca University courses online or by distance. At the present time, most students are able to complete the majority of their course work on site at GPRC in classroom-based courses.

Refer to the Directory of Services calendar section, Athabasca University at GPRC, contact the Athabasca University Advisor/Liaison at GPRC, or refer to the following Web site for University courses scheduled at GPRC: [collab.athabascau.ca](http://collab.athabascau.ca).

#### *Progression Criteria*

Grande Prairie Regional College Graduates with a Diploma in Business Administration may receive up to 60 credits toward degree requirements.

#### *Program Curriculum*

##### **Bachelor of Commerce - General**

120 credits

##### **Bachelor of Commerce - Accounting**

120 credits

##### **Bachelor of Commerce - eCommerce**

120 credits

##### **Bachelor of Commerce - Financial Services**

120 credits

##### **Bachelor of Management - General**

90 credits

##### **Bachelor of Management - General**

120 credits

##### **Bachelor of Management - Human Resource Management**

120 credits

##### **Bachelor of Management – Indigenous Nations & Organizations**

120 credits

##### **Bachelor of Management - Marketing**

120 credits



## Computing Science

780-539-2096  
1-800-539-4772, ext. 2096  
[computing@gprc.ab.ca](mailto:computing@gprc.ab.ca)

**University Transfer**  
*Maximum 4 semesters, 60 credits*

**GPRC Grande Prairie**

Computing Science specialists are in demand as computer analysts, programmers, teachers, consultants and researchers. Computing Science programs at the University of Alberta offer a voluntary Industrial Internship Program (IIP) that gives you the opportunity to augment your studies with periods of paid, discipline-related work. The IIP is usually made available to you in the third year of the program. You must apply to the program first and after you have been admitted, and you may make application for the IIP.

The Bachelor of Science degree at the University of Alberta is a four-year 120-credit degree. Student wishing to major in computing sciences should note that the major requires 36 to 48 credits of course work in computing science with no more than eighteen credits at the junior 1000-level.

The minor can be chosen from one of the Science areas, and then requires 24 to 36 credits in courses specified for the area with no more than 12 credits at the junior 1000-level. You may choose your minor from a subject area in the Faculty of Arts, and you must then fulfill that Faculty's requirements for the minor. Consult an advisor for details.

For Bachelor of Science degree requirements, a minimum of 18 credits must be taken from Faculty of Arts offerings. A maximum of 48 credits from Faculty of Arts offerings may be used for degree credit.

You can complete one to two years, 30 to 60 credits, of course work which prepares you for application to the University. You may transfer up to a maximum of 60 credits from GPRC.

### Computing Science, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

#### ***Admission Requirements***

The University of Alberta does not admit students directly into Year One of Computing Science. For admission to the specialization program at the University of Alberta, students must present a minimum 2.3 GPA on 18 credits in each preceding Fall/Winter and a minimum 2.3 GPA on all CMPUT courses successfully completed and eligible for transfer. (Refer to [www.registrar.ualberta.ca/calendar/Admission/chart5.html](http://www.registrar.ualberta.ca/calendar/Admission/chart5.html)).

To be considered for admission as a transfer applicant, applicants must present a minimum of 24 transferable credits.

Admission to University Transfer program in Computing Science requires a minimum overall average of 60 percent in the following five Alberta Education courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Mathematics 30-1
- One from Group A, B, or C
- Two from Group C

It is essential that you check and plan so that you have the appropriate prerequisites for the courses that you require in your program.

## University Transfer, Computing Science

### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA).

Admission to University of Alberta Bachelor of Science requires an overall average of 60 percent on the following three courses or their equivalents: Mathematics 30-1, two of Biology 30, Chemistry 30, Mathematics 31, Physics 30. Although you may be admitted without a high school diploma, you must present the specific grade 12 subjects identified as prerequisites to the courses you are required or wish to take in your program.

### ***Program Curriculum***

Recommended Curriculum for UofA Specialization in Computing Science

#### ***First year***

- CS1140 and CS1150
- CS2720
- Junior English (6 credits)
- MA1130
- MA1150
- Science Options (9 credits), excluding Mathematics, Statistics and Computing Science

*\*Options consist of Science options, Arts options, and other approved options. The options must satisfy at least 21 credits from Science and at least 12 credits from Arts.*

*\*Higher level CMPUT courses may require specific CMPUT, MATH or STAT courses as prerequisites. Therefore, prerequisites for higher level CMPUT courses must be considered when choosing options.*

#### ***Second year***

- CS2010
- CS2040
- CS2290
- CS2910
- MA1200
- ST1510
- Options (12 credits)\*, CS3290 recommended

Students should refer to the UofA program planners: [www.cs.ualberta.ca/prospective-students/undergraduate-studies/specialization](http://www.cs.ualberta.ca/prospective-students/undergraduate-studies/specialization).

Students are encouraged to meet with a Bachelor of Science Advisor or an Advisor in Student Services when choosing your courses.



## Computing and Information Systems

780-539-2096  
1-800-539-4772, ext. 2096  
[computing@gprc.ab.ca](mailto:computing@gprc.ab.ca)

**Degree Completion**  
*120 credits*

**GPRC Grande Prairie**

### Computing and Information Systems, Degree Completion

Collaboration between Grande Prairie Regional College and Athabasca University gives students a unique opportunity to complete a majority of this Athabasca University degree on site at GPRC. Designed for students who wish to be applications oriented, the focus of this degree program is the use of computers in business, education and other application areas for processing, utilization, and management of information. The emphasis is applied and practical applications and concepts. The BSc CIS is a fully accredited four-year degree. Graduates will receive their Baccalaureate from Athabasca University.

#### *Progression Criteria*

Grande Prairie Regional College Graduates with a Diploma in Computer Systems Technology may be able to transfer all of their courses towards this degree.

#### *Program Curriculum*

The curriculum requirements are outlined in the recommended sequence. If you register in courses out of sequence, you will need to carefully ensure that you have the required prerequisites and co-requisites.

For current program and course information, please contact:

**AU Liaison Officer**

Room H103, Student Services (GPRC)

Email: [tstrasbourg@athabascau.ca](mailto:tstrasbourg@athabascau.ca)

Phone: 780-539-2238

*or*

**The School for Computing and Information Systems**

**Student Support and Program Advisor**

[scis\\_advising@athabascau.ca](mailto:scis_advising@athabascau.ca)

#### *Graduation Requirements*

**Athabasca University**

[www.athabascau.ca](http://www.athabascau.ca)

Athabasca University governs the degree requirements and evaluates students' eligibility to graduate. Students must consult with Athabasca University to ensure they are meeting the University's graduation requirements for this degree.

## University Transfer, Education

### Education

780-539-2797  
1-800-539-4772, ext. 2797  
[education@gprc.ab.ca](mailto:education@gprc.ab.ca)

**University Transfer**  
*(Year 1 and 2)*  
*Maximum of 2 years (4 semesters), 60 credits transfer to 4-year, 120-credit degree program*

- Elementary Route
- Secondary Route

**GPRC Grande Prairie**

**University Transfer Combined Degrees**  
*2 semesters, 30 credits may be completed at GPRC toward a 5-year, 150-credit combined degree program*

**Collaborative Degree Program, TEACHER EDUCATION NORTH**  
*(Year 3 and 4)*  
*2 years (60 credits) of Residency*  
*Requirements toward 120-credit degree program*

### Education, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

Grande Prairie Regional College offers transfer programs to the University of Alberta or University of Lethbridge. A maximum of two years (60 credits) will prepare you to apply to second or third year of the Bachelor of Education degree program at the University of Alberta. A maximum of one year (30 credits) can be applied to the Combined Bachelor of Education Degrees programs at the University of Lethbridge.

When you have completed the Bachelor of Education degree or combined degree program, you will be eligible to apply to the Teachers' Certification Branch, Alberta Education for your teaching certificate.

Selection and completion of the appropriate courses for your program and a competitive grade point average (GPA) are required for successful transfer to the Bachelor of Education program of your choice. For further information on current required GPA, please consult with an advisor in Student Services.

#### **For Transfer to University of Alberta**

The University of Alberta Bachelor of Education program requires you to select either the Elementary Route (Kindergarten to Grade 6) or the Secondary Route (Grade 7 to Grade 12). If you choose the Elementary Route, you may wish to consider completing the University of Alberta Bachelor of Education degree on site at GPRC. See the program listing for Teacher Education North, Bachelor of Education, University of Alberta.

## University Transfer, Education

### ***Admission Requirements***

Admission to this university transfer program requires an overall high school average of 60 percent in the following five Alberta Education courses. Refer to the Classification of Alberta Education Courses:

- English 30-1, minimum 60 percent
- Mathematics 30-1 or 30-2 (elementary route) or Group A or C (secondary route)
- Two courses from Group A or C
- One course from Group A, B, or C

While not an admission requirement for the program, you may be required to present a Criminal Record Check to those practicum agencies and field placements that require one of individuals working in their organizations.

If you plan to transfer to an institution other than the University of Alberta, you will want to confirm the admission criteria for that institution. Check with the Associate Registrar, Admissions or an advisor in Student Services. If you plan to specialize in a particular subject area, you should present Grade 12 prerequisites basic to that subject area.

### ***General Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta pre-professional year requires an overall average of 60 percent on the following two Alberta Education courses:

- English 30-1, minimum 60 percent
- One other 30-level subject from Group A, or C

Regardless of admission requirements, you must have the high school prerequisites to the courses you require or wish to take in your program.

### ***Additional Information***

#### **Education Students Association, ESA**

Students, who are enrolled in studies at Grande Prairie Regional College with the goal of becoming members of the teaching profession, should consider membership in the Education Students Association (ESA). The objectives of this student group are intended to foster a professional attitude, establish contacts with the educational community, further objectives of the Alberta Teachers Association (ATA), and members in developing career goals. In addition, the EAS arranges social events for its members to foster a sense of fellowship.

Executive members of ESA may be eligible for co-curricular recognition.

### **EDUCATION-ELEMENTARY ROUTE, UNIVERSITY TRANSFER**

The Elementary Route at the University of Alberta is a Generalist Major which requires you to take a variety of components from outside Education as part of your first 60 credits.

The University of Alberta, Bachelor of Education University Transfer Elementary Program is undergoing significant changes that will affect any student being admitted in to Year Three starting September 2015. If you will be admitted to Year Three by September of 2014, you will follow the below program:

## University Transfer, Education

### ***Program Curriculum***

#### ***First and second year***

- ED2000
- ED2510
- Computing Science (3 credits), usually CS2020
- Non-Education Required Elements\*:
  - Language or Literature (6 credits), normally chosen from English courses at the 1000-level
  - Mathematics (3 credits), chosen from UT Mathematics or Statistics
  - Social Science (3 credits), chosen from Anthropology, Economics, History, Political Science, or Sociology
  - Natural Science (3 credits), chosen from Biology, Chemistry, Earth and Atmospheric Sciences, or Physics
  - Fine Arts (3 credits), chosen from Art, Art History, Dance, Drama, or Music
  - Physical Education (3 credits), PE2930
  - Health (3 credits), usually PE1100 or SO2710
- Non-Education Options (27 credits)\*

*\*15 credits of non-education required/options must be senior (University of Alberta 200-level or higher) and a minimum of 6 credits must be from the Minor. For admission to year three of the University of Alberta Teacher Education North Collaborative Program, 15 credits in senior non-education courses must be included in the first two years (60 credits).*

#### **Minors include:**

Early Childhood Education  
 Educational Psychology  
 English as a Second Language  
 Fine Arts  
 Language and Literacy  
 Mathematics / Science  
 Music (requires 24 credits)

Native Education  
 Physical Education  
 Second Language (for either French or German, 21 credits required)  
 Social Studies  
 Special Education  
 Visual Studies

If you will NOT be admitted to Year Three by September of 2014 for the Bachelor of Education University Transfer Elementary Program, you will be required to follow the below program:

- ED2510
- CS2020
- EDU211 – course coding at GPRC to be determined.
- Non-Education Courses:
  - Language or Literature (9credits): 6 credits chosen from junior English courses ( 1000 level) , 3 credits chosen from Senior English courses (2000 level or higher)
  - Mathematics (6 credits): chosen from UT Math or Statistics (MA1600 and MA2600 recommended)
  - Social Sciences (6 credits): 3 credits chosen from Canadian history (HI2600 or HI2610), 3 credits chosen from approved courses in Economics, Anthropology, Sociology, History, Philosophy or Political Science
  - Natural Sciences (6 credits), chosen from approved science courses in Biology, Chemistry, Physics, Earth Science, or Philosophy
  - Fine Arts (6 credits), chosen from Art, Art History, Dance, Drama, or Music
  - Physical and Health Education (6 credits): 3 credits in any PA or PE course (PE2930 recommended), 3 credits chosen from PE1100 or SO2710
  - Aboriginal and Indigenous Histories and Cultures (3 credits): Chosen from approved courses in Sociology (SO) or Anthropology (AN)
- Non-Education Options (9 credits)

No Minors exist in the new Bachelor of Education Elementary University Transfer Program.

You may make application to transfer to the University of Alberta either into year two with 24 to 30 credits or more of appropriate course work or into year three with 60 credits and all required course work.

### ***Additional Information***

The College in collaboration with the University of Alberta offers students an opportunity to complete their degree locally. Through Teacher Education North initiative, students who successfully complete the first two years (60 credits) of required study may apply to the University to complete year three and four of Bachelor of Education Elementary Degree at GPRC. For more information, refer to the Teacher Education North Collaborative Degree Program.

## University Transfer, Education

### **EDUCATION-SECONDARY ROUTE, UNIVERSITY TRANSFER**

The Secondary Route at the University of Alberta requires that you develop a Major and Minor area of specialization. Admission to the University of Alberta into this route is based on your declared Major, as well as your overall course work. You are eligible to apply to the Faculty of Education for second year admission with 24 to 30 transfer credits or for third year admission with 60 transfer credits.

For the first two years (60 credits) of your program, it is recommended that you complete a minimum of 18 credits in your major and 9 to 15 credits of your minor, where possible. For a list of Majors and Minors available and the courses required there is a Bachelor of Education Secondary Program Worksheet available to you through the advisors in Student Services.

### ***Program Curriculum***

#### ***First and second year***

- CS2020 or equivalent
- ED2000
- ED2510
- Junior English (6 credits)
- Major (minimum of 18 credits)
- Minor (9 to 15 credits)

It is strongly recommended that English and ED2510 be taken in first year.

#### **Majors and Minors:**

- Art
- Biological Sciences
- Business and Technology
- Career and Technology Studies
- Drama
- English Language Arts
- English as a Second Language (Minor only)
- General Sciences
- Instructional Technology (Minor only)
- Mathematics
- Music (the Minor in Music: Choral)
- Native Education (Minor only)
- Physical Education
- Physical Sciences
- Religious and Moral Education (Minor only)
- Second Languages
- Social Studies
- Special Education (Minor only)

Consult with an advisor regarding major and minor selection.

## University Transfer, Education

### **Bachelor of Education/University Transfer-Combined Degrees**

#### **EDUCATION, UNIVERSITY TRANSFER COMBINED DEGREES**

##### **Transfer to University of Alberta**

The University of Alberta offers a number of combined degree programs. GPRC may offer one year to two years of full-time study, depending on your major, toward these Combined Degrees programs.

Students interested in preparing for these combined degrees will normally apply for admission to GPRC University Transfer programs as follows:

##### **Bachelor of Arts (Native Studies) / Bachelor of Education**

Apply to Bachelor of Arts and refer to this program section for details.

##### **Bachelor of Music / Bachelor of Education**

Apply to Bachelor of Music and refer to this program section for details.

##### **Bachelor of Physical Education / Bachelor of Education (Secondary)**

Apply to Bachelor of Physical Education and refer to this program section for details.

##### **Bachelor of Science (Specialization in Science and Education / Bachelor of Education (Secondary))**

Apply to Bachelor of Science and refer to this program section for details.

The University of Alberta determines the admission requirements to these combined degrees. The University also governs the degree requirements and evaluates students' eligibility to graduate. Students must consult with the University of Alberta to ensure their course selection meets the University's requirements for admission, transfer and graduation.

##### **Transfer to University of Calgary**

The University of Calgary offers the Bachelor of Education as an After Degree program (BEd/AD) called Master of Teaching. Admission to the program requires a completed Bachelor degree (e.g. Bachelor of Arts, Bachelor of Commerce, Bachelor of General Studies, Bachelor of Physical Education, or Bachelor of Science).

##### **Transfer to University of Lethbridge**

The University of Lethbridge offers the Bachelor of Education only in combination with another degree. The possible combinations are:

- **Bachelor of Arts / Bachelor of Education**
- **Bachelor of Fine Arts / Bachelor of Education**
- **Bachelor of Management / Bachelor of Education**
- **Bachelor of Music / Bachelor of Education**
- **Bachelor of Science / Bachelor of Education**

These Combined Degree programs are minimum five years, 150 credits. Some combinations/majors require more than 150 credits. GPRC offers one year (30 credits) toward these Combined Degree programs and may offer additional transferable course work depending upon your major. The University of Lethbridge Combined Degree programs do not have specific routes such as Elementary and Secondary. The specialty or major you develop is in the degree you choose to combine with the Bachelor of Education.

The University of Lethbridge determines the admission requirements to these combined degrees programs. The University also governs the degree requirements and evaluates students' eligibility to graduate. Students must consult with the University of Lethbridge to ensure their course selection meets the University's requirements for admission, transfer and graduation.

For admission to the Faculty of Education, satisfactory completion of the Alberta Universities Writing Competency Test (AUWCT) is required. There are certain conditions upon which you may be exempt from writing this competency test. For information on exemptions, refer to the current edition of the University of Lethbridge calendar.

For assistance in course selection and program articulation, you should arrange to see an advisor in Student Services.

## University Transfer, Education

### **Bachelor of Education, Collaborative Degree Program**

#### **TEACHER EDUCATION NORTH, COLLABORATIVE DEGREE PROGRAM**

Teacher Education North offers the third and fourth year of the University of Alberta, Bachelor of Education Elementary Degree in collaboration with Grande Prairie Regional College. The program is designed to prepare teachers to teach elementary school students. Teaching in northern rural schools and working with aboriginal students are the two themes integrated throughout the program and coursework.

#### ***Admission Requirements***

##### ***Transfer Students***

Successful completion of the first two years and 60 credits of course weight transferable and applicable to a Bachelor of Education, Elementary, University of Alberta. A competitive GPA equivalent to a "C" or 65% is required but does not guarantee admission.

or

##### ***Approved Undergraduate Degree***

Degree holders must present a minimum of nine credits selected from at least three of the six teaching areas. In addition, students must present six credits in English Language or Literature and three credits in computing science.

#### **Application Process**

You apply directly to the University of Alberta for admission to year three of the Teacher Education North University of Alberta, Bachelor of Education program. You can apply on line (click on Admissions) at [www.registrar.ualberta.ca](http://www.registrar.ualberta.ca).

Application forms can also be obtained by contacting:

##### **Undergraduate Student Services**

##### ***University of Alberta***

1-107 Education Centre North

Edmonton, Alberta T6G 2G5

Phone 780-492-3659

Fax 780-492-7533

or

##### **Student Services**

##### ***Grande Prairie Regional College***

10726 106 Avenue

Grande Prairie, Alberta T8V 4C4

Phone 780-539-2944

Fax 780-539-2888

**Deadline for Application to the University of Alberta is March 1.  
Document deadline is June 15.**

If you are presently attending college or university, you must provide the University of Alberta with two copies of your official transcripts with grades to date and a listing of your current term courses.

If you have completed a degree or are not currently attending elsewhere, you must provide the University of Alberta with two copies of the official and complete transcripts of your post-secondary studies.

On your application you should clearly indicate that you want to be considered for the Collaborative Program at Grande Prairie Regional College but you are advised to indicate that you want also to be considered for the University of Alberta program in Edmonton.

## University Transfer, Education

### ***Program Curriculum***

#### ***First and second year\****

- ED2000
- ED2510
- Computing Science (3 credits), usually CS2020
- Non-Education Required Elements\*:
  - Language or Literature (6 credits), normally chosen from English courses at the 1000-level
  - Mathematics (3 credits), chosen from UT Math or Statistics
  - Social Science (3 credits), chosen from Anthropology, Economics, History, Political Science, or Sociology
  - Natural Science (3 credits), chosen from Biology, Chemistry, Earth and Atmospheric Sciences, or Physics
  - Fine Arts (3 credits), chosen from Art, Art History, Dance, Drama, or Music
  - Physical Education (3 credits), PE2930
  - Health (3 credits), usually PE1100 or SO2710
- Non-Education Options (27 credits)\*

*\*Sixty credits must include 15 credits in senior non-education courses*

Students without background in music are encouraged to take a music course prior to entry. While not required, the knowledge and skills gained may make the Curriculum and Instruction in Elementary School Music more accessible.

Students are encouraged to take courses in their first two years that promote background related to the main themes of the program: teaching in northern rural schools and working with Aboriginal children.

#### ***Third and fourth year***

Students are expected to attend as full-time students in year three and four. Third year students will complete four courses and a five-week field experience in the fall term, the Introductory Professional Term (IPT) and five courses in the winter term. Students in fourth year will complete five courses in the fall term and two courses plus a nine-week field experience in the Advanced Professional Term (APT).

The University of Alberta, Faculty of Education Teacher Education North Program, determines annually the specific University courses available at Grande Prairie Regional College for third and fourth year. The following is the proposed listing of courses for the year. This listing is subject to review and change by the University of Alberta.

#### ***Term one, Introductory Professional Term (IPT)***

- EDEL321 Introduction to Curriculum and Instruction in Elementary School Physical Education
- EDEL394 Teaching in Northern Alberta Communities
- EDPS310 Managing the Learning Environment
- EDPY301 Inclusive Education: Adapting Instruction for Students with Special Needs
- EDFX325 Elementary Route Field Experience for the Introductory Professional Term

#### ***Terms two and three***

- EDEL305 Language Arts in the Elementary School
- EDEL316 Communication through Mathematics Education
- EDEL325 Curriculum and Instruction Music in Elementary Schools
- EDEL330 Curriculum and Instruction Science in Elementary Schools
- EDEL335 Curriculum and Instruction Social Studies in Elementary Schools
- EDEL496 Teaching Reading and Language Arts in a Cross Cultural Environment
- EDPY303 Educational Assessment
- LIS405 Canadian Children's Literature for Young People in Schools and Libraries
- NS210 Native Issues and Insights I

#### ***Term four, Advanced Professional Term (APT)***

- EDEL302 Curriculum and Instruction Art in Elementary Schools
- EDPS410 Ethics and Law in Teaching
- EDFX425 Elementary Route: Generalist Field Experience for the Advanced Professional Term

## University Transfer, Engineering

# Engineering

780-539-2096  
1-800-539-4772, ext. 2096  
[science@gprc.ab.ca](mailto:science@gprc.ab.ca)

**University Transfer**  
*Maximum 1 year (2 semesters) toward 4  
year degree program (40.5 credits)*  
**University of Alberta**

**GPRC Grande Prairie**

- Chemical
- Civil
- Computer
- Electrical
- Engineering Physics
- Materials
- Mechanical
- Mining
- Petroleum

**University of Calgary**

- Chemical
- Civil
- Electrical
- Geomatics
- Mechanical
- Oil & Gas
- Software

## Engineering University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

You can complete one year of course work which prepares you for application for admission to year two Bachelor of Science in Engineering. With a concentration in Engineering, you will find careers in aerospace, agricultural, chemical, civil, computer, electrical, environmental, geological, industrial, materials, mechanical, metallurgical, mining, municipal, nuclear, petroleum engineering or engineering physics.

Students wishing to begin their science program at GPRC with plans to transfer to an institution other than the University of Alberta are encouraged to consult with a College advisor who can assist them with the interpretation of university requirements.

### ***Admission Requirements***

Admission to University Transfer in Engineering requires a minimum overall average of 60 percent in the following five Alberta Education courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Chemistry 30
- Mathematics 30-1
- Mathematics 31
- Physics 30

## University Transfer, Engineering

### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA) if you have an overall average of 60 percent in:

- Chemistry 30
- Mathematics 30-1
- Mathematics 31
- Physics 30

Mature students must present the grade 12 subjects specified as prerequisites to the courses required or chosen to complete program requirements.

### ***Program Curriculum***

#### ***First year***

- CH1030 and CH1050
- EG1050
- EG1000 and EG1010
- EG1300
- MA1000 and MA1010
- MA1020
- PC1300 and PC1310
- Complementary Studies Option (3 credits), EN1201 recommended;  
EG2650 fulfills a technical option requirement for Civil and Mechanical Engineering only.

### ***University Transfer***

This program transfers to the Faculty of Engineering at the University of Alberta. You are encouraged to refer to Faculty information in the University's calendar for further specifics.

If you are planning to transfer to the University of Calgary, please speak with an advisor prior to registration.

## University Transfer, Fine Arts

### Fine Arts

780-539-2909  
1-800-539-4772, ext. 2909  
[finearts@gprc.ab.ca](mailto:finearts@gprc.ab.ca)

**University Transfer**  
*Maximum of 2 years (4 semesters) and  
60 credits transfer to 4-year degree  
programs*  
*(Note that transfer is always based upon  
a portfolio submission)*

**GPRC Grande Prairie**

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**Drama Courses**

The Fine Arts Department at GPRC is a great place to start your career in the visual arts. The Visual Arts programs, the Diploma and Bachelor of Fine Arts (BFA) University Transfer program, offer a balance of hands-on studios and lecture-based courses. The curriculum is designed to prepare students for advanced studies at a university or an art institute. Our alumni go on to success in a wide variety of careers and art related professions including:

- Art Directors
- Craft artists (jeweler, potter, textiles...)
- Fine Artists (painters, sculptures, illustrators...)
- Graphic Designers, Commercial and Industrial designers
- Multi-media artists and animators
- Related Cultural Industries (Art Galleries, Museums, curators, Art Historian, Art Education, Art Management...)

Faculty of the Fine Arts Department are hired for their professional expertise and teaching abilities and are dedicated to fostering and promoting diverse professional cultural practices in the Peace Region.

The Fine Arts Department hosts the Visitor in the Arts Lecture and Performance Series where students have close contact with national and international artists and performers. As well, the Fine Arts faculty organizes field trips to Edmonton, Calgary and Lethbridge; and spring session courses in Europe. GPRC is home of the world renowned Douglas J. Cardinal Performing Arts Centre where students have the opportunity to see and participate in a variety of productions.

### *Additional Information*

#### **Facilities**

The Fine Arts Department is able to provide excellent facilities to our students. Visual Arts students have regular access to the Glass Gallery to present their works to the public and utilize a multi-use workshop, painting, drawing, and sculpture studios, and a computer studio with video edit capabilities. Drama students present performances in either the Black Box Theatre or the Douglas J. Cardinal Performing Arts Centre stage. They work in the Black Box Theatre and in our drama production spaces, which include a dressing room, costumes and prop storage, a scene shop and a multi-purpose space.

#### **Audit Policy for Studio Courses**

Audit students will be permitted in all Visual Arts Studio and Digital Design courses only after all credit students have been accommodated and if seats are available. Students will not be permitted to audit a specific studio course more than once.

## University Transfer, Fine Arts

### Fine Arts, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

Students who wish to pursue a Bachelor of Fine Arts will want to consider enrolling in the BFA University Transfer program. Based on your studies at GPRC, you will receive up to 60 credits of transfer toward your degree (120 credits).

Acceptance into any program once you have completed your studies at GPRC is normally based on your portfolio, the depth of your studio experience and your academic standing. Option courses vary from institution to institution and are often evaluated on a case-by-case basis. Early contact with the school you are applying to is encouraged and close consultation with a GPRC Fine Arts Advisor is advisable. All post-secondary Art Programs are slightly different. GPRC Visual Art Diplomas give you flexible studio experience and a portfolio, but credit is often given on a case-by-case basis. You may have to pick up options or extra studios depending on where you apply. Most receiving institutions will transfer a maximum of 60 credits from GPRC.

#### University of Alberta

Transfer admission to the University of Alberta, Bachelor of Fine Arts in Art and Design or Bachelor of Design, is based on portfolio and is considered on a case by case assessment. Students are advised to take 9 credits of non-art options.

#### University of Calgary

Transfer admission to the University of Calgary, Bachelor of Fine Arts, is portfolio based. Students may wish to take up to 12 credits of non-art options.

#### University of Lethbridge

Transfer to University of Lethbridge is portfolio based. Students with a Visual Arts Diploma in Interactive Digital Design or Studio Practice may apply for admission to the Post-Diploma BFA (Art), Pre/Post-Diploma BFA (Art)/BEd or Post-Diploma BFA (Multidisciplinary).

#### Alberta College of Art and Design

Transfer admission to Alberta College of Art and Design is based on portfolio. Students are advised to focus on studio rather than non-art options.

Many students have also transferred successfully to other major Art Schools in Canada such as Ontario College of Art and Design, Emily Carr, Nova Scotia College of Art and Design, Vancouver Film School and Ryerson Polytechnic.

#### *Admission Requirements*

To be considered for admission to the University Transfer Bachelor of Fine Arts program, you require an overall average of 60 percent in the following Alberta Education courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1, minimum 60 percent
- Two from Group A or C
- Two from Group A, B, or C

Students applying for the Bachelor of Fine Arts program need to be aware that their admission to a university for degree completion will be subject to the admission and portfolio requirements of the institution to which they plan to transfer.

#### *Mature Student Admission*

Students 21 years or older who are seeking admission to Bachelor of Fine Arts and do not meet the requirements for admission are encouraged to consult with Associate Registrar, Admissions.

## University Transfer, Fine Arts

### ***Program Curriculum***

#### ***First year***

- AR1010
- AR1020
- AR1360
- AR1370
- AR2410
- AR2430
- Junior English (6 credits)
- DD1380
- Approved Option (3 credits)\*, normally chosen from 1000-level Studio Option or UT Option

#### ***Second year***

- AR3410
- AR3430
- Senior 2000-Level Art History (6 credits)
- Senior 3000-Level Studio Options (12 credits)\*\*
- Options (6 credits)\*

*\*Students should consult with an advisor to select an option that meets the requirements of their educational goal. Bachelor of Fine Arts students must take a university transferable (UT) option.*

*\*\*Students are advised to choose options that meet the requirements of the degree granting institution to which they plan to transfer. Advisors in Fine Arts will assist students with the selection of appropriate options. Students pursuing Art studies at the Alberta College of Art and Design require 18 credits in studio courses in addition to the drawing studios.*

AR3705, Portfolio Development, is highly recommended but is not a university transferable course. Admission to most Art programs and institutions is normally dependent upon the evaluation of an applicant's portfolio. Students may choose to enroll in this course in order to develop their portfolio skills.

### **Drama Courses**

Our Drama University Transfer courses are designed to prepare students for entrance into the second or third year of a four year program at the University of Alberta, University of Calgary or University of Lethbridge. Each university offers different Bachelor programs that accept Drama Major, Minor and Options courses from GPRC. Each university differs somewhat as to the Drama Courses which are counted for Drama major credit and which are Options courses. Students are encouraged to consult with an advisor in Student Services at GPRC and with the receiving institution to determine the combination of courses that will serve them best. For information on the BA Drama Major, please refer to the Arts and Education Section: Bachelor of Arts (BA) Majors and Minors, Areas of Concentration.

### ***Additional Information***

#### ***\*Drama courses available at GPRC:***

- |  |  |
|--|--|
| • DR1010 Introduction to Theatre Art               | • DR2234 Independent Performance Project, Extended                     |
| • DR1020 Play Analysis                             | • DR2235 Theatre Technical Practicum                                   |
| • DR1200 Performance I                             | • DR2236 Independent Technical Project Extended                        |
| • DR1201 Production I                              | • DR2310 Scene Study I   |
| • DR1490 Introduction to the Dramatic Process      | • DR2320 Topics in Acting I - Voice                                    |
| • DR1910 Introduction to Stagecraft                | • DR2340 Topics in Acting II - Movement                                |
| • DR1920 Topics in Stagecraft - Lighting and Sound | • DR2910 Topics in Stagecraft: Properties, Construction and Management |
| • DR1930 Topics in Stagecraft - Set Construction   | • DR2912 Topics in Theatre Craft                                       |
| • DR2080 Western Theatre History I                 | • DR2920 Topics in Advanced Stagecraft I                               |
| • DR2090 Western Theatre History II                | • DR2930 Topics in Advanced Stagecraft II                              |
| • DR2200 Performance II                            | • DR2950 Stage Management  |
| • DR2201 Production II                             | • DR3210 The Creative Process of Drama                                 |
| • DR2210 Portfolio in Dramatic Arts                | • DR3310 Scene Study II  |
| • DR2230 Independent Performance Project           |  |
| • DR2231 Independent Technical Project             |  |

*\*Please note that not all Drama courses may be available every year.*

## University Transfer, Kinesiology

### Kinesiology

780-539-2063  
1-800-539-4772, ext. 2063  
[peak@gprc.ab.ca](mailto:peak@gprc.ab.ca)

**University Transfer**  
*Maximum of 4 semesters and 60 credits  
transfer to 4-year degree program*

**GPRC Grande Prairie**

### Kinesiology, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

The Bachelor of Science in Kinesiology degree program explores and studies the many aspects of human movement. Graduates with a Bachelor of Science in Kinesiology will be prepared for careers in these fields: active rehabilitation and exercise therapy; ergonomics; active health and fitness; biomedical applications; rehabilitation equipment and technology; and research.

GPRC can offer you up to two years (60 credits) of appropriate course work to prepare you for admission to year three of the Bachelor of Science in Kinesiology program at the University of Alberta in the Faculty of Physical Education and Recreation. You may apply for admission for year two, after completing 30 credits (or more) or for year three after completing 60 credits. You must present a competitive GPA.

#### **Transfer to University of Alberta**

To be considered a transfer applicant for admission to Bachelor of Science in Kinesiology at the University of Alberta, you must obtain a competitive GPA (minimum GPA 2.0) based on a minimum of 24 credits of course weight in post-secondary study. Students are reminded that the University of Alberta requires a minimum grade of C- for transfer. Successful completion of transfer credits and a minimum 2.0 GPA does not guarantee admission to the University. The University of Alberta Residence Requirement allows for a maximum of 60 credits transferable from other institutions. Applicants must also present all high school requirements or equivalent.

#### ***Admission Requirements***

Admission to Bachelor of Science in Kinesiology requires a minimum average of 70 percent in the following Alberta Education high school courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1, minimum grade of 60 percent
- Biology 30 or Physical Education 30 (5-credit)
- Chemistry 30
- Mathematics 30-1
- Physics 30

It is essential that you check and plan so that you have the appropriate prerequisites for the required courses in your program.

This program transfers to the Degree Program offered by the Faculty of Physical Education and Recreation at the University of Alberta. Students applying for the program at GPRC will be offered admission to University Transfer, Bachelor of Physical Education and will choose courses appropriate for this degree.

## University Transfer, Kinesiology

### Program Curriculum

The curriculum requirements are outlined in the recommended sequence. If you register in courses out of sequence, you will need to carefully ensure that you have the required prerequisites and co-requisites.

#### First year

- CH1010
- CH2610
- Junior English (6 credits)
- PE1000
- PE1015
- PE1030
- PE1040
- MA1130
- PE 1100

#### Second year

- BC2000
- One of: PE2420, PY1040, or PC1240
- PE2000
- PE2030
- PE2040
- PE2060
- PE2400
- PE2070
- Options (6 credits)\*

\*No more than 6 credits of options are to be completed through Physical Activity and Dance courses.

\*Students with an interest in biomechanics or motor control are encouraged to complete CS1010 or CS1140 as one of their options.



## University Transfer, Music

### Music

**780-539-2909**  
**1-800-539-4772, ext. 2909**  
[finearts@gprc.ab.ca](mailto:finearts@gprc.ab.ca)

**University Transfer**  
*Maximum of 2 years (4 semesters) and  
 63 credits toward 4-year degree  
 program*

**GPRC Grande Prairie**

Music programs at GPRC will help prepare you to pursue a career in music or to continue your studies at other educational institutions. You will have the opportunity to specialize on an instrument, including voice, and to perform with talented musicians. Participation in College Ensembles is required of our programs, and performances in community productions or events is also encouraged.

Music students have access to our brand-new Fine Arts Recording Studio complex that consists of four individual studios, a digital lab/classroom with many modern workstations, and several well-equipped practice rooms. Music performances take place in either the Collins Recital Hall or the Douglas J. Cardinal Performing Arts Centre.

The Fine Arts Department offers our music programs at the Grande Prairie Campus on a full-time or part-time basis during the day and evening.

Students of the GPRC Fine Arts music program have also successfully completed music degrees at institutions outside of Alberta. Admission is based on the quality of audition and also academic entrance examinations as per institution requirements.

Students of the GPRC Fine Arts music program have also successfully completed music degrees at institutions outside of Alberta. Admission is based on the quality of audition and also academic entrance examinations as per institution requirements.

#### Other Program Opportunities

If you are interested in other music programs, the College offers courses towards:

- Bachelor of Music/Bachelor of Education combined degree program
- Bachelor of Arts, University Transfer music major/minor program
- Bachelor of Education, University Transfer music major/minor program

#### Degree Programs

Acceptance into any university degree program once you have completed your studies at GPRC is based on your audition, the depth of your musical experience and your academic standing. Option courses vary from institution to institution and are often evaluated on a course-by-course basis. Early contact with the school you are applying to is encouraged and close consultation with a GPRC Fine Arts advisor is suggested. All post-secondary Bachelor of Music programs are slightly different. An audition is normally required by each university; you should pay attention to specified audition dates published by each university. You are advised to consult directly with the university you are interested in transferring your diploma to, to access these degree opportunities. Most receiving institutions will transfer a maximum of 60 credits from GPRC. Bachelor of Music students are advised to take 9 credits of options for Music, Art or Science.

The GPRC Diplomas give you flexible and varied musical experiences, but credit is often awarded on a case-by-case basis. Transfer admission to a Bachelor of Music or Bachelor of Arts, Music, or Post-Diploma program is based on audition and is considered on an individual basis.

Transfer opportunities exist within Alberta at the following universities:

**University of Alberta**  
 Augustana Faculty, University of Alberta

**Concordia University College**

**King's University College**

**University of Lethbridge**  
 Post-Diploma Bachelor of Music  
 Post-Diploma Bachelor of Music/Bachelor of Education

**University of Calgary**

## University Transfer, Music

### Music, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

The Music, University Transfer program is designed to prepare students for entrance into the third year of a four year program at the University of Alberta's Faculty of Arts, Edmonton and Augustana Faculty, Camrose. Grande Prairie Regional College can offer you up to 63 credits toward the Bachelor of Music Degree programs offered at these locations. Application to third year Bachelor of Music at the University of Alberta requires an audition or portfolio. For program guidelines and details on requirements, consult an Advisor in Student Services. Admission to this University Transfer program will be considered only after a successful audition.

#### **Admission Requirements**

You require the following Alberta Education high school courses:

- English 30-1
- Any four of Social Studies 30, a 30-level language other than English, a second 30-level language other than English, Biology 30, Chemistry 30, Physics 30, Mathematics 30-1 or 30-2 or Mathematics 31, Science 30, one approved Fine Arts subject (Music 30 preferred).

#### **Other Requirements:**

- A performance audition is required before you are offered admission.  
Contact the Fine Arts Department to schedule an audition.
- Interview
- Music Theory and Aural Skills Placement Exam\*\*

*\*\*Applicants who do not present successful completion of MU1000 or Grade Two Conservatory Music Theory will be required to write a Music Theory Placement examination before registering in this program. Students who do not demonstrate the equivalent of grade two theory skills will take longer to complete this program of study.*

#### **Program Curriculum**

##### **First year\***

- Junior English (6 credits)
- MU1250
- MU1510
- MU1550
- MU1560
- MU1650
- MU2800
- Music Ensemble (3 credits),  
chosen from MU1400, MU1410 or MU1490
- Option (3 credits) chosen from Music, Arts, Science

*\*To meet the Residency Requirement at the University of Alberta, students may only transfer 63 credits chosen from the 66 credits listed.*

##### **Second year\***

- Language other than English (6 credits)
- MU2250
- MU2510
- MU2550
- MU2560
- MU2830
- Music Ensemble (3 credits),  
chosen from MU2400, MU2410, MU2490
- Options (6 credits) chosen from Music, Arts, Science

## University Transfer, Nursing

# Nursing

780-539-2753  
1-800-539-4772, ext. 2753  
[nursing@gprc.ab.ca](mailto:nursing@gprc.ab.ca)

**Collaborative Degree Completion**  
*University of Alberta, 4 years*

**GPRC Grande Prairie**

## Nursing, Degree Completion

GPRC offers you the option of pursuing a career in Nursing with the University of Alberta Collaborative Baccalaureate Nursing Program, a four-year Bachelor of Science in Nursing (BScN) Degree program. This program will prepare you to be licensed as a Registered Nurse.

All the courses in the Bachelor of Science, Nursing program can be completed at Grande Prairie Regional College but you will be required to attend at least one clinical placement outside of Grande Prairie. Practica may involve evening and night hours and weekends.

Special qualities are required for the nursing profession. You must be a caring individual who considers the dignity, individuality and worth of the patient, client, and family. Knowledge and skills will be developed through a variety of structured and student-directed instructional delivery methods. You will gain practical experiences in nursing laboratories and in local and regional health care facilities.

The Collaborative Baccalaureate Nursing Program offers a method of instruction referred to as Context-Based Learning or CBL. Throughout the program, students work in small groups with a tutor to explore a series of nursing scenarios.

Content from nursing, physical sciences, medical science, social sciences and humanities are introduced and integrated beginning with the first scenario in NS1900. Nursing practice occurs in concentrated blocks of time in each term, in a variety of settings, including a community and an acute care experience in each year of the program.

Students in the degree program should refer to the University of Alberta calendar for full program articulation, degree guidelines and graduation requirements.

### ***Admission Requirements***

#### **High School Applicants**

All applicants under 21 years of age must present a High School Diploma or equivalent and an overall average of 65 percent with no mark lower than 60 percent in any of the following:

- English 30-1
- Biology 30
- Chemistry 30 or Science 30
- Mathematics 30-1 or 30-2
- One of
  - Chemistry 30
  - Science 30
  - Mathematics 31
  - Physics 30
  - Computer Science – Advanced Level CTS (5 credit)
  - Social Studies 30-1
  - 30-level Language
  - Fine Arts course

## University Transfer, Nursing

### ***Mature Student Admission***

Students 21 years of age or over will be considered for mature student admission based on minimum overall average of 65 percent with no mark below 60 percent in each of the following:

- English 30-1
- Biology 30
- Chemistry 30 or Science 30
- One of Mathematics 31 or Mathematics 30-1 or 30-2

### **Admission Selection**

#### ***Best Qualified***

Applications will be accepted beginning October 1 of each year for the following September. Selection of applications begins March 1. Applications received after the end of February may not be considered for admission.

Grande Prairie Regional College will accept 56 students into the first year of the nursing program. The very high demand for the program in the past few years has made it impossible to accept all applicants; therefore, preference will be given to applicants who are best qualified.

Only completed applications will be considered; therefore, all official transcripts must be received by March 1. Applicants with a completed post-secondary university degree will be assessed on an individual basis.

Preference will be given to applicants who are best qualified as determined by an admission scoring system based on high school and post-secondary course grades. Should two or more applicants have the same score, the students will be ranked according to the earliest application date. Conditional letters of admission will be mailed to successful applicants. Qualified applicants not selected for admission will be placed on a waitlist according to score.

As per college policy, outlined in the admissions section of the calendar, “the college, at its discretion, may refuse admission to any applicant”.

Practicum agencies require criminal record checks of students working in their organizations. Information regarding criminal record checks will be provided to students after they have been admitted.

### **Admission of Aboriginal Students**

Four seats in the first year of the nursing program will be reserved for qualified applicants of aboriginal ancestry. The top four applications, based on the outcome of the approved scoring system chart, will be selected for offer of admission and will be assigned these reserve seats. If the designated applicants do not fill these reserved seats by March 31 of each year, the seats will be offered to the general applicant pool.

Aboriginal ancestry is defined by the Constitution Act of 1982, Part II, Section 35(2). Accordingly, Aboriginals are Inuit, Indian and Metis peoples of Canada. If you are applying as an aboriginal student, you may be required to present proof of Aboriginal ancestry.

### **Re-admission**

If you have previously enrolled in a nursing program and stopped out for any reason, your application to enter a Nursing program at GPRC will be considered on an individual basis and contingent upon space being available in the program.

## University Transfer, Nursing

### Transfer from Other Nursing Programs

If you are currently enrolled in a nursing program at another institution and are applying to transfer into year two or three at GPRC, you must have a GPA of 2.0 on the last 24 university transfer credits. Official transcripts of all post-secondary study and a letter of support from the Chair or Dean of your current program are required before your application will be considered. The letter of support must clearly indicate that you are eligible to enroll in a nursing program.

Admission to years 2 and 3 is not guaranteed and is subject to the availability of seats. Applicants for years 2 and 3 of the nursing program will be considered for admission based on the following priorities:

- former GPRC nursing students who have withdrawn in good standing and who apply within 12 months of their withdrawal
- students currently enrolled in the University of Alberta Collaborative Baccalaureate Nursing Program at one of the partner sites
- students currently enrolled in other nursing programs and who are in good standing. (Students not previously enrolled in the University of Alberta program may be required to complete courses to fit into the context-based learning (CBL) curriculum.)
- students not currently enrolled in a nursing program who have withdrawn from a previous nursing program are required to complete the readmission process. Admission is subject to the decision of the Department of Nursing Education and Health Studies.
- If more than one qualified applicant fits one of the previous categories and are equally qualified for admission, priority will be established by date of application.

### Other Requirements for Students Admitted to Nursing

#### *Health and Safety Requirements*

All students admitted to the Nursing program must be capable of completing responsibilities and activities as required in clinical practice. In order to successfully pass clinical practice courses, students must consistently demonstrate the essential skills and abilities to safely provide nursing care to their assigned patient/client. The requirements for Registered Nurses are applicable to students in the Collaborative BScN Program. To review a summary of these requirements, see [www.gprc.ab.ca/departments/nursing/](http://www.gprc.ab.ca/departments/nursing/). If a student believes they may require assistance to be successful in the program, they are encouraged to contact a Student Services Advisor as soon as possible after admission for any accommodations that may need to be arranged.

Students must have a current Cardiopulmonary Resuscitation for Health Care Providers (CPR-HCP) prior to their first clinical placement that must be maintained annually throughout the program. A Standard First Aid Certificate is a requirement prior to the entrance into the program but does not have to be renewed. In addition, students are required to have WHMIS certification. Students must provide a photocopy of these certifications before their first clinical placement or they will not be allowed to attend the practicum. In addition, students must provide an immunization record prior to admission. Students who are admitted to the program will receive information on required and recommended immunizations with their admission. Some immunizations, including Hepatitis B, may need to be initiated prior to the first day of the program.

The College and Association of Registered Nurses of Alberta (CARNA) requires mandatory reporting of any blood borne virus infection (BBVI) when applying for initial registration and renewal to practice as a registered nurse. Existence of a BBVI may require modifications to the practice of a registered nurse, but this would occur infrequently. Recommendations for practice for health care workers who have a BBVI are available through the Alberta Expert Review Panel for Blood Borne Infections in Health Care Workers. For further information about this issue contact Deputy Registrar, College and Association of Registered Nurses of Alberta at [www.nurses.ab.ca](http://www.nurses.ab.ca).

Students may be required to attend at least one clinical placement outside of Grande Prairie and will be responsible for obtaining transportation to practica placements and for the costs of necessary travel and accommodations. Required practica placements may be a distance of 150 kilometres or more from Grande Prairie. Some practicum agencies may require Criminal Record Checks of students working in their organizations. Information regarding Criminal Record Checks will be provided to students after they have been admitted.

Students are required to purchase a stethoscope and a penlight, and to have uniforms and scissors in the practica setting.

#### *Length of Time to Complete Years 1-3*

The curriculum is designed to be taken over four years. Students should complete Years 1 -3 of the program within four years after initial admission to the program.

Application for an extension to the program, along with a plan for completion, must be submitted to the Chairperson for review by the Student Academic Review Committee. With permission, students have six years from the time of admission to complete all requirements for this program.

## University Transfer, Nursing

### ***Progression Criteria***

#### **Academic Progression Criteria**

A grade of C- is the minimum passing grade for any nursing course with the exception of NS1050 and NS2150. To be promoted from one semester to the next, you must have successfully completed all of the required nursing courses of the previous semester. For promotion from year to year in the program and for graduation, you must have successfully completed all the required nursing and non-nursing courses of the previous year.

Students are required to maintain a cumulative GPA of 2.0 to continue in the basic nursing program, to transfer to the University of Alberta and to graduate. Students with a term (semester) GPA of 1.7 to 1.99 will be placed on academic warning for one semester. Students on academic warning who fail to achieve a cumulative GPA of 2.0 by the end for the next term will be required to withdraw from the program. If the GPA warrants a second academic warning, the student will be required to withdraw from the program.

A student with a GPA of 1.69 or lower must withdraw from the nursing program. Readmission to program is subject to departmental review. A student dismissed for academic reasons may apply for readmission after a lapse of one full year.

Students completing year three apply to the University of Alberta for admission to fourth year. Admission to fourth year and registration at the University of Alberta is contingent upon satisfactory academic standing in the first three years of the program. Satisfactory academic standing is passing grades in all previous courses with a minimum cumulative GPA of 2.0 on the 4.0 scale. If these conditions are met, students will be granted block transfer for work completed at the College. The University expects that electives and required courses in the support disciplines be completed in the recommended order. Research and statistics courses and electives completed at GPRC will be transferred as part of the three-year block transfer. Electives taken at GPRC in fourth year will be transferred to the University on an individual course basis. These courses require a minimum passing grade of C- for transfer approval.

#### **Clinical Progression Criteria**

Students must complete theory and practice components of nursing courses to receive credit. Students who have not received a pass in the clinical or laboratory portion of a nursing course are not given credit for the course and must repeat both the clinical and non-clinical portions of the course. The clinical component, explained in the course outline, must be completed for credit to be granted.

A student who is absent more than two clinical days in one clinical nursing course may need to make up the lost time before being allowed to continue in the program. Absences from the clinical site may result in the instructor being unable to evaluate the student's clinical performance. If clinical performance cannot be evaluated, a failing grade may be assigned in the course. Whenever a student's clinical performance is considered marginal in a nursing course, the student's total academic and clinical performance in the program is reviewed and considered in determining continuation in the program.

An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions or a site of a practicum/clinical placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.

## University Transfer, Nursing

### ***Program Curriculum***

*Curriculum is subject to changes by the University of Alberta.*

#### ***First year***

- Junior English (3 credits)
- NS1050\*
- NS1900
- NS1910
- NS1940
- NS1950
- NS2150
- PY1040
- PZ1500\*
- SO1000\*

#### ***Second year***

- MI1330\*
- NS2900
- NS2910
- NS2940
- NS2950
- PZ1510\*
- Political Science Elective (3 credits)
- Elective (3 credits)\*\*
- Elective (3 credits)\*\* (this elective can be taken in Spring Term, Year Two or Year Three)

\* *Content to be integrated within scenarios in nursing courses.*

\*\* *The University of Alberta requires a minimum grade of C- for transfer credit of electives.*

Students, who entered Year 1 of the Bachelor of Science in Nursing Program in September 2008 or prior to that date, must choose senior electives (6) to meet University requirements for graduation.

### **Accelerated Program**

Students who have completed all the required courses and electives identified in the third year of the curriculum may apply to an accelerated program. Students who qualify for admission to the accelerated program will register in NURS 490 and NURS 491 in the spring term following the completion of third year and in NURS 494 and NURS 495 in the successive fall term. Acceptance into the accelerated program is based upon a competitive GPA.

The number of seats in the accelerated program is dependent upon clinical placement opportunities and instructor availability.

### ***Advanced Standing***

A grade of C- is the minimum passing grade for any nursing or elective course required for the Bachelor of Science in Nursing program that will be accepted for advanced standing (transfer) from other institutions.

#### ***Third year***

- NS3900
- NS3910
- NS3940
- NS3950
- NS3690
- Philosophy Elective (3 credits)

#### ***Fourth year***

The following are University of Alberta courses for which students apply to and register with the University of Alberta as per University of Alberta calendar:

- NURS490
- NURS491
- NURS494
- NURS495

## Open Studies

# Open Studies

780-539-2944  
1-800-539-4772, ext. 2944

Grande Prairie Campus

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Students needing to complete specific subjects or the required average for the program of their choice, or students who have not chosen a particular program of studies, but who wish to take a variety of courses out of interest, may apply for Open Studies.

Students in Open Studies may complete their admission requirements and start on other courses at the same time. Students admitted to Open Studies but who enrolled in two or more upgrading courses per semester will have their program of admission changed to Academic Upgrading. Students enrolling in nine credits of Open Studies are considered full-time and will have their applications reviewed by Admissions. If you wish to be a full-time student in Open Studies, you will need to meet admissions requirements listed.

### ***Admission Requirements***

- High School Diploma or a minimum of eighteen years of age
- English 30-1 for combined university transfer programs

The necessary prerequisite courses for the university transfer or career program selected should normally be completed during the first year at the college.

### **Part-time Students**

Students who have not been admitted to another program and who are considering part-time studies are normally admitted to Open Studies.

### ***Progression Criteria***

If you have been admitted to Open Studies because you have an admission deficiency and either need to upgrade one or more high school subjects or use a university studies course as a substitution for admission to another program, continuation of studies will require that you fulfill the deficiency in the first year. Failure to fulfill the deficiency may also affect any future financial assistance.

If you withdraw from an upgrading course, you may also be required to withdraw from your university transfer or career courses. If you fail to complete the upgrading course(s) within the first year, your admission in the combined program will be withdrawn. You will be permitted to register in upgrading courses only.

### ***Program Curriculum***

Open Studies is a general program tailored to meet your upgrading requirements, the requirements of the career or university transfer program or your career goals. You will be encouraged to consult with the appropriate department chairperson, the Associate Registrar, Admissions and/or your advisor for details.

## Physical Education

780-539-2063  
1-800-539-4772, ext. 2063  
[peak@gprc.ab.ca](mailto:peak@gprc.ab.ca)

**University Transfer**  
*Maximum 2 years (4 semesters) and 60 credits toward 4-year (120-credit) degree program*

**GPRC Grande Prairie**

**University Transfer Combined Degrees**  
*Maximum 2 years (4 semesters) and 66 credits toward 5 year (159 credit) degree program*

- Elementary Route
- Secondary Route

Completion of Physical Education programs makes you eligible for careers as educators, or as administrators in fitness centres, leisure centres, senior citizen/retirement complexes, colleges and universities, the private and business sector and provincial, national and international sport associations and events. You will also be eligible for careers in athletic therapy, personal fitness training, recreational therapy, fitness consulting, and coaching. You may also choose to do Physical Education as a major or minor within a Bachelor of Education program. For details on Bachelor of Education refer to that section of this calendar and consult with an advisor.

Students wanting to pursue any of these physical education programs apply to GPRC for University Transfer, Bachelor of Physical Education. On your application identify one of these physical education programs and your application will be considered in accordance with the specifics of your program of choice to ensure you meet the University requirements when you transfer your studies.

### ***Additional Information***

#### **Students of Physical Education, Athletics and Kinesiology**

Students, who are enrolled in any Physical Education Program at GPRC, are eligible for and benefit from membership in the Students of PEAK. The organization strives to enhance college life, professionally and socially, for students enrolled in the Fitness Leadership Program and the university transfer programs: Bachelor of Arts in Recreation, Sport and Tourism Bachelor of Physical Education/Bachelor of Education, Bachelor of Physical Education, and Bachelor of Science in Kinesiology.

Students of PEAK provide opportunities for students to experience the profession first-hand through projects which involve organizations and administration related to the field. As a member of Students of PEAK you may gain experience planning and conducting meetings, fundraising, budgeting and financial record keeping, social events, team-building events to raise college spirit and support Wolves athletic teams, and events that increase experience related to physical education, etc. This experience has proven to be very beneficial in making our students ready for employment.

Membership in Students of PEAK may qualify you for co-curricular recognition which further supports your application for employment and transfer.

## University Studies, Physical Education

### Physical Education, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

#### Transfer to University of Alberta

To be considered for admission to the University of Alberta as a transfer applicant, you must present a minimum GPA of 2.0 or equivalent based on a minimum of 24 transferable credits. Possession of a minimum GPA does not guarantee admission to the program. Applicants must also possess all High School admission requirements or equivalent.

Students who transfer with less than 24 transfer credits will be considered High School Applicants to the University and will require an overall average of 70% in the high school courses required for admission.

You may complete up to two years (60 credits) of appropriate course work for admission to year three of the Bachelor of Physical Education program at the University of Alberta. You may apply for admission for year two with 30 credits or more, or for year three if you have completed 60 credits. The University of Alberta Residence Requirement allows for a maximum of 60 credits transferable from other institutions.

Transfers to other universities with this program are possible. Consult with an advisor for details on programs and requirements at other institutions.

The Bachelor of Physical Education at the University of Alberta consists of 120 credits and has both a professional and discipline focus. Seven areas of concentration provide specializations in professional areas of physical education, sport, health and well-being. Students normally select their area of concentration at the end of the second year of the program. The areas of concentration are: Active Living, Health and Well-Being; Activity and Nutrition; Adapted Physical Activity; Coaching Studies; Cultural and Managerial Studies of Sport and Leisure; Physical Activity and Sport Performance; and Individualized Concentration.

#### Admission Requirements

The Bachelor of Physical Education requires an overall average of 60 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30, minimum 60 percent
- Two subjects from Group A or C
- One subject from Group C
- One subject from Group B, C, or Physical Education 30
- Only one language other than English will be accepted

#### Mature Student Admission

If you are 21 years of age or older, by the first day of classes of the term in which admission is sought and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the Bachelor of Physical Education program requires an overall average of 60 percent on the following Alberta Education high school courses or equivalents:

- English 30, minimum 60 percent and
- One other 30-level subject from Group A or C (Biology 30 recommended)

Regardless of admission requirements, you must still have the high school prerequisites to the courses you require or wish to take in your program.

## University Studies, Physical Education

### ***Program Curriculum***

The curriculum requirements are outlined in the recommended sequence. If you register in courses out of sequence, you will need to carefully ensure that you have the required prerequisites and co-requisites.

#### ***First year***

- DA1000
- PA1010
- PE1000
- PE1015
- PE1030
- PE1040
- PE1050
- PE1100
- PY1040
- Physical Activity (PA) Option (3 credits)

\* *Option Component: A group of courses totaling 15 credits of which at least 9 credits must transfer outside the Faculty of Physical Education and Recreation*

#### ***Second year***

- Junior English (6 credits)
- PE2000
- PE2030
- PE2040
- PE2060
- PE2070
- Physical Activity (PA) Options (3 credits)
- Options\* (6 credits)

Consult with an Academic Advisor if you plan to transfer after First Year of this program.

## **Physical Education, University Transfer-Combined Degrees**

### **BACHELOR OF PHYSICAL EDUCATION BACHELOR OF EDUCATION, COMBINED DEGREES**

The Combined Bachelor of Physical Education and Bachelor of Education Degrees Program (BPE/BEEd) is designed for students who want to pursue a career as a physical education teacher. Students in the BPE/BEEd Combined Degrees take a program of 159 credits over five years. During this five-year program, Physical Education courses and Education courses are studied concurrently. Students who successfully complete this program are awarded both the Bachelor of Physical Education Degree, and the Bachelor of Education Degree. Students apply for admission the Bachelor of Physical Education and are registered in that program for the first three years. GPRC can offer you up to two years of appropriate course work for admission to year three at the University of Alberta. Students starting this program at GPRC may apply for admission to the University for year two, after completing 33 credits or for year three, after completing 66 credits.

If you intend to pursue this combined degree you are advised to declare that in your first year and you will need to plan your course selection and sequence carefully. When you register, you will need to indicate whether you are preparing for the Elementary or Secondary Route of the BPE/BEEd program as the courses taken in each program are slightly different and the sequencing of courses does not allow for much flexibility throughout the five years. Consult the current University of Alberta Calendar and contact the Chairperson of PEAK Department or an Academic Advisor for assistance in registering courses for this program.

#### **Transfer to the University of Alberta**

The combined degree is a quota program at the University. To be considered for admission as a transfer applicant, you must present a minimum GPA of 2.0 or equivalent based on a minimum of 24 transferable credits. Possession of this minimum GPA does not guarantee admission to the program. Applicants must also possess all High School admission requirements, or equivalent. Students are reminded that the University of Alberta requires a minimum grade of C- for transfer.

You will need to meet the University's requirements for continuation in the Bachelor of Physical Education program and for admission into the Faculty of Education. You are encouraged to consult the University's Calendar for specific details. Students who transfer with less than 24 transfer credits will be considered High School Applicants to the University and will require an overall average of 70% in the high school course required for admission.

## University Studies, Physical Education

### ***Admission Requirements***

Our transfer program requires an overall average of 60 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1, minimum 60 percent
- Two subjects from Group A or C
- One subject from Group C
- One subject from Group B, C, or Physical Education 30
- Only one language other than English will be accepted

### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta Bachelor of Physical Education program requires an overall average of 60 percent on the following Alberta Education high school courses or equivalents:

- English 30, minimum 60 percent
- One other 30 level subject from Group A or C (Biology 30 recommended)

Regardless of admission requirements, you must have the high school prerequisites to the courses you require or wish to take in your program.

### ***Program Curriculum***

#### **COMBINED BPE/BEEd, ELEMENTARY ROUTE**

Consult with an Academic Advisor if you plan to transfer after First Year of this program.

#### ***First year***

- Computer Option (3 credits), CS2020 recommended
- Junior English (6 credits)
- PE1000
- PE1050
- PE1015
- PE1040
- PE1100
- PE2930
- PE2940
- Physical Activity (PA) Option (3 credits)

#### ***Second year***

- ED2000
- ED2510
- Mathematics (MA) Option (3 credits), MA1600 recommended
- PE2000
- PE2030
- PE2040
- PE2060
- PE2070
- Options (6 credits), chosen from PE2400, PE3070 or DA1000
- Physical Activity (PA) Options (3 credits)

#### **COMBINED BPE/BEEd SECONDARY ROUTE**

#### ***First year***

- Computing Option (3 credits), CS2020 recommended
- Junior English (6 credits)
- DA1000
- PE1000
- PE1015
- PE2940
- PE1050
- PE1100
- Minor Subjects (6 credits)\*

#### ***Second year***

- PE1040
- PE2000
- PE2030
- PE2060
- PE3450
- PE2040
- PE2070
- ED2000
- Physical Activity (PA) Options (3 credits)
- Minor Subject\* (6 credits)

\*Refer to the University of Alberta Calendar Faculty of Education section Chart 3 for list of minor choices and required courses. Consult with an Academic Advisor if you plan to transfer after First Year of this program.

## Recreation, Sport and Tourism

780-539-2063  
1-800-539-4772, ext. 2063  
[peak@gprc.ab.ca](mailto:peak@gprc.ab.ca)

**University Transfer**  
*Maximum 1 year (2 semesters) and 30  
credits toward 4-year (120-credit)  
degree program*

**GPRC Grande Prairie**

### Recreation, Sport and Tourism, University Transfer

The Bachelor of Arts in Recreation, Sport and Tourism is a four-year degree at the University of Alberta with GPRC offering the first year of study. This degree offers a broad field of studies from sport tourism to mountain history, from fitness and active living programs to arts, culture and heritage.

#### Transfer to University of Alberta

To be considered for admission as a transfer applicant, applicants must present a minimum GPA of 2.0 or equivalent based on a minimum of 24 of transferable credits. Possession of this minimum GPA does not guarantee admission to the program. Applicants must also possess all High School admission requirements, or equivalent.

Students who transfer with less than 24 transfer credits will be considered High School Applicants to the University and will require an overall average of 70% in the high school course required for admission.

#### Admission Requirements

You require an overall average of 60 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30 or English 30-1, minimum 60 percent
- One subject from Group A or C
- One subject from Group A or B
- One subject from Group C, Biology 30 recommended
- One subject from Group A, C or Physical Education 30
- Only one language other than English will be accepted.

This program transfers to the Degree Program offered by the Faculty of Physical Education and Recreation at the University of Alberta. Students applying for the program at GPRC will be offered admission to University Transfer, Bachelor of Physical Education and will choose courses appropriate for this degree.

#### Mature Student Admission

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta Bachelor of Physical Education program requires an overall average of 60 percent on the following Alberta Education high school courses:

- English 30, minimum 60 percent
- One other 30-level subject from Group A or C (Biology recommended)

Regardless of admission requirements, you must still have the high school prerequisites to the courses you require or wish to take in your program.

## University Studies, Recreation Sport and Tourism

### ***Program Curriculum***

The curriculum requirements are outlined in the recommended sequence. If you register in courses out of sequence, you will need to carefully ensure that you have the required prerequisites and co-requisites. You are encouraged to consult the University of Alberta's Calendar for specific details.

#### ***First year***

- PE1040 Introduction to Sociocultural Aspects of Leisure and Sport
- PE1050 Introduction to the Administration of Sport and Physical Activity and Recreation Programs
- PE1100 Personal Health & Fitness
- PE2040 Leisure and Sport in Canadian Society: Historical Perspectives
- PE2070 Physical Education and Leisure for Special Populations
- Junior English (6 credits)
- Humanities, Social Sciences, Fine Arts / Languages or Open Options (9 credits)



## Science

780-539-2096  
1-800-539-4772, ext. 2096  
[science@gprc.ab.ca](mailto:science@gprc.ab.ca)

**University Transfer**  
*One to two years (2 to 4 semesters) or 30 to 60 credits transfer toward 4-year degree programs*  
**Pre-Professional Programs**  
*2 to 4 semesters, 30 to 60 credits may be completed at GPRC*  
**University Transfer Combined Degrees**  
*2 semesters, 30 credits may be completed at GPRC toward a 5-year, 150-credit combined degree program*

- Bachelor of Science (Specialization in Science and Education) Bachelor of Education (Secondary)

**GPRC Grande Prairie**

## Science, University Transfer

*\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.*

### Areas of Concentration

#### *Faculty of Agriculture, Life & Environmental Sciences*

- Agriculture
- Animal Health
- Environmental & Conservation Sciences
- Forestry
- Human Ecology
- Nutrition & Food Science

#### *Faculty of Science*

- General
- Biochemistry
- Biological Sciences
- Cell Biology
- Chemistry
- Computing Science
- Earth & Atmospheric Sciences
- Geophysics
- Immunology & Infection
- Mathematics
- Paleontology
- Pharmacology
- Physics
- Physiology
- Psychology
- Statistics

A Bachelor of Science degree at the University of Alberta is normally a four-year, 120-credit, degree requiring a major and minor subject/area of specialization. In the Faculty of Science program, you may select a Bachelor of Science Honours, General, Specialization or a Major Program.

Bachelor of Science Honours programs are usually declared following completion of the first year (30 credits) of course work appropriate to your subject area and require a competitive GPA (3.0 or higher, depending on the subject area). For further details on Honours programs consult the current University of Alberta Calendar, and/or an advisor.

Bachelor of Science Specialization or General Major programs are usually declared following completion of the first year (30 credits) of course work appropriate to your subject area and require a GPA between 2.3 and 2.7, depending on the subject area. For further details on specialization and general major programs consult the current University of Alberta Calendar, and/or an advisor.

## University Studies, Science

The minor can be chosen from one of the Science areas, and then requires 24 to 36 credits in courses specified for the area with no more than 12 junior (1000-level) credits. You may also choose your minor from a subject area in the Faculty of Arts, and you must then fulfill that Faculty's requirements for the minor. Consult an advisor for details.

For B.Sc. degree requirements, a minimum of 18 credits must be taken from Faculty of Arts offerings; a maximum of 48 credits from Faculty of Arts offerings may be used for degree credit.

You may transfer up to a maximum of 60 credits from other institutions into the Bachelor of Science degree program. Normally, no more than 42 credits at the junior 1000-level can be used for degree credit.

Many students, with one to two years of course work in University Transfer, Bachelor of Science at Grande Prairie Regional College, have successfully transferred to universities other than the University of Alberta. Students wishing to begin their science program at Grande Prairie Regional College with a view to transferring elsewhere are encouraged to consult with a College advisor who can assist them with course selection and with the interpretation of university requirements.

### ***Admission Requirements***

Admission to University Transfer programs in Science requires a minimum overall average of 60 percent in the following five Alberta Education courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Mathematics 30-1
- One from Group A, B, or C
- Two from Group C

It is essential that you check and plan so that you have the appropriate prerequisites for the courses that you require in your program.

### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA).

Admission to the University of Alberta Bachelor of Science Program requires an overall average of 70 percent on three of the following courses or their equivalents: Mathematics 30-1, and two of Biology 30, Chemistry 30, Mathematics 31, or Physics 30.

Regardless of admission requirements, you must present the grade 12 subjects specified as prerequisites to the courses you are required or wish to take in your program.

## ***FACULTY OF AGRICULTURE, LIFE AND ENVIRONMENTAL SCIENCES***

### **AGRICULTURE**

With a Bachelor of Science degree in Agriculture you will be prepared for a range of careers which include: agricultural production; agricultural projects and initiatives involving environmental challenges; management with government and financial institutions; educational roles / technology transfer (district agriculturists, home economists, agricultural representatives); work with international businesses / government agencies; research and development; and sales.

GPRC can offer you a modified first year program which will prepare you to transfer to year two of the Bachelor of Science program in the Faculty of Agricultural, Life and Environmental Sciences at the University of Alberta where you can specialize in one of the following areas: Agricultural and Resource Economics, Animal Science, Crop Science, Range and Pasture Management, or Sustainable Agricultural Systems.

## University Studies, Science

### ***Program Curriculum***

#### **Agricultural and Resource Economics**

- BI1070 and BI1080
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Options (6 credits) OT3010 recommended

#### **Animal Science**

- BI1080 and BI2080
- CH1010 and CH1020 *or* CH1010 and CH2610
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510

#### **Crop Science**

- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- BI1070 and BI1080
- Science Options (6 credits), chosen from Organic Chemistry, Inorganic Chemistry or Physics

#### **Range and Pasture Management**

- BI1080 and BI2080
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Science Options (6 credits), chosen from BC2000, BI1070, BI2070, Inorganic Chemistry, Organic Chemistry, Physics, ES1000 or ES1050

#### **Sustainable Agricultural Systems**

- BI1080 and BI2080
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Science Options (6 credits), chosen from BC2000, BI1070, BI2070, Inorganic Chemistry, Organic Chemistry, Physics, ES1000 or ES1050

## **ANIMAL HEALTH**

The Bachelor of Science degree in Animal Health provides students with a strong background in basic life sciences with application in animal immunology and infection, animal physiology, nutrition, behavior and welfare, animal production and food processing. The program is of value to students seeking to pursue a career in the food animal production industry or in the field of companion animals. While registered in the Bachelor of Science Animal Health program, students are able to complete the requirements of the Pre-Veterinary Medicine programs at either the University of Saskatchewan or the University of Calgary.

### ***Program Curriculum***

#### **Companion and Performance Animals Major**

- BI1070 and BI1080
- CH1010 and CH1020 and CH2610
- Junior English (6 credits)
- MA1130 or MA1200
- PY1040
- ST1510

#### **Food Animals Major**

- BI1070 and BI1080
- CH1010 and CH1020 and CH2610
- Junior English (6 credits)
- MA1130 or MA1200
- ST1510
- Option (3 credits)

#### **Food Safety & Quality Major**

- BI1070 and BI1080
- CH1010 and CH1020 and CH2610
- Junior English (6 credits)
- MA1130 or MA1200
- ST1510
- Option (3 credits)

## **ENVIRONMENTAL AND CONSERVATION SCIENCES**

The Bachelor of Science degree in the field of the environment and conservation prepares students for an expanding number of challenging careers. Graduates have found work with government and non-government agencies or companies concerned with parks, nature reserves and centres, environmental education, recreational areas, fish and wildlife management, environmental policy analysis, rangelands management, land reclamation and ecotourism.

The five areas of specialization within the Environmental and Conservation Sciences program are conservation biology; environmental economics and policy; land reclamation; human dimensions of environmental management and wildlife and rangeland resources management.

GPRC can offer you a year of study designed to let you transfer to year two of a Bachelor of Science program in the Faculty of Agricultural, Life and Environmental Sciences in any of the previously mentioned specializations.

### ***Program Curriculum***

***30 credits chosen from:***

- BI1080, BI2080
- CH1010, CH2610
- EC1010, EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Option (3 credits)

## **FORESTRY**

Students may choose a specialization in Forestry. The Forestry specialization develops graduates who appreciate the need to manage forested areas with due concern for all resources and who have the capability and knowledge to manage forested areas as integrated ecological entities. This specialization focuses primarily on forest management, the protection, manipulation, and use of the forest resource while ensuring the sustainability and other social and cultural needs are met. The program of studies prepares students for careers as Registered Professional Foresters working in Government or industrial organizations or as consultants.

GPRC can offer you a year of study designed to make you eligible to apply to year two of Bachelor of Science in Forestry program in the Faculty of Agriculture, Life and Environmental Sciences at the University of Alberta.

### ***Program Curriculum***

***30 credits chosen from:***

- BI1080 and BI2080
- CH1010
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Options (9 credits)

## University Studies, Science

### HUMAN ECOLOGY

The Bachelor of Science program in Human Ecology offers two specializations providing graduates with varied and interesting career choices. Graduates from any of these programs meet the requirements for registration as Professional Home Economists.

GPRC can offer you a modified first year program designed to let you transfer to the second year of the Bachelor of Science in Human Ecology in one of the two majors, in the Faculty of Agricultural, Life and Environmental Sciences.

#### *Program Curriculum*

##### **Family Ecology**

Graduates in Family Ecology will be prepared for work with government, non-profit, and consulting agencies that offer family life education to individuals and groups. The work may range across and include community-based education; planning, evaluation concerning consumer issues, marriage preparation, parent education and other initiatives aimed at fostering healthy family and preventing or minimizing dysfunction.

- EC1010 and EC1020
- Junior English (6 credits)
- Natural Science Option (3 credits), chosen from Biology, Chemistry, Earth Science, Physics, Psychology (Faculty of Science), or PE2420
- PY1040 and PY1050
- SO1000 and SO2710
- ST1510

##### **Textiles and Clothing Major**

Graduates in the Textiles and Clothing Major will be prepared to seek careers in education, business, extension, and cultural agencies in areas such as textile science, textile and apparel design, textile conservation and curatorship, or consumer affairs.

- EC1010 and EC1020
- Junior English (6 credits)
- Natural Science Option (6 credits), chosen from Biology, Chemistry, Earth Science, Physics, Psychology (Faculty of Science), or PE2420
- Social Sciences or Humanities Options (6 credits)
- ST1510
- Option (3 credits) OT3010 recommended

### NUTRITION AND FOOD SCIENCE

The Bachelor of Science Program in Nutrition and Food Science offers three majors or areas of concentration. Growing public awareness and involvement in decisions about food products has led to the expanding career opportunities for nutrition and food science professionals in areas such as research, policy making, production, testing, manufacturing, marketing, education, and communication in both the public and private sector.

GPRC can offer you a year of study designed to let you transfer to the second year of the Bachelor of Science in any one of the three majors for Nutrition and Food Sciences in the Faculty of Agricultural, Life and Environmental Sciences at the University of Alberta.

#### *Program Curriculum*

##### **Food Science and Technology**

- BI1070
- CH1010, CH1020
- CH2610
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510 or PE2420

##### **Nutrition Major**

\*See Dietician under Pre-Professional Programs

##### **Nutrition and Food Major**

- BI1070
- CH1010, CH1020
- CH2610
- EC1010 and EC1020
- Junior English (6 credits)
- PE2420
- ST1510

## University Studies, Science

### ***FACULTY OF SCIENCE***

#### **GENERAL**

##### ***Program Curriculum***

The General program for the Bachelor of Science has a curriculum of first year core courses that must include:

##### ***First year***

- Junior English (6 credits)
- Options (6 credits) from junior courses in Computing Science, Mathematics or Statistical Science
- Options (6 credits) from junior courses in Chemistry or Physics
- Options (6 credits) from junior courses in Biological Sciences, Earth Sciences or Science Psychology (PY1040)
- Options (6 credits) from Arts or Sciences\*

\*Students interested in a Business Minor must take EC1010 and EC1020

#### **BIOCHEMISTRY**

##### ***Program Curriculum***

##### ***First year***

- BI1070
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- MA1130
- MA1150
- PC1240 and PC1260

#### **BIOLOGICAL SCIENCES**

You can prepare to enter the third year of the University of Alberta's Biology program by completing the first two years of the program at GPRC.

The Honours and Specialization programs in the Biological Sciences offer a voluntary Industrial Internship Program (IIP), which gives you the opportunity to augment your studies with periods of paid, discipline related work. The IIP is usually made available to you in the third year of your program and you should apply for admission to the IIP prior to year three.

Graduates in the Biological Sciences from the various concentrations/disciplines may continue on with graduate studies, work in research and development at universities, medical schools, research institutes and with private industries. Other career opportunities exist in agriculture, ecology/field work, forestry, laboratories, medicine, social policy, teaching and veterinary medicine (just to name some).

All students in the University of Alberta, Bachelor of Science Biological Sciences programs take a common core of courses for first year and follow the course sequence suitable to one of the eight areas of concentration (for Specializations and Honours programs).

## University Studies, Science

### ***Program Curriculum***

#### **BIOLOGICAL SCIENCES**

##### ***First-Year Core***

- BI1070 and BI1080
- CH1010
- CH2610
- Junior English (6 credits)
- MA1130 or MA1200
- ST1510
- Science Option\* (6 credits)

*\*Program specific courses are recommended*

#### **Animal Biology**

##### ***First year***

- Biological Sciences First-Year Core

##### ***Second year***

- BI2010
- BI2070
- BI2080
- BC2000
- GN2700
- ZO2500 (Not offered every year)
- ZO2410 or ZO2420
- Arts Option (3 credits)
- Approved Option (6 credits)

#### **Bioinformatics**

##### ***First year***

- BI1070 and BI1080
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- CS1140, CS1150
- Science Option (3 credits)

##### ***Second year***

- BC2000
- BI2070 and BI2080
- CS2010 and CS2910
- ST1510
- CH2630
- GN2700
- MA1130 and MA1200

#### **Environmental Biology**

##### ***First year***

- Biological Sciences First-Year Core

#### **Evolutionary Biology**

##### ***First year***

- Biological Sciences First-Year Core

#### **Microbiology**

##### ***First year***

- Biological Sciences First-Year Core

##### ***Second year***

- BC2000
- BI2070 and BI2080
- MI2650 and MI2950
- GN2700
- Arts Options (6 credits)
- Science Options (6 credits), BI2010 recommended

#### **Molecular Genetics**

##### ***First year***

- Biological Sciences First-Year Core

#### **Physiology and Developmental Biology**

##### ***First year***

- Biological Sciences First-Year Core

##### ***Second year***

- BC2000
- BI2010
- BI2070 and BI2080
- ZO2410
- ZO2420
- ZO2500 (Not offered every year)
- Approved Arts Option (3 credits)
- Approved Science Options (6 credits)

#### **Plant Biology**

##### ***First year***

- Biological Sciences First-Year Core

## University Studies, Science

### CELL BIOLOGY

A Bachelor of Science Degree in Cell Biology will provide you with the educational prerequisites and laboratory experience necessary for postgraduate or technical careers in cellular aspects of the discipline. The Honours and Specialization programs offer a voluntary Industrial Internship Program (IIP), an opportunity to augment studies with periods of paid, discipline-related work. The IIP is usually available to applicants after the completion of a minimum of 75 credits in good academic standing.

#### *Program Curriculum*

##### *First year*

- BI1070 and BI1080
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- MA1130
- PC1240 and PC1260

##### *Second year*

- BC2000
- BI2010
- BI2070
- CH2630
- GN2700
- MI2650
- ST1510
- Approved Options (6 credits)
- Arts Option (3 credits)

### CHEMISTRY

You can prepare for a career in education, medicine or industry by studying chemistry. With a Bachelor of Science degree you can work for government and industry laboratories in quality control, sales or technical service positions.

#### *Program Curriculum*

##### *First year*

- CH1010 and CH1020
- CH2610
- Junior English (6 credits) or Junior English (3 credits) and Arts Option (3 credits)
- MA1130
- MA1150
- PC1240 and PC1260
- Approved Option (3 credits)

### EARTH AND ATMOSPHERIC SCIENCES

Earth and atmospheric sciences encompass the study of the atmosphere, and the surface and interior of the earth.

#### *Program Curriculum*

##### **Atmospheric Sciences**

- CS1140
- Junior English (6 credits)
- ES1000
- MA1130 and MA1150
- MA1200
- PC1240 and PC1260
- ST1510

##### **Environmental Earth Sciences**

- CH1010 and CH1020
- Junior English (6)
- ES1000 and ES1050
- MA1130 and MA1150
- PC1240 and PC1260

##### **Geology**

- CH1010 and CH1020
- Junior English (6 credits)
- ES1000 and ES1050
- MA1130 and MA1150
- PC1240 and PC1260

## University Studies, Science

### **GEOPHYSICS**

Petroleum, mineral and exploration industries offer good opportunities for Geophysics graduates. With an advanced degree you may find a satisfying research career.

#### ***Program Curriculum***

- CH1010 and CH1020
- Junior English (6 credits)
- ES1000
- MA1130 and MA1150
- MA1200
- PC1240 and PC1260

### **IMMUNOLOGY AND INFECTION**

#### ***Program Curriculum***

##### ***First year***

- BI1070 and BI1080
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- MA1130 or MA1200
- ST1510
- Science Option (3 credits)

##### ***Second year***

- BC2000
- BI2010
- BI2070 and BI2080
- CH2630
- GN2700
- MI2650 and MI2950
- Arts Options (6 credits)

### **MATHEMATICS**

With a concentration in mathematics, you can choose employment in business, industry, government or education. You can complete the first year of your program at GPRC.

#### ***Program Curriculum***

##### **Mathematics**

- Options (6 credits)
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- CS1140 and CS1150
- Science Option (3 credits)

##### **Computational Science (Mathematics)**

- CS1140 and CS1150
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- Options (9 credits)

##### **Mathematics and Economics**

Prepare for a career in economics with a B.Sc. Specialization in Mathematics and Economics. Complete the first year of your program at GPRC and then transfer to the University of Alberta for completion of your degree.

- EC1010 and EC1020
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- ST1510
- CS1140 and CS1150 or Science Options (6 credits)

##### **Mathematics and Finance**

Prepare for a career in financial advising and planning with a B.Sc. Specialization in Mathematics and Finance. Complete the first year of your program at GPRC and then transfer to the University of Alberta for completion of your degree.

##### ***First Year***

- CS1140 and CS1150
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- ST1510

## University Studies, Science

### PALEONTOLOGY

Paleontology draws on biological and geological knowledge to study the evolutionary history of life. Paleontologists usually work as research scientists and/or teachers in universities, museums and in government and industrial laboratories.

#### *Program Curriculum*

- BI1070 and BI1080
- CH1010
- Junior English (6 credits)
- ES1000 and ES1050
- MA1130 or MA1200
- ST1510
- Science Option (3 credits)

### PHARMACOLOGY

Careers are available in the pharmaceutical industry, government departments, universities and research institutes.

#### *Program Curriculum*

No courses are available in Pharmacology until the third year of a four-year program; however, your first year at GPRC would include:

- BI1070 and BI1080
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- ST1510
- Science Options (6 credits)

Continuation and graduation from the University of Alberta Honours program in Pharmacology requires a minimum GPA of 3.3 on at least 30 credits taken in the preceding fall and winter semesters and a minimum GPA of 3.3 in all science courses taken.

### PHYSICS

You can move into industry with a B.Sc. Specialization or Honours degree in Physics. GPRC offers the first year of the B.Sc. Program.

#### *Program Curriculum*

- Junior English (6 credits)
- MA1130 and MA1150
- MA1200 and MA2250
- PC1240 and PC1260
- Science Options (6 credits),  
Chemistry or Earth Sciences recommended

## University Studies, Science

### PHYSIOLOGY

Graduates in physiology are employed in government and pharmaceutical laboratories in the field of medical research. You may also choose a career in teaching. The first year of this B.Sc. Program is offered at GPRC.

#### *Program Curriculum*

- BI1070 and BI1080
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- ST1510
- Approved Science or Arts Options (6 credits),  
consult the University of Alberta for approved non-science options and suggested Arts options.

### PSYCHOLOGY

Study to become a psychologist and work in experimental, industrial or clinical psychology. The two-year Transfer Program starts you on your way to the Bachelor of Science Degree.

#### *Program Curriculum*

##### *First year*

- BI1070 and BI1080
- Junior English (6 credits)
- PY1040 and PY1050
- Approved Science Options (6 credits),  
chosen from Chemistry or Physics
- Science Options (6 credits) recommended chosen from  
Computing Science, Mathematics, or Statistical Sciences

##### *Second year*

- ST1510\*
- Psychology Options (6 credits),  
chosen from PY2580, PY2750, or PY2810
- Psychology Options (6 credits),  
chosen from PY2230, PY2330 or PY2410
- Arts Option (6 credits), chosen from Anthropology,  
Economics, Political Science or Sociology
- Approved Science Options (6 credits)

*\*If you are a psychology major transferring to the University of Calgary, you should delay taking statistics until you attend the University.*

For science options, it is recommended that you choose supporting courses from mathematics, statistics, computing science, physics and the biological sciences.

### STATISTICS

Business, industry, government and teaching offer statisticians challenging positions

#### *Program Curriculum*

##### *First year*

- CS1140 and CS1150
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- ST1510
- Approved Options (6 credits)

## University Studies, Science

### Science, Pre-Professional Programs

*\*Admission to professional programs is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. A College advisor can assist you with your course selection.*

#### Areas of Concentration

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Agriculture/Food Business Management</li> <li>• Chiropractic</li> <li>• Dental Hygiene</li> <li>• Dentistry</li> <li>• Dietician</li> <li>• Forest Business Management</li> </ul> | <ul style="list-style-type: none"> <li>• Medical Laboratory Science</li> <li>• Medicine</li> <li>• Optometry</li> <li>• Pharmacy</li> <li>• Occupational Therapy</li> <li>• Pre-Veterinary Medicine</li> </ul> |
|--|--|

University Transfer Science pre-professional studies are designed to provide you with the requirements necessary to enter the first year of the following professional programs at an Alberta university or other universities in Canada.

Please be advised that the universities apply stringent quotas on admissions to the professional years of the following programs and that successful completion of the required pre-professional studies is no guarantee of admission.

It is advisable that your program be designed so it can also lead to the completion of an accredited degree. Be sure to check the calendar of the university that offers the degree in each of these programs and seek advice from an advisor regarding admission deadlines and application requirements.

When you complete appropriate course work in University Transfer Science with a competitive grade point average (GPA), you may be eligible for admission to a professional program at the designated university.

### AGRICULTURAL OR FOOD BUSINESS MANAGEMENT

Graduates with a Bachelor of Science in Agricultural or Food Business Management are prepared for a varied and flexible range of careers, including: food production or manufacturing, research and development, financial management with government and private financial institutions, and work with businesses nationally and internationally.

#### *Admission Requirements*

Admission to the Agricultural or Food Business Management programs requires the completion of 30 credits with a minimum of 24 transferable to the program. The minimum GPA for application is 2.3, with all admissions being competitive to the Faculty of Agriculture, Life and Environmental Sciences.

#### *Program Curriculum*

##### **Agricultural Business Management**

- BI1070 or BI1080 or CH1010
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- MK3960
- OT3010
- Option (3 credits)

##### **Food Business Management**

- BI1070 or BI1080
- CH1010, CH2610 and CH2630
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- OT3010 or MK3960

## University Studies, Science

### CHIROPRACTIC

In Canada, two post-secondary institutions offer four year Doctor of Chiropractic (DC) degree programs:

- the Canadian Memorial Chiropractic College (CMCC) in Toronto
- the Université du Québec in Trois Rivières (instruction in French).

The minimum entrance requirement is successful completion of at least three years of post-secondary education. Most entrants have a bachelor's degree in arts or science (Bachelor of Arts or Bachelor of Science).

Admission to CMCC requires a grade point average (GPA) of at least 2.5 in 90 credits of undergraduate study. There are no specific course requirements but potential applicants are encouraged to study kinesiology, biology, psychology, anatomy, physical education and chemistry. Chiropractic colleges in the United States accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE) also are recognized by the College of Chiropractors of Alberta.

You may complete either one or two years of this program at GPRC, and then transfer to the University of Alberta, or the university of your choice, for the remainder.

For current information about programs, admission requirements and mature student admission policies, please check post-secondary calendars or websites, and/or an advisor.

### DENTAL HYGIENE DIPLOMA

#### *Admission Requirements*

The minimum requirement for admission to the Dental Hygiene Program at the University of Alberta is satisfactory completion of 30 credits of transferable post-secondary studies. Twenty-four credits must be taken during one academic year during fall and winter sessions. In order to be competitive applicants should strive for a GPA of 3.0. Students with a GPA of less than 2.7 will not be considered for admission. The application deadline is November 1 for the following academic year.

#### *Program Curriculum*

##### **Pre-professional Requirements\***

- Junior English (6 credits)
- Organic Chemistry (3 credits)
- General Chemistry (3 credits)
- Biology (3 credits)
- Sociology (3 credits)
- Psychology (3 credits)
- Statistics (3 credits)
- Options (6 credits)

*\*Admission to professional programs is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. A College advisor can assist you with your course selection.*

## University Studies, Science

### **DENTISTRY**

You will find private practice, teaching or research opportunities when you graduate from the Dentistry Program.

#### ***Admission Requirements***

Two years of appropriate University Transfer Science at GPRC will allow you to apply to the University of Alberta's Faculty of Medicine and Dentistry, but space is limited. To be eligible to apply for admission, you will need to complete two full years of study and maintain a competitive GPA. In addition, as admission to the Dentistry program is highly competitive, you are advised to design your program to lead to a Bachelor of Science degree. For further information, consult an advisor in Student Services.

The minimum requirement for admission is satisfactory completion of 60 credits of university work, of which 30 credits must be completed during one year.

#### ***Program Curriculum***

The pre-professional requirements to be included in the 60 credits are:

- Organic Chemistry (6 credits)
- General Chemistry (6 credits)
- Physics (6 credits)
- Biology (6 credits)
- Junior English (6 credits)
- Statistics (3 credits)
- Introductory Biochemistry (3 credits)

### **DIETICIAN (NUTRITION MAJOR)**

The goal of the Nutrition Major is to provide students with a specialized academic program in nutritional science and the related physical, health and social sciences. It incorporates experiential learning into coursework to enable students to develop skills in nutritional science.

The Nutrition major prepares students for careers in general health sciences, dietetics, health promotion, education, private practice, government and health protection agencies, research and nutrition development.

The Nutrition major, with appropriate Approved Program Electives, is accredited by the College of Dietitians of Alberta. Students registered in this major can meet the academic competencies to be eligible for either the Integrated Dietetic Internship or post-degree internships.

GPRC can offer you a year of study designed to let you transfer to the second year of the Bachelor of Science Nutrition Major.

#### ***Program Curriculum***

##### **Nutrition Major**

- BI1070
- CH1010, CH1020
- CH2610
- Junior English (6 credits)
- PE2420
- ST1510
- EC1010 and EC1020

## University Studies, Science

### **FOREST BUSINESS MANAGEMENT**

The Forestry Business Management degree is intended to prepare students for careers as professional foresters and is for individuals planning careers focusing on forest practices, but who also demand specialized knowledge in business management practices. The Forest Business Management program prepares students for careers as Registered Professional Foresters.

#### ***Admission Requirements***

Admission to the Forest Business Management programs requires the completion of 30 credits with a minimum of 24 transferable to the program. The minimum GPA for application is 2.3, with all admissions being competitive to the Faculty of Agriculture, Life and Environmental Sciences.

#### ***Program Curriculum***

- BI1080 and BI2080
- CH1010
- EC1010 and EC1020
- Junior English (6 credits)
- MK3960 or OT3010
- MA1130
- ST1510

### **MEDICAL LABORATORY SCIENCE**

The Bachelor of Science in Medical Laboratory Science is offered in the Faculty of Medicine and Dentistry at the University of Alberta.

#### ***Program Curriculum***

Admission to the program requires a minimum of 30 credits of transferable pre-professional studies, preferably taken as one year of full-time/full course load study that must include:

#### **Pre-professional Requirements\***

- Junior English (6 credits)
- General Chemistry (6 credits)
- Organic Chemistry (6 credits)
- Cell Biology (3 credits)
- Biology, Genetics, Microbiology, or Zoology (3 credits)
- Statistics (3 credits)
- Options (3 credits)

*\*Admission to professional programs is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. A College advisor can assist you with your course selection.*

## University Studies, Science

### **MEDICINE**

Family practice and over 30 specialties are open to the medical graduate.

#### ***Admission Requirements***

Students seeking admission to a medical program are encouraged to obtain an undergraduate degree before admission but may apply after two or three years in a degree program. Applicants applying after two or three years must present a minimum GPA of 3.7.

#### ***Program Curriculum***

Regardless of the degree program, students must present the following pre-professional requirements for admission:

- Biology (6 credits)
- Biochemistry (3 credits), where possible students are encouraged to take a full year of Biochemistry (6 credits)
- General Chemistry (6 credits)
- Organic Chemistry (6 credits)
- Junior English (6 credits)
- Physics (6 credits)
- Statistics (3 credits)

### **OPTOMETRY**

In Canada four year Doctor of Optometry degree programs are available at the University of Waterloo and the University of Montreal.

#### ***Program Curriculum***

The entrance requirement is at least three years of a university science program with a competitive average in the following pre-requisites:

- Junior English (3 credits)
- Introductory Ethics (3 credits)
- Introductory Psychology (3 credits)
- General Biology (6 credits)
- Microbiology (3 credits)
- Physiology (Human or Mammalian) (6 credits)
- General Chemistry (3 credits)
- Biochemistry (3 credits)
- Organic Chemistry (3 credits)
- Calculus (3 credits)
- Statistics (3 credits)
- Physics (6 credits)

Courses in human anatomy, embryology, genetics, histology and linear algebra or geometry and trigonometry are recommended.

## University Studies, Science

### PHARMACY

#### *Admission Requirements*

The minimum requirements for admission to the Faculty of Pharmacy and Pharmaceutical Sciences at the University of Alberta are the satisfactory completion of one pre-professional year.

#### *Program Curriculum*

##### **Pre-professional Requirements**

Students may require more than one academic year of study to complete the following requirements at GPRC:

- General Chemistry (6 credits)
- Organic Chemistry (6 credits)
- Junior English (6 credits)
- Cell Biology (3 credits)
- Biochemistry (3 credits)
- Calculus (3 credits)
- Statistics (3 credits)

### REHABILITATION MEDICINE

#### **Occupational Therapy**

The Faculty of Rehabilitation Medicine at the University of Alberta offers a Master of Science in Occupational Therapy (MSc in OT) for those students interested in becoming Occupational Therapists.

#### *Admission Requirements*

Minimum admission requirements include the completion of a four-year undergraduate degree from a recognized post-secondary institution with a GPA of at least 3.0 in the most recent 60 credits which must include one Statistics course (3 credits). Courses in Biology, Physiology and Anatomy are recommended.

##### **Additional Admission Requirements**

Applicants are required to submit a curriculum vitae in a pre-set format (available for download with the Online Application for Graduate Admission); two letters of recommendation, one of which **MUST** be from an Academic; personal statement letter (maximum two pages) describing the applicant's knowledge of occupational therapy and what the applicant can bring to the program.

#### **Physical Therapy**

The Faculty of Rehabilitation Medicine at the University of Alberta offers a Master of Science in Physical Therapy (MSc PT) for those students interested in becoming Physical Therapists.

#### *Admission Requirements*

Completion of a four-year undergraduate degree from a recognized post-secondary institution is required. A minimum GPA of 3.0 is required but a GPA of 3.5 or higher on the most recent sixty credits of study is recommended for a competitive application. Students must present the following pre-professional courses for admission:

- English (3 credits)
- Statistics (3 credits)
- Psychology (6 credits)
- Human Anatomy (3 credits), must focus on HUMAN anatomy
- Human Physiology (6 credits), must focus on HUMAN physiology

##### **Additional Admission Requirements**

A minimum of 30 hours of volunteer or paid experience with individuals who have cognitive or physical disabilities at no more than 2 facilities; and a personal interview.

## University Studies, Science

### **Speech Pathology**

The University of Alberta also offers a Master of Science program in Speech Pathology and Audiology. The recommended undergraduate background for admission is a Bachelor degree in Arts, Science or Education with a focus on Psychology and Linguistics. Please speak with an advisor regarding courses required within your undergraduate degree.

### **PRE-VETERINARY MEDICINE**

In the Western Canadian Provinces, Veterinary Medicine is available at the University of Calgary and at the Western College of Veterinary Medicine, University of Saskatchewan.

The Veterinary Medicine program consists of two years of pre-Veterinary Medicine and four years of Veterinary Medicine at either University. The University of Saskatchewan has a quota on the number of Alberta students entering Veterinary Medicine whereas applicants to the program at the University of Calgary must be Alberta residents. Admission to Veterinary Medicine is normally very competitive.

#### **Admission Requirements to University of Calgary Faculty of Veterinary Medicine**

Applicants must be Alberta residents and have completed at least two academic years of full time study (minimum of 4 courses each semester). Students will be assessed on their best two full academic years, performance in their most recent year of undergraduate study, and completion of the 10 required courses.

To be considered for admission, students must present a minimum GPA of 3.0 on the 10 required courses listed below and an overall minimum GPA of 3.0 for the most recent year of undergraduate study.

#### ***Program Curriculum***

##### ***First and second year***

- Biology (6 credits)
- General Chemistry (6 credits)
- Junior English (3 credits)
- Organic Chemistry (3 credits)
- Statistics (3 credits)
- Biochemistry (3 credits)
- Genetics (3 credits)
- Ecology (3 credits)
- Options (30 credits)

#### **Admission Requirements to Western College of Veterinary Medicine, University of Saskatchewan**

A quota exists on Alberta students entering Veterinary Medicine and students with the highest standing in their pre-veterinary studies will receive preference. All university work undertaken is considered when the University evaluates academic performance. The course load of the applicant is a consideration. Students who have not taken a full course load, 30 credits for an academic session, could be at a disadvantage when evaluating academic performance.

#### ***Program Curriculum***

##### ***First and second year***

- Biochemistry (3 credits)
- Biology (6 credits)
- General Chemistry (6 credits)
- Junior English (6 credits)
- Genetics (3 credits)
- Mathematics or Statistics (6 credits)
- Microbiology (3 credits)
- Organic Chemistry (3 credits)
- Physics (3 credits)
- Options (21 credits)

## University Studies, Science

### Science, University Transfer-Combined Degrees

#### **BACHELOR OF SCIENCE (SPECIALIZATION IN SCIENCE AND EDUCATION) BACHELOR OF EDUCATION (SECONDARY), COMBINED DEGREE**

The University of Alberta Faculties of Science and Education offer a combined degrees program that is more structured than a Bachelor of Science degree followed by a Bachelor of Education After-Degree (a six-year route). This combined degree program is less flexible in course choice and scheduling as it is designed to meet the minimum requirements of both degrees in five years. In addition, the program must meet teacher certification requirements within the five-year time frame. Students spend the first two years of this five-year program registered in Bachelor of Science. After completing first year at the College, students apply to the University's Faculty of Science for admission to year two. Continuation in the combined degree program requires a GPA of at least 2.3 in each Fall/Winter of the five-year program.

To accommodate the variety in subject studies needed in secondary school teaching, students in the combined degrees program will select both a major and minor from the following areas:

#### **Biological Sciences**

Biology, Botany, Entomology, Genetics, Immunology and Infection, Marine Science, Microbiology, Neuroscience, Paleontology, Pharmacology, Physiology, Zoology

#### **Physical Sciences**

Astronomy, Chemistry, Mathematical Physics, Physics

#### **Mathematical Sciences**

Computer Science, Mathematics, Statistics and Applied Probability

#### ***Admission Requirements***

Admission to our programs in Science requires a minimum overall average of 60 percent in the following five Alberta Education courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Mathematics 30-1
- One from Group A, B, or C
- Two from Group C

It is essential that you check and plan so that you have the appropriate prerequisites for the courses that you require in your program.

#### ***Mature Student Admission***

If you are 21 years of age or older and do not have a high school diploma, you may still be eligible for admission as a Non-Matriculated Adult (NMA).

Admission to the University of Alberta BSc Program requires an overall average of 60 percent on the following three courses: Mathematics 30-1, two of Biology 30, Chemistry 30, Mathematics 31, Physics 30.

Regardless of admission requirements, you must still have the grade 12 subjects specified as prerequisites to the courses you are required or wish to take in your program.

## University Studies, Science

### ***Program Curriculum***

#### **Physical Sciences Major/Biological Sciences Minor**

#### **Physical Sciences Major/Mathematical Sciences Minor**

- BI1070 and BI1080
- CH1010 and CH1020
- Junior English (6 credits)
- MA1130 and MA1150
- PC1240 and PC1260

#### **Mathematical Sciences Major/Physical Science Minor**

- BI1070 and BI1080
- Junior English (6 credits)
- MA1130, MA1150 and MA1200
- ST1510
- Science Options (6 credits),  
chosen from Chemistry or Physics

#### **Mathematical Sciences Major/Biological Sciences Minor**

- BI1070 and BI1080
- Junior English (6 credits)
- MA1130, MA1150 and MA1200
- ST1510
- Physical Sciences at the 100-level (6 credits)

#### **Biological Sciences Major/Mathematical Sciences Minor**

- BI1070 and BI1080
- CH1010 and CH2610
- Junior English (6 credits)
- MA1130
- Math Option (3 credits),  
chosen from MA1150, MA1200 or ST1510
- Arts Options (6 credits)

#### **Biological Science Major/Physical Sciences Minor**

- BI1070 and BI1080
- CH1010 and CH2610
- Junior English (6 credits)
- MA1130 and MA1150
- PC1240 and PC1260

### **Bachelor of Education Elementary and Secondary Routes**

The University of Alberta also offers students a 4 year Bachelor of Education degree program, in either the Elementary or Secondary Routes. Students interested in pursuing the Elementary Route have the option to minor in a science discipline. Students interested in pursuing the Secondary Route have the option to major and minor in separate science disciplines. Please refer to the Education section of this calendar for further information.

## Social Work

780-539-2964  
 1-800-539-4772, ext. 2964  
 780-539-2995  
 1-800-539-4772, ext. 2995  
[arts@gprc.ab.ca](mailto:arts@gprc.ab.ca)

**Degree Completion**  
*With the University of Calgary, Learning Circles  
 Central & Northern Alberta*  
*Maximum of 4 semesters transfer to 4-year degree  
 program*

**GPRC Grande Prairie**

### Bachelor of Social Work Degree Completion

The Bachelor of Social Work Program delivered by Learning Circles has several unique features, including:

- Curriculum designed to ensure cultural and geographic relevance to communities in the north and rural areas,
- Innovative course content sensitive to Indigenous peoples, and aligned with traditional philosophies and knowledge systems, and
- Convenient scheduling of courses, with weekend and evening delivery and local practicum placements.

#### *Admission Requirements*

\* **Two years of university transfer courses**

You can apply to GPRC for the first two years, 60 credits, of university transfer course work selected from a broad liberal arts and social sciences background. SW2010 Introduction to Social Work mandatory for all incoming BSW students. You apply to the University of Calgary for admission into third year of the program hosted at GPRC. This is a competitive program.

\* **Social Services Diploma**

You may also apply for admission into this Bachelor's Degree if you have successfully completed a two-year approved Social Services Diploma. For a list of the Alberta approved social services diploma programs, please refer to the University of Calgary website. If you apply with a Diploma you may require some additional arts and sciences University Transfer courses. When you apply for admission to the University of Calgary you may request admission to the program hosted at GPRC.

\* **After Degree**

If you have successfully completed another degree, you may apply for admission to this program hosted at GPRC.

#### *Other Requirements for Applicants*

All Bachelor of Social Work Learning Circles students must reside outside of Calgary, Edmonton or Lethbridge. Admission to the Bachelor of Social Work Learning Circles Program follows the basic admission requirements of the University of Calgary. You require the equivalent of a minimum GPA of 2.3. All applicants are required to complete the general admissions form online at the University of Calgary website as well as the Faculty of Social Work application form and required documents.

#### *Application Process*

Students are encouraged to apply early in the Winter term for the coming Fall intake. Deadlines are posted on the University of Calgary Faculty of Social Work webpage. Student intakes take place in the Fall for students admitted to third and fourth year. For more information about the program, or to pick up an application, contact the Bachelor of Social Work Coordinator at 780-539-2964; the Department of Arts and Education at 780-539-2995; or contact the University of Calgary directly:

**Faculty of Social Work, Learning Circles Central & Northern:**

*University of Calgary*

[fswcentralandnorth@ucalgary.ca](mailto:fswcentralandnorth@ucalgary.ca)

(403) 220-5942

1-877-220-6945

## University Studies, Social Work

### ***Graduation Requirements***

The University of Calgary sets out the admission requirements to this degree. The University also governs the degree requirements and evaluates students' eligibility for graduation. Students enrolled in university studies at GPRC must consult with the University of Calgary to ensure their course selection meets the University's requirements for admission, transfer and graduation.



## Course Descriptions

# Understanding Course Descriptions

## COURSE SELECTION AND AVAILABILITY

You are responsible for the completeness and accuracy of your registration and for completion of the specified program requirements. This requires careful attention to course selection and compliance with prerequisite and corequisite requirements. Any student planning to transfer to another post-secondary institution is advised to consult the Alberta Transfer Guide ([www.transferalberta.ca](http://www.transferalberta.ca)) to ensure their course selection will fulfill university program requirements. Courses are subject to change if program revisions are required. Not all courses are offered every year. Consult a current timetable for courses offered this academic year.

## HOW TO UNDERSTAND COURSE DESCRIPTIONS

Courses are identified by a course code, a course name, and a number identifying the credit value. Figures in parentheses indicate the number of lecture, seminar or laboratory hours per week. The UT label indicates that the course can be used for University Transfer, followed by the total number of hours and weeks. Students should pay particular attention to prerequisite and corequisite details and to course notes and transfer details that follow the course description. For example, BI1070 Introduction to Cell Biology 3 (3-1-3) UT 105 Hours 15 Weeks means the course is a Biology course in Cell Biology; it is a three-credit course meeting for three lecture hours, one seminar hour and three laboratory hours per week for a total of 105 hours over 15 weeks; and it is transferable to one or more universities.

The lecture-seminar-laboratory hours are displayed for courses typically offered over the duration of the semester based upon a fifteen week term. When the number of weeks of study for a course typically extends beyond one semester in duration, for example EN1000 30 Weeks, or less than one semester, for example NS1910 7 Weeks, the lecture-seminar-laboratory hours per week have been adjusted for the number of weeks indicated.

Not all courses will be delivered in a typical semester-based (15 week) fashion. When courses are delivered online, in the region, for part-time access, or during spring and summer sessions, students can expect that the number of contact hours per week may vary from the information displayed here. The total contact hours should be the same.

Example: <b>BI1070 3 (3-1-3) UT 105 Hours 15 Weeks</b> <i>Introduction to Cell Biology</i>										
BI1070	3	(3	-	1	-	3)	UT	105 Hours	15 Weeks	<i>Introduction to Cell Biology</i>
Course Code	Number of Credits	Lecture Hours per Week		Seminar Hours per Week		Laboratory Hours per Week	Level of Study	Total Course Hours	Total Course Weeks	Course Title

## 30-WEEK COURSES

30-week (two-term) courses are identified in the course descriptions and require special attention at the time of registration. 30-week courses are normally offered over fall and winter terms but may be offered over winter and spring or spring and summer. These courses are identified in the Timetable as part A and part B. Students must register in both the part A and the part B for all types of sections offered (lectures, labs, seminars, etc.) for the specific course.

Students must register in the same section for part A and part B of a course. For example, NS3690 is a 30-week course with a lecture and a lab component. If you choose NS3690A Lecture YA2 and Lab YL1 for fall semester, you must also register in NS3690B Lecture section YA2 and NS3690B Lab section YL1 in the winter semester.

The College offers courses in a variety of subject areas. The Course Description section of the calendar is organized alphabetically by course codes. This table will help you search the course listings for subjects you may be interested in and for courses that meet your program requirements.

## Course Descriptions

### LEVEL OF STUDY

**CE** courses are continuing education courses that provide opportunity for learning outside the certificate and diploma programs offered at the College.

**HS** courses are Academic Upgrading courses with Junior or Senior High School Equivalency.

**UT/HS** courses, such as FR0120 and FR0130 are high school equivalent courses that have transfer to one or more of the Alberta universities.

**UT** courses are transferable to one or more of Alberta's degree-granting institutions. They may not be transferable to all Alberta universities.

<b>TRANSFER LEGEND</b>	
AF	Augustana Faculty, University of Alberta
AU	Athabasca University
CU	Concordia University College
CUC	Canadian University College
GMU	MacEwan University
KUC	King's University College
MRU	Mount Royal University
UA	University of Alberta
UC	University of Calgary
UL	University of Lethbridge
Other	Transfers in combination with other courses or to other institutions

- \* An asterisk (\*) beside any transfer institution indicates important qualifying information that affects the transfer to that institution. Consult the Alberta Transfer Guide [www.transferalberta.ca](http://www.transferalberta.ca) for details.

## Course Descriptions

## Course Codes

Code	Subject
AB	Arabic
AC	Accounting
AD	Skills Development
AH	Animal Health
AN	Anthropology
AP	Active Aging
AR	Art
BA	Business Administration
BC	Biochemistry
BI	Biology
BI	Biology High School
BK	Beekeeping
CD	Early Learning and Child Care
CH	Chemistry
CP or CS	Computing Science
DA	Dance
DD	Digital Design
DR	Drama
EC	Economics
ED or EDCT	Education
EG	Engineering
EN	English
ES	Earth Science
FN	Finance
FP	Français
FR	French
GN	Genetics
GR	German
HA	General Mechanic
HD	Harley-Davidson®
HE	Heavy Equipment
HES	Heavy Equipment Service
HI	History
HP	Hospitality and Tourism
HS	Human Services
ID	Interdisciplinary Studies
ITW	Welding
LL	Language Comprehension Labs

Code	Subject
LR	Legal Relations
MA	Mathematics
MCM	Motorcycle Mechanics
MG	Management
MI	Microbiology
MK	Marketing
MU	Music
MW	Millwright/Machinist
NS	Nursing
NT	Native Studies
OA	Office Administration
OR	Perioperative Nursing
OT	Organizational Theory
PA	Physical Activity
PALE	Paleontology
PC	Physics
PE	Physical Education
PF	Physical Fitness
PH	Philosophy
PM	Parts and Materials
PO	Political Science
POF	Power Engineering
PY	Psychology
PZ	Physiology
RL	Religion
RS	Recreational Studies
SC	Science
SL	Social Studies
SM	Outdoor Power Equipment
SO	Sociology
SP	Spanish
ST	Statistics
SW	Social Work
TA	Educational Assistant
UC	Unit Clerk
VS	Transitional Vocational
WS	Women's Studies
ZO	Zoology

## Course Descriptions

### Course Descriptions

#### *Arabic*

**AB1110 3 (5-0-0) UT 75 Hours 15 Weeks**

##### **Beginner's Arabic I**

This is an introductory language course for those beginning the study of Arabic language and culture. It is designed to offer an initial competency in speaking, listening, reading, and writing Arabic.

Notes: Students with an Arabic-speaking background should not register in this class.

Transfer: AU UL

#### *Accounting*

**AC3110 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Introductory Accounting**

Postulates, principles, the accounting cycle, capital and income measurement, financial statement preparation and analysis; emphasis on reporting to shareholders, creditors and other external decision makers are topics covered in this course.

Prerequisites: EC1020

Transfer: UA UC UL AU AF CUC GMU KUC

**AC3220 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Managerial Information and Control Systems**

This course includes corporate goals, planning and control concepts, cost accumulation for pricing purposes and product costing.

Prerequisites: AC3110

Transfer: UA\* UC UL AU AF CUC GMU KUC

**AC3510 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Intermediate Accounting I**

This course consists of an in-depth examination of the financial accounting process. Recent developments in accounting valuation and income determination and the related disclosure practices and reporting procedures as recommended by professional accounting bodies and applied in business today are emphasized. The primary focus is on a comprehensive treatment of assets and liabilities. Special topics are introduced where considered appropriate.

Prerequisites: AC3110

Transfer: UA\* UC\* AU AF CU

**AC3520 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Intermediate Financial Accounting II**

This course continues the in-depth analysis of generally accepted accounting principles (GAAPs) and examines complex accounting applications associated with the preparation of financial statements. The course covers four broad topics: accounting for complex long-term investments, liabilities, equity transactions, and the preparation of analysis of financial statements.

Prerequisites: AC3510

Transfer: UC\* AU

**AC4600 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Principles of Auditing**

This course examines the role of the external auditor and financial reporting, the role of the internal auditor and internal control, and operational auditing.

Prerequisites: BA2110

Corequisites: BA2120

Transfer: UC\* UL AU GMU

#### *Skills Development*

**AD0101 5 (0-0-5) HS 75 Hours 15 Weeks**

##### **Study Skills Tutorial**

This is an individualized program of study skills, planned and supervised study time and tutorial assistance. Components of the course include developing study skills needed for success in college courses, managing and prioritizing study time and working on assignments and projects with supervised tutorial assistance for select courses.

**AD0102 5 (0-0-5) HS 75 Hours 15 Weeks**

##### **Workplace Essential Skills**

In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education.

## Course Descriptions

### ***Animal Health Technology***

**AH112 2.5 (2-0-2) 64 Hours 16 Weeks**

#### **Animal Behavior and Restraint**

Normal animal behavior and specific behavior problems of different species and breeds will be covered. Students will learn about human-animal bonding and basic physiological requirements of animals. The ability to handle and restrain small and large animals is taught with emphasis on safety for patient and handler. Discussion on codes of practice, animal rights and welfare and CCAC regulations are included.

**AH141 4.5 (5.5-0-0.5) 96 Hours 16 Weeks**

#### **Anatomy and Physiology I**

Students will develop proper anatomical and physiological terminology. Instruction of cellular biology and physiology will progress into an understanding of organization of cell into tissues, organs and body systems. A working knowledge of body systems will include basic components and functions, gross anatomical features, common abnormalities, interactions with other systems, surgical and diagnostic imaging considerations and location and/or palpation in live animals or cadavers. The student will learn the names, location and function of important anatomical structures in common domestic animal species with an emphasis on the application of practical anatomical knowledge required for mastery of subsequent courses in medical and surgical nursing, x-ray technology, etc.

**AH143 1.5 (2-0-0) 32 Hours 16 Weeks**

#### **Animal Science**

Students will become familiar with the characteristics and purposes of various breeds of small and large animals and some of the non-traditional farm animals. Animal production systems and methods of individual identification for both large and small animals will be discussed.

**AH144 2 (2-0-4) 48 Hours 8 Weeks**

#### **Office Procedures**

Students will develop computer skills to prepare posters, flyers, mailing lists and presentations. Use of veterinary software will develop skills in entering data, client and patient records, inventory maintenance, online ordering and financial records. Office duties such as handling cash or credit card transactions, preparing deposits and filing records will be learned. Maintaining the cleanliness and orderliness of the office facility and displays is part of the student responsibility. Students will also develop a solid foundation of utilizing medical records to promote continuity of quality animal care.

Prerequisites: AH160

**AH160 1 (3-0-0) 24 Hours 8 Weeks**

#### **Communications**

Students will learn principles of various forms of communication. Skills in written forms of communication will be developed through projects to extract data, compile reports and prepare correspondence. Oral presentations and impromptu speeches will develop oral communication skills. Students will learn to participate and communicate in situations where group dynamics and interactions with co-workers or employers are involved.

**AH172 1 (1-0-0) 16 Hours 16 Weeks**

#### **Veterinary Terminology**

Proper use of medical nouns, verbs and adjectives, includes background in root words and development of prefix, suffix and plural variations. Students will learn to provide definitions of medical terms and use correct abbreviations and symbols.

**AH173 1 (1-0-0) 16 Hours 16 Weeks**

#### **Applied Mathematics**

Mathematical concepts that are frequently encountered by the Animal Health Technician will be covered and a working knowledge of common measurement systems and conversions is developed. Accurate calculations using correct notation and units are required.

**AH174 4.5 (4.5-0-3) 120 Hours 16 Weeks**

#### **Lab Procedures and Microbiology**

Students will develop proficiency in care and use of lab equipment, performing dilutions, conversions and quality control. Features of bacteria, fungi and viruses are discussed and basic microbiological agents are covered. Students will learn to group bacteria and fungi according to staining results, morphology and characteristics. Practical microbiological procedures will be performed or discussed to help differentiate common microbiological pathogens. Important veterinary infectious diseases and their clinical signs, treatment and human health implications are discussed. Case studies will be used in presentation of course material.

**AH241 1.5 (4-0-1) 40 Hours 8 Weeks**

#### **Anatomy and Physiology II**

Students will develop proper anatomical and physiological terminology. Instruction of cellular biology and physiology will progress into an understanding of organization of cells into tissues, organs and body systems. A working knowledge of body systems will include basic components and functions.

Prerequisites: AH141

## Course Descriptions

**AH242 1 (3-0-1) 32 Hours 8 Weeks****Ethics and Client Relations**

Skills in personal management, professionalism, communications with clients, coworkers and employers will be taught. Students will learn to provide client education and grief counselling. The student is required to discuss relevant legislation and provisions with respect to ethics and jurisprudence.

Prerequisites: AH144

**AH243 1.5 (3-0-2) 40 Hours 8 Weeks****Laboratory and Exotic Animals**

Students will learn basic husbandry, common nursing care procedures and diseases of rabbits, rodents, birds, reptiles and other exotic animals. Human health implications of handling and working with these animals will be discussed. Students will gain a knowledge of regulations and protocols involved in working with laboratory and exotic animals.

Prerequisites: AH144, AH172

**AH244 2.5 (3-0-0) 48 Hours 16 Weeks****Nutrition**

Instruction on basic nutritional requirements, nutrients, additives and preservatives is given. Variations in nutritional considerations for different physiological conditions and for small and large animals are discussed. Normal rations and indications for prescription or specialty diets will be identified. The student will learn to make recommendations to clients and educate them as to their animal's particular needs.

Prerequisites: AH172, AH173

**AH245 3.5 (3-0-2) 80 Hours 16 Weeks****Parasitology**

Life cycles of significant nematodes, trematodes, cestodes, arthropods and protozoa are covered. Instruction includes pathogenesis of common veterinary parasites, treatment and control measures and human health implications. The students will learn to prepare samples and identify these parasites and their ova or oocysts using common laboratory techniques.

Prerequisites: AH173

**AH246 1.5 (3-0-3) 48 Hours 8 Weeks****Animal Nursing I**

Proper identification, use, care and maintenance of all equipment is emphasized. Basic grooming procedures, hoof, nail, ear and eye conditions and care are taught. Students will learn about physical therapy, bandaging, splinting, casting, and wound healing. Recognition and treatment of complications of improper techniques are covered.

Prerequisites: AH112, AH141, AH144, AH172, AH173 and AH174

**AH247 1 (3-0-1) 32 Hours 8 Weeks****Pathology**

Basic principles and terminology of pathology will be taught. The inflammatory process and tissue response to disease or injury will be covered briefly. Students will receive hands-on instruction in necropsy procedures for small and large animal species. Proper collection, handling and submission of samples and transportation of dangerous goods is discussed or demonstrated.

Prerequisites: AH172 and AH241

**AH248 0.5 (1.5-0-0) 12 Hours 8 Weeks****Procedural Review I**

All students will be given a review of the courses they have completed and shown how to apply the skills they have learned. Students will receive special presentations, guest speakers and discussion of cases or rounds on the clinic rotations when possible.

Prerequisites: Student must pass all courses in Fall term

**AH249 3.5 (3-0-3) 96 Hours 16 Weeks****Hematology**

Students are introduced to hematological procedures and will learn to identify normal blood parameters and cells. A review of the CBC in the lab and lecture will improve the student's ability to perform hematological tests. The student will learn to evaluate the erythron, leukon and hemostatis by recognizing and interpreting abnormal results and identifying possible causes of those results. Hemopoietic neoplasia is discussed. Case studies will be used extensively in presentation of course material.

Prerequisites: AH172, AH173 and AH174

## Course Descriptions

### **AH340 3 (3.5-0-0) 56 Hours 16 Weeks**

#### **Anesthesiology**

Instruction on the commonly used anesthetic agents will include their modes of action, human health implications and WHMIS considerations. Students will learn to perform a pre-anesthetic work up, calculate and administer pre-anesthetics, induce and maintain general anesthesia using different agents, techniques and systems. Monitoring of patients includes recognition of anesthetic stages and proper use of monitoring devices. Appropriate responses to anesthetic complications and emergencies will be covered. Appropriate analgesics and analgesic protocols will be discussed.

Prerequisites: AH141, AH241, AH142, and AH246

### **AH342 3.5 (3-0-3) 96 Hours 16 Weeks**

#### **Laboratory Procedures II**

Students will develop knowledge and skills covered in previous lab courses, as well as learning to collect, prepare and evaluate samples for clinical chemistry and cytology.

Prerequisites: AH141, AH241, AH142, AH220, AH221

### **AH343 2.5 (2-0-3.5) 88 Hours 16 Weeks**

#### **Diagnostic Imaging**

Students will learn the principles of radiography, fluoroscopy, ultrasonography and endoscopy. Identification, use, care and maintenance of equipment and supplies is covered with emphasis on safety. Students will learn to position patients, operate equipment and develop images that produce diagnostic quality results.

Prerequisites: AH141 and AH241

### **AH344 1.5 (2-0-0) 32 Hours 16 Weeks**

#### **Applied Immunology**

A review of the purpose, functions and normal variations of the immune system is covered. Disorders of the immune system will be classified into broad categories and includes discussion of clinical signs, diagnostic procedures and treatment principles of some common immunological conditions. Students will learn the concepts and application of basic immunological tests and vaccination procedures.

Principles of blood grouping and transfusions are covered.

Prerequisites: AH141, AH241, AH142, and AH221

### **AH345 2 (0-0-5.5) 88 Hours 16 Weeks**

#### **Clinical Procedures I**

Review of skills learned throughout the program by performing the tasks and responsibilities of an Animal Health Technician in a clinic and pharmacy setting. The student will perform reception duties, book, admit and discharge patients, perform laboratory tests, administer medications, monitor patients and discuss cases on rounds, maintain records, files and inventories and many other duties required of an Animal Health Technician in a private practice. The student is expected to demonstrate teamwork and cooperation at all times.

Prerequisites: AH243, AH244, AH247 and AH248

Corequisites: AH340, AH342, AH346 and AH347

### **AH346 3 (3.5-0-0) 56 Hours 16 Weeks**

#### **Animal Nursing II**

Proper identification, use, care and maintenance of all equipment is continued. Administration of medications by different routes is taught. The student will learn techniques for venipuncture, catheterizations and urine and vaginal sample collection. Fluid therapy is covered in depth, instruction includes general nursing care of hospitalized patients, orphans, newborns, post-parturient dams, and principles of pain management. The student will be instructed on basic procedures such as vaginal exams, care of tracheotomy, pharyngostomy and chest tube sites, preparation of wounds and abscesses for treatment. The student will be able to discuss and/or perform all procedures covered and identify any common complications. Students will learn veterinary first aid procedures and emergency protocols. Humane euthanasia and maintenance of legal record and log books is covered.

Prerequisites: AH246

### **AH347 1 (1-0-0) 16 Hours 16 Weeks**

#### **Surgical Assistance I**

Identification, use, care and maintenance of surgical instruments, equipment and supplies is covered in detail. Students learn to prepare facilities, patients and equipment for surgical procedures with strict adherence to principles of sanitation and sterilization. Students will participate in surgical procedures as a surgical assistant and will learn to pass instruments, care for exposed tissue and provide suction or cautery. Students become responsible for post-operative cleanup of the patient, equipment and facilities and follow up with patient monitoring and surgical records.

Prerequisites: AH246

## Course Descriptions

### **AH441 1.5 (2-0-1.5) 42 Hours 12 Weeks**

#### **Dental Procedures**

Students are expected to use proper dental terminology and identify normal tooth anatomy, function, eruption and dental formula. The student learns to instruct clients on dental home care procedures. Common dental problems and diseases are covered with emphasis on small animal and equine patients. Proper use, care and maintenance of dental equipment is covered. Principles of dental radiography are discussed. Proficiency in basic dental prophylaxis will be developed using live animals and cadavers.

Prerequisites: AH340, AH343, AH345, AH346, and AH347

### **AH442 3 (5-0-0) 60 Hours 12 Weeks**

#### **Animal Diseases**

Students will be able to discuss disease based on classification as metabolic, nutritional, inherited, toxic, endocrine or other. Common diseases of domestic animals will be discussed with respect to etiology, specific hosts, diagnostic techniques, treatment and prevention and human health implications.

Prerequisites: AH342

### **AH443 3 (5-0-0) 60 Hours 12 Weeks**

#### **Theriogenology**

Principles of cell division and inheritance are discussed. A review of anatomical and hormonal components of male and female reproduction systems prepares students to learn about breeding behaviors and common diseases or conditions of the reproductive system in various animals. Techniques used to assess or manipulate reproduction in veterinary medicine will be discussed and/or demonstrated. Instruction on gestation and parturition will be the main focus.

Prerequisites: AH172, AH241 and AH247

### **AH445 3 (5-0-0) 60 Hours 12 Weeks**

#### **Pharmacy and Pharmacology**

Basic pharmacological principles are taught and students learn to recognize different groups of drugs and their basic actions. In the pharmacy, the student will become familiar with common veterinary drugs and their indications, administration and side effects or toxic actions. Legal implications of dispensing drugs and risks associated with off label or improper use are discussed. Students learn to prepare and dispense veterinary preparations and educate clients about their use.

Prerequisites: AH344 and AH346

Corequisites: AH442

### **AH446 0.5 (2-0-0) 12 Hours 6 Weeks**

#### **Procedural Review II**

All students will be given a review of the courses they have completed and shown how to apply the skills they have learned. Part of this course will cover preparation for the VTNE exam. Students will receive special presentations, guest speakers and discussion of cases or rounds on the clinic rotations when possible.

Prerequisites: Student must pass all courses in Fall term

### **AH447 1 (0-0-40) 240 Hours 6 Weeks**

#### **Practicum**

Students will be placed, individually, in an on-the-job training position with a private veterinary practice for six weeks. Students will be evaluated by the employer according to criteria determined by the Animal Health Technology Program.

Prerequisites: Successful completion of all courses in the AHT curriculum with a minimum GPA of 2.0.

### **AH455 3 (0-0-11) 132 Hours 12 Weeks**

#### **Clinical Procedures II**

Review of skills learned throughout the program by performing the tasks and responsibilities of an Animal Health Technologist in a clinic and pharmacy setting. The student will perform reception duties, book, admit and discharge patients, perform laboratory tests, administer medications, monitor patients and discuss cases on rounds, maintain records, files and inventories and many other duties required of an Animal Health Technologist in a private practice. The student is expected to demonstrate teamwork and cooperation at all times.

Prerequisites: AH340, AH342, AH343, AH345, AH346, and AH347

### **AH481 1 (0-0-30) 30 Hours 1 Week**

#### **Field Trip**

This field trip may include attendance at the Animal Health Technologist Conference and/or tour of veterinary clinics and related facilities. Students will be required to cover field trip personal expenses.

Prerequisites: Students must be enrolled in Second Year Animal Health courses.

### **Anthropology**

#### **AN1010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introductory Anthropology**

This course studies mankind through primate and cultural evolution, symbolic systems, cultural theory and culture change.

Transfer: UA UC UL AU AF CU CUC GMU KUC

## Course Descriptions

**AN2060 3 (2-0-1) UT 45 Hours 15 Weeks****Introduction to Archaeology**

Basic principles of archaeology. Introduction to the nature, methods, and theory of anthropological archaeology, i.e. how archaeological remains are located, recovered, and interpreted. Emphasis in this course is on the principles of reconstruction of past societies from archaeological evidence.

Prerequisites: 1000-level Anthropology or consent of instructor

Transfer: UA UC UL GMU KUC

**AN2070 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Social and Cultural Anthropology**

The comparative study of human society and culture, particularly nonwestern communities, with special attention to the family, social structures, economic and political institutions, religion, and processes of change.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**AN2190 3 (3-0-0) UT 45 Hours 15 Weeks****World Prehistory**

An introductory archaeology course that provides an overview of New and Old World prehistory; spans the earliest origins of humans, the spread of anatomically modern humans, the development of hunting and gathering societies, the origins of food production, and the emergence of ancient urban societies.

Transfer: UA UC UL AU GMU KUC

**AN2270 3 (3-0-0) UT 45 Hours 15 Weeks****Indigenous and Cultural Minorities in the Modern World**

This course examines the survival of indigenous and minority cultures in various societies. Anthropological perspectives on the relationships among race, class, culture and politics, and on genocide, ethnocide and the future of native peoples in the modern state are studied.

Prerequisites: A three-credit course in Social Science

Transfer: UA UC UL AU AF CU CUC GMU KUC

**AN2460 3 (3-0-0) UT 45 Hours 15 Weeks****Circumpolar Ethnography**

The primary aim of this course is to introduce the peoples and cultures of the North Circumpolar Region through an ethnographic and anthropological study of the traditional cultures and contemporary peoples of the Circumpolar North. The focus will be on the comparative study of indigenous Arctic and sub-Arctic societies. It will examine both the archaeological and ethnological considerations of northern societies of the Old and New Worlds.

Prerequisites: A three-credit course in a Social Science

Transfer: UA\* UC\* UL AU

**AN2500 3 (3-0-0) UT 45 Hours 15 Weeks****North American Aboriginal Peoples**

This course is an ethnographic survey of First Peoples that focuses on the interplay between environment, economic, political, social and ideological systems and experience with the modern world.

Prerequisites: AN1010 or consent of instructor

Transfer: UA\* UC UL AU AF\* CU GMU KUC

**AN2550 3 (3-0-0) UT 45 Hours 15 Weeks****Contemporary Canadian Native Peoples**

This course covers an anthropological perspective on some current situations of native peoples in Canada.

Prerequisites: A three-credit course in Social Science

Transfer: UA UC UL AU AF CU CUC KUC

**AN2910 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Race Relations**

This course examines views on the ideology of racism, which correlates human physical and socio-cultural attributes. The use of racism to organize, define and explain domination and competition is covered along with a comparative study of historical and contemporary forms of race relations in selected societies and at an international level.

Prerequisites: A three-credit course in a Social Science

Transfer: UA UC UL AU AF CU GMU KUC

**Art****AR1010 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to the History of Art I**

A survey of art from ancient times to the early Renaissance will be undertaken. This course increases the level of understanding and appreciation of visual art and art history methods.

Transfer: UA UC UL AU AF CU CUC GMU KUC Other

**AR1020 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to the History of Art II**

This course provides a survey of visual arts from the Renaissance to contemporary times.

Transfer: UA UC UL AU AF CU CUC GMU KUC Other

**AR1120 3 (3-0-3) UT 90 Hours 15 Weeks****Painting I**

An introductory-level studio course that will introduce basic techniques of painting, color theory and perception. Various approaches and conceptual attitudes will be examined to broaden appreciation of painting.

Prerequisites: (or Corequisites) AR1360 or AR2410 or consent of instructor

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CUC KUC

## Course Descriptions

**AR1130 3 (3-0-3) UT 90 Hours 15 Weeks****Painting II**

Continuation of AR1120.

Prerequisites: AR1120

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC KUC

**AR1360 3 (3-0-3) UT 90 Hours 15 Weeks****Visual Fundamentals I**

A studio-based course with emphasis on the understanding of two and three dimensional design dynamics of visual form. A basic course where you will be introduced to various concepts and projects using a variety of art media. This course is the first part of a two-part course.

Notes: Audit restrictions may apply.

Transfer: UA\* UC UL AU CU CUC GMU\* KUC Other

**AR1370 3 (3-0-3) UT 90 Hours 15 Weeks****Visual Fundamentals II**

A studio-based course with emphasis on the understanding of two and three dimensional design dynamics of visual form. A basic course where you will be introduced to various concepts and projects using a variety of art media. The second part of the course will build upon the knowledge of Part I and study color theory.

Prerequisites: AR1360

Notes: Audit restrictions may apply.

Transfer: UA UC\* UL AU CU CUC KUC Other

**AR1610 3 (3-0-3) UT 90 Hours 15 Weeks****Sculpture I**

An introductory level studio course that will introduce you to a variety of techniques and materials pertinent to sculpture. This course will stress basic design, concept and material relationships.

Notes: Audit restrictions may apply. This course is an open course without prerequisites. However, Fine Arts majors may require pre or corequisites to meet program requirements.

Transfer: UA UC UL AU AF CU CUC KUC

**AR1620 3 (3-0-3) UT 90 Hours 15 Weeks****Sculpture II**

This course is a continuation of AR1610.

Prerequisites: AR1610 or consent of instructor

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC KUC

**AR2240 6 (0-0-6) UT 180 Hours 15 Weeks****Technical Internship**

An introductory internship course that will provide you with first-hand experience in the production and installation of art exhibitions in a professional art gallery setting.

Prerequisites: Completion of Foundation Year in Visual Arts or consent of the Department

Transfer: UC UL CU KUC

**AR2350 3 (3-0-3) UT 90 Hours 15 Weeks****Photography I**

An introductory studio course investigating the technical and conceptual aspects of digital photography as a contemporary art medium. Students will learn to use basic digital photographic equipment and to manipulate images.

Prerequisites: DD1380 and one of AR1370 or AR2430

Notes: Audit restrictions may apply.

Transfer: UA UC UL AF\*

**AR2410 3 (3-0-3) UT 90 Hours 15 Weeks****Drawing I**

An introductory level studio course designed to give you a foundation in drawing primarily through the use of monochromatic media. Emphasis will be placed on the principles and techniques of drawing while simultaneously exploring expressive uses of the medium. You may work from the still life figure and landscape situations, as well as experiment with a broad range of drawing media.

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC GMU\* KUC Other

**AR2430 3 (3-0-3) UT 90 Hours 15 Weeks****Drawing II**

This course is a continuation of AR2410.

Prerequisites: AR2410 or consent of Department

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**AR2560 3 (3-0-0) UT 45 Hours 15 Weeks****Art since 1945**

An in-depth investigation into the theory, practice, critical response and context of major North American and European art movements between 1945 and 1970.

Prerequisites: AR2810

Transfer: UA UC UL AU GMU KUC\*

## Course Descriptions

**AR2720 3 (3-0-0) UT 45 Hours 15 Weeks****Art of the 19th Century II**

This course will examine the art of the second half of the 19th Century. The primary focus will be on the developments which lead to the emergence of the modernist trends in painting with some discussion of sculpture and architecture as time permits.

Transfer: UA UC UL AU AF CU CUC KUC

**AR2810 3 (3-0-0) UT 45 Hours 15 Weeks****Twentieth Century Art I**

This course will cover the major developments in painting and sculpture which occurred during the final decades of the nineteenth century and the first half of the twentieth century.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC

**AR2830 3 (3-0-0) UT 45 Hours 15 Weeks****Canadian Art History II**

Art of Canada from the end of the 19th century to the present is examined.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**AR3130 6 (3-0-3) UT 180 Hours 30 Weeks****Painting**

This course provides an introduction to the principles and techniques of studio painting. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: AR1370 and AR2430

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU KUC

**AR3150 3 (0-0-6) UT 90 Hours 15 Weeks****Landscape Painting I**

This course explores a variety of concepts about painting the landscape from life.

Prerequisites: AR1370, AR2430 and AR3110

Notes: Audit restrictions may apply.

Transfer: UA AF

**AR3380 3 (3-0-3) UT 90 Hours 15 Weeks****Special Projects in Studio Disciplines**

Special projects in studio discipline not normally available under existing courses. The student and the instructor will determine the validity of the project.

Prerequisites: AR1370, AR2430 and one other senior studio course.

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF

**AR3410 3 (3-0-3) UT 90 Hours 15 Weeks****Drawing III**

Theory and practice of drawing at an intermediate level will be offered in this course.

Prerequisites: AR1370 and AR2430

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC GMU\* KUC

**AR3430 3 (3-0-3) UT 90 Hours 15 Weeks****Drawing IV**

This course provides a continuation of AR3410 integrating drawing with individual studio interests.

Prerequisites: AR3410

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC KUC

**AR3630 6 (3-0-3) UT 180 Hours 30 Weeks****Sculpture**

This is a studio course for the student who is familiar with the basic element of and principles of three dimensional design. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: AR1370 and AR2430

Notes: Audit restrictions may apply.

Transfer: UA UC UL AU AF CU CUC KUC

**AR3705 3 (0-0-3) 45 Hours 15 Weeks****Portfolio Development**

A senior course which involves the creation of portfolio and projects with a fine arts interdisciplinary focus in preparation for transfer to another institution or entrance into the workplace.

Prerequisites: AR1370 and AR2430

## Course Descriptions

### **AR4380 3 (0-6-0) UT 90 Hours 15 Weeks**

#### **Intermediate Special Projects in Studio Disciplines I**

Studio based course at the intermediate level, independent study not normally available under existing courses and who have credit or are registered in a 4000 level studio. The focus of this course is on self-initiated projects and research at an intermediate level supervised by an instructor. This course is geared towards the emerging artist who has developed and identified a personal working process.

Prerequisites: AR3380 and consent of the department

Notes: Audit restrictions may apply. Department consent:

The student proposes a planned course of study that reflects a personal aesthetic position or stance about the nature of art, working processes, and the personal/cultural importance of art. The Fine Arts Department reviews and consents to the studio proposal before registration.

Transfer: UA UC AU AF

### **AR4390 3 (0-6-0) UT 90 Hours 15 Weeks**

#### **Intermediate Special Projects in Studio Disciplines II**

Studio based course at the intermediate level, independent study not normally available under existing courses for students who already have credit in AR4380. The focus of this course is on self-initiated projects and research at an intermediate level supervised by an instructor.

Prerequisites: AR4380 and consent of the Department

Notes: Audit restrictions may apply. Department

Committee must accept a studio proposal before registration. Students will provide a written, mutually agreed upon, statement of intent about their proposal.

Transfer: UA UC\* AU AF

### ***Business Administration***

#### **BA1010 3 (3-1-0) 60 Hours 15 Weeks**

##### **Business Communications I**

This course focuses on principles of effective business communication, both written and spoken. Specific topics include improving grammar, spelling, punctuation, sentence structure and word usage, writing a research paper, documenting with APA style, and public speaking. Revision and editing process will be emphasized throughout the course.

#### **BA1020 3 (3-1-0) UT 60 Hours 15 Weeks**

##### **Business Communications II**

This course builds upon BA1010 and covers specific forms of business and employment communication: business letters and memoranda, resumes, job application letters and interviewing, formal report writing, graphic design principles, and business meetings.

Transfer: UC AU CU CUC KUC

#### **BA1040 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Small Business Management**

As well as examining the formulation of business plans, this course examines the function of management concerned with organization, staffing, directing, and controlling. Objectives for effective management, such as profit, service, personnel and operation, are examined. Case analysis is used to integrate course material.

Notes: Credit will be granted for only one of BA1040 or BA2910. Restricted to Fitness Leadership students only.

Transfer: GMU

#### **BA1050 3 (3-0-1) UT 60 Hours 15 Weeks**

##### **Business Mathematics and Statistics**

This course emphasizes a range of mathematical calculations used in business. Students will be introduced to simple interest, compound interest, annuities, amortization, sinking funds, statistical methods, and probability theory. Practical applications will be emphasized in the course.

Transfer: AU CUC KUC

#### **BA1090 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Marketing**

This course provides an introduction to the field of marketing. The principles of product, price, promotion, and place along with understanding customer's needs are covered.

Transfer: UA UC\* UL AU AF CU CUC GMU Other

#### **BA1110 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Introduction to Accounting**

This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

Notes: BA1110 and BA1120 equal UT(3).

Transfer: UC GMU Other

#### **BA1120 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Principles of Accounting**

This course provides further examination of accounting procedures and their underlying concepts and principles. Additional standards and problems of valuation, income measurement, and disclosure in financial statements are introduced.

Prerequisites: BA1110

Notes: BA1110 and BA1120 equal UT(3).

Transfer: Other

## Course Descriptions

**BA1150 3 (3-0-2) UT 75 Hours 15 Weeks****Introduction to Computers in Business**

This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and database management.

Transfer: UL\* AU\* AF CUC Other

**BA1380 3 (3-0-0) UT 45 Hours 15 Weeks****Organizational Behavior I**

The organization of human productive energy is the central focus of this introductory course. Themes of balancing task, relationship requirements and the needs of the organization with those of the individual are stressed. Specific topics include: perception, personality, values, attitudes, motivation, group behaviour, and teamwork.

Transfer: UL AU

**BA1510 3 (3-0-1) UT 60 Hours 15 Weeks****Economics**

The nature of economic problems and systems is examined in relationship to: functions of money, commercial and central banking, national income analysis, monetary and fiscal policy, pricing under competitive and monopolistic conditions; selected topics in analysis and policy. Current economic problems will be discussed throughout the course.

Transfer: AU CUC GMU KUC

**BA2000 3 (3-1-0) UT 60 Hours 15 Weeks****Seminar in Business Policy**

Through a seminar approach, this course explores the many ethical dimensions of business and includes a major group project for which class time is allotted.

Prerequisites: Business Administration Certificate or consent of instructor

Transfer: AU GMU

**BA2010 3 (3-0-0) UT 45 Hours 15 Weeks****Advertising and Sales Promotion**

This course focuses on the formulation, implementation and evaluation of advertising and sales promotion programs. Highlighted are the practicalities of media selection, local resource availability, budgets, and measures of effectiveness.

Prerequisites: BA1090 or consent of instructor

Transfer: AU GMU

**BA2030 3 (3-0-0) UT 45 Hours 15 Weeks****Finance I**

The objectives of financial management and the related role and responsibilities of the financial manager are explored.

The approach is practical in nature with references to the development of theories in finance. The various sources of funds for a firm are explored using a corporate framework.

Prerequisites: BA1120

Transfer: UL CUC KUC Other

**BA2040 3 (3-0-0) UT 45 Hours 15 Weeks****Investment and Taxation Fundamentals**

This course covers the basic principles of investment and taxation. The course explores the structure of personal taxation including the calculations of income deductions and credits. The fundamental investment concept of risk and return, and different types of investment products available in the market place are topics included in this course.

Prerequisites: BA1050 and BA1110 or consent of instructor

Transfer: AU GMU

**BA2060 3 (3-0-2) UT 75 Hours 15 Weeks****Statistics for Business**

This is an introduction to the use of random variables, descriptive statistics, probability, the binomial and normal probability distributions, estimation, small and large sample theory, analysis of variance, tests of hypotheses, regression analysis, forecasting, time series and linear programming is provided. Practical applications are emphasized in the course.

Prerequisites: BA1050 or consent of the instructor

Transfer: AU CUC GMU KUC\*

**BA2070 3 (3-0-0) UT 45 Hours 15 Weeks****Personal Selling**

This course is designed to familiarize students with the principles, concepts and terminology of personal selling. Lectures examine the sales process, paying particular attention to developing a relationship approach to the sales transaction. Students will participate in a marketing project that will allow them to experience the process of prospecting, presenting and closing the sale.

Prerequisites: BA1090 or consent of instructor

Transfer: AU GMU

## Course Descriptions

**BA2080 3 (3-0-0) UT 45 Hours 15 Weeks****Retailing and Merchandising**

This course examines the field of retailing and merchandising from a practitioner's point of view. Mixing lectures with case studies and the examination of existing retail sites, an understanding of the concepts of retailing, merchandising, store layout and design are developed. Some different approaches to retailing, customer services and entrepreneurship are also discussed. Guest lecturers will be used where appropriate.

Prerequisites: BA1090 or consent of instructor

Transfer: UL AU CUC GMU KUC

**BA2090 3 (3-1-0) UT 60 Hours 15 Weeks****Marketing Strategy**

Utilizing a nontraditional methodology, student groups form businesses that research, implement and carry out marketing activities for community charities. The ongoing term project emphasizes how various components of the marketing mix and the environment are integral to the process of strategic and operational planning. Strategic marketing planning, product strategies, pricing objectives, channel conflict and cooperation problems, distribution systems, and the integrated promotional mix are topics which are interpreted from a "hands on" practitioner's point of view.

Prerequisites: Business Administration Certificate or consent of instructor

Transfer: UL AU CUC GMU Other

**BA2100 3 (3-0-0) UT 45 Hours 15 Weeks****Not-for-Profit Marketing and Public Relations**

This course applies the basic marketing principles and practices to the operation of a Not-for-Profit Organization. Concepts covered include: forming a board, feasibility, management, the business plan, volunteer organization, sponsorships, and fund raising. The course also explores the principles and practices of Public Relations as they apply to both the profit and not-for-profit sectors. Students participate in projects where they apply skills and knowledge learned in the course.

Prerequisites: BA1090 or consent of instructor

Transfer: GMU

**BA2110 3 (3-0-2) UT 75 Hours 15 Weeks****Intermediate Accounting I**

This course is an in-depth examination of financial accounting topics. Recent developments in accounting valuation and income determination and the related disclosure practices and reporting procedures, as recommended by professional accounting associations and applied in business today, are emphasized. The primary focus is on a comprehensive treatment of assets and liabilities. Special topics are introduced where considered appropriate.

Prerequisites: BA1110 and BA1120

Transfer: UL AU CUC KUC Other

**BA2120 3 (3-0-2) UT 75 Hours 15 Weeks****Intermediate Accounting II**

This course continues the in-depth examination of financial accounting introduced in BA2110. Issues in accounting valuation and income determination and the related disclosure practices and reporting procedures, as recommended by professional accounting associations and applied in business today, are emphasized. The focus is on the capitalization of Canadian corporations and the individual reporting problems associated with corporate income taxes, pensions, leases and the Statement of Cash Flow. The application of accounting concepts to these special areas is discussed.

Prerequisites: BA2110

Transfer: UL AU CUC GMU KUC Other

**BA2130 3 (3-0-2) UT 75 Hours 15 Weeks****Cost Accounting I**

This is the first of a two part, in-depth course examining the concepts of cost and managerial accounting. Major topics include the following: cost-volume profit-analysis, relevant costs and short-term decision making, responsibility accounting, standard costing and variance analysis, and product costing and cost flow.

Prerequisites: BA1120

Transfer: UL Other

**BA2140 3 (3-0-2) UT 75 Hours 15 Weeks****Cost Accounting II**

This course is the second of a two part, in-depth course examining the concepts of cost and managerial accounting initiated in BA2130. Topics include the following: cost-volume-profit analysis, relevant costing and short-term decision making.

Prerequisites: BA2130

Transfer: UA\* UL AU AF CUC KUC

## Course Descriptions

### **BA2160 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Taxation**

This course covers basic principles of the Canadian income tax system, structure of the Income Tax Act, and the application of rules and procedures surrounding the determination of tax liability. Both individual and corporate taxpayers are considered.

Prerequisites: BA1120 or consent of instructor

Notes: This course cannot be taken for credit if credit has already been obtained in AC3010.

Transfer: UL AU CUC KUC

### **BA2190 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Consumer Behavior**

The solution to marketing problems rests in sound analysis of consumer behavior. Using the case method, you will find a practical outlet for quantitative and qualitative consumer analysis tools. Cases will explore both goods and services marketing in both industrial and consumer environments.

Prerequisites: BA1090 or consent of instructor

Transfer: UL AU CUC GMU KUC Other

### **BA2200 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Marketing Research**

Students will learn how to identify, structure, and solve marketing problems in this course. Working with a “real world” client, the student will design, implement and report on a decisional research project. This project will allow the student to apply the marketing research theory covered in the course.

Prerequisites: BA1050 and BA1090 or consent of instructor  
Transfer: AU

### **BA2230 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Finance II**

This course is a study of the objectives of financial management and the related role and responsibilities of the financial manager. The approach is practical in nature with references to the development of theories in finance. The various applications of funds by the firm are explored in this sequential course using a corporate framework.

Prerequisites: BA2030

Transfer: UL GMU Other

### **BA2240 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Human Resource Management**

This course begins with an introduction to the Alberta Employment Standards Code and is followed by a discussion of issues related to employee discipline and dismissal. The course also includes an examination of human resource issues as they relate to harassment in the workplace, discrimination, human resource planning, job analysis and design, recruitment, selection, orientation, training and development, performance appraisal and employee compensation. Time permitting, union organizing and collective bargaining are discussed.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC

### **BA2310 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Foundations of Real Estate Appraisal**

This course examines the theory and fundamentals underlying the valuation of real estate. Land rights, property utility, physical improvements, restrictive uses, and other factors that make up value are discussed. Approaches of appraisal are explored with a description of the three most common techniques of establishing value: the market approach, the cost approach and the income approach. Also the basic principles underlying real estate valuation such as the principle of highest and best use, the principle of substitution, the principle of contribution, and the economic forces underlying real estate values are discussed.

Prerequisites: BA1050 or consent of instructor

Transfer: UA AF AU\* GMU

### **BA2390 3 (3-0-0) 45 Hours 15 Weeks**

#### **Organizational Behaviour II**

Building on BA1380, this course further examines the human side of enterprise including innovations in the field which are designed to better meet the needs of people and organizations. Topics include power and politics, conflict and negotiation, organizational culture, leadership, decision making and ethics, organizational structure, and organizational change.

Prerequisites: BA1380 or equivalent

## Course Descriptions

**BA2500 3 (3-0-2) 75 Hours 15 Weeks****Computer Applications for Accounting**

Building on the theory and skills developed in BA1110 and BA1150, this course explores software used for financial accounting. Practical experience with accounting and tax software packages will familiarize the student with current programs and their capabilities. A review of relational database management systems will reveal the technology behind the most widely used accounting applications. A brief look at XML will introduce newly emerging accounting technologies.

Prerequisites: BA1110 and BA1150 or consent of instructor

**BA2550 3 (3-0-2) UT 75 Hours 15 Weeks****Computer Applications for Marketing**

Using popular business applications software, students will learn and apply the sound principles of visual design. Term projects will include the production of promotional documents, e.g. web pages and brochures. In addition, students will learn the marketing applications of spreadsheet and database programs.

Prerequisites: BA1090 and BA1150 or consent of instructor  
Transfer: AU

**BA2620 3 (3-0-0) UT 45 Hours 15 Weeks****Accounting Information Systems**

How to develop computer-based accounting information systems and how such information systems support decision-making at all levels of management are examined in this course.

Prerequisites: BA1120 and BA1150  
Transfer: AU Other

**BA2700 3 (3-0-0) UT 45 Hours 15 Weeks****Fundamentals of Personal Finance**

The communication techniques and relationship skills, as well as the psychological characteristics that influence client behaviour are topics in this course. The course covers financial statement preparation and analysis from a personal perspective, and the cash and debt management that flows from these statements. This course reviews time value of money and economic concepts applicable to the principle subject areas of financial planning.

Prerequisites: BA1050 or consent of instructor  
Transfer: AU

**BA2710 3 (3-0-0) UT 45 Hours 15 Weeks****Customer Service**

This course prepares students to focus on customer service. Topics include the understanding of the principles of customer service and relationship building, how to develop a positive philosophy of selling as determined by customer service principles, and the understanding of how relationship building, customer service and selling interrelate.

Transfer: GMU

**BA2730 3 (3-0-0) UT 45 Hours 15 Weeks****Investment Funds in Canada**

This course offers an overview of the customers and products involved in the financial marketplace. It introduces the student to client objectives and types. Securities, financial markets, and investment portfolios are also examined. A review of mutual funds is done focusing on the different types of funds, their fees and services, and how to select a fund.

Prerequisites: BA1050 or consent of instructor  
Transfer: AU GMU

**BA2740 3 (3-0-0) UT 45 Hours 15 Weeks****Insurance and Retirement**

This course covers three main topics areas. The first topic, basics of insurance, will cover the concept of risk, the insurance industry, insurance contracts and group insurance. The second topic will cover retirement planning and management. Basics of estate planning, the final topic, will include intestacy, wills and power of attorney, probate and forms of property ownership, and family law.

Prerequisites: BA1050 or consent of instructor  
Transfer: UC AU KUC

**BA2800 3 (3-0-0) UT 45 Hours 15 Weeks****Internet Business Concepts**

This course introduces the student to conducting business online. It starts with a general examination of the Internet and e-commerce. Students will also look at business-to-consumer, business-to-business, and Government-to-Society applications of the Internet. Specific business issues related to e-commerce are examined. The course concludes by looking at the future of the Internet.

Prerequisites: BA1150 or an equivalent introductory computing course

Notes: Second year standing and a good working familiarity with the Internet is also recommended.

Transfer: UA UC AU GMU Other

## Course Descriptions

### **BA2810 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Internet Marketing**

Building on the concepts learned in BA2800, students will learn how to market product, services and ideas using the Internet. Particular emphasis will be placed on understanding the online consumer (both business-to-business and business-to-customer) and on strategically using the 4Ps of the marketing mix to meet customer needs. Prerequisites: BA2800 required; BA1090 highly recommended

Transfer: UC\* AU GMU Other

### **BA2820 3 (0-3-0) 45 Hours 15 Weeks**

#### **Image Editing and Enhancement**

This course is a theoretical and practical introduction to digital imaging. It begins with a theoretical module on light, colour concepts, colour models, image compression formats and graphic composition. The second module involves the practical application of camera basics and the principles of photography. The third module involves the use of image editing software to prepare compositions for publication on the World Wide Web.

Prerequisites: BA1150 or equivalent.

Notes: Second year standing and a good working familiarity with the Internet is also recommended.

### **BA2910 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Small Business Management**

The focus of this course is the establishment of small business enterprises and issues related to managing them. Managerial and strategic problems during the early years of business formation and growth are examined with emphasis on the entrepreneurial process, opportunity recognition, business planning, mobilizing resources and organization creation.

Prerequisites: BA1110 and BA1090

Corequisites: BA1120

Notes: Credit will be granted for only one of BA1040 or BA2910.

Transfer: GMU

### *Biochemistry*

### **BC2000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introductory Biochemistry**

An introduction to the fundamental principles of biochemistry, protein structure and function: lipids and the structure of biological membranes, nucleotides and the structure of nucleic acids, bioenergetics and the metabolism of carbohydrates, lipids, and nitrogen; the integration and regulation of cellular metabolism. This course is intended for students who require a one-term introduction to the fundamental principles of biochemistry and for students who intend to take further courses in biochemistry.

Prerequisites: CH1010 and CH2610

Notes: May not be taken for credit if credit has already been obtained in BC2030 or BC2050.

Transfer: UA UL UC AU CU CUC GMU KUC\* Other

### **BC3100 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Bioenergetics and Metabolism**

This course will enable rigorous study of the molecular mechanisms in bioenergetics and metabolism: principles of bioenergetics; reactions and pathways of carbohydrate, lipid and nitrogen metabolism, and their regulation; oxidative phosphorylation and photophosphorylation; carbohydrate biosynthesis in plants; the integration and hormonal regulation of mammalian metabolism.

Prerequisites: BC2000, CH1020 and CH2630

Notes: Students with grades of less than B- in prerequisite courses require consent of department. This course may not be taken for credit if credit has already been obtained in BC2030 and BC2050.

Transfer: UA UL AU GMU KUC\*

### **BC3200 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Structure and Catalysis**

The relationships between structure and function in biological molecules will be illustrated in detail. The course covers the structure of proteins; techniques used to study proteins; contractile proteins and immunoglobulins as illustrations of protein function; enzyme catalysis' kinetics and regulation; structural carbohydrates and glycobiology; the structure of lipids; biological membranes and mechanisms of transport; molecular mechanisms in biosignalling.

Prerequisites: BC2000, CH1020 and CH2630

Notes: Students with grades of less than B- in prerequisite courses require consent of department. This course may not be taken for credit if credit has already been obtained in BC2030 and BC2050.

Transfer: UA UL AU GMU KUC\*

## Course Descriptions

### **BC3300 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Nucleic Acids and Molecular Biology**

This is a comprehensive introduction to the biochemistry of nucleic acids. The course will cover the structure and properties of nucleotides and nucleic acids; DNA-based information technologies; genes and chromosome structure; molecular mechanisms in DNA replication, repair and recombination; RNA metabolism; protein synthesis and targeting; the regulation of gene expression.

Prerequisites: BC2000, CH1020 and CH2630

Notes: Students with grades of less than B- in prerequisite courses require consent of department. This course may not be taken for credit if credit has already been obtained in BC2030 and BC2050.

Transfer: UA UL\* AU KUC

### *Biology*

### **BI0120 5 (4-0-2) HS 90 Hours 15 Weeks**

#### **Biology Grade 11 Equivalent**

The major concepts in this course include human systems (digestion; respiration; circulation; immune, excretory and motor systems); energy and matter exchange in the biosphere; population change; photosynthesis and cellular respiration.

Prerequisites: SC0110 (Science 10); EN0110 and LL0110 (English 10-1 or 10-2) or EN0120 placement; MA0110 (Math 10C) or MA0113 (Math 10-3) or MA0120 Placement

Notes: See Also Academic Upgrading Science Requirements.

Notes: If you achieved a mark of 60 percent or better in Science 10 or Science 20 (or equivalent), within the previous two years, you may enroll in BI0120, providing the other prerequisites and co-requisites are met. If you completed a 20-level course more than 2 years ago, or achieved a mark of less than 60 percent, you should consult with an Academic Upgrading advisor regarding your Science placement.

### **BI0130 5 (5-0-1.5) HS 95 Hours 15 Weeks**

#### **Biology Grade 12 Equivalent**

The concepts in this course include nervous and endocrine systems; human reproduction and development; cell division, genetics, and molecular biology; populations and community dynamics.

Prerequisites: BI0120 (Biology 20); EN0120 (English 20-1 or 20-2) or EN0130 placement; MA0110 (Math 10C) or Math0123 (Math 20-3) or MA0120 placement.

Notes: See also Academic Upgrading Science Requirements.

Notes: If you completed a 20-level Biology course more than 2 years ago, or achieved a mark of less than 60 percent, you should consult with an Academic Upgrading advisor regarding your Science placement.

### **BI1050 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Organization and Diversity of Life**

A study of biological concepts and mechanisms illustrated by current examples of medical and environmental problems.

Notes: Students with credit in BI1050 will not receive credit in BI1070 or BI1080. Bachelor of Science students will not receive credit for this course.

Transfer: UA\* UC\* UL AU AF\*

### **BI1070 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Introduction to Cell Biology**

All life functions are based on cells, and this course will provide an introduction to cell structure and function. Major topics will include the origin of life, the development of prokaryotic and eukaryotic cell lineage, energy conversions, the compartmentation of biochemical functions within a cell and communication from cell to cell. The genetic control of cell activities is examined through methods of molecular genetic analysis and their application in genetic engineering and biotechnology.

Prerequisites: Biology 30 and Chemistry 30

Notes: BI1070 and BI1080 can be taken in either order.

Transfer: UA UC UL AU AF CU GMU KUC

## Course Descriptions

### **BI1080 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Introduction to Biological Diversity**

This course examines the major lineages of life on Earth. It provides an overview of evolutionary principles and classification, the history of life, and the key adaptations of prokaryotes, protists, fungi, plants, and animals.

Laboratories survey the diversity of biological form and function, and introduce students to data collection and scientific writing.

Prerequisites: Biology 30

Notes: BI1070 and BI1080 can be taken in either order.

Transfer: UA UC UL AU AF CU GMU KUC

### **BI2010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Cellular Biology**

This course presents the ultra-structure and metabolism of cells. Topics include energy in biological systems; photosynthesis; cellular respiration; contractility; cell growth and replication.

Prerequisites: BI1070 and 1000 level Chemistry (CH1010, CH1030, CH1610, or CH1630)

Transfer: UA UC UL AU AF CU CUC GMU KUC

### **BI2070 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Molecular Genetics and Heredity**

This course covers chromosomal and molecular basis for the transmission and function of genes. The construction of genetic and physical maps of genes and genomes.

Strategies for the isolation of specific genes. Examples of regulatory mechanisms for the expression of the genetic material in both prokaryotes and eukaryotes.

Prerequisites: BI1070

Transfer: UA UC UL AU CU GMU KUC

### **BI2080 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Principles of Ecology**

Ecology is the scientific study of interactions between organisms and their environment in a hierarchy of levels of individuals, organizations, populations, communities and ecosystems. This course is designed to provide a comprehensive survey of general concepts that can stand alone or serve as preparation for advanced courses in ecology. Labs emphasize the collection, analysis and interpretation of data from ecological experiments to illustrate and complement the lecture material. Examples will be drawn from a broad range of organisms and systems.

Prerequisites: BI1080

Transfer: UA UC\* UL AU AF CU GMU KUC

## ***Beekeeping***

### **BK101 1 (0-0-3) 27 Hours 9 Weeks**

#### **Basic Apiary and Field Skills**

This course addresses the practical skills needed for day-to-day commercial beekeeping operations. These include safety, truck and forklift driving and maintenance, loading and tying a truck, preparing brood chambers and assembling supers.

### **BK110 2 (1-0-4) 45 Hours 9 Weeks**

#### **Technical Woodworking**

This hands-on course is designed to give students basic skills with saws and woodworking equipment used to manufacture beehives and related equipment.

### **BK122 1 (1.5-0-1) 22.5 Hours 9 Weeks**

#### **Introductory Botany**

This course is an introduction to the structures and functions of flowering plants, physiology of nectar and pollen, and crops that can be used in honey production.

### **BK132 3 (4-0-3) 63 Hours 9 Weeks**

#### **Honey Bee Biology**

This course provides an in-depth study of honey bees, their behavior and anatomy. Honey bee genetics, bee breeding and selection, and the colony will also be covered.

### **BK133 1 (1.5-0-1) 22.5 Hours 9 Weeks**

#### **Introduction to Bee Disease and Management**

This is an introduction to microbiology, honey bee diseases and the integrated pest management approach to disease management.

### **BK134 2.5 (2-0-6) 72 Hours 9 Weeks**

#### **Hive Management for Honey Production**

This nuts and bolts course is a practical introduction to all phases of beekeeping and honey production through the yearly beekeeping cycle.

### **BK135 3.5 (16-0-16) 96 Hours 3 Weeks**

#### **Queen Rearing**

This course examines the theory behind queen rearing, management practices involved in producing queens on a commercial scale, and a substantial field experience component. Course structure: classroom learning (1 week, 32 hours) plus field trips/practicum experience (2 weeks of 32 hours each).

## Course Descriptions

**BK199 1 (0-30-0) 30 Hours 1 Week****Work Experience Preparation**

This course prepares students for their beekeeping work experience. This preparation includes Standard First Aid Training, a review of agricultural work place, an overview of expected tasks and responsibilities, required record keeping and checklists, and an introduction to the student's proposed work placement and employer.

**BK200 5 (0-0-40) 920 Hours 23 Weeks****Beekeeping Work Experience**

This is a 23-week paid practical work experience; students are placed with a commercial beekeeping operation.

**BK210 1 (0-30-0) 30 Hours 1 Week****Integration and Professional Development**

This course provides an opportunity for students to integrate the theory of apiculture with their beekeeping work experience as well as the professional development experience of participating in the annual Alberta Beekeepers conference. At the conference, students will attend apiculture sessions, give a short presentation or poster session, and network with 100+ Alberta beekeepers. The course includes 10 hours of integration seminars and 20 hours of professional development.

**BK310 1 (3-0-0) 24 Hours 8 Weeks****Food Safety and Regulations for Beekeepers**

This course is a study of government regulations, policies, guidelines, standards and certifications that impact honey production, processing, marketing. Includes honey house requirements and hygiene, current issues/trends for food safety and traceability.

**BK320 3 (5-2-2) 72 Hours 8 Weeks****Business of Bees**

This course provides an overview of sound business practices in the management of an apiary. Topics include principles and practices for business start-up, budgeting, financial record keeping, computer fundamentals, information management, and resources for honey operations.

**BK331 2 (2-2-2) 48 Hours 8 Weeks****Advance Management Options for Beekeepers**

This course is an in-depth study of various contemporary options to increase production, manage bees, or increase value.

**BK332 1.5 (2-2-1) 40 Hours 8 Weeks****Product Processing, Packaging and Marketing**

A look at honey house design, processing methods, value-adding options, packaging, market trends for honey, options for selling honey and honey-related products.

**BK333 1 (0-0-33) 33 Hours 1 Week****Processing and Packaging Field Trip**

This course is a week-long field trip to major honey processing and packaging facilities in Alberta. Students will visit various commercial processors, see many packaging and value-adding options, and have the opportunity to discuss processing and packaging with industry leaders.

**BK361 1.5 (2.5-0-2) 36 Hours 8 Weeks****Integrated Pest Management**

Focus on the integrated approach to manage pests, diseases, parasites and other threats to bees/colonies and an in-depth study of monitoring, control strategies, and the safe use and handling of chemicals used to maintain hive health.

**BK365 1 (2-0-0) 16 Hours 8 Weeks****Bees and the Environment**

This course provides a larger context for the practice of beekeeping. Topics include an overview of the industry in Canada, North America and globally, the evolution of beekeeping, the role of bees in the human food link, global issues and trends in beekeeping and the role of beekeepers in advocacy for bees and the environment.

***Early Learning and Child Care*****CD1000 3 (3-0-0) 45 Hours 15 Weeks****Child Development I**

This is an introductory course providing insight into children's development from conception to age two. This course provides an overview of principles, domains, and major theories of children's development and influences on development during the prenatal and neonatal stages, as well as during infancy and toddlerhood. The relationship between theory and practice in infant-toddler programs is also examined.

## Course Descriptions

### **CD1011 2 (2-0-0) 30 Hours 15 Weeks**

#### **Introduction to Early Learning and Child Care**

This course offers a broad overview of the field of early learning and child care. Students will investigate historical factors that have shaped early childhood theory and practice and will examine a variety of program models and their goals. The roles and responsibilities of the early childhood educator and determinants of quality early childhood programs are also discussed. This course also introduces students to some of the agencies and resources that support the professional growth of early childhood educators.

Notes: Credit will be granted for CD1010 or the combination of CD1011 and CD1370.

### **CD1020 2 (3-0-0) 30 Hours 10 Weeks**

#### **Health, Nutrition and Safety**

This course provides the knowledge, skills and attitudes required to provide for the basic health, safety and nutritional needs of young children. Requirements for healthy and safe early childhood environments will be identified. The nutritional needs of young children will be established and appropriate menu planning strategies explored. Developmentally appropriate practices and experiences for establishing healthful attitudes in young children are also included.

### **CD1045 3 (0-2-8) 126 Hours 15 Weeks Seminar 12 Weeks Practicum**

#### **Practicum I**

This course introduces students to the field of early learning and child care. Students will observe and participate in a variety of early childhood settings and begin to integrate concepts and theories from course work with practical experience in the field. Students will attend regularly scheduled seminars throughout the practicum weeks.

Prerequisites or Corequisites: CD1000, CD1050, CD1011 and CD1330

Notes: Students who choose to complete a workplace practicum in an infant and toddler program must complete CD2070 Infant and Toddler Care as a prerequisite. Students who choose to complete a workplace practicum in a school age care program must complete CD2120 School Age Care and Development as a prerequisite or receive consent of the Department.

Notes: Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.

### **CD1050 3 (3-0-0) 45 Hours 15 Weeks**

#### **Art, Literature and Music**

A practical course which explores children's art, literature and music from a child-centred perspective.

### **CD1100 3 (4-0-0) 45 Hours 11 Weeks**

#### **Child Development II**

This course focuses on the physical, cognitive, creative, and psychosocial development of children from 2-6 years of age and factors that contribute to individual variations in development. Theoretical perspectives and research findings that contribute to our understanding of child development will be examined, as well as their implications for practice in Early Learning and Child Care settings.

Prerequisites: CD1000 and CD1330 or consent of the Department

### **CD1145 5 (0-2-32) 272 Hours 8 Weeks**

#### **Practicum II**

This is normally an eight week practicum in an early childhood setting. Students will have the opportunity to apply theory to practice in their work with young children. Students will spend time in the Children's Centre demonstration program as a component of this practicum and will attend weekly seminars throughout the practicum weeks.

Prerequisites: CD1020, CD1045, CD1100, CD1350, CD1370 and CD2070 or consent of the Department

Notes: Students who choose to complete a workplace practicum in a school age care program must complete CD2120 School Age Care and Development as a prerequisite. Students must successfully complete CD1350 immediately prior to taking CD1145 or have consent of the Department.

Notes: Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.

### **CD1330 3 (3-0-0) 45 Hours 15 Weeks**

#### **Understanding Children's Play**

This course provides an introduction to the central role of play in early learning and child care settings, with an emphasis on developmentally appropriate, culturally-sensitive practices. This course focuses on a number of topics including the nature, value, and types of play, as well as important theories and issues regarding play. Students will also learn about the role of the practitioner in play, including the use of appropriate observation and documentation to understand and support children's development through play.

Prerequisites: CD1000 or consent of instructor

## Course Descriptions

### **CD1350 3 (4-0-0) 45 Hours 11 Weeks**

#### **Supporting Children's Play**

The adults' role in supporting young children's learning and development with an emphasis on a child-centered, play-based approach to curriculum planning will be examined in this course. Appropriate child centered routines, schedules, transitions and group times will also be discussed. The focus is on children from birth to age 6.

Prerequisites: CD1000, CD1011 and CD1330 or consent of the instructor

Notes: Credit will be granted for CD1350 or the combination of CD1150 and CD1170.

### **CD1370 2 (3-0-0) 30 Hours 10 Weeks**

#### **Guiding Children's Behaviour I**

This course is designed to help students understand children's behaviour and what it means to use a positive guidance approach in supporting children's social, emotional, and moral development. Environmental and developmental factors which influence behaviour are examined, as are the principles of the guidance approach and ways in which these principles can be applied in early learning and child care settings.

### **CD2000 2 (2-0-0) 30 Hours 15 Weeks**

#### **Child Development III**

This course focuses on the temperament of young children, their personality and emotional development. Students will also examine the development of self-concept and self-esteem during the early childhood years and the adult's role in each of these areas of development.

Prerequisites: Successful completion of first year or consent of the Department

### **CD2020 2 (4.5-0-0) 30 Hours 7 Weeks**

#### **Environments for Young Children**

This course focuses on how the child's physical environment supports social, cognitive, physical and emotional development through the early childhood years. Students will analyze specific components of high quality environments for young children and will learn important principles that can be applied to the design of indoor and outdoor play environments for preschool children.

Prerequisites: Successful completion of first year

Notes: Students must successfully complete CD2020 immediately prior to taking CD2145.

### **CD2045 4 (0-2-28) 182 Hours 7 Weeks Seminar**

#### **6 Weeks Practicum**

#### **Practicum III**

This is normally a six week practicum in a community early childhood setting such as a child care center, nursery school, kindergarten, family day home or a special placement such as a play program for children in a woman's shelter or an early intervention program. Students will attend weekly seminars throughout the practicum weeks.

Prerequisites: Certificate in Early Learning and Child Care, CD2050, HS1217, and CD2380

Notes: Students who choose to complete a workplace practicum in a school age care program must complete CD2120 as a prerequisite.

Notes: Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.

### **CD2050 3 (5.5-0-0) 45 Hours 8 Weeks**

#### **Science, Math and Social Knowledge**

This course introduces students to science, mathematical and social knowledge. The course emphasis is on integrating social, physical and logical mathematical experiences in the preschool child's environment. Students learn to use developmentally appropriate curriculum to facilitate the young child's construction of knowledge in these areas.

Prerequisites: Successful completion of first year or consent of the Department

### **CD2070 2 (3-0-0) 30 Hours 10 Weeks**

#### **Infant Toddler Care**

A practical course which examines the characteristics of quality programs for infants and toddlers and explores programming techniques which respond to the individual and group needs of children up to 36 months of age. The focus of this course is on developing an awareness of the critical importance of care and interaction in the lives of infants and toddlers.

Prerequisites: CD1000 or consent of the Department

### **CD2080 2 (4.5-0-0) 30 Hours 7 Weeks**

#### **Interpersonal Communications II**

This course further explores the interrelationship between self-concept, self-awareness and communicative processes. Strategies for dealing with stress are examined.

Prerequisites: Successful completion of first year or consent of the Department

## Course Descriptions

### **CD2090 3 (6.5-0-0) 45 Hours 7 Weeks**

#### **Child, Family and Community**

The focus of this course is understanding families and developing an awareness of the challenges they may face. This course will examine the diversity of families, various critical issues confronting families, including their effects on children, and the role of the early childhood professional in supporting children and their families.

Prerequisites: Successful completion of first year or consent of the Department

Notes: Students with credit in CD2091 will not also receive credit for this course.

### **CD2110 2 (4.5-0-0) 30 Hours 7 Weeks**

#### **Working With Families**

This course focuses on a family centered approach to working with families in early childhood settings. Students will explore strategies for establishing and maintaining collaborative relationships with families and involving them in the care and education of their children.

Prerequisites: Successful completion of first year or consent of the Department

Notes: Students must successfully complete CD2110 immediately prior to taking CD2145.

### **CD2120 3 (5.5-0-0) 45 Hours 8 Weeks**

#### **School Age Care and Development**

This course examines the developmental characteristics of children ages 6 through 12 years and the components of high quality out of school care programs. Students will acquire the knowledge and skills to ensure that the environment, experiences and interactions meet the needs of school age children.

Prerequisites: Completion of first year or consent of the Department

### **CD2145 6 (0-2-28) 254 Hours 15 Weeks Seminar**

#### **8 Weeks Practicum**

##### **Practicum IV**

Students will attend weekly seminars throughout the semester in preparation and support of this practicum. Students will design and operate an eight week program for preschool children. With the support of program instructors, students will be responsible for all aspects of a program for young children and their families.

Prerequisites: All first and second year courses in the Early Learning and Child Care curriculum and a First Aid/CPR certificate, or consent of the Department

Notes: Students must successfully complete CD2020 immediately prior to taking CD2145.

### **CD2380 2 (4-0-0) 30 Hours 8 Weeks**

#### **Guiding Children's Behaviour II**

This course builds on CD1370 (Guiding Children's Behaviour I) and provides an in depth exploration of factors that influence children's behaviour, as well as guidance strategies practitioners can use to build children's social competence. Emphasis is placed on the importance of the adult-child relationship as the foundation for children's social, emotional and moral development. This course also offers strategies for coping with challenging behaviours, such as bullying and for working collaboratively with parents to resolve behavioural issues.

Prerequisites: Successful completion of all first year courses or consent of the Department

### *Chemistry*

#### **CH0120 5 (4-0-2) HS 90 Hours 15 Weeks**

##### **Chemistry Grade 11 Equivalent**

Major concepts include inorganic nomenclature; atomic structure, orbitals; ionic and covalent bonding, hydrogen bonding, metallic bonding, Van der Waal forces, ionization, electronegativity, VSEPR; solutions, stoichiometry, empirical formulas, percent composition, pH, molarity, equilibrium, Arrhenius acids and bases.

Prerequisites: SC0110 (Science 10); MA0110 (Math 10C) or MA0120 placement.

Notes: See also Academic Upgrading Science Requirements.

Notes: If you achieved a mark of 60 percent or better in Science 10 or Science 20 (or equivalent), within the previous two years, you may enroll in CH0120, providing the other prerequisites and co-requisites are met. If you completed a 20-level course more than 2 years ago, or achieved a mark of less than 60 percent, you should consult with an Academic Upgrading advisor regarding your Science placement.

#### **CH0130 5 (5-0-1.5) HS 95 Hours 15 Weeks**

##### **Chemistry Grade 12 Equivalent**

Course concepts include: thermochemical changes; chemical equilibrium focusing on acid-base systems; and chemical reactions of select classes of organic compounds. Energy changes and safety are emphasized.

Prerequisites: CH0120 (Chemistry 20); MA0122 (Math 20-2), or MA0120 (Math 20-1) or MA0130 placement. Also see Academic Upgrading Admission requirements.

Notes: If you completed a 20-level Chemistry course more than 2 years ago, or achieved a mark of less than 60 percent, you should consult with an Academic Upgrading advisor regarding your Science placement.

## Course Descriptions

**CH1010 3 (3-1-3) UT 105 Hours 15 Weeks****Introductory University Chemistry I**

Lectures include stoichiometry, atomic structure and bonding, states of matter and intermolecular forces, chemistry of the elements.

Prerequisites: Chemistry 30 or equivalent

Transfer: UA UC UL AU AF CU GMU KUC Other

**CH1020 3 (3-1-3) UT 105 Hours 15 Weeks****Introductory University Chemistry II**

Lectures include chemical kinetics, thermochemistry, thermodynamics, equilibrium, acids and bases, electrochemistry, and coordination chemistry.

Prerequisites: CH1010

Transfer: UA\* UC UL AU AF\* CU GMU KUC Other

**CH1030 4.3 (3-1-3/2) UT 82.5 Hours 15 Weeks****Introductory University Chemistry I**

Basic chemical concepts, atomic and molecules structure, chemical bonding, behaviours of liquids, solids and gases.

Prerequisites: Chemistry 30 or equivalent

Notes: Restricted to Engineering Students.

Transfer: UA UC UL AU AF CU CUC

**CH1050 3.8 (3-1-3/2) UT 82.5 Hours 15 Weeks****Introductory University Chemistry II**

Chemical kinetics and equilibria, acid-base and solubility equilibria, electrochemistry and thermodynamics.

Prerequisites: CH1030

Notes: Restricted to Engineering students.

Transfer: UA UC UL AU AF CU CUC KUC

**CH1640 3 (3-0-3) UT 90 Hours 15 Weeks****Organic Chemistry I**

The study of basic molecular structure and reactivity of organic compounds based on their functional groups. Introduction to nomenclature, three dimensional structure, physical properties, and reactivity of compounds of carbon. Functional groups covered will emphasize alkanes, alkenes, alkynes, alkyl halides, alcohols, and some aromatics. Examples will include hydrocarbons (petroleum products), halogenated organic compounds (e.g. pesticides), and polymers or industrial importance which may be found in everyday life.

Prerequisites: Restricted to students with 90 percent or higher in Chemistry 30

Notes: Students who have credit in CH1010 must register in CH2610.

Transfer: UA

**CH2110 3 (3-0-4) UT 105 Hours 15 Weeks****Quantitative Analysis I**

This course includes the principles, methods and experimental applications emphasizing solution phase equilibria, titrimetry, volumetric laboratory skills and evaluation of experimental data. Includes examples of organic and inorganic analysis.

Prerequisites: CH1020

Transfer: UA UC UL AU AF CU CUC GMU KUC

**CH2130 3 (3-0-4) UT 105 Hours 15 Weeks****Quantitative Analysis II**

This is a continuation of CH2110 emphasizing the principles, methods and experimental applications of separation techniques, atomic and molecular spectrometry, electrochemistry and evaluation of experimental data. Includes examples of organic and inorganic analysis, and use of the analytical literature.

Prerequisites: CH2110

Transfer: UA UC UL AU AF CU CUC GMU KUC

**CH2610 3 (3-1-3) UT 105 Hours 15 Weeks****Organic Chemistry I**

The correlation of structure and chemical bonding in carbon compounds with the physical properties and chemical reactivity of organic molecules. Discussion will be based on functional groups with emphasis on hydrocarbons and derivatives that contain halogens, oxygen, sulfur and the hydroxyl group. Introduction to stereochemistry, three dimensional structure, reaction mechanisms, especially addition to double bonds, nucleophilic substitution and elimination reactions, and methods of structure determination. The study covers the functional group chemistry of alkanes, alkenes, alkynes, alcohols, ethers and sulfides.

Prerequisites: CH1010 or CH1030

Notes: Credit will be granted for only one of CH1610 or CH2610.

Transfer: UA UC UL AU\* AF CU CUC GMU KUC\*

## Course Descriptions

**CH2630 3 (3-1-3) UT 105 Hours 15 Weeks****Organic Chemistry II**

Continuation of the study of structural and chemical properties of the basic functional groups of organic compounds including aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives and amines. Illustration of these functional groups in natural products such as carbohydrates, amino acids and proteins, nucleic acids and lipids and discussion of the application of spectroscopic methods for structure determination in simple organic molecules.

Prerequisites: CH1610 or CH2610

Notes: Credit will be granted for only one of CH1630 or CH2630. Engineering students who take this course will receive 4.5 credits of transfer to UofA.

Transfer: UA UC UL AU\* AF CU CUC GMU KUC

**CH2750 3.8 (3-1-1.5) UT 82.5 Hours 15 Weeks****Physical Chemistry**

Chemical potential and theory of chemical equilibrium; theory of real gases and other non-ideal systems; activity and standard states. Electrochemical cells and chemical potential. Kinetic theory of gases, Maxwell-Boltzmann distribution, transport properties. Thermodynamics of surfaces including colloids; adsorption, surface tension. Simple theories of chemical kinetics and reaction mechanisms; catalysis.

Prerequisites: CH2710

Notes: Restricted to Engineering students only.

Transfer: UA\* UL AU AF CU

**CH3710 3 (3-1-3) UT 105 Hours 15 Weeks****Energetics of Chemical Reactions**

A study of the implications of the laws of thermodynamics for transformations of matter including phase changes, chemical reactions, and biological processes. Topics include: thermochemistry; entropy change and spontaneity of processes; activity and chemical potential; chemical and phase equilibria; properties of solutions; simple one- and two-compound phase diagrams. The conceptual development of thermodynamic principles from both macroscopic and molecular levels, and the application of these principles to systems of interest to chemists, biochemists, and engineers will be emphasized.

Prerequisites: CH1020 or CH1050 and MA1150 or MA1010

Transfer: UA UL AU CU KUC Other

**CH3730 3 (3-1-3) UT 105 Hours 15 Weeks****Physical Properties and Dynamics of Chemical Systems**

A continuation of CH3710 in which the physical properties of chemical systems and the dynamics and energetics of chemical processes are discussed. Topics include: colligative properties; electrochemical cells and ion activities, implications for ionic equilibria; kinetic theory and transport properties of gases and liquids; surfaces and colloid chemistry; reaction dynamics, detailed mechanisms of chemical reactions, catalysis. The emphasis will be on the development of principles of physical chemistry and their application to properties and processes of interest to chemists, biochemists, and engineers.

Prerequisites: CH3710 or equivalent

Notes: This course may not be taken for credit if credit has already been received in CH2750.

Transfer: UA UL\* AU CU GMU KUC Other

**Computing Science****CP0100 3 (0-0-3) HS 45 Hours 15 Weeks****Introductory Keyboarding**

This course introduces students to computer hardware and the Windows operating system. The focus is on touch keyboarding to master alphabetic, numeric, and information copy.

**CP0101 3 (0-0-3) HS 45 Hours 15 Weeks****Advanced Keyboarding**

Students will continue to develop keyboarding skills by practicing touch keying. Emphasis will be placed on speed building while maintaining accuracy. In addition, students will be introduced to: the basics of word processing in order to create and format simple documents; the tools and methods used to obtain information from the internet; and email as a personal and business communication tool.

Prerequisites: CP0100 or proficiency keyboarding test with 15 net wpm

**CP0105 3 (0-0-3) HS 45 Hours 15 Weeks****Computer Application I**

Beyond continuing to improve keyboarding skill, this overview course introduces principles and practices common in several software applications. Practical projects include document preparation, formatting, revision and storage.

Prerequisites: CP0101 or proficiency keyboarding test with 20 net wpm

Corequisites: EN0100 or higher, or equivalent

## Course Descriptions

### **CP0110 3 (0-0-3) HS 45 Hours 15 Weeks**

#### **Computer Applications II**

This course includes not only advanced software applications but also the study of terminology and concepts related to computer hardware and software. Features and capabilities of computers will be assessed in relation to specific user needs.

Prerequisites: CP0105

### **CS1000 3.8 (3-0-2) UT 75 Hours 15 Weeks**

#### **Computer Programming for Engineers**

This is computer programming for solving engineering problems. Structured programming in MATLAB is included.

Transfer: UA UC\* UL AU AF CU CUC KUC

### **CS1010 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Introduction to Computing**

This course provides an overview of computing science concepts for students with little or no programming background. Topics include representation of data, machine architecture, operating system concepts, properties of algorithms and computational problems, syntax of a high-level procedural programming language, basic data types and control structures. Students do introductory programming in this course.

Notes: This course can be taken prior to, or concurrently with, CS1140. It cannot be taken for credit if credit has been previously obtained in CS1140.

Transfer: UA UC\* UL\* AU AF GMU KUC

### **CS1140 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Introduction to Computing Science**

An introduction to Computing Science in which you learn to solve simple problems by writing small computer programs in JAVA. This course presents a high-level object-oriented computing model based on objects as well as primitive data types, control structures and methods. It will be limited to basic elementary algorithms and techniques for constructing elegant and robust solutions to simple problems. The laboratories will offer you the opportunity to translate concepts presented in lectures into interesting application programs.

Prerequisites: Mathematics 30-1 or equivalent and previous computer knowledge

Notes: Credit will be granted for only one of CS1140 or CS1000.

Transfer: UA UL\* AU AF CU CUC GMU KUC

### **CS1150 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Elementary Data Structures**

This course provides a review of programming principles (specification, implementation and testing), and an extension of object-oriented concepts from CS1140 including data abstraction, modular program construction and program reuse. The emphasis is on dynamic data structures (e.g. lists, string, stacks, queues, tables), and their associated algorithms (e.g. recursion, traversal, sorting, searching, hashing).

Prerequisites: CS1140 or CS1000

Transfer: UA UC\* UL\* AU AF CU CUC GMU KUC

### **CS2000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Data Communications and Networking**

This course provides an introduction to computer communications and computer networks. Topics will include communication hardware and software, protocols, local area and wide area networks, and network management.

Transfer: AU UL

### **CS2010 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Practical Programming Methodology**

This course introduces you to the principles, methods, tools, and practices of a professional programmer working in a rich programming environment. The lectures focus on the fundamental principles of programming methodology based on abstract data types and their implementations. The laboratories offer an intensive apprenticeship opportunity for the aspiring software developer. You will use the programming languages C and C++ and software development tools supported by the Microsoft Windows and UNIX programming environment.

Transfer: UA UC UL AU AF CU GMU KUC

### **CS2020 3 (1.5-0-3) UT 67.5 Hours 15 Weeks**

#### **Technology Tools for Teaching and Learning**

This course will provide 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.

Transfer: UA UC\* UL\* AU AF GMU

## Course Descriptions

### **CS2040 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Algorithms I**

The first course of a two course sequence on algorithm design and analysis stream, with the emphasis on the fundamentals such as searching, sorting and graph algorithms. Examples include divide and conquer, dynamic programming, greedy method, backtracking, and local search methods. Analysis techniques will be developed to aid in judging program efficiency.

Prerequisites: CS1150, CS2720, and MA1130

Transfer: UA UC UL AU AF CU GMU KUC

### **CS2050 3 (1-0-3) UT 60 Hours 15 Weeks**

#### **Network Systems, Management and Security**

This course will be of interest to students who want to learn how to implement, manage and troubleshoot network and server environments. Students will learn how to create and maintain network resources and develop network security policies and procedures. Topics will include network architectures and protocols (including wireless), network operating systems, Internet services, networking components (including network adapters, repeaters, hubs, switches, bridges, routers, gateways, firewalls and proxy servers), network virus protection, network backup and restoration, Windows and Linux management security.

Transfer: AU

### **CS2100 3 (3-0-1.5) UT 67.5 Hours 15 Weeks**

#### **Computer Game Studies**

This course will act as a comprehensive introduction to the concepts and issues in new media technologies with an emphasis on computer games. Students will gain an appreciation of the broad range of perspectives which new media and games encompass, including graphics realism and aesthetics, culture, sociology, psychology, philosophy and literary studies. Ultimately, these will converge on discussions relating to current game designs and development, as well as visioning directions and medium for the next generation of games.

Transfer: UA\* AU UL AF\*

### **CS2210 3 (1-0-2) UT 45 Hours 15 Weeks**

#### **Introduction to PC Hardware and Systems Configuration**

This course introduces the fundamentals of PC hardware. Students will open up machines, install devices such as floppy drives, hard drives, I/O cards, video cards as well as memory, format drives, install operating systems, explore a variety of different software packages, attach communications equipment and supporting software. The course will also deal with memory management issues (autoexec and config files), Ram drives, IRQ settings, environment variables and installing device drivers. Other topics will include issues related to optimizing and fine tuning Windows and Window based applications, and may introduce concepts in contemporary operating systems such as Windows NT and Unix variants such as BSD and Linux.

Transfer: AU KUC

### **CS2290 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Computer Organization and Architecture I**

General introduction to number representation, architecture and organization concepts of von Neumann machines, assemble level programming, exception handling, peripheral programming, floating point computations and memory management.

Prerequisites: CS1150

Transfer: UA UC\* UL AU AF GMU KUC

### **CS2720 3 (3-1-1.5) UT 82.5 Hours 15 Weeks**

#### **Formal Systems and Logic in Computing Science**

An introductory course to present the tools of set theory, logic and induction, and their use in the practice of reasoning about algorithms and programs. Basic set theory. The notion of a function. Counting. Propositional and predicate logic and their proof system will be studied. Inductive definitions and proofs by induction will be covered along with program specification and correctness.

Prerequisites: CS1000 or CS1010 or CS1140

Transfer: UA UC UL AU AF CU CUC GMU KUC

### **CS2910 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Introduction to File and Database Management**

This course includes basic concepts in computer data organization and information processing; hardware, physical organization, and access methods for file storage; file I/O; introduction to database systems.

Transfer: UA\* UC UL AU AF\* CU GMU KUC

## Course Descriptions

**CS3010 3 (3-0-2) UT 75 Hours 15 Weeks****User Interfaces**

(Formerly CT2020) This course is an introduction to the theory, design and programming of modern user interfaces. Topics will include: human factors; interaction design; usability; software development with graphical user interfaces (GUI) for computers, game consoles and mobile devices; input and output devices (including game controllers).

Prerequisites: CS2010

Transfer: UA\* UC UL AU

**CS3060 3 (3-0-3) UT 90 Hours 15 Weeks****Introduction to Image Processing**

Introduction, history, and applications; scanning and quantization; visual perception; output devices; pattern recognition; feature extraction; decision theory; classification rules; data representation and formats; image enhancement and restoration; edge detection; segmentation and texture; correlation and registration.

Prerequisites: CS1150 or CS2010

Transfer: UA\* UC UL AU

**CS3110 3 (3-0-3) UT 90 Hours 15 Weeks****Introduction to Computer Graphics**

Graphical input and output devices; segments; interactive input techniques; user interface design; windowing and clipping; 2D and 3D transformation; 3D modeling and viewing; hidden-line and hidden-surface removal.

Prerequisites: CS1150 or CS2010

Transfer: UA\* UC UL AU

**CS3120 3 (3-0-3) UT 90 Hours 15 Weeks****Experimental Robotics**

A project-based course dealing with the design and implementation of behaviour-based robots to accomplish specific tasks. Students work in groups and are introduced to concepts in sensor technologies, sensor data processing, motion control, embedded system design, real-time programming and behaviour arbitration.

Corequisites: CS2290 or CS3290

Transfer: UA\* UC UL AU

**CS3130 3 (3-0-3) UT 90 Hours 15 Weeks****Telecommunications and Computers**

Introduction to computer communication networks. Digital data and voice transmission. Protocols for error and flow control, media access for LANs and MANs, routing and condition control, interconnection of networks.

Introduction to recent advances in networks.

Prerequisites: CS2010 and CS2000

Transfer: UA\* UL AU

**CS3290 3 (3-0-3) UT 90 Hours 15 Weeks****Computer Organization and Architecture II**

Digital circuits, combinational systems, memory, register transfer, control logic design, CPU design, and advanced topics on micro-architectures.

Prerequisites: CS2290

Transfer: UA UC UL AU AF KUC

**CS3610 3 (3-0-2) UT 75 Hours 15 Weeks****Systems Analysis and Design**

By means of lectures and CASE studies you will be introduced to the methods used by Systems Analysts in determining the information needs of an organization. A systems development life cycle will be discussed in detail.

Prerequisites: CS1140

Transfer: AU KUC

**CS3790 3 (3-0-2) UT 75 Hours 15 Weeks****Operating Systems**

You will be introduced to concepts and features commonly found in operating systems. Class discussion will concentrate on traditional operating system topics (processes, memory management, file systems, input/output) as well as distributed operating system topics (communication, synchronization, and distributed file systems). UNIX will be studied as an example of traditional and distributed operating systems.

Prerequisites: CS1150

Transfer: UA\* UC UL AU

**CS3990 3 (3-0-3) UT 90 hours 15 Weeks****Web Based Internet Technology**

This course introduces students to various aspects of Internet and web technologies such as HTML/XHTML, CSS, XML, and JavaScript/Java through research and project related assignments. The exact topics covered in this course will be at the discretion of the instructor.

Prerequisites: CS2010

Transfer: UA\* UC UL AU

**CS3995 3 (3-0-3) UT 90 Hours 15 Weeks****Selected Topics in Computing Science**

The content of this course will include topics and issues which are currently of interest to the general computing community.

Corequisites: CS2010

Transfer: UA AU

## Course Descriptions

### *Dance*

#### **DA1000 3 (2-0-2) UT 60 Hours 15 Weeks**

##### **The Spectrum of Dance in Society**

This course will present the theory and practice of dance as a human physical activity. Focus will be on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The study will include movement content, techniques, improvisation, and composition in a variety of dance forms including modern/creative, social, jazz, and folk dance.

Notes: Non B.P.E./B.Ed. students require consent of department.

Transfer: UA UC UL AU AF CU CUC GMU KUC

#### **DA1550 1.5 (0-0-3) UT 45 Hours 15 Weeks**

##### **Social Dance**

Personal skill acquisition in several variations and sequences of the fox trot, waltz, tango, jive, rumba and cha cha will be covered. Integral to this will be the development of good partnering and rhythmic abilities.

Transfer: UA UC UL AU\* AF CU GMU

#### **DA1600 1.5 (0-0-3) UT 45 Hours 15 Weeks**

##### **Jazz Dance**

This course will include personal skill acquisition in body awareness and placement, locomotion and choreographed jazz dance.

Transfer: UA UC UL\* AU\* AF CU KUC

### *Digital Design*

#### **DD1021 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Popular Music in the Twentieth Century**

This course explores major movements in North American popular music. Topics include blues, jazz, hillbilly, country, musical theatre, folk, and rock music.

Prerequisites: No prerequisites, no musical knowledge or skill required

Transfer: UA UC\* UL AU AF\* KUC GMU

#### **DD1081 3 (2-0-1) UT 45 Hours 15 Weeks**

##### **An Introduction To Music Technology**

This course will introduce the elements, technical systems, and architecture of music in the recording arts with emphasis on practical experience with MIDI and digital audio recording. Students will gain practical experience with microphones, mixing boards, signal processors, and digital audio workstation (DAW) software such as Pro Tools and Digital Performer. Students will explore the use of real time audio tracks in conjunctions with MIDI and virtual instruments tracks and loops.

Prerequisites: Music Theory Placement Exam (pass), or MU1000, or Grade Two Conservatory Music Theory, or equivalent

Notes: Audit restrictions may apply.

Transfer: UA UC AU CU KUC Other

#### **DD1082 3 (0-0-3) 45 Hours 15 Weeks**

##### **Introduction to Video Production**

This course provides exposure to the techniques, theories, and practices of video production. It is designed to improve and nurture students' creative potential through the video media. Students will learn how to direct with a camera, work with actors, story boarding, lighting, sound, and the production of a student video project.

Notes: Audit restrictions may apply.

#### **DD1160 3 (1-0-2) UT 45 Hours 15 Weeks**

##### **Digital Imagery 3D I**

This course and its sequel DD1170 are designed to give students an introduction to the theory and practice of three dimensional computer generated images (CGI). Students will create three dimensional images, developing personal expertise with those tools, and understanding the resulting aesthetic.

Notes: Audit restrictions may apply.

Transfer: UA\* UL AU AF\* Other

#### **DD1170 3 (1-0-2) UT 45 Hours 15 Weeks**

##### **Digital Imagery 3D II**

This course is a studio art course in which students will develop expertise in the creation and animation of three dimensional computer generated images (CGI). This course is project based and a continuation of DD1160. Students will continue to use existing tools for creating three dimensional images, developing personal expertise with those tools, and understanding the resulting aesthetic.

Prerequisites: DD1160

Notes: Priority will be granted to students enrolled full time in the Digital Design program.

Notes: Audit restrictions may apply.

Transfer: UA\* UL AU AF\* Other

## Course Descriptions

### **DD1211 3 (.5-0-0) 15 Hours 30 Weeks**

#### **Applied Music I**

This course provides private study in a principal instrument or voice. A brief performance for the faculty of the department is required at the end of each semester. This course is restricted to students in the Interactive Digital Design program. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Notes: Audit restrictions may apply.

### **DD1350 3 (1-0-2) UT 45 Hours 15 Weeks**

#### **Introduction to Photography**

Students will learn to use a single lens reflex (SLR) camera. The course will explore the capture, editing and printing of photographs and the creative application of photography as a fine arts medium. Familiarity with Mac computers is an asset.

Notes: Students require a 35 mm SLR camera.

Notes: Audit restrictions may apply.

Transfer: UC\* UL

### **DD1380 3 (2-0-4) UT 90 Hours 15 Weeks**

#### **Design Fundamentals**

This course is a studio based introduction to the conceptual and practical concerns of design. Two and three dimensional design related studies.

Notes: DD1380 is a prerequisite course for all 2000-level DD visual courses.

Transfer: UA AU AF KUC\*

### **DD1421 3 (0-0-2) 60 Hours 30 Weeks**

#### **Electroacoustic Ensemble I**

This ensemble provides an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance, scheduled for the second semester, and possibly a CD that represents the students' work. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Notes: Restricted to Diploma Music, Digital Design Majors. Students in other programs require consent of instructor. Audit restrictions may apply.

### **DD2081 3 (2-0-1) UT 45 Hours 15 Weeks**

#### **Music Technology II**

This course is a continuation of DD1081 with more emphasis on composition and production techniques. The technical systems, recording, processing, editing, and mastering of digital audio are the subjects of this course. The application of these concepts for live sound reproduction and remote recording will be explored. Students will learn more advanced features of DAW software including automated mixing, time and pitch correction, and DSP plug-ins.

Prerequisites: DD1081

Notes: Audit restrictions may apply.

Transfer: UA AU AF CU KUC Other

### **DD2091 3 (1-0-2) UT 45 Hours 15 Weeks**

#### **Electronic Notation**

This course will develop familiarity and skills with music notation software to allow students to present their works professionally in hard copy. Concepts and practices of engraving will be discussed.

Prerequisites: MU1000 or successful completion of a music theory placement exam

Notes: Registration priority will be given to Music Diploma, Digital Design students.

Notes: Audit restrictions may apply.

Transfer: UL

### **DD2145 3 (0-0-3) 45 Hours 15 Weeks**

#### **Field Placement**

This course seeks to develop an in depth appreciation and understanding of digital design as it relates to the commercial workplace. This will provide the student with practical experience in a working environment. This course may be taken in the second year.

Prerequisites: DD1380, DD2260 and consent of the Department for Visual Arts students. Consent of the Department for Music students.

### **DD2180 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Time-Based Multimedia I**

An exploration of aesthetics of time based arts and technology, as applied to the visual arts. This is a studio course that will focus on using and responding to traditional and new media tools for visual communication.

Prerequisites: DD1380 or DD1082, and AR1370 or AR2430

Notes: Audit restrictions may apply.

Transfer: UA\* UC UL AU AF\* CU KUC

## Course Descriptions

### **DD2190 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Time-Based Multimedia II**

This course is an exploration of the aesthetics of time based arts and technology as applied to the visual arts. This is a studio course and as such will focus on using and responding to traditional and new media tools for visual communication.

Prerequisites: DD2180

Notes: Audit restrictions may apply.

Transfer: UA\* UC UL AU AF\* CU KUC

### **DD2211 3 (0.5-0-0) 15 Hours 30 Weeks**

#### **Applied Music II**

This course provides private study in a principal instrument or voice. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: DD1211

Notes: Restricted to students in the Interactive Digital Design program. Audit restrictions may apply.

### **DD2260 3 (2-0-4) UT 90 Hours 15 Weeks**

#### **Static Media, Vector**

Application of two-dimensional art elements applied to Digital Media: drawing, image manipulation, colour, composition and typography, using appropriate current software.

Prerequisites: DD2260 or consent of the instructor

Notes: Audit restrictions may apply.

Transfer: UA\* UL AU AF\* Other

### **DD2270 3 (2-0-4) UT 90 Hours 15 Weeks**

#### **Interactive Media I**

Application of two-dimensional design principles, practices and aesthetics to creating for the World Wide Web, within the limitations set by bandwidth and Browsers.

Prerequisites: DD1380 and AR1370 and AR2430

Notes: Audit restrictions may apply.

Transfer: UA\* UC UL AU AF\*

### **DD2280 3 (2-0-4) UT 90 Hours 15 Weeks**

#### **Static Media, Bitmap II**

Application of two-dimensional art elements applied to Digital Media; drawing, painting, mixed materials, image manipulation, colour and composition using appropriate software. This digital media course is at the intermediate level with an emphasis on visual design and creative image solutions.

Prerequisites: DD1380, and AR1370 or AR2430

Notes: Audit restrictions may apply.

Notes: Students will require a Wacom Professional Drawing Pen and Tablet, Intuos.3.

Transfer: UA\* UC UL AU AF\* Other

### **DD2281 3 (3-0-0) 45 Hours 15 Weeks**

#### **Music Technology III**

Students will be expected to further develop their skills and work towards developing a higher level of production, both in recording and live sound. Students will become more proficient at hard drive recording, focusing on advanced post-production techniques such as digital editing of sound files and advanced signal processing. Students will gain more experience tracking and mixing. The art of audio mastering and the final delivery of audio for duplication will be more thoroughly explored. Arranging for and acquiring back-up performers for recordings is also an element of this courses. Emphasis will be placed on the completion of a collection of well-produced and mastered recordings.

Prerequisites: DD2081

### **DD2291 3 (3-0-0) 45 Hours 15 Weeks**

#### **Music Technology IV**

This course is a continuation of Music Technology III. Students will be expected to further develop their digital design skills and work towards developing a higher level of production skills. It provides an introduction to the techniques, theories, and practices of audio and video synchronization. The emphasis is on the production of mixed and mastered recording projects. Students will be required to participate in field work, within the region, to acquire additional practical experiences.

Prerequisites: DD2281

### **DD2391 3 (3-0-0) 45 Hours 15 Weeks**

#### **Composition, Film Scoring**

A course closely connected with DD1082, DD2391 is an opportunity to work with film and video, to compose in a variety of styles in controlled time segments and in both formal and non-formal structures. Students must also be familiar with a variety of styles and genres before the beginning of the class.

Prerequisites: MU1510, MU1560, MU1010 and DD1021

## Course Descriptions

### **DD2421 3 (0-0-2) 60 Hours 30 Weeks**

#### **Electroacoustic Ensemble II**

This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance scheduled for the second semester. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: DD1421

Notes: Restricted to Diploma Music, Digital Design Majors. Students in other programs require consent of instructor.

Notes: Audit restrictions may apply.

### **DD3375 3 (0-0-5) 75 Hours 15 Weeks**

#### **Special Studio Projects**

A special studio project is offered to enhance the abilities of the advanced student. The student and the instructor will determine the nature and the validity of the project with final approval for the proposal determined by the instructor.

Prerequisites: Completion of the Diploma Program and consent of instructor

Notes: The instructor may or may not accept the proposal for study. Audit restrictions may apply.

### ***Drama***

#### **DR1010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Theatre Art**

The origins and development of theatre art; introduction to theatre aesthetics; group exploration of some of the craft and experience of theatre performance. Attendance at live theatre performances.

Notes: The Department will endeavor to arrange class attendance at the dress rehearsals of two local live theatre performances. Students unable to attend these rehearsals will be responsible for the admission cost of the performances.

Transfer: UA UC\* UL AU AF CU CUC GMU\* KUC Other

#### **DR1020 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Play Analysis**

How do you turn a play into a theatre production? Students will analyze play scripts and use their imaginations to suggest possible ways to stage the plays, paying attention to dramaturgy, design, directing, and acting. Students will also attend live theatre performances to analyse design and directing decisions in action.

Notes: The Department will endeavour to arrange class attendance at the dress rehearsal of two local live theatre performances. Students unable to attend these rehearsals will be responsible for the admission cost of the performances.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC Other

#### **DR1200 3 (0-0-6) UT 90 Hours 15 Weeks**

##### **Performance I**

This is a production-based course where learning is centered on acting in a major drama production. Production will be determined by the instructor. Enrolment by audition and casting in the production.

Prerequisites: DR1490 and audition or consent of instructor based upon audition

Notes: The course will be compressed into 8-10 weeks to correspond with the rehearsal and run time for the show.

Transfer: UA\* UL AU

#### **DR1201 3 (0-0-6) UT 90 Hours 15 Weeks**

##### **Production I**

This is a practical production-dependent stage tech course tied to the Mainstage Production. Students enrolled in this course will apply knowledge from DR1910 in assisting to mount, run, and take down the mainstage show.

Prerequisites: DR1910 or consent of instructor

Notes: The course will be compressed into 8-10 weeks to correspond with the rehearsal and run time for the show.

Transfer: UA\* UL AU Other

#### **DR1490 3 (0-0-6) UT 90 Hours 15 Weeks**

##### **Introduction to the Dramatic Process**

Speech and movement improvisation with an emphasis on imaginative development will be included. It will be an introduction to the process of acting and to dramatic form.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC Other

## Course Descriptions

### **DR1910 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Introduction to Stagecraft**

This is an applied technical theatre course that introduces topics related to stage production. Students are introduced to the basic concepts and practices of technical theatre. Topics may include: stage management, lighting, sound, costume, props, stage carpentry and set construction, as well as theatre management structures and operations. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.

Transfer: UA\* UL AU CU CUC KUC Other

### **DR1920 3 (1-0-2) UT 45 Hours 15 Weeks**

#### **Topics in Stagecraft: Lighting and Sound**

Topics in Stagecraft courses are applied technical theatre courses that focus in depth on topics related to stage production. This course covers a variety of subjects dealing primarily with the practical use of stage/event sound and lighting. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.

Prerequisites: DR1910 or consent of instructor

Transfer: UA UC UL AU

### **DR1930 3 (1-0-2) UT 45 Hours 15 Weeks**

#### **Topics in Stagecraft: Set Construction**

Topics in Stagecraft are applied technical theatre courses that focus in depth on topics related to stage production. This course covers a variety of subjects dealing primarily with the practical set construction including: building flats, practical doors and windows, and other production dependent pieces. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.

Prerequisites: DR1910 or consent of instructor

Transfer: UA\* UC\* UL AU

### **DR2080 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Western Theatre History I**

This course explores the theory and context of European theatre from ancient Greece to the Renaissance. Topics include: setting the stage, development and craft of mise-en-scene and of the relationship between the stage and the audience.

Prerequisites: DR1020

Transfer: UA\* UC\* UL AU

### **DR2090 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Western Theatre History II**

This course explores the theory and context of European theatre from the Restoration to the 20th Century. Topics include: acting styles, architecture, conventions of production and performance, audience and historical context of theatre.

Prerequisites: DR1020

Transfer: UA\* UC\* UL AU

### **DR2200 3 (0-0-6) UT 90 Hours 15 Weeks**

#### **Performance II**

Advanced acting role in the Drama Department Mainstage production. This course encompasses the rehearsal and performance process, which will be compressed into a 8 - 10 week period. Enrollment through audition process.

Prerequisites: DR1200, DR1490, DR1020, DR2310, second year standing and audition

Transfer: UA\* UC UL AU

### **DR2201 3 (0-0-6) UT 90 Hours 15 Weeks**

#### **Production II**

This is a practical production-dependent stage technician course tied to DR2200. Students enrolled in this course apply previous knowledge in an actual theatre setting supporting a major production. Students will be in the theatre (or other venues) providing technical support, which may include: lighting, sound, props, set and scenery, costume handling, etc. Students in this course may be eligible for scholarship/honorarium.

Prerequisites: DR1020, DR1201, DR1910, DR1920, DR1930, and second year standing

Transfer: UA\* UL AU UC

### **DR2210 3 (1-0-2) 45 Hours 15 Weeks**

#### **Portfolio in Dramatic Arts**

This course presents students with tools for professional life. Context and practice of various theatre settings, from community to professional, are discussed. Students learn about auditions and various professional presentation strategies in preparation for progression to the next step of their careers. Students will prepare a performance or technical portfolio including resume, head shot and documentation of their creative work.

Prerequisites: DR1200 and DR2200, or DR1201 and DR2201, and second year standing

## Course Descriptions

**DR2230 3 (0-0-6) 90 Hours 15 Weeks****Independent Performance Project**

Students may pursue a performance project of their devising with the supervision of a faculty member. Students must have their written project proposal, including their statement of intent, approved in writing by the supervising instructor prior to registration. Prerequisites: DR1020, DR1490, DR2310, second year standing, and permission of the Department

**DR2231 3 (0-0-6) 90 Hours 15 Weeks****Independent Technical Project**

Students may pursue a technical theatre project of their devising with the supervision of a faculty member. May also be used to support DR2230 or DR2234 in a collaborative project. Prerequisites: DR1020, DR1910, DR1920, DR1930, second year standing, and permission of the Department

**DR2234 6 (0-0-12) 180 Hours 15 Weeks****Independent Performance Project, Extended**

Students may pursue an extended project of their devising with the supervision of a faculty member. This course may be offered as an intensive spring and summer session, which may have an audition component. Prerequisites: DR1020, DR1490, DR2310, second year standing, and permission of the Department

**DR2235 3 (0-0-3) 45 Hours 15 Weeks****Theatre Technical Practicum**

Students will enter into a contract relationship with a community or professional theatre company to assist with technical aspects of a specific production. Prerequisites: DR1020, DR1910, DR1920, DR1930, second year standing, and permission of the Department

**DR2236 6 (0-0-12) 80 Hours 15 Weeks****Independent Technical Project Extended**

Students may pursue an extended technical theatre project of their devising with the supervision of a faculty member. May also be used to support DR2230 or DR2234 in a collaborative project. Prerequisites: DR1020, DR1910, DR1920, DR1930, second year standing, and permission of the Department

**DR2310 3 (0-0-6) UT 90 Hours 15 Weeks****Scene Study I**

(formerly DR3530) This is the study of acting, including the analysis and enactment of scripted scenes, and characterization. Prerequisites: DR1490 or consent of instructor Notes: Students will receive credit for one of DR3530 or DR2310. Transfer: UA UC\* UL AU AF CU KUC Other

**DR2320 3 (0-0-3) UT 45 Hours 15 Weeks****Topics in Acting I: Voice**

The practical application of theory and technique to the practice of voice production and oral communication, building on breath and impulse. Prerequisites: DR1490 Transfer: UA UC UL AU

**DR2340 3 (0-0-3) UT 45 Hours 15 Weeks****Topics in Acting II: Movement**

The practical application of theory and technique to the practice of movement on stage, building on breath, impulse, sound, and gesture. Prerequisites: DR1490 Transfer: UA\* UC UL AU

**DR2910 3 (0-0-3) 45 Hours 15 Weeks****Topics in Stagecraft: Properties Construction and Management**

Topics in Stagecraft are applied courses that focus in depth on topics related to the craft of the theatre, specifically stage production. Topics courses are offered in conjunction with the main production for that year and are subject to the needs of that production. This course covers a variety of subjects dealing primarily with the practical building and use of stage props including: building hand props, practical stage food and drinks, and other production dependent pieces. Components of this course may be offered as special workshops outside of class time dependent on instructor availability. Prerequisites: DR1910

## Course Descriptions

**DR2912 3 (0-0-3) 45 Hours 15 Weeks****Topics in Theatre Craft**

This is an applied course that focuses in depth on a topic related to the craft of the theatre, specifically stage production. Topics courses are offered in conjunction with the main production for that year and are subject to the needs of that production. Components of this course may be offered as special workshops outside of class time dependent on instructor availability. Appropriate topics may include: makeup, masks, animated objects, costuming and/or other pertinent theatre crafts.

Prerequisites: DR1020 and DR1910

Notes: Students may repeat this course for credit providing they take a different topic each time they enroll.

**DR2920 3 (1-0-2) 45 Hours 15 Weeks****Topics in Advanced Stagecraft I**

This course is a practical stage course that builds on first year theatre technician courses. Students are expected to have fundamental understanding of basic theatre techniques. Topics may include: costume and props, models and maquettes, rigging, special effects, etc. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.

Prerequisites: DR1910, DR1920 and DR1930

**DR2930 3 (1-0-2) 45 Hours 15 Weeks****Topics in Advanced Stagecraft II**

This is a practical stage course that builds on first year theatre technician courses. Students are expected to have fundamental understanding of basic theatre techniques. Topics may include: advanced lighting and sound design, set and scenery design, etc. Components of this course may be offered as special workshops outside of class time dependent on instructor availability.

Prerequisites: DR1910, DR1920 and DR1930.

**DR2950 3 (1-1-2) 60 Hours 15 Weeks****Stage Management**

This course covers a variety of subjects dealing primarily with the practical role and duties of the stage management team including: rehearsals setup and operation, the transition to the stage, and performance control and maintenance. Components of this course may be offered as special workshops outside of class time, dependent on instructor availability and may involve internships with department and/or local theatre productions.

Prerequisites: DR1020 and DR1910

**DR3210 3 (0-0-4) UT 60 Hours 15 Weeks****The Creative Process of Drama**

A practical course for education majors and those interested in using drama in a variety of educational contexts. Applies theory to the design, practice, and evaluation of drama projects and practices across the curriculum, with a particular focus on children and youth.

Prerequisites: DR1490 or consent of instructor

Transfer: UA\* UC\* UL AU AF CUC KUC

**DR3310 3 (0-0-6) UT 90 Hours 15 Weeks****Scene Study II**

Advanced performance based study of acting including: the analysis and enactment of scripted scenes, character building techniques, and introduction to styles of acting.

Prerequisites: DR1490 and DR2310

Corequisites: DR2320 and DR2340

Transfer: UA UC\* UL\* AU

***Economics*****EC1010 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Microeconomics**

Students will examine how markets and governments determine which products are produced and how income is distributed in the Canadian economy. Topics include supply and demand, costs, and perfect and imperfect competition.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**EC1020 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Macroeconomics**

Employment, inflation, international payments, monetary policy, and fiscal policy, all in the Canadian economy are topics explored in this course.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**EC2810 3 (3-0-0) UT 45 Hours 15 Weeks****Microeconomic Analysis I**

The theory of consumer behavior; theory of production and cost, price and output determination under competition, monopoly and other market structures are presented.

Prerequisites: EC1010

Transfer: UA UC UL AU AF CUC GMU KUC

**EC3410 3 (3-0-0) UT 45 Hours 15 Weeks****Money and Banking**

This course explores the analysis of money and credit in the exchange process; the savings-investment process; commercial banking; financial intermediaries; financial markets; central banking.

Prerequisites: EC1020 or consent of instructor

Transfer: UA\* UC UL AU\* AF CU CUC GMU KUC

## Course Descriptions

### **Education**

#### **ED2000 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Educational Psychology for Teaching**

This course is designed to provide students in Education with a working knowledge of important concepts and issues in Educational Psychology. Topics to be addressed include student development, learning and instruction, student abilities, and classroom motivation. The course will focus on information related to the practice of teaching.

Transfer: UA\* UC\* UL AU AF\* GMU KUC

#### **ED2510 3 (3-0-4) UT 105 Hours 15 Weeks**

##### **Introduction to the Profession of Teaching**

An introductory investigation of the school context from the vantage points of students, teachers and others involved in education. The course includes 3 hours of on-campus work each week and 30-40 hours of field experience in both elementary and secondary classrooms over the term. Notes: Students are advised to free one half day in order to complete the field experience requirement. Restricted to Education students transferring to the University of Alberta.

Transfer: UA\* UC UL\* AU AF\* GMU Other\*

#### **ED2520 1 (0-0-3) UT 30 Hours 10 Weeks**

##### **Supplementary Preliminary Practicum**

A 30 hour observation course in which student teachers are assigned to a working teacher in a classroom setting. This course is intended to supplement the practicum experience offered in ED2510.

Prerequisites: ED2510

Notes: Restricted to Education students transferring to the University of Lethbridge. ED2520 will only receive transfer to the University of Lethbridge when used in combination with ED2510.

Transfer: UL\* Other\*

#### **ED2530 3 (3-0-6) UT 135 Hours 15 Weeks**

##### **Orientation to Teaching**

An introductory investigation of the school context from the vantage points of students, teachers, and others involved in education. The course includes 3 hours of on-campus work each week and 60-80 hours of field experience in both elementary and secondary classrooms over the term.

Notes: Students are advised to free one full day or two half days in order to complete the field experience requirement.

Transfer: UA UC UL\* AF CUC\*

#### **ED4420 3 (1.5-1.5-0) UT 45 Hours 15 Weeks**

##### **Introduction to Counselling**

This course is an introduction to counselling and guidance services and is designed to appeal to students who plan to work in the fields of psychology and mental health, rehabilitation, education and other human-service occupations. Students will be exposed to a variety of theoretical perspectives in counselling and will be assisted in acquiring basic trans-theoretical micro counselling skills. Prerequisites: ED2000 or PY1050 or equivalent

Transfer: UA UC UL\* AU AF GMU

#### **ED4450 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Teaching Second Languages in the Elementary School**

An introduction to theory and practice of teaching second languages in the elementary classroom. Focus is on curricular planning, teaching methods and techniques, materials and resources and assessment. Will include a field placement in an off campus second language, immersion or bilingual classroom for one half day per week.

Notes: Priority will be given to students in a Second Language Minor

Transfer: UA

#### **EDCT210 3 (0-0-3) UT/CE 40 Hours 15 Weeks**

##### **Teaching Power Tools and Processes**

This course will provide training in how to teach basic power tool operations in all material areas (woods, metals, ceramics) within the context of grades 6 to 11. Emphasis will be on hazard identification, safe use and skill development as well as teaching strategies and safety instruction record keeping.

Prerequisites: Available for credit to those students already possessing Teaching Certificates.

Notes: Available for audit to those possessing a Letter of Authority or candidates for a Letter of Authority.

Notes: Credit will be granted for post BEd students only in the Secondary Diploma program in the Faculty of Education at U of A.

Transfer: UA\*

#### **EDCT400 3 (3-0-0) UT/CE 39 Hours 15 Weeks**

##### **Organizing for Instruction in CTS (Practical Arts/Industrial Arts)**

Organizing instruction in a Practical Arts shop has different requirements from the conventional classroom. This course is based on group discussion, research, and evaluation of best practices in the delivery of Practical Arts programs. Assignments and projects will be undertaken by the students.

Prerequisites: Teaching Certificate

Transfer: UA\*

## Course Descriptions

### **Engineering**

#### **EG1000 1 (1-0-0) UT 15 Hours 15 Weeks**

##### **Orientation to the Engineering Profession I**

Definition, brief history, technical organization: formation and functions, qualifications for membership, ethics and obligations, branches and functions of engineering are presented.

Notes: Restricted to students in Engineering.

Transfer: UA AF CU CUC KUC

#### **EG1010 1 (1-0-0) UT 15 Hours 15 Weeks**

##### **Orientation to the Engineering Profession II**

Creativity and decision-making in engineering, team approach and engineering methods of solution, challenges to engineering, a review of the present status of engineering and its place in society are all covered in the course.

Notes: Restricted to students in Engineering.

Transfer: UA AF CU CUC KUC

#### **EG1050 3.8 (3-0-1.5) UT 67.5 Hours 15 Weeks**

##### **Engineering Design**

Engineering science and design problem solving using MATLAB.

Notes: Restricted to students in Engineering.

Transfer: UA UL\* MRU

#### **EG1300 4 (3-0-2) UT 75 Hours 15 Weeks**

##### **Engineering Mechanics I**

This course covers the equilibrium of planar systems. Analysis of statically determinate trusses and frames, friction, centroids and centres of gravity, forces and moments in beams, second moments of area are included.

Corequisites: MA1000

Transfer: UA UC UL AU AF CUC KUC

#### **EG2650 3.5 (2-1-3) UT 90 Hours 15 Weeks**

##### **Engineering Graphics**

Sketching, drafting and interpretation of pictorials and multi views of three-dimensional objects, visual design, introduction to scales, sectioning, and dimensioning are included in the course content. Computer aided drawing and design are a requirement in this course.

Transfer: UA UL AU AF CU CUC

### **English**

#### **EN0080 5 (4.5-0-3) HS 112.5 Hours 15 Weeks**

##### **Basic English II**

This is a skills development course for high school level English competency. Emphasis is on basic writing skills, reading comprehension and vocabulary development. The course content focuses on the needs of each student (for grades seven to nine reading and writing levels).

Prerequisites: Appropriate English placement test score

#### **EN0090 5 (4.5-0-3) HS 112.5 Hours 15 Weeks**

##### **Basic English III**

This is a skills development course for high school level English competency and a continuation of EN0080. Emphasis is on basic writing skills, reading comprehension and vocabulary development. The course content focuses on the needs of each student (for grades seven to nine reading and writing levels).

Prerequisites: EN0080

#### **EN0110 5 (5-0-0) HS 75 Hours 15 Weeks**

##### **English Grade 10 Equivalent**

This course includes an introductory study of literature, with an emphasis on poetry, drama, and short stories. Technical and creative aspects of writing paragraphs, essays and a resume are a major focus.

Prerequisites: EN0090 or equivalent English placement test score

Corequisites: LL0110

#### **EN0120 5 (6-0-0) HS 90 Hours 15 Weeks**

##### **English Grade 11 Equivalent**

This course includes a sampling of the major forms of literature. Both oral and written communication will be emphasized. Special attention will be paid to the planning, drafting and revising of the student essay.

Prerequisites: EN0110 and LL0110 or equivalent, or equivalent English placement test score

Notes: A mark of 60 percent or better in Alberta Education English 10-1, or equivalent, within the previous two years will meet the prerequisite requirement for EN0120.

#### **EN0130 5 (6-0-0) HS 90 Hours 15 Weeks**

##### **English Grade 12 Equivalent**

This course includes a study of the five basic forms in literature: essays, short stories, novels, drama and poetry. Both oral presentations and written compositions are required - mainly essays and one major research paper.

Prerequisites: EN0120 or equivalent, or equivalent English placement test score

Notes: A mark of 60 percent or better in Alberta Education English 20-1, or equivalent, within the previous two years will meet the prerequisite requirement for EN0130.

## Course Descriptions

### **EN0132 5 (6-0-0) HS 90 Hours 15 Weeks**

#### **English 30-2 Grade 12 Equivalent**

The emphasis will be on the practical use of English. Topics include communication skills, grammar and mechanics, business correspondence and meetings, research skills, critical analysis of technical documentation and other print, visual, and multimedia forms. This course is designed for students who do not require an advanced high school equivalent English.

Prerequisites: EN0110 with a grade of 70% or better or EN0120 placement test score

Notes: A mark of 60 percent or better in Alberta Education English 20-1, or equivalent, within the previous two years will meet the prerequisite requirement for EN0132.

### **EN1000 6 (3-0-0) UT 90 Hours 30 Weeks**

#### **Literature in English, Beginnings to the Present**

A close study of historically representative works which demonstrate the development, enlargement and experimentalism of literature in English, with some class time devoted to writing instruction. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: English 30-1 or equivalent

Notes: Students may take EN1000 to fulfill requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU AF GMU KUC

### **EN1111 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Language, Literature, and Culture I: Prose Genres and Related Arts**

An introduction to the discipline of English and to the ways in which those in the discipline think about literature and language in various cultural contexts. Instruction in basic essay writing skills will also be included.

Notes: This course will fulfill 3 credits of requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU\* CUC GMU KUC Other

### **EN1112 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Language, Literature, and Culture II: Poetry, Drama, and Related Arts**

A continuation of the investigation into the discipline of English and the ways in which those in the discipline think about and analyze literature and language in various cultural contexts. Instruction in writing and researching will build on the basic skills taught in EN1111 or EN1131.

Prerequisites: Strongly recommended that students complete EN1111 before taking EN1112

Notes: This course will fulfill 3 credits of requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU\* CUC GMU KUC Other

### **EN1131 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **English Literature in Global Perspective I**

An introduction to world texts (written and visual) in English from a diversity of countries. Instruction in basic essay writing skills will also be included.

Notes: This course will fulfill 3 credits of requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU CUC GMU\* KUC Other

### **EN1132 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **English Literature in Global Perspective II**

A continuation into the investigation of world texts (written and visual) in English from a diversity of countries. Instruction in writing and researching will build on the basic skills taught in EN1111 or EN1131.

Prerequisites: Strongly recommended that students complete EN1131 before taking EN1132

Notes: This course will fulfill 3 credits of requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU CUC GMU\* KUC Other

## Course Descriptions

### **EN1201 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Composition and Rhetoric**

This course will help students become more sophisticated users and producers of written texts. Instruction will include basic academic essay writing skills and the various rhetorical approaches used when addressing specific audiences. The main goals of the course are to help students integrate reading and writing and to become familiar with the conventions of college- (and university-) level writing. This includes producing coherent, logical texts that are relatively free of surface errors. To achieve these goals, the course encourages students to think critically, to read closely and analytically, and to compose responses to a variety of texts, both written and visual. Prerequisites: Successful completion of English 30 (or equivalent of Grade 12 English)

Notes: Accepted by The University of Lethbridge as junior prerequisite for senior literature courses. If you are transferring to University of Alberta or University of Calgary, you will need EN1201 and a 3 credit course in English Literature as prerequisite for senior English courses.

Transfer: UA\* UC UL AU AF CU CUC GMU KUC

### **EN1210 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Literature in Historical Perspective**

This course will introduce post-secondary students to English studies and the historical contexts that shape literature. Generally, a specific historical period will be covered and the development of various genres will be examined. Instruction will include essay writing skills. Because the course content will vary among instructors, it is strongly recommended that students consult an academic advisor or the Department of Arts and Education for more specific descriptions regarding the course focus.

Notes: Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU CUC GMU\* KUC\*

### **EN1220 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Texts and Contexts**

This course will explore a specific issue (to be determined by the instructor) using a variety of genres and media. Instruction will include essay writing skills. Because the course content will vary among instructors, it is strongly recommended that students consult an academic advisor or the Department of Arts and Education for more specific descriptions regarding the course focus.

Notes: Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU GMU KUC\* Other

### **EN1230 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Literature in Global Perspective**

This course involves studies in literatures in English from around the world. Instruction will include essay writing skills.

Notes: Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU GMU KUC\*

### **EN1240 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Literary Analysis**

An introduction to the discipline of English and to the ways in which those in that discipline think about and analyze literary and everyday language practices. Various samples of literature will be examined in order to learn about the vocabulary used in literary studies. Instruction in essay writing will also be included.

Notes: Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

Transfer: UA UC UL AU CUC GMU KUC\* Other

### **EN2060 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Short Story**

Representative works of writers illustrating the tradition of the short story in English are presented.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF CU CUC KUC

### **EN2100 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Reading in Histories: History in Texts**

An introduction to the critical concepts and methods for reading literary texts historically which emphasizes the relationship between representation and history.

Prerequisites: Six credits of Junior English

Transfer: UA AF

### **EN2180 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Textualities: Reading and Interpretation**

This course introduces the theories of reading and interpretation and the issues and debates surrounding the relationship between literary events and the reception of meanings as they bear on literary analysis.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF

### **EN2200 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Reading Politics: Gender and Sexuality**

The dynamics of gender and sexuality in literary and other cultural texts and the critical concepts and methods key to their study.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF

## Course Descriptions

**EN2230 3 (3-0-0) UT 45 Hours 15 Weeks****Reading Politics: Empire and the Postcolonial**

An introduction to the dynamics of colonization and its resistances in literary and other cultural texts and to the critical concepts and methods key to their study.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF

**EN2390 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Shakespeare**

A reading of nine plays representing the range of Shakespeare's work.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC\* UL AU CU CUC KUC

**EN2510 3 (3-0-0) UT 45 Hours 15 Weeks****King James Bible as Literature I**

Studies in select parts of King James Bible as pieces of literature and examining the influence of the Bible on our literary heritage.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC UL AU\* KUC

**EN2950 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Creative Writing, Prose**

At an introductory level, this course emphasizes the principles and practices of writing publishable prose. Students are allowed to write in various genres aimed at traditional publication or other markets.

Prerequisites: Six credits of Junior English and consent of instructor based on some demonstrated attempt at creative prose submitted to the instructor at least 9 days before the first class.

Transfer: UA UC\* UL AU AF CU Other

**EN3055 3 (3-0-0) UT 45 Hours 15 Weeks****Literature and Religion**

This course will address some closely linked topics in literature and religion mainly in the biblical tradition. Students will read selected biblical texts and works of literature from different historical periods. The focus will be on a wide variety of concepts such as self-knowledge, imagination and nature.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AF

**EN3080 3 (3-0-0) UT 45 Hours 15 Weeks****Aboriginal Literature in Canada**

An introduction to the study of literature written by Aboriginal writers in Canada.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL\* AU AF CU KUC

**EN3180 3 (3-0-0) UT 45 Hours 15 Weeks****Women's Literary Tradition**

An examination of women's writing in English from the mid-nineteenth century to the present.

Prerequisites: Six credits of Junior English

Transfer: UA UC\* UL\* AU

**EN3380 6 (3-0-0) UT 90 Hours 30 Weeks****Shakespeare**

A comprehensive study of Shakespeare's life, times, and plays, with close attention to representative comedies, tragedies and histories, along with an investigation of traditional Shakespeare scholarship, performance-based criticism, and diverse new critical approaches. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF CUC GMU\* CU KUC

**EN3390 3 (3-0-0) UT 45 Hours 15 Weeks****Studies in Shakespeare**

Studies of representative plays, along with an investigation of traditional Shakespeare scholarship, performance-based criticism, and diverse new critical approaches.

Prerequisites: Six credits of Junior English

Notes: Students will receive credit for one of EN3380 or EN3390.

Transfer: UA\* UC UL AU KUC

**EN3400 3 (3-0-0) UT 45 Hours 15 Weeks****Early Modern Literature and Culture**

Selected works from the English context.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF

**EN3470 3 (3-0-0) UT 45 Hours 15 Weeks****Restoration and 18th Century Literature and Culture**

An examination of selected English texts written between 1660 and 1800.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC\* UL AU CUC KUC

**EN3510 3 (3-0-0) UT 45 Hours 15 Weeks****Romantic Poetry and Prose**

Studies in selected English works written between 1789 and 1830.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU CUC GMU KUC

## Course Descriptions

**EN3610 3 (3-0-0) UT 45 Hours 15 Weeks****Early Twentieth Century American Novel**

Representative works of early twentieth century American novelists will be covered.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC UL AU AF CUC GMU KUC Other

**EN3620 3 (3-0-0) UT 45 Hours 15 Weeks****American Literature and Culture: Toward the Now - Later 20th and Early 21st Century**

A study of American writing since 1945, examining issues of language, power, gender, class, race, politics and significant moments in American culture and literary production.

Prerequisites: Six credits of Junior English

Transfer: UA AF

**EN3650 3 (3-0-0) UT 45 Hours 15 Weeks****Early Twentieth Century British Novel**

A study of representative works of major early modern British novelists including writers such as Hardy, Conrad, Lawrence, Joyce and Forster.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU AF CU GMU KUC Other

**EN3740 3 (3-0-0) UT 45 Hours 15 Weeks****Canadian Literature: Modern 1925-1960**

This is a study of representative modern works by Canadian authors written mainly between 1925 and the 1960s. The course includes authors like Mitchell, Roy, Ross, Laurence, O'Hagan, Davies, Atwood, Purdy, Lane, and Birney.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC\* UL AU\* AF\* GMU KUC\* Other\*

**EN3760 3 (3-0-0) UT 45 Hours 15 Weeks****Canadian Literature: Contemporary and Postmodern, 1960 to Present**

A study of contemporary and postmodern works written since 1960 by Canadian authors like Laurence, Highway, Munro, Ondaatje, Urquhart, MacLeod, Vanderhaeghe, Crozier, Brand and Wayman.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC\* UL AU\* AF\* CU\* CUC GMU KUC\*

**EN3810 3 (3-0-0) UT 45 Hours 15 Weeks****Postcolonial Literature**

An examination of both the writing and theorizing of literature in English from countries and former colonies of the British Empire.

Prerequisites: Six credits of Junior English

Transfer: UA\* UC UL AU AF\*

**EN3830 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Popular Culture**

An examination of the theory and practice of popular culture including, but not limited to, the investigations of television, Disney, Hollywood, shopping malls, video games, music, sports, cyberspace, and "trash" fiction.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU

**EN3890 3 (3-0-0) UT 45 Hours 15 Weeks****Studies in Children's Literature**

This course examines children's literature in English in historical and contemporary contexts.

Prerequisites: Six credits of Junior English

Transfer: UA UC UL AU\* KUC

**EN3990 3 (3-0-0) UT 45 Hours 15 Weeks****Science Fiction and Fantasy**

Studies in selected texts that portray the city of the future, and the role of artificial intelligence and alien life forms.

Prerequisites: Six credits of Junior English

Notes: Students who have taken this subject matter in EN4103 will not receive credit for EN3990.

Transfer: UA UC\* UL AU KUC

**EN4101 3 (3-0-0) UT 45 Hours 15 Weeks****Major Author Series**

A variable-content seminar on major authors such as Dickens, Faulkner, Hemingway, Joyce, Laurence, Austen, and the Brontes. Students may take different writer-versions of this course.

Prerequisites: Six credits of Junior English

Notes: Providing you undertake a different author each time, you may take EN4101 for credit as often as you wish.

Transfer: UA\* UC\* UL AU AF\* CU KUC

**EN4103 3 (3-0-0) UT 45 Hours 15 Weeks****Literary Genres Series**

A variable-content seminar course on specific literary themes or genres such as the Faust figure, the motif of survival in Canadian literature, the frontier as a recurrent idea in American literature, comedy, tragedy, Romanticism, Neoclassicism, and writing by women. Students may take different-genre, different-theme versions of this course.

Prerequisites: Six credits of Junior English

Notes: Providing you undertake a different topic each time, you may take EN4103 for credit as often as you wish.

Transfer: UA\* UC\* UL\* AU AF\* CU KUC

## Course Descriptions

### ***Environmental Science***

**ES1000 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Planet Earth**

Introduction to the origin and evolution of the Earth and the solar system, and plate tectonics and the rock cycle. Simple energy balances and interactions between radiation and the atmosphere, oceans, ice masses, and the global hydrological cycle. Evolution of life, biogeography, and global climate in the context of geological time. The carbon cycle. Human interaction with the Earth. Mineral and energy resources.

Transfer: UA UC\* AU AF UL KUC

**ES1050 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **The Dynamic Earth through Time**

The plate tectonic framework of a dynamic Earth as it relates to the origin of major groups of minerals and rocks. Earthquakes, structural geology and the origin of mountain belts. Surface processes and their sedimentary products. History of life and extinctions.

Prerequisites: ES1000

Notes: Not available to students with credit in ES1010.

Transfer: UA\* UC AU AF\* UL

**ES2070 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Mass Extinctions and Dinosaurs**

A discussion and description of the progression of life through time, with emphasis on important radiations and mass extinctions of life, and theories on why they occur. Evolution, radiation, morphology and life habits of dinosaurs are considered in detail. The evidence for asteroid impacts in the geological record, their frequency and effect on the history of organisms through time. Origin and evolution of humans, and their impact on the biosphere.

Prerequisites: Any 1000-level Science course

Transfer: UA\* UC\* UL AU AF\* KUC\*

### ***Finance***

**FN3700 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Corporate Financial Management**

This course provides a general corporate framework for financial decision making. The course examines types of securities, basic methods of valuation, valuation and selection of physical and intellectual assets, operation of asset markets, market efficiency, risk measures and risk reduction methods, financing policy, including choices between debt and equity financing.

Prerequisites: ST1510 and AC3110

Transfer: UA UC\* UL AU AF CU GMU KUC

### ***French/Français***

**FP1100 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Niveau Intermédiaire I: Expression Orale**

This course is an intensive first year UT course for French Immersion graduates, Francophone students and Anglophones with similar competence. It is designed to further communicative competence in French with an emphasis on oral expression, to develop understanding of the intercultural aspect of Francophonie and to review the main points of French morphology and syntax.

Prerequisites: French 30, French 31, Français 30 or French language placement test

Notes: This is the recommended entry level course for French Immersion and Francophone students. Students with credit in FR1100, FR1500 or FR2110 will not receive credit for FP1100.

Transfer: UA\* UC\* UL AU KUC

**FP1110 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Niveau Intermédiaire II: Expression écrite**

This first year university course is the continuation of FR1100. It stresses the development of written expression, notably through the practice of essay writing, while it continues to further advance the understanding and knowledge of French syntax and grammar.

Prerequisites: FP1100 or consent of the Department

Notes: Students with credit in FR1110, FR1500 or FR2120 will not also receive credit for FP1110.

Transfer: UA\* UC\* UL AU KUC

**FR0110 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **French Grade 10 Equivalent**

This course assumes little or no previous instruction in French. It introduces the beginner to basic vocabulary and grammatical structures and terminology. The laboratory facilitates the development of aural/oral skills through activities such as drills, directed conversations, songs, etc.

**FR0120 5 (5-0-0) HS/UT 75 Hours 15 Weeks**

#### **Beginner French I Grade 11 Equivalent**

This is the entry-level course for students who have chosen French. Basic conversational vocabulary will be covered, as well as verbal structures including past tense. You will develop aural/oral skills through drills, directed dialogue and music.

Transfer: UA\* UL\* AU AF\* CU\* CUC KUC GMU Other\*

## Course Descriptions

**FR0130 5 (5-0-0) HS/UT 75 Hours 15 Weeks****Beginner French II Grade 12 Equivalent**

This course will cover more detailed grammatical patterns, including verb tenses and their uses. Aural/oral skills will continue to develop through increased use of French in class and laboratory practice.

Prerequisites: FR0120 or consent of the Department

Transfer: UA\* UC\* UL\* AU AF\* CU\* CUC GMU KUC

**FR2110 3 (3-0-2) UT 75 Hours 15 Weeks****Intermediate French I**

This first-year university course combines spoken and written French, and includes listening, comprehension, pronunciation, grammar, composition, and literature.

Prerequisites: French 30 or equivalent

Notes: Students with credit in FR1500 will not receive credit for FR2110.

Transfer: UA UC\* UL AU CU\* CUC GMU KUC Other\*

**FR2120 3 (3-0-2) UT 75 Hours 15 Weeks****Intermediate French II**

This course is a continuation of spoken and written French, and includes listening, comprehension, pronunciation, grammar, composition, and literature.

Prerequisites: FR2110

Notes: Students with credit in FR1500 will not receive credit for FR2120.

Transfer: UA UC\* UL AU CU\* CUC GMU KUC Other\*

**FR2330 3 (3-0-0) UT 45 Hours 15 Weeks****French Cultural Moments**

This course uses the study of various intellectual, cultural, and historical manifestations to provide students with a window into the French world.

Prerequisites: FR2120 or equivalent, or consent of the Department

Transfer: UA UC UL AU AF GMU

**FR2540 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Translation Theory and Practice: French-English-French**

Students will become familiar with the basic linguistic differences and principles of translation between English and French. Through the acquisition of theoretical concepts, notions of contrastive linguistics, analysis and regular translations exercises, students will learn to transfer texts from French into English and from English into French. The course will be taught in French.

Prerequisites: FR2970 or consent of the Department

Transfer: UA UC UL AU AF GMU

**FR2970 3 (3-0-2) UT 75 Hours 15 Weeks****Advanced French I**

This second year university French course prepares the student to function in French in his/her daily and professional activities and to commence his/her studies in French literature and linguistics. The course develops oral and written skills as well as grammar and vocabulary.

Prerequisites: FR2120 or equivalent

Transfer: UA UC UL AU GMU Other

**FR2980 3 (3-0-2) UT 75 Hours 15 Weeks****Advanced French II**

This second year university course complements FR2970 with the objective to further develop fluency in oral and written French through the study of grammar and vocabulary as well as through reading, composition and communicative activities.

Prerequisites: FR2970

Transfer: UA UC UL AU GMU Other

**FR3010 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to French Literary Studies**

This is the study of French Literature as a discipline. The course is structured according to concepts, methods of analysis and problems of literary studies. Texts chosen from different periods and genres of French literature will be viewed in their socio-historical context and studied not only for themselves, but also for their specific value in assisting students to master techniques of textual analysis. Theoretical problems (what is literature?) and methodological problems (how can literature be studied, what are some of the approaches?) will be the center of focus.

Prerequisites: FR2980

Transfer: UA UC UL AU CUC GMU KUC

**Genetics****GN2700 3 (3-1.5-0) UT 67.5 Hours 15 Weeks****Foundations of Molecular Genetics**

Basic concepts on the organization of genetic material and its expression will be developed from experiments on bacteria and viruses during the course.

Prerequisites: BI2070

Transfer: UA UC\* UL AU AF CU GMU

## Course Descriptions

### ***German***

#### **GR1200 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Beginner German I**

This is the entry level course for students who have chosen German as their Language other than English (LOE). Basic conversational vocabulary will be covered, as well as structures in grammar. You will develop aural/oral skills through drills, directed dialogue and other communicative activities.

Transfer: UA\* UC AU AF\* GMU

#### **GR1300 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Beginner's German II**

This is the second part of the entry level course for students who have chosen German as their Language other than English (LOE). You will develop aural/oral skills through drills, directed dialogue and other communicative activities, and enhance your vocabulary and grammar structures.

Prerequisites: GR1200

Notes: Students with high school credit for German 30 will not receive transfer credit for GR1200/GR1300.

Transfer: UA\* UC\* AU AF\* GMU\*

#### **GR1500 6 (3-0-2) UT 150 Hours 30 Weeks**

##### **First Year University German**

To further the students' oral and written communication skills in the German language and their knowledge of German grammar, vocabulary, literature and culture, with the emphasis being placed on the application of structures and vocabulary through compositions, conversation, oral presentations and discussion of literary reading selections. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: German 30 or equivalent

Transfer: UA\* UC UL AU AF\* KUC

### ***Harley-Davidson® Technician***

#### **HD210 7 (10-0-0) 150 Hours 15 Weeks**

##### **Harley-Davidson® Theory**

This course is the theory component for all elements provided in HD260.

#### **HD260 7 (0-0-20) 300 Hours 15 Weeks**

##### **Harley-Davidson® Shop**

This course provides skill development in precision measurement; Twin Cam 88/88B, V-Rod, Sportster and Buell engines; transmission rebuild 5 and 6-speed; wheel building and truing; brake systems overhaul and servicing; carburetion rebuild and adjustment; electrical systems charging, starting and ignitions; EFI systems; accessory fitting; clutches; Buell service; suspension tuning; PDI and service inspections; chassis alignment; tire fitment; safety; customer service and shop management.

#### **HD270 3 (0-5-0) 75 Hours 15 Weeks**

##### **Harley-Davidson® Independent Study**

Students will be required to complete the industry standard HDU Online modules. This includes PHD and PACE modules on varying aspects of Harley-Davidson® motorcycle repair (i.e. chassis, electrical, etc.). Students will be evaluated at the completion of each self-study module consisting of video and written material.

### ***Heavy Equipment***

#### **HES110 1.5 (2.5-0-2.5) 40 Hours 8 Weeks**

##### **Introduction to Caterpillar Service Industry**

This course will introduce the student to Caterpillar's history as well as familiarizing the student with the CAT product line. Included with this will be information on safety, materials and tools as well as shop facilities and equipment. Another segment of this will familiarize the student with the Caterpillar Service Information System as well as computer operation.

#### **HES121 3 (5-0-5) 80 Hours 8 Weeks**

##### **Introduction to Machine Systems**

This course provides the foundation for the Heavy Equipment Service program. The student will be introduced to the major systems found on heavy equipment, the components that comprise these systems, their functions and service techniques.

#### **HES131 1.5 (2.5-0-2.5) 40 Hours 8 Weeks**

##### **Electrical Fundamentals**

This course will introduce students to basic electrical and electronic fundamentals. Topics included are: electrical circuits; electrical components, schematics and symbols; the use of test equipment and battery service and testing.

#### **HES141 1.5 (3-0-3) 48 Hours 8 Weeks**

##### **Hydraulic Fundamentals**

Basic principles of hydraulics, hydraulic oil, contamination control principles, basic systems and components are examined in this course. As well, the students are introduced to ISO schematics and symbology.

## Course Descriptions

**HES150 1 (2-0-2) 32 Hours 8 Weeks****Safety Training**

This training is provided by Finning before students leave for their work experience. It covers topics such as forklift training, rigging training, safety orientation, and corporate overview as well as other topics Finning deems necessary.

**HES190 2 (0-0-40) 320 Hours 8 weeks****Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

**HES211 2 (3.5-0-3.5) 56 Hours 8 Weeks****Starting and Charging Systems**

This course examines 12 and 24 volt charging and 12, 24 and non-electrical starting systems. There is an emphasis on testing and troubleshooting.

**HES221 1.5 (3-0-3) 48 Hours 8 Weeks****Truck and Trailer Suspension and Steering**

Topics covered in this course include: the fundamentals and servicing of truck and trailer frames and suspension; wheels, tires and hubs; trailer landing gear; coupling units; trailer types and an introduction to trailer inspection as directed by the Commercial Vehicle Inspection Program; oxy-fuel heating and cutting; and preventive maintenance.

**HES231 1.5 (3-0-3) 48 Hours 8 Weeks****Air Brakes**

This course covers the fundamentals and operation of pneumatically actuated braking systems including component functions and diagnostics. A section on antilock brakes is included.

**HES241 1.5 (2.5-0-2.5) 40 Hours 8 Weeks****Hydraulic Brakes**

The topic covered in this course will be hydraulic brake systems including drum and disc brakes, brake boosters, parking brakes as well as electric brakes. The servicing of these systems will also be covered.

**HES251 1.5 (3-0-3) 48 Hours 8 Weeks****Air Conditioning Systems**

This course examines air conditioning systems found in on and off highway equipment. Systems, components, controls, service, troubleshooting and repair, and environmental stewardship are included topics.

**HES290 2 (0-0-40) 320 Hours 8 Weeks****Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

**HES311 1.5 (2.5-0-2.5) 40 Hours 8 Weeks****Electrical Circuits**

Truck and machine electrical and accessory circuits are examined in this course.

**HES321 3 (5.5-0-5.5) 88 Hours 8 Weeks****Engine Fuel Systems**

With a focus on Caterpillar fuels systems, this course will examine: diesel fuel and storage, combination processes, starting aids, the fuel injection system, system service, fuel nozzles and injectors, tune-up and engine performance analysis, and emergency shutdown systems. Electronic fuel and engine management systems will be emphasized.

**HES331 4 (7-0-7) 112 Hours 8 Weeks****Engine Fundamentals**

Focusing on the Caterpillar engine product line, this course examines engine function, component, operation, and systems. This includes the disassembly, inspection, and reassembly of a running diesel engine.

**HES390 2 (0-0-40) 320 Hours 8 Weeks****Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

**HES410 3.5 (6-0-6) 96 Hours 8 Weeks****Machine Hydraulic Systems**

This course is designed to teach the system operations and the testing and adjusting procedures for the pilot operated hydraulic system, the load sensing, pressure compensated (LSPC) hydraulic system, the electro-hydraulic system, and the hydrostatic system. Students will identify the system components, state the component function and trace the oil flow through the component. This section will be covered on different types of machines.

## Course Descriptions

**HES421 4 (7-0-7) 112 Hours 8 Weeks****Power Train I**

This course will cover power train components that are mechanical power transfer units. These include clutches, driveline, manual transmissions, transfer cases and drive axle assemblies. Also covered will be gear principles, transmission shifting and the servicing of the previous assemblies.

**HES440 1 (2-0-2) 32 Hours 8 Weeks****On-Highway Steering**

This course will cover the fundamentals of steering as well as service of steering systems. Also covered will be steering angles and alignment, and an orientation to vehicle inspection.

**HES490 2 (0-0-40) 320 Hours 8 Weeks****Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

**HES511 3.5 (6-0-6) 96 Hours 8 Weeks****Power Train II**

Power train drives that have a hydraulic component to them will be covered in this course. Torque converters, gearing principles, power shift and automatic transmissions are covered in relation to operation, diagnostics and service procedures. Also included are hydraulic retarders, tracked equipment steering and undercarriage fundamentals and service. Final drive operation and service, differentials as applied to off-road will also be discussed. Wheeled equipment steering and suspension as well as off-road equipment accessories and attachments will be discussed in reference to off-road machines.

**HES521 5 (9-0-9) 144 Hours 8 Weeks****Machine/Engine Diagnostics/Repair**

Primarily a lab-based course where the students' knowledge will be challenged and troubleshooting skills will be developed. Students will be required to successfully diagnose a series of equipment faults in a real world setting.

Prerequisites: Successful completion of semesters one through four

**HES590 2 (0-0-40) 320 Hours 8 Weeks****Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the college.

**History****HI1110 3 (3-0-0) UT 45 Hours 15 weeks****The Early Modern World**

This course is designed as an introductory survey of global history and will provide a foundation for advanced study in history and related fields. It covers the major political, cultural, intellectual and economic developments of the world from the 15th century through the 18th century.

Transfer: UA\* UC UL AU AF\* CUC GMU KUC Other

**HI1120 3 (3-0-0) UT 45 Hours 15 weeks****The Modern World**

This course is designed as an introductory survey of global history and will provide a foundation for advanced study of history and related fields. The course covers the major political, cultural, intellectual and economic developments of the world since the beginning of the 19th century to the present.

Transfer: UA\* UC UL AU AF\* CUC GMU KUC Other

**HI2090 3 (3-0-0) UT 45 Hours 15 Weeks****Early Modern Europe**

The course covers the political, economic, social and cultural history of the European people between 1350 and 1815. The course will trace developments from the Renaissance and Reformation periods to the Age of Absolutism, and will probe the Enlightenment and the end of the Old Regime and birth of Revolutionary Europe.

Transfer: UA\* UC UL AU AF\*

**HI2100 3 (3-0-0) UT 45 Hours 15 Weeks****Modern Europe**

The course covers the political, economic, social and cultural history of the European people during the last two centuries. The course will survey the age of Revolutions, the development of industrialized mass society and the imperialism and nationalism which culminated in the Great Twentieth Century wars. The course concludes with a study of the new Europe which has arisen from the ashes of 1945.

Transfer: UA UC UL AU GMU

**HI2370 3 (3-0-0) UT 45 Hours 15 weeks****History of the Canadian North**

Historical background to emergent political and economic/industrial issues in the Canadian North, including the Peace River region of Alberta. Topics include: the issue of northernness, history of Native people in the North, exploration and discovery, fur trade and missionaries, industrial development and settlement, issues of control today.

Transfer: UA UC UL AU AF CU KUC

## Course Descriptions

**HI2500 3 (3-0-0) UT 45 Hours 15 weeks****American History to 1865**

The history of the United States from colonial times to the end of the Civil War is covered. Through lectures and class discussions of selected readings, the course surveys development from distinct colonial societies to revolutionary and national consciousness along the Atlantic coast, internal expansion and commercial growth to the rise of racial and constitutional conflict and the Civil War catastrophe.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC  
Other

**HI2510 3 (3-0-0) UT 45 Hours 15 weeks****American History Since 1865**

This course covers the development of contemporary America from the period of Reconstruction after the Civil War to the present. Through lectures and class debates from prepared readings, you will examine and evaluate the American historical experience of western settlement, economic expansion and social crisis, racial conflict, imperial expansion, war, social protest and world power status.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC Other

**HI2600 3 (3-0-0) UT 45 Hours 15 weeks****Canadian History 1500 to 1867**

Survey of development of economic, political and social aspects of the French and British periods to 1867 is included in the course. The course gives an understanding and appreciation of Canadian heritage, and provides foundation for advanced study in history and related studies. CU CUC GMU KUC

**HI2610 3 (3-0-0) UT 45 Hours 15 weeks****Canadian History 1867 to The Present**

This course analyses the problems, the institutions and the changing roles in Canada since Confederation, and provides a base and some tools for inquiry into Canadian affairs.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**HI2700 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to History of Islam**

Survey of the history of Islam from about 500 to 1917 which will provide a general overview of the rise and fall of the Islamic empire and its impact on the 20 and 21 centuries. Topics will include: Arabia before Islam, Mohammad's message, succession (Caliphate), wars of expansion, Umayyad and Abbasid periods, the decline and the resurgence of the Islamic empire during the Ottoman Empire, World War I, final dissolution of the Islamic Empire and western domination of the region.

Transfer: UA UC UL AU

**HI2900 3 (3-0-0) UT 45 Hours 4 Weeks****Islamic History in Action I: Cordova to Cairo**

This is a 4 week directed study course which includes required readings, discussions, written assignments and travel. Part of the course will take place on site for one week, and three weeks will be spent traveling from Cordova (Spain) to Cairo (Egypt) through Morocco and Tunisia. The combination of guided readings with assignments, direct observation of the major historical sites, and the cultural immersion will help students understand and appreciate the making of Islamic history up close and personal.

Transfer: UA UL AU

**HI2940 3 (3-0-0) UT 45 Hours 4 Weeks****Introduction to the History of Western Science and Technology**

This course examines the history of science and technology from the earliest times to the 21st century. Although the Western tradition will be emphasized, consideration will also be given to scientific and technological developments in other global civilizations.

Transfer: UA UL AU AF GMU

**HI2950 3 (3-0-0) UT 45 Hours 15 Weeks****Islamic History in Action II: Cairo to Istanbul**

This is a 4 week directed study course which includes required readings, discussions, written assignments and travel. Part of the course will take place on site for one week, and three weeks will be spent traveling from Cairo (Egypt) to Istanbul (Turkey) through Jordan, Syria and Lebanon. The combination of guided readings with assignments, direct observation of the major historical sites, and the cultural immersion will help students understand and appreciate the making of Islamic history up close and personal.

Transfer: UA UL AU

## Course Descriptions

**HI2981 3 (3-0-0) UT 45 Hours 15 Weeks****Human Conflict: The Path to Total War**

Students will be introduced to one of humanity's least attractive but most persistent and consequential activities. Through lectures and media presentations, the class will trace the conduct of war from ancient times to the end of the 19th Century. Interwoven with these topics will be special studies of military culture, the effects of war on societies, the rise of revolutionary warfare, and industrialized warfare in the colonial era.

Transfer: UA UC UL AU CU CUC KUC

**HI2982 3 (3-0-0) UT 45 Hours 15 Weeks****Human Conflict: The Deadliest Century**

Through lectures and media presentations, students will trace the conduct of war in the most deadly century in human history, the Twentieth. Interwoven with this topic will be special studies of military culture, the effects of war on societies, the practice of industrialized warfare, nuclear strategy and low-intensity conflict in the post-nuclear era.

Transfer: UA UC UL AU CU CUC KUC

**HI3220 3 (3-0-0) UT 45 Hours 15 Weeks****Russia in the 20th Century**

A historical survey of Russia in the Soviet period from the revolutions of 1917 to the fall of Gorbachev.

Notes: This course not open to students with credit in HI3200.

Transfer: UA\* UC UL AU AF\*

**HI3670 3 (3-0-0) UT 45 Hours 15 Weeks****The Second World War**

This course surveys the global history of the Second World War including causes, outcomes and the social memory of the war. Selected aspects of its military, political, social and economic effects of the war will be examined.

Transfer: UA UC MRU

**HI3680 3 (3-0-0) UT 45 Hours 15 Weeks****The Native Aspect of Canada's History Before 1830**

The experience of native peoples in Canada's history from first European contact to the generation of the 1830's will be covered. Through lectures, case studies and discussion of selected readings, students examine and evaluate the interaction between European and native peoples during the colonial period in the light of the policies, interests and objectives of both native and newcomer groups. The course places special emphasis on Indian involvement in the fur trade, the development of European imperial and civilizing policies and the first attempts of native peoples to direct their destiny in the face of European incursion.

Prerequisites: A three-credit course in Canadian History

Transfer: UA UC UL AU AF CU CUC KUC Other

**HI3690 3 (3-0-0) UT 45 Hours 15 Weeks****The Native Aspect of Canadian History after 1830**

Developments in Canadian native peoples' history from the implementation of the reserves system to the present are presented. Through lectures, case studies and class discussions the class will examine the origins and assess the outcome of British and Canadian government policy towards native peoples, the birth of varied forms of resistance by native groups and the growth of modern native political movements.

Prerequisites: A three-credit course in Canadian History

Transfer: UA UC UL AU AF CU CUC GMU KUC Other

**HI3710 3 (3-0-0) UT 45 Hours 15 Weeks****History of Women in Canadian Society**

Canadian women as affected by, and as contributing to the major social changes of the nineteenth and twentieth centuries.

Transfer: UA\* UC UL AU AF\*

**HI4550 3 (3-0-0) UT 45 Hours 15 Weeks****Topics in the History of Canadian External Relations**

In general, this course examines Canada's diplomatic, political and cultural interrelationship with its two great mentors - Great Britain and the United States. More specifically, discussions will focus on the development of Canadian foreign policy (from Laurier to Mulroney) with particular emphasis on Canada's middle power role in global affairs during the Cold War period.

Notes: Some background in Canadian history is recommended.

Transfer: UA UC UL AU AF CU GMU KUC

**HI4680 3 (3-0-0) UT 45 Hours 15 Weeks****Topics in the History of Immigration and Ethnic Settlement in Canada**

Canada is a nation peopled by immigrants where ethnicity has played and continues to play an important role in the shaping of our society. This course examines the history of immigration and settlement of selected ethnic groups. In particular, the social, economic, and political experience of the Ukrainians will be used as a case study. Topics and themes include rural and urban settlement patterns; life and labour; Canadian nativism; the pressures of assimilation and integration, and the place of multiculturalism in a society that defines itself essentially as bicultural (English and French).

Prerequisites: Some background in Canadian History is recommended

Transfer: UA UC UL AU AF CU KUC

## Course Descriptions

### **HI4980 3 (0-3-0) UT 45 Hours 15 Weeks**

#### **Directed Studies in History**

An extended research field project with various historical themes depending upon site visited. Each student will develop a research proposal indicating goals of the study, procedure for evaluation and time to completion. The instructional content includes field studies, historiography tutorials and individualized research tutorials. Students will write a brief bibliographical essay and a comprehensive research discussion paper in order to complete the course. Prerequisites: HI2981 and HI2982

Notes: In order to receive credit, students must present a current course syllabus to the UofA Department of History and Classics.

Transfer: UA\* UC AU UL

### ***Hospitality and Tourism***

#### **HP1210 3 (3-0-0) 45 Hours 15 Weeks**

##### **Tourism Operations Management**

This is an introduction to tourism. The course will survey the tourism sector, its definition, history, career opportunities, key tourism segments (food and beverage, accommodations, transportation, travel trade, tourism services, attractions, events and conferences, adventure tourism and recreation), effects on society, and new developments in the industry. This course will also outline core practices and ideas that comprise tourism.

#### **HP1220 3 (3-0-1) 60 Hours 15 Weeks**

##### **Food and Beverages Management**

This course will examine the food service industry and the role of the restaurant manager. Aspects such as sanitation, food safety, nutrition, marketing, menu planning, and equipment layout will be covered. In addition, the course will include a general overview of liquor operations and bartending.

#### **HP1230 3 (3-0-1) 60 Hours 15 Weeks**

##### **Accommodations Operations Management**

The focus of this course will be the lodging industry and typical hotel organizational structures. Hotel reservations and check-in procedures, general management, office management, human resources, and front office operations will be examined.

#### **HP1240 3 (0-1-4) 75 Hours 15 Weeks**

##### **Hospitality Practicum I**

Students will be introduced to hospitality and tourism environments through a practicum that brings together theory and practice. Students will complete a number of observations, reflections, and assignments while completing the weekly seminars and practicum. The practicum may involve shift work.

Corequisites: HP1220

#### **HP2110 3 (1-0-2) 45 Hours 15 Weeks**

##### **Introduction to Culinary Arts**

This course will examine culinary and kitchen practices to provide a more thorough understanding of restaurant and hotel food operations. Culinary topics of study will include food safety, broths and soups, sauces, mains and sides, and desserts. The course will also include menu planning and costing, culinary research, high profile food event planning and execution. Focus will be on 5-star culinary standards and operations.

Prerequisites: HP1220 or consent of instructor

#### **HP2250 3 (3-0-1) 60 Hours 15 Weeks**

##### **Alternative Tourism**

This course inspects the national and international development of nature tourism, ecotourism, adventure tourism, and indigenous tourism; collectively referred to as Alternative Tourism. The concepts of sustainability, preservation and risk are studied. Students will do an independent analysis of a Canadian and International ecotourism business.

#### **HP2260 3 (3-0-0) 45 Hours 15 Weeks**

##### **Event and Convention Management**

Students will examine the art and science of planning major events and will explore the many facets that comprise the convention industry.

#### **HP2270 3 (0-1-4) 75 Hours 15 Weeks**

##### **Hospitality Practicum II**

Students will be immersed in hospitality and tourism environments through a practicum that brings together theory and practice. Students will complete a number of observations, reflections, and assignments while completing the weekly seminars and practicum. The practicum may involve shift work.

Prerequisites: HP1240

Corequisites: HP1230

## Course Descriptions

**HP2280 3 (3-0-0) 45 Hours 15 Weeks****Leadership and Management Excellence**

This course will address key themes and topics in leadership and management literature to enable students to establish their own commitment to best practices, excellence, and ongoing personal improvement.

**HP2290 3 (0-0-3) 45 Hours 15 Weeks****Computer Applications for Hospitality and Tourism**

This is a practical introduction to computer applications and software required in the hospitality and tourism management sector. Students will develop basic working knowledge of systems for hotel and accommodations management, food and beverage operations, front and back office management, and travel. The course will cover types of computer hardware, applications and operations software, and the evaluation and selection of computer systems. Presentation and database management concepts will also be reviewed.

Prerequisites: BA1150

***Human Services*****HS1000 2 (3-0-0) 30 Hours 10 Weeks****Interpersonal Communications**

Students develop awareness of and skills for interpersonal communication. Self-understanding and growth is emphasized as a foundation upon which effective interpersonal communication skills are built.

**HS1102 3 (3-0-0) 45 Hours 15 Weeks****Behavioural and Functional Assessment**

Students are introduced to the field of Applied Behaviour Analysis and to the wide variety of situations in which a behavioural approach can be useful. The course provides students with knowledge and practice of basic assessment skills essential to a behavioural approach.

**HS1130 3 (3-0-0) 45 Hours 15 Weeks****English**

A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication.

Prerequisites: English 30-1, English 33 or consent of instructor

Notes: Students with previous credit in CD1130 will not also receive credit for HS1130.

**HS1202 3 (3-0-0) 45 Hours 15 Weeks****Principles of Applied Behaviour Analysis and Learning**

This course provides students with the tools needed to design, apply and evaluate both simple behaviour change and behaviourally based instructional programs. These strategies are applied to helping people develop skills needed to improve the quality of their lives and, more specifically, to improve their participation as members of their communities.

Prerequisites: HS1102

**HS1203 1 (4-0-0) 16 Hours 4 Weeks****Interpersonal Communication in the Workplace**

This course builds on the interpersonal communication skills from HS1000 and applies them to the development of skills for more complex situations including conflict management and communication in the work environment.

Prerequisites: HS1000

**HS1217 2 (4-0-0) 30 Hours 8 Weeks****Language and Literacy**

This course explores children's expressive and receptive language development as well as their construction of knowledge about the reading and writing process. Students will examine ways in which preschool environments can support children in their attempts to understand and use the language system of their society. This course provides students with a solid foundation for facilitating preschool children's development in speaking, listening, reading and writing.

**HS2100 3 (5.5-0-0) 45 Hours 8 Weeks****Individuals with Exceptionalities**

Various types of exceptionalities are examined in this course. Resources, assessment procedures and inclusion of individuals with exceptionalities are explored. The roles of families and professionals are examined.

Prerequisites: (or Corequisites) HS1130 or consent of the Department

Notes: Students will not receive credit for CD2100 and HS2100.

**HS2370 2 (2-0-0) 30 Hours 15 Weeks****Administration of Human Services Programs**

Students examine the role of the administrator in Human Services Programs, including effective staff supervision models and techniques for evaluating and motivating staff. Students will learn about funding available from all levels of government as well as service organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

Prerequisites: Successful completion of first year or consent of the Department

## Course Descriptions

### **HS2440 3 (3-0-0) 45 Hours 15 Weeks**

#### **Human Development: Birth through Adolescence**

The purpose of this course is to familiarize the student with human development across the school years.

### ***Interdisciplinary Studies***

#### **ID1250 3 (0-3-0) UT 45 Hours 15 Weeks**

##### **Topics in Interdisciplinary Studies**

This course uses the study of aspects of cultural, historical and linguistic differences to create awareness of the impact of cultural and historical context on national representation and identity. Content changes each year but topics will typically include aspects of history, art, architecture, music, or additional topics.

Notes: This course may be offered as a travel study course. In that case, students can expect additional expenses for travel and accommodation. May be repeated for credit when content varies.

Transfer: UA UC UL

#### **ID2010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Interdisciplinary Topics in Culture: Masterpieces and Practice**

This is an exploration of masterworks and common practices in the cultural history of European and American culture. An aspect of this exploration will be examining the ways in which these arts have influenced society at large, and how they have fit into the locations of study. Content changes each year but topics will typically include aspects of the visual arts, music and drama, or additional topics, such as a cultural history of a geographic area.

Prerequisites: Any college or university courses that deals with the history of a related topic, such as an art, dance, drama or music history course. Other courses may be acceptable; consult with instructor.

Notes: May be repeated for credit when content varies. This course is normally offered as a travel study course.

Students can expect additional expenses for travel and accommodation.

Transfer: UC AU

#### **ID2020 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Interdisciplinary Topics in Contemporary Media**

This course uses an interdisciplinary approach to explore on a rotating basis various topics that examine the relationship between various forms of mass media and popular culture, e.g. communication media, novels, comic books, films, video games, music videos and the internet. Course content will vary on a yearly basis depending on student interest and the availability of faculty and expertise.

Transfer: UA UC AU

#### **ID3261 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Contemporary Culture Now I**

This is an introductory course to contemporary art and design. The course will introduce students to current issues related to the worlds of art, design, drama, music and popular culture. Activities include attendance at Visiting Speaker talks, gallery visits, performances, group discussions, critical writing, and viewing time-based media.

Transfer: AU

#### **ID3262 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Contemporary Culture Now II**

Continuation of Contemporary Culture Now I, this course will introduce current issues related to the worlds of art, design, drama, music and popular culture. Activities will include presentations from visiting speakers; attendance at gallery visits and performances; group discussions, critical writing and analysis of time-based media.

Prerequisites: ID3261

Transfer: AU

### ***Welding***

#### **ITW10 3 (5-0-0) 60 Hours 12 Weeks**

##### **Safety, Tools, Weld Fault and OAW Theory**

This course covers the safety, tools, weld fault and oxy-acetylene welding (OAW) theory components of Alberta Apprenticeship Welder training, 1st Period.

#### **ITW11 2 (4-0-0) 48 Hours 12 Weeks**

##### **Trades Math**

This course covers the Trades Math component of Alberta Apprenticeship Welder Training, 1st Period. Topics include: whole numbers and fractions, decimals, percentages and ratio, perimeters, areas, volumes, conversions and metric.

#### **ITW12 1.5 (2-0-0) 24 Hours 12 Weeks**

##### **GMAW, FCAW, SAW Theory**

This course covers the gas metal arc welding (GMAW), flux core arc welding (FCAW), submerged arc welding (SAW) theory components of Alberta Apprenticeship Welder Training, 1st Period. Topics include: power source, wire drive systems, shielding gas, regulator flow meters, wire classification and maintenance.

#### **ITW13 2 (0-0-6) 72 Hours 12 Weeks**

##### **GMAW, FCAW, SAW Lab**

This course covers the gas metal arc welding (GMAW) lab components of Alberta Apprenticeship Welder training, 1st Period. For a detailed list of topics, refer to ITW12, GMAW.

## Course Descriptions

**ITW15 1 (0-0-3) 36 Hours 12 Weeks****OAW Lab**

This course covers the OAW lab components of Alberta Apprenticeship Welder training, 1st Period. For a detailed list of topics refer to Safety, Tools, Weld Fault & OAW Theory (ITW10).

**ITW16 1.5 (2-0-0) 24 Hours 12 Weeks****SMAW Theory**

This course covers the SMAW theory components of Alberta Apprenticeship Welder training, 1st Period. Topics include: arc welding machines, selecting and installing welding machines, maintenance of welding machines, accessories for welding machines, basic electricity, machine controls, mild steel arc welding electrodes, basic joints, types of welds, welding symbols and weld faults.

**ITW17 2 (0-0-8) 96 Hours 12 Weeks****SMAW Lab**

This course covers the SMAW lab components of Alberta Apprenticeship Welder training, 1st Period. For a detailed list of topics refer to SMAW Theory (ITW16).

**ITW20 1 (0-0-30) 120 Hours 4 Weeks****Work Experience Placement**

Four weeks work placement at a welding site and/or welding related work environment. To satisfy the requirements of this course, a completed employer evaluation of the student's work experience must be submitted to GPRC.

**Language Comprehension Labs****LL0110 4 (3-0-0) HS 60 Hours 15 Weeks****English Lab**

This course is designed to help students develop writing skills including effective sentence patterns, accepted standards of grammar, punctuation, and word usage. A second focus is to improve reading comprehension strategies through vocabulary development and to learn effective reading strategies necessary for academic success. A combination of classroom teaching and computerized learning will prepare the student for writing and reading and high school level courses

Corequisites: EN0110

**Legal Relations****LR3010 3 (3-0-0) UT 45 Hours 15 Weeks****Legal Relations**

A synoptic view of the Canadian legal system, with emphasis on underlying considerations of social policy. While considering the nature, sources, philosophy, and policy objectives of the law, selected topics from the fields of tort and contract will be analyzed.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**Mathematics****MA0060 5 (5-0-0) HS 75 Hours 15 Weeks****Basic Mathematics I**

This course is an individualized program of study which covers a review of reading, writing and rounding of whole numbers, if required, as well as whole number multiplication and division. Problem-solving is emphasized throughout, and squares, square roots, and the order of operations are introduced.

Prerequisites: Appropriate math placement test score and EN0080 placement

Notes: Normally restricted to full-time students.

**MA0081 5 (5-0-0) HS 75 Hours 15 Weeks****Basic Mathematics II**

This course is a modularized program of study which covers whole numbers, decimals, fractions, integers, introduction to algebra, introduction to equations, metric measurement, dimensional geometry and problem solving.

Prerequisites: MA0060 or equivalent math placement test score

**MA0091 5 (5-0-0) HS 75 Hours 15 Weeks****Basic Mathematics III**

This course is a modularized program of study which includes a review of basic computational skills, ratio and proportion, percent; an introduction to exponents, basic operations on polynomials, equations, basic algebraic word problems; fundamentals of geometry, introduction to graphing and statistics.

Prerequisites: MA0081 or equivalent math placement test score

**MA0093 5 (5-0-0) HS 75 Hours 15 Weeks****Math Essentials**

This course is a modularized program of study which covers basic computational skills, ratio and proportion, percent; an introduction to exponents; equations and formulas; fundamentals of geometry, introduction to graphing, and statistics.

Prerequisites: MA0081 or equivalent math placement test score

## Course Descriptions

### **MA0110 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 10C Equivalent**

This is a modularized course which covers measurement including surface area and volume, introduction to trigonometry, numbers, roots and exponents, polynomial multiplication and factoring, relations and functions, linear functions, and systems of equations.

Prerequisites: MA0091 or equivalent math placement test score

### **MA0113 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 10-3 Equivalent**

This is a modularized course which covers unit pricing and currency exchange; earning an income; measurement including surface area and volume; conversion between SI and imperial units and Celsius and Fahrenheit temperature scales; angles and parallel lines; scale drawing of polygon figures; and trigonometry of right triangles.

Prerequisites: MA0091 or MA0093 or equivalent math placement test score

### **MA0115 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 10 Equivalent**

A review of fractions, decimals and percent is followed by algebraic terms and equations, insurance, retail pricing, consumer credit, geometry, and an introduction to trigonometry.

Prerequisites: MA0090 or MA0105, or equivalent math placement test score

### **MA0120 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 20-1 Equivalent**

This course explores sequences and series, radical expressions and equations, quadratic equations and functions, linear and quadratic inequalities, linear-quadratic and quadratic-quadratic systems of equations, rational expressions and equations, absolute value functions, reciprocal functions, and trigonometry including the sine and cosine laws.

Prerequisites: MA0110 or equivalent math placement test score

Notes: You may register in MA0120 if you achieved a mark of 60 percent or better in Alberta Education Math 10-C, or equivalent, within the previous two years.

### **MA0122 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 20-2 Equivalent**

Topics for this course include: inductive and deductive reasoning, spatial reasoning, properties of angles and triangles, acute triangle trigonometry, sine and cosine laws, radical expressions and equations, statistical reasoning, quadratic functions and quadratic equations, rates and proportional reasoning.

Prerequisites: MA0110 or equivalent math placement test score

Notes: You may register in MA0122 if you achieved a mark of 60 percent or better in Alberta Education Math 10-C, or equivalent, within the previous two years.

### **MA0123 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 20-3 Equivalent**

This is a modularized course which covers slope and rate of change; graphical representation of a given data and a statistical reasoning to support the data; surface area, volume, and capacity of various shapes; trigonometry of right triangles and scale representations; financial services and personal budgets. Emphasis is placed on applications related to trades and domestic use.

Prerequisites: MA0113 or equivalent math placement test score

Notes: You may register in MA0123 if you achieved a mark of 60 percent or better in Alberta Education Math 10-C or Math 10-3, or equivalent, within the previous two years.

### **MA0125 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Mathematics Grade 11 Equivalent**

This course includes number systems, exponents, polynomials, equations and inequalities, systems of equations, graphing, ratio and variation, accounting and investments.

Prerequisites: MA0100 or MA0115, or equivalent math placement test score

### **MA0130 5 (6-0-0) HS 90 Hours 15 Weeks**

#### **Mathematics Grade 12 Equivalent (Pre-Calculus 30-1)**

This course explores polynomial, radical, rational, exponential and logarithmic functions, transformation and combinations of functions, trigonometry (including the unit circle, graphs, identities and equations), and permutations and combinations.

Prerequisites: MA0120, MA0132 or equivalent, or equivalent math placement test score, or 60% or better in Math 20-1 or 30-2 within the previous two years

## Course Descriptions

**MA0131 5 (5-0-0) HS 75 Hours 15 Weeks****Mathematics Grade 12 Calculus Equivalent**

This course includes limits of sequences, series and functions, secants and tangents, derivatives from first principles, chain rule, product rule, quotient rule, implicit differentiation, curve sketching, maximum and minima applications, related rates applications, anti-derivatives and area, limits and derivatives of trigonometric functions.

Prerequisites: MA0120 or equivalent.

Pre or Corequisite: MA0130

**MA0132 5 (6-0-0) HS 90 Hours 15 Weeks****Mathematics Grade 12 Equivalent (Principles 30-2)**

This course explores set theory, counting methods, probability, rational expressions and equations, and functions (polynomial, exponential, logarithmic and sinusoidal).

Prerequisites: MA0122 or MA0120 or equivalent, or equivalent placement test score, or Math 20-1 or 60% or better in Math 20-2 within the previous two years

**MA0133 5 (5-0-0) HS 75 Hours 15 Weeks****Mathematics 30-3 Equivalent**

This is a modularized course which covers linear relations, limits to measurement; statistics, probability and odds, properties of geometric figures, transformations, trigonometry of oblique triangles, planning for and owning a small business. Emphasis is placed on applications related to trades and personal use.

Prerequisites: MA0123 or greater than or equal to 60% in Math 20-3 in the last 2 years

**MA0135 5 (5-0-0) HS 75 Hours 15 Weeks****Mathematics Grade 12 Equivalent**

This course includes a review of fractions and decimals, measurements, ratio, proportion and percent, operations with polynomials, equations and inequalities, exponents and radicals, factoring, rational expressions, quadratic equations, statistics and probability.

Prerequisites: MA0110 or equivalent, or MA0125, or equivalent math placement test score

**MA1000 4 (3-2-0) UT 75 Hours 15 Weeks****Calculus I**

This course covers coordinates, polar coordinates, analytic geometry, functions, transcendental functions, limits, continuity, derivatives and applications, Taylor expansion, Integration and applications.

Prerequisites: Mathematics 30-1 or equivalent and Mathematics 31 or equivalent

Notes: Credit will be granted for only one of MA1130, or MA1000. Restricted to Engineering students.

Transfer: UA\* UC\* UL\* AU AF\* CU CUC GMU\* KUC

**MA1010 3.5 (3-1-0) UT 60 Hours 15 Weeks****Calculus II**

This course includes applications of integration to lengths, areas, volumes and masses. Transcendental functions.

Methods of integration, polar coordinates and parametric equations, vector functions and derivatives are explored.

Prerequisites: MA1000 or equivalent

Notes: Credit will be granted for only one of MA1150 or MA1010. Restricted to Engineering students.

Transfer: UA\* UC\* UL\* AU\* AF\* CU CUC GMU\* KUC

**MA1020 3.5 (3-1-0) UT 60 Hours 15 Weeks****Applied Linear Algebra**

Vectors and matrices, solution of linear equations, equations of lines and planes, determinants, matrix algebra, orthogonality and applications (Gram-Schmidt), eigenvalues and eigenvectors and applications, complex numbers will be covered in the course.

Prerequisites: MA1000 or equivalent

Notes: Restricted to Engineering students.

Transfer: UA\* UC\* UL\* AU\* AF\* CU GMU\* KUC

**MA1130 3 (3-2-0) UT 75 Hours 15 Weeks****Elementary Calculus I**

This course will include a review of analytic geometry; functions, limits, continuity; differentiation of elementary functions; applications to maxima, minima and rates; introduction to integration; Fundamental Theorem; numerical integration; and areas and other applications of the definite integral to areas.

Prerequisites: Mathematics 30-1 or equivalent

Notes: Credit will be granted for only one of MA1130 or MA1000.

Transfer: UA\* UC\* UL\* AU\* AF\* CU CUC GMU KUC

**MA1150 3 (3-1.5-0) UT 67.5 Hours 15 Weeks****Elementary Calculus II**

Applications of integration to areas, volumes, work force and arc lengths are included in this course. Differentiation and integration of exponential, logarithmic and trigonometric functions; techniques of integration; indeterminate forms and improper integrals.

Prerequisites: MA1130 or MA1000

Notes: Credit will be granted for only one of MA1010 or MA1150.

Transfer: UA\* UC\* UL AU\* AF\* CU CUC GMU KUC

Other

## Course Descriptions

**MA1200 3 (3-1-0) UT 60 Hours 15 Weeks****Linear Algebra I**

Systems of linear equations, vectors in n-space, vector equations of lines and planes, matrix algebra, inverses and invertibility, introduction to linear transformations, subspaces of n-space, determinants, introduction to eigenvalues and eigenvectors, the dot product and orthogonality, applications in a variety of fields.

Prerequisites: Mathematics 30-1 or equivalent

Notes: Credit will be granted for only one of MA1020 or MA1200.

Transfer: UA UC\* UL\* AU\* AF CU CUC GMU KUC

**MA1600 3 (3-1-0) UT 60 Hours 15 Weeks****Higher Arithmetic**

Elementary Number Theory, Numeration Systems, Number Systems and Elementary Probability Theory are included in this course.

Prerequisites: Mathematics 30-1 or equivalent or Mathematics 30-2 or equivalent

Notes: This course is restricted to Elementary Education Students.

Transfer: UA UC UL AU AF CU GMU

**MA2140 3 (3-1-0) UT 60 Hours 15 Weeks****Intermediate Calculus I**

Infinite series; plane curves and polar coordinates; vectors and three dimensional analytic geometry; partial derivatives will be explored.

Prerequisites: MA1150 or MA1010

Transfer: UA UC UL AU AF CU CUC GMU KUC Other

**MA2150 3 (3-1-0) UT 60 Hours 15 Weeks****Intermediate Calculus II**

This course includes first order and second order linear differential equations with constant coefficients; 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.

Prerequisites: MA2140

Transfer: UA UC UL AU AF CU CUC GMU KUC Other

**MA2220 3 (3-1-0) UT 60 Hours 15 Weeks****Introduction to Discrete Mathematics**

A problem-solving approach to discrete mathematics, covering secret codes, public-key codes, error-correcting codes, enumeration, recurrence relations, induction, graph theory, graph algorithms and parallel algorithms.

Prerequisites: Any 1000-level Mathematics course (MA1200 recommended)

Transfer: UA\* AF\*GMU MRU

**MA2250 3 (3-1-0) UT 60 Hours 15 Weeks****Linear Algebra II**

Vector spaces; inner product spaces; examples of n-space and the space of continuous functions. GramSchmidt process, QR-factorization of a matrix and least squares. Linear transformations, change of basis, similarity and diagonalization. Orthogonal diagonalization, quadratic forms. Applications in a variety of fields, numerical methods.

Prerequisites: MA1020 or MA1200, and Mathematics 31 or 1000-level Calculus course

Transfer: UA UC UL AU AF GMU

**MA2280 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Ring Theory**

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 factorization. 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.

Prerequisites: MA1020 or MA1200

Notes: Not offered every year.

Transfer: UA\* UC\* UL AU AF\* GMU

**MA2410 3 (3-1-0) UT 60 Hours 15 Weeks****Geometry**

This course will cover Euclidean geometry, congruence, parallelism, area, and similarity. Also, axiomatic development, problem solving, construction and loci, inequalities, maxima and minima, circles, isometrics and more.

Prerequisites: Any 1000-level Mathematics course

Transfer: UA AF GMU MRU

**Motorcycle Mechanic****MCM100 8 (10-0-0) 160 Hours 16 Weeks****Theory I**

Subjects include shop safety, hand tools, measuring tools, wheels and tires, brake system operation, frame and suspension operation, basic electricity and lighting systems, carburetion, two-stroke tuning, two-stroke top end rebuild, motorcycle assembly, PDI, storage procedures, final drive operation, inspection and maintenance, lubrication and cooling systems, safe use of oxyacetylene welding equipment, recognition and interpretation of motorcycle parts.

## Course Descriptions

### **MCM150 7 (0-0-20) 320 Hours 16 Weeks**

#### **Shop I**

Subjects covered in Shop I include: shop orientation and safety, hand tools, measuring and machine tools, wheels and tires, brake systems, frame and suspensions, basic electricity, lighting systems, carburetion, two-stroke tuning, two-stroke top end rebuild, motorcycle uncrating and assembly, storage procedures, lubrication and cooling systems.

### **MCM200 6 (10-0-0) 120 Hours 12 Weeks**

#### **Theory II**

Subjects covered in Theory II include: charging, starting and ignition systems, four-stroke top end diagnosis, inspection and reconditioning, transmission operation, clutch and primary drive designs, two-stroke and roller bearing crankshaft inspection and repair, plain bearing crankshaft inspection.

### **MCM250 5 (0-0-20) 240 Hours 12 Weeks**

#### **Shop II**

Subjects covered in Shop II include: charging, starting and ignition systems, four-stroke tuning, four-stroke top end diagnosis, inspection and reconditioning procedures, transmissions, two-stroke and roller bearing crankshaft inspection and repair, plain bearing crankshaft inspection and repair and fuel injection.

### **Management**

#### **MG2000 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction To Management**

This is an introduction to the basic characteristics of Canadian Business and management concepts. Through the review of the functions of management using a systems approach, modern management theory and practice are studied. The current issues of business ethics, environmental concerns, international management, women in management and political environment are reviewed.

Transfer: UA UL\* AU AF CU CUC GMU

### **MG3120 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Applied Statistics for Business and Economics II**

Statistical inference for variance; statistical inference for the means; proportions and variances from two populations; analysis of variance; non-parametric statistics; joint probability distributions; marginal and conditional distributions; covariance; correlation and independence; contingency tables; simple linear regression; multiple linear regression; nonlinear regression; and time series analysis are topics covered in the course.

Prerequisites: ST1510

Notes: BA2060 is an acceptable prerequisite for students enrolling in MG3120 to fulfill a requirement in an Athabasca University Degree Program.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC\*

### **Microbiology**

#### **MI1330 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Medical Microbiology and Infectious Diseases**

This is a general microbiology course dealing with microorganisms, their nature, distribution and role in disease. Particular emphasis is placed on the epidemiology of infection, responsibilities of hospitals and prevention and control of infection.

Notes: Restricted to Nursing students.

Transfer: UA UL AU AF CU KUC

#### **MI2650 3 (3-0-4) UT 105 Hours 15 Weeks**

##### **General Microbiology**

This course covers aspects of bacterial physiology such as nutrient uptake, metabolism, extracellular proteins, chemotaxis and differentiation, The eukaryotic microbes, their ecological roles and eukaryotic cell culture will be discussed. The interactions of microbes with the environment and symbiotic relationships are major topics. Basic principles of industrial microbiology and the use of biotechnology for the production of economically and medically important substances will be covered. Laboratory exercises deal with topics related to the lecture material.

Prerequisites: BI1070 and CH1610 or CH2610

Transfer: UA UC UL AU AF CU GMU

#### **MI2950 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Infection and Immunity**

Introduces the principles and mechanisms of immunity in eukaryotes. Provides an overview of the major groups of infectious agents (virus, bacteria, parasites) and examines selected microorganisms within the context of the host response to pathogens and pathogen evasion strategies.

Prerequisites: (or corequisites) MI2650 and BC2000

Transfer: UA UC\* UL AU

## Course Descriptions

### **Marketing**

**MK3960 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Marketing**

This course explores all aspects of marketing, with a particular emphasis on the consumer, the "people" component of the definition.

Transfer: UA UC\* UL AU AF CU GMU KUC

**MK4060 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Consumer Behaviour**

This course examines consumer behaviour both as a consumer and as a manager attempting to influence consumers. It will examine how consumption decisions are made, logical and emotional thought processes of the consumer, and how culture impacts these processes. In addition, consumer behaviour will be examined with the objective of establishing effective marketing strategy.

Prerequisites: MK3960 or equivalent

Transfer: UA UC\* UL AF

### **Music**

**MU1000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Rudiments of Music**

The fundamentals of music theory are approached through aural and written training.

Prerequisites: No previous knowledge of music is required  
Notes: Recommended as a Fine Arts option for Bachelor of Arts.

Transfer: UA UC\* UL\* AU AF CU KUC

**MU1010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Music**

An introduction to active music listening and music literature. Focus is on developing listening skills and awareness of musical style. A brief survey of Western art (classical) music is included.

Prerequisites: No previous musical knowledge or skills required

Notes: Recommended as a Fine Arts option for Bachelor of Arts.

Transfer: UA UC\* UL\* AU AF CU CUC GMU KUC

**MU1220 3 (0.5-0-0) UT 15 Hours 30 Weeks**

#### **Second Practical Subject I**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1000 or satisfactory completion of music theory placement exam

Notes: Restricted to full-time students in Bachelor of Music and Bachelor of Music Combined Degree Programs.

Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

Transfer: UA UC UL AU AF CU CUC KUC

**MU1240 3 (0.5-0-0) UT 15 Hours 30 Weeks**

#### **Applied Music I**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1000 or satisfactory completion of music theory placement and aural skills examinations

Corequisites: MU1400 or MU1410 is required for all Bachelor of Arts music majors/minors

Notes: Restricted to full-time music majors/minors in Bachelor of Arts and Bachelor of Education. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes, and private rehearsal sessions.

Transfer: UA UL AU AF CUC Other

**MU1250 6 (2-0-0) UT 60 Hours 30 Weeks**

#### **Applied Music I**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1000 or satisfactory completion of music theory placement and aural skills examinations

Corequisites: MU1400 or MU1410

Notes: Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions. Restricted to full-time students in Bachelor of Music, Bachelor of Music Combined Degrees and Acoustic Diploma.

Transfer: UA\* UC\* UL\* AU AF\* CU CUC KUC

## Course Descriptions

### **MU1400 3 (0-0-4) UT 120 Hours 30 Weeks**

#### **Choral Ensemble I**

Students will gain experience performing choral literature from a variety of periods and genres. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: Consent of the Department based on audition

Notes: MU1400 or MU1410 is required for all Bachelor of Music and Bachelor of Music Combined degree students registered in MU1250, and a recommended Corequisite for other students registered in MU1240 or MU1250

Transfer: UA UC UL\* AU AF KUC\*

### **MU1410 3 (0-0-4) UT 120 Hours 30 Weeks**

#### **Instrumental Ensemble I**

Students will gain experience performing ensemble literature from a variety of periods and genres. Students are required to participate in an ensemble related specifically to their field of study. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: Consent of the Department based upon audition

Notes: MU1400, MU1410 or MU1490 is required for all Bachelor of Music and Bachelor of Music Combined Degree students enrolled in MU1250 and a recommended corequisite for other students enrolled in MU1240 or MU1250.

Transfer: UA UC UL AF\* KUC

### **MU1490 3 (0-0-4) UT 120 Hours 30 Weeks**

#### **Jazz Ensemble I**

The jazz ensemble is a performing group consisting of brass, woodwind, string and percussion instruments that plays jazz band literature in at least two concerts per year. Students will gain experience performing ensemble literature from a variety of periods and genres. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Corequisites: MU1400, MU1410 or MU1490 is required for all Bachelor of Music and Bachelor of Music Combined degree students registered in MU1250 and a recommended corequisite for students enrolled in MU1240 or MU1250

Transfer: UA UC UL AF KUC\*

### **MU1510 3 (0-0-3) UT 90 Hours 30 Weeks**

#### **Aural and Keyboard Skills I**

This course explores the aural perception of materials covered in MU1550 and MU1560 through the practice of sight-singing, dictation and keyboard harmony. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1000 or satisfactory completion of music theory placement and aural skills examinations

Corequisites: MU1550 or MU1560

Transfer: UA UC UL AU AF CU CUC KUC

### **MU1550 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Music Theory I**

This is a study of Common Practice harmony, including elementary analysis with discussion of elements of formal contrapuntal writing, chord progressions, and chorale textures.

Prerequisites: MU1000 or satisfactory completion of music theory placement examination

Transfer: UA UC UL AU AF CU KUC GMU

### **MU1560 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Music Theory II**

This course continues the study of Common Practice harmony and elementary formal analysis.

Prerequisites: MU1550

Transfer: UA UC UL AU AF CU KUC

### **MU1650 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction To World Music**

This is an introduction to music of the world and to ethnomusicology, the study of music in a cultural context. Case studies of music from several cultures and continents will be examined. The development of listening skills is an integral part of this course.

Prerequisites: No prerequisites, no musical knowledge or skills required

Transfer: UA UC\* UL AU AF CU CUC KUC

### **MU2090 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Woodwind Techniques I**

The course provides class instruction on clarinet and saxophone with a focus on pedagogical preparation for teaching instrumental music. No previous experience required.

Prerequisites: An ability to read music

Transfer: UA AU AF CU CUC KUC Other

## Course Descriptions

### **MU2110 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Woodwind Techniques II**

This provides a continuation of MU 2090 with a study of the flute, oboe and bassoon.

Prerequisites: MU2090

Transfer: UA AU AF CU CUC KUC Other

### **MU2200 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Percussion Techniques**

This course provides class instruction on percussion instruments with a focus on pedagogical preparation.

Prerequisites: An ability to read music

Transfer: UA UC AU AF CU CUC KUC

### **MU2220 3 (0.5-0-0) UT 15 Hours 30 Weeks**

#### **Second Practical Subject II**

Private study of voice or your principal instrument.

Bachelor of Music students may use this course as a means of preparing to complete their Piano Proficiency Exam.

This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: Consent of the Department

Notes: Restricted to full-time students in Bachelor of Music and Bachelor of Music Combined Degree Programs.

Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes, and private rehearsal sessions.

Transfer: UA UC UL AU AF CUC KUC

### **MU2240 3 (0.5-0-0) UT 15 Hours 30 Weeks**

#### **Applied Music II**

Private study of voice or your principal instrument. A brief performance for the faculty is required at the end of each semester. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1240

Corequisites: MU2400 or MU2410 is required for all Bachelor of Arts music major/minors

Notes: Restricted to full-time music majors and minors in Bachelor of Arts and Bachelor of Education. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes, and private rehearsal sessions.

Transfer: UA UL AU AF CUC Other

### **MU2250 6 (2-0-0) UT 60 Hours 30 Weeks**

#### **Applied Music II**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1250

Corequisites: MU2400 or MU2410

Notes: Restricted to full-time students in Bachelor of Music, Bachelor of Music Combined Degrees and Acoustic Diploma. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes, and private rehearsal sessions.

Transfer: UA\* UC\* UL\* AU AF\*KUC

### **MU2400 3 (0-4-0) UT 120 Hours 30 Weeks**

#### **Choral Ensemble II**

This is the second year of participation in Choral Ensemble. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1400

Transfer: UA UC UL\* AU AF KUC\*

### **MU2410 3 (0-4-0) UT 120 Hours 30 Weeks**

#### **Instrumental Ensemble II**

This is the second year of participation in an Instrumental Ensemble. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1410

Transfer: UA UC UL AF\* KUC

## Course Descriptions

### **MU2490 3 (0-0-4) UT 120 Hours 30 Weeks**

#### **Jazz Ensemble II**

This is the second year of participation in jazz ensemble. The jazz ensemble is a performing group consisting of brass, woodwind, string and percussion instruments that plays jazz band literature in at least two concerts per year. Students will gain experience performing ensemble literature from a variety of periods and genres. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1490

Transfer: UA UC UL AF KUC\*

### **MU2510 3 (0-3-0) UT 90 Hours 30 Weeks**

#### **Aural and Keyboard Skills II**

The aural perception of materials covered in MU2550 and MU2560 through the practice of sight-singing, dictation and keyboard harmony is covered. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: MU1510 and MU1560

Corequisites: MU2550 and MU2560

Transfer: UA UC UL AU AF CU CUC KUC

### **MU2550 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Music Theory III**

The course is a continuation of the study of Common Practice harmony, including larger forms and writing in a variety of texture.

Prerequisites: MU1560

Transfer: UA UC UL AU AF CU KUC

### **MU2560 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Music Theory IV**

This course is a continuation of the study of Common Practice harmony including larger forms and writing in a variety of textures.

Prerequisites: MU2550

Transfer: UA UC UL AU AF CU KUC

### **MU2620 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Women in Music**

The role of women as creative musical forces in the Western art traditions of Europe and North America are explored from Hildegard of Bingen in the 12th century to current trends of the 21st century. This is a study of women's contribution to the field of music as composers, performers, pedagogues, scholars and patrons. An interdisciplinary approach reveals how social and cultural context have affected the artistic process for female musicians.

Notes: No prerequisites, no musical knowledge or skills required.

Transfer: UA UL AU AF

### **MU2640 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Topics in Popular Music**

This course provides the opportunity to study several aspects of popular music, and the society and culture that surrounds it. Topics may include politics and propaganda; issues of gender, sexuality and race; identity and counterculture; music lyrics, and video analysis.

Prerequisites: DD1021 or consent of instructor

Transfer: UA UC UL AU AF

### **MU2800 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to the Study of Western Art Music History**

A study of musical thought from classical Greek civilization and a historical survey of music from Medieval Period through the Renaissance. Students will be introduced to the musical terminology and concepts of the periods under study. They will develop skills of aural recognition, writing, research methods and correct bibliographic practices.

Prerequisites: MU1550

Notes: This course is intended for B. Mus. and B. Ed. Music majors and minors.

Transfer: UA UC UL AU AF

### **MU2830 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Western Art Music History**

An historical survey of music from the Baroque period (1600-1750) through to the music of the early part of the Romantic period (1850). Students will concentrate on the various styles and genres of the periods under study. They will further develop skills of aural recognition, writing, research methods, and correct bibliographic practices.

Prerequisites: MU1560

Transfer: UA UC UL

## Course Descriptions

### ***Millwright/Machinist***

**MW101 7 (9-0-0) 148 Hours 16 Weeks**

#### **Millwright and Machinist Theory**

This course is designed to introduce the students to the apprenticeship system, the millwright and Machinist industry, the types of equipment used and the terminology of the trade. Topics to be included are: apprenticeship orientation, safety, grinders, power saws, lathes, drilling and milling, limits and fits, and metallurgy.

**MW102 4 (0-0-11) 176 Hours 16 Weeks**

#### **Millwright and Machinist Shop**

This course is designed to develop the student's skill of applying theoretical knowledge. Students will be required to demonstrate competency by using millwright and machinist equipment as each theoretical component is covered throughout the course. Safety will be emphasized.

**MW103 3 (4-0-0) 64 Hours 16 Weeks**

#### **Millwright and Machinist Trades Math**

This course integrates academic math with the job of a Millwright and Machinist. Emphasis will be placed on the application of mathematical calculations in the Millwright and Machinist industry. Topics to be included are: measurements, ratios, triangles and tables. The student will be expected to apply this knowledge when participating in shop activities.

**MW104 2 (3-0-0) 48 Hours 16 Weeks**

#### **Millwright and Machinist Applied Print Reading**

This course is designed to develop the student's skill of deciphering print into a variety of views. Topics to be included are: isometric views, orthographic views, sectional views and commercial shape. The student will be expected to apply this knowledge when participating in shop activities.

**MW105 2 (1-0-2) 48 Hours 16 Weeks**

#### **Millwright and Machinist Alignment Rigging and Fasteners**

This course is designed to introduce the student to fasteners, rigging methods and alignment precision. Topics to be included are leveling tools, locking devices, tensioning and procedural lock out. The student will be expected to apply this knowledge when participating in shop activities. Safety will be emphasized.

### ***Nursing***

**NS1050 3 (3-0-0) UT 45 Hours 30 Weeks**

#### **Anatomy**

This course gives students the opportunity to gain basic knowledge of human tissues, organs, systems and body structures, the related terminology and how these structures relate to function. Lectures will be enhanced by tutorial, laboratory and other learning activities. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: Biology 30 and Chemistry 30 or equivalents

Notes: Restricted to Nursing students only.

Transfer: UA UL AU\* Other

**NS1900 5 (0-6-3) 63 Hours 7 Weeks**

#### **Nursing in Context A**

Introduction to the professional discipline of nursing, communication theory, and context-based learning. The primary health care emphasis is on health promotion and disease prevention across the life span. Restoration and rehabilitation will be introduced. Health assessment and basic nursing skills will be introduced.

**NS1910 5 (0-4-17) UT 147 Hours 7 Weeks**

#### **Nursing Practice I**

Beginning nursing practice with a focus on health promotion and interaction with clients across the life span in a variety of non-traditional settings.

Prerequisites: NS1900

Transfer: UA UL

**NS1940 5 (0-6-3) UT 63 Hours 7 Weeks**

#### **Nursing in Context A1**

A continuation of the study of concepts introduced in NS1900 with a focus on teaching and learning principles and increased health assessment and basic nursing skills.

Prerequisites: NS1900

Transfer: UA UL

**NS1950 6 (0-3-20) UT 161 Hours 7 Weeks**

#### **Nursing Practice II**

Nursing practice includes health status assessment of clients and appropriate health promotion and disease prevention interventions. Practice occurs in settings where clients live or in community agencies (non-acute) where service to clients are offered.

Prerequisites: NS1900

Transfer: UA

## Course Descriptions

**NS2150 3 (3-0-0) UT 45 Hours 30 Weeks****Pharmacotherapeutics in Nursing**

An introduction to drug classification and regulation, from discovery to the patient. The foundation of pharmacodynamic and pharmacokinetic principles will be introduced. Four fundamental domains of drug movement and modification will be studied: drug absorption, distribution, metabolism and excretion. Examples from specific drug classes will be used to illustrate how the principles involved in pharmacotherapeutics need to be included into professional nursing practice. Brief scenarios will be used to integrate pharmacology with clinical setting. Safe, evidence-based practice will be emphasized.

Notes: May also be available online.

Transfer: UA

**NS2900 5 (0-6-3) UT 63 Hours 7 Weeks****Nursing in Context B**

Within the context of primary health care, the focus shifts to restoration, rehabilitation and support of clients experiencing chronic and less acute variances in health. Discussion related to health promotion and disease prevention continues. Intermediate health assessment and nursing skills will be introduced.

Prerequisites: NS1940 and NS1950

Transfer: UA UL

**NS2910 7 (0-3-28) UT 217 Hours 7 Weeks****Nursing Practice III**

Nursing practice will focus on restoration, rehabilitation and support (including health promotion and disease prevention) of clients with chronic and less acute variances in health across the life span. Practice will occur primarily in primary level acute care centres and continuing care agencies

Prerequisites: NS1940 and NS1950

Transfer: UA UL

**NS2940 5 (0-6-3) UT 63 Hours 7 Weeks****Nursing in Context B1**

Continuation of NS2900 with increasing situational complexity.

Prerequisites: NS2900

Transfer: UA UL

**NS2950 7 (0-3-28) UT 217 Hours 7 Weeks****Nursing Practice IV**

Nursing practice will focus on restoration, rehabilitation and support (including health promotion and disease prevention) of clients with chronic and less acute variances in health across the life span. Practice will occur in homes or in community-based settings.

Prerequisites: NS1940 and NS1950

Transfer: UA\* AF\* UL

**NS3010 3 (3-0-0) UT 45 Hours 30 Weeks****Nursing Research**

This course provides an introduction to the process of research through a comparative analysis of selected studies exemplifying different theoretical, methodological and analytical approaches. Emphasis will be on the communicability of research, the needs of the research consumer, and the development of skills of critical appraisal.

Prerequisites: (or Corequisite) Statistics elective

Notes: Credit will be granted for one of NS3690, or NS3010 and Statistics (3).

Transfer: UA AU

**NS3690 6 (0-6-0.5) UT 100 Hours 30 Weeks****Nursing Research and Statistics**

Introduction to the process of research through a comparative analysis of selected studies exemplifying different theoretical, methodological and analytical approaches. Emphasis will be on the communicability of research, the needs of the research consumer, and the development of skills of critical appraisal. Also included are introduction to descriptive and inferential statistics and the application of statistical methods to nursing problems. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Corequisites: NS3900

Notes: Students with credit in NS3970 and NS4970, or NS4960 will not receive credit for NS3690.

Transfer: UA UL GMU\*

## Course Descriptions

### **NS3900 5 (0-6-3) UT 63 Hours 7 Weeks**

#### **Nursing in Context C**

Within the context of primary health care, focus is on restoration, rehabilitation and support of the clients experiencing more acute variances in health. Discussion related to health promotion and disease prevention continues. Advanced health assessment and nursing skills will be introduced.

Prerequisites: NS2910, NS2940 and NS2950

Transfer: UA

### **NS3910 7 (0-3-28) UT 217 Hours 7 Weeks**

#### **Nursing Practice V**

Nursing practice will focus on restoration, rehabilitation and support (including health promotion and disease prevention) of clients experiencing more acute variances in health across the life span. Practice will occur in primary, secondary and tertiary level acute care settings.

Prerequisites: NS2910, NS2940 and NS2950

Transfer: UA UL

### **NS3940 5 (0-6-3) UT 63 Hours 7 Weeks**

#### **Nursing in Context C1**

Continuation of NS3900 with increasing situational complexity.

Prerequisites: NS3910 or NS3950, and NS3900

Transfer: UA UL

### **NS3950 7 (0-3-28) UT 217 Hours 7 Weeks**

#### **Nursing Practice VI**

Practice focuses on health promotion and disease prevention, restoration, rehabilitation and support of clients across the life span who are experiencing acute and chronic mental health issues. Practice occurs in acute care and/or community settings.

Prerequisites: NS2910, NS2940 and NS2950

Transfer: UA

### ***Native Studies***

#### **NT1000 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Native Studies**

This course introduces the discipline of Native Studies and the research and writing skills necessary for success in an academic environment. Through lectures, case studies and discussion of selected readings, the class examines and evaluates the interaction between European and native people in the light of the policies, interests and objectives of both native and newcomer groups. The course places special emphasis on past and present native people striving to direct their destiny in the fact of European incursion.

Transfer: UA UC AU AF CU

### **NT1521 3 (4-0-1) UT 75 Hours 15 Weeks**

#### **Introductory Cree I**

Introductory Cree I is a general introduction to Plains Cree (Y dialect) grammar, and vocabulary with an emphasis in the practice in speaking and working in the language laboratory.

Prerequisites: No prior knowledge in Cree is assumed

Transfer: UC UL AU Other

### **NT1522 3 (4-0-1) UT 75 Hours 15 Weeks**

#### **Introductory Cree II**

Introductory Cree II is a general introduction to Plains Cree (Y dialect) grammar and vocabulary with an emphasis in the practice in speaking and working in the language laboratory.

Prerequisites: NT1521

Transfer: UC UL Other

### ***Office Administration***

#### **OA1030 3 (5-0-0) 75 Hours 15 Weeks**

##### **Business Communications I**

This course will help you develop editing, proofreading and writing skills for effective business communications. Upon completing this course, you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will communicate with the English style that contributes to advancement in careers requiring excellent communication skills.

#### **OA1040 3 (5-0-0) 75 Hours 15 Weeks**

##### **Business Communications II**

The course applies the principles learned in OA1030 to the techniques or writing different types of letters, memos and short reports. It emphasizes oral communication, punctuation and proofreading skills.

Prerequisites: OA1030 or consent of instructor

Notes: Credit will be granted for one of OA1040 or OA2040.

#### **OA1060 3 (0-0-4) 60 Hours 15 Weeks**

##### **Microsoft Word Core Level I**

This course focuses on the core skills necessary for production of professional business documents. Students will learn Word core level skills including: creating, printing and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; and special formatting features.

## Course Descriptions

### **OA1070 3 (0-0-4) 60 Hours 15 Weeks**

#### **Microsoft Word Core Level II**

This course focuses on the production of advanced professional business documents. Students will use Word skills including: inserting images, inserting shapes and WordArt, tables, charts, merging, sorting and selection, managing lists, and managing long documents with headers, footers, and page numbers.

Prerequisites: OA1060

Notes: Credit will be granted for one of OA1060 and OA1070, or OA2620.

### **OA1080 3 (0-0-5) 75 Hours 15 Weeks**

#### **Microsoft Word, Core Level III**

This course focuses on core to expert level word processing skills necessary for the production of professional business documents including letters, memos, tables, reports, and manuscripts. Emphasis is on the use of Word. Students will complete Word core skill sets and move to expert Word skill sets.

Prerequisites: OA1070 or equivalent

Notes: Credit will be granted for one of OA1080 or OA2280.

### **OA1140 1.5 (0-0-2.5) 37.5 Hours 15 Weeks**

#### **Microsoft Excel, Core Level**

This course first introduces students to the Vista operating system fundamentals, which will give them a solid working knowledge of electronic file management, file structure, system maintenance and security, hardware, and system accessories including: the Calculator, Windows Explorer, and Notepad. A basic business math module will emphasize a range of mathematical calculations used in business. Students will then use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, V-Lookup functions, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

Notes: Credit will be granted for one of OA1140 and OA1150, or OA2610.

### **OA1150 1.5 (0-0-2.5) 37.5 Hours 15 Weeks**

#### **Microsoft Access, Core Level**

This course gives students a comprehensive understanding of databases and uses Access to create a broad range of applications including: creating tables, creating filters, sorting tables, relationships, designing data, sharing data with Excel, importing data, creating queries, working with large databases, calculated fields, and reports.

Notes: Credit will be granted for OA1140 and OA1150, or OA2610.

### **OA1151 3 (0-0-5) 75 Hours 15 Weeks**

#### **Microsoft Office, Core Level II**

This course teaches you the core level skill sets required to use Access and PowerPoint.

Notes: Students with credit in OA1150 will not receive credit for OA1151.

### **OA1210 3 (3-0-0) 45 Hours 15 Weeks**

#### **Administrative Office Procedures I**

This modularized course covers the fundamentals of working in a professional office including: human relations, management of work, time and resources using traditional procedures and Outlook, organizational structure and office layout, telephone and front-line reception, reprographics, machine transcription, and handling traditional and electronic mail (Outlook) and scheduling including Outlook.

### **OA1220 3 (3-0-0) 45 Hours 15 Weeks**

#### **Administrative Office Procedures II**

This course focuses on procedures for handling electronic mail (Outlook) and traditional mail, front line reception/scheduling and electronic calendar systems (Outlook), Internet travel arrangements, and formal and informal meetings. Students will also study and research employment strategies, prepare a critical employability skills portfolio and resume, and participate in a simulated job interview.

### **OA1231 1.5 (0-0-3) 45 Hours 15 Weeks**

#### **Skill Building I**

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

### **OA1232 1.5 (0-0-3) 45 Hours 15 Weeks**

#### **Skill Building II**

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

## Course Descriptions

### **OA1240 3 (0-0-30) 120 Hours 4 Weeks**

#### **Work Experience**

This course provides an opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over one semester is required. Students will complete an orientation to office information systems prior to the practicum. Students will work full shifts in a professional office with an experience office manager. The office manager will act as supervisor and the student will follow the supervisor's work rotation. Prerequisites: All other program requirements must be completed prior to beginning this course.

### **OA1310 3 (3-0-0) 45 Hours 15 Weeks**

#### **Basic Bookkeeping I**

This course begins your career path as a professional bookkeeper and introduces you to basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, including journals, ledgers and preparation of financial statements is covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned, rather than memorized.

### **OA1320 3 (3-0-0) 45 Hours 15 Weeks**

#### **Basic Bookkeeping II**

This course continues you along your career path as a professional bookkeeper and introduces you to basic bookkeeping principles, procedures and concepts as applied to a merchandising business. Bookkeeping for merchandising activities, cash control concepts and reporting petty cash, sales and receivables, cost of goods sold, inventory, property, plant and equipment, natural resources, intangibles, current liabilities, long-term liabilities and payroll are covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned, rather than memorized.

### **OA1365 3 (0-0-4.5) 67.5 Hours 15 Weeks**

#### **Introduction to Software Applications**

This course is intended to familiarize the student with the use and application of computers in daily office activities. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access, and PowerPoint. This course also introduces the student to the Outlook, Windows, and computer terminology.

Notes: Not for credit in Office Administration.

### **OA1430 3 (0-0-5) 75 Hours 15 Weeks**

#### **Simply Accounting for Small Business**

This is an introduction to Simply Accounting Pro, an integrated accounting software program designed for the needs of small business. Students will complete practical applications involving basic to advanced concepts in the general journal, accounts payable, accounts receivable, payroll, inventory, budget and bank reconciliation modules. Prerequisites: OA1310 or permission of instructor

### **OA1510 1 (2-0-0) 30 Hours 15 Weeks**

#### **Dental Sciences Terminology**

The dental sciences terminology course focuses on accurate spelling and pronunciation of oro-facial anatomy and dental words, as well as identification and uses of abbreviations, symbols, pharmacological and oro-facial terms for recording patient care. Preventive and restorative treatments are discussed, as well as the tooth histology and development.

### **OA1520 3 (1.5-0-1.5) 45 Hours 15 Weeks**

#### **Dental Office Procedures**

This course teaches the inner workings of a busy dental office and covers the information required for students to work in a dental office environment including dental and health care organizations, dental records, legal and ethical issues, confidentiality, conflict resolution, communication, nonviolent crisis intervention, emergencies, security, self-examination, team work and stress management.

### **OA1530 2 (1-0-1.5) 37.5 Hours 15 Weeks**

#### **Dental Care and Third Party Billing**

This course covers the information required for dental office assistants to file Alberta Health Care billing, business functions related to the medical office, booking and scheduling, and different branches of dentistry and related specialties. This course will give students a full understanding of the job demands and essentials such as understanding Alberta's dental fee guides, codes, insurance company guidelines, billing procedures, and dental payment plans. Students will learn how to deal with estimates and general dental office procedures. A brief presentation on British Columbia and Northwest Territories billing guidelines will be included as required by the student population.

## Course Descriptions

### **OA2040 3 (5-0-0) 75 Hours 15 Weeks**

#### **Business Communications II**

Upon completing this course, students will write and speak according to Standard English usage principles of word choice, spelling, proof reading, sentence construction, grammar, punctuation and pronunciation. This course will examine writing styles such as negative, positive, and persuasive in various business documents.

Notes: Credit will be granted for one of OA2040 or OA1040.

### **OA2080 1.5 (0-0-2.5) 37.5 Hours 15 Weeks**

#### **Electronic Records Management**

This course focuses on the fundamentals of Records Management in a paper-based system, including a review of basic filing techniques. Coverage is also provided for filing and maintenance of automated, microimage and electronic imaging records. The student is introduced to current microcomputer hardware and software, procedures and practices, providing up-to-date information and skills in the day-to-day operation of a computer. Students will gain an understanding of the Freedom of Information and Protection of Privacy in today's office environment.

Prerequisites: OA1140, OA1150 or consent of instructor

### **OA2081 3 (0-0-3) 45 Hours 15 Weeks**

#### **Comprehensive Records Management**

This course focuses on the fundamentals of records management in a paper-based system, including a review of basic filing techniques; and filing and maintenance of automated, micro-image and electronic imaging records. Students are introduced to current microcomputer hardware and software procedures and practices, providing current information and skills in the daily operation of a computer. Students will gain an understanding of the Freedom of Information and Protection of Privacy Act. A Disaster Recovery project will be completed at the end of term.

Notes: Credit will be granted for only one of OA2080 or OA2081

### **OA2090 3 (0-0-5) 75 Hours 15 Weeks**

#### **Internet Technology**

This course is designed to give students exposure to and a working knowledge of the Internet and its powerful research and interactive capabilities. Browsers, search engines, digital image enhancement, webpage design, uploads to servers and website maintenance, electronic mail, Internet resources, Internet security issues, viruses, spyware and adware issues, hoaxes and Multimedia are included.

Prerequisites: OA1140, OA1150 or consent of instructor

### **OA2095 3 (0-0-5) 75 Hours 15 Weeks**

#### **Web Design**

This is an entry-level course where students learn to hand-code static web sites to build a plain, unstyled web site that is validated and then published on the World Wide Web. The second and third modules introduce all the properties and specifications of Cascading Style Sheet (CSS) Language, including CSS positioning. Students apply what they learn to their own websites, keeping their style and content separate. This course introduces html forms and form controls.

### **OA2096 3 (0-0-5) 75 Hours 15 Weeks**

#### **Advanced Web Design**

This course assumes students have a solid background in XHTML and CSS. The course builds on that foundation a basic level of knowledge of client-side programming, server-side programming, and data access required for E-Commerce web sites. Students are introduced to JavaScript to make websites dynamic on the client-side. After a brief introduction of XML, a review of basic database concepts, and SQL, server-side scripting is discussed in general terms so students understand what is required to collect information from html forms. A basic ASP application is built in order to demonstrate. Students gain a basic understanding of what is involved in building and maintaining a database-driven, E-Commerce website. The course finishes with a brief look at SVG (Structured Vector Graphics) and Flash.

Prerequisites: OA2095 or consent of instructor

### **OA2101 3 (1.5-0-1.5) 45 Hours 15 Weeks**

#### **Professional Communications**

This course emphasizes job search techniques, attitude, nonverbal communication, listening skills, role and function of meetings, employability skills, and the development of a positive career philosophy. Students will develop a Critical Employability Skills Portfolio.

Prerequisites: OA1040 or OA2040

### **OA2110 1.5 (3-0-0) 22.5 Hours 7.5 Weeks**

#### **Business Editing and Proofreading**

This course will hone and improve the proofreading and editing skills of the office administrator. Students will be taught how to recognize and correct common errors. Students will also learn how to edit documents so they are clear, concise, and complete. Special focus will be put on typically produced business documents; from correcting common keyboarding errors to formatting letters, memos, and reports.

Prerequisites: OA1030 or equivalent

## Course Descriptions

**OA2120 1.5 (3-0-0) 22.5 Hours 7.5 Weeks****Meetings and Minutes**

This course will focus on creating and running effective meetings. Topics covered will be; creating agendas, taking minutes effectively, running an effective and engaging meeting, bringing motions forward and voting on them, rules and etiquette, and terms of reference.

Prerequisites: OA2110 or consent of instructor.

**OA2230 3 (0-0-5) 75 Hours 15 Weeks****Desktop Publishing**

This course introduces students to the expert level features of the most current Microsoft Office Professional Software Package to produce integrated desktop publishing documents. Students will use desktop publishing skills to produce merged documents, flyers, tri-fold brochures, business sets, newsletters, catalogues, awards, certificates, letterheads, business cards, electronic forms and web pages.

Prerequisites: OA2280

**OA2240 3 (0-0-8) 120 Hours 15 Weeks****Work Experience**

This course provides the opportunity for you to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours work experience over one semester is required.

Prerequisites: Successful completion of five other courses in the Diploma Program and permission of the Department.

Notes: See Practicum Progression Criteria in Office Administration.

**OA2250 1.5 (0-0-2.5) 37.5 Hours 15 Weeks****Skill Building III**

This course focuses on the development of employable keyboarding speed and accuracy.

**OA2260 1.5 (1-0-1.5) 37.5 Hours 15 Weeks****Active Living and Wellness**

This course provides the student with life skills to promote health, fitness, recreation and wellness necessary to their personal and professional lives.

**OA2270 3 (0-0-5) 75 Hours 15 Weeks****Microsoft Excel, Expert Level**

This course teaches expert concepts and techniques of Microsoft Excel through lectures, demonstrations, and hands-on practical applications of this program.

Prerequisites: OA2610, OA1140 and OA1150 or equivalent

**OA2271 3 (0-0-5) 75 Hours 15 Weeks****Microsoft Excel, Comprehensive**

Introductory through to expert level concepts and techniques of Microsoft Excel through lectures, demonstrations and hands-on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing and integrating data.

Notes: Credit will be granted for one of OA2270 or OA2271.

**OA2280 3 (0-0-5) 75 Hours 15 Weeks****Microsoft Word, Expert Level**

This course focuses on the expert level word processing skills necessary for production of business documents. Emphasis is on the skill sets students need to master the Expert Certification (MCAS) exam in Word. These skills are listed in the course objectives.

Prerequisites: OA1070 or OA2620

Notes: Credit will be granted for one of OA1080 or OA2280.

**OA2290 3 (0-0-5) 75 Hours 15 Weeks****Microsoft Access Expert**

This course teaches expert concepts and techniques of Microsoft Access through lectures, demonstrations and hands-on practical applications.

Prerequisites: OA2610, or OA1140 and OA1150, or equivalent

**OA2291 3 (0-0-5) 75 Hours 15 Weeks****Microsoft Access Comprehensive**

Students will master the complete concepts and techniques of using Microsoft Access. Students will engage in practical-based activities that prepare them to take the MCAS Access examination.

Notes: Credit will be granted for one of OA2290 or OA2291.

**OA2310 3 (1-0-2) 45 Hours 15 Weeks****Legal Office Procedures I**

This course is an introduction to legal office procedures. Upon completion students will have a thorough knowledge and understanding of office procedures specific to a law firm including opening, closing, and maintaining client files; preparing legal correspondence; the mechanics of timekeeping and creating billing statement; as well as managing office politics and human dynamics. The students will also be introduced to the requirements under the Wills Act in relation to the creations of a valid will, power of attorney, and personal directive. Records and time management will also be emphasized.

## Course Descriptions

### **OA2320 3 (1-0-2) 45 Hours 15 Weeks**

#### **Legal Office Procedures II**

This course is a continuation of OA2310 in regards to legal-related terminology, correspondence, and preparation of non-court and court documentation. The course provides an introduction to the Canadian legal system, its history, the development and types of laws in Canada, and the Court system that enforces the law. The students will study the process and procedures involved in civil litigation including document management, trial preparation, and collecting judgment. The course is designed to utilize a project-based approach to completing legal activities.

Prerequisites: OA2310

### **OA2410 3 (3-0-0) 45 Hours 15 Weeks**

#### **Financial Accounting I**

This course introduces the key accounting principles and concepts, the accounting cycle, financial statement preparation and analysis for incorporated and unincorporated service and merchandising companies. Cash control, inventories, receivables, plant and equipment, will also be covered.

### **OA2420 3 (3-0-0) 45 Hours 15 Weeks**

#### **Financial Accounting II**

A continuation of OA2410 Financial Accounting I. This course is intended to further introduce students to financial accounting procedures and their underlying concepts and principles. Topics covered include payroll and labour standards, GST, inventory and cost of goods sold, capital assets, liabilities, professional judgment and ethical conduct, partnerships and corporations, and financial statement analysis. Students will integrate theoretical concepts with computerized accounting applications using Microsoft Office Professional.

Prerequisites: OA2410 or equivalent or consent of instructor

### **OA2430 3 (0-0-5) 75 Hours 15 Weeks**

#### **QuickBooks for Small Businesses**

This is a comprehensive course teaching accounting concepts in a software environment. Students will learn why you perform a particular task, be shown how to perform the task and understand what the task affected. Students will use QuickBooks to go through step-by-step basic to complex tasks for service and merchandising businesses. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts.

Prerequisites: OA1310 or permission of instructor

### **OA2440 3 (0-0-5) 75 Hours 15 Weeks**

#### **ACCPAC for Corporations**

This course will apply corporate accounting concepts and their relationship to ACCPAC so that you can transition from textbook to “real world” transactional analysis. Students will complete corporate practical applications modules including: system manager, general ledger set-up, chart of accounts, opening balances, budget sets, daily transactions, periodic processing, statement design, accounts payable, bank services, tax services, payments, accounts receivable, customer maintenance, receipt processing, period batch processing and year-end procedures.

Prerequisites: OA1310 and one of OA1430 or OA2430 or permission of instructor

Corequisites: OA2420 or equivalent, or consent of instructor

### **OA2511 3 (3-0-0) 45 Hours 15 Weeks**

#### **Medical Terminology I**

This course provides you with a background in medical terminology. It will assist you to recognize medical words by identifying Greek and Latin suffixes and prefixes, the root words, and combining forms. It will also assist you to correctly pronounce medical terms and to recall and interpret medical abbreviations.

### **OA2520 3 (3-0-0) 45 Hours 15 Weeks**

#### **Petroleum Terminology for Field Operations**

This course provides students with an overview of oil patch activities, common terms, roles, industry professional and governmental organizations, and industry-related office procedures and processes. A lecture series presented by industry professionals will cover topics on how oil and gas is formed, found, developed, produced, refined, marketed, and accounted for. Field trips will be a component of this course.

### **OA2530 1.5 (2.5-0-0) 37.5 Hours 15 Weeks**

#### **Forestry Resource Terminology**

This course familiarizes administrative personnel working in forest-related careers with common forest processes and terminology.

## Course Descriptions

### **OA2620 3 (0-0-5) 75 Hours 15 Weeks**

#### **Microsoft Word Core Level**

Students will learn to use a common word processing software program as a tool for the composition and formatting of business documents. Emphasis will be placed on strategies used to learn the software and transfer the learning to other computer programs. Students will be expected to integrate their learning of software functions with the knowledge of business formats to produce professional documents that adhere to standards expected in the workplace.

Notes: Credit will be granted for one of OA1060 and OA1070, or OA2620.

### **OA2710 3 (3-0-0) 45 Hours 15 Weeks**

#### **Office Management I**

This course introduces students to the field of office management and recognizes the changing role of the office professional. Topics covered will include the managerial, organizational and communication process; office layout and environment; as well as selecting, developing, supervising and motivating employees.

Prerequisites: Completion of Office Administration Certificate or permission of Department Chair.

### **OA2720 3 (3-0-0) 45 Hours 15 Weeks**

#### **Office Management II**

This course is a continuation of Office Management I. Topics covered will include appraising performance, analyzing and evaluating jobs, administering salaries, measuring output, improving productivity, quality and quantity control, and budgetary and cost control.

Prerequisites: OA2710 or permission of Department Chair.

### **OA2900 3 (3-0-0) 45 Hours 15 Weeks**

#### **Integrated Projects**

Students will complete integrated projects similar to what will be required in an actual business environment. Students will use components of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook and Publisher) and the Internet. This is a capstone course that requires the integration of previously learned skills. Other topics such as customer service, marketing and event management will be introduced to support the term project.

Prerequisites: Completion of Office Administration Certificate (including OA1140, OA1150, and OA1310) or permission of Department Chair.

### ***Perioperative Nursing***

#### **OR4010 7 (15-0-0) 105 Hours 7 Weeks**

##### **Perioperative Nursing Theory**

The knowledge, principles and practices of perioperative nursing are addressed in detail as they relate to the competencies identified for perioperative nursing by the Operating Room Nurses Association of Canada.

Prerequisites: Registered Nurse with one year of nursing experience or permission from the Chair of Nursing Education

Notes: Full-time study recommended

#### **OR4020 2 (0-0-32) 32 Hours 1 Week**

##### **Perioperative Nursing Skills Lab**

Basic perioperative nursing skills are demonstrated and practiced in a laboratory setting under the supervision of the course instructor.

Corequisites: OR4010 and OR4030

#### **OR4030 5 (12.5-0-0) 75 Hours 6 Weeks**

##### **Perioperative Nursing and Surgical Interventions**

Specific aspects of perioperative nursing care for the surgical patient undergoing general surgery, gynecological, orthopedic and endoscopic procedures are addressed.

Prerequisites: OR4010

Notes: Full-time study recommended

#### **OR4040 10 (0-3-31) 340 Hours 1 Week Seminar**

##### **10 Weeks Practicum**

##### **Perioperative Nursing Clinical Practicum**

This course provides the opportunity for students to apply the knowledge gained in previous theory and lab courses in the clinical setting. Emphasis is placed on providing perioperative nursing care to patients undergoing surgical interventions in general surgery, gynecology and orthopedics. Ninety-three hours will be spent in general surgery and gynecological surgery, 62 hours in orthopedic surgery. The remaining 62 hours include six or seven hours in a post anesthesia recovery room, six to seven hours in E.E.N.T., six to seven hours in regional or local anesthesia, 30 to 31 hours in student's area of choice and 12 to 14 hours with pediatrics.

Prerequisites: OR4010, OR4020, OR4030

Notes: Students wanting to do practicums outside of Alberta will be required to arrange their own clinical placement at sites that meet with the course objectives. Information on this process will be sent to students who register for this course.

## Course Descriptions

### ***Organizational Behaviour***

**OT3010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Behaviour in Organizations**

This course examines the sociological and psychological bases of individual behaviour in organizations. Topics of individual psychology examined will include cognition, perception, attitude formation and change, personality structures and change, and motivation. The course will also investigate the behaviour of individuals in groups and organizations. In this context various aspects of group dynamics such as leadership, communication, interpersonal sensitivity, morale and satisfaction, and the formation and attainment of individual and group goals will be discussed.  
Transfer: UA UC UL AU AF CU UC GMU

### ***Physical Activity***

**PA1010 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Principles and Concepts of Physical Activity**

This course is an exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. The focus of the course is on the development of a conceptual understanding of movement, therefore a wide range of activities and their contexts will be examined and experienced.

Notes: Students not enrolled in Physical Education programs require consent of Department.

Transfer: UA\* UC UL\* AU AF GMU

**PA1110 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Basketball**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of basketball.

Transfer: UA UC AF CU CUC GMU

**PA1180 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Soccer**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of soccer.

Transfer: UC UL AU\* KUC

**PA1310 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Badminton**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of badminton.

Transfer: UA UC AF CU

**PA1350 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Tennis**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of tennis.

Transfer: UA UC CU

**PA1370 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Volleyball**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of volleyball.

Transfer: UA UC UL AU\* CU CUC KUC

**PA1450 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Golf**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of golf.

Transfer: UC UL AU\* KUC

**PA1600 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Gymnastics**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of gymnastics.

Transfer: UC UL AU\* CU CUC KUC

**PA1800 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Canoeing and Kayaking**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of canoeing and kayaking.

Transfer: UA\*UC UL AU\* AF\* GMU

**PA1810 3 (0-0-3) UT 45 Hours 1 5 Weeks**

#### **Instruction of the Basics of Cross Country Skiing**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of cross country skiing.

Transfer: UA UC UL AU\* AF CUC GMU KUC

**PA1820 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Indoor Wall Climbing**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of indoor wall climbing.

Notes: This course requires additional practice outside of the scheduled class times.

Transfer: UA UC

**PA1980 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Resistance Training**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of resistance training.

Transfer: UA UC

**PA1981 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Cardiovascular Training**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of cardiovascular training.

Notes: Reserved for students in Fitness Leadership.

Transfer: UA UC

## Course Descriptions

### **PA3110 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Coaching Basketball**

Acquisitions of theoretical knowledge and personal skills used in coaching the advanced skills and strategies of basketball.

Prerequisites: PA1110 or consent of the Department

Transfer: AU CU

### **PA3370 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Coaching Volleyball**

Acquisitions of theoretical knowledge and personal skills used in coaching the advanced skills and strategies of volleyball.

Prerequisites: PA1370 or consent of the Department

Transfer: UA UC UL AU AF CU CUC KUC

### ***Paleontology***

#### **PALE400 3 (0-0-6) UT/CE 90 Hours 15 Weeks**

##### **Paleontology Field School**

Students will learn the techniques of collection, curation, and analysis of fossils at the Pipestone Creek Pachyrhinosaurus Bonebed site, located near Grande Prairie in Northwestern Alberta, Canada. The field component of the course will take place during the summer, off campus, at the field location. Each student will complete assignments in the field and will prepare a written report based upon data acquired and methods learned during the field component.

Prerequisites: This course is designed for senior level undergraduate students or graduate students in paleontology and requires consent of department.

Notes: Additional course fees may apply.

Transfer: UA

#### **PALE401 3 (0-0-6) UT/CE 90 Hours 15 Weeks**

##### **Paleontology Laboratory Techniques**

Students will learn the basic laboratory techniques involved in the preparation, restoration, curation and casting of fossils found in northwest Alberta, including, but not limited to those from the Pipestone Creek Pachyrhinosaurus Bonebed site (near Grande Prairie, Alberta, Canada). The course will take place during the summer at Grande Prairie campus. Each student will complete assignments in the laboratory and will prepare a written report based on data acquired and methods learned during the laboratory component.

Prerequisites: This course is designed for senior level undergraduate students or graduate students in paleontology and requires consent of department.

Notes: Additional course fees may apply.

Transfer: UA

### ***Physics***

#### **PC0110 3 (3-0-0.5) HS 52.5 Hours 15 Weeks**

##### **Physics Grade 10 Equivalent**

The major concepts include linear motion, force, work, energy and power, and heat.

Prerequisites: SC0100 or consent of the Department, EN0090 or EN0110 placement, MA0091 (min 65%) or MA0113 (Math 10-3) or MA0110 placement.

Notes: See also Academic Upgrading Science requirements.

#### **PC0120 5 (4-0-2) HS 90 Hours 15 Weeks**

##### **Physics Grade 11 Equivalent**

The topics include linear and two dimensional velocity, acceleration, forces; vector versus scalar quantities from mathematical and graphical perspectives; Newton's three laws of motion; equilibrium forces, incline planes; centripetal force and acceleration, Kepler's three laws of planetary motion, Newton's law of gravity; work, power kinetic, gravitational potential and conservation of energy; transverse and longitudinal waves and interference of waves, resonance and Doppler effect.

Prerequisites: PC0110 (Science 10), MA0110 (Math 10C) or MA0123\*\*(Math 20-3) or MA0120 placement.

Notes: See also Academic Upgrading Science Admission Requirements.

\*\*When MA0123 (Math 20-3) is used as a prerequisite then the student cannot take PC0130.

#### **PC0130 5 (5-0-1.5) HS 95 Hours 15 Weeks**

##### **Physics Grade 12 Equivalent**

The major concepts to be covered in this course include: momentum and impulse; electric forces and fields; current electricity; magnetic forces and fields; electromagnetic radiation (light); and atomic physics. Problem solving is highly emphasized throughout the course.

Prerequisites: PC0120 (Physics 20), MA0120 (Math 20-1) or MA0122 (Math 20-2) or MA0130 placement. If MA0123 (Math 20-3) was used as the prerequisite for PC0120 then the student cannot take PC0130.

Note: See also Academic Upgrading Science Admission requirements

## Course Descriptions

### **PC1240 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Particles and Waves**

Algebra based course for students in life and medical sciences. It guides the student through two distinct types of motion: motion of matter (particles) and wave motion. Vectors, forces, bodies of equilibrium, elasticity and fracture; review of kinematics and basic dynamics; conservation of momentum and energy; circular motion; vibrations; wave optics; sound; black body radiation, photons; de Broglie waves; models of the atom. Examples relevant in biology and medicine will be emphasized. Prerequisites: Physics 20 or equivalent, Mathematics 30-1 or equivalent. Physics 30 is strongly recommended. Notes: Credit may be obtained for only one of PC1240 or PC1310.

Transfer: UA UC AU\* AF GMU\* KUC\*

### **PC1260 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Fluids, Fields and Radiation**

This course is a continuation of PC1240 for students in life and medical sciences. Fluid statics and dynamics, gases, kinetic interpretation; electrostatics; currents and circuits; magnetic field; electromagnetic induction; nuclear radiation, its interaction with matter and application. Prerequisites: PC1240

Notes: Credit may be obtained for only one of PC1260 or PC1300.

Transfer: UA UC AU\* AF GMU\* KUC\*

### **PC1300 3.8 (3-1-3/2) UT 82.5 Hours 15 Weeks**

#### **Wave Motion, Optics and Sound**

This course includes geometrical optics, optical instruments, oscillations, waves, sound, interference, and diffraction.

Prerequisites: Mathematics 30-1 or equivalent, Mathematics 31 and Physics 30  
Corequisites: MA1000

Notes: Restricted to Engineering students only.

Transfer: UA\* UC UL AU AF\* CU GMU KUC

### **PC1310 4.3 (3-1-3/2) UT 82.5 Hours 15 Weeks**

#### **Mechanics**

This course includes kinematics and dynamics of particles; gravitation; work and energy; linear momentum; angular momentum; systems of particles and introduction to dynamics of rigid bodies.

Prerequisites: MA1000 and EG1300. Pre or Corequisite: PC1300

Corequisites: MA1010

Notes: Restricted to Engineering students

Transfer: UA UC UL AU AF CU CUC KUC

### **PC2300 3 (3-0-3/2) UT 67.5 Hours 15 Weeks**

#### **Electricity and Magnetism**

This course covers electrostatics, electric fields, Gauss' Law, electric potential, capacitance, Ohm's Law, DC circuits, Kirchoff's Laws, magnetic fields, Ampere's Law, electromagnetic induction, Faraday's Law, electric generators, magnetism, Maxwell's Equations and em waves.

Prerequisites: PC1300 and MA1000 or MA1130

Corequisites: MA1010 or MA1150

Transfer: UA UC UL AU AF

### **Physical Education**

#### **PE1000 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Structural Anatomy**

Introductory study of human anatomy. Students learn structural and functional components of selected systems of the human body.

Notes: For Bachelor of Physical Education or Bachelor of Science in Kinesiology students only.

Transfer: UA UC\* UL AU AF CU CUC KUC

#### **PE1015 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Essentials of Human Physiology**

This main focus of this introductory course is systemic functions in the human body with special emphasis on systems that respond and adapt to exercise stress. The majority of the course will focus on the cardiovascular, respiratory, musculoskeletal, nervous, and neuroendocrin systems. A prior knowledge of general cellular function and metabolism (such as obtained in Biology 30) is presupposed.

Transfer: UA\* UC UL AU AF\* KUC\*

#### **PE1030 3 (3-0-1) UT 60 Hours 15 Weeks**

##### **Integrative Human Physiology**

The focus of this introductory physiology course is cellular functions in the human body with special emphasis on control and integration of these functions. Whenever possible, the responses and adaptations to exercise will be used as a foundation upon which the concepts of control and integration will be discussed. Some topics from PE1015, Essentials of Human Physiology, will be revisited to discuss control and integration of cellular and systemic function.

Prerequisites: PE1015

Transfer: UA\* UC\* UL AU AF\* KUC\*

## Course Descriptions

**PE1040 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Sociocultural Aspects of Leisure and Sport**

This course explores the study of play, physical education, recreation, sport and leisure as institutionalized ways in which society organizes and teaches attitudes and skills. It provides an introduction to the importance of sociocultural inquiry and the notion of being critical as an empowering process.

Notes: Students not enrolled in Physical Education Programs require the consent of Department.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PE1050 3 (3-0-1) UT 60 Hours 15 Weeks****Introduction to the Administration of Sport, Physical Activity and Recreation Programs**

This course provides you with the basic skills required to successfully administer a sport and/or physical education program.

Notes: Students not in Physical Education or Education Programs require consent of Department.

Transfer: UA UC UL AU AF CU GMU KUC

**PE1100 3 (3-0-1) UT 60 Hours 15 Weeks****Personal Health and Fitness**

This course is an individual-based analysis of physical fitness and personal health issues. The emphasis is on planning and managing your own lifestyle for health and well-being.

Notes: Students not in Physical Education or Education Programs require consent of Department.

Transfer: UA UC UL AU AF CU CUC GMU

**PE2000 3 (3-0-2) UT 75 Hours 15 Weeks****Exercise Physiology**

The lecture, laboratory experience and supplementary readings are designed to promote an understanding of the physiological responses to acute and chronic exercise. Successful completion of the course requirements will enable one to understand the basic function of various physiological systems; describe the various physiological changes that occur during acute exercise and the various adaptations to different forms of exercise training and environmental influence; understand the basic ergometry and other laboratory instrumentation for evaluating physiological responses to exercise; and experience exercise stress in a laboratory setting as a participant and tester.

Prerequisites: PE1020 or PE1015

Transfer: UA UC UL AU CUC GMU KUC

**PE2010 3 (2-0-1) UT 45 Hours 15 Weeks****Applied Ethics in Physical Education and Sport**

This is a philosophical examination of ethical questions in the professional practice of physical education and sport.

Transfer: UA UC UL AU AF CU GMU KUC

**PE2020 3 (2-0-2) UT 60 Hours 15 Weeks****Leadership and Instruction in Physical Activity**

This is an introduction to the theory and practice of leadership and instruction in physical activity settings. Instructional techniques are applied to a variety of activities and environments in order to enhance the development of instructional skills which can promote skill learning.

Transfer: UA UC UL AU AF CU CUC KUC

**PE2030 3 (3-0-1) UT 60 Hours 15 Weeks****Skill Acquisition and Performance**

This course presents a psychological approach to understanding human motor behaviour. You will examine the processes involved in learning motor skills and controlling movement and the factors that influence acquisition and performance.

Transfer: UA UC UL AU AF CU CUC KUC Other

**PE2040 3 (3-0-0) UT 45 Hours 15 Weeks****Leisure and Sport in Canadian Society: Historical Perspectives**

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.

Prerequisites: PE1040 or consent of the Department

Transfer: UA UC UL AU AF CU GMU KUC

**PE2050 3 (3-0-3) UT 90 Hours 15 Weeks****Introduction to Outdoor Environmental Education**

This course is designed to provide a conceptual and experiential introduction to outdoor environmental education and leadership. In addition to weekly lecture and lab components, the course includes a five-day backpacking trip held at the end of August before classes start.

Notes: You will be responsible for your own food costs and a share of transportation costs for the hike.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PE2060 3 (3-0-1) UT 60 Hours 15 Weeks****Biomechanics**

This course presents a method of qualitative analysis of human movement based on a knowledge of biomechanical principles.

Transfer: UA UC UL AU AF CU CUC GMU KUC

## Course Descriptions

**PE2070 3 (3-0-1) UT 60 Hours 15 Weeks****Physical Education and Leisure for Special Populations**

This is an introduction to current trends in theory and practice in physical education and recreation for special groups. The course includes a survey of special populations and their implications for service delivery.

Transfer: UA UC UL AU AF CU GMU KUC

**PE2400 3 (3-0-2) UT 75 Hours 15 Weeks****Introduction to Sports Injuries**

This course allows an analysis of practical and theoretical concepts of sports injury. It includes an overview of sports medicine, care and prevention of injuries, and safety in athletics and physical education.

Prerequisites: PE1000 or equivalent

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PE2420 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Nutrition for Exercise and Performance**

This course examines the fundamental principles of nutrition and the effects it has in society, athletic performance and physical education. It includes an analysis of practical and theoretical concepts of nutrition and the effects that dietary intake has on exercise, body composition and athletic performance.

Transfer: UA UC UL AU\* AF GMU KUC

**PE2460 3 (0-0-6.7) UT 100 Hours 15 Weeks****Coaching Practicum I**

Students will be required to coach for a complete season in a program approved by the student's Faculty Mentor Coach. The purpose of the practicum is to provide the student with a practical coaching experience under the guidance of a Program Coach. It is intended to introduce the student to the demands of the profession of coaching.

Notes: Open to Bachelor of Physical Education Coaching Studies students only. At least 100 hours of outside classroom time is required.

Transfer: UA AF

**PE2930 3 (0-3-0) UT 45 Hours 15 Weeks****Introduction to the Movement Activities of Children Aged 5 to 12**

This is a study of the free play and organized physical activities of school aged children in recreational, educational, and sport environments. Class members will engage in practical physical activity and the observation of children.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PE2940 3 (1-2-0) UT 45 Hours 15 Weeks****A Conceptual Approach to Physical Activity**

A study of the fundamental movement concepts that underlie the physical activities engaged in by youth of secondary school age.

Notes: University of Alberta will grant credit for only one of PA1010 or PE2940.

Transfer: UA\* UC UL AU AF\* CU CUC KUC

**PE3030 3 (3-0-0) UT 45 Hours 15 Weeks****Psychology of Sport and Physical Activity**

This course introduces the student to select psychological theory as it relates to sport and physical activity. Psychological constructs along with their theoretical perspectives will be viewed within a cognitive, emotional, social, and behavioral framework. An analytical approach is encouraged.

Transfer: UA UC UL AU GMU MRU

**PE3070 3 (3-0-0) UT 45 Hours 15 Weeks****Human Growth and Motor Development**

This course is a study of the sequential changes in physical growth and motor development with emphasis on individual differences.

Notes: For BPE, secondary PE majors, and BPE/BEed students only.

Transfer: UA UC UL AU AF CU CUC KUC

**PE3450 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Coaching Theory**

This course introduces you to a variety of coaching topics of both a theoretical and a practical nature. NCCP Level I and II Theory certification is available.

Transfer: UA UC UL AU AF CU CUC KUC

***Physical Fitness*****PF1910 3 (1-0-4) 75 Hours 15 Weeks****Fitness Leadership Practicum**

A theoretical and practical course on techniques in fitness leadership for individuals and groups.

Prerequisites: AFLCA Certification in at least one specialty, CPR, PE1000, PA1980, PA1981

Notes: For Fitness Leadership Program students only.

## Course Descriptions

### **PF1980 1.5 (1-0-3) 60 Hours 15 Weeks**

#### **Leadership in Resistance Training**

A course in which students acquire both theoretical and practical knowledge using various forms of resistance training. Emphasis will be placed upon providing the student with leadership skills on resistance training techniques, lifting mechanics, program design and implementation.

Prerequisites: AFLCA Basic Theory

Corequisites: PE1000

### **PF1981 1.5 (0-0-3) 45 Hours 15 Weeks**

#### **Cardiovascular Training**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of cardiovascular training.

### **PF2900 3 (1-0-3) 60 Hours 15 Weeks**

#### **Fitness Assessment and Advanced Counseling**

Students will gain both theoretical and practical knowledge in fitness assessment and counseling techniques.

Prerequisites: PE1000 and PE1015

Corequisites: PE1030 and PE1100

Notes: Upon completion, students must pass both the written and practical final exams as a prerequisite to get credit for PF2900 and enter into PF2920 and PF1910.

Students will fulfill both the written and practical exams of CSEP's Canadian Physical Activity, Fitness and Lifestyle Approach.

### **PF2910 3 (0-1-4) 75 Hours 15 Weeks**

#### **Advanced Fitness Practicum**

This course will involve students applying techniques in exercise testing and prescription for individuals/groups. Participants will be involved in integration seminars in the class and in practical experience at local fitness centres.

Prerequisites: PE1000, PY1040, BA1020, PE1100, PE2400, PF1910, Canadian Fitness and Lifestyle Appraisal Course

Corequisites: PE1020

Notes: For Fitness Leadership Program students only. This class has supplemental costs for evaluations and certifications.

### **PF2920 3 (3-0-1.5) 67.5 Hours 15 Weeks**

#### **Certified Personal Trainer Exercise Prescription**

This course is designed to prepare students for CSEP-CPT Certification, the Canadian standard for the field of personal training. Students will gain both theoretical and practical knowledge in exercise prescription and counseling techniques. Students prepare for the CPT core competencies in counseling, motivation, and fitness, including exercise demonstration and technique, equipment selection, exercise prescription and modification, program design and planning. Upon completion, students will fulfill both the written and practical exams of the CSEP Health and Fitness Program, Personal Trainer Certification.

Prerequisites: (or Corequisites) PE1050, PE1100, PE2000, PE2400, PF1910, PF2900, PF2910, and PY1040

Notes: Students will be required to submit a transcript for PF2920 and the pre/corequisites to fulfill CPT Certification.

### **PF2980 3 (1-0-2) 45 Hours 15 Weeks**

#### **Advanced Training Methodologies**

An examination of resistance training and supplementary strength and conditioning methodologies for general conditioning and sport specific conditioning. Emphasis on various strength training techniques, exercise mechanics, program designs and implementations as they relate to specific activities or sports. Supplementary topics will include periodization of training, plyometrics, functional training, core training and Olympic lifting.

Prerequisites: PF1980

### **Philosophy**

#### **PH1010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Philosophy: Values and Society**

This is an introduction to the classical problems of philosophy through study and critical discussion of selected philosophical classics and contemporary works. Emphasis will be placed on questions of moral and other values and on the nature of society and justice.

Transfer: UA UC UL AU AF CU GMU KUC Other

#### **PH1020 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Philosophy: Knowledge and Reality**

This is an introduction to the classical problems of philosophy through study and critical discussion of selected philosophical classics and contemporary works. Emphasis will be placed on questions of the nature and extent of human knowledge and classic problems about the nature of reality and our place in it.

Transfer: UA UC UL AU AF CU GMU KUC Other

## Course Descriptions

**PH1030 3 (3-0-0) UT 45 Hours 15 Weeks****Creativity: An Exploration of Ideas, Process, and Outcomes**

This course provides exposure to the techniques, theories, and practices of creative thinking. It is designed to improve and nurture students' creative potential thereby enhancing their ability to work more effectively in organizational, community, and private contexts.

Transfer: UC UL AU

**PH1200 3 (3-0-0) UT 45 Hours 15 Weeks****Elementary Symbolic Logic**

This is an introduction to modern symbolic logic including sentential and predicate logic with an emphasis on the application of formal techniques to ordinary language.

Transfer: UA UC UL AU AF CU CUC KUC\*

**PH1250 3 (3-0-0) UT 45 Hours 15 Weeks****Practical Logic**

Elementary methods and principles for analyzing arguments will be covered. Topics may include informal fallacies, introduction of scientific method, elementary statistical reasoning, elementary propositional logic, rational decision procedures.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PH1600 3 (3-0-0) UT 45 Hours 15 Weeks****Philosophical Analysis of Contemporary Issues**

Philosophical analysis of contemporary problems of social concern. Topics may include abortion, sexual equality, our place in the natural environment, censorship, minority and majority rights, war and violence, medical ethics and cultural preservation.

Transfer: UA UC UL AU AF CU CUC KUC

**PH2050 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to the Philosophy of the Mind**

This course is an introduction to the questions of what it means to be a person and to have a mind. The relationship of philosophical ideas to scientific investigations of mental phenomena will be studied. Topics may include the mind-body relationship, personal identity, computer models of mind, sensation and emotion, and consciousness.

Transfer: UA UC UL AU AF GMU KUC

**PH2650 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to the Philosophy of Science**

This is an introduction to the central issues in contemporary philosophy of science. Topics may include theory of evaluation, paradigm shifts and theory change, laws of nature, causation and explanation, the rationality of science and its social and historical setting.

Transfer: UA UC UL AU AF GMU KUC

**PH2800 3 (3-0-0) UT 45 Hours 15 Weeks****Philosophy of Art**

An introduction to some of the traditional theories, for example, the expressionist and the formalist theories, which investigate the nature and function of the arts. The nature of aesthetic experience will also be considered.

Transfer: UA UC UL AU AF CU GMU KUC

**PH3550 3 (3-0-0) UT 45 Hours 15 Weeks****Philosophy of the Environment**

Major environmental issues, such as pollution, overpopulation, resource exhaustion, the rights of future generations and animal rights will be considered in regard to their ethical, aesthetic, or metaphysical ramifications.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PH3570 3 (3-0-0) UT 45 Hours 15 Weeks****Philosophy of Religion**

General topics in the Philosophy of Religion. Selections from the following will be studied: The concept of 'religion', the relationships between philosophy and religion, arguments for and against the existence of God, meaning and intelligibility in religious language, religion and morality, religion and the meaning of life, implications of the study of religion in the social sciences.

Transfer: UA UC UL AU AF CU CUC GMU KUC

**PH3850 3 (3-0-0) UT 45 Hours 15 Weeks****Workplace, Business and Professional Ethics**

This course will analyze arguments concerning the morality of such topics as: environmental pollution, professional ethics, health and safety in the workplace, employee loyalty, racism and sexism in the workplace, advertising ethics, deception in business.

Transfer: UA UC UL AU AF CU CUC KUC

**PH3860 3 (3-0-0) UT 45 Hours 15 Weeks****Philosophy and Health Care**

A philosophical examination of concepts and issues central to the knowledge and practice of health care. Topics may include: provision and allocation of health care resources, rights and responsibilities of patients and health care personnel, passive and active euthanasia, abortion, research and experimentation, disclosure of diagnosis and risks, death and suffering.

Transfer: UA UC UL AU AF GMU

## Course Descriptions

### ***Political Science***

#### **PO1010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Political Studies, Ideas and Forms of Government**

This course is an introduction to key political concepts such as power, authority, order, equality, freedom and justice. These concepts are examined as they are employed by different ideologies including liberalism, conservatism, socialism, communism, anarchism, feminism, postmodernism and religious fundamentalism. Political ideas and practices are also examined in the context of democratic, authoritarian and totalitarian forms of government. The role of the news media under different kinds of regime may also be considered.

Notes: Students who are taking or have taken PO1010 or PO1020 will not also receive credit for PO1030 at the UofA.

Transfer: UA\* UC UL AU AF\* GMU KUC Other

#### **PO1020 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Political Institutions, Processes and Problems**

This course is an introduction to the institutions, processes and problems of government emphasizing Canadian and other democratic governments. The course includes discussions of law, constitutions, civil liberties, public opinion, voting behaviors, electoral systems, political parties, interest groups, federalism and nationalism. This course offers an introduction to different fields of political study. Problems to be examined may include: political integration, the right to national self-determination, humanitarian intervention, globalization, global warming, terrorism and other issues.

Notes: Students who are taking or have taken PO1010 or PO1020 will not also receive credit for PO1030 at the UofA.

Transfer: UA UC UL AU AF KUC Other

#### **PO1030 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Modern Political Issues**

This is an introduction to contemporary political issues and events. Topics vary but include matters of contemporary national and international concern such as the Quebec Question, Rights and Environmentalism.

Notes: This course is not intended for students majoring in political science.

Transfer: UA\* UC UL AU CU CUC GMU KUC

#### **PO2110 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Ancient and Medieval Political Thought**

This course presents a critical survey of Western political philosophy from ancient Greece to the Middle Ages. Political thinkers to be studied include Plato, Aristotle, Cicero, Augustine, Aquinas and Machiavelli.

Prerequisites: PO1010 or PO1020 or consent of Department

Transfer: UA\* UC UL AU AF CUC KUC Other

#### **PO2120 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Modern Political Thought**

This course presents and examines the political ideas of the great thinkers of the West from the times of Thomas Hobbes in the sixteenth century through the nineteenth century. Ideas to be given prominent consideration may include the consent of the governed, the limits of authority, rights, liberty, equality, democracy, property, entitlements of labour, the justifications of capitalism, history and technology. While attention will be given to the historical and cultural context of the views of thinkers, the course will focus on the significance of their ideas for us today. Political thinkers to be studied include Hobbes, Locke, Rousseau, Burke, Wollstonecraft, J.S. Mill, Hegel, and Marx and Engels.

Prerequisites: PO1010 or PO1020 or consent of Department

Transfer: UA\* UC UL AU AF CUC KUC Other

#### **PO2210 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to the Canadian Political Environment**

This course examines the cultural, social and economic context in which political actors in Canada seek to protect and advance their interests and power. Attention is given to divisions or cleavages as well as unifying elements. Topics will include language, culture, political culture, economic class cleavages, gender, ethnic diversity, political socialization and social movements, interest groups and Canada's external political environment provided by the United States and the rest of the world. This course, along with PO2220, Introduction to Canadian Political Institutions, Federalism and the Constitution, constitutes a full year introduction to Canadian politics. The two courses provide preparation for further studies in Canadian politics at the post-secondary level.

Transfer: UA UC UL AU CUC\* Other\*

## Course Descriptions

**PO2220 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Canadian Political Institutions, Federalism and the Constitution**

This course examines the workings of four branches of government at the national level, as well as, Canadian federalism and the Constitution. The course also explores efforts to change institutional arrangements to make them more democratic and more responsive to Western Canadians, people in Quebec and aboriginal peoples.

Transfer: UA UC UL AU CUC\* KUC Other\*

**PO2610 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to International Relations I: Security, War and Peace**

This is an introduction to the study of international relations with a focus on armed conflict, the pursuit of peace and related military matters. Topics may include the causes of war, the Cold War, arms control, post-Cold War military challenges, terrorism, international organizations, international law, international responses to domestic armed conflicts and the direction of Canadian defense policy.

Prerequisites: PO1010 or PO1020 or consent of Department

Notes: Students will receive credit for one of PO2600 or PO2610.

Transfer: UA\* UC UL AU AF\* CUC KUC Other

**PO2620 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to International Relations II: Globalization, People and the Planet**

This course focuses on nonmilitary matters including free trade and world trade rules, economic disparities, population movements, the environment and the political significance of the communications revolution. Topics may include the future of the nation-state, free trade agreements, agricultural trade policy, global economic justice, developing world debt.

Prerequisites: PO1010 or PO1020 or consent of Department

Notes: Student will receive credit for one of PO2600 or PO2620.

Transfer: UA\* UC UL AU AF\* CUC KUC Other

**PO2900 3 (3-0-0) UT 45 Hours 15 Weeks****Introduction to Political Behaviour**

This course is an introduction to political behaviour as exhibited in both the public and private political world of the individual. Areas covered include behavioural theory and concepts in political science, individual and collective behaviour, theories of the political process, structures of power and authority, political culture and socialization, ideology, mass political participation, and electoral behaviour.

Transfer: UA UC UL AU AF CU CUC KUC

**PO3030 3 (3-0-0) UT 45 Hours 15 Weeks****Politics and the Media**

This is a critical examination of the roles and behaviour of the mass media in the political process with primary emphasis on the Canadian experience. Communications theories such as those of Innis and McLuhan, political propaganda, the mass media and elections, opinion formation, and selected Canadian communications policies are among the topics studied.

Transfer: UA UC UL AU AF CU GMU KUC

**PO3230 3 (3-0-0) UT 45 Hours 15 Weeks****Local Government and Politics**

The political process as structured by formal governmental institutions focusing on local government in Canada and Alberta.

Transfer: UA UC UL AU AF CU KUC

***Power Engineering*****POF301 5.5 (11-0-5) 128 Hours 8 Weeks****Third Class Part A1**

This course contains the Math and Science portion of the Third Class materials. In addition to mathematics, applied mechanics and thermodynamics, the student will learn basic chemistry, corrosion metallurgy and plant diagrams.

**POF302 5.5 (11-0-5) 128 Hours 8 Weeks****Third Class Part A2**

This course will cover the codes and legislation, combustion, piping and steam traps, electricity and controls, safety and fire protection. This course will prepare the student to write the ABSA/SOPEEC exam for Third Class Part 2

**POF310 5 (0-0-40) 960 Hours 24 Weeks****Third Class Work Experience**

This is plant experience in an actual power/processing plant, as hands on learning experience.

## Course Descriptions

**POF311 7 (25-0-7) 160 Hours 5 Weeks****Third Class Part B1**

This course will prepare the student to write the ABSA/SOPEEC Third Class Part B1 exam. The material covered will include boilers, types of boilers, construction and design of special boilers, code requirements of boilers and pressure vessels, combustion of fuels, pumps, water treatment, and high pressure boiler operation. The student will also learn to write long answer essay style exams.

**POF312 7 (25-0-7) 160 Hours 5 Weeks****Third Class Part B2**

This course will prepare the student to write the ABSA/SOPEEC Third Class Part B2 exam. The materials covered will include steam turbines, operation, auxiliaries and condensers, gas turbine systems and internal combustion engines, cogenerations systems, compressors and refrigeration, heat exchangers and cooling towers, fired heaters and wastewater treatment, plant maintenance and administration.

**POF 401 7 (12-0-2) 154 Hours 11 Weeks****Fourth Class Part A1**

The first book will cover the science portion of steam and energy, legislation and codes, safety and fire protection.

**POF 402 7 (11-0-3) 154 Hours 11 Weeks****Fourth Class Part A2**

This course, along with the other 4<sup>th</sup> Class courses, will prepare the student to write the ABSA/SOPEEC Interprovincial examinations. The second book will cover the environment, materials/piping/welding, boilers and water treatment.

**POF 403 1 (0-0-4) 44 Hours 11 Weeks****Power Lab Part A1**

This is an introduction to power plant and heating plant layout and equipment. Students learn to start up and shut down boilers, test and maintain boiler water quality, and open/dismantle, and inspect plant equipment. Plant tours will also be included in this course.

**POF406 6 (25-0-0) 125 Hours 5 Weeks****Fourth Class Part B1**

This course, along with the other 4th Class courses, will prepare the student to write the ABSA/SOPEEC Interprovincial examinations. The first book in Part B will cover prime movers, pumps/compressors, lubrication, electricity, controls, heating boilers and heating systems.

**POF407 0.5 (0-0-4) 20 Hours 5 Weeks****Power Lab Part B1**

This lab will help the students work on the materials covered in the PE4B1 book. This will include working on heating boilers, heating systems, heating controls, prime movers, pumps and compressors and lubrication.

**POF408 6 (23-0-4) 135 Hours 5 Weeks****Weeks Fourth Class Part B2**

This course, along with the other 4th Class courses, will prepare the student to write the ABSA/SOPEEC Interprovincial examinations. The second book in Part B will cover heating systems and building systems including vapor refrigeration and air conditioning systems, boiler maintenance and types of plants.

**POF425 1 (3-0-0) 15 Hours 5 Weeks****Technical Communications I**

This course covers technical communication required by power engineers. Students are required to organize and present information in accepted industry formats, including letters, memos, and various technical forms. Emphasis is on planning and preparing clear, correct, and effective written communication. Resume development and interview techniques are included.

**POF429 2 (0-0-40) 480 Hours 12 Weeks****Controlled Plant Practicum**

This is plant experience in an actual power/processing plant, as a hands on learning experience.  
Prerequisites: Must be registered in GPRC's Power Engineering Fourth Class program and have successfully completed POF401, POF402, POF403, POF406, POF407, and POF425 in the previous semester.

**POF436 1 (3-0-0) 15 Hours 5 Weeks****Technical Communications II**

This course covers technical communication required by power engineers. Students are required to organize and present information in accepted industry formats, including letters, memos, and various technical forms. Emphasis is on planning and preparing clear, correct, and effective written communication. Resume development and interview techniques are included.

## Course Descriptions

### **POF437 0.5 (0-0-2) 10 Hours 5 Weeks**

#### **Power Lab II**

This course covers opening boiler and minor boiler maintenance procedures; inspection and operation of heating boilers and systems; inspection and maintenance of steam traps; disassembly of electric motors; operation of diesel generators, diesel engines, gas engines; and operation of basic refrigeration systems. Plant tours will also be included.

### **POF438 2.5 (20-5-5) 60 Hours 2 Weeks**

#### **Process Operations**

This is an introductory course in the acquisition and processing of natural gas designed to present topics such as the exploration and drilling for petroleum products, safety practices used for handling hydrogen sulfide, sampling hydrocarbons, confined space entry, fire protection and the control of static.

Prerequisites: Students must be certified as a Fourth Class Power Engineer.

### ***Psychology***

#### **PY1040 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Basic Psychological Processes**

This first introductory course in psychology gives students an understanding of themselves and other people through the study of basic concepts, principles, theories, and methods used in the scientific study of behaviour. The course covers research methods in psychology, the biological bases of behaviour, neurophysiology, sensation, perception, learning, states of consciousness, memory and cognition.

Notes: This course is a prerequisite for most other psychology courses and is normally followed by PY1050.  
Transfer: UA UC UL AU AF CU CUC GMU KUC

#### **PY1050 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Social and Individual Behaviour**

This second introductory course in psychology follows PY1040 and gives students an understanding of themselves and other people through the study of basic concepts, principles, theories, and methods used in the scientific study of behaviour. The course covers biological and cognitive development, emotion and motivation, social psychology, personality theories, mental and behavioural disorders, treatment of mental and behavioural disorders, and stress and health.

Prerequisites: PY1040

Transfer: UA UC UL AU AF CU CUC GMU KUC

#### **PY2090 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Controversial Issues in Psychology**

In this course, students have an opportunity to discuss a variety of controversial issues in the field of psychology. The topics covered will vary with the instructor who teaches the course.

Prerequisites: PY1040 Students transferring to UNBC must also present successful completion of PY1050 as a prerequisite to this course.

Transfer: UA UC UL AU AF KUC

#### **PY2110 3 (3-0-1) UT 60 Hours 15 Weeks**

##### **Statistical Methods for Psychological Research**

This course provides: an application of statistical methods to psychological problems; description of data in terms of averages, measures of variability and measures of relationships; correlation and regression; problems of sampling theory and statistical tests of hypothesis. Greater emphasis will be placed upon understanding the relevant principles than upon performing the mathematical calculations.

Prerequisites: PY1040 and Mathematics 30 or equivalent or consent of instructor

Notes: Psychology majors cannot transfer this course to University of Calgary.

Transfer: UA\* UC\* UL AU AF\* CU CUC KUC

#### **PY2120 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Research Design and Methodology in Psychology I**

This course is designed as an introductory course in quantitative research methods and statistics in psychology. Its primary goal is to direct students' development in critical thinking skills. Students will be able to make independent judgments and decisions based on reason and evidence as opposed to authority, tradition or opinion. The course will cover topics such as using objective measurement-based and inferential research strategies to develop hypotheses, designing appropriate data collection tools, analyzing and interpreting descriptive and inferential statistical results, and writing research reports and proposals.

Prerequisites: PY1050 AND ST1510

Transfer: UA UL AU GMU

#### **PY2230 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Developmental Psychology**

Biological, cognitive and social aspects of psychological development will be explored, with special emphasis on infancy, childhood and adolescence.

Prerequisites: PY1040 and PY1050 or equivalent

Transfer: UA UC\* UL AU AF CU CUC GMU KUC\*

## Course Descriptions

### **PY2330 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Personality**

This course is an introductory survey of representative theoretical points of view and research relevant to the major problems of the study of personality.

Prerequisites: PY1040 and PY1050 or equivalent

Transfer: UA UC\* UL AU AF CU CUC GMU KUC\*

### **PY2410 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Social Psychology**

This course is an introduction to the study of how individuals view and affect one another in a social context.

Topics covered include persuasion, prejudice, behaviour and attitudes, conformity, altruism, group influence, and attraction.

Prerequisites: PY1040 and PY1050

Notes: PY2410 and SO2410 cannot both be taken for credit.

Transfer: UA\* UC UL AU GMU\* KUC

### **PY2580 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Cognitive Psychology**

The general orientation of this course is the basic research perspective of the scientific definition, investigation, and modeling of the structures and processes of attention, perception, learning, memory, cognition, and consciousness. It is a course in the current established research traditions, theories, and paradigms of cognitive psychology.

Prerequisites: PY1040 and PY2110 or ST1510

Transfer: UA UC UL AU AF CU CUC GMU KUC

### **PY2750 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Brain and Behaviour**

This course is an introduction to the neural basis of sensation, movement, learning, memory, motivation and cognition as studies in both humans and other animals.

Prerequisites: Biology 30 or equivalent and PY1040

Transfer: UA UC UL AU AF GMU KUC

### **PY2810 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Principles of Behaviour**

This course is an introduction to the psychological theories of learning. Topics discussed will include the evolutionary context in which learning occurs, reflexes and fixed action patterns, sociobiology, the behaviourist theories of classical and operant conditioning, criticisms of the behavioural perspective, and criticism of the transitional memory theories. This course is the first of a pair of courses in the field and is generally followed by the advanced course in cognition, PY2580.

Prerequisites: PY1040 and PY1050

Transfer: UA UC UL AU AF CU CUC GMU KUC

### **PY3000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Psychology of Sex and Sexual Interactions**

This course examines human sexuality from biopsychological, developmental, behavioural, and psycho-social perspectives. Students will learn about healthy and unhealthy sexuality and its potential psychological consequences on individuals and society.

Prerequisites: PY1040 and PY1050

Transfer: UA AU UL UC AF

### **PY3390 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Abnormal Psychology**

This course focuses on understanding the concepts and theories underlying assessment, diagnosis and treatment modalities of various psychological disorders, with emphasis on the multimodal treatment approach.

Prerequisites: PY2330

Transfer: UA UC UL AU CUC GMU KUC

### **PY3470 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Psychology of Gender**

This course will involve a balanced coverage and critical analysis of both male and female issues. Material will be drawn from empirical research and conceptual discussions surrounding gender and gender roles. Examples of topics include the impact of stereotypes of masculinity and femininity, and gender in relation to power relations, mental health, intelligence, sexuality, violence, and caregiving. Are men and women really all that different? If so, how significant are the differences? Implications of similarities and differences will be discussed.

Prerequisites: PY1040 Students transferring to UNBC must also present successful completion of PY1050 as a prerequisite to this course.

Transfer: UA UC\* UL AU AF KUC

### **PY3500 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Psychological Disorders of Childhood and Adolescence**

Students will examine the developmental, cognitive, biological, and behavioural processes involved in the development of various psychological disorders of children and adolescents with emphasis on causality, assessment, and treatment.

Prerequisites: PY1040 and PY1050

Transfer: UA AU UL UC AF KUC

## Course Descriptions

### **PY3600 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Health Psychology**

This is an introduction to the field of health psychology and will examine psychological factors that influence physical health and illness. Topics that will be explored are stress management, mind-body issues, health promotion and health compromising behaviours, coping with critical and chronic illness, psychoimmunology, and social factors in health and illness.

Prerequisites: PY1040 and PY1050

Transfer: UA UC UL AU CU CUC GMU KUC

### **PY3730 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Emotion and Motivation**

This course will be a survey and interpretation of theories and findings in the field of emotion and motivation. It is designed primarily for serious students of theoretical psychology and the behavioural sciences, students interested in their own intellectual growth and development, and students who wish to understand human behaviour. This course will describe and evaluate the scientific method and the process of theory building in psychology, a selection of theories or motivation and motions, and an application of these theories to individual behaviour.

Prerequisites: PY1040 and PY1050

Transfer: UA UC\* UL AU AF KUC

### **PY3750 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **History of Psychology**

Psychology is a relatively young science but its history is varied, intriguing, and extends well beyond the first psychologists. From its roots in early philosophy, physiology, and medicine, through the dawn of evolutionary theories and radical behaviourism, to the cognitive revolution and modern neuroscience, we examine the trends, competing theoretical perspectives, and socio-political influences on the current discipline of psychology.

Prerequisites: PY1040 and Math 30 or equivalent or consent of instructor

Transfer: UA\* UC UL AU AF\* KUC

### **PY3950 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Forensic Psychology**

This course is an overview of research, practice and policy issues in forensic psychology. Both criminal and civil forensic topics will be discussed, including the history of forensic psychology, ethical issues in forensic practice, police selection processes, theories of criminal behaviour, criminal profiling, jury selection, validity of eyewitness reports, abuse against women, child custody, insanity, and competency.

Prerequisites: PY1040 and PY1050

Transfer: UA UC\* UL AU GMU KUC

### **PY4060 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Theories of Counseling and Psychotherapy**

This course examines the basic premises and therapeutic processes that characterize various theoretical approaches to counselling and psychotherapy. Four major schools in psychology will be studied: Psychodynamic (Freudian, Jungian, & Adlerian), Behavioural and Cognitive-Behavioral, Humanistic (Rogerian, Gestalt, & Existentialism), and contextual and Systemic (Family, Feminist, & Multi-cultural). Emphasis is placed on critical analysis of the various approaches as well as self-reflection in relation to values, beliefs, assumptions about human nature, and the worldview.

Prerequisites: ED4420 or equivalent, and consent of the instructor

Transfer: UA UC

### **PY4110 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Advanced Statistical Analysis**

This is an advanced course in statistical analysis. It deals specifically with Multivariate statistical procedures, analysis, and interpretations. The course combines in class lectures and hands-on data analysis using the SPSS statistical package.

Prerequisites: PY2110 or ST1510 or equivalent, and consent of instructor

Transfer: UA UC UL AU

### **PY4350 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Clinical Psychology**

This course examines the theoretical, practical, professional, and research issues in clinical psychology. Emphasis will be placed on the various methods of assessment, evaluation and treatment modalities for individuals and groups.

Corequisites: PY3390

Transfer: UA UC\* UL AU

## Course Descriptions

### **PY4690 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Principles of Psychological Assessment**

This course examines the psychometric assessment tools used in psychology and education. The issues around test construction, administration, and interpretation will be addressed. Measurement techniques, personality and situational factors that may influence the results and the use of psychological and educational tests in the decision making process and diagnosis will also be discussed. In addition, special attention will be given to the assessment of children and adults, minorities and those with special needs, and the use of assessment in career counselling. The ethical and the legal implication of the use of psychological tests will also be covered. Students will be introduced to several instruments that measure aptitude, achievement, interest, intelligence, and personality (objective and projective).

Prerequisites: PY1040 and PY1050 and consent of instructor

Transfer: UA\* UC\* UL AU\*

### **Physiology**

#### **PZ1500 3 (3-0-0) UT 45 Hours 30 Weeks**

##### **Physiology I**

An introduction to human physiology. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Notes: Restricted to nursing students.

Transfer: UA\* UC\* AU AF\* UL Other

#### **PZ1510 3 (3-0-0) UT 45 Hours 30 Weeks**

##### **Elementary Physiology**

An introduction to human physiology. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

Prerequisites: PZ1500

Notes: Restricted to nursing students.

Transfer: UA\* UC\* AU AF\* UL Other

### **Religion Education**

#### **RL2500 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **The Theological Education of the Catholic Teacher**

Theological background for the Catholic School Teacher. Topics include reflection on many aspects of Catholic thought: God and faith, Biblical revelation and understanding of Church, moral and social teaching, liturgical practice, and the concerns of Catholic Education.

Transfer: UA

### **Recreation Studies**

#### **RS1220 3 (2-0-2) UT 60 Hours 15 Weeks**

##### **Leadership in Recreation and Leisure Organizations**

Introduction to leadership and followership as they apply to recreation and leisure organizations. Emphasis is on practical skills including oral and written communication, group dynamics, conflict management, organizational ethics and politics, professional careers, and other topics as relevant.

Transfer: UA UC UL AF

### **Science**

#### **SC0100 5 (5-0-0) HS 75 Hours 15 Weeks**

##### **Science and Society**

This course is meant to increase the pre-high school student's understanding of connections between science, technology and society. You will be introduced to basic ideas about science, technology, biology, chemistry, physics, ecology, scientific method, along with related social issues.

Prerequisites: EN0080 and MA0081 or MA0091 placement.

#### **SC0110 5 (5.5-0-1.5) HS 105 Hours 15 Weeks**

##### **Science Grade 10 Biology and Chemistry Equivalent**

This course covers three of the four units in the Alberta Education Science 10 curriculum. The major biology and chemistry concepts covered include energy and matter in chemical change, cycling of matter in living systems, and energy flow in global systems.

Prerequisites: SC0100 or consent of the department, EN0090 or EN0110 placement and MA0091 or MA0110 placement.

Notes: Students who require the physics portion of Science 10 (energy flow in technological systems) must register in PC0110.

## Course Descriptions

### **SC0130 5 (5-0-1.5) HS 95 Hours 15 Weeks**

#### **Science Grade 12 Equivalent**

This course studies the interaction of humans and their environment with an emphasis on evaluating and maintaining both personal and environmental health. The four units of study include: Maintaining Health, Chemistry and the Environment, Electromagnetic Energy, Energy and the Environment.

Prerequisites: BI0120 (Biology 20 or Science 20), CH0120 (Chemistry 20 or Science 20), EN0120 (English 20-1 or 20-2) or EN0130 placement, and MA0110 (Math 10C) or MA0123 (Math 20-3) or MA0120 placement.

Notes: If you completed the required science prerequisites more than 2 years ago, or achieved a mark of less than 60 percent, you should consult with an Academic Upgrading advisor regarding your Science placement.

### **Social Studies**

#### **SL0090 5 (5-0-0) HS 75 Hours 15 Weeks**

##### **Social Studies Grade 9 Equivalent**

This course focuses on rights and responsibilities of citizenship and how people are impacted by political, economic, and legislative processes. Topics include early Canadian history, the parliamentary system, federalism, and current issues of concern to Canadians such as sovereignty and environment. Canada's participation in world affairs will also be investigated.

Prerequisites: EN0080

#### **SL0120 5 (5-0-0) HS 75 Hours 15 Weeks**

##### **Social Studies Grade 11 Equivalent**

This course explores the complexities of nationalism in Canadian and international contexts and includes study of the origins of nationalism and the influence of nationalism on regional, international and global relations.

Prerequisites: EN0110 or EN0120 placement test score; Social Studies 10

#### **SL0130 5 (5-0-0) HS 75 Hours 15 Weeks**

##### **Social Studies Grade 12 Equivalent**

This course investigates the major episodes of twentieth century history from World War I to the present, and identifies the major focus and ideas which arose from these events, including key political and economic ideologies.

Prerequisites: SL0120 or consent of instructor

Notes: A mark of 60 percent or better in Alberta Education Social 20, Social 30-2, or equivalent, will meet the prerequisite requirement for SL0130.

### **Sociology**

#### **SO1000 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introductory Sociology**

This course examines the theory, methods, and substance of sociology. How societies and individuals are shaped and modified by culture, socialization, deviance, stratification, group processes, industrialization and social movements will be covered.

Transfer: UA UC UL AU AF CU CUC GMU KUC

#### **SO1010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Canadian Society**

A study of development and structure of Canadian society, including such topics as French-English relations, multiculturalism, regionalism, nationalism, native rights and social inequality and conflict.

Prerequisites: SO1000 or equivalent

Transfer: UA UC UL AU AF CU CUC GMU KUC

#### **SO1020 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Social Problems**

Analysis of the social construction of social problems, focusing on selected structural and behavioural problems such as inequality, substance abuse, family violence, pornography, mental and physical handicaps. Personal and societal responses and intervention attempts will be explored.

Prerequisites: SO1000 or equivalent

Transfer: UA UC UL AU AF KUC\*

#### **SO2120 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **The Sociological Imagination**

What is society? How do we study it? An introduction to sociological theorizing. Focuses on the development of society and the study of society as a systematic enterprise.

Prerequisites: SO1000

Transfer: UA UC UL AU AF KUC

#### **SO2240 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Sociology of Deviance and Conformity**

A study of the politics and social ramifications of conformity, deviance, and their relation to social change. The course examines how and why some behaviour patterns are defined as deviant or conformist, and factors that influence this. Many types of behaviour will be discussed.

Prerequisites: SO1000

Notes: Students transferring to University of Calgary will receive credit for only one of SO2240 or SO2250.

Transfer: UA UC\* UL AU AF GMU KUC

## Course Descriptions

**SO2250 3 (3-0-0) UT 45 Hours 15 Weeks****Criminology**

This is an introduction to the study and analysis of crime from a sociological perspective. The course attempts to answer a number of questions. How much crime is there in Canada? Who are the criminals and what are they like? Why do people engage in criminal behaviour? What are we doing to stop or at least reduce crime in our society?

Prerequisites: SO1000 or equivalent

Notes: Students transferring to University of Calgary will receive credit for only one of SO2240 or SO2250.

Transfer: UA UC\* UL AU AF CU CUC GMU KUC

**SO2410 3 (3-0-0) UT 45 Hours 15 Weeks****Social Psychology**

This is an introduction to the study of individual and group behaviour observed in social processes.

Prerequisites: SO1000 or equivalent, or PY1040 and PY1050, or ED2000

Notes: SO2410 and PY2410 cannot both be taken for credit.

Transfer: UA UC UL AU AF CU CUC GMU\* KUC

**SO2600 3 (3-0-0) UT 45 Hours 15 Weeks****Inequality and Social Stratification**

An introduction to the study of structured social inequalities and poverty, major theoretical approaches, and findings from key empirical studies, with emphasis on Canada.

Prerequisites: SO1000 or equivalent

Transfer: UA UC UL AU AF CU CUC KUC

**SO2690 3 (3-0-0) UT 45 Hours 15 Weeks****Introductory Sociology of Globalization**

This course introduces various aspects of globalization and its impact on our lives at the local, national and international levels.

Prerequisites: SO1000

Transfer: UA UC UL AU KUC

**SO2700 3 (0-0-3) UT 45 Hours 15 Weeks****Social Movements and Social Action**

This course will provide students with the historical and contemporary place of citizens in social change efforts.

Social change is evolving, and the role of ideology, structure, organization and values is requisite knowledge.

Current social movement activities in a northern and rural context will be highlighted, and students will engage in a social change effort through participatory and experiential learning opportunities.

Prerequisites: Introductory Social Science

Transfer: UA UC UL AU AF KUC

**SO2710 3 (3-0-0) UT 45 Hours 15 Weeks****The Family**

The structure and function of the family system, historically and cross-culturally will be explored in this course. The family system in contemporary societies emphasizing its institutional characteristics and current trends will be a focus.

Prerequisites: SO1000 or equivalent

Transfer: UA UC UL AU AF CU CUC GMU KUC

**SO2800 3 (3-0-0) UT 45 Hours 15 Weeks****Human Sexuality**

An inquiry into ideas and behaviour of sexuality, and their personal, cultural, and societal implications.

Prerequisites: SO1000

Transfer: UA UC UL AU AF CU KUC

**SO2950 3 (3-0-0) UT 45 Hours 15 Weeks****Autobiography**

In contemporary western culture the personal asserts itself vigorously through familiar modes of theatre, music, film, books, comics, and now, in a more accessible significance, technology. Facebook, YouTube, chat lines, and an array of similar outlets, indicate our search for referents of individual lives. This course opens a door to the varieties of representation of ourselves. It explores the meanings of autobiography, and how social contexts endorse, foster, inhibit, or valorize it.

Prerequisites: SO1000

Transfer: UC UL AU GMU MRU

**SO3010 3 (3-0-0) UT 45 Hours 15 Weeks****Sociology of Gender**

An inquiry into contemporary and historical concepts, assumptions, and expressions of gender, and their political, personal, cultural, and social implications.

Prerequisites: SO1000

Transfer: UA UC UL AU AF CU CUC GMU KUC

**SO3150 3 (3-0-2) UT 75 Hours 15 Weeks****Introduction to Social Methodology**

This course includes research design, data collection, analysis and processing. You will be introduced to the variety of research methods used by social scientists. Topics include experimentation, survey techniques, field techniques, content analysis and historical methods.

Prerequisites: For Athabasca University, SO1000 and PY2110, or equivalents. For University of Alberta, SOC210, which is not offered at GPRC.

Transfer: UA\* UC UL AU AF CU CUC GMU KUC

## Course Descriptions

### **SO3270 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Criminal Justice Administration in Canada**

Topics will include the evolution and current theoretical and ideological basis of social policy and practice in the justice system; analysis of the operational practices of the criminal justice system; the law, police, court, correctional (rehabilitation and diversion); and special additional focus on the problems the system has in dealing with young and native persons.

Prerequisites: SO2250

Transfer: UA UC UL AU AF KUC

### **SO3630 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Sociology of Work and Industry**

Sociological analysis of the changing nature, content and meaning of work; the diversity of industrial contexts and organizational forms, the underlying economic forces (including global) that shape work and work contexts; and the consequences for individuals and society from Canadian and comparative perspectives.

Prerequisites: SO1000

Transfer: UA UL AU AF KUC

### **SO3750 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Sociology of Aging**

The study of aging from biological, psychological and sociological perspectives. Includes aging in relation to the self-concept, family, religion, politics, health, retirement and leisure, housing, and attitudes toward death from a Canadian and comparative perspective. Critically examines Canadian social policies and programs, and institutional and community-based services.

Prerequisites: SO1000

Transfer: UA UC UL AU AF KUC

### **SO3820 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Sociology of Health and Illness**

The sociological analysis of the social and cultural determinants of health, the distribution of health and illness in human populations and in Canadian society, the social psychology of health and illness; and the social organization and delivery of health care. A critical examination of environmental and occupational causes of illness, disease and disability, and of the medical-industrial complex.

Prerequisites: SO1000

Transfer: UA UC AU UL AF KUC

## *Spanish*

### **SP1110 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Beginner Spanish I**

An introductory Spanish course for students with no previous knowledge of the language. Students will be introduced to listening, speaking, reading and writing in Spanish. Students will learn basic vocabulary, common expressions for conversation and simple sentence structures, including how to ask questions and how to answer them in the present, the future and the past. The lab will emphasize pronunciation and comprehension practice, and reading and oral expression.

Prerequisites:

Notes: Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language; or by students with credit in Spanish 20 or its equivalent.

Transfer: UA UC\* AU UL\* AF KUC

### **SP1120 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Beginner Spanish II**

Enables students to further their knowledge of Spanish in the four language skills of reading, writing, listening and understanding, and speaking. Student will continue to expand their grammatical and lexical knowledge in an Hispanic cultural context. The course will widen the range of contexts, expand student vocabulary and introduce complex sentence structure. In the lab, students will enhance their pronunciation, practice their listening comprehension and oral expression.

Prerequisites: SP1110

Notes: Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language; or by students with credit in Spanish 30 or its equivalent.

Transfer: UA UC UL\* AU AF KUC

## Course Descriptions

### **SP2110 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Intermediate Spanish I**

This is an intermediate course designed to build on basic knowledge and skills. We will review in depth some of the more difficult grammatical structures and further develop skills in reading, writing, listening, and speaking Spanish. We will also attain a deeper awareness of some of the social and cultural aspects of the Spanish-speaking world. By the end of the course, you should be able to communicate more effectively in both oral and written Spanish.

Prerequisites: SP1110 and SP1120 or Spanish 30 or the consent of the department.

Notes: Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language.

Transfer: UA UC AU AF

### **SP2120 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Intermediate Spanish II**

SP2120 is the continuation of SP2110. This is an intermediate course designed to build on basic knowledge and skills in the Spanish language. We will review in depth some of the more difficult grammatical structures and further develop skills in reading, writing, listening, and speaking Spanish. We will also attain a deeper awareness of some of the social and cultural aspects of the Spanish-speaking world. By the end of the course, you should be able to communicate more effectively in both oral and written Spanish.

Prerequisites: SP2110 or consent of the department.

Notes: Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language.

Transfer: UA UC AU AF

### ***Statistics***

#### **ST1510 3 (3-0-2) UT 75 Hours 15 Weeks**

##### **Introduction to Applied Statistics I**

This course includes data collection and presentation, 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.

Prerequisites: Mathematics 30-1 or equivalent or Mathematics 30-2 or equivalent

Transfer: UA\* UC\* UL AU\* AF CU GMU KUC\* Other

### **ST2520 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Introduction to Applied Statistics II**

Methods in applied statistics including regression techniques, analysis of variance and covariance, and methods of data analysis. Applications are taken from Biological, Physical and Social Science and Business.

Prerequisites: ST1510 or equivalent

Transfer: UA\* UC\* UL AU AF GMU

### ***Social Work***

#### **SW2010 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Introduction to Social Work**

This course is designed to create an environment in which students can begin to critically examine social work in its broadest terms. The purpose of the course is to enable students to reflect and examine their values, beliefs and feelings in relation to society of which they are members and to explore their present and potential roles and responsibilities as a social work practitioner. Students will examine dominant influences that affect decision-making and communication in society. The course will provide an opportunity for students to relate and integrate these ideas with the philosophies and values of social welfare with a structural social work perspective.

Transfer: UA UC\* UL AU AF GMU

#### **SW2020 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Social Work**

This course is designed to create an inquiry-based approach to the critical examination of income security programs. This course will enable students to form an understanding of different income security programs, their utility and worth in a civilized society, and their potential roles as citizen and social work practitioners.

Transfer: UA UC\* AU AF UL

### ***Educational Assistant***

#### **TA1231 2 (5-0-0) 30 Hours 6 Weeks**

##### **Speech and Language Interventions**

The role of a Teacher Assistant involves assisting children who have delays in speech, language and communication. This course will provide students with specific techniques and intervention strategies to work with speech-language pathologists in supporting these children.

Prerequisites: HS1217 or consent of the instructor

## Course Descriptions

**TA1232 1 (2.5-0-0) 15 Hours 6 Weeks****Fetal Alcohol Spectrum Disorder**

The role of a Teacher Assistant involves assisting children who have Fetal Alcohol Spectrum Disorder (FASD). This course will provide students with a basic understanding of the characteristics associated with FASD and possible prenatal alcohol-related effects and the issues and strategies relevant to supporting these children in the classroom.

Prerequisites: HS2100

Notes: This course will be offered in alternate years.

**TA1233 1 (2.5-0-0) 15 Hours 6 Weeks****Math Skills and Concepts**

This course covers the development, review, and reinforcement of the math skills and concepts up to beginning algebra.

**TA1234 2 (2-0-0) 30 Hours 15 Weeks****The Role of the Paraprofessional in the Classroom**

This course develops knowledge, skills and attitudes necessary for teacher assistants to perform their roles and responsibilities as a member of an instructional team. Students are equipped to function effectively and professionally in a wide variety of educational settings from kindergarten through senior high school.

**TA1235 1 (0-1-7) 61 Hours 5 Weeks Seminar****8 Weeks Practicum****Practicum I**

This practicum consists of 45 hours of field work in a school setting and 5 hours of integration seminar on campus. Practicum gives students the opportunity to integrate the skills and knowledge learned in their courses with experience in classroom environments.

Prerequisites: TA1234 and nine additional credits from the Educational Assistant Program or consent of the Department.

Notes: Restricted to students in Teacher Assistant Certificate Program

**TA1236 3 (3-0-0) 45 Hours 15 Weeks****Remedial Reading and Mathematics**

This course examines the teacher assistant's role in supporting children who are experiencing developmental delays in language, literacy and mathematics. The focus is on the use of developmentally appropriate/age appropriate instructional strategies and materials that are designed to improve performance and understanding in the areas of speech, reading, writing, and mathematical reasoning.

Prerequisites: (or corequisite) HS1217

**TA1237 1 (2.5-0-0) 15 Hours 6 Weeks****Autism Spectrum Disorder**

The role of a Teacher Assistant involves assisting children who have Autism Spectrum Disorder. This course provides students with a basic understanding of the characteristics associated with Autism Spectrum Disorder and the issues and strategies relevant to supporting these children in the classroom.

Prerequisites: HS2100 or consent of the instructor

Notes: This course will be offered in alternate years.

**TA1238 5 (0-1.5-35) 220 Hours 6 Weeks****Practicum II**

This practicum consists of 6 weeks of fieldwork in a school setting and 15 hours of an integration seminar on campus. Practicum experience gives students the opportunity to integrate the skills and knowledge learned in their courses with practical experience in classroom environments. College instructors and school personnel will supervise and evaluate practicum students.

Prerequisites: All Teacher Assistant course work or permission of the Department

Notes: Restricted to students admitted to Teacher Assistant Certificate Program.

**TA1367 2 (2-0-0) 30 Hours 15 Weeks****Technology in the Classroom**

This course provides students with the competence required to support children in their use of technology. It provides opportunities for students to acquire basic knowledge of computer software, peripherals, and assistive technology.

**Unit Clerk****UC1202 3 (3-0-0) 45 Hours 15 Weeks****Work Role Introduction**

This course is designed to introduce the student to a basic understanding of the role of the Unit Clerk in a variety of settings. Topics include health care organizations, legal and ethical issues, confidentiality, conflict resolution, communication, non-violent crisis intervention, emergencies, security, self-examination, teamwork and stress management.

**UC1206 1.5 (3-0-0) 21 Hours 7 Weeks****Health Care Billing**

This course covers the information required for unit clerks to work in a medical office environment. Topics covered include basic Alberta Health Care billing, third party and direct billing, business functions related to the medical office, booking and scheduling, and a look at different branches of medicine and related specialties.

## Course Descriptions

### **UC1208 3 (3-0-0) 45 Hours 15 Weeks**

#### **Processing Client Records**

This course provides students with the knowledge and skills necessary to manage client charts. Topics include basic medical records and charts; admission, transfer and discharge of clients; drug nomenclature; laboratory and diagnostic procedures; supplies and requisitions; common medical and surgical obstetrical procedures. Opportunities for processing physician orders will be provided.

### **UC1213 5 (0-4-24) 136 Hours 5 Weeks**

#### **Work Experience**

This work experience provides you with an opportunity to consolidate previous learning in the work environment. Orientation to information systems will occur prior to the practicum. Students will work with experienced unit clerks who will supervise the work experience.

Prerequisites: Students will need to present passing grades in OA1030, OA1210, OA1231 and OA1365 and have obtained a minimum grade of C- in UC1202, UC1206, UC1208 and OA2511.

Notes: Students may be required to attend their practicum at locations outside of Grande Prairie.

### ***Transitional Vocational***

#### **VS100 5 (6-0-0) 96 Hours 16 Weeks**

##### **Independent Living Skills I**

Students will learn the skills necessary to cope with residential living while at college and community living after college. Topics covered include budgeting, food preparation, home care skills, responsible relationships and effective communication.

#### **VS105 7 (0-0-20) 320 Hours 16 Weeks**

##### **Successful Living Skills Placement I**

This course provides onsite support for the development of successful independent living skills for those students living on-campus or for off-campus students who require additional support. This first term course will focus on adjusting to the college environment and independent living. Course elements include onsite application of the skills learned in VS100.

#### **VS150 5 (6-0-0) 96 Hours 16 Weeks**

##### **Employment Training I**

This course prepares the student for entry into the competitive job market and development of basic work skills. Topics include work relationships and identification of positive work habits. Students will take work certification courses including First Aid, Customer Service, Job Safety, and WHMIS.

#### **VS155 2 (0-0-24) 384 Hours 16 Weeks**

##### **Work Placement I**

This placement gives students an opportunity to apply Employment Training concepts in realistic part-time work situations. The focus will be on adapting to a work environment and explaining career options.

#### **VS200 5 (6-0-0) 96 Hours 16 Weeks**

##### **Independent Living Skills II**

Students will develop and consistently demonstrate effective skills in the areas identified in VS100. Course content and emphasis will be on individualized learning goals, which enable the student to concentrate on the development of skills most critical for achieving independence. By the completion of the course, students will have prepared personalized plans for successful community living after college.

#### **VS205 7 (0-0-20) 320 Hours 16 Weeks**

##### **Successful Living Skills Placement II**

Continuation of Successful Living Skills Placement I. This second term course will focus on community involvement and accessing community resources leading to the development of personal networking skills. Course elements include onsite application of the skills learned in VS100 and VS200. Emphasis is placed on helping students identify the skills they will require for successful community living after college and to identify support options available to them in their home community.

#### **VS250 5 (6-0-0) 96 Hours 16 Weeks**

##### **Employment Training II**

Continuation of Employment Training I. Students will concentrate on skill development to support their specific work placement and continue to develop more general skills needed for effective functioning in the competitive work place. By the end of this course, students will prepare personalized career plans for after college.

#### **VS255 2 (0-0-24) 384 Hours 16 Weeks**

##### **Work Placement II**

Continuation of Work Placement I. This placement gives students an opportunity to apply Employment Training concepts in realistic part-time work situations. Emphasis will be on gaining experience leading to the student's employment goals after college where possible.

## Course Descriptions

**VS275 2 (0-5-40) 225 Hours 5 Weeks****Community Living Placement**

In this placement students will participate in a 4-week simulation of full-time employment and community living. This will be followed by a one-week field trip/closing activity organized by the students. This placement will be conducted in Fairview where instructional support will be provided as required.

**VS300 2 (0-0-40) 360 Hours 9 Weeks****Field Placement**

This course is a 9-week, full-time work assignment in which students demonstrate their ability to successfully maintain employment without close supervision from program staff. This is a pass/fail course; a pass grade is required for graduation. The field placement may occur within a community of the student's choice.

**Women's Studies****WS3000 3 (3-0-0) UT 45 Hours 15 Weeks****Women's Studies**

This course introduces the field of women's studies, with emphasis on the theoretical foundations of feminist analysis and the diversity of debates within feminism. The primary focus surrounds issues of gender as a social, cultural and political construct and how this intersects with, for example, race, class and sexuality. The course is also an opportunity to explore the shared and diverse aspects of women's experiences and show how women's studies as an academic discipline challenges the methods, theories and knowledge of traditional disciplines.

Transfer: UA UC UL AU AF CU GMU

**WS3500 3 (3-0-0) UT 45 Hours 15 Weeks****Women and Health**

A feminist perspective in health care including specific physical and psychological health issues unique to women's experiences will be examined. The perception and treatment of women within the modern health care system will be critically analyzed and alternative modes of health promotion for women will be studied. This course will emphasize women's ability to effect external change resulting in improved personal health and environmental life spaces.

Transfer: UA UC UL AU CU CUC KUC

**Zoology****ZO2240 3 (3-0-3) UT 90 Hours 15 Weeks****Vertebrate Diversity**

This course is designed to provide students with an overview of the major lineages of vertebrate life, with an emphasis on evolution relationships, and unique characteristics and adaptations of the major groups.

Prerequisites: BI1080

Transfer: UA UC AF

**ZO2250 3 (3-0-3) UT 90 Hours 15 Weeks****Comparative Anatomy of the Vertebrates**

This course includes comparative anatomy of the vertebrates with special emphasis on the mammals.

Prerequisites: BI1080

Transfer: UA UC UL AU AF CU CUC GMU KUC

**ZO2410 3 (3-1-0) UT 60 Hours 15 Weeks****Animal Physiology I, Homeostasis**

Survey of physiological systems that regulate levels of gases, food, energy, temperature, water and ions. Examples from invertebrates and vertebrates.

Prerequisites: BI1070

Transfer: UA UC\* UL AU AF CU CUC GMU KUC Other

**ZO2420 3 (3-1-0) UT 60 Hours 15 Weeks****Animal Physiology II, Intercellular Communications**

Endocrinology, immunology and neural, sensory, motor and reproductive physiology. Examples from invertebrates and vertebrates.

Prerequisites: BI1070

Transfer: UA UC\* UL AU AF CU CUC GMU KUC Other

**ZO2500 3 (3-0-3) UT 90 Hours 15 Weeks****Survey of the Invertebrates**

This course covers classification, functional morphology, and life cycles of the major invertebrate groups: Protozoa, Porifera, Cnidaria, Platyhelminthes, Nematoda (and other pseudocoelomates), Echinodermata, Annelida, Mollusca and Arthropoda (with the Crustacea being emphasized). Laboratories are correlated to the lecture material with major dissections and living/preserved demonstration materials.

Prerequisites: BI1080

Transfer: UA UC UL AU AF CU GMU KUC

## Glossary

## Glossary of Terms

Please note that the definitions that follow are general. More specific explanations of these terms as they are used at Grande Prairie Regional College may be found throughout this Calendar.

### ***Academic Schedule***

A schedule of events and deadlines important to students and prospective students, covering the period of the College's academic year, July 1 to June 30.

### ***Academic Year***

The term used to describe the twelve-month period from July 1 of one year to June 30 of the following year.

### ***Admission or Readmission***

Acceptance of a person (who has formally applied to attend the College) into a specified program.

### ***Admission Requirements***

Sometimes called Entrance Requirements, are the academic background necessary for admission to a particular program of studies. Some examples of admission requirements are: a high school diploma, letters of reference, Mathematics 30.

### ***Admission Test***

Is an entry test designed to determine a person's competency level in a specific subject and may be used to determine admissibility to a program.

### ***Advisor***

Sometimes called an academic advisor, program advisor, or admissions advisor who may be a faculty member or a Student Services staff member who helps students select courses that will satisfy graduation requirements for the student's program.

### ***Alberta Resident***

A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been continuously resident in the Province of Alberta for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year residence period shall not be considered broken where the admission office is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a full-time student. Applicants on study permit cannot establish residence during a period as a full-time student in an Alberta secondary or postsecondary institution because a stay under study permit is considered to be a visiting period.

### ***Alumnus***

A former student or graduate of the College.

### ***Audit***

An audit (AU) is the marking used on a transcript to show that a course was taken on a not-for-credit basis. A student may receive an instructor's permission to register in a course on a not-for-credit basis. It is expected that the student will attend classes regularly but will not normally be expected to participate in assignments or examinations.

### ***Calendar***

An annual publication of academic regulations, schedules, programs of study and course descriptions.

### ***Certificate***

The recognition awarded to a student who has completed all the requirements of a designated program that is normally the equivalent of eight months (two semesters) of full-time studies.

### ***Co-Curricular Transcripts***

An official record of approved learning activities outside of the classroom.

### ***Continuing Student***

A student enrolled in one or more semesters of the previous academic year.

### ***Convocation***

The ceremony to celebrate with those students who successfully completed their programs and satisfied the College's graduation requirements.

### ***Corequisite***

The requirement, usually a course, students must take at the same time they are taking another course.

### ***Course Load***

The number of courses a student is expected to take while in attendance in a given semester of a program.

### ***Credit***

The quantitative measure or weight assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, labs etc.

### ***Credit Course***

A course that carries credit toward a certificate, diploma, or program of studies.

### ***Deferred Final Examinations***

An examination written by a student, in accordance with College policy, subsequent to the regular time of writing.

### ***Department***

The administrative unit of the College responsible for the academic functions of a program of study.

## Glossary

**Diploma**

The recognition awarded to a student who has completed all the requirements of a designated program that is normally 16 months of full-time studies spread over two years (four semesters).

**Distance Learning**

Gives students an opportunity to take courses in their own communities. These may be taken online, through eCampus Alberta, or video conferencing from our satellite campuses.

**Elective**

Electives refer to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

**Entrance Requirements**

Sometimes called Admission Requirements, is the academic background necessary for admission to a particular program of studies.

**Fall Semester**

Sometimes referred to as the Fall Term is the period of the academic year which runs from September to December.

**Fees**

The dollar value set, normally annually, by the Board of Governors and used in the calculation of instructional fees. Fees quoted normally include tuition and other charges for instruction and do not normally include textbook charges.

**Full Course Load**

The maximum numbers of courses assigned by a given program.

**Full-time Student**

A student who is registered (enrolled) in a minimum of 9 credits, in one semester, for a program.

**Grade Point Average (GPA)**

A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total credits attempted.

**Grade Point**

A weighted value assigned to the grade a student receives in a course, obtained by multiplying the grade received by the course credits. This value is used in calculating grade point average.

**High School Equivalent**

Academically equal to high school diploma, subject or course.

**IELTS**

International English Language Testing System.

**In Progress (IP)**

The grades assigned to the first term of a course that spans two consecutive terms.

**Incomplete (IN)**

An interim grade assigned when term work is deferred for legitimate reasons.

**Intake**

Defines when students may start a program that is not offered on a semester format.

**Instructor**

Sometimes called a faculty member or teacher qualified to teach at the College.

**Instructional Day**

Any day classes are held.

**International Student**

A student who is not a Canadian resident or Permanent resident and who possesses a valid student visa or becomes eligible for a student visa upon acceptance to GPRC.

**Junior Level Courses**

Courses intended for students in their first year of study, typically numbered from 1000 to 1999. Junior Level courses normally fulfill prerequisite requirements for senior courses in the same subject.

**Junior English**

Junior English is normally refers to university transfer (UT) English courses. Junior English courses would be those English course without a prerequisite.

**Mature Student**

Sometimes referred to as an Adult Student, or Non-matriculated Adult, is normally a student who is 21 years of age or older. Admission requirements for mature students may be adjusted for certain programs.

**myGPRC**

A secure website where students can check their course schedules, register for classes, pay fees, check grades, and more.

**New Student**

A student who is attending a program for the first time.

**Non-Credit Courses**

Courses not recognized for credit towards a college certificate, diploma, degree or program of studies.

**Option**

Options, sometimes called electives, refer to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

**Parchment**

The award received for successful completion of a curriculum of studies that is recognized by a certificate, diploma or degree.

**Part-time Student**

A student who enrolls in one or two courses (normally fewer than nine credits) in a semester.

**Placement Assessment**

An assessment to determine the student's level of academic competence in a particular subject like English or Mathematics. Not normally used to determine admissibility to a program.

## Glossary

**Policy**

A policy serves as the authority for the College. All policies are reviewed regularly, updated and posted on the College website. Students are expected to familiarize themselves with our policies and visit Student Services when they need clarification.

**Practicum**

A course of study involving supervised practical work experience.

**Prerequisite**

A course that must be successfully completed before another course can be taken.

**Prior Learning**

Recognition of formal and non-formal learning for credit towards a GPRC credential. For example, advanced credit may be granted for course work completed at another institution, or credit may be granted in recognition of non-formal training or experience.

**Program**

An approved group of related courses leading to a diploma or certificate.

**Registration**

The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

**Required Courses**

Often called compulsory or core courses, these are specific courses in a program that must be completed to meet graduation requirements in a program.

**Required to Withdraw**

A student who is no longer permitted to attend Grande Prairie Regional College for a specified period of time. Students will be required to withdraw if their current year GPA is below 1.0. The College transcript will carry a notation "Required to Withdraw".

**Residency Requirement**

The minimum number of Grande Prairie Regional College courses or credits that must be completed to fulfill a program's requirement or meet graduation requirements.

**Returning Student**

A student who is returning to the College after an absence of a minimum of one academic year.

**Section Code**

The code that follows the course number that is used to distinguish different sections of the same course offered on different days and times in a given semester.

**Semester**

Often known as an academic session or term. Each academic year at the College is divided into periods of time called semesters. At Grande Prairie Regional College, the Fall and Winter Semesters each last fifteen weeks and are referred to as major semesters.

**Senior Level Courses**

Courses intended for students in their second or third year of study. These courses are typically numbered 2000 to 4000 and normally have specific junior level prerequisites.

**Spring Semester**

Sometimes referred to as the Spring Term is the period of the academic year which runs from May to June.

**Summer Semester**

Sometimes referred to as the Summer Term is the period of the academic year which runs from July to August.

**TOEFL**

Test of English as a Foreign Language.

**Transcript**

A statement or report card of a student's entire official academic record bearing the original signature of an authorized member of the Registrar's staff and the official seal of the College.

**Transfer Credit**

Credit awarded for courses successfully completed at another accredited or recognized college, university or technical institute. Transfer credit is only given when the knowledge an applicant acquired through previous study is almost identical or equivalent to that which would be gained in one of the credit courses at the College.

**University Transfer Courses**

Courses delivered by the College and recognized for credit by Alberta universities as listed in the Alberta Transfer Guide published annually by the Alberta Council on Admissions and Transfer.

**Visa Student**

A student studying on visa while in Canada.

**Winter Semester**

Sometimes referred to as the Winter Term, is the period of the academic year which runs from January to April.

**Withdrawal**

The voluntary cancellation of registration in a course or a full semester of courses by a student who completes and submits to the Registrar's Office a "withdrawal" or "change in registration" form. Normally there is a period where withdrawn registrations are "dropped" from a student's registration and no academic record is retained on the student's transcript. The deadlines for students to have registrations "dropped" or "withdrawn (with permission)" are normally noted in the Academic Schedule.

**Withdraw with Permission**

A withdrawal that results in a final grade of "W". Normally the deadline to withdraw and receive a grade of "W" is identified in the Academic Schedule.





# Parking Information

780-539-2923

The information detailed here applies to parking at the Grande Prairie Campus.

## Hours of Operation

Parking permits are required in assigned parking lots between the hours of 8:00 a.m. and 4:30 p.m., Monday to Friday, September 1 through April 30. Residence Lots G, J and L require permits 24 hours a day, 7 days a week, September 1st to April 30th.

## Free Parking

All lots and pay and display areas, except residence are free on weekends and after 4:30 p.m. until 8:00 a.m. weekdays.

## Pay and Display Dispensers

Pay and display dispensers are located in Lots C, D, and the Theatre Island for visitor and student use; 8:00 a.m. to 4:30 p.m. Monday to Friday, September 1 through April 30. Rates are posted. Receipts are valid for any of the above lots with the exception of the College & Community Health Centre (CCHC).

## College & Community Health Centre (CCHC)

Pay and display parking in this lot is operational year round; Monday to Friday, 8:00 a.m. to 4:30 p.m. Only receipts purchased from the dispenser in the CCHC lot are valid.

## Parent Parking (ELCC)

ELCC (Early Learning and Childcare Program Main Office) located in H206 distributes the parent parking permits for those registered in Children's Centre and Spring Nursery Programs. ELCC loading zone parent parking is located in 8 stalls along the fence line of the Children's Playground in Lot F, or if occupied, anywhere in Lot F for a maximum of 20 minutes.

## Parking Permits Sales

Parking permits are available for purchase mid-July online and in person; see the College website for specific dates. The permit gives the holder access to any one stall within reserved lots indicated on the permit.

## On-Line Sales

Avoid the lengthy line-ups, and purchase a parking permit on-line! Following a completed purchase, print your confirmation and pick up your permit at the Cashier's Office C315 at least one business day after the transaction. Permits will be held until mid-September. Photo identification is required for pick up.

**Note:** Only full year passes are available on-line. A valid credit card along with the vehicle make/model and license plate number are required to complete the purchase.

## In-Person Sales

In person sales at the Cashier's Office C315 (full year and single semester) can be paid by cash, debit, or credit card. Please note the Cashier's office (C315) is open Monday to Friday from 9:00 a.m. to 4:00 p.m.

## Disabled Parking Permits

GPRC will designate the appropriate number of stalls to meet the needs of persons with disabilities. To purchase a permit, please see the Cashier's Office C315 with proof of provincial disability registration.

## Permit Parking

All parking permit prices quoted include GST.

### Powered

Valid in Lots B, E, F, H

\$90 for one semester

\$180 for two semesters

### Non-powered

Valid in Lots A, C, D, I, K

\$60 for one semester

\$120 for two semesters

## Lot D

Overflow parking is permitted in this lot for any valid pass or permit.

## Trades and Technology Parking

Students in trades programming can purchase their parking permits at the Trades and Technology Bookstore on the first day of class.

## Housing Parking

### Lots G, J, L

Available to residence students only, online sales begin mid-August. Permits can be picked up from the Housing Office (Res-E) 780-539-2802.

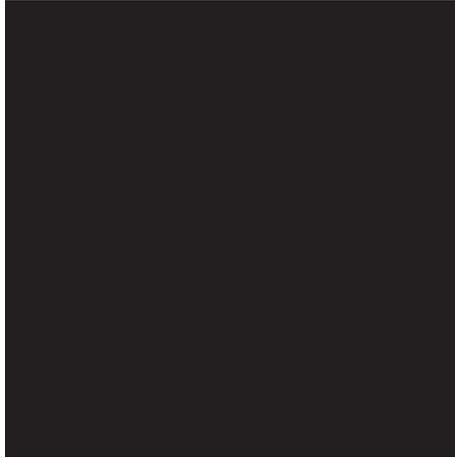
## Building Blocks Daycare

Permits are only available to staff of the daycare and parents of children in the daycare. Proof of eligibility will be requested. Permits can be purchased from the Cashier's Office for the academic year only.

## Refunds for Parking Permits

Students who no longer require their parking permit can return it to the Cashier's Office (C315) or the Housing Office (Res-E) for a pro-rated refund.

Questions? Call us at 780-539-2923 or visit [www.gprc.ab.ca](http://www.gprc.ab.ca)



**GPRC Fairview**  
PO Bag 3000  
Fairview, Alberta  
Canada T0H 1C0  
780.835.6600  
1.888.999.7882  
[www.gprc.ab.ca/fairview](http://www.gprc.ab.ca/fairview)

**GPRC Grande Prairie**  
10726 - 106 Avenue  
Grande Prairie, Alberta  
Canada T8V 4C4  
780.539.2911  
1.888.539.GPRC (4772)  
[www.gprc.ab.ca](http://www.gprc.ab.ca)

**GPRC Edson**  
#200, 111-54 Street  
Edson AB T7E 1T2  
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[edsonstudentinfo@gprc.ab.ca](mailto:edsonstudentinfo@gprc.ab.ca)

**GPRC Grande Cache**  
PO Box 193  
2nd Floor, 10020-99 Street  
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 Grande Prairie Regional College GPRC

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