

# Northern Lakes College

## 2011/2012 CALENDAR

PROGRAM DESCRIPTIONS

---

SERVICES FOR STUDENTS

---

WORKFORCE DEVELOPMENT

---

DISTANCE LEARNING

---

FEES & FUNDING

---

POLICIES & PROCEDURES

---

Call now: 1-866-652-3456 • [www.northernlakescollege.ca](http://www.northernlakescollege.ca)

Admission Enquiries: ..... (780) 849-8600  
Toll free: ..... 1-866-652-3456  
Fax: ..... (780) 849-2570  
Fax for Applications: ..... (780) 751-3355  
Enquiries and applications may also be sent to [Admissions@northernlakescollege.ca](mailto:Admissions@northernlakescollege.ca)

Web: ..... [www.northernlakescollege.ca](http://www.northernlakescollege.ca)

## Community Locations

### ATHABASCA

Phone: (780) 675-9484

### ATIKAMEG

Phone: (780) 767-3893

### BARRHEAD

Phone: (780) 674-4719

### CADOTTE LAKE

Phone: (780) 629-3934

### CALLING LAKE

Phone: (780) 331-3925

### DRIFTPILE

Phone: (780) 355-3550

### EAST PRAIRIE

Phone: (780) 523-2493

### FAUST

Phone: (780) 355-3554

### FORT VERMILION

Phone: (780) 927-2450

### GIFT LAKE

Phone: (780) 767-3739

### GRANDE PRAIRIE

Phone: (780) 882-6600

### GROUARD

Phone: (780) 849-8600  
(Main Switchboard)

### HIGH LEVEL

Phone: (780) 926-5625

### HIGH PRAIRIE

Phone: (780) 523-4111

### LA CRETE

Phone: (780) 928-2008

### LOON RIVER

Phone: (780) 649-3832

### MANNING

Phone: (780) 836-3545

### McLENNAN

(Smoky River)  
Phone: (780) 324-3737

### PADDLE PRAIRIE

Phone: (780) 981-2972

### PEACE RIVER

Phone: (780) 624-5176

### PEAVINE

Phone: (780) 523-5318

### PEERLESS LAKE

Phone: (780) 869-3811

### SLAVE LAKE

Phone: (780) 849-8600  
(Main Switchboard)

### SMITH

Phone: (780) 829-3877

### SWAN HILLS

Phone: (780) 333-2990

### VALLEYVIEW

Phone: (780) 524-3300

### WABASCA

(Stony Point)  
Phone: (780) 891-3766

## Vision Statement

Northern Lakes College will be recognized as a first-choice community based college with the most accessible programs in Alberta.

## Mission Statement

With respect for cultures and the needs of communities, Northern Lakes College provides quality educational programs and services which enable adults to continue their education, to improve their employment opportunities, and to enhance their quality of life.

## Board of Governors

Archie Cunningham ..... *Chair*  
Gerald Cunningham ..... *Vice Chair*  
Andy Assaf ..... *Public Member*  
Wilf Willier ..... *Public Member*  
Colin Kelly ..... *Public Member*  
Jennifer Moore ..... *Public Member*  
Sandra Willing ..... *Public Member*  
Scott Biggin ..... *Faculty-nominated Member*  
Colin Ross ..... *Staff-nominated Member*  
Victory Seatter ..... *Student-nominated Member*  
Rick Neidig ..... *President & CEO, ex officio Member*

*The College has made every attempt to ensure that the information in this calendar is accurate and complete at the time of publication. The College reserves the right to make changes to information that is included in this document as deemed necessary and without prior notice. The College expressly denies responsibility or liability to anyone who may suffer loss or may be adversely affected by such change.*

*Students are expected to be familiar with College policies and procedures as outlined in this and other official documents that are made available to them. Potential students are encouraged to obtain the most current information before making decisions about their education by contacting the Registrars Office toll free at 1-866-652-3456, or visiting our website at [www.northernlakescollege.ca](http://www.northernlakescollege.ca)*

*Published April 2011*

# Welcome to Northern Lakes College!

---

## Message from the Board of Governors

On behalf of the Board of Governors, I would like to encourage you to review this calendar and make yourself aware of all of the learning opportunities available to you at Northern Lakes College. Our College is known for its close relationship with its communities, and the many successes of our students. Through learning, I know that you will experience success, improve your employment options, and enhance the quality of your life. I encourage you to take advantage of our quality programs, our many learning options, and all our College has to offer.

*Your future begins here!*

**Archie Cunningham,**  
*Chair, Board of Governors*

## Message from the Council of Community Education Committees (CCEC)

The members of the Community Education Committees (CECs) of Northern Lakes College provide the College with its deep community roots. Each CEC is made up of community members and includes a student representative. The CECs and their Council of Community Education Committees (CCEC) are the College's principal public advisory bodies, guiding the College as it provides both post secondary credit programs and non-credit courses in the communities within the College's service region.

Our College will provide you with access to a wide range of programs which are delivered in or close to your home community, and there are many advantages to obtaining your post-secondary education close to home. In addition to consulting this calendar and speaking with a Counselor, you should feel free to talk about attending our College with one of the members of the Community Education Committee (CEC) at your local campus.

Our best wishes for success as you continue your education!

**Terry Rosser,**  
*Chair, Council of Community Education Committees*

## Message From The President

On behalf of everyone at Northern Lakes College, thank you for taking an interest in education and all that our College has to offer.

At Northern Lakes College, we are focussed on the success of our students. Class sizes are small and a very personalized experience is possible due to a network of qualified and very dedicated instructors. More than any other college, we bring learning right to your community. Counsellors travel the region to assist with student questions or concerns. Our community and industry advisors ensure that our programs are current and relevant to local needs, and our unique community based learning model connects you with other students right across northern Alberta.

If becoming a full-time student is too much of a commitment at this time, we have many options for part-time study. If you require additional skills while staying on the job, our Workforce Development team is ready to help. Learning opportunities offered through the Internet and state of the art technology will accommodate a schedule that is best suited to meet your needs.

On the pages that follow you will find courses and programs that range from adult upgrading to apprenticeship trades, university studies and more. Program possibilities go beyond the offerings in this calendar. Our strong relationships with other colleges and universities add to the menu of learning opportunities that are available to you right at home. Through Campus Alberta, Northern Lakes College is your window to Alberta's entire post-secondary education system. Partnerships with eCampus Alberta, Alberta-North, and the University of Alberta, are just a few of the organizations that enhance what we have to offer. If you can't find a particular program or course in this calendar, please contact us. We'll be pleased to help you find what you're looking for.

Sincerely,

**Rick Neidig,**  
*President & CEO*

# Table of Contents

---

Community Locations .....	<i>Inside Front Cover</i>	Survey Theory & Calculations .....	57
Vision Statement .....	<i>Inside Front Cover</i>	Teacher Assistant .....	58
Mission Statement .....	<i>Inside Front Cover</i>	Trades - Apprenticeship .....	60
Message from the Board of Governors .....	1	University Transfer .....	62
Message from the Council of Community Education Committees (CCEC) .....	1	<b>2011/2012 Course Descriptions</b> .....	66
Message from The President .....	1	<b>WorkForce Development</b>	
Table of Contents .....	2	WorkForce Development Information .....	104
About Us .....	3	Individual Courses .....	104
2011-2012 Program Paths .....	4	Programs .....	106
Activity Calendar .....	5	<b>Distance Learning Partnerships</b>	
Application & Admission .....	10	Types of Partnerships .....	110
<b>Services For Students</b>		<b>Fees, Student Funding &amp; Finances</b>	
Accommodations .....	12	Fees Descriptions .....	112
Cafeteria Services .....	12	Student Funding & Financial Assistance .....	113
Childcare .....	12	Student Awards .....	115
Counselling Services .....	13	Northern Lakes College Awards .....	116
Learner Assistance Services .....	13	<b>Academic Policies &amp; Procedures</b>	
Learning Resources, Textbooks and Materials .....	13	Student Conduct .....	118
Library Services .....	13	Credentials Awarded .....	123
Workstudy .....	13	<b>Glossary of Terms</b> .....	124
Students' Association .....	14	College Contacts & Phone Numbers .....	<i>Inside Back Cover</i>
Recreation Services .....	15		
<b>2011/2012 Program Descriptions</b>			
Program Delivery Methods and Options .....	18		
Adult Basic Education .....	19		
Adult High School .....	21		
High School Certificate Options .....	23		
Addiction Services Worker .....	24		
Business Administration Certificate & Diploma .....	26		
Early Childhood Education .....	29		
Emergency Medical Responder .....	30		
Emergency Medical Technician .....	31		
Forestry & Harvesting Technician .....	33		
Health Care Aide .....	35		
Information Technology Analyst .....	39		
Life Skills .....	41		
Medical Receptionist .....	42		
Office Administration .....	43		
Oilfield Operator Training .....	45		
Power Engineering .....	47		
Practical Nurse .....	50		
Social Work .....	53		
Sterile Processing .....	56		

# About Us

---

Northern Lakes College is a publicly funded, board-governed comprehensive community institution. We are located in over 30 north central Alberta communities. The region we serve is larger in area than PEI, New Brunswick, and Nova Scotia combined.

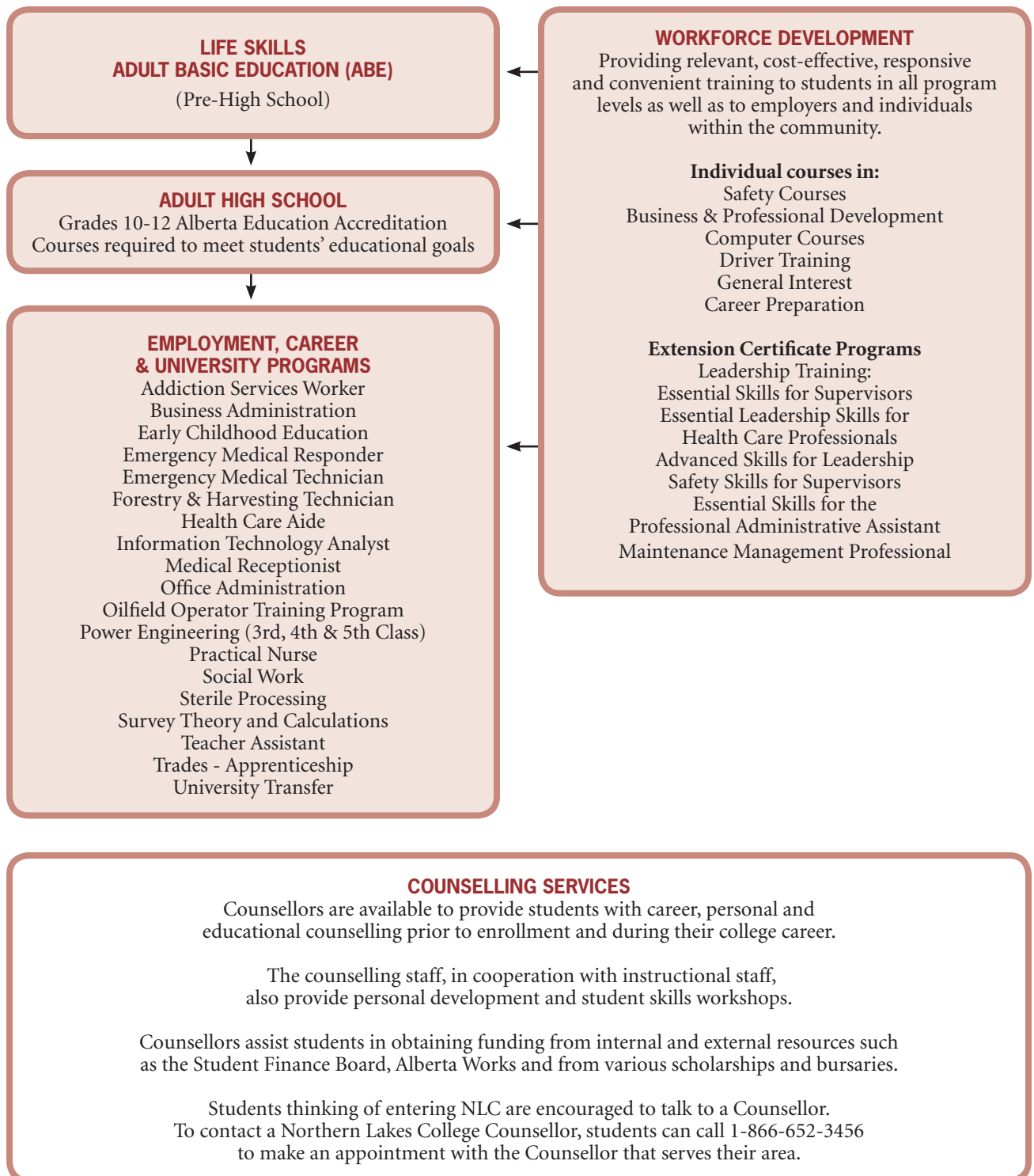
Although the breadth of programs available and the methods to access them have changed considerably over our 40 year history, the values that gave roots to the College in the early years are still with us today. Community Education Committees help to set the priorities for programming and operations of the College. Meaningful partnerships with the local First Nations and Métis Settlements, business and industry, eCampusAlberta, Alberta-North, and Campus Alberta are important to the success of the College and our students. Respect for the culture, abilities, and circumstances of students guide College behavior. We strongly believe that accessible and effective educational services contribute greatly to the success of our students. Learners in communities served by Northern Lakes College are generally able to access most courses and programs at their home campuses. A focus on flexible programming and customized training provides opportunities for the College to deliver programs upon short notice when required.

The variety of programs offered range from Adult Basic Education and High School through to University Studies. The College offers a wide array of career programs including health, oil and gas, and apprenticeship trades opportunities to meet the ever increasing demands of the local economy. Our WorkForce Development division offers a full menu of courses and an increasing list of extension certificates to develop and enhance skills for the workplace. With both full-time and part-time learning opportunities, working people can access courses such as Power Engineering on their own time schedule while remaining on the job. The vastness of the region we serve requires innovative course delivery methods. Technology used for course delivery provides our students with skills that go beyond course content by providing experience with modern on-line communications tools.

Amidst all of this, the College continues to enhance its services. In 2009 we opened campuses in Peace River and High Level. The recently constructed Mouallem Student Housing Complex in Slave Lake provides 52 rooms of single student housing in addition to a variety of student housing options at our Grouard campus. In February, 2010, a new Health Careers Learning Centre opened in High Prairie. In March, 2010 the electrical apprenticeship and Oilfield Operator training programs moved to a new and larger Industry Training Annex in Slave Lake. At every campus, students will find quality learning options, a supportive Student Association, and strong ownership by students and the community.

# 2011-2012 Program Paths

TO HELP YOU ACHIEVE YOUR GOAL...



# Activity Calendar

The dates and timelines indicated in this document are tentative at the time of publication and actual dates and deadlines are subject to change. Students are expected to ensure that they are aware of deadline dates that might apply to their specific program or schedule. This information will be made available to them through program outlines and College staff and other publications.

DATE	PROGRAM ACTIVITY
<b>August 2011</b>	
August 2	General Staff Meeting – Campuses closed
<b>September 2011</b>	
September 3	Labour Day – Statutory Holiday – Campuses closed
September 6 - 16	Campus Welcome & Orientation
	Classes begin for most programs
September 19	20% deadline: Term 1 for Office Administration (Evening)
September 26	20% deadline: Term 1 for Emergency Medical Technician, Forestry & Harvesting Technician, Information Technology Analyst, Practical Nurse (Yr 1 & 2), Social Work, Teacher Assistant and University Transfer
September 27	20% deadline: Term 1 for Business Administration (Day & Evening), Business Administration Diploma, Office Administration (Day)
September 28	20% deadline: Sterile Processing
September 30	20% deadline: Term 1 for Teacher Assistant (Evening)
<b>October 2011</b>	
October 3	Life Skills – 1st offering begins 65% deadline – Power Engineering 4th Class Part B (1st Offering)
October 5	Academic Upgrading Learning Lab Day (Slave Lake Campus) - Campuses open 20% deadline: Term 1 for Academic Upgrading
October 7	20% deadline: Power Engineering 4th Class Part B (2nd Offering) Students' Association Retreat (location TBA)
October 10	Thanksgiving Day – Statutory Holiday – Campuses closed
October 11	20% deadline: Health Care Aide (1st Offering), Medical Receptionist, Oilfield Operator Training (1st Offering)
October 14	65% deadline: Term 1 for Office Administration (Evening)
October 19	20% deadline: Life Skills
October 21	Emergency Medical Responder begins (1st Offering)
October 24 - 28	Mid-Term exams: Social Work, University Transfer and Health Professions
October 28	20% deadline: Emergency Medical Responder (1st Offering)
<b>November 2011</b>	
November 4	Student Reading Day: Academic Upgrading – Campuses open
November 8	65% deadline: Term 1 for Teacher Assistant (Evening)
November 10	65% deadline: Emergency Medical Technician, Forestry & Harvesting Technician, Information Technology Analyst, Practical Nurse (Yr 1 & 2), Social Work, Teacher Assistant (day) and University Transfer
November 11	Remembrance Day – Statutory Holiday – Campuses closed

**20% deadline:** Withdrawal deadline for changing or dropping courses without a “withdrawn” on transcript and for refund of 75% tuition and Students Association Fees (less commitment fee)

**65% deadline:** Withdrawal deadline for withdrawing with permission without a mark assigned to a course

## Activity Calendar continued...

DATE	PROGRAM ACTIVITY
November 14	<b>65% deadline: Term 1 for Business Administration (Day), Business Administration Diploma, Office Administration (Day)</b> Power Engineering 4th Class Part B (3rd Offering) – classes begin
November 15	<b>65% deadline: Term 1 for Business Administration (Evening), Emergency Medical Responder (1st Offering), Sterile Processing</b> Term 2 begins for Office Administration (Evening)
November 17	Power Engineering 4th Class Part A (1st Offering) – classes begin
November 19	Round Dance @ Grouard Campus
November 23	<b>65% deadline: Life Skills (1st Offering)</b>
November 28	<b>20% deadline: Office Administration (Evening) Term 2</b>
<b>DECEMBER 2011</b>	
December 2	<b>20% deadline: Power Engineering 4th Class Part B (3rd Offering)</b>
December 8	<b>65% deadline: Academic Upgrading, Power Engineering 4th Class Part B (2nd Offering)</b>
December 9	General Staff Meeting (Slave Lake Campus) and Christmas Party; Student Reading day – Campuses closed <b>20% deadline: Power Engineering 4th Class Part A (1st Offering)</b>
December 12 - 21	Final Exams & End of Term: Most Career, Diploma and Health Profession programs
December 15	<b>65% deadline: Health Care Aide, Oilfield Operator Training (1st Offering)</b>
December 21	Last day of classes before the Christmas break for all programs still in session
December 22 - 23	Student Reading Days – Academic Upgrading – Campuses open
December 23	<b>65% deadline: Medical Receptionist (1st Offering)</b>
December 24 - 31	<b>Christmas Holidays for students, staff and faculty – Campuses closed</b>
<b>JANUARY 2012</b>	
January 1	<b>New Years Day - Statutory Holiday – Campuses closed</b>
January 2	<b>Day off in lieu of New Years Day – Campuses closed</b>
January 3	<b>65% Deadline: Term 2 - Office Administration (Evening)</b>
January 3 - 12	Classes resume and/or Term 2 courses & new offerings begin: most Career, Diploma & Health Profession programs
January 11 - 27	Academic Upgrading Diploma Exams
January 13	<b>20% deadline: Emergency Medical Responder (2nd Offering), Power Engineering 4th Class Part B (2nd Offering)</b>
January 19	Power Engineering 4th Class Part A (2nd Offering) – classes begin
January 24	<b>20% Deadline: Term 2 - Emergency Medical Technician</b>
January 23 - 26	Exam week for Non-Diploma courses: Academic Upgrading
January 25	<b>20% Deadline: Term 2 - Social Work, University Transfer</b>

**20% deadline:** *Withdrawal deadline for changing or dropping courses without a “withdrawn” on transcript and for refund of 75% tuition and Students Association Fees (less commitment fee)*

**65% deadline:** *Withdrawal deadline for withdrawing with permission without a mark assigned to a course*

DATE	PROGRAM ACTIVITY
January 26	<b>20% Deadline: Term 2 - Business Administration (Day), Business Administration Diploma, Forestry &amp; Harvesting Technician, Information Technology Analyst, Office Administration (Day), Teacher Assistant (Day &amp; Evening)</b>
January 30	<b>20% deadline: Term 2 for Practical Nurse (Yr 1 &amp; 2) 65% Deadline: Power Engineering 4th Class Part B (3rd Offering)</b>
Jan. 30 - Feb. 3	Term Break – Academic Upgrading
January 31	<b>65% deadline: Emergency Medical Responder (2nd Offering) Term 3 begins: Office Administration (Evening)</b>
<b>February 2012</b>	
February 2	<b>20% Deadline: Term 2 – Business Administration (Evening)</b>
February 2 - 3	Term Break – Academic Upgrading – Campuses open
February 6	Term 2 begins: Academic Upgrading Oilfield Operator Training (2nd Offering) begins 20% deadline: Sterile Processing (2nd Offering), Power Engineering 4th Class – Part A (2nd Offering),
February 7	<b>20% deadline: Health Care Aide (2nd Offering)</b>
February	<b>65% deadline: Power Engineering 4th Class Part A (1st Offering)</b>
February 13	<b>20% deadline: Office Administration Term 3 (Evening), Power Engineering 4th Class Part B (4th Offering)</b>
February 14	<b>20% Deadline: Power Engineering 4th Class – Part A (2nd Offering)</b>
February 20	<b>Family Day – Statutory Holiday – Campuses closed</b>
February 21 - 24	<b>Reading Week</b> for students and Spring Break for faculty: Practical Nurse, Social Work and University Transfer
February 24	Emergency Medical Responder (3rd Offering) – classes begin
February 25	Métis Celebration @ Grouard Campus
Feb. 27 - Mar. 2	Mid-Term exams: Social Work, University Transfer & Health Professions
<b>March 2012</b>	
March 1	<b>65% deadline: Teacher Assistant (Evening) Term 2</b>
March 5	Life Skills – classes begin
March 6	<b>20% deadline: Term 2 Academic Upgrading, Oilfield Operator Training (2nd Offering)</b>
March 7	Academic Upgrading Learning Lab Day – Slave Lake – Campuses open
March 9	<b>65% deadline: Term 3 Office Administration (Evening)</b>
March 12	<b>65% deadline: Emergency Medical Technician Term 2</b>
March 13	<b>65% deadline: Term 2 for: Social Work, University Transfer</b>
March 19	<b>65% deadline: Term 2: Business Administration (Day), Business Administration Diploma, Forestry &amp; Harvesting Technician, Information Technology Analyst, Office Administration (Day), Teacher Assistant (Day)</b>

**20% deadline:** *Withdrawal deadline for changing or dropping courses without a “withdrawn” on transcript and for refund of 75% tuition and Students Association Fees (less commitment fee)*

**65% deadline:** *Withdrawal deadline for withdrawing with permission without a mark assigned to a course*

## Activity Calendar continued...

DATE	PROGRAM ACTIVITY
March 21	<b>65% deadline: Term 2 for: Business Administration (evening), Power Engineering 4th Class Part A (2nd offering)</b>
March 22	<b>20% deadline: Life Skills</b> Power Engineering 4th Class Part A (2010 - 3rd Offering) – classes begin
March 30	<b>65% deadline: Term 2 Practical Nurse (Yr 1 &amp; 2)</b>
<b>April 2012</b>	
April 2 - 5	<b>Spring Break for faculty and students</b> for Academic Upgrading, Life Skills and career programs that did not take Reading Week (Feb 21-24) – Campuses open
April 3	Term 3 begins: Teacher Assistant (Evening)
April 5	Student Reading day: Academic Upgrading, Business Administration (Day & Evening), Business Administration Diploma, Health Care Aide, Information Technology Analyst, Life Skills, Teacher Assistant (Day & Evening), - Campuses open <b>65% deadline: Power Engineering 4th Class Part B (4th Offering)</b>
April 6	<b>Good Friday – Statutory Holiday – Campuses closed</b>
April 9	<b>Easter Monday – Statutory Holiday – Campuses closed</b> Offering begins: Power Lab (SAIT)
April 10	<b>20% deadline: Emergency Medical Responder (3rd Offering), Power Engineering 4th Class Part A (3rd Offering)</b>
April 12	<b>65% deadline : Term 2 Health Care Aide (2nd Offering)</b>
April 16 - 20	Final Exams for Social Work, University Transfer and Health Professions
April 17	Term 4 begins: Office Administration (Evening) Term 3 begins: Emergency Medical Technician
April 18	<b>20% deadline: Teacher Assistant (Evening) Term 3</b>
April 19	<b>65% deadline: Sterile Processing (2nd Offering)</b>
April 20	<b>65% deadline: Emergency Medical Responder (3rd Offering)</b>
April 23	Term 3 begins: Social Work begins (Practicum)
April 27	Emergency Medical Responder (4th Offering) – classes begin
April 30	Inter-session begins (Term 3): University Transfer Term 3 begins: Forestry & Harvesting Technician, Teacher Assistant (Day) <b>20% Deadline: Term 4 – Office Administration (Evening)</b>
<b>May 2012</b>	
May 1	<b>65% deadline: Life Skills (2nd Offering)</b> Term 3 starts: Business Administration, Office Administration (Day)
May 2	<b>20% deadline: Emergency Medical Responder (4th Offering)</b> Term 3 starts: Information Technology Analyst

**20% deadline:** *Withdrawal deadline for changing or dropping courses without a “withdrawn” on transcript and for refund of 75% tuition and Students Association Fees (less commitment fee)*

**65% deadline:** *Withdrawal deadline for withdrawing with permission without a mark assigned to a course*

DATE	PROGRAM ACTIVITY
May 4	TENTATIVE Academic Upgrading faculty Professional Development Day @ Slave Lake Campus – Student Reading Day – Campuses open <b>20% deadline: Forestry &amp; Harvesting Technician</b> <b>20% deadline: Term 3 – Social Work</b>
May 7	<b>20% deadline: Term 3 Business Administration (Day), Office Administration (Day)</b>
May 8	<b>20% deadline: Emergency Medical Technician (Term 3), Teacher Assistant (Day)</b>
May 9	<b>65% deadline: Term 2 Academic Upgrading, Emergency Medical Responder (4th Offering)</b> <b>20% deadline: Term 3 University Transfer</b>
May 10	<b>65% deadline: Emergency Medical Responder (4th Offering), Oilfield Operator Training (2nd Offering)</b> <b>20% deadline: Term 3 Information Technology Analyst</b>
May 16	<b>65% deadline: Forestry &amp; Harvesting Technician, Power Engineering 4th Class Part A (3rd Offering)</b>
May 17	Power Engineering 4th Class Part A (4th Offering) – classes begin
May 21	<b>Victoria Day – Statutory Holiday – all campuses closed.</b>
May 22	<b>65% deadline: Business Administration (Day), Office Administration (Day)</b>
May 23	<b>65% deadline: Teacher Assistant (Evening)</b>
May 25	<b>65% deadline: Office Administration Term 4 (Evening), Teacher Assistant (Day)</b>
May 28	<b>65% deadline: Information Technology Analyst, Social Work (Term 3)</b>
May 30	<b>65% deadline Emergency Medical Technician, University Transfer</b>
<b>June 2012</b>	
June 8	Convocation – location TBA
June 8	<b>20% deadline: Power Engineering 4th Class Part A (4th Offering)</b>
June 12 - 17	Diploma Exams: Academic Upgrading
June 21	Last day of scheduled classes: Academic Upgrading
June 22 - 27	Non-Diploma exams: Academic Upgrading
June 28	Term 2 ends: Academic Upgrading
June 29	Year-end Staff Meeting & Family Picnic – Slave Lake Campus – Campuses closed
June 1 - 29	Classes end: most Career, Diploma and Health Professions programs
<b>July 2012</b>	
July 1	<b>Canada Day - Statutory Holiday</b>
July 2	<b>Day off in lieu of Canada Day – Campuses closed</b>
July 2	<b>65% deadline: Power Engineering 4th Class Part A (4th Offering)</b>
<b>August 2012</b>	
August 6	<b>Civic Holiday – All Campuses closed</b>
August 27	<b>General Staff Meeting – Location TBA – Campuses closed</b>

**20% deadline:** *Withdrawal deadline for changing or dropping courses without a “withdrawn” on transcript and for refund of 75% tuition and Students Association Fees (less commitment fee)*

**65% deadline:** *Withdrawal deadline for withdrawing with permission without a mark assigned to a course*

# Application & Admission

Students who are 17 years of age or older may apply to Northern Lakes College programs by submitting an application form and other required documentation as specified for their program.

## Admission Requirements

Program entrance requirements vary from program to program and may include the following:

- academic prerequisites (shown through testing and transcripts);
- interest and aptitude (shown by completion of career investigations and interviews);
- previous experience (shown through application information and letters of reference).

Northern Lakes College admission requirements are designed to accommodate mature students. Applicants may not need a high school diploma to take programs or courses at Northern Lakes College. However, they must have the required prerequisites for the programs or courses selected.

**Provisional Admission:** Applicants who do not meet all admission requirements for a program of study may ask that they be interviewed by the Dean to be considered for provisional admission. Provisional admission requires the applicant to complete a prior learning assessment and/or prescribed developmental studies or specified courses within the program prior to being converted to regular student status. Interested applicants need to submit an Application for Admission to the College and may be asked to submit documentation of prior learning and experience.

**Unclassified Student:** Applicants who do not plan to pursue a certificate/diploma program but desire to take certain courses for personal benefit may be admitted as unclassified students without satisfying the pre-requisites of the program. A maximum of three courses may be taken at any given time as an unclassified student. Unclassified students are not eligible for student funding.

## Choosing a Program

Check the program descriptions for specific entrance requirements as these vary. Counsellors and Admissions Specialists are available to assist in selecting a program and to discuss the entrance requirements. Program representatives, the College website, and College calendar provide additional information on Northern Lakes College programs and services.

## When to Apply

Applications are accepted and reviewed on a continuous basis. Applicants are advised to apply early, at least three months prior to the program start date, to allow adequate time to complete the application processes and arrangements for funding. Space is limited in some programs, and applicants are accepted on a first qualified, first served basis.

## Application Form

Obtain and complete an Application for Admission form and forward it to the Office of the Registrar. Forms are available at all Northern Lakes College locations and on the College website. Applicants should inform the College immediately of any changes in address or phone number(s) to ensure that they can be contacted about their application or program.

Northern Lakes College is a participant in the Alberta Post-Secondary Application System (ApplyAlberta). This online application system provides the opportunity to apply to multiple Alberta Post-Secondary institutions and to authorize electronic transfer of Alberta high school and/or post-secondary transcripts from participating institutions. Applicants using ApplyAlberta will create a profile and then have an application submitted to Northern Lakes College. Transcript will be forwarded to NLC (if they are from participating institutions) at no cost to the applicant. Visit [ApplyAlberta.ca](http://ApplyAlberta.ca) or the NLC website to complete an online application.

## Other Information or Documentation

For most programs, transcripts of previous education are required and are to be attached to the application. Applicants are informed by letter or phone of any additional items that are required to meet the entrance criteria (e.g. testing, interviews, additional forms, etc.)

## Application Process

When all the application information has been submitted, the application will be considered complete and will be reviewed for acceptance into the program. Applicants who meet all entrance requirements will be eligible to register for their program. A letter is sent to all applicants informing them of their acceptance status. For successful applicants there will be a timeline noted in which to register for courses and pay fees.

If all spaces in the requested offering are filled, qualified applicants are placed on a waitlist and contacted when there is an opening. Waitlisted applicants are contacted by order of the date they are determined to be “qualified” (have met all the entrance criteria) and the timelines associated with their registration deadlines.

Students applying in August have until the end of the last week of the month to meet program admissions and register for the next intake of his/her program.

Applicants who do not qualify for admission will be informed of the requirements they must meet in order to become qualified. In some cases, this may include developing skills in another program. Our Counsellors can assist in setting up a career and education plan. The College reserves the right to cancel offerings of programs (including specific locations) due to low enrollments. Qualified applicants at these locations will be offered a space in an offering at another location if available at the same time.

## Fees & Funding

For any financial support required, students should apply at least two months before the program start date (some funding sources have specific deadlines for funding applications). Our Counsellors are available to assist with information on available funding and applications. The Student Funding & Finance section of the Calendar provides information on some sponsorship programs available.

## Registration

**Registration begins May 1, 2011.**

Students in most programs (with the exception of Adult Basic Education, Adult High School and specific programs) are required to pay a \$100 non-deferrable, non-refundable, tuition deposit (commitment fee) at the time of registration.

Sponsored students may, in lieu of the deposit, provide evidence of sponsorship in the form of a confirmation letter from their sponsor or verification of Counsellor-approved AEI support.

The last date for program registration is the first day of classes for undersubscribed programs.

Some programs may utilize an early cut-off date for registration to allow for preparatory work required for program entry and/or to address the needs of oversubscribed programs.

Students in programs with multiple terms must register in required courses each term in order to retain an active status for program completion.

Registered students must report to their program on the date indicated in their “Orientation Letter.” Non-attendance on this date may result in loss of the reserved space in the program unless arrangements have been made with the Office of the Registrar.

Admitted students (qualified applicants) for the Adult Basic Education and Adult High School programs must report to the College on the date indicated in the “Letter of Acceptance” or in the “Registration Letter.” Non-attendance on this date may result in loss of the reserved space in the program unless arrangements have been made with the Office of the Registrar. Admitted students are required to register on the date indicated in their letter.

# Services for Students

## Accommodations For Students

Northern Lakes College Student Residences are available at the Grouard and Slave Lake Campuses. Applications are available on the College website (under Student Services).

Student Residences provide access to a variety of recreation facilities and events, including both indoor & outdoor activities. The Slave Lake campus also features a swimming pool with student access times.

A security deposit equal to one month's rent is required. Utilities are included in the rent.

### SLAVE LAKE CAMPUS

#### Mouallem Student Residence (Single townhouse-style, co-ed)

- Four bedrooms with single beds & two bathrooms with shared kitchen & living room in each townhouse
- Barrier Free units available for those requiring accommodations for physical disabilities (two bedrooms with shared bathroom, kitchen & living room)
- Fully furnished (students to bring own bedding, towels & cooking utensils)
- Coin-operated laundry facility

Listings for various private rental units, apartments and accommodations in Slave Lake are available. For information and application for student accommodations in Slave Lake, contact Admissions at the Slave Lake Campus (780) 849-8600 or toll free 1-866-652-3456. The Residence Coordinator can be contacted at (780) 849-8751.

### GROUARD CAMPUS

The Grouard Campus provides six 3-4 bedroom single family, unfurnished houses and duplexes, twelve furnished townhouses as well as one unfurnished barrier free unit designed for persons with physical disabilities.

#### Student Family Housing (for students with children)

- Furnished townhouse units (Police Point) -- 3-bedroom & 4-bedroom
- Unfurnished duplex & houses (Mission Street) – 3-bedroom; 2-bedroom; 2-bedroom duplex.

#### The Moosehorn Lodge (single, dorm-style, co-ed)

- Small fridge in each room; Shared kitchenette on each floor
- Furnished rooms with study and sleeping accommodation (students provide bedding, towels & cooking utensils)
- Student lounge with satellite television, billiards and tenant gathering space
- Coin-operated laundry facility
- Single rooms; daily & weekly rates available

*Weekly trips provided to High Prairie and to Slave Lake for the Sunday Family Swim at the pool.*

*Evening access to library, computer lab and the gymnasium (Monday-Thursday).*

For information and application for accommodations in Grouard, contact:

*The Facilities Housing Coordinator*

#### Grouard Campus

Tel: (780) 751-3280

Toll free: 1-866-652-3456.

## Cafeteria Services

Cafeterias are located at the Grouard and Slave Lake campuses, providing varied and nutritious meals for students. Students, staff and guests are treated to a different menu each day.

The cafeterias are open for breakfast & lunch during regular scheduled school days. Hours of operation and costs are posted at the cafeteria.

## Childcare

Childcare may be available in communities as independent operations, administered separately from the College. In Slave Lake, there is a childcare facility located on campus that is operated through the Slave Lake Childcare Society. Available care for children in other communities will vary and students are encouraged to check locally for daycare or dayhome services.

## Counselling Services

### Career & Educational Counselling

Helping students develop educational plans that are in alignment with their needs and the college programs.

### Personal and Academic Problem Solving Support

Individual assessments, and provision of workshops in personal development and student skills.

### Financial Support

Students must see a Counsellor to be approved for Alberta Works financial support. Counsellors also assist students applying for other funding including student loans, grants, bursaries, and scholarships (please refer to Student Funding & Financial Assistance on page 113).

### Learner Assistance Services

Learner Assistance Services provides access to information and individual assessment to enhance student skills. It is available to all students and specialized supports are available for students with disabilities.

Learner Assistance Services, in coordination with counsellors and faculty, can provide help on a variety of topics such as: Time Management, Organization, Budgeting, Note Taking, Test Taking, Attention /Concentration, Memory and Study skills, and much more.

It is the responsibility of students with disabilities to request academic accommodations. A student with specialized learning needs is strongly encouraged to contact Learner Assistance Services at (780) 751-3209, or talk to the counsellor assigned to their campus, as early as possible before the program start date. This will help ensure supports are in place when the program begins.

### Learning Resources, Textbooks and Materials

Textbooks and other learning resource materials are made available to students on class start date. With confirmation of payment of the appropriate fees (i.e. Learning Resource fee), students are issued textbooks and materials for their chosen program or course(s).

The Learning Resource fee covers the cost of textbooks, other printed materials, technology, handouts, or specialized equipment.

Some programs require a deposit on equipment used during the program. This deposit may be refundable as specified for an individual program based on the return of equipment, materials or supplies.

Upon course/program withdrawal within the first ten business days, and return of the textbooks and materials, the payment of the Learning Resource fee will be refunded.

## Library Services

Library Services provides print and digital collections to all campuses throughout our region. Large print collections are available in Grouard and Slave Lake for circulation to staff and students of the College. Smaller print collections are available in Wabasca, Peace River and High Level.

You can search for print, audio, digital and streaming media resources from the library catalog available from the College home page using subject, author or title information.

Library services offers a program of Information Literacy to our students and staff which include a program of site visits. The Moodle course “Library Help” is open to all employees and students. It provides support for Copyright questions as well as citations.

## Work Study

The Work Study Program gives students the opportunity to gain valuable work experience, expand their resume and earn income. Examples of potential positions include supervising a computer lab, working in a library, assisting in the museum, running a gym... the possibilities are endless!

Information on available work study positions can be obtained through Human Resource Services at (780) 849-8698.

# Students' Association

---

## Student Groups

There are many opportunities for students to get involved at Northern Lakes College, whether their interest lies in socializing with peers, strengthening skills in leadership or learning how organizations are run. There are many different committees that students can get involved with to enhance their educational experience. Many of these committees also provide honorariums for attending and reimbursements for travel expenses.

## Campus Students' Unions

Every campus within Northern Lakes College has the ability to form and run a Students' Union group. This is a great way to socialize, learn some new skills, and organize some fundraising activities at your campus. Fundraising dollars are often spent towards helping students attend field trips, cultural events, sporting activities and assist with reaching other goals that are important to student life at your campus. Every campus that has an active Students' Union will also elect an individual to sit on the council forming the Students' Association, and elect an individual to attend their local Community Educational Committee (CEC).

## Students' Association

Every full-time or part-time student in day offerings of programs at Northern Lakes College is a member of the Students' Association.

The student fees collected along with your tuition fees go towards financing the Students' Associations primary business which is to promote the general well-being of students. Your student fees allow the Students' Association to assist its members by providing:

- \$ 12,000 in Financial Need Bursaries
- Role Model Scholarships (offered in partnership with the Board of Governors, and the Northern Alberta Development Council)
- Emergency Loans
- Health and Dental Crisis Fund (assisting students with no health/dental coverage)
- 45% reduced fees towards work related courses offered through WorkForce Development.
- Student Planners for every association member
- Student wide initiatives.

## Council of the Students' Association

The Students' Council of the Students' Association consists of one elected representative from each campus and meets monthly. The main role of student representatives is to liaise between students and the academic staff, College administration, Board of Governors and other agencies. In essence, your student representative acts as a voice for your campus.

## Community Education Committees

Every campus has a Community Education Committee that meets monthly to make decisions regarding that campus. A student representative is elected from that campus and provides the council with a students' view. This representative would act as a liaison reporting to the Community Education Committee, and then reporting the decisions made back to students attending at that campus.

## Student Representative to the Board of Governors

The Board of Governors is the governing body of the College. All major decisions about the College are made at the Board level. The Council of the Students' Association will bring issues to the Board of Governors through the president of the Students' Association. A student is also elected to sit on the Board of Governors. When a vacancy is available all students are invited to apply, with a successful candidate being selected by the Council of the Students' Association.

## Student Representative to Academic Council

The Academic Council focuses on the review of new programs, standards and policy respecting the selection and admission of students, and academic awards. This council consists of 21 voting members: 7 students, 7 Board appointed and 7 faculty members. Student members can bring forward issues and make decisions on things that affect them directly.

The College provides many other opportunities for student involvement throughout the year.

For more information about the Students' Association, contact the Business Manager, Lisa Richard at (780) 849-8614.

# Campus Recreation

---

Campus Recreation Services provides a wide variety of educational/recreational programs, outings, equipment rentals and loan services in order to facilitate participation in a broad range of indoor/outdoor activities for college students & staff.

## College Recreation Amenities

Students are encouraged to use the facilities in their own community for recreation and wellness. In some cases there are agreements in place to give students access to some of these facilities.

Students may also wish to consider a recreational field trip to Grouard or Slave Lake. Both facilities can accommodate a broad range of activities.

**Grouard Campus** has a wide complement of recreation equipment, gymnasium, weight room, archery range, outdoor skating rink and playing fields as well as wilderness area for skiing, hiking and swimming.

**Slave Lake Campus** features a large gym, with climbing wall, indoor swimming pool, sports fields, and can house a variety of activities.

The Northern Lights Aquatic Centre (Slave Lake Campus) offers programs such as swim lessons, boat safety, stroke improvement, lifeguard training, swim instructor training, and many more customized programs and activities to students and staff. Campus visitations are encouraged to make use of these amenities.

## Recreation at the Local Campus

Students at NLC locations are able to request a visitation, program or service by submitting a request through the Facilities helpdesk. Recreation Services is able to go out to a campus and facilitate a variety of activities, including: cross-country skiing, mini-golf, karaoke, broomball, teambuilding, leadership activities, trip planning and outdoor excursions.

## Activities & Sessions

### Outdoor Activities

Students can learn and participate in softball, football, broomball, horseshoes, outdoor volleyball, canoeing, or learn how to cross-country ski.

### Indoor Activities

Students can access a gym in their community or arrange a trip to Grouard or Slave Lake and learn how to do activities such as archery, badminton, basketball, volleyball and mini-golf.

### Non-Credit Recreation

Combining recreation activities with a program of study has been proven to increase student success in the classroom. College staff will work with instructors in developing a comprehensive recreation plan that is beneficial to the students.

### Learn To Programs

For those who have always wanted to learn a sport/recreational skill but were a bit too bashful to do so, the College encourages them to 'just ask!'.... The recreation staff will be happy to take them through the progressions of a new activity. They can try kayaking, canoeing, badminton and wellness/lifestyle activities—the list goes on.

## Campus Recreation continued...

---

### **Aquatic Programs**

The Northern Lights Aquatic Centre (Slave Lake) is available for all College programs during the day. Swimming instruction, boating safety, stroke improvement, or just a fun hour in the pool is available.

Drop in College Family swim is every Sunday—Slave Lake campus at 11:30 - 1:00. From October to June. There is no charge for current Northern Lakes College students.

Note: This is a family swim so that means the NLC student has to be in the water if they decide to bring their children. The Northern Lights Aquatic Centre has a brochure that indicates additional rules for use.

### **Wall Climbing**

The climbing wall in Slave Lake is available for bookings by campuses. Experience the fun and challenge of wall climbing under qualified supervision. Contact Recreation Services to set up a time.

### **Recreation Contacts**

Phone or e-mail Recreation Services:

#### **GROUARD CAMPUS**

Jim Meldrum  
meldrum@northernlakescollege.ca  
(780) 751-3245

#### **SLAVE LAKE CAMPUS**

Kyle Paulson  
paulson@northernlakescollege.ca  
(780) 849-8641

**NORTHERN ;LAKES COLLEGE  
2011/2012 CALENDAR**

# Program Descriptions

# Program Delivery Methods and Options

Northern Lakes College uses a variety of means to deliver programs and courses to students in or close to their home communities. Frequently, more than one delivery method is used in a course or program. “Blended delivery” is the result of combining distance and face-to-face instruction. The college continually strives to ensure that quality instruction and learner support is a priority regardless of delivery methods. The categories below outline some of the different formats for course delivery. To find which methods are used for a particular program or course, refer to the program description in the calendar.

Face-to-Face Delivery Methods	Distance Delivery Methods	
	Online Learning Technologies	Other Learning Technologies
<p>Some programs require students to attend on-site at one of the College’s Community Learning Centres or another approved location for particular courses. Most of these courses include print materials such as textbooks, reference materials and handouts. Examples of this type of delivery are well-known and include:</p> <ul style="list-style-type: none"> <li>• Classroom (group) instruction and tutorials</li> <li>• Lab work or workshops</li> <li>• Field work, practicum or work placements, clinical practicums</li> </ul>	<p>Some programs use innovative Internet-based learning technologies to deliver courses. Distance learners log into a website and instantly gain access to the instructor, the course materials or both. Examples of this type of delivery include:</p> <ul style="list-style-type: none"> <li>• <b>Elluminate</b> – This delivery technology is used to provide group instruction to students in different locations. Group sessions are scheduled and usually mandatory. The instructor and students communicate orally and through text messages in real time, view slides on the computer screen, interact by using drawing tools (a mouse or tablet and pen), and surf the Internet together. Lessons can be recorded to enable students to review the classes at a later time. In some instances, two-way video is used to enable class members to see each other. Because this technology is Internet-based, students can access their courses from a variety of approved locations.</li> <li>• <b>Moodle</b> – This Learning Management System (LMS) is asynchronous, which essentially means that it does not include real time communication; however, it is very convenient as it allows students to access their courses anytime from any computer with Internet connection. Moodle also allows students to email their instructor and classmates within the course, read and upload assignments and can include recorded audio and video directly within the course environment. Student grades, course evaluations and a personal student calendar are also handy features of this software.</li> </ul>	<p>Some programs use distance technologies that do not rely on the Internet. Examples of this type of delivery include:</p> <ul style="list-style-type: none"> <li>• <b>Print-based learning</b> – This type of delivery is designed for individual study. The learning package is self-contained and typically includes comprehensive instruction, assignments, practice activities and exams. Communication with the instructor is done through such methods as email, fax, phone, traditional mail services or one of the online delivery technologies.</li> <li>• <b>Telephone Tutorials</b> – Some courses provide individual tutorial support by phone or group tutorials through teleconferencing.</li> <li>• <b>Video-conferencing</b> – This technology is used to provide group instruction to students in different locations. Sessions are scheduled and usually mandatory. Students see and hear their instructor and other students through two-way video. Because this technology is not yet Internet-based, students must attend the sessions at designated sites where the equipment is available.</li> </ul>

# Adult Basic Education

## CERTIFICATE OF ACHIEVEMENT • Full-time & Part-time

### Locations

Various

### Program Dates

**Term 1:** September 6, 2011 to January 27, 2012

**Term 2:** February 6, 2012 to June 28, 2012

### Program Description

The Adult Basic Education program provides students with the opportunity to continue their education in preparation for high school study, career training or employment. Students will receive assistance from the Educational Counsellor and Learning Facilitator to determine the courses they require and to develop an Educational Plan to reach their chosen goal.

### Employment Opportunities

Varies.

### Further Education & Training Options

Students may wish to pursue Adult High School courses or career programs as set out in their Educational Plans.

### Entrance Requirements

- Demonstrate ready, willing and able;
- Attend a personal interview.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

### Mode of Delivery

Blended, face-to-face and on-line; availability of courses at Community Access Point sites is limited to those offered online.

### Program of Study

Students take the courses they require to meet their educational goals. Core courses include Math and Communications (English Language Arts). Options include Employability, Science and Social Studies.

AECO0001	BEL 101 Communications .....	10 credits
AECO0004	BEL 201 Communications .....	10 credits
AECO0007	BEL 301 Communications .....	10 credits
AEEM0007	BEL 301 Essential Skills for Students .....	5 credits
AEMA0001	BEL 101 Mathematics .....	5 credits
AEMA0004	BEL 201 Mathematics .....	5 credits
AEMA0007	BEL 301 Mathematics .....	5 credits
AEMA0009	BEL 303 Mathematics .....	5 credits
AESC0001	BEL 101 Science .....	5 credits
AESC0004	BEL 201 Science .....	5 credits
AESC0007	BEL 301 Science .....	5 credits
AESS0001	BEL 101 Social Studies .....	5 credits
AESS0004	BEL 201 Social Studies .....	5 credits
AESS0007	BEL 301 Social Studies .....	5 credits

Full course descriptions start on page 66

# Adult High School

## CERTIFICATE OF ACHIEVEMENT • Full-time & Part-time

### Locations

Various.

### Program Dates

**Term 1:** September 6, 2011 to January 27, 2012

**Term 2:** February 6, 2012 to June 28, 2012

### Program Description

The Adult High School program provides students with the opportunity to continue their education in preparation for career training, post-secondary studies or employment. Students will receive assistance from the Educational Counsellor and Learning Facilitator to determine the courses they require and to develop an Educational Plan to attain their chosen goal.

### Employment Opportunities

Varies.

### Further Education & Training Options

Students may wish to pursue career or post-secondary studies.

### Entrance Requirements

- Demonstrate ready, willing and able;
- Attend a personal interview.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Funding and Finances* section of this calendar.

### Mode of Delivery

Courses will be offered both face-to-face and on-line (blended).

### Program of Study

Students develop an Educational Plan and enroll in the courses they require to gain entrance to the career or post-secondary program of their choice. Core academic courses include English Language Arts, Mathematics, Social Studies, Information Processing, Science, Biology, Chemistry and Physics. In special circumstances, courses may be accessed through the Alberta Distance Learning Centre or eCampusAlberta.

CLC1488	Cree Language & Culture 10-3Y .....	5 credits
CLC2488	Cree Language & Culture 20-3Y .....	5 credits
CLC3488	Cree Language & Culture 30-3Y .....	5 credits
COM1005	Communication Technology 1005 Visual Composition .....	1 credit
COM1035	Communication Technology 1035 Graphic Tools .....	1 credit
COM1055	Communication Technology 1055 Web Design 1 .....	1 credit
COM1275	Communication Technology 1275 Photography – Digital Processing 1 .....	1 credit
COM2025	Communication Technology 2025 Electronic Layout & Publishing 1 .....	1 credit
COM2055	Communication Technology 2055 Web Design 2 .....	1 credit
COM2175	Communication Technology 2175 Interactive Presentation .....	1 credit
COM3025	Communication Technology 3025 Electronic Layout & Publishing 2 .....	1 credit
COM3275	Communication Technology 3275 Photography - Digital Processing 2 .....	1 credit
CTR2010	Career Transitions 2010 Job Maintenance .....	1 credit
CTR2310	Career Transitions 2310 Career Directions – Expansion .....	1 credit
ELA1104	English Language Arts 10-2 .....	5 credits
ELA1105	English Language Arts 10-1 .....	5 credits
ELA2104	English Language Arts 20-2 .....	5 credits
ELA2105	English Language Arts 20-1 .....	5 credits
ELA3104	English Language Arts 30-2 .....	5 credits

ELA3105	English Language Arts 30-1 .....	5 credits
FIN1010	Financial Management 1010 Personal Financial Information.....	1 credit
FIN1015	Financial Management 1015 Accounting Prep .....	1 credit
FIN1020	Financial Management 1020 Accounting Cycle 1 .....	1 credit
FIN1030	Financial Management 1030 Accounting Cycle 2 .....	1 credit
FIN2020	Financial Management 2020 Retail Accounting 1 .....	1 credit
FIN2030	Financial Management 2030 Retail Accounting 2 .....	1 credit
FIN2040	Financial Management 2040 Accounting Software .....	1 credit
FIN2060	Financial Management 2060 Personal Taxation .....	1 credit
FIN2070	Financial Management 2070 Payroll Accounting .....	1 credit
HCS3000	Health Care Services 3000 Workplace Safety Systems .....	1 credit
HSS2040	Human & Social Services 2040 Family Foundations .....	1 credit
INF1030	Information Processing 1030 Word Processing 1 .....	1 credit
INF1050	Information Processing 1050 Database 1 .....	1 credit
INF1060	Information Processing 1060 Spreadsheet 1 .....	1 credit
INF1070	Information Processing 1070 Digital Presentation .....	1 credit
INF2020	Information Processing 2020 Keyboarding .....	1 credit
INF2050	Information Processing 2050 Word Processing 2 .....	1 credit
INF2070	Information Processing 2070 Database 2 .....	1 credit
INF2080	Information Processing 2080 Spreadsheet 2 .....	1 credit
INF2090	Information Processing 2090 Correspondence .....	1 credit
INF2100	Information Processing 2100 Reports .....	1 credit
INF3060	Information Processing 3060 Word Processing 3 .....	1 credit
INF3095	Information Processing 3095 Productivity Software Integration .....	1 credit
MAT1037	Pure Mathematics 10 .....	5 credits
MAT1038	Applied Mathematics 10 .....	5 credits
MAT1791	Mathematics 10C .....	5 credits
MAT1793	Mathematics 10-3 .....	5 credits
MAT2037	Pure Mathematics 20 .....	5 credits
MAT2038	Applied Mathematics 20 .....	5 credits
MAT2793	Mathematics 20-3 .....	5 credits
MAT3037	Pure Mathematics 30 .....	5 credits
MAT3038	Applied Mathematics 30 .....	5 credits
MAT3211	Mathematics 31 .....	5 credits
NET2020	Networking 2020 Workstation Technology & Operations.....	1 credit
OTH1998	Work Experience 15 .....	3–10 credits
OTH1999	Special Projects 10 .....	5 credits
OTH2998	Work Experience 25 .....	3–10 credits
OTH2999	Special Projects 20 .....	5 credits
OTH3998	Work Experience 35 .....	3–10 credits
OTH3999	Special Projects 30 .....	5 credits
PED0770	CALM – Career and Life Management .....	3 credits
SCN1270	Science 10 .....	5 credits
SCN1288	Science 14 .....	5 credits
SCN2231	Biology 20 .....	5 credits
SCN2288	Science 24 .....	5 credits

## Adult High School continued...

---

SCN2796	Chemistry 20 .....	5 credits
SCN2797	Physics 20 .....	5 credits
SCN3230	Biology 30 .....	5 credits
SCN3796	Chemistry 30 .....	5 credits
SCN3797	Physics 30 .....	5 credits
SSN1154	Aboriginal Studies 10 .....	5 credits
SSN2154	Aboriginal Studies 20 .....	5 credits
SSN3154	Aboriginal Studies 30 .....	5 credits
SST1771	Social Studies 10-1 .....	5 credits
SST1772	Social Studies 10-2 .....	5 credits
SST2771	Social Studies 20-1 .....	5 credits
SST2772	Social Studies 20-2 .....	5 credits
SST3771	Social Studies 30-1 .....	5 credits
SST3772	Social Studies 30-2 .....	5 credits

Full course descriptions start on page 66

# High School Certificate Options

## Alberta Education High School Diploma

Students who earn a minimum of 100 credits and satisfy the current course and credit requirements as specified in the Guide to Education will receive an Alberta Education High School Diploma.

## Alberta Education High School Equivalency Diploma (2 Alternatives)

### Alternative 1 – Accumulated Credits:

A person who is 18 years or older as of September 1 of the current school year, is deficient in the credits needed for an Alberta High School Diploma, and has been out of school for at least 10 consecutive months, is eligible to apply for a High School Equivalency Diploma. The candidate shall obtain 100 credits as follows:

A minimum of 60 credits as follows:

- English Language Arts 30-1 or 30-2 or 30/33 ... 5 credits
- At least one other 30-level course ..... 5 credits
- At least one high school math course ..... 5 credits
- At least one high school science course ..... 3 credits
- Additional high school courses ..... 42 credits

Additional credits which, when added to those above, total at least 100, as follows:

- any combination of additional high school courses and approved adult education courses from recognized agencies
- Credits for maturity ..... up to 15 credits
  - Age 21-24 (inclusive) ..... 5 credits
  - Age 25-29 (inclusive) ..... 10 credits
  - Age 30 and over ..... 15 credits
- Extensive Travel ..... up to 5 credits
- Extensive reading or private study ..... up to 5 credits

To apply for the Alberta High School Equivalency Diploma using this alternative, a Statement of Courses and Marks and any additional documents such as apprenticeship papers or trade certification are to be submitted to a local high school principal. Northern Lakes College has designated staff for this purpose. The documentation is reviewed and forwarded to Alberta Education with an eligibility recommendation. Upon approval, the Equivalency Diploma is issued.

## Alternative 2 - General Educational Development (GED) Tests:

Successful completion of the General Educational Development (GED) tests provide the student with an Alberta Education High School Equivalency Diploma. Recognized throughout Canada and the United States, the GED is designed for adults who did not receive a high school diploma and want to continue their education, training, or gain employment. Participants must be 18 years of age or older and out of school for at least 10 consecutive months.

### Program of Study for GED:

- Language Arts, Reading
- Language Arts, Writing
- Social Studies
- Science
- Mathematics

### Registration for GED Testing:

Registration forms and study materials may be obtained at College campuses in Grouard, Slave Lake, Wabasca-Stony Point, High Prairie, Peace River, and High Level. The first time writing fee for the GED examination is \$150.00. The rewrite fee is \$80.00.

### Locations and Dates for GED Testing:

Campus	Deadline for Registration	Testing Dates
Grouard	May 4, 2012	May 16 & 17, 2012
High Level	October 21, 2011 March 2, 2012	Nov. 4 & 5, 2011 March 16 & 17, 2012
High Prairie	November 4, 2011 March 16, 2012 May 25, 2012	Nov. 18 & 19, 2011 March 30 & 31, 2012 June 8 & 9, 2012
Peace River	September 16, 2011 April 27, 2012	Sept. 30 & Oct. 1, 2011 May 11 & 12, 2012
Slave Lake	September 2, 2011 November 18, 2011 April 13, 2012	Sept. 16 & 17, 2011 Dec. 2 & 3, 2011 April 27 & 28, 2012
Wabasca	October 7, 2011 February 17, 2012	Oct. 21 & 22, 2011 March 2 & 3, 2012

*Note: A revised GED examination will be coming out in 2012. All GED examinees are advised that scores earned on the current series or previous tests will not be able to be combined with those earned on the new 2012 Series GED tests. By December 31, 2011, examinees must have taken and earned minimum scores on all five content area tests and earned the minimum total passing standard on the previous series, or they will need to take the entire 2012 Series test battery.*

# Addiction Services Worker

## CERTIFICATE OF COMPLETION • Full-time & Part-time

### Locations

Any location with high speed Internet access, lab days in Grouard

### Program Dates

Term 1: September 6, 2011 to December 16, 2011

Term 2: January 3, 2012 to April 20, 2012

Term 3: April 30, 2012 to June 22, 2012

### Program Description

The Addiction Services Worker certificate program from Northern Lakes College is designed to prepare addiction counsellors throughout the province to meet the evolving skills and certification requirements of the profession.

Students who successfully complete the program and have sufficient work experience will be eligible to write examinations from nationally recognized certification boards such as the Canadian Addiction Counsellors Certification Federation.

The Addiction Services Worker graduate will work with communities and organizations to set up and operate programs focused on reducing high levels of alcohol, drug and solvent abuse. Program participants will be introduced to three key areas of study: prevention, intervention and aftercare.

### Employment Opportunities

Treatment and healing centres; alcohol and addiction agencies; schools and early intervention programs; mental health agencies; First Nations organizations; Metis Settlement organizations; and non-profit community agencies

### Further Education & Training Opportunities

University credits are transferable to a number of post-secondary institutions in Alberta; these credits also meet some completion requirements of other NLC programs, for example, Social Work and Practical Nurse.

### Entrance Requirements

Academic Requirements:

- Alberta High School Diploma or equivalent
- 50% in English 30-1 (English 30) or 60% in English 30-2 (English 33)
- Mature students will be considered based on an English Equivalency Assessment
- A letter of support from the student's employer (if funded by Health Canada)
- Participate in a pre-program interview

*Note: Because of the nature of the program, students must not be abusing alcohol or drugs for at least one year prior to applying.*

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

### Mode of delivery

Moodle (online) supported by teleconference and up to one week of face-to-face instruction for each Foundations course.

**Program of Study**

AFDN0110	Addiction Services Foundations I: An Introduction to Addiction Services .....	3 credits
AFDN0120	Addiction Services Foundations II: Models, Theories and Counselling Techniques .....	3 credits
AFDN0130	Addiction Services Foundations III: Screening, Intake, Orientation and Assessment .....	3 credits
AFDN0140	Addiction Services Foundations IV: Treatment Planning, Case Management, and Crisis Intervention .....	3 credits
AFDN0150	Addiction Services Foundations V: Introduction to Pharmacology .....	3 credits
AFDN0160	Addiction Services Foundations VI: Supporting Healthy Families .....	3 credits
AFDN0170	Addictions Services Foundations VII: Selected Topics .....	3 credits
APRC0110	Addiction Services Practicum Placement I .....	3 credits
ENGL0190	Fundamentals of Writing, and Reading Development .....	3 credits
ENGL1000	Introduction to English Language and Literature .....	3 credits
HEED1010	Health Education: Personal Health and Wellness .....	3 credits
PSYC1060	Psychology for the Health Care Professional .....	3 credits

Full course descriptions start on page 66

**Hours and Credits**

Total Program Hours: .....	<b>615</b>
Total Program Credits: .....	<b>36</b>

# Business Administration – Certificate and Diploma

## 1. BUSINESS ADMINISTRATION – CERTIFICATE OF COMPLETION (Year 1) • Full-time & Part-time

## 2. BUSINESS ADMINISTRATION – DIPLOMA (Year 2) • Full-time

Diploma issued by Portage College.

### BUSINESS ADMINISTRATION CERTIFICATE (Year 1)

#### Locations

**Daytime:** Athabasca, Atikameg, Barrhead, Cadotte Lake, Driftpile, Ft. Vermilion, Grouard, High Level, High Prairie, La Crete, Loon River, Manning, Paddle Prairie, Peace River, Peavine, Peerless Lake, Slave Lake, Smoky River (McLennan), Stony Point (Wabasca), Swan Hills, Valleyview

**Evening:** Available at any NLC campus

#### Program Dates

##### Daytime

**Term 1:** September 6 to December 21, 2011

**Term 2:** January 3 to April 27, 2012

**Term 3:** May 1 to May 31, 2012 (Optional Practicum)

##### Evening (selected courses offered each term)

**Offering 1:** September 6, 2011 to December 22, 2011

**Offering 2:** January 12, 2012 to April 27, 2012

#### Program Description

The Business Administration Certificate program is a one-year program training people in the skills and knowledge needed to be successful in business. Graduates are prepared to enter the workforce or continue their education at the diploma level. Students can expect to learn:

- accounting and bookkeeping skills;
- marketing principles;
- computer applications;
- business plans & proposals;
- human resources management theory;
- interpersonal communication skills; and
- micro-economics theory.

*Note: The Evening offering of this program is delivered 2 – 3 courses per term with completion of all courses available in a 2½ year period.*

#### Employment Opportunities

Graduates of this program have gained successful employment with a variety of businesses, government and community organizations (e.g., financial disbursements clerk, accounts receivable clerk, cashier shift supervisor, payroll clerk and office administrator).

#### Further Education & Training Options

Graduates of the certificate program may continue their education by enrolling into the diploma program offered at Northern Lakes College or into a diploma program offered by other Alberta post-secondary institutions or through eCampus Alberta. Students may also work toward Certified Management Accountant (CMA) or Certified General Accountant (CGA).

#### Entrance Requirements

##### Academic Requirements

- Credit in English 30-1 (English 30) or 60% in English 30-2 (English 33) and
- Credit in Pure Math 30 (Math 30) or Applied Math 30 (Math 33).

##### Other Requirements

- Fluency in English

Applicants without the academic requirements will be considered if they:

- Satisfactorily complete a Skills Appraisal Assessment, or
- Have completed a General Educational Development Diploma, or
- Have met the Provisional Admission requirements.
- Applicants without the program or course prerequisites may enroll in individual courses as an unclassified student, with department approval.

Course completion requirements for Provisional Admission to this program are completion of 3 courses in the program. If the math admission requirement is not met, at least one of the courses must be the accounting, economics or math. The other two courses may be any Business Administration course except for Introduction to Computers.

#### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding & Finances* section of this calendar.

**Mode of Delivery**

This program is delivered live and online with an instructor using learning management software (Moodle). In the day offering of the program, instructors meet with students face-to-face at various times during the year. Students in both the day and evening offerings are expected to travel to lab days at a selected NLC campus once or twice per term.

**Program of Study**

Full-time. (Please call Admissions at 1-866-652-3456 for a schedule of evening offering courses).

**Term 1**

ACCT1110	Introductory Accounting .....	3 credits
COMP1010	Introduction to Computer Applications .....	3 credits
COMP1011	Computer Applications Lab .....	N/A
ENGL1110	Business Communications .....	3 credits
MGMT1110	Business Math .....	3 credits
MGMT1310	Marketing .....	3 credits

**Term Two**

ECON1010	Microeconomics .....	3 credits
MGMT1050	Business Law .....	3 credits
MGMT1212	Entrepreneurship .....	3 credits
MGMT1214	Accounting Software .....	3 credits
MGMT1220	Organizational Behavior .....	3 credits

**Term Three (Optional)**

MGMT0100	Business Employment Practicum ..	4 credits
----------	----------------------------------	-----------

Full course descriptions start on page 66

**Hours & Credits**

Total Program Hours: .....	690
Total Program Credits .....	30 plus 4 optional credits

**BUSINESS ADMINISTRATION DIPLOMA (Year 2)****Locations**

Athabasca, Atikameg, Barrhead, Cadotte Lake, Driftpile, Ft. Vermilion, Grouard, High Level, High Prairie, La Crete, Loon River, Manning, Paddle Prairie, Peace River, Peavine, Peerless Lake, Slave Lake, Smoky River (McLennan), Stony Point (Wabasca), Swan Hills, Valleyview

**Program Dates**

**Term 1:** September 6, 2011 to December 22, 2011

**Term 2:** January 3, 2012 to April 27, 2012

**Program Description**

The Business Administration - Diploma program allows students who aspire to leadership roles in business, industry, government or other organizations to develop management skills using strategies learned in this program to compete in the world of commerce.

**Employment Opportunities**

Graduates find employment in all areas of business including local government, industry and corporate business.

**Further Education & Training Options**

Graduates may find employment as owners, managers or administrators in various businesses, government or community organizations. They may choose to work toward a degree in business such as a Bachelor of Management or Bachelor of Administration. Graduates may also be granted advanced credit toward a professional designation in the Institute of Canadian Bankers, Canadian Institute of Bookkeeping or Certified General Accountant (CGA), Certified Management Accountant (CMA) or Certified Human Resource Professionals.

**Entrance Requirements****Academic Requirements**

- Must have 30 credits in Business Administration Certificate (Northern Lakes College or equivalent). When prerequisites vary from this, applicants will be screened by Portage College and may be required to attend an interview.

## Business Administration – Certificate and Diploma continued...

Students enrolled in Business Administration Certificate (Year 1) may take courses for the Diploma (Year 2), providing they have the prerequisites for those courses.

### Mode of Delivery

This program is delivered live and online with an instructor using learning management software (Moodle). Students are expected to travel to lab days at a central NLC campus once or twice per term.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding & Finances* section of this calendar.

### Program of Study

Transcripts of registration will be issued by Northern Lakes College; the credential and final transcripts will be issued by Portage College.

#### Term 1

FINA0211	Business Finance .....	3 credits
MATH0118	Business Statistics .....	3 credits
ECON0187	Macroeconomics .....	3 credits
BUSI0221	Human Resource Management .....	3 credits
BUSI0211	Introduction to Electronic Commerce .....	3 credits

#### Term Two

ACCT0211	Management Accounting .....	3 credits
BUSI0222	Operations Management .....	3 credits
BUSI0225	Strategic Management .....	3 credits
BUSI0226	Leadership Development .....	3 credits
COMM0131	Business Communications II .....	3 credits

Full course descriptions start on page 66

### Hours & Credits

Total Program Hours .....	656
Total Program Credits .....	30

**Related programs:**  
Office Administration

# Early Childhood Education

## CERTIFICATE OF COMPLETION • Part-time

### Locations

All NLC Community Learning Centres

### Program Dates

Multiple intake dates with practicum courses available at various times during the academic year. Students can start whenever a new course begins.

**Offering 1:** September 13, 2011 to December 8, 2011

**Offering 2:** January 10, 2012 to March 29, 2012

**Offering 3:** April 3, 2012 to June 19, 2012

**Offering 4:** September 6, 2012 to December 12, 2012

### Program Description

This program prepares its graduates to work effectively with children ages birth to twelve years. It focuses on growth at each stage of development, with particular emphasis on ages birth to five years, the foundational developmental years. Students enrolled in the certificate program will develop knowledge and skills to work effectively with children with special needs. By taking courses each term, students may receive a certificate in about three years. Classes run two evenings a week which allows people already working in the field to access the program.

### Employment Opportunities

Graduates of the Early Childhood Education Certificate program will qualify for Child Development Worker certification (formerly Level II Certification).

### Further Education & Training Options

Students would have the option of transferring to an institution offering the Early Childhood Diploma program.

### Entrance Requirements

- Credit in English 30-1 or 60% in English 30-2;
- Fluency in English

*Note: Students without the academic requirements may be accepted if they successfully complete a Skills Appraisal Assessment. Students without the program requirement may enrol in individual courses as unclassified students if given department approval. General Educational Development (GED) may also be accepted for the academic requirements provided the scale scores equate to the appropriate Skills Appraisal level.*

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding & Finances* section of this calendar.

### Mode of delivery

This program is delivered live on an online with an instructor with support from learning management software like Elluminate and Moodle.

### Program of Study

ECED0102	Managing and Supporting Children's Behaviour .....	3 credits
ECED0103	Learning Through Play .....	2 credits
ECED0104	Infant and Toddler Care .....	2 credits
ECED0105	Nutrition and Safety .....	3 credits
ECED0106	Practicum I .....	2 credits
ECED0107	Practicum II .....	4 credits
TAST0108	Working with Children with Exceptionalities – Level I .....	4 credits
TAST0118	Working with Children with Exceptionalities – Level II .....	4 credits
CDEV0101	Child and Adolescent Development .....	3 credits
ENGL0100	College and Workplace Writing .....	3 credits
FA002	Standard First Aid-CPR – Level B ....	1 credit
COMM0105	Interpersonal Communication .....	3 credits

Full course descriptions start on page 66

### Hours and Credits

Total Program Hours .....	<b>661 hours</b>
Total Program Credits .....	<b>34 credits</b>

# Emergency Medical Responder

**CERTIFICATE OF COMPLETION • Part-time**  
**Offered in partnership with Justice Institute of British Columbia**

## Locations

High Prairie, Peace River, Slave Lake

## Program Dates

### Part-time

- Offering 1: Peace River – October 14 to November 21, 2011
- Offering 2: Slave Lake – January 6 to February 6, 2012
- Offering 3: High Prairie – February 24 to March 26, 2012
- Offering 4: Slave Lake – April 27 to May 28, 2012

Offerings are conducted over six weeks with three onsite workshops required.

## Program Description

The Emergency Medical Responder program is the first step toward a broadening career in emergency medical services. Successful completion of the EMR program allows graduates to work in entry level EMS positions and is also a pre-requisite for the Emergency Medical Technician (EMT) training. Graduates of the program receive EMR certification which meets industrial site requirements for First Aid Training in Alberta.

*Note: Upon completion of this program, graduates are eligible to write the EMR Alberta Provincial Registration Exam. Please see the Alberta College of Paramedics website for more information. <http://www.collegeofparamedics.org>.*

## Employment Opportunities

Graduates are eligible for registration with the Alberta College of Paramedics and for employment with rural or urban ground ambulances, fire departments and industrial first aid settings.

## Further Education & Training Options

The EMR certificate is a necessary prerequisite for acceptance into Emergency Medical Technician programs in Alberta.

## Entrance Requirements

- 17 years of age or older;
- Completion of Grade 10 English or equivalent (English 20 is Recommended);
- Submission of a medical health status form indicating good physical and emotional health

*Note: Upon completion, a Criminal Record Check will likely be required by employer.*

*Note: Must be 18 years of age to be eligible to write the Alberta College of Paramedics (ACP) exam.*

If English is your second language, you must present one of the following assessments completed within the last two years:

- CLBA 8 with no score less than 7
- TOEFL Internet-based test score 84 (no section score below 21)
- TOEFL paper-based test score 560 and TSE 50
- TOEFL computer-based score 220 and TSE 50
- TOEIC 730/790 and TSE 50
- IELTS 6.0 (no band scores below 6.0)
- CAEL 60 (no subtest below 60)

## Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

## Mode Of Delivery

The 39-day course is offered using distance delivery technologies and includes:

- Online, self-directed study;
- Asynchronous (on your own time) online discussions, Instructor support and Instructor led face-to-face lab seminars. There are three, four-day, face-to-face on site sessions over the duration of the program. The student is responsible for all travel costs related to these on site sessions.

Pre-Reading (approximately 2-3 weeks) is required prior to the program start date.

## Program of Study

EMRP0101 Emergency Medical Responder ..... 10 credits

Full course descriptions start on page 66

## Hours and Credits:

Total Program Hours ..... 150  
 Total Program Credits ..... 10

# Emergency Medical Technician

## CERTIFICATE OF COMPLETION – Part-time

### Locations

Slave Lake

### Program Dates:

Term 1: September 6 to December 16, 2011

Term 2: January 3 to April 16, 2012

Term 3: April 17 to June 15, 2012

### Program Description

The Emergency Medical Technician program is a paced, part-time program delivered primarily through distance delivery, combining scheduled online lectures with flexible asynchronous class discussions. Instruction is balanced with regularly scheduled face-to-face onsite sessions, scheduled to minimize the disruption of the students' personal and professional lives while they progress through their program. The theory portion of the program is delivered over approximately 34 weeks, followed by a 1 week hospital practicum and up to 6 weeks working with an experienced EMT or Paramedic on an ambulance practicum.

The program provides education in the areas of patient assessment, anatomy and physiology, pathophysiology and pharmacology. Students develop critical thinking skills allowing them to develop an appropriate differential diagnosis and treatment pathway for their patients. Communications, personal wellness and safety, and professionalism are stressed throughout the program.

### Employment Opportunities

Graduates are eligible to write the registration exam with Alberta College of Paramedics and to work on rural or urban, ground or air ambulance services or in industrial first aide. There are evolving opportunities for EMTs in acute care settings.

### Further Education & Training Options

Completion of the EMT program is a required step towards attaining entrance into Alberta's Paramedic programs.

### Entrance Requirements

- 18 years of age or older.

### Academic Requirements:

Official transcripts for previous post-secondary training/education are required at time of application:

- •Emergency Medical Responder Certificate.
- Alberta College of Paramedics EMR Registration
- 60% in Biology 30 or credit in ANPY1000 or ANPY 0190, or equivalent
- 60% in English 30-1 (English 30) or 70% in English 30-2 (English 33) or credit in English 0190, or equivalent
- 50% in Pure Math 20 (Math 20) or 60% in Applied Math 20 (Math 23) or credit in Math 0190, or equivalent

### Non-Academic Requirements:

- Fluency in English

#### *Please Note:*

- A Criminal Record Check, completed within the last 3 months, will be required before attending practicums. The existence of a criminal record may affect practicum placement, program completion and employment prospects.
- Students must provide an updated immunization record prior to practicum placement.
- To be successful in the program, students must demonstrate good emotional and physical health.

For more information, please contact the program coordinator.

Students for whom English is a second language must present one of the following assessments completed within the last two years:

- CLBA 8 with no score less than 7
- TOEFL Internet-based test score 84 (no section score below 21)
- TOEFL paper-based test score 560 and TSE 50
- TOEFL computer-based score 220 and TSE 50
- TOEIC 730/790 and TSE 50
- IELTS 6.0 (no band scores below 6.0)
- CAEL 60 (no subtest below 60)

## Emergency Medical Technician continued...

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

### Mode of Delivery

The program is offered using distributed delivery strategies including:

- Lectures by computer conferencing;
- Online self-directed study;
- Instructor led face-to-face seminars and labs; and
- Hospital and ambulance practicums.

The distributed delivery methods allow students to pursue their educational goals in selected communities; however, students in the program have to attend face-to-face seminars and labs which are scheduled throughout the program. Students are responsible for all expenses to attend labs and practicums.

### Program of Study

ANPY1000	Anatomy and Physiology: Essentials of Human Anatomy and Physiology .....	6 credits
EMTF1000	Emergency Medical Technician Foundations I .....	6 credits
EMTF1002	Emergency Medical Technician Foundations II .....	6 credits
EMTP1000	Emergency Medical Technician Practice I .....	1 credit
EMTP1002	Emergency Medical Technician Practice II .....	4 credits
PATH1000	Pathophysiology .....	3 credits

Full course descriptions start on page 66

### Hours and Credits

Total Program Hours .....	555
Total Program Credits .....	26

# Forestry & Harvesting Technician

## CERTIFICATE OF COMPLETION • Full-time & Part-time

### Locations

Grouard

### Program Dates

**Term 1:** September 6, 2011 to December 16, 2011

**Term 2:** January 3, 2012 to April 27, 2012

**Term 3:** April 30, 2012 to May 25, 2012

### Program Description

The Forestry and Harvesting Technician program prepares students for a wide variety of employment opportunities; for example, forest resource management positions in the forestry, oil and gas industries. The theory portion of the program is offered in a traditional classroom environment; however, much of the program is spent in outdoor labs and field camps. Students are also required to participate in two work placement practicums.

The program includes instruction in traditional practices, from navigating with maps and a compass, to new state-of-the-art logging simulators and Global Positioning Systems (GPS). Students will also complete many industry-recognized courses offered by the Woodland Operator Learning Foundation (WOLF).

### Employment Opportunities

Graduates of the program have a variety of employment opportunities including logging equipment operator, road and cutblock layout, fire suppression crews, tower person, GPS data collector and a data collector for a variety of surveys in silviculture and timber management.

### Further Education & Training Options

Advanced standing may be received when continuing on to the Forestry Technology Program at NAIT; students must still meet NAIT's program prerequisites.

### Entrance Requirements

- Credit in English 10-1 (English 10) or English 10-2 (English 13) or equivalent;
- Credit in Pure Math 10 (Math 10) or Applied Math 10 (Math 13) or Math 10C or Math 10-3; or equivalent;
- OR equivalencies assessed in English and Mathematics through either writing the appropriate skills appraisal assessment or showing equivalent scores on the General Educational Development (GED) test.
- Must be physically fit. Students are required to complete a health status form to verify fitness level;
- Fluency in English.

*Note: Applicants without the academic requirements will be considered if they:*

- satisfactorily complete a Skills Appraisal Assessment or
- have completed a General Educational Development diploma or
- applicants without the prerequisites may enroll in individual courses as unclassified if given department approval.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding & Finances* section of this calendar

### Mode of Delivery

The program will be delivered using face-to-face instruction.

### Program of Study

*See next page.*

### Hours and Credits

Total Program Hours .....	1151.5
Total Program Credits .....	45.3

## Forestry & Harvesting Technician continued...

### Program of Study

#### Core Courses

COCH0100	Compass & Chaining .....	1 credit
DEND0100	Dendrology .....	2 credits
DT005	Defensive Driving .....	0.4 credits
FA001	Standard First Aid – CPR (Level C) .....	1.0 credits
FGPS0100	GIS-GPS .....	2 credits
FIRS0100	Fire Suppression .....	2 credits
FMNP0100	Forest Management Practices .....	2 credits
FTPR0100	Forestry Work Practicum .....	3 credits
HARV0100	Harvesting .....	1 credit
MAPI0100	Map Interpretation .....	2 credits
PERT0100	Performance Techniques .....	3 credits
PHOI0100	Photo Interpretation .....	1 credit
RCFT0100	Radio Operations .....	0.5 credits
REGN0100	Regeneration Survey .....	2 credits
ROCL0100	Road & Cutblock Layout .....	3 credits
SA001	Transportation of Dangerous Goods .....	0.3 credits
SA002	Workplace Hazardous Materials Information System .....	0.3 credits
SA004	H2S Alive .....	0.5 credits
SA005	All Terrain Vehicle Safety .....	0.5 credits
SA010	Leadership, Health & Safety .....	0.8 credits
SA044	Bear Awareness .....	0.5 credits
SA065	Chainsaw Safety (PITS and/or AWTA) .....	1.6 credits
SCAL0100	Scaling .....	2 credits
TIMB0100	Timber Cruising .....	3 credits
WEOP0128	Logging Practicum .....	3 credits
WEOP0190	Timber Harvesting Equipment Simulator Training .....	3.5 credits
WOLF0002	Log Quality .....	0.5 credits
WOLF0004	Maintenance, Service & Troubleshooting .....	0.5 credits
WOLF0005	Spill Response .....	0.5 credits
WOLF0007	Woodland Water 1 .....	0.4 credits
WOOD0100	Woodsmanship .....	1 credit

Full course descriptions start on page 66

## Government of Alberta Health Care Aide

### CERTIFICATE OF COMPLETION

#### FOUR OPTIONS ARE AVAILABLE FOR CERTIFICATION IN THIS PROGRAM:

1. **Prior Learning Assessment & Recognition (PLAR) - Challenge**
2. **Employed Student Tutored Education Program (eSTEP) – Part-time**
3. **Employed Student Tutored Education Program (eSTEP) – Pre-Client Service**
4. **Full-Time**

#### Program Description

This program will prepare the student to become a vital member of the health care team. The Health Care Aide assists professional nurses in providing care for clients of all ages. Graduates may work in acute care and continuing care settings including long-term care, home care and assisted living. The Health Care Aide program follows the 2010 Government of Alberta provincial curriculum that involves both theory and practical experiences.

#### Employment Opportunities

Graduates are able to work as important members of the health care team in acute care and continuing care settings, including acute care, long term care, home care and assisted living and lodges.

#### OPTION 1: PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR) PROGRAM - CHALLENGE

This option is for individuals employed as uncertified health care aides seeking certification through recognition of their current skills, knowledge and experience.

#### Locations

Available anywhere with access to high-speed Internet.

#### Program Dates

First day of each month (with the exception of July and August).

#### Entrance Requirements

##### Academic Entrance Requirements

- Credit in Grade 10 English or equivalent
- Grade 10 math is strongly recommended

Mature Students who do not meet the above academic requirements may be considered if they meet assessed equivalencies or approved conditions as follows:

- successful completion of a skills appraisal assessment for English

##### Other Entrance Requirements:

- Fluency in English

Once enrolled in the PLAR - Challenge route, students will have up to three months to complete the program. With permission, the program may be extended up to 6 months. If the time to complete the program extends beyond 6 months, the student must reapply and meet any new program completion requirements.

#### Mode of Delivery

Online self study with tutorial support, knowledge and skill assessments. Students may have to travel to an NLC campus for assessment. All related expenses are the student's responsibility.

## Government of Alberta Health Care Aide continued...

### **OPTION 2: EMPLOYED STUDENT TUTORING EDUCATION PROGRAM (eSTEP) – Part-time**

This option is for individuals employed as uncertified health care aides seeking certification while continuing to work.

#### **Locations**

Any location with high-speed Internet access

#### **Program Dates**

First day of each month (with the exception of July and August).

#### **Entrance Requirements**

##### **Academic Entrance Requirements**

- Credit in Grade 10 English or equivalent
- Grade 10 math is strongly recommended

Mature Students who do not meet the above academic requirements may be considered if they meet assessed equivalencies or approved conditions as follows:

- successful completion of a skills appraisal assessment for English

##### **Other Entrance Requirements**

- Fluency in English
- Current employment as a non-certified health care aide

Once enrolled in the eSTEP route, students will have up to one year to complete the program. With permission, the program may be extended up to 18 months. If the time to complete the program extends beyond 18 months, the student must reapply and meet any new program completion requirements.

#### **Mode of Delivery**

The eSTEP offering uses distance delivery technology for online learning and self-study. Students are provided tutorial support, asynchronous classroom discussion and access to online resources. Students can pace their own study schedule.

### **OPTION 3: EMPLOYED STUDENT TUTORING EDUCATION PROGRAM (eSTEP) – Pre-Client Service**

This program will prepare the newly hired, non-certified HCA in Alberta to begin working in a safe manner with clients in a variety of health care settings. Once enrolled in the eSTEP Pre-client Service Program, students complete 4 designated courses which are part of the HCA Certification Program. Course theory is completed on a full-time basis over 2 weeks. Once successfully completed, the student is required to complete the skill portion of these courses during employer orientation. The goal of this program is to prepare the student to begin work as a non-certified health care aide in a safe manner. Students then carry on to complete the remainder of their courses in order to achieve certification status.

#### **Locations**

Any location with high-speed Internet access

#### **Program Dates**

First day of each month (with the exception of July and August).

#### **Entrance Requirements**

##### **Academic Entrance Requirements:**

- Credit in Grade 10 English or equivalent
- Grade 10 math or equivalent is strongly recommended

Mature Students who do not meet the above academic requirements may be considered if they meet assessed equivalencies or approved conditions as follows:

- successful completion of a skills appraisal assessment for English

**Other Entrance Requirements:**

- Fluency in English
- Current employment as a non-certified health care aide

Once enrolled in the eSTEP Pre-Client Service program, students will have up to one year to complete the program. With permission, the program may be extended up to 18 months. If the time to complete the program extends beyond 18 months, the student must reapply and meet any new program completion requirements.

**Mode of Delivery**

Blended distance delivery involving online, self-study, tutorial support, asynchronous classroom discussion and online resources. Students are able to pace the program to meet their needs allowing them to balance work and other personal commitments with their study schedule, with the exception of the first 4 courses, which must be completed within 2 weeks of starting the program.

**OPTION 4: FULL-TIME PROGRAM****Locations**

Any Northern Lakes College Campus

**Program Dates**

**Offering 1:** September 6, 2011 to February 3, 2012

**Offering 2:** January 30, 2012 to June 22, 2012

**Entrance Requirements****Academic Entrance Requirements**

- Credit in Grade 10 English or equivalent
- Grade 10 math is strongly recommended

Mature Students who do not meet the above academic requirements may be considered if they meet assessed equivalencies or approved conditions as follows:

- successful completion of a skills appraisal assessment for English

**Other Entrance Requirements**

- Fluency in English

*Please note: For success in this program, applicants should be in good physical and emotional health. A Criminal Record Check (within the last 3 months) and an up to date immunization record is required prior to attending practicum.*

\* The existence of a criminal record may affect practicum placement, program completion and employment prospects. For more information, please contact Admissions at 1-866-652-3456.

**Mode of Delivery**

A blended distance delivery model is used for the fulltime Health Care Aide program. The course is online, supported by computer based lectures, face-to-face lab seminars and a clinical practicum.

**Fees**

Fees for programs are under review at the time of publication. Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

## Government of Alberta Health Care Aide continued...

### Program of Study

HFDN0001	Foundations One: Safe Work Practices .....	2 credits
HFDN0002	Foundations Two: Introduction to Activities of Daily Living .....	3 credits
HFDN0003	Foundations Three: Assist with Medication Delivery .....	1 credit
HFDN0004	Foundations Four: Work with Clients with a Diagnosis of Dementia .....	1 credit
HFDN0005	Foundations Five: Working and Communicating in a Health Care Environment Part A .....	1 credit
HPRT0006	Foundations Six: Working and Communicating in a Health Care Environment Part B .....	2 credits
HFDN0007	Foundations Seven: Structure and Function of the Human Body - Health and Chronic Illness Part A .....	1 credit
HFDN0008	Foundations Eight: Structure and Function of the Human Body - Health and Chronic Illness Part B .....	2 credits
HFDN0009	Foundations Nine: Activities of Daily Living Part A .....	1 credit
HFDN0010	Foundation Ten: Activities of Daily Living Part B .....	1 credit
HFDN0011	Foundations Eleven: Skills for Assisting with Clients with Complex Care Part A .....	1 credit
HFDN0012	Foundations Twelve: Skills for Assisting with Clients with Complex Care Part B .....	2 credits
HFDN0013	Foundations Thirteen: Special Care for Diverse Clients Part A .....	1 credit
HFDN0014	Foundations Fourteen: Special Care for Diverse Clients Part B .....	1 credit
HCAP0001	HCA Preceptored Clinical Practice .....	6 credits

Full course descriptions start on page 66

### Hours & Credits

Total Program Hours: .....	<b>489</b>
Total Program Credits: .....	<b>26</b>

# Information Technology Analyst (2011-2012 offering on hold)

## CERTIFICATE OF COMPLETION • Full-time

### Locations

Athabasca, Atikameg, Barrhead, Cadotte Lake, Driftpile, Ft. Vermilion, Grouard, High Level, High Prairie, La Crete, Loon River, Manning, Paddle Prairie, Peace River, Peavine, Peerless Lake, Slave Lake, Smoky River (McLennan), Stony Point (Wabasca), Swan Hills, Valleyview.

### Program Dates

Term 1: September 6 to December 16, 2011

Term 2: January 3 to April 29, 2012

Term 3: May 2 to June 10, 2012

### Program Description

The Information Technology Analyst program (ITAP) certificate is a one year program that gives students exposure to a variety of areas in the IT field. The first term consists of applied technical courses designed to give students a broad base of practical knowledge in computer hardware theory, troubleshooting and maintenance of computer systems and peripheral devices.

In the second term, students will have the opportunity to expand their understanding of how technology is used to support business functions. Given the breadth of applications, students will complete courses in multimedia, network security, database systems and programming.

Graduates of the Information Technology Analyst program Certificate have the skills and knowledge expected for new and existing employment opportunities in the IT field. Graduates are well prepared to challenge industry certifications and to continue with advanced studies in information technology.

### Employment Opportunities

Graduates are prepared for several computer-related employment opportunities in large and small companies or may choose self-employment providing technical support services. Positions related to the program training include the following: Technical Support Analyst, Network Technician, Web or Multimedia Technician and Business Information Technician, among others.

### Further Education & Training Options

The Information Technology Analyst Program provides an excellent foundation to pursue further advanced studies provided in an Information Technology Diploma as well as technical certifications. The program prepares students to take the Industry Standard A+ and Network+ Certification. Attainment of these certificates is optional.

### Entrance Requirements

#### Academic Requirements:

- Credit in English 30-1 (English 30) or English 30-2 (English 33); and
- Credit in Pure Math 10 (Math 10) or Applied Math 10 (Math 13) or Math 10C;

#### OR

Applicants who do not meet the above academic requirements may be considered if they meet assessed equivalencies or approved conditions as follows:

- Satisfactorily complete a Skills Appraisal Assessment or
- Have met the provisional requirements of successful completion of a minimum of 3 courses (nine credits) from the program of study.
- Applicants without the prerequisites may enroll in individual courses as unclassified if approved by the department.

#### Other Entrance Requirements:

- Interview with the Program Advisor;
- Fluency in English

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

## Information Technology Analyst continued...

---

### Mode of Delivery

This program is delivered using a unique blend of Internet-based technologies. Instructors conduct online classes “live”. They also provide online help and tutorial assistance. Students complete learning activities independently and in groups, using simulators and other web-based technologies. Learning materials can be accessed 24/7 over the Internet through the college’s learning management system. Students in the program receive a laptop with all necessary software for their studies, which they use at school and at home. Students also attend at a central campus 2 or 3 times during the program to complete hands-on practical learning activities. The delivery of the program provides structure but also offers the independence that today’s students expect in their learning experience.

### Hours & Credits

#### Year One

Total Program Hours: ..... 1,065

Total Program Credits: ..... 36

### Program of Study

#### Year 1

ITAP0100	Personal Computer Components .....	2 credits
ITAP0101	Operating Systems .....	3 credits
ITAP0102	Laptops and Portable Devices .....	2 credits
ITAP0103	Printers and Scanners .....	1 credit
ITAP0104	Network Fundamentals .....	3 credits
ITAP0105	Security .....	2 credits
ITAP0106	Communications & Professionalism .....	2 credits
ITAP0107	I.T. Practicum I .....	4 credits
ITAP0108	Programming Fundamentals .....	3 credits
ITAP0109	I.T. Communications .....	2 credits
ITAP0110	Fundamentals of Database Systems .....	3 credits
ITAP0111	Network Security 1 .....	3 credits
ITAP0112	Basic Multimedia Skills .....	3 credits
ITAP0113	Internetworking Applications 1 .....	3 credits

Full course descriptions start on page 66

# Life Skills

## CERTIFICATE OF ACHIEVEMENT • Full-time

### Locations

Varies (based on student demand).

*Note: Although the program is scheduled to occur in specific communities, the College welcomes expressions of interest from prospective students, community organizations and other agencies.*

### Program Dates

**Fall Offering:** October 3, 2011 to December 21, 2011.

**Winter Offering:** March 5, 2012 to May 31, 2012.

### Program Description

The Life Skills program provides an opportunity to learn effective problem-solving skills and to build self esteem, through structured learning experiences. Over the course of the program, students will identify their personal values, strengths and growth potential. They will practice skills associated with responsible decision-making and problem-solving, as they relate to effective self-management at school, work and in the home. The program provides students with an opportunity to practice selecting appropriate alternatives in response to real life situations they might encounter. They will evaluate their selected course of action with assistance from the group.

### Employment Opportunities

The Life Skills program is designed to assist students preparing to return to school or work.

### Further Education & Training Options

Students who successfully complete the Life Skills program may take Adult Basic Education, Adult High School or integrated training programs.

### Entrance Requirements

- An identified funding source is required
- Participation in a personal interview

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

### Mode of Delivery

Courses are delivered onsite, using a group learning model.

### Program of Study

SLLM0001 Life Management Training

Full course descriptions start on page 66

### Hours

Total Program Hours: ..... 320

# Medical Receptionist

## CERTIFICATE OF COMPLETION • Full-time & Part-time

### Locations

NLC campuses or First Nation Health Centres in Alberta

### Program Dates

**Full-time:** September 6, 2011 to February 24, 2012

**Part-time** (specific courses only offered each offering):

**Offering 1:** September 6, 2011 to December 20, 2011

**Offering 2:** January 3, 2012 to April 27, 2012

**Offering 3:** May 2, 2012 to June 28, 2012

**Offering 4:** September 6, 2012 to December 20, 2012

### Program Description

This program is intended to prepare students to work in the demanding occupation of a medical receptionist in a community health centre or other medical office. Students will gain the knowledge and skills of a medical receptionist including the use of basic communication techniques to greet patients and other visitors, make appointments and verify insurance information using a computer, prepare and maintain patient charts, answer phones and take accurate messages. Students will also learn medical terminology, study basic anatomy and physiology and common disease processes, and will gain an awareness of the implications of Aboriginal healthcare issues and Provincial and Federal guidelines. The emphasis is on performing all duties in a safe, effective, and efficient manner.

### Employment Opportunities

Graduates of this program will continue to retain and gain successful employment with a variety of healthcare centres/facilities.

### Further Education & Training Options

Graduates of the certificate program will receive advanced credit in the Office Administration and/or Health Care Aide program.

### Entrance Requirements

#### Academic Requirements

- 60% in English 30-2 (English 33) or credit in English 30-1 (English 30)

#### Other Requirements

- Fluency in English

*Note: Applicants without the academic requirements will be considered if they:*

- satisfactorily complete a Skills Appraisal Assessment *or*
- have completed a General Educational Development (GED) diploma *or*
- have met the provisional student requirements (must pass the first two courses they start to be accepted into the program).

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding & Finances* section of this calendar.

### Mode of Delivery

This program is delivered live and online with an instructor with support from a learning management software (Moodle).

### Program of Study

(Please call Admissions at 1-866-652-3456 for a schedule)

COMP0111	Word Processing I .....	3 credits
MEDT0110	Medical Terminology .....	2 credits
HCOM0100	Health Communication .....	2 credits
MRFD0100	Medical Receptionist Foundations: Working as a Medical Receptionist ..	3 credits
MRFD0110	Medical Receptionist Foundations: Medical Office Procedures .....	3 credits
EIDC0100	Exploring Indigenous Culture: Then and Now .....	2 credits
APHD0100	The Human Body in Health and Disease .....	4 credits
MRPR0100	Medical Receptionist Practicum .....	2 credits
COMP0108	Introduction to Basic Computing Skills .....	3 credits

Full course descriptions start on page 66

### Hours & Credits

Total Program Hours: .....	435
Total Program Credits .....	24

### Check out these related programs:

Office Administration  
Business Administration

# Office Administration

## CERTIFICATE OF COMPLETION • Full-time & Part-time

### Locations

**Daytime:** Most NLC Campuses

**Evening:** Any NLC campus

### Program Dates

**Term 1:** September 6, 2011 to November 4, 2011

**Term 2:** November 15, 2011 to January 20, 2012

**Term 3:** January 31, 2012 to March 30, 2012

**Term 4:** April 17, 2012 to June 15, 2012

### Program Description

The Office Administration program trains students in a variety of computer applications and human relations skills designed to meet the needs of today's office. Students in the program will learn keyboarding, word processing, database, spreadsheets, accounting practices, office procedures, interpersonal communications, and business communications. The Office Administration program is offered during the day or in the evening on a full-time or part-time basis.

### Employment Opportunities

The skills developed by the Office Administration program are in demand by offices throughout our region. Graduates have gained employment in small businesses, educational institutions, health complexes, government offices and the offices of large industries.

### Further Education & Training Options

Graduates may choose to continue working toward an Office Administration diploma program offered at other Alberta colleges or online with eCampusAlberta. Some courses also transfer into the Business Administration program.

### Entrance Requirements

- Fluency in English
- Credit in English 30-1 (English 30) or 60% in English 30-2 (English 33)
- Credit in Math 10C, Math 10-3, Pure Math 10 (Math 10) or Applied Math 10 (Math 13) , or 65% in Math Prep 10 or Math 24

Applicants without the academic requirements will be considered if they:

- Satisfactorily complete a Skills Appraisal Assessment, or
- Have completed a General Educational Development (GED) Diploma, **or**
- Have met the Provisional Admission requirements.
- Applicants without the program or course prerequisites may enroll in individual courses as an unclassified student, with department approval.

**Provisional Admission requirements:** Completion of 3 courses in the program, one of which must be Accounting and the other two may be any one of the following: Business Communications I, Office Procedures I, Interpersonal Communications I or Word Processing I.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see *Fees, Student Funding and Finances* section of this calendar.

### Mode of Delivery

The program is delivered live and online with an instructor with support from a learning management software (Moodle). Students are expected to travel to a central campus for lab days once per term.

### Program of Study

See next page.

### Hours and Credits

Total Program Hours .....	1040
Total Program Credits .....	35

**Check Out This Related Program:**  
Business Administration

## Office Administration continued...

---

### Program of Study

ACCT0100	Accounting I .....	2 credits
ACCT0110	Computer Accounting I .....	1 credit
BCOM0100	Business Communications I .....	3 credits
BCOM0110	Business Communications II .....	2 credits
COMM0103	Interpersonal Communications I .....	2 credits
COMM0104	Interpersonal Communications II .....	1 credit
COMP0110	Computer Basics .....	1 credit
COMP0111	Word Processing I .....	3 credits
COMP0117	Business Application Software .....	4 credits
COMP0121	Word Processing II .....	3 credits
OADM0101	Keyboarding I .....	2 credits
OADM0102	Employment Documentation .....	1 credit
OADM0103	Employment Practicum .....	4 credits
OADM0104	Office Procedures I .....	2 credits
OADM0111	Keyboarding II .....	2 credits
OADM0114	Office Procedures II .....	2 credits

Full course descriptions start on page 66

# Oilfield Operator Training (under review)

## CERTIFICATE OF COMPLETION • Full-time (includes Certificate of Achievement for Production Field Operations)

### Locations

Slave Lake

### Program Dates

**Offering 1:** September 12, 2011 to February 3, 2012

**Offering 2:** February 6 to June 29, 2012

### Program Description

The Oilfield Operator Training program provides production operations, production reporting and optimization training complete with safety and environmental awareness. This program uses in-house training facilities including a transparent oil/gas separator with DCS control (distributed control system), a down-hole well demonstrator, a pipeline pigging demonstrator and computer process simulation software, as well as a collection of cut away parts to reinforce theory with hands-on training. Graduates receive a Northern Lakes College credential for Oilfield Operator Training and a Certificate of Achievement for Production Field Operations (PFO) from SAIT.

### Employment Opportunities

Major oil and gas producing companies hire (or contract) people into the position of Field, Battery or Plant Operator. Operators monitor production from the well to the sales line. Oilfield production operators are usually responsible for a number of wells (the number depending on the size of the oil field, level of automation, production systems and company operating the wells). Specific duties vary from one position to another and from one company to another.

### Further Education and Training Opportunities

Companies who hire operators usually provide an internal training program for career advancement.

Experience as a production operator combined with further studies in related technical training such as Power Engineering (Certificate), Petroleum Engineering Technology (Diploma) or Petroleum Engineering (Degree) provide nearly limitless career advancement opportunities in the oil and gas industry.

### Entrance Requirements

#### Academic Requirements:

- Grade 12 Diploma or GED
- OR-
- Credit in English [10-1 or 10-2] and
- Math 10 [10-1, 10-2 or 10-3], Math Prep 10 or a pass mark in NLC's Trades Entrance Math Science

Applicants without the necessary transcripts will be considered if they satisfactorily complete a Skills Appraisal Assessment.

*NOTE: Employers typically require employees to have a Grade 12 Diploma or GED.*

The following safety tickets are not included but are required before going on Work Experience: H2S, First Aid, TDG/WHMIS. Completion of these courses prior to taking this program is highly recommended.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student funding and Finances* section of this calendar.

### Mode of Delivery

The Oilfield Operator Training program is offered on-site and includes classroom instruction, hands-on lab work and computer simulation. As well, there is a one month Work Experience field placement.

### Program of Study

*See next page.*

### Hours and Credits

Total Program Hours: ..... 584  
Total Program Credits: ..... 35

**Check out these related programs:**  
Power Engineering – 4th Class

## Oilfield Operator Training continued...

---

### Program of Study

ENVS0200	Industrial Environmental Awareness .....	3 credits
OCHS0220	Worker Safety Awareness Level I .....	2 credits
OCHS0221	Worker Safety Awareness Level II .....	2 credits
OCHS0230	Workplace Safety Management Level I .....	2 credits
OCHS0231	Workplace Safety Management Level II .....	2 credits
PERS0200	Personal Development.....	3 credits
PTOP0250	Production Field Operations Level A .....	4 credits
PTOP0260	Production Field Operations Level B .....	4 credits
PTOP0270	Production Field Operations Level C.....	4 credits
PTOP0280	Production Field Operations Level D.....	4 credits
PTOP0400	Oilfield Operator Work Practicum .....	5 credits

Full course descriptions start on page 66

# Power Engineering

## CERTIFICATE OF COMPLETION

• 5th Class • 4th Class • 3rd Class

### Locations

Available through eCampusAlberta anywhere there is an Internet connected computer. This is including, but not limited to, any Northern Lakes College Campus.

### General Description

Power Engineering certification can start at the 5th Class or 4th Class level and progress up to the 1st Class level. Training and experience requirements to write provincial exams differ for each class of ticket. To determine the requirements consult the Engineers' Regulations of the Alberta Safety Codes Act. Once provincial exams are successfully completed, the certification is recognized across Canada.

The objectives of these programs are to prepare participants for the Alberta Boilers Safety Association (ABSA) Engineer's Certificate of Competency Examination.

### Further Education & Training Opportunities

Once provincial exams are successfully completed, the certification is recognized across Canada.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

## POWER ENGINEERING – 5TH CLASS

### Program Dates

**Full-time:** 4½ months to complete

**Part-time:** 9 months to complete

Six offerings are scheduled throughout the upcoming year. Please visit the Northern Lakes College website, [ecampusalberta.ca](http://ecampusalberta.ca), or call Admissions Services for specific dates.

### Program Description

Power Engineering 5th Class is a program of study, designed for training individuals for the safe and efficient operation of industrial boilers and auxiliary equipment up to 3000 kw. At the Fifth Class level these boilers tend to be used for building heat applications. In Alberta, the certification of Power Engineers of all classes has been delegated to the Alberta Boilers Safety Association (ABSA). To meet Provincial requirements an individual must 1) complete a Provincial exam; and 2) complete six months of operating experience as outlined in the Engineers' Regulations of the Alberta Safety Codes Act

*Note: Once the student has completed and passed this course, it is the student's responsibility to:*

1. apply for and pass the Provincial exam administered by the Alberta Boiler Safety Association (ABSA);
2. seek and complete 6 months of ABSA approved work experience.

### Employment Opportunities

Potential employers include: gas plants, chemical plants, dairies, distilleries, hospitals, hotels, office buildings and apartment complexes. All these employers rely on Power Engineers to maintain a safe and economical operation of their mechanical plants.

### Entrance Requirements

- Credit in Applied Math 10 (Math 13) or Pure Math 10 (Math 10) or Technical Math & Science (Math 35) or equivalent
- Credit in English 10-1 (English 10) or English 10-2 (English 13) or equivalent **-AND-**
- Participate in an interview (can be over the phone)

*Note: Employers typically require Grade 12 Diploma or High School Equivalency Diploma (including GED)*

### Mode of Delivery

Northern Lakes College offers Power Engineering 5th Class as an online learning program supported by recorded lectures, online quizzes and exams with tutorial sessions available, as required, delivered through Internet conferencing. Students who opt to register in the full-time program will have 8 months to complete the program. Access to a high-speed Internet connected computer with speakers or headset and microphone is required. Students

## Power Engineering continued...

who opt to register in the full-time program will have 4.5 months to complete the program. Those who register as part-time students have up to 9 months to complete.

### Hours and Credits

Total Program Hours: ..... 240

Total Program Credits ..... 16

### Program of Study

PWEN0500 Power Engineering 5th Class ..... 16 credits

Full course descriptions start on page 66

## POWER ENGINEERING – 4TH CLASS

### Program Dates

**Full-time:** 8 months to complete

**Part-time:** 12 months to complete

Six offerings are scheduled throughout the upcoming year. Please visit the Northern Lakes College website, [ecampusalberta.ca](http://ecampusalberta.ca), or call Admissions Services for specific dates.

### Program Description

Power Engineering 4th Class is an Alberta certification by which the operation and maintenance of boilers & associated equipment in heating plants and other industrial settings are governed. Graduates may apply to write Part A of the Government ABSA (Alberta Boiler Safety Association) Power Engineering 4th Class examination. To apply to write Part B of the ABSA examination, graduates must complete either : 1) 6 months of operating experience as outlined in the Engineers' Regulations of the Alberta Safety Codes act, OR 2) successful completion of a certified 5 week Lab Course that is available as a substitute for experience in the field.

*Note: Once the student has completed and passed this course, it is the student's responsibility to:*

1. apply for and pass the Provincial Part A exam administered by the Alberta Boiler Safety Association (ABSA);
2. seek and complete 6 months of ABSA approved work experience OR apply for and pass a 5 week lab course offered separately at SAIT, and;
3. apply for and pass the Provincial Part B Exam administered by ABSA.

### Employment Opportunities

Graduates operate boilers and associated equipment at large scale industrial facilities. In the local region, these include mills and waste treatment plants. Outside the region, they also include power plants, refineries, hospitals, breweries, large gas plants and steam assisted heavy oil recovery projects.

### Entrance Requirements

- A 5th Class Power Engineering Certificate of Competency
- OR-
- Credit in Applied Math 10 (Math 13) or Pure Math 10 (Math 10) or Technical Math & Science or equivalent
- Credit in English 20-1 (English 20) or English 20-2 (English 23) or equivalent
- AND-
- Participate in an interview (can be over the phone)

*Note: Employers typically require Grade 12 Diploma or High School Equivalency Diploma (including GED)*

### Mode of Delivery

Northern Lakes College offers Power Engineering 4th Class as an online learning program supported by recorded lectures, assignments, online quizzes and exams with tutorial sessions as required delivered through Internet conferencing. The students study from their selected location and at their own preferred time of day but with specific deadlines to meet. An optional industrial tour in the Slave Lake / High Prairie region or a one-day lab session at SAIT or NAIT are included in, and funded by, the program. Access to a high-speed Internet connected computer with speakers or headset and microphone is required. Students who opt to register in the full-time program will have 8 months to complete the program. Those who register as part-time students have up to 12 months to complete.

### Hours and Credits

Total Program Hours: ..... 540

Optional Program Hours (Practicum): ..... 160

Total Program Credits: ..... 36

Optional Credits (Practicum): ..... 5

**Program of Study**

- PWEN0202 Power Engineering 4th Class Part A
- PWEN0203 Power Engineering 4th Class Part B
- PWEN0225 5 Week Lab Course - SAIT (optional)
- PWEN0230 4th Class Practicum, 4 weeks (optional)

Full course descriptions start on page 66

**POWER ENGINEERING – 3RD CLASS**

**Program Dates**

- Full-time:** 8 months to complete
- Part-time:** 12 months to complete

Six offerings are scheduled throughout the upcoming year. Please visit the Northern Lakes College website, [ecampusalberta.ca](http://ecampusalberta.ca), or call Admissions Services for specific dates.

**Program Description**

Power Engineering 3rd Class is a program of study designed to train individuals in the safe and efficient operation of industrial boilers and auxiliary equipment up to 15,000 kw. At the 3rd Class level these boilers tend to be used for both heat and power applications. Completion of this program will help to prepare students to complete the Part A portion of the ABSA exam and will reduce the number of hours of experience necessary to write the Part B portion of the exam. For more details, consult the Power Engineers Regulation of the Alberta Safety Codes Act.

*Note: Once the student has completed and passed this course, it is the student's responsibility to apply for and pass the Provincial exams administered by the Alberta Boiler Safety Association (ABSA) and to seek and complete the required work experience.*

**Employment Opportunities**

3rd Class Power Engineers can find employment in: electrical generating plants, pulp mills, oil and gas plants, food processing plants, hospitals, breweries, office buildings, heating plants and chemical plants.

**Entrance Requirements**

- Hold a 4th Class Power Engineering Certificate of Competency
- AND-
- Participate in an interview (can be over the phone)

*Note: Employers typically require Grade 12 Diploma or High School Equivalency Diploma (including GED)*

**Mode of Delivery**

Northern Lakes College offers Power Engineering 3rd Class as an online learning program supported by recorded lectures, online quizzes and exams with tutorial sessions available, as required, delivered through Internet conferencing. The students study from their selected location and at their own preferred time of day but with specific deadlines to meet. Access to a high-speed Internet connected computer with speakers or headset and microphone is required. If you opt to register as a full-time student you will have 8 months to complete the program. Those who register as part-time students have up to 12 months to complete.

**Hours and Credits**

Total Program Hours: .....	480
Total Program Credits .....	32

**Program of Study**

PWEN0350 Power Engineering 3rd Class Part A .....	16 credits
PWEN0360 Power Engineering 3rd Class Part B .....	16 credits

Full course descriptions start on page 66

**Check out this related program:  
Oilfield Operator Training**

# Practical Nurse

## DIPLOMA • Full-time & Part-time

### Locations

#### 2011-2013 Offering (Year 1):

Athabasca, Barrhead, Grande Prairie, High Level, High Prairie, Peace River, Slave Lake, Valleyview

#### 2010-2012 Offering (Year 2):

Barrhead, Fairview, Grande Prairie, High Level, High Prairie, Slave Lake, Smoky River (McLennan), Westlock

### Program Dates

#### 2011-2013 Offering (Year 1):

Term 1: September 6, 2011 to December 16, 2011

Term 2: January 3, 2012 to May 18, 2012

Term 3: September 6, 2012 to December 14, 2012

Term 4: January 17, 2013 to May 24, 2013

#### 2010-2012 Offering (Year 2):

Term 3: September 6, 2011 to December 16, 2011

Term 4: January 3, 2012 to May 18, 2012

### Program Description

This two year program prepares a student to become a professional practical nurse educated to give high-quality care to clients in a variety of health-care settings. Upon successful completion of the Practical Nurse program and the Canadian Practical Nurse Registration Exam, graduates are eligible to become licensed through the College of Licensed Practical Nurses of Alberta (CLPNA). Practical nursing is a self-regulating profession with a unique body of knowledge, standards of practice, its own code of ethics, clearly defined competencies and a societal contract to provide safe, quality, holistic patient care.

Students who would like to decrease the workload in this very intensive two-year program are encouraged to complete some of the university transfer courses before starting the program. Please refer to the University Studies section in the calendar for more information.

### Employment Opportunities

The general outcome of the Practical Nurse program is to produce a competent entry-level Practical Nurse, eligible for registration and licensing with CLPNA, who can provide care to a variety of clients of all ages in a variety of health settings. Graduates will be eligible for jobs in acute care hospitals, continuing care centres, community care settings, and primary care settings. The practical nurse is a vital member of today's health care team and is in much demand throughout the province.

### Further Education & Training Opportunities

Graduates of the PN diploma may be eligible for acceptance into the Post LPN-BN program at Athabasca University with a minimum of 30 credits of advanced standing or into the Bachelor of Professional Arts with 45 credits of advanced standing. Individuals are still required to meet all admission requirements prior to acceptance into the AU program.

Graduates are eligible to receive 57 credits from Thompson Rivers University toward a Bachelor of Health Science and 60 credits toward a Bachelor of General Studies.

Potential students should speak to a program advisor for further clarification of transferability. Contact Admissions at 1-866-562-3456 for information.

### Entrance Requirements

#### Academic Requirements:

- 60% in Biology 30 or credit in ANPY1000 or 60% in ANPY 0190; or Biology 0190; or equivalent
- 60% in English 30-1 (English 30) or 70% in English 30-2 (English 33) or English 0190; or equivalent
- 50% in Pure Math 20 (Math 20) or 60% in Applied Math 23 (Math 23) or 60% in Math 0190 or equivalent
- All post-secondary transcripts must be submitted upon application

Students applying for advanced credit must apply to have transcripts reviewed and are encouraged to submit all supporting documents and payment 1 month prior to course start date.

All Year One courses must be completed prior to starting Year Two.

**Non Academic Requirements:**

- Fluency in English
- If English is a second language, applicants must present one of the following within the last two years:
  - CLBA 8 with no score less than 7
  - TOEFL Internet-based test score 84 (no section score below 21)
  - TOEFL paper-based test score 560 and TSE 50
  - TOEFL computer-based score 220 and TSE 50
  - TOEIC 730/790 and TSE 50
  - IELTS 6.0 (no band scores below 6.0)
  - CAEL 60 (no subtest below 60)
- You may be required to attend an interview with a Program Coordinator
- Demonstrate good physical & emotional health
- Immunizations must be up-to-date prior to any clinical practicum experience
- A CPR for Health Care Professionals Certificate must be obtained before starting clinical courses

*Note: A Criminal Record Check, completed within the last three months will be required before beginning the practicum. The existence of a criminal record may affect practicum placement, program completion and employment prospects. For more information, please contact the program coordinator.*

**Fees**

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the Fees, Student Funding and Finances section of this calendar.

**Mode of Delivery**

The Practical Nurse program is delivered by using a mix of distributed delivery strategies. These include: computer conferencing; self-directed study; instructor led face-to-face classes and labs; and clinical practicums.

The distributed delivery method allows students to pursue their educational goals in selected communities; however, students in the program are likely to have to relocate for short periods of time to another community in order to complete the clinical requirements of the program. Students are responsible for all expenses related to clinical practicums.

**Program of Study**

*See next page.*

**Hours and Credits**

**Year One:**

Hours: ..... 777  
Credits: ..... 44

**Year Two:**

Hours: ..... 563  
Credits: ..... 42

**Program Advisors**

Carol Ulliac - *Distance Sites* ..... (780) 675-9484 Ext. 8002  
Donna Lindblom - *Grande Prairie* ..... (780) 882-6600

## Practical Nurse continued...

### Program of Study

#### Year One - Term One

ANPY1000	Anatomy and Physiology: Essentials of Human Anatomy and Physiology .....	6 credits
COMM1000	Interpersonal Communications for the Helping Profession .....	3 credits
ENGL1000	Introduction to English Language and Literature .....	3 credits
HEED1010	Health Education: Personal Health and Wellness .....	3 credits
NFDN1000	Nursing Foundations I: Introduction to Nursing .....	4 credits

#### Year One - Term Two

HEAS1000	Health Assessment: Assessment of Adults .....	4 credits
NFDN1002	Nursing Foundations II: Basic Nursing .....	7 credits
NPRT1000	Nursing Practice I: Continuing Care Practicum .....	5 credits
PATH1000	Pathophysiology .....	3 credits
PHRM1000	Pharmacology: An Introduction to Pharmacology .....	3 credits
PSYC1060	Psychology for the Health Care Professional .....	3 credits

#### Year Two – Term Three

NFDN2003	Nursing Foundations III: Medical Surgical Nursing .....	9 credits
NFDN2004	Nursing Foundations IV: Family Nursing I .....	3 credits
NFDN2005	Nursing Foundations V: Family Nursing II .....	3 credits
NPRT2002	Nursing Practice II: Acute Care Practicum .....	4 credits
SOCI1000	An Introduction to the Study of Society .....	3 credits

#### Year Two – Term Four

NFDN2006	Nursing Foundations VI: Community Nursing .....	3 credits
NFDN2007	Nursing Foundations VII: Mental Health Nursing.....	3 credits
NFDN2008	Nursing Foundations VIII: Transition to Graduate .....	3 credits
NPRT2003	Nursing Practice III: Acute Care Practicum .....	4 credits
NPRT2004	Nursing Practice IV: Focused Practicum .....	3 credits
NPRT2005	Nursing Practice V: Comprehensive Practicum .....	4 credits

Full course descriptions start on page 66

#### Check out these related programs:

Health Care Aide  
University Transfer

# Social Work

## DIPLOMA • Full-time

### Locations

**Year 1:** Grouard, High Level, Peace River, Slave Lake, Stony Point (Wabasca), Valleyview

**Year 2:** Grouard, High Level, Peace River, Slave Lake

### Program Dates

#### 2011-2013 Offering:

Term 1: September 6, 2011 to December 16, 2011

Term 2: January 3, 2012 to April 20, 2012

Term 3: April 23, 2012 to June 15, 2012

Term 4: September 4, 2012 to December 14, 2012

Term 5: January 7, 2013 to April 26, 2013

Term 6: April 29, 2013 to June 19, 2013

#### 2010-2012 Offering (Year 2 only)

Term 4: September 6, 2011 to December 16, 2011

Term 5: January 3, 2012 to April 20, 2012

Term 6: April 23, 2012 to June 15, 2012

### Program Description

The Social Work program at Northern Lakes College prepares students for practice in the helping profession. It emphasizes the development of generalist knowledge, values and skills to practice with individuals, families, communities and organizations. The focus is on diversity and practice that is supportive and empowering for clients. Themes in this two year program include competency working in different cultures, recognizing and dealing with oppression, practice in northern/rural communities, and a focus on holistic practice. Students are encouraged to develop personal insights and approach to social work practice.

This two-year program includes a blend of core social work theory and practice courses, along with university level courses which include the following: English, psychology, health education, sociology, political science and one other arts and science elective. Please refer to the University Transfer section in the calendar for more information on available courses.

Students can complete the university transfer courses before starting the program, during the two-year program or upon completion of the core social work courses.

Upon successful completion of the Social Work program, graduates will be eligible for registration with the Alberta College of Social Workers (ACSW).

The primary goals of the Social Work program are to:

1. prepare the graduate for entry level practice positions, and/or,
2. prepare the graduate to continue his or her education in a degree program.

*\*Note: Arts and Science electives may include any option in the following subject areas: sociology, women's studies, anthropology, Aboriginal studies, political science, history, and ethics. Students are encouraged to check with the program coordinator for more options.*

### Employment Opportunities

Employment opportunities may be found in:

- Child welfare & family support agencies
- Financial support settings
- Alcohol and addictions agencies
- Schools & early intervention programs
- Mental health agencies
- First Nations organizations
- Metis Settlement organizations
- Non-profit community agencies

### Further Education & Training Options

A block transfer into the Bachelor of Social Work at the University of Calgary exists where students are able to transfer up to 2 years or 54 to 60 credits of coursework into the third year of the BSW program. Athabasca University offers a 60 credit transfer toward the Bachelor of Professional Arts, Human Services. An Articulation Agreement with Thompson Rivers University allows for a maximum of 60 transfer credits into the Bachelor of Health Science and Bachelor of General Studies. University credits (course by course) are transferable to a number of degree programs. The most current transfer information is available on-line at [transferalberta.ca](http://transferalberta.ca).

#### Check out these related programs:

Practical Nurse  
Teacher Assistant  
University Transfer

## Social Work continued...

### Entrance Requirements

#### Academic Requirements

- 18 years of age
- 60% in English 30-1 (English 30) or 70% in English 30-2 (English 33)  
**OR** an assessed English equivalency.

All post-secondary transcripts must accompany application

#### Other Requirements

- Personal Written Statement
- Employment/work history/education (i.e. resumé)
- Relevant volunteer experience would be an asset

*Note: Students will be required to provide information regarding any criminal record to the program coordinator by the first week of September. This is required to facilitate the placement of students in appropriate field placements. Field placement agencies may require a Criminal Record Check and a Child and Youth Information Systems Check of students placed in their organizations. The inability to present clear checks may mean a student may not be able to complete the requirements of the program. Contact the program coordinator for further information.*

It is strongly recommended that students who enter this program have basic computer skills (the ability to use the Internet, email, and a word processor). Students without basic computer skills will be encouraged to attend a computer skills workshop prior to the start of the program.

For applicants where English is a second language, one of the following (completed within the last two years) must be presented:

- CLBA 8 with no score less than 7
- TOEFL Internet-based test score 84 (no section score below 21)
- TOEFL paper-based test score 560 and TSE 50
- TOEFL computer-based score 220 and TSE 50
- TOEIC 730/790 and TSE 50
- IELTS 6.0 (no band scores below 6.0)
- CAEL 60 (no subtest below 60)

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see *Fees, Student Funding and Finances* section of this calendar.

### Mode of Delivery

The program is offered to selected Campuses using a mix of distributed delivery strategies. These include:

- computer conferencing; (Internet based, learning management system (e.g. Moodle/Elluminate)
- self-directed study;
- instructor led face-to-face classes
- onsite tutorial support
- field practicum placements

The distributed delivery methods allow students to pursue their educational goals at campuses in selected communities. Students in the program may have to move for short periods of time to another community in order to complete their practicum placements. Costs incurred for this are the responsibility of the student.

During the program, students may periodically be expected to travel to another campus for face-to-face classes to facilitate the learning of particular skills or participate in interactive activities. Costs incurred for this travel are the responsibility of the student.

### Hours And Credits

Total Program Hours: ..... 1575  
 Total Program Credits ..... 75

**Program of Study**

*A minimum cumulative gradepoint of 2.0 is required in order to graduate.*

**Year 1 – Term One**

ENGL1011	Critical Reading and Writing: Prose Forms .....	3 credits
SOWK1010	Social Work Foundations .....	3 credits
SOWK1020	The Helping Process .....	3 credits
SOWK1015	Social Work Practicum I .....	2 credits
PSYC1060	Psychology for the Health Care Professional .....	3 credits

**Year 1 – Term Two**

SOWK1030	Social Work Assessment .....	3 credits
ENGL1012	Critical Reading and Writing: Poetry, Drama, and Novel .....	3 credits
HEED1010	Health Education: Personal Health and Wellness .....	3 credits
SOWK1040	Models and Practice from an Anti-Oppressive Perspective .....	3 credits
PSYC2010	Developmental Psychology: Life Span .....	3 credits

**Year 1 – Term Three**

SOWK1025	Social Work Practicum II .....	7 credits
----------	--------------------------------	-----------

**Year 2 – Term Four**

POLS1010	Canadian Politics: Institutions and Issues .....	3 credits
SOCI1000	An Introduction to the Study of Society .....	3 credits
SOWK2010	Social Work with Communities and Organizations .....	3 credits
SOWK2020	Social Work with Groups .....	3 credits
SOWK2030	Social Work with Families .....	3 credits
SOWK2015	Social Work Practicum III .....	2 credits

**Year 2 – Term Five**

SOWK2040	Social Policy .....	3 credits
SOWK2050	Mental Health: A Multicultural Perspective .....	3 credits
SOWK2060	Violence and Addictions: Issues in Social Work Practice .....	3 credits
SOWK2070	Current Selected Issues in Social Work .....	3 credits

*Note: Students must obtain credit in one University Transfer course in addition to the above courses (3 credits)*

**Year 2 – Term Six**

SOWK2025	Social Work Practicum IV .....	7 credits
----------	--------------------------------	-----------

Full course descriptions start on page 66

# Sterile Processing

## CERTIFICATE OF COMPLETION • Full-time & Part-time

### Locations

Any location with high speed Internet access

### Program Dates

**Full-time Offering 1:** September 6 to December 23, 2011

**Full-time Offering 2:** January 3 to June 15, 2012

**Part-time Offering:** September 6, 2011 to June 15, 2012

### Program Description

This program prepares graduates to work in a Central Supply Department (CSD) in an acute care setting. In this program the student will learn medical terminology, communication skills, processing sterile supplies, microbiology and infection control, care of medical equipment and instruments and other duties related to the role of the sterile processing technician. Students interested in attaining additional practical experience may complete a further 160 hour practicum as an elective. The NLC Sterile Processing program is based on the CSA standards and graduates are well prepared to write the national CSA certification exam once they have accumulated the required number of hours of work experience.

### Employment Opportunities

Graduates are eligible to work in Medical Device Reprocessing/Central Supply Departments primarily located in acute care hospital settings.

### Entrance Requirements

#### Academic Entrance Requirements

- Credit in English 30-1 (English 30) or English 30-2 (English 33), or equivalent
- Math – Grade 10 (10-1 or 10-2), or equivalent
- Any one of the following sciences is recommended:  
Science 10-1 or 10-2 or Biology 10-1 or Chemistry 10-1

**OR:** Applicants who do not meet the above academic requirements may be considered if they meet assessed equivalencies or approved conditions as follows:

- Successful completion of a Skills Appraisal Assessment for English and/or Math.

#### Non-Academic Requirements:

- Please note a Criminal Record Check, completed within the last three months, will be required before attending practicum. The existence of a criminal record may

affect practicum placement, program completion and employment prospects.

- Students must provide an updated immunization record prior to practicum placement.
- To be successful in the program, students must demonstrate good emotional and physical health.

### Mode of Delivery

The program is offered online by distance delivery. It involves student self directed study with instructor support, as well as, face-to-face preceptor led practicum experience where students may have to travel outside their home communities.

**Students are responsible for all costs associated with travel and accommodations for practicum.**

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

### Program of Study

HCOM0100	Health Communication .....	2 credits
MEDT0110	Medical Terminology .....	2 credits
SPFN0100	Sterile Processing Foundations I: Introduction to Anatomy & Physiology, Microbiology and Infection Control .....	3 credits
SPFN0110	Sterile Processing Foundations II: Introduction to Sterile Processing ..	2 credits
SPFN0120	Sterile Processing Foundations III: Decontamination .....	4 credits
SPFN0130	Sterile Processing Foundations IV: Instrumentation, Assembly and Packaging .....	3 credits
SPFN0140	Sterile Processing Foundations V: Sterilization, Storage and Distribution .....	4 credits
SPRT0100	Sterile Processing Program Practicum .....	4 credits

Full course descriptions start on page 66

### Hours & Credits

Total Hours: ..... **460** (plus 160 optional hours)  
Total Credits: ..... **24** (plus 4 optional practicum credits)

# Survey Theory & Calculations

## CERTIFICATE OF COMPLETION • Part-time

### Locations

Available anywhere.

### Program Dates

Continuous Intake (Students must complete the program within three years of commencement date. Students have a maximum of three months to complete each course.)

### Program Description

The Survey Theory and Calculations program provides the theory of surveying and survey calculations. The program is intended to provide anyone working on a survey crew with the knowledge and calculation skills required for advancement. The program is comprised of nine core courses and one of the optional courses. All courses are delivered by distance and can be taken at any time at any location.

### Employment Opportunities

Graduates of the Survey Theory and Calculations program have an excellent record of advancement in the Survey field.

### Further Education & Training Options

Not applicable

### Entrance Requirements

Must be currently employed in the survey field or have at least 4 months prior survey experience. The application must be accompanied by a letter from an employer verifying employment.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

The fees for each course are payable prior to each package being made available to the student.

### Mode of Delivery

Distance delivery – print-based courses exercises with online instructional videos and tutorial assistance through email or phone. Upon successful completion of the review exercise for each course, an exam is written through a designated invigilator.

### Program of Study

Each of the courses is worth 2 credits.

SURV0100	Levelling and Grading
SURV0101	Angles and Azimuths
SURV0102	Measuring and Calculating
SURV0103	Survey & Mapping Systems
SURV0104	Basic Trigonometry and Applications
SURV0105	Traverse and Inverse Calculations
SURV0106	Boundary Surveys
SURV0109	Oilfield Surveys (Option)
SURV0110	Areas and Volumes (Option)
SURV0111	GPS for Surveyors (Option)
SURV0117	Curve Calculations
SURV0118	Intersections

Full course descriptions start on page 66

### Hours and Credits

Completion of 18 core credits and 2 option credits are required for completion of this program.

Total Program Hours for completion: .....	300
Total Program Credits for completion: .....	20

# Teacher Assistant

## CERTIFICATE OF COMPLETION • Full-time & Part-time

### Locations

**Daytime:** Most NLC Campuses

**Evening:** Site selection is based on student demand at NLC Campuses

### Program Dates

**Daytime:**

Term 1: September 6, 2011 to December 16, 2011

Term 2: January 3, 2012 to April 2, 2012

Term 3: April 30, 2012 to June 8, 2012

**Evening:**

Multiple Intake Dates (Students can start whenever a new course begins):

Course 1: September 13, 2011 to December 8, 2011

Course 2: January 10, 2012 to March 29, 2012

Course 3: April 3, 2012 to June 19, 2012

### Program Description

This program prepares its graduates to assume diverse responsibilities within educational settings. These responsibilities may include assisting children with special needs by adapting or modifying educational materials and programs. In addition, teacher assistants participate in observing and reporting a child's progress to teachers and other related professionals. Teacher Assistants also reinforce learning in one-on-one or small group situations, act as facilitators for the inclusion of children with special needs, and prepare instructional materials for teachers.

The evening offering of this program provides students the opportunity to take selected courses each term with the possibility of earning a certificate in about three years. Classes for this offering are held two evenings a week, allowing people already working in the field to access the program.

### Employment Opportunities

Graduates of the Teacher Assistant Program will be prepared to assist children with special needs in the school system from Kindergarten to Grade 9, and with children in early intervention programs or daycares.

### Further Education & Training Options

Not Applicable

### Entrance Requirements

#### Academic Requirements:

- Credit in English 30-1 (English 30) or 60% in English 30-2 (English 33), and
- Credit in Applied and/or Pure Math 10 or 65% in Math 24 or Math Prep 10. Math 10C or 10-3 would also be acceptable.

#### Other Requirements:

- Fluency in English

*Note: Applicants without the academic requirements will be considered if they:*

- satisfactorily complete a Skills Appraisal Assessment or
- have completed a General Educational Development (GED) diploma or
- have met the provisional student requirements.

An applicant without the prerequisites may enroll in individual courses as unclassified if given department approval.

### Provisional Student Requirements

Successful completion of 3 courses from the program (during the evenings). If the student does not have the math requirement then at least one of the courses must be TAST0106. The other two courses can be any other two Teacher Assistant courses except for Introduction to Computers.

### Pre-Program Considerations

Students are required to sign and submit a Criminal Record Check Declaration of Understanding form prior to the first day of classes.

*Note: Practicum agencies may also require an up-to-date Criminal Record Check (Vulnerable Sector) and an Alberta Child and Youth Information Systems Check of students placed in their organizations. The inability to present clear checks may mean a student may not be able to complete the requirements of the program. Contact the Program Coordinator for further information.*

**Fees**

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

**Mode of Delivery**

This program is delivered live and online with an instructor with support from a learning management software like Moodle. Students are expected to travel to a central campus for lab days once or twice a term.

**Program of Study**

CDEV0101	Child & Adolescent Development .....	3 credits
COMM0105	Interpersonal Communication .....	3 credits
COMP0108	Introduction to Basic Computing Skills .....	3 credits
ENGL0100	College and Workplace Writing .....	3 credits
FA001	Standard First Aid-CPR (Level C) .....	1 credit
TAST0100	Roles and Responsibilities .....	2 credits
TAST0102	Effectively Managing Student Behaviour in Educational Settings .....	3 credits
TAST0105	Language Development and Instructional Strategies .....	3 credits
TAST0106	Math Development and Instructional Strategies .....	3 credits
TAST0108	Working with Students with Exceptionalities – Level 1 .....	4 credits
TAST0109	Practicum I .....	2 credits
TAST0118	Working with students with Exceptionalities – Level II .....	4 credits
TAST0119	Practicum II .....	4 credits

Full course descriptions start on page 66

**Hours and Credits**

Total Program Hours .....	<b>691</b>
Total Program Credits .....	<b>38</b>

# Trades – Apprenticeship

## CERTIFICATES OF COMPLETION • Full-time

In order to meet the demand for Tradespeople in Alberta, Northern Lakes College is pleased to offer several Journeyman programs. Crane and Hoisting Equipment Operator (Boom Truck), Carpenter, Electrician, and Welder are currently being offered.

### Apprenticeship Programs

Apprenticeship is an option for an individual to become a Journeyman while maintaining employment and income. A registered apprentice can expect to gain 80% of the skills and knowledge from their Journeyman in the field and 20% of their skills and knowledge in the classroom. Apprentices get a pay increase with each period completed.

In order to enter an apprenticeship program, students must be employed with an approved employer (have a certified Journeyman able to supervise the work), meet the academic requirements for the specific trade, and be registered with Apprenticeship & Industry Training.

Upon completion of the required number of on-the-job hours within each period (varies depending on the trade), apprentices attend technical training to gain additional skills and theory. Apprenticeship programs provide students with the skills and theory necessary to write the Apprenticeship exams set by the Government of Alberta. Apprenticeship programs vary in length and may last from 1 to 4 years. Upon completion of the requirements for the trade, Apprentices graduate to become Journeymen.

Northern Lakes College is currently pursuing other apprenticeship programs for a variety of trades. Employers and potential apprentices are encouraged to contact the College about possible apprenticeship training opportunities.

### Program Dates and Locations

The College will be offering the following periods of Apprenticeship programs in the 2011-2012 academic year. Specific locations and dates are not available at the time of publication. For current information, applicants are encouraged to call the College at 1-866-652-3456 or visit the Alberta Apprenticeship and Industry Training website, [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca).

#### Crane & Hoisting Equipment Operator (Boom Truck):

- Single period

#### Electrician:

- First Period
- Second Period
- Third Period
- Fourth Period

#### Carpenter:

- First Period
- Second Period
- Third Period
- Fourth Period

#### Welder:

- First Period
- Second Period
- Third Period

### Employment Opportunities

Students have employment with an employer registered through the Apprenticeship program and employment with private individuals or with companies. Many students who complete the apprenticeship program and have achieved Journeyman status begin their own business.

### Further Education & Training Options

Students are able to continue with their Apprenticeship training (usually 4 periods) until they have reached their Journeyman status as defined by Apprenticeship & Industry Training.

### Entrance Requirements

- must meet the academic requirements for the specific trade. Academic entrance requirements may vary depending on the trade being taken. For information students can contact their local Apprenticeship Branch (in Slave Lake, 780-849-7228) or visit [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca);
- must be employed with an approved employer (have a certified Journeyman able to supervise the work);
- must be registered as an apprentice with Apprenticeship & Industry Training in the appropriate period of training.

### Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the *Fees, Student Funding and Finances* section of this calendar.

### Mode of Delivery

Classroom & shop.

### Hours & Credits

180 to 360 hours per period (most are 240 hours).

#### For information on apprenticeship

Contact the local Apprenticeship branch office,  
or visit the website:

[www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

# University Transfer

## DIPLOMA OR CERTIFICATE OF ACHIEVEMENT • Full-time & Part-time

### Locations

Athabasca, Barrhead, Cadotte Lake, Calling Lake, Fort Vermilion, Grouard, High Level, Manning, McLennan (Smoky River), Paddle Prairie, Peace River, Slave Lake, Wabasca (Stony Point), Swan Hills, Peerless Lake, Valleyview

*Note: Not all courses are available each year at each location*

### Program Dates

**Term 1 (fall):** September 6, 2011 to December 16, 2011

**Term 2 (winter):** January 3, 2012 to April 20, 2012

**Term 3 (intersession):** April 30, 2012 to June 15, 2012

### Program Description

Students in the Northern Lakes College University Transfer program benefit from a well-rounded education in a small supportive classroom environment. Program advisors work with students to plan a program of study and instructors and course tutors prepare students to meet the challenges of a university education. Students may choose to select courses and focus study toward the completion of a Northern Lakes College diploma, or they may design a program of study to complete up to two years of transfer credit toward a number of degree programs from other post-secondary institutions.

Students who are interested in Health Careers such as Practical Nurse, Addiction Services Work or the Social Work programs can complete some of their university transfer credits through the University Transfer program. Students who would like to get a head start on one of these professional studies programs are encouraged to meet with a University Transfer program advisor.

Contact a program advisor for a listing of current course offerings.

### Employment Opportunities

University Transfer courses are transferable courses taken by students on the path to a diploma in programs such as the Practical Nurse and Social Work. University Transfer courses are also taken by students in order to complete a Bachelor of Education, Bachelor of Social Work degree, and many other undergraduate degree programs at other post-secondary institutions.

### Further Education & Training Options

University credits are transferable to a number of post-secondary institutions in Alberta; refer to the Alberta Transfer Guide or on-line at [transferalberta.ca](http://transferalberta.ca).

Transfer opportunities exist for a number of degree programs including the following:

- Aboriginal Studies
- Arts
- Education
- General Studies
- Social Work

These credits also meet requirements of other NLC programs for example, Social Work, Addiction Services Worker and Practical Nurse.

### Entrance Requirements

The University Transfer program will assess all applications on the basis of whether applicants have demonstrated a reasonable probability of academic success as shown by previous educational history, relevant life experiences, writing abilities, clear educational goals and evidence of motivation.

1. Generally, students who wish to enter a Northern Lakes College University Transfer program must have:
  - 60% in English 30-1 (English 30) or 70% in English 30-2 (English 33)
  - OR have an assessed English equivalency.

All post-secondary transcripts must accompany application.

2. Students are required to contact a program advisor before program admission.
  - Specific transfer opportunities into a diploma or degree program may have other admission and pre-requisite requirements, including High School math and science requirements. These requirements will be discussed with a University Transfer Advisor at the time of the admissions interview.

## Fees

Please refer to the College website for current fees or call 1-866-652-3456 for the latest information on fees for the upcoming year. All tuition and fees are subject to change. For descriptions of the types of fees, see the Fees, Student Funding and Finances section of this calendar.

## Mode of Delivery

The program is offered to selected campuses using a mix of distributed delivery strategies; a blended delivery model. The strategies include:

- computer conferencing; (Internet based, program management system - Moodle)
- videoconferencing at a limited number of designated campuses;
- self-directed study;
- instructor led face-to-face classes
- onsite tutorial support

The distributed delivery methods allow the student to pursue their educational goals at the Campuses in selected communities. Students in the program may have to move for short periods of time to another community in order to complete a course offering. Costs incurred for this are the responsibility of the student.

During the program, students may periodically be expected to travel to another campus for face-to-face classes to facilitate the learning of particular skills or participate in interactive activities. Costs incurred for this travel are the responsibility of the student.

*Note: Classes are usually scheduled in 3-hour blocks once per week.*

## Program of Study

### Required Courses for the Certificate Achievement:

The University Studies Certificate of Achievement is awarded for successful completion of a program of study organized around student identified learning goals and with content equivalent to a minimum of 24 credits of undergraduate study. Most students who choose this route are directing study toward meeting the entrance requirement for and transferring to a degree program at another institution.

### Required Courses for the Diploma:

A University Studies Diploma is awarded for successful completion of a program of study involving academic work organized around clear learning objectives equivalent to two years of full-time (60 credits) undergraduate study. Required courses include: Residency requirement (25% of credits); English (6 credits); Computers (3 credits); Humanities (6 credits – 1000 or 2000 level); Social Sciences (3 credits – 1000 level or 2000 level); Humanities or Social Sciences (6 credits – 2000 level); Math (3 credits); Science (3 credits); Options (30 credits). Note: Minimum of 15 credits at 2000 level. Total Credits: 60.

ABST1000	Introduction to Aboriginal Studies	3 credits
ABST1521	Introduction to Cree: Section A .....	3 credits
ABST1522	Introduction to Cree: Section B.....	3 credits
ABST2100	Introduction to Aboriginal Issues ...	3 credits
ABST2500	Deconstructing Images of Aboriginal People in Canada .....	3 credits
ANTH1000	Introduction to Cultural Anthropology .....	3 credits
ANTH1500	Race and Racism in Canada .....	3 credits
ANTH2080	Introduction to Linguistic Anthropology .....	3 credits
ANTH2100	Anthropology of Gender .....	3 credits
ANTH2460	Anthropology of the Circumpolar North .....	3 credits
ANTH2500	First Nations of Canada .....	3 credits
BIOL0190*	Pre-Health Careers Biology .....	3 credits
BIOL1070	Introduction to Cell Biology .....	3 credits
BIOL1080	Introduction to Biological Diversity .....	3 credits
COMM1000	Interpersonal Communications for the Helping Professions .....	3 credits
COMP1010	Introduction to Computer Applications .....	3 credits
DRAM1490	Dramatic Process .....	3 credits
DRAM2470	Introduction to Oral Communication .....	3 credits
EAS2010	Introduction to Physical Geology ...	3 credits
EDPY2000	Educational Psychology for Teachers .....	3 credits
EDU2500	An Introduction to the Teaching Profession .....	3 credits
ENGL0190*	Fundamentals of Writing, and Reading Development .....	3 credits

## University Transfer continued...

---

ENGL1000	Introduction to English Language and Literature .....	3 credits
ENGL1011	Critical Reading and Writing: Prose Forms .....	3 credits
ENGL1012	Critical Reading and Writing: Poetry, Drama and Novel .....	3 credits
ENGL2030	Women in Literature .....	3 credits
ENGL2050	Pathology of the Best Seller .....	3 credits
ENGL2070	Survey of Native Canadian Literature .....	3 credits
ENGL2870	Survey of Children's Literature .....	6 credits
FORE1000	Introduction to Forestry .....	3 credits
HEED1010	Health Education: Personal Health and Wellness .....	3 credits
HIST1100	The Pre-Modern World .....	3 credits
HIST1110	The Early Modern World .....	3 credits
HIST1900	Research Skills and Methods for the Study of History and the Social Sciences .....	3 credits
HIST2600	Pre-Confederation Canadian History, 1500 – 1867 .....	3 credits
HIST2610	Post-Confederation Canadian History .....	3 credits
MATH0190*	Pre-Health Careers Math .....	3 credits
PEDS2930	Movement Activities for Children .....	3 credits
PHIL1010	Introduction to Values and Society .....	3 credits
PHIL2500	Ethics .....	3 credits
POLS1000	Power, Theory and Process in Liberal Democratic States .....	3 credits
POLS1010	Canadian Politics: Institutions and Issues .....	3 credits
POLS1200	Introduction to Aboriginal Politics and Government .....	3 credits
POLS2010	Building the New World Order: International Relations after the Cold War .....	3 credits
POLS2120	Ethics and Politics .....	3 credits
PSYC1040	Basic Psychological Processes .....	3 credits
PSYC1050	Individual and Social Behaviour .....	3 credits
PSYC1060	Psychology for the Health Care Professional .....	3 credits
PSYC2010	Developmental Psychology: Life Span .....	3 credits
PSYC2230	Developmental Psychology .....	3 credits
PSYC2330	Personality .....	3 credits
PSYC2410	Social Psychology .....	3 credits
SOCI1000	An Introduction to the Study of Society .....	3 credits
SOCI2240	Deviance and Conformity .....	3 credits
SOCI2710	Sociology of the Family .....	3 credits
SOCI2750	Introduction to the Study of Older People in Society .....	3 credits
STAT1410	Introduction to Statistics .....	3 credits

\*BIOL0190, MATH0190, ENGL0190 are managed by University Transfer program, but are not university courses.

Full course descriptions start on page 66

**NORTHERN ;LAKES COLLEGE  
2011/2012 CALENDAR**

# Course Descriptions

# 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

## **ABST1000 (3 credits)**

### **Introduction to Aboriginal Studies**

This introduction to the field of Aboriginal Studies will introduce the topic by surveying material on contemporary aboriginal culture and conditions. The emphasis is on developing scholarship skills in research and writing in the academic environment.

## **ABST1521 (3 credits)**

### **Introduction to Cree: Section A**

This course is the first Section of an introduction to the Plains Cree “Y” dialect grammar, dialogue and vocabulary. No prior knowledge in the Cree language is assumed. Both Section A and B are required in order to continue.

## **ABST1522 (3 credits)**

### **Introduction to Cree: Section B**

This course is the second Section of an introduction to the Plains Cree “Y” dialect grammar, dialogue and vocabulary. No prior knowledge in the Cree language is assumed. Both Section A and B are required in order to continue.

Pre-requisite: ABST1521

## **ABST2100 (3 credits)**

### **Introduction to Aboriginal Issues**

This course introduces the participants to the interdisciplinary dimensions surrounding Aboriginal issues in Canada. ABST 2100 will also help in the development of the attitudes and academic competencies necessary to university success.

Pre-requisite: *Introductory Social Science recommended*

## **ABST2500 (3 credits)**

### **Deconstructing Images of Aboriginal People in Canada**

This course will examine how Canadian First Nations peoples have and are being represented in the dominant culture. It will review images of aboriginal people represented by Canadian historical figures such as Paul Kane, Emily Carr, Pauline Johnson, Grey Owl, and others. The critical analysis will continue to contemporary images in photographs, television, films, videos, magazines, tourist objects, newspapers, and other popular media forms. Using post-modern theory it will demystify the “essential” Indian and encourage reflection on how to challenge stereotypes that influence the treatment of First Nations people.

Pre-requisite: *Introductory Social Science recommended*

## **ACCT0100 (2 credits)**

### **Accounting I**

Students will study the basic accounting cycle which includes journalizing transactions, posting to ledgers, and month end procedures. Students will also learn how to proof and ensure that books are balanced. Students will prepare financial statements and complete bank reconciliations.

## **ACCT0110 (1 credit)**

### **Computer Accounting I**

The Simply Accounting software will be used to complete the accounting cycle. Students will work with the general, receivable, payable, and inventory modules to enter transactions and to display and print financial records.

Pre-requisite: ACCT0100

## **ACCT0211 (3 credits - Portage College)**

### **Management Accounting**

Cost accounting and utilization in manufacturing and non-manufacturing sectors is examined. Major topics include the following: job ordering costing and analysis, costing procedures, cost-volume-profit analysis, budget preparation, standard cost systems, variance analysis, and cost analysis for managerial decision making.

Pre-requisites: ACCT107 and MATH 117 or ACCT1110, MGMT1110

## **ACCT1110**

### **Introductory Accounting (3 credits)**

This course deals with fundamental accounting principles including the accounting cycle; accounting for sales; purchases for merchandise; cash control procedures; valuation of receivables and inventories.

## **AECO0001 (10 credits)**

### **BEL 101 Communications**

Students will be introduced to basic literacy skills including reading readiness, word identification, reading comprehension, writing readiness, handwriting, sentence mechanics, functional writing, listening, viewing and speaking.

## **AECO0004 (10 credits)**

### **BEL 201 Communications**

Students will develop their skills in word identification, spelling, sentence mechanics and reading comprehension. Students will also develop their skills in functional reading and writing, writing composition, study skills and reading to learn. Skills in listening, viewing and speaking, together with oral presentations will also be developed.

## **AECO0007 (10 credits)**

### **BEL 301 Communications**

Students will further advance their skills in reading comprehension and develop skills in vocabulary, reading to learn and reading strategies. Students will also learn about writing mechanics, sentence structure, composition, functional writing, resource-generated writing and utilizing writing tools and aids. They will further develop and use listening skills, viewing skills, speaking skills along with making oral presentations.

**AEEM0007 (5 credits)****BEL 301 Essential Skills for Students**

Students will learn the essential skills needed to be successful at school and in the job marketplace. These skills will be practiced throughout the course while students learn computer basics, numeracy/budgeting basics, and an introduction into business practices by exploring non-profit organizations through various global and social issues. Project-based assignments will include the foundations of document use, reading, writing, numeracy, critical thinking, and communication skills.

**AEMA0001 (5 credits)****BEL 101 Mathematics**

Students will develop mastery in using whole numbers, including operations.

**AEMA0004 (5 credits)****BEL 201 Mathematics**

Students will develop mastery in mathematical operations, including using fractions, decimals and square roots.

**AEMA0007 (5 credits)****BEL 301 Mathematics**

This course prepares students for Math 10-3. Students will develop mastery in using percentage, ratio and proportion, measurement, data, charts, and graphs. Students will also receive an introduction to algebra.

**AEMA0009 (5 credits)****BEL 303 Mathematics**

This course prepares students for Math 10-C. Students will develop their skills in operations and number concepts, exponential and scientific notation, equations and inequations, polynomials, measurement and geometry, and data management.

**AESC0001 (5 credits)****BEL 101 Science**

Within the content of science, students will be introduced to basic literacy skills including reading readiness, word identification, reading comprehension, writing readiness, handwriting, sentence mechanics, functional writing, listening, viewing and speaking.

**AESC0004 (5 credits)****BEL 201 Science**

This course is preparing students for BEL 301 Science. Students will be introduced to elements of biology, ecology, chemistry, physics, earth science and astronomy.

**AESC0007 (5 credits)****BEL 301 Science**

This course prepares students for Science 14, Pre-trades Sciences and Science 10. Skills learned in BEL 201 Science will be reinforced in the areas of biology, chemistry, physics and earth science.

**AESS0001 (5 credits)****BEL 101 Social Studies**

Within the context of social studies, students will be introduced to basic literacy skills including reading readiness, word identification, reading comprehension, writing readiness, handwriting, sentence mechanics, functional writing, listening, viewing and speaking.

**AESS0004 (5 credits)****BEL 201 Social Studies**

This course gives students a diverse overview of Canada, with a specific focus on Alberta. It introduces the skills required to interpret maps, with an emphasis on the geography of Alberta. Students also explore Canada's multi-cultural heritage, such as Canada's Aboriginal Peoples and Canada's Ethnic Peoples, while developing research skills. The diverse history of Canada is explored through a unit on democracy, using the Iroquois Confederacy as a model.

**AESS0007 (5 credits)****BEL 301 Social Studies**

This course introduces students to the concept of worldviews, from the personal to historical to national. A focus on critical thinking towards Canadian and western worldviews from a historical perspective includes Ancient Greece/Rome, the Middle Ages, and the Renaissance. Students will explore Canada's evolving worldview through Canadian history. A First Nations and ethnic-specific focus is woven throughout the course to illustrate diversity, and to achieve understanding and awareness of a variety of perspectives.

**AFDN0110 (3 credits)****Addiction Services Foundations I:  
An Introduction to Addiction Services**

This course is an introduction to addiction services using a bio-psycho-social-spiritual approach. Topics include the role of the addiction services worker in a helping relationship, communication theory and techniques needed to establish and maintain a therapeutic relationship. Forms of substance abuse, chemical dependency, commonly abused substances and addictive behaviours are also covered. The importance of culture in working with addictions is examined with an emphasis on Aboriginal culture, traditions and practices and historical factors that contribute to addictions in Aboriginal communities. Students are introduced to portfolio development.

Students who have credit in MHST 204 cannot also receive credit for this course.

**AFDN0120 (3 credits)****Addiction Services Foundations II:  
Models, Theories and Counselling Techniques**

In this course the core function of counselling will be emphasized. Students will learn counselling strategies that empower clients to share in the responsibility for their recovery. This course will also provide an overview of key concepts, theories and models in the field of substance abuse including: harm reduction approaches to practice, motivational interviewing, positive psychology, strengths perspective, cognitive behaviour therapy (CBT), and solution focused therapy.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

**AFDN0130 (3 credits)**  
**Addiction Services Foundations III:  
Screening, Intake, Orientation and Assessment**

In this course, students are introduced to the Canadian Addiction Counsellors Certification Federation (CACCF) core functions of screening, intake, orientation and assessment. Students will have an opportunity to work with a variety of screening and assessment tools in the classroom setting including: The Substance Abuse Subtle Screening Inventory (SASSI), Diagnostic and Statistic Manual (DSM-VI), The Addiction Severity Index (ASI) and The Michigan Alcoholism Screening Test (MAST). They will also learn effective strategies for working with the 12 Step Model and will be able to identify barriers to treatment. Aboriginal healing practices and interventions as related to addictions counselling are also covered.

**AFDN0140 (3 credits)**  
**Addiction Services Foundations IV:  
Treatment Planning, Case Management,  
and Crisis Intervention**

In this course students will learn the CACCF core functions of treatment planning, case management, crisis intervention, client education, and referral. This course will address key issues such as designing specialized programs to meet individual client needs, and emphasis on the importance of including family in the treatment process. Finally students will be introduced to case management methods of on-going assessment, evaluation and relapse prevention in order to ensure that treatment plans continue to be relevant.

**AFDN0150 (3 credits)**  
**Addiction Services Foundations V:  
Introduction to Pharmacology**

In this course, holistic and cross-cultural perspectives are used to explore medications pertaining to the mental health and addictions clients. Traditional Aboriginal medicines are discussed. Students then examine the pharmacological treatments for physical illnesses clients may encounter and that require close attention by a health services worker to maintain overall wellness of the client. In addition, students will learn how addictive chemicals and processes (e.g. gambling) affect the body and the brain.

*Students who have credit in MHST 0120 cannot also receive credit for this course.*

**AFDN0160 (3 credits)**  
**Addiction Services Foundations VI:  
Supporting Healthy Families**

This course looks at how families are affected by addiction and introduces techniques to work with family systems in the recovery process. Students will explore the concepts of family survival roles/resilience, co-dependency and enabling, and they will develop strategies to help families who are caught in the addictions cycle. This course focuses on parenting and introduces students to methods of providing helping services to parents and children, primarily in Aboriginal communities. Traditional values and practices are reviewed along with societal influences on current parenting practices. Advocacy and effective methods of empowering families to promote responsible parenting, accountability and healthy family roles are explored.

*Students who have credit in MHST 0106 cannot also receive credit for this course.*

**AFDN0170 (3 credits)**  
**Addiction Services Foundations VII: Selected Topics**

This course focuses on topics in addictions practice that require special attention. Students will learn the fundamentals of Fetal Alcohol Spectrum Disorder and how to adapt treatment programs to meet the special needs of this client group. Students will also be introduced to the concurrent disorders and treatment implications, suicide assessment and prevention and HIV/AIDS and other health problems associated with substance abuse and addiction. This course will also address vicarious trauma, compassion fatigue and maintaining on-going professional competence. In the course students will complete a professional career portfolio.

**ANPY1000 (6 credits)**  
**Anatomy & Physiology:  
Essentials of Human Anatomy and Physiology**

Anatomy and Physiology is a theory course in the basic sciences. Students in this course will study human anatomy and physiology using a body systems approach. Emphasis is placed on the interrelationships between form and function at the gross and microscopic levels of organization, and on unifying themes, such as homeostasis. Topics include basic anatomical and directional terminology; fundamental concepts and principles of cell biology; histology; the integumentary, skeletal, muscular, and nervous systems; special senses; the endocrine system; the cardiovascular system; the lymphatic system and immunity; the respiratory system; the digestive system and metabolism; the urinary system; fluid/electrolyte and acid/base balance; the reproductive systems; and an introduction to the principles and processes of microbiology.

**ANTH1000 (3 credits)****Introduction to Cultural Anthropology**

This course is a general introduction to the study of cultural anthropology. Studies are introduced using the unique perspective of cultural relativism. From this perspective, we strive to learn and understand other cultures based on the others' values and beliefs. Attention is given to social inequality and social diversity throughout the course.

**ANTH1500 (3 credits)****Race and Racism in Canada**

This course is designed to introduce students to the dynamics of inequality in Canada. The subject matter encompasses the social science of race, Aboriginal, and ethnic relations. Following the course content, students will be introduced to the perspectives "explaining" inequality; its patterns and politics. A thorough consideration of diversity in Canada, and the potentials for society building, or "engaging diversity" is explored.

**ANTH2080 (3 credits)****Introduction to Linguistic Anthropology**

The first half of this course dives right into the description of language: phonetics, the study of sound; morphology, the study of words and their patterns, or syntax. The second half of the course introduces language history, and many perspectives on language and the structure of society, on language and meaning, and on language and culture.

*Pre-requisite: ANTH1000 or equivalent*

**ANTH2100 (3 credits)****Anthropology of Gender**

This course is an introduction to cross-cultural perspectives regarding gender. How does culture construct, and how do people make sense of sex and gender? ANTH 2100, with case studies and perspectives from the ethnographic record around the earth, and with theoretical considerations of feminist anthropology, addresses the issues and research in the cross-cultural study of women.

*Pre-requisite: ANTH1000 or equivalent*

**ANTH2460 (3 credits)****Anthropology of the Circumpolar North**

The primary aim of this course is to introduce the peoples and cultures of the Circumpolar North through an ethnographic and anthropological study of the traditional cultures and contemporary peoples of the Arctic and Sub-Arctic. The focus will be on the comparative study of indigenous societies, including those of northern Alberta. It will examine both the archaeology and ethnology of northern societies across the North including Canada, Greenland, Scandinavia, Russia and Alaska. This course will promote an integrated understanding of the circumpolar peoples and their adaptations and contributions to social, economic, political and environmental changes past and present. This includes an introduction to Aboriginal cultures, a discussion of the Western presence in the Circumpolar North, and an examination of contemporary northern peoples.

*Pre-requisite: ANTH1000 or equivalent*

**ANTH2500 (3 credits)****First Nations of Canada**

This course is an ethnographic overview of the diversity and scope of Aboriginal peoples of Canada: the Inuit, Indian, and Metis. Primarily a consideration of culture areas, the course describes traditional lifestyles of the original peoples of the arctic, the eastern and western subarctic, the plains, the eastern woodlands, the British Columbia Interior, and the Northwest coast. An introduction to the anthropological and historical scholarship that affects the study of Aboriginal peoples, contemporary and historical issues of land claims and self-government are also considered.

*Pre-requisite: ANTH1000 or equivalent recommended*

**APHD0100 (4 credits)****The Human Body in Health and Disease**

This course is an introduction to the structure and function of the human body in health and disease. Students will be introduced to the concept of holistic health and health strategies to maintain good health and promote wellness. Emphasis is on human anatomy and physiology and diseases and conditions common to indigenous people in each body system.

**APRC0110 (3 credits)****Addiction Services Practicum Placement I**

The practicum placement enables students to integrate knowledge gained from courses, life, and professional experiences. Students develop practical skills and confidence working in addiction services agencies. The challenges that clients experience and the issues that tend to impact Aboriginal clients are emphasized. Self-care and stress management are examined.

*Pre-requisite: Successful completion of AFDN I-IV; Can be completed as co-requisite to AFDN V.*

**BCOM0100 (3 credits)****Business Communications I**

This course reviews grammar and the mechanics of writing. Students will develop their writing skills by applying the rules of grammar and punctuation.

**BCOM0110 (2 credits)****Business Communications II**

This course reviews the mechanics of writing. Students will be required to apply the mechanics of writing to email, memos, and a variety of business letters.

*Pre-requisite: BCOM0100*

**BIOL0190 (Non-credit)****Pre-Health Careers Biology**

This course examines chemistry, physics and biology as they relate to human anatomy and physiology.

*Pre-requisite: Science 10*

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **BIOL1070 (3 credits)** **Introduction to Cell Biology**

Biology 1070, Introduction to Cell Biology, begins with the classification of living things and then examines the building blocks of all living things, the cell. The two main forms of cells, prokaryotic and eukaryotic, are compared and contrasted. The elements, molecules, and organelles that make up cells are studied. Processes that take place in the cell for energy harvesting and use, cell reproduction, and information storage and use are discussed.

*Pre-requisites: Biology 30 and Chemistry 30*

### **BIOL1080 (3 credits)** **Introduction to Biological Diversity**

Biology 1080 introduces students to the mechanisms of evolution, the diversity of living things, and the evolution of that diversity. The form, function, life cycles, and key adaptations of prokaryotes, protists, plants, fungi, and animals are studied. In the laboratory portion of the course students will examine a variety of organisms and how these organisms interact with their environment.

*Pre-requisite: Biology 30*

### **BUSI0211 (3 credits - Portage College)** **Introduction to Electronic Commerce**

This course is designed to explore the major topics and key concepts of electronic commerce. The fast changing and growing world of e-commerce offers alternative marketing strategies for retailers, wholesalers, and service providers. This world is also fraught with pitfalls and dangers. The demands upon inventory and distribution systems require special understanding and analysis. Students will explore these issues and use existing and emerging technologies to effectively and efficiently carry out business transactions.

*Pre-requisite: MARK166 or MGMT1310*

### **BUSI0221 (3 credits - Portage College)** **Human Resource Management**

Human Resource Management is a complex and strategically important factor in all successful business entities. The intent of this course is to provide an overview of the most important aspects of this field: human behaviour in organizations, personnel planning, job analysis and evaluation, staff recruitment and development, performance evaluation, compensation administration and fringe benefits, performance appraisals, and labour relations.

*Pre-requisite: ORGB193 or MGMT1220*

### **BUSI0222 (3 credits - Portage College)** **Operations Management**

Operations Management is an ever-changing discipline. New concepts are appearing constantly. Operations management is a key element in improving productivity and creating competitive advantage through productivity growth. This course focuses upon such issues as project management, process analysis and supply chain management.

*Pre-requisite: MATH 118 or MGMT1110*

### **BUSI0225 (3 credits - Portage College)** **Strategic Management**

Integrating knowledge is always a difficult task. This capstone course attempts to bring together all of the knowledge acquired to date throughout the program. Through the use of the case approach and with the development of a strategic management process, students should become skilled at planning and evaluating the implementing of those plans. The apex of this course comes with the competitive Integrated Case competition between groups attempting to solve a real-life business problem and presenting their solution to a panel of real business practitioners.

*Pre-requisite: All courses in year #1 of Business Administration*

### **BUSI0226 (3 credits - Portage College)** **Leadership Development**

This course will provide the student with an understanding of the skills generally accepted as necessary and valuable to leaders. This course is designed to provide the student with the opportunity to develop essential skills through study, participation, and observation. Leadership topics include how to set objectives, give praise and instructions, coach followers, lead change, resolve conflicts, and negotiate. Time and stress management will also be covered as necessary supervisory skills for successful leaders.

*Pre-requisite: ORGB 193*

### **CDEV0101 (3 credits)** **Child and Adolescent Development**

This course introduces students to the concept of life cycle and examines the principles, theories, and research findings that contribute to the understanding of normative development and learning in children from birth to early adolescence. Students will study the development of the whole child including social, physical, cognitive, creative and emotional development. Students in this course will also have an opportunity to study child development from a multicultural perspective.

### **CLC1488 (5 credits)** **Cree Language & Culture 10-3Y**

Students will experience using the Cree language, gain knowledge about language and language learning, and demonstrate a knowledge and appreciation of aspects of the Cree culture, its attitudes and values.

*Pre-requisite: Completion of BEL Communications 301 or Grade 9 Language Arts recommended*

### **CLC2488 (5 credits)** **Cree Language & Culture 20-3Y**

Building on their learning in Cree Language and Culture 10, students will experience using the Cree language, gain knowledge about language and language learning, and demonstrate a knowledge and appreciation of aspects of the Cree culture, its attitudes and values.

*Pre-requisite: Cree 10-3Y and English 10-2 recommended*

**CLC3488 (5 credits)****Cree Language & Culture 30-3Y**

Building on their learning in Cree Language and Culture 20, students will experience using the Cree language, gain knowledge about language and language learning, and demonstrate a knowledge and appreciation of aspects of the Cree culture, its attitudes and values.

*Pre-requisite: Cree 20-3Y recommended*

**COCH0100 (1 credit)****Compass & Chaining**

This course trains people to find directions with a compass and measure distances with a chain or topofil. The student will be required to traverse through the woods or around an open area such as a cutblock to an accuracy of  $\pm 2\%$  and compass and pace to an accuracy of 5%.

**COM1005 (1 credit)****Communication Technology 1005 Visual Composition**

Students will learn to employ fundamental design elements and principles for greater visual control in various media. The course is intended to provide students with a strong foundational multidisciplinary experience in preparation for other Communication Technology courses.

**COM1035 (1 credit)****Communication Technology 1035 Graphic Tools**

Students are introduced to the basics of computer graphics (vector and raster), and graphic computer programs.

*Pre-requisite: COM1005 Visual Composition recommended*

**COM1055 (1 credit)****Communication Technology 1055 Web Design 1**

Students research the characteristics of effective websites. Students learn WC3 conventions and accessibility concerns and construct a simple webpage.

*Pre-Requisite: COM1005 Visual Composition recommended*

**COM1275 (1 credit)****Communication Technology 1275  
Photography - Digital Processing 1**

Students will learn the fundamentals of consumer based digital image acquisition, management, composition, manipulation and editing software to improve image composition.

*Pre-Requisite: COM1005 Visual Composition recommended*

**COM2025 (1 credit)****Communication Technology 2025  
Electronic Layout & Publishing 1**

Students will gain practical working knowledge of electronic publishing computer hardware and software, and the foundation for the development of skills necessary to allow students to create well-designed documents and publications using the latest desktop publishing technology.

*Pre-requisite: COM1005 Visual Composition recommended*

**COM2055 (1 credit)****Communication Technology 2055 Web Design 2**

Students learn intermediate coding and software techniques to produce a website.

*Pre-requisite: COM1055 Web Design 1 recommended*

**COM2175 (1 credit)****Communication Technology 2175 Interactive Presentation**

Students will refine presentation skills to author and develop interactive multimedia presentations using advanced presentation software functions.

*Pre-requisite: COM1005 Visual Composition recommended*

**COM3025 (1 credit)****Communication Technology 3025  
Electronic Layout & Publishing 2**

Students will use their knowledge of industry standard desktop publishing software and hardware, and expand their publication design, layout, and print production skills by planning and creating customized, professional, multi-page documents for a client.

*Pre-requisite: COM2025 Electronic Layout & Publishing 1 recommended*

**COM3275 (1 credit)****Communication Technology 3275  
Photography - Digital Processing 2**

Students will acquire original digital images from a digital camera and extend and refine their knowledge of image editing software. Composition principles and more advanced editing techniques are focused on to enhance images as well as ways to maintain and organize personal libraries.

*Pre-requisite: COM1275 Photography - Digital Processing 1 recommended*

**COMM0103 (2 credits)****Interpersonal Communications I**

This course focuses on developing the soft skills needed to be successful in the workplace. Topics include understanding self, problem solving, conflict management and work habits.

**COMM0104 (1 credit)****Interpersonal Communications II**

This course focuses on developing relationships with coworkers and with customers. In the process of developing relationships, students will develop an appreciation of the differences in people and cultures. The impact each person can have on the culture of the workplace and the community will be examined.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **COMM0105 (3 credits)** **Interpersonal Communication**

This course provides the student with the opportunity to gain an understanding of the basic concepts of effective interpersonal communications. Students will integrate theory into their practice as they learn to recognize and make use of the factors that determine effective communication. The course will focus on self analysis and reflection to allow students the opportunity to better understand themselves, their values, beliefs, attitudes and styles of communication; the practice of techniques and skills toward improving interpersonal communications including active listening, paraphrasing, public speaking, and the use of non-verbal communication; and the practice of skills and techniques towards enabling teacher assistants and early childhood educators to work effectively in team situations. Students in this course will also have opportunity to study effective interpersonal communication from a multicultural perspective.

### **COMM0131 (3 credits - Portage College)** **Business Communications II**

Students will add to their knowledge of the communications process and typical business applications, by applying the techniques learned in COMM 121, with a focus on business reports. Emphasis will be placed on research skills, problem determination, critical thinking, and source documentation. Word processing and other computer software will be used to compose, edit, revise, and enhance assignments with visual elements. Presentation skills learned in COMM 121 will be expanded upon and applied to a longer business presentation. Job search skills will detail competitive strategies for finding work, with a focus on how to produce a targeted resume and cover letter and how to prepare for a job interview.

*Pre-requisite: ENGL1110*

### **COMM1000 (3 credits)** **Interpersonal Communications for the Helping Profession**

This course covers basic communication skills (verbal, non-verbal, and written) for persons preparing to work in the helping professions. A basic overview of communication styles and methods is included. The student will learn to vary communication techniques and methods in different situations. The course emphasizes the contribution of communication skills to the development of the caring relationship between the helping professional and clients. Students will explore various concepts and principles of therapeutic communication and will consider their implications for professional practice.

### **COMP0108 (3 credits)** **Introduction to Basic Computing Skills**

This course enables students to learn basic computer skills by integrating text-based curriculum with hands-on learning activities. The intention of this course is to give students a solid foundation of basic computer knowledge and experience that can be transferred to school or work settings. This introductory course covers basic concepts and applications related to computers as a tool for learning. Topic areas include an introduction to computers, the Internet, electronic mail, Microsoft Word, and PowerPoint.

### **COMP0110 (1 credit)** **Computer Basics**

Students will learn the basic components of a computer and how to use the Windows operating system. They will also learn how to manage files, use email, and navigate the Internet

### **COMP0111 Word Processing I** **(3 credits)**

Students are introduced to the basics of word processing. This course emphasizes editing, character and line formatting techniques; and the creation of tables, columns, and graphics. Students will learn to correctly format business documents such as letters, memos, and reports.

### **COMP0117 (4 credits)** **Business Application Software**

Students will learn to use database, spreadsheets, and presentation software using Microsoft Office. They will complete projects in each of the software applications to learn the basics of the software and how they can be integrated.

### **COMP0121 (3 credits)** **Word Processing II**

Students will learn the more advanced functions of Word which includes the following: table of contents, index, table of figures, bibliography, visual content using themes and backgrounds, format pictures and illustrations, and mail merge to create letters, envelopes and labels.

*Pre-requisite: COMP0111*

### **COMP1010 (3 credits)** **Introduction to Computer Applications**

Introduction to Computer Applications is a university transfer course intended to provide students with the skills to use computers effectively as an aid to study and also to provide a foundation and readiness for further learning in computer-related fields and topics. The use of the Windows operating system, Microsoft Office applications, and Internet tools including email and the World Wide Web, and an introduction to Web Page creation and design is included.

### **COMP1011 (Non-credit)** **Computer Applications Lab**

Business Administration students are expected to attend scheduled lab times that are above the regular 45 hours of class time in COMP1010. COMP1011 must be taken concurrent with COMP1010.

### **CTR2010 (1 credit)** **Career Transitions 2010 Job Maintenance**

Students will acquire knowledge about workplace requirements, rights and responsibilities and relate this knowledge to personal career/employment expectations.

*Pre-requisite: HCS3000 recommended (formerly CTR1010)*

**CTR2310 (1 credit)****Career Transitions 2310 Career Directions – Expansion**

Students build on work done in Career and Life Management (CALM) to update their learning/career plan, to enhance their career tool kit, and to update their action plan for strengthening essential competencies and learning capacity.

**DEND0100 (2 credits)****Dendrology**

Identification of 62 key indicator plant species found in the Boreal Forest Region. Including trees, shrubs, herbs and mosses. The type of site the plant is located on is emphasized. Basic anatomy is covered to aid in the use of identification keys.

**DRAM1490 (3 credits)****Dramatic Process**

This drama course includes speech and movement improvisation with an emphasis on imaginative development. An introduction to the process of acting and to dramatic form are the foundations of this course. This course is designed for students with little or no previous background in drama.

**DRAM2470 (3 credits)****Introduction to Oral Communication**

This course is an exploration of basic techniques of oral communication and oral interpretation drawing from various forms of literature.

**DT005 (4 credits)****Defensive Driving**

This is the Alberta Safety Council's standard Defensive Driving course, which qualifies trainees to take three demerits off their driving record. This course covers the theory behind safe driving practices. A driver's license is not required.

**EAS2010 (3 credits)****Introduction to Physical Geology**

As an introduction to physical geology, this course is a study of the earth as a changing, integrated system, viewed through the framework of the unifying theory of plate tectonics. The course approach involves investigating each separate earth subsystem while at the same time continuously clarifying how the systems interact and interconnect with each other. Attention will be paid both to the content of science and to the nature of science itself as an intellectual enterprise. An essential aspect of the course will be hands-on explorations focused around key geological phenomena.

**ECED0102 (3 credits)****Managing and Supporting Children's Behaviour**

Children learn best when their self-esteem is healthy and the behavioural expectations are clear. This course will focus on developing: an understanding of the daycare classroom as a dynamic learning environment in which the early childhood educator is an essential part; a philosophy of discipline that forms a basis for dealing effectively with students experiencing behavioural difficulties, strategies and practical approaches for behavioural management in addition to effective methods of supervision, proactive approaches to discipline with an emphasis on problem solving and effective interventions, strategies for dealing with inappropriate confrontational behaviour in a productive life enhancing way, and observation and documentation of student actions in behavioural terms.

**ECED0103 (2 credits)****Learning Through Play**

Play is essential to development because it contributes to the cognitive, physical, social, and emotional well-being of children. This course discusses the importance of play for young children, and prepares students with the skills to develop developmentally appropriate play programs for children ages birth to twelve years. It also focuses on the importance of reinforcing creativity in young children.

**ECED0104 (2 credits)****Infant and Toddler Care**

Children thrive in environments that consider the well-being of the whole child. This course focuses on developmentally and culturally appropriate programming that is appropriate for infants and toddlers in private and group childcare environments.

**ECED0105 (3 credits)****Nutrition and Safety**

The nourishment and safety of children during their first years of life can have an impact on their health status, their ability to learn, communicate, develop positive peer relationships, and adapt to new environments. This course focuses on proper nutrition for all children, including those with unique dietary needs, as well as creating safe and caring environments.

**ECED0106 (2 credits)****Practicum I**

The practicum experience provides the opportunity for students to meld theory with practice and refine their skills as early childhood educators. Through facilitated group discussion and participation, students will also have opportunity to link classroom learning with field-related experiences. Students with experience in early childhood education may apply for advanced placement for this practicum.

*Pre-requisite: Successful completion of core courses for Early Childhood Education*

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **ECED0107 (4 credits)**

#### **Practicum II**

This second practicum allows students the opportunity to experience the full range of responsibilities associated with being an early childhood educator within a supervised educational setting. Through facilitated group discussion and participation, students will have opportunity to link classroom learning with field-related experiences. This practicum is mandatory.

*Pre-requisite: Successful completion of core courses for Early Childhood Education*

### **ECON0187 (3 credits - Portage College)**

#### **Macroeconomics**

The overall health of the economy as measured by gross domestic product, unemployment rates, inflation rates, interest rates, the balance of payments, exchange rates and the money supply is the prime focus of this course. Keynesian and monetarist theories of income and employment are used as a framework for analyzing government monetary and fiscal policies.

The role of the Bank of Canada and the chartered banks in determining the money supply and interest rates is described. Current debate relating to the public debt and supply side economics is evaluated.

International economic issues including free trade and the balance of payments are also examined. Where appropriate, applications to current events are introduced and topics are enhanced wherever possible.

### **ECON1010 (3 credits)**

#### **Microeconomics**

Microeconomics is concerned with the study of the individual firms rather than groups of firms, the individual consuming unit rather than the total population, and the individual commodity rather than total output.

### **EDPY2000 (3 credits)**

#### **Educational Psychology for Teachers**

This introductory Educational Psychology course addresses the principles of learning and cognition; teaching methods and classroom management; child growth and development; and evaluation and assessment of learning. It includes theory, research, and illustrations, all dealing with the classroom application of psychological principles. Topics typically covered are student development, student learning and instruction, individual and group differences in student abilities, and student motivation. This course presents the basic principles of effective teaching and learning using a balanced theoretical orientation.

### **EDU2500 (3 credits)**

#### **An Introduction to the Teaching Profession**

This course allows students the opportunity to explore the complex role of teachers as professionals in contemporary schools. Students will become familiar with the scope and expectations of the role of the teacher and the framework within which teachers work.

It is expected that teachers have professional and academic expertise that helps them develop learning contexts and situations that are productive and meaningful for students. In brief, then, this course is an introduction to matters related to learning and teaching. It is intended to provide a beginning survey of theory, research and practice.

### **EIDC0100 (2 credits)**

#### **Exploring Indigenous Culture: Then and Now**

This introductory course examines indigenous culture including history, and traditional practices and how this knowledge is used in contemporary communities.

### **ELA1104 (5 credits)**

#### **English Language Arts 10-2**

Students will further develop their reading, writing, speaking, listening, viewing, and representing skills. They will study, discuss and create a variety of texts in order to become better communicators.

*Pre-requisite: Grade 9 Language Arts or BEL Communications 301 recommended*

### **ELA1105 (5 credits)**

#### **English Language Arts 10-1**

Students will further develop their reading, writing, speaking, listening, viewing, and representing skills. They will study, discuss, and create a variety of print and non-print texts for a variety of situations, purposes, and audiences in order to become better communicators.

*Pre-requisite: Grade 9 Language Arts, BEL Communications 301 or ELA 10-2 recommended*

### **ELA2104 (5 credits)**

#### **English Language Arts 20-2**

Students will prepare for English 30-2 and their entrance in the work place or a post-secondary program, typically a short-term, career-training program. Learning activities will help students improve and expand their communication skills of listening, speaking, reading, writing, viewing, and representing. They will study, analyze, and create a variety of texts for a variety of situations, purposes, and audiences.

*Pre-requisite: English 10-1 or English 10-2 recommended*

**ELA2105 (5 credits)****English Language Arts 20-1**

Students will prepare for English 30-1 and their entrance in a post-secondary program. Learning activities will help students improve and expand their communication skills of listening, speaking, reading, writing, viewing, and representing so that they can confidently use language in a variety of situations for communication, personal satisfaction, and learning.

*Pre-requisite: English 30-2 or 65% in English 10-1 recommended*

**ELA3104 (5 credits)****English Language Arts 30-2**

This diploma-level course prepares students to enter the work place, enrol at a post-secondary institution, or enter a career-training program. Students will improve and expand their communication skills of listening, speaking, reading, writing, viewing, and representing. Learning activities will encourage students to 1) better understand and appreciate literature; and 2) gain a better understanding and appreciation of language for communication, personal satisfaction, and learning.

*Pre-requisite: 65% in English 20-2 or English 20-1 recommended*

**ELA3105 (5 credits)****English Language Arts 30-1**

This diploma-level course is designed to prepare students for entrance into a post-secondary program at a college or university. Students will strengthen and diversify their listening, speaking, reading, writing, viewing, and representing skills by analyzing, interpreting, and creating increasingly complex texts. Learning activities will encourage students to 1) gain a better understanding and appreciation of the significance and artistry of literature; and 2) gain a better understanding and appreciation of language for communication, personal satisfaction, and learning.

*Pre-requisite: 65% in English 20-1 recommended*

**EMRP0101 (10 credits)****Emergency Medical Responder**

The Emergency Medical Responder (EMR) certification course is an entry-level medical responder course that will prepare individuals for employment in a variety of pre-hospital, industrial and first responder settings. The EMR course is designed to provide participants with the basic knowledge and skills to be able to manage any medical and trauma related emergency. This course includes independent study, tutorials and onsite labs.

**EMTF1000 (6 credits)****Emergency Medical Technician Foundations I**

The EMT Foundations I course is a theory introductory to prehospital care theory. EMT Foundations I includes theory and laboratory practice, with a strong emphasis on reviewing the skills and knowledge base of the EMR level of training. Students develop critical thinking skills through simulated exercises, and become comfortable with delegation and scene control.

**EMTF1002 (6 credits)****Emergency Medical Technician Foundations II**

This EMT foundation course builds on the skills and knowledge base gained in the previous course. The student learns to incorporate advanced BLS skills, such as airway control, 12-lead acquisition, pharmacology and IV skills into their practice. Skills are acquired through practice in Laboratory and simulated settings. This course prepares the student for both the hospital and the ambulance practicums.

*Pre-requisite: EMTF1000*

**EMTP1000 (1 credit)****Emergency Medical Technician Practice I**

EMT Practice I is a 48-hour hospital rotation where EMT students have the opportunity to work under the supervision of an experienced preceptor. The hospital rotation includes shifts in the emergency department, acute care and the operating room.

*Pre-requisite: EMTF1002*

**EMTP1002 (4 credits)****Emergency Medical Technician Practice II**

EMT Practice II provides EMT student opportunity to apply the skills and knowledge in the prehospital field under the supervision of an experienced EMT or Paramedic. The student will spend a minimum of four 48 hour tours working on an ambulance with a preceptor.

*Pre-requisites: EMTF1002 PATH1000*

**ENGL0100 (3 credits)****College and Workplace Writing**

This course aims to help students strengthen and expand their writing skills so that they can write more effectively for a variety of audiences and purposes. Emphasis of the course is on fundamental writing skills, grammar, basic business correspondence and short reports for business or college. Theory and practice in composition prepares students for academic and professional work.

**ENGL0190 (3 credits)****Fundamentals of Writing, and Reading Development**

This course intends to increase reading rates, and retention and comprehension of materials at college level. This is approached/attained through employing word analysis, modifying and expanding on paragraph fundamentals, and employing skimming and scanning when studying. This course will also improve composition skills through writing exercises aimed to help students organize and evaluate papers and reports, and to write both clearly and concisely.

*Pre-requisite: Grade 10 English*

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### ENGL1000 (3 credits)

#### Introduction to English Language and Literature

This introductory university level English course explores various genres of literature (emphasizing the essay and short story) and non-literature (textbooks, advertisements, etc.) and provides formal instruction in writing university-level essays. About one half of class time will be spent on writing instruction. This course is not remedial; high school competency in grammar and composition is necessary.

### ENGL1011 (3 credits)

#### Critical Reading and Writing: Prose Forms

The literary content of English 1011 will vary from section to section, but students should expect to encounter works from three main genres: novels, essays, and short stories. All sections will include two novels: one from the eighteenth century and one from the nineteenth or twentieth century. Works will be representative of various historical periods and cultural contexts and will include an attempt to equally represent both genders. Approximately 30% of class time will be instruction in writing. This can take the form of grammar exercises, essay workshops, informal writing exercises, stylistic and other critical analyses, research skills and peer editing. These assignments may be graded. Students will be required to write at least three essays (for a total of not less than 2000 words) which will be marked and formally graded.

### ENGL1012 (3 credits)

#### Critical Reading and Writing: Poetry, Drama, and Novel

The literary content of English 1012 will vary from section to section, but students should expect to encounter works from three main genres: novels, drama, and poetry. All sections will include one novel and one Shakespeare play or one contemporary play and one Shakespeare play. Excerpts of other plays from various historical periods, including contemporary and cultural contexts will be included. Poetry will include, but not be restricted to, poems from the Romantic, Victorian, Pre-Raphaelite, Modern and Contemporary eras. Approximately 30% of class time will be instruction in writing. This can take the form of grammar exercises, essay workshops, informal writing exercises, stylistic and other critical analyses, research skills and peer editing. These assignments may be graded. Students will be required to write at least three essays (for a total of not less than 2000 words), which will be marked and formally graded. One of these essays will be a research topic, and one essay will be written in class.

### ENGL1110 (3 credits)

#### Business Communications

Develop the writing and speaking skills essential in business. Write clear, concise, and properly formatted short business documents. Learn how communication occurs in organizations. Review grammar, punctuation, and sentence structure. Deliver effective oral presentations, write resumes and cover letters and practice the techniques of employment interviewing.

### ENGL2030 (3 credits)

#### Women in Literature

This course explores works that are both by women and about women. Students will analyze the way women are portrayed in literature, explore the history of women's writing, and critically examine how women use language to give meaning to their lives. The content may vary from term to term, but students should expect to encounter works from many genres, including novels, essay, memoirs, drama, poetry and short stories. To show the historical and cultural evolution of women's writing, works from different time periods and different English-speaking countries will be included. An overview of feminist critical theory, as it relates to elements of the course will be included. The course is not aimed specifically at women.

*Pre-requisites: ENGL1011 and ENGL1012 or one of these and permission of the instructor*

### ENGL2050 (3 credits)

#### Pathology of the Best Seller

In this course, students will study various contemporary best sellers – some read with their “literary” counterparts – and bestsellers from the last century. This course explores what makes a book “literature” and why popular books are often considered less-than-literature, and the popular and financial success for a book automatically means it cannot be good literature. A comparison between “literary” and “non-literary” texts in the same subgenres will look for similarities and differences. Students will attempt to define what makes good literature, and we will apply these criteria to various bestsellers and compare them to the literary definitions provided by acknowledged “experts” in the field.

*Pre-requisites: ENGL1011 and ENGL1012 or one of these and permission of the instructor*

### ENGL2070 (3 credits)

#### Survey of Native-Canadian Literature

This course explores Canadian Native literature in the context of its oral and written history. Works will be representative of various Native-Canadian cultures, including Inuit.

*Pre-requisites: ENGL1011 and ENGL1012 or one of these and permission of the instructor*

### ENGL2870 (6 credits)

#### Survey of Children's Literature

This course explores literature for children from its oral and written beginnings to the present, including traditional nursery rhymes, fables, folk tales and myths. “Classics” of children's literature in English are also included.

*Pre-requisites: ENGL1011 and ENGL1012 or one of these and permission of the instructor*

### ENVS0200 (3 credits)

#### Industrial Environmental Awareness

Raises the awareness of the environmental requirements of companies and the individual's responsibilities towards ensuring that the environment suffers minimum impact as a result of industrial activities.

**FA001 (1 credit)**  
**Standard First Aid - CPR (Level C)**

Upon successfully completing this course, you will be awarded a nationally recognized certificate that is valid for 3 years. Recognized as First Aider II by Alberta Occupational Health & Safety, this course includes treatment for choking, control of bleeding, treatment and prevention of shock, child and infant resuscitation and adult one and two-rescuer CPR. Fractures of the limbs, head and spinal injuries, eye injuries, burns, medical conditions, environmental injuries, wound care and secondary survey are also covered.

**FGPS0100 (2 credits)**  
**GIS-GPS Graphic Information System -  
 Global Positioning Systems**

This new technology is rapidly becoming standard in many forestry operations, as it is an effective tool to aid in the management of the forests. The course will outline of how Global Positioning Systems (GPS) are being used.

**FINA0211 Business Finance**  
**(3 credits - Portage College)**

All managers, self-employed business owners and individual investors require an adequate knowledge of business financing, financial analysis and capital budgeting. Informed decision making requires a sound understanding and firm grasp of analytical techniques such as the proper use of financial ratios, evaluating interest costs through debit financing, financial statement analysis, cash budgeting, capital budgeting and break-even analysis.

*Pre-requisites: ACCT 107, MATH 117 or ACCT1110, MGMT1110*

**FIN1010 (1 credit)**  
**Financial Management 1010**  
**Personal Financial Information**

Students explore concepts that affect the finances of an individual, including a code of conduct, the economic environment, acquiring and using financial resources, and the effects of government legislation.

**FIN1015 (1 credit)**  
**Financial Management 1015 Accounting Prep**

Students are introduced to accounting and terminology unique to financial accounting. They become familiar with financial statements, generally accepted accounting principles and how to prepare for the process of starting up a business.

**FIN1020 (1 credit)**  
**Financial Management 1020 Accounting Cycle 1**

Students are introduced to the accounting cycle for a service business. They will analyze and record business transactions up to trial balance for the fiscal period of a business using terminology unique to financial accounting.

*Pre-requisite: FIN1015 recommended*

**FIN1030 (1 credit)**  
**Financial Management 1030 Accounting Cycle 2**

Students complete the accounting cycle for a service business, preparing financial statements and closing accounts. They also will explore other factors of a business, including budgets.

*Pre-requisite: FIN1020 recommended*

**FIN2020 (1 credit)**  
**Financial Management 2020 Retail Accounting 1**

Students apply specialized accounting procedures associated with buying and selling goods in a retail system with a credit system and a partnership.

*Pre-requisite: FIN1030 recommended*

**FIN2030 (1 credit)**  
**Financial Management 2030 Retail Accounting 2**

Students continue to apply specialized accounting procedures by preparing financial statements, analyzing adjusting and closing entries and completing the accounting cycle for a retail business.

*Pre-requisite: FIN2020 recommended*

**FIN2040 (1 credit)**  
**Financial Management 2040 Accounting Software**

Students learn and demonstrate use of an accounting software package for personal and business use. They will complete transactions and procedures typically used by an individual or a business.

*Pre-Requisite: FIN1030 recommended*

**FIN2060 (1 credit)**  
**Financial Management 2060 Personal Taxation**

Students examine the Canadian income tax system through the preparation of a variety of personal income tax returns, completed manually and /or electronically.

**FIN2070 (1 credit)**  
**Financial Management 2070 Payroll Accounting**

Students gain knowledge for establishing and operating a payroll system. They will use proper terminology and awareness of current rules and regulations of the payroll function.

*Pre-requisite: FIN1020 recommended*

**FIRS0100 (2 credits)**  
**Fire Suppression**

Both theoretical and practical training required for certification as a Type I Helitack Firefighter. Topics covered include fire behaviour, tactics and strategy, and the use and maintenance of fire equipment.

**FMNP0100 (2 credits)**  
**Forest Management Practices**

The goal of this course is to provide you with an understanding of how forested lands are managed in Alberta and give you an appreciation of the complex nature of issues surrounding forestry today.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **FORE1000 (3 credits)** **Introduction to Forestry**

This course is a general introduction to trees and other forest plants, forest ecology, and forest land-use planning. Includes discussions of the relationship between recreation, water, wildlife, agriculture, range and timber to forest management policies and practices in Alberta and elsewhere. Note: this course does not transfer into the U of A B.Sc., but does transfer for other purposes.

### **FTPR0100 (3 credits)** **Forestry Work Practicum**

This practicum gives the student valuable work experience and exposure to the Forest Industry. Students will be required to work for three weeks with a company in the forest industry.

*Pre-requisites: Any 5 Core Forestry & Harvesting Program Courses*

### **HARV0100 (1 credit)** **Harvesting**

Learn how a modern day logging operation works. Students will examine the advantages and disadvantages of various logging machinery.

### **HCAPO001 (6 credits)** **HCA Preceptored Clinical Practice**

This 200 hr practicum gives the Student the opportunity to practice learned skills and concepts in the continuing care / homecare setting under the supervision of a clinical preceptor. For students who are currently employed, credit may be granted for current and relevant work experience as determined by the employer and NLC.

*Pre-requisites: HFDN0001, HFDN0002, HFDN0003, HFDN0004, HFDN0005, HFDN0006, HFDN0007, HFDN0008, HFDN0009, HFDN0010, HFDN0011, HFDN0012, HFDN0013, HFDN0014*

### **HCOM0100 (2 credits)** **Health Communication**

This is an introductory communication course for the health professions. The goal of this health communications course is to provide the student with basic concepts of communication including self awareness, verbal and nonverbal skills and listening. As well students will cover topics such as communicating with individuals with special needs, communication in the workplace and resolving conflict.

### **HCS3000 (1 credit)** **Health Care Services 3000 Workplace Safety Systems**

Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace. This module is a mandatory component of the first work experience course taken by a student.

### **HEAS1000 (4 credits)** **Health Assessment: Assessment of Adults**

The health assessment course introduces the student to assessment of a client's health status and identification of normal structures and functions of the physical component of the adult. Overt deviations from normal are included. This course prepares the student to gather data by obtaining a health history and conducting a physical examination. The course includes theory and laboratory practice.

*Co-Requisite: ANPY1000*

### **HEED1010 (3 credits)** **Health Education: Personal Health and Wellness**

This course is designed to offer an overview, within the context of the community and the Canadian health care system, of the physical, social, mental, environmental and spiritual aspects of personal health and wellness. Topics include nutrition, exercise, stress management, weight management, eating disorders, common health problems and their prevention, and primary health care. This course includes an individualized analysis of personal health issues and physical fitness. Students will be expected to demonstrate knowledge of the concepts of health and wellness, describe their dimensions, and plan, implement and report on a specific wellness plan or project as it relates to their own life.

### **HFDN0001(2 credits)** **Foundations One: Safe Work Practices**

This course covers theory on how the HCA will function effectively as a health care team member, practice safely with consideration to personal safety, environmental safety and WHMIS and knowledge for ensuring and maintaining client safety. Safety is stressed throughout the remainder of the Health Care Aide program and the rest of the HCA's career.

### **HFDN0002 (3 credits)** **Introduction to Activities of Daily Living**

This course introduced the student to principle and practice for assisting with client grooming and personal hygiene. Students also learn about assisting with urinary and bowel elimination as well as safe and appropriate positioning, transfers and lifting techniques used in client care. Students learn the importance of assisting the client with nutritional needs and safe food handling principles.

### **HFDN0003 (1 credit)** **Foundations Three: Assist with Medication Delivery**

In this course students learn the HCA role in assisting with medication delivery.

### **HFDN0004 (1 credit)** **Foundations Four: Work with Clients with a Diagnosis of Dementia**

In this course students are introduced to the issues and challenges faced by those Clients with a diagnosis of Dementia. Students will learn the concepts of person centered care and how to provide gentle care, in a moment in time, for the dementia client.

**HFDN0005 (1 credit)****Foundations Five: Working and Communicating in a Health Care Environment Part A**

Communication is essential in all activities. In this course the student will begin to learn about the role of the Health Care Aide, Legislation related to the HCA practice and principles of person-to-person communication.

**HFDN0006 (2 credits)****Foundations Six: Working and Communicating in a Health Care Environment Part B**

In this course the student will continue to learn about the role of the Health Care Aide, communication impairments and related strategies for addressing these barriers, dealing with conflict and documentation.

**HFDN0007 (1 credit)****Foundations Seven: Structure and Function of the Human Body Health and Chronic Illness Part A**

In this course students are introduced to basic anatomy and physiology including body systems and function.

**HFDN0008 (2 credits)****Foundations Eight: Structure and Function of the Human Body Health and Chronic Illness Part B**

In this course students are introduced to human growth and development, health, aging and independence and chronic conditions.

**HFDN0009 (1 credit)****Foundations Nine: Activities of Daily Living Part A**

This course builds on the introductory course for ADL's in HFDN 0002 and provides the student with the knowledge and skills for bathing the Client and the principles of making a therapeutic bed.

**HFDN0010 (1 credit)****Foundation Ten: Activities of Daily Living Part B**

This course continues to introduce the student to the essential skills for personal care (ADL's) and informs the student of the knowledge and skills for performing ROM, assisting with Client mobility and providing care at the time of death.

**HFDN0011 (1 credit)****Foundations Eleven: Skills for Assisting with Clients with Complex Care Part A**

This course focuses on the complex skills performed by the HCA, and covers wound care, NG & GT tube care and feeds, ostomy care, and urinary drainage systems.

**HFDN0012 (2 credits)****Foundations Twelve: Skills for Assisting with Clients with Complex Care Part B**

This course focuses on the complex skills performed by the HCA, and covers vital signs, pain, Ht & Wt, specimen collection and respiratory care, including oral suctioning.

**HFDN0013 (1 credit)****Foundations Thirteen: Special Care for Diverse Clients Part A**

This theory course outlines care considerations for special groups of clients including care for, the Infant, the Child and the Special Needs Client.

**HFDN0014 (1 credit)****Foundations Fourteen: Special Care for Diverse Clients Part B**

This theory course outlines care considerations for special groups of clients including care for, Clients with a mental health diagnosis and the palliative Client.

**HIST1100 (3 credits)****The Pre-Modern World**

World history from the 6th century through the 15th century. Combined with HIST1110, this course provides a complete survey of pre and early modern world history for the future study in this area.

**HIST1110 (3 credits)****The Early Modern World**

World history from the 15th century through the 18th century. Combined with HIST1100, this course provides a complete survey of pre and early modern world history for the future study in this area.

**HIST1900 (3 credits)****Research Skills and Methods for the Study of History and the Social Sciences**

This course prepares students for further study in history and other social science courses. Students will receive instruction in how to write a book review and essays (both term papers and essay exams), and how to conduct basic research for these purposes. Students will be introduced to traditional library searching and to the use of electronic search engines. Students will practice writing clear, correct and convincing prose.

**HIST2600 (3 credits)****Pre-Confederation Canadian History 1500 – 1867**

This course will provide an introductory survey of Canadian history from roughly 1500 to 1867. Several of the main political, economic, and social aspects of Canadian life will be examined. Some of the major themes to be discussed will include: Aboriginal-European contact, the fur trade, New France, and the expansion of white settlement. In addition, key concepts and methods of history as a discipline will be reviewed. Combined with HIST2610, this course provides a complete survey of Canadian history and a foundation for the future study in this area.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **HIST2610 (3 credits)**

#### **Post-Confederation Canadian History**

This introductory history course is a survey of Canadian history from 1867 to the present. Students will examine some of the main political, economic, and social aspects of Canadian life during this period. Among the major themes discussed will be nationalism, industrialization, urbanization and cultural change. In addition, key concepts and methods of history as a discipline will be reviewed. Combined with HIST2600, this course provides a complete survey of Canadian history and a foundation for future study in this area.

### **HSS2040 (1 credit)**

#### **Human & Social Services 2040 Family Foundations**

Students gain an appreciation for their role in strengthening the current and future family relationships and the rights, roles and responsibilities of family members throughout the family life cycle. Students examine changes that occur within a family and the required adjustments family members must make to manage changes effectively. Cultural diversities are investigated and community resources that support families are identified.

### **INF1030 (1 credit)**

#### **Information Processing 1030 Word Processing 1**

Students are introduced to the proper use of word processing software, including document creation, editing, and printing of properly formatted documents.

### **INF1050 (1 credit)**

#### **Information Processing 1050 Database 1**

Students develop skills in the proper use of a database management system by developing flat-file databases and demonstrating their use in personal and business applications.

### **INF1060(1 credit)**

#### **Information Processing 1060 Spreadsheet 1**

Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping.

### **INF1070 (1 credit)**

#### **Information Processing 1070 Digital Presentation**

Students develop skills with tools used for computerized presentations involving text, data, graphics, sound and animation.

### **INF2020 (1 credit)**

#### **Information Processing 2020 Keyboarding**

Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material. Depending on entry level proficiency, the student is expected to use text entry to type 30 to 50 words per minute, and to use numeric key pad to enter 100 to 150 strokes per minute, both with a maximum of one uncorrected error.

### **INF2050 (1 credit)**

#### **Information Processing 2050 Word Processing 2**

Students develop their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

### **INF2070 (1 credit)**

#### **Information Processing 2070 Database 2**

Students expand their skills in the proper use of a database management system by developing relational databases and demonstrating their use in personal and business applications.

### **INF2080 (1 credit)**

#### **Information Processing 2080 Spreadsheet 2**

Students develop skills in the proper use of spreadsheet software through advanced data manipulation and preparation of appropriate reports and printouts in text and graphic format.

### **INF2090 (1 credit)**

#### **Information Processing 2090 Correspondence**

Students enhance their skills in document production as they prepare various forms of correspondence in publishable form, using word processing and e-mail software.

### **INF2100 (1 credit)**

#### **Information Processing 2100 Reports**

Students demonstrate efficient word processing skills to produce publishable reports in a variety of formats from formatted and unformatted copy under time constraints.

### **INF3060 (1 credit)**

#### **Information Processing 3060 Word Processing 3**

Students master their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

*Pre-requisite: INF2050 recommended*

### **INF3095 (1 credit)**

#### **Information Processing 3095 Productivity Software Integration**

Students enhance production skills by integrating data from a variety of sources into a finished product.

*Pre-requisite: INF1070, 2070, 2080 & 3060 recommended*

### **ITAP0100 (2 credits)**

#### **Personal Computer Components**

In this course, students learn to identify and assemble system components such as cases, power supplies, motherboards, CPUs, memory, and storage devices. Students will identify interface characteristics including serial, parallel, PS/2, USB, and Firewire, and how to visually recognize and select the correct port when installing and configuring devices. Techniques for troubleshooting components are also presented.

**ITAP0101 (3 credits)****Operating Systems**

This course examines the functions and features of computer operating systems. Students will develop a working knowledge of Microsoft operating systems in common use today, with an emphasis on file and data management, as well as customization. They will learn to apply proper procedures related to the installation, configuration and maintenance of operating systems. The MAC and Linux systems will be introduced.

**ITAP0102 (2 credits)****Laptops and Portable Devices**

This course examines various types of portable computers such as notebooks, tablet PCs, and PDAs. Design differences between notebooks and desktops will be examined as well as notebook selection, service, and care. Notebook peripherals and connectivity will be identified along with upgrade, repair, and troubleshooting procedures. An introduction to tablet PCs and PDAs (personal digital assistants) is also included.

**ITAP0103 (1 credit)****Printers and Scanners**

This course examines the main types of printers available today and provides an overview of how they work. Imaging devices will also be covered. Students will become familiar with factors to consider when selecting and installing printers and will learn to troubleshoot common printing and imaging problems.

**ITAP0104 (3 credits)****Network Fundamentals**

This course provides an overview of networking concepts, terms, architectures, and technologies. These include Ethernet, wireless standards, and technologies used over telephone networks. Network protocols TCP/IP, IPX/SPX and Net BEUI are introduced with a significant portion dedicated to the structure and assignment of IP addresses. Practical skills such as installing and configuring wired and wireless network access devices are addressed.

**ITAP0105 (2 credits)****Security**

In this course, students learn about data security vulnerabilities and methods to minimize, prevent and recover from infections. Threats related to malware and social engineering will be examined as well as effective countermeasures. Students will install and configure software protection devices such as firewalls and antivirus programs. Windows network security policies will also be covered.

**ITAP0106 (2 credits)****Communications & Professionalism**

Communication skills and professional behaviour are the focus of this course. The student will learn the fundamentals of providing quality customer service. Techniques related to on-site visits and phone sessions are presented. Software copyrights and the legal responsibilities of a computer service technician will be presented.

**ITAP0107 (4 credits)****Practicum**

Business and Industry provide an essential service in partnering with the College to provide an experiential learning component where students can apply their learning and develop new skills.

Under the supervision of a company representative, students will attend a four week site-based practicum. Performance evaluations will be conducted by both the employer and the student.

*Pre-requisites: Successful completion of all program courses.*

**ITAP0108 (3 credits)****Programming Fundamentals**

In this course, students learn the basics of object oriented programming using a rich 3-D modeling environment. This motivating programming tool provides an easy way to learn fundamental structures such as Methods, Events, Boolean Logic, Lists, Arrays and more. The focus is on learning to build programs “with” objects rather than on building the objects themselves. The 3-D course programming tool used is intuitive and simple to use, but what you create will be impressive.

**ITAP0109 (2 credits)****I.T. Communications**

This course examines principles and techniques which form the basis of effective communication. You will learn how to plan, develop and present information for various audiences. The use of electronic tools will be emphasized. Different from a resume, you will learn how to assemble some of the best examples of your work from other courses into a portfolio. Other topics include techniques in presenting your portfolio at an interview and comparing this approach to the traditional use of resumes.

*Pre-requisite: ITAP0106*

**ITAP0110 (3 credits)****Fundamentals of Database Systems**

This course examines various database models, their structural elements and how database technology is driving many of the functions of business and everyday life. You will learn about the database development process including tables, attributes, relations, normalization, queries and report generation, using a standard database software program. Although the focus will be on fundamental database principles, the course will also introduce more sophisticated topics such as data warehousing, web forms and SQL.

**ITAP0111 (3 credits)****Network Security 1**

This course will examine and compare security features related to desktop user environments, Internet and email, data and personal habits. Software and hardware solutions will be examined and compared, as well as how best practices can be used to minimize security breaches.

*Pre-requisites: ITAP0105 or ITAP0101 and ITAP0113*

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **ITAP0112 (3 credits)** **Basic Multimedia Skills**

This course provides a broad overview of the fundamentals of multimedia design. Topics covered include basic skills in video editing, scripting, design theory, graphic design and various elements of business communications and management.

### **ITAP0113 (3 credits)** **Internetworking Applications 1**

In this course, students will learn about the many tools and applications used over the Internet. Understanding how the Internet works and is used for personal and business activities will be the fundamental elements of the course. Topics include: Structure of the Internet; Web Development; Accessing Information on the Web; Communicating Tools; and E-Business Applications.

### **MAPI0100 (2 credits)** **Map Interpretation**

The student will learn skills required to interpret maps, determine distance, direction, area and elevation. Use of various grid patterns for locations, such as the 3rd system of survey, Universal Transverse Mercator (UTM) and latitude and longitude. Emphasis will be given to forest cover maps.

### **MAT1037 (5 credits)** **Pure Mathematics 10**

Students will study sequences and data tables, algebraic expressions, line segments and graphs, relations and functions, exponents and radicals, and measurement and trigonometry.

*Pre-requisites: Math 9, 65% in BEL Math 303, 75% in Math Prep 10 or 50% in Applied Math 10 recommended*

### **MAT1038 (5 credits)** **Applied Mathematics 10**

Students will study measurement, number patterns in tables, relations and functions, line segments, linear functions, and trigonometry.

*Pre-requisites: 65% in BEL Math 310, Math 9 or Math Prep 10 or 50% in BEL Math 303; computer proficiency recommended*

### **MAT1791 (5 credits)** **Mathematics 10C**

This course prepares students for either the -1 or -2 course sequence beginning in Grade 11. Students will study the topics of measurement (SI and Imperial), trigonometry, polynomial factoring and operations, systems of equations and linear relations and functions.

*Pre-requisites: BEL 303 Math or Math Prep 10 or Grade 9 Math. 65% or higher in these courses is recommended as a good preparation for Math 10C. Expected proficiencies in fractions, decimals, ratios, exponents, order of operations, use of formulas, polynomials, solving and graphing equations.*

### **MAT1793 (5 credits)** **Mathematics 10-3**

This course is designed for students who will enter the majority of trades or go directly into the workforce. Students will study the topics of measurement (SI and Imperial), trigonometry, geometry, income, algebraic and proportional reasoning.

*Pre-requisite: BEL 301 Math or Grade 9 Math*

### **MAT2037 (5 credits)** **Pure Mathematics 20**

Students will study linear and non-linear systems, quadratic functions and equations, polynomial and other non-linear equations and functions, formal reasoning, circles and co-ordinate geometry and finance.

*Pre-requisite: 65% in Pure Math 10, 75% in Applied Math 20 or 50% in Applied Math 30 recommended*

### **MAT2038 (5 credits)** **Applied Mathematics 20**

Students will study graphing, regression and non-linear equations, linear systems and programming, finance, circle geometry, and measurement and design.

*Pre-requisite: 65% in Applied Math 10 or 50% in Pure Math 10 recommended*

### **MAT2793 (5 credits)** **Mathematics 20-3**

Students continue to develop the mathematical understandings and critical-thinking skills identified for entry into the majority of trades and for direct entry into the work force. Topics included in this course include algebra, geometry, measurement, numbers and statistics.

*Pre-requisite: 65% in Math 10-3 or 50% in Math 10C*

### **MAT3037 (5 credits)** **Pure Mathematics 30**

Students will study transformations of functions, exponents, logarithms and geometric series, trigonometry, conic sections, permutations and combinations, and statistics.

*Pre-requisite: 65% in Pure Math 20 recommended*

### **MAT3038 (5 credits)** **Applied Mathematics 30**

Students will study matrices and pathways, statistics and probability, finance, cyclic, recursive and fractal patterns, vectors and design.

*Pre-requisite: 65% in Applied Math 20 or 50% in Pure Math 20 recommended*

### **MAT3211 (5 credits)** **Mathematics 31**

Students will study precalculus, derivatives, integrals, as well as one or two applications of calculus to physical sciences and engineering, to business and economics, and/or calculus of exponential and logarithmic functions.

*Pre-requisite: Pure Math 30 recommended*

**MATH0118 (3 credits - Portage College)****Business Statistics**

Business Statistics is an introductory course designed to give students a working knowledge and understanding of descriptive and inferential statistics. Topics covered include uses and misuses of statistics, methods of sampling, collection and presenting data, measures of average and variation, probability theory and distributions, sampling distributions of means and proportions, confidence intervals, tests of hypotheses (large and small sample methods), analysis of variance, contingency tables, correlations and regression analysis, multiple regression, time series analysis, and forecasting techniques. Emphasis is placed on practical business applications. This course has a lab component.

**MATH0190 (3 credits)****Pre-Health Careers Math**

Pre-Health Careers Math reviews and reinforces the math skills required to succeed in health career programs. Topics such as using mathematical formulas and symbols, dealing with fractions and percentages, calculating proportions and ratios, using the metric system, and solving word problems will be covered.

*Pre-requisite: Any grade 10 math*

**MEDT0110 (2 credits)****Medical Terminology**

This is an introductory medical terminology course. It is designed to allow learners the opportunity to acquire a working knowledge of the language used by health care professionals. The goal of this medical terminology course is to provide the student with basic concepts of medical word building that will be applied to building an extensive medical vocabulary.

**MGMT0100 (4 credits)****Business Employment Practicum**

This is a four week work experience practicum aimed at giving students exposure to a work setting and to develop the skills they learned during the program. This is an optional course.

*Pre-requisite: All core courses*

**MGMT1050 (3 credits)****Business Law**

The course covers practical law practices, as they relate to business operations. The legal aspects of contracts, negotiable instruments, estates and trusts, real and personal property, partnerships, and corporations are explored.

**MGMT1110 (3 credits)****Business Math**

The purpose of this course is to increase students' knowledge and skill in solving practical business mathematical problems. This will include a review of equation solving. The majority of the course will cover depreciation calculations, break-even analysis, simple and compound interest as applied to return on investments and annuities.

**MGMT1212 (3 credits)****Entrepreneurship**

This course covers opportunity identification and assessment, identification of resources and capabilities of participants, marketing, management and finances of the new business.

**MGMT1214 (3 credits)****Accounting Software**

Using computerized software, the students will perform a variety of accounting functions, ranging from simple manual ledger systems through to completely integrated accounting systems.

*Pre-requisites: ACCT 1110 & COMP 1010*

**MGMT1220 (3 credits)****Organizational Behaviour**

This course covers the traditional and contemporary theories of organizational behaviour both through cognitive and experiential approaches. Students' increased awareness will translate into better decision making, more effective communication, better understanding of leadership, and increased awareness of individual and group processes.

**MGMT1310 (3 credits)****Marketing**

This course covers the nature and scope of marketing in the economy, marketing research, consumer motivation, behaviour and buying patterns, the industrial market, product planning and development, the distribution channels, the price system, personal selling and advertising.

**MRFD0100 (3 credits)****Medical Receptionist Foundations: Working as a Medical Receptionist**

This course prepares the student to work as a medical receptionist. It includes: the role of the medical receptionist; professionalism and work ethic; the Canadian and Alberta Health Care Systems; First Nations Communities health services, and programs; legalities and safety in health care and for the individual; working with clients; customer service skills; time management and employability skills.

**MRFD0110 (3 credits)****Medical Receptionist Foundations: Medical Office Procedures**

This course prepares students to perform administrative duties in a medical office. This course includes: scheduling; office skills; telephone techniques; mail procedures; health-care plans and billing; health information management and inventory management.

**MRPR0100 (2 credits)****Medical Receptionist Practicum**

This course is a two-week preceptored placement. Students who are already working as a medical receptionist may apply for advanced credit.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **NET2020 (1 credit)**

#### **Networking 2020 Workstation Technology & Operations**

Students learn computer workstation operations, including computer architecture, peripherals, configurations, operating system environments and platforms, utility software, diagnostic and protection software, hard drive file updating and maintenance, support resource application and troubleshooting activities.

### **NFDN1000 (4 credits)**

#### **Nursing Foundations I: Introduction to Nursing**

The Nursing Foundations I course is a theory introductory nursing course of the practical nurse program. The course lays the foundation for understanding Roy's Adaptation Model, the nursing process, the history of nursing, ethical and legal aspects of nursing and roles and responsibilities of the practical nurse. The course provides a basic understanding of means of promoting wellness of self as a caregiver and beginning skills in working as a member of a group. Nursing Foundations I includes theory and laboratory practice. The overall focus of Nursing Foundations I is the Roy Adaptation Model applied to wellness and self.

### **NFDN1002 (7 credits)**

#### **Nursing Foundations II: Basic Nursing**

This nursing foundation course focuses on the application of Roy's Adaptation Model and the nursing process to the client. Basic care related to activities of daily living and medication administration are introduced and practiced in laboratory and simulated settings. The student will make personal safety a priority in practicing skills. In preparation for medication administration, the student must write and pass a medication calculations exam. Skills in documentation and reporting are acquired through guided practice in laboratory and simulated settings. This course prepares the student for Nursing Practice I.

*Pre-requisite: NFDN1000*

### **NFDN2003 (9 credits)**

#### **Nursing Foundations III: Medical Surgical Nursing**

The Nursing Foundations III course focuses on the application of Roy's Adaptation Model and nursing process to the care of the client and family who is experiencing acute alterations in wellness and health. The student will assist the client with adaptation problems related to acute care, utilizing critical thinking, common nursing diagnoses, medical-surgical nursing care and related skills associated with hospitalization. The course includes theory and laboratory practice.

*Pre-requisites: NFDN1000, NFDN1002, HEAS1000*

### **NFDN2004 (3 credits)**

#### **Nursing Foundations IV: Family Nursing I**

The Nursing Foundations IV course introduces the student to the childbearing family and includes concepts related to maternity nursing, the care given to the expectant family before, during and after the birth and the care of the newborn. Roy's Adaptation Model is applied to the assessment and planning of care for the childbearing family. The course assists the student in integrating growth and development, sociology, psychology, anatomy and physiology, pathophysiology, health promotion and other core content into the care of the childbearing family. This is a theory course to prepare the student for focused practice in maternity or as a career choice.

*Pre-requisites: NFDN2003, PSYC1060*

### **NFDN2005 (3 credits)**

#### **Nursing Foundations V: Family Nursing II**

This course continues the study of the developing family and includes concepts related to pediatric nursing. Roy's Adaptation Model is applied to the nursing care of the pediatric client focusing on the adaptive/ineffective responses of identified physiological needs and related psychosocial needs. This course builds upon knowledge gained from anatomy & physiology, pathophysiology, pharmacology and human development. This is a theory course.

*Pre-requisites: NFDN2003, PSYC1060*

### **NFDN2006 (3 credits)**

#### **Nursing Foundations VI: Community Nursing**

The Nursing Foundations VI focuses on the promotion of health and the prevention of disease and injury across the life span and within communities and groups. Roy's Adaptation Model and nursing process will be applied to community and groups. Concepts such as community assessment, health promotion, public health, population health and primary health care will be explored. The course will introduce students to the practice of community health nursing roles and activities, levels of prevention, nursing interventions and varied practice settings within the community. The course integrates previously learned sciences and nursing content. The course includes theory to prepare the student for practice in community settings.

*Pre-requisites: NFDN2003, NFDN2004, NFDN2005, SOCI1000*

### **NFDN2007 (3 credits)**

#### **Nursing Foundations VII: Mental Health Nursing**

This theory course is an introduction to the assessment and treatment of patients with psychiatric and mental health problems. Students in this course will apply a nursing model and nursing process to the care of the mental health client with psychosocial needs. Mental health is explored on a continuum from health to illness and from adaptive to ineffective responses. Topics to be covered include basic mental health concepts, therapeutic relationships, assessment strategies and the nursing process, legal and ethical practices, mental health disorders and treatment modalities.

*Pre-requisites: NFDN1002, PSYC1060, SOCI1000*

**NFDN2008 (3 credits)****Nursing Foundations VIII: Transition to Graduate**

Nursing Foundations VIII is designed to assist the student in the transition from the role of student to that of graduate practical nurse enabling effective transition into entry level practice. The course addresses concepts such as professionalism, labour relations, work life issues, quality improvement, professional development, continued competence, lifelong learning, leadership, professional organizations, and employment opportunities in practical nursing. The student is expected to integrate all courses of the program into the preparation for the role of a Licensed Practical Nurse. The course is a theory course that prepares the student for the comprehensive practicum.

*Pre-requisite: NFDN2003*

**NPRT1000 (5 credits)****Nursing Practice I: Continuing Care Practicum**

Nursing Practice I is a five-week clinical practice course in the continuing care setting. This course provides the opportunity to apply Roy's Adaptation Model and the nursing process in providing holistic, high quality nursing care to clients in a continuing care facility.

*Pre-requisites: PSYC1060, PHRM1000, HEAS1000, NFDN1000, NFDN1002, PATH1000*

**NPRT2002 (4 credits)****Nursing Practice II: Acute Care Practicum**

Nursing Practice II is a four-week clinical practice course in the acute care setting. This course provides the opportunity to apply Roy's Adaptation Model and the nursing process to the care of the client and families in acute care medical and surgical settings. The student provides safe quality care through application of medical-surgical skills and techniques. Safety and working within the health care team to assist the client to wellness is a focus. Client and family teaching and discharge planning are important aspects of holistic care.

*Pre-requisite: NPRT1000*

**NPRT2003 (4 credits)****Nursing Practice III: Acute Care Practicum**

Nursing Practice III is a four-week clinical practice course in the acute care setting. This is a continuation of Nursing Practice II. This course provides the opportunity to apply Roy's Adaptation Model and the nursing process to the care of the client and families in acute care settings. Students may have the opportunity to practice on a variety of medical and surgical settings and/or maternity and pediatric units. As well students may have the opportunity to practice in day surgery and out-patient/emergency units. The student provides safe quality care through application of medical-surgical and family nursing skills and techniques. Working within the health care team and collaborating to assist the client and family to wellness is a focus. Client and family teaching and discharge planning are important aspects of holistic care.

*Pre-requisite: NPRT2002*

**NPRT2004 (3 credits)****Nursing Practice IV: Focused Practicum**

Nursing Practice IV is a three-week clinical practice course. Students choose a setting from the following, depending on availability: community nursing, team leading in continuing care, maternity nursing, paediatric nursing, and mental health nursing (acute care or community). The student will observe the role of the nurse and/or mentor and will participate in the care of clients. The course is a preceptored experience and students work under the supervision and mentorship of a professional nurse (LPN, RN, or RPN).

*Co-requisite: NPRT2003, NFDN2005, NFDN2006, NFDN2007*

**NPRT2005 (4 credits)****Nursing Practice V: Comprehensive Practicum**

Nursing Practice V is a four-week clinical practice course. This course gives the student the opportunity to integrate the knowledge, skills, attitudes and critical thinking acquired in the Practical Nurse Program and to enhance his or her understanding of the role of the licensed practical nurse. The student is under the supervision and mentorship of a professional nurse preceptor (LPN or RN) in a clinical area chosen by the student and approved by the PN program. At the end of the course, the student is prepared to assume the practical nurse role as a graduate or beginning practitioner.

*Pre-requisite: Practical Nurse Term 1, 2, 3 & 4 courses (or equivalent)*

**OADM0101 (2 credits)****Keyboarding I**

Students will develop keyboarding skills by completing skill building lessons, drills, and timings. Students must attain a minimum speed of 30 net words per minute with no more than 3 errors on three-minute timings.

**OADM0102 (1 credit)****Employment Documentation**

Students will explore office careers, conduct skill inventories, and create a portfolio. They will also gain experience by participating in a mock interview.

**OADM0103 (4 credits)****Employment Practicum**

All students will be required to complete a four-week work experience practicum to meet the requirements for graduation.

*Pre-requisites: All Office Administration program core courses*

**OADM0104 (2 credits)****Office Procedures I**

Students will study today's business office demonstrating knowledge of time management and the coordination of multiple tasks. Students will acquire effective and efficient skills using a variety of information management systems.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

**OADM0111 (2 credits)**  
**Keyboarding II**

Students will develop advanced keyboarding skills by completing skill building lessons, drills, and timings. Students must attain a minimum speed of 40 net words per minute with no more than five errors on five-minute timings.

*Pre-requisite: OADM0101*

**OADM0114 (2 credits)**  
**Office Procedures II**

Students will learn how to coordinate meetings, conferences and make travel arrangements. Students will learn about the latest equipment utilized in the modern office.

*Pre-requisite: OADM0104*

**OCHS0220 (2 credits)**  
**Worker Safety Awareness Level I**

This course emphasizes the personal side of job safety as it relates to the individual worker on the job.

**OCHS0221 (2 credits)**  
**Worker Safety Awareness Level II**

This course gives an overview of basic safety procedures of some of the common hazards in the oil and gas production facilities.

**OCHS0230 (2 credits)**  
**Workplace Safety Management Level I**

This course considers safety from the legislation and safety management point of view. Examples of topics are: "Incident Reporting and Investigation", "Boilers and Pressure Vessels Act"

**OCHS0231 (2 credits)**  
**Workplace Safety Management Level II**

This course considers safety from the legislation and safety management point of view. Examples of topics are: "Introduction to Hazard and Task Analysis", "Introduction to Safety Audits".

**OTH1998 (3 - 10 credits)**  
**Work Experience 15**

Students develop skills to help them further their personal development, career planning and employability skills through placements in non-classroom worksites.

*Pre-requisite: HCS 3000 recommended (formerly CTR 1010 )*

**OTH1999 (5 credits)**  
**Special Projects 10**

Students pursue instructor-approved activities in which they have considerable ability or interest, and become involved in the selection, planning and organization of these activities.

**OTH2998 (3 - 10 credits)**  
**Work Experience 25**

Students develop skills to help them further their personal development, career planning and employability skills through placements in non-classroom worksites.

*Pre-requisite: HCS 3000 recommended (formerly CTR 1010 )*

**OTH2999 (5 credits)**  
**Special Projects 20**

Students pursue instructor-approved activities in which they have considerable ability or interest, and become involved in the selection, planning and organization of these activities.

**OTH3998 (3 - 10 credits)**  
**Work Experience 35**

Students develop skills to help them further their personal development, career planning and employability skills through placements in non-classroom worksites.

*Pre-requisite: HCS 3000 recommended (formerly CTR 1010 )*

**OTH3999 (5 credits)**  
**Special Projects 30**

Students pursue instructor-approved activities in which they have considerable ability or interest, and become involved in the selection, planning and organization of these activities.

**PATH1000 (3 credits)**  
**Pathophysiology**

This pathophysiology course examines the pathological processes underlying disease and focuses on common disorders in each body system. Disorders related to the systems of the body will be discussed in terms of manifestations, etiology and complications. The diagnosis and medical management of common disorders in each body system is also introduced. This is a theory course.

*Pre-requisite: ANPY1000*

**PED0770 (3 credits)**  
**CALM (Career and Life Management)**

Students will learn to make personal choices, resource choices and career and life choices.

**PEDS2930 (3 credits)**  
**Movement Activities for Children**

Content will be presented in the formats of lecture, discussion, field work and practical involvement. Much of the following content areas will be integrated in presentation, rather than considered separately.

**PERS0200 (3 credits)**  
**Personal Development**

This course introduces the development of soft skills to complement technical/hands-on training.

**PERT0100 (3 credits)****Performance Techniques**

There are three areas of study in this course: First, students will learn techniques that can be used to become a successful student. The second area of study is an introduction to computers and the third area is writing skills.

**PHIL1010 (3 credits)****Introduction to Values and Society**

An introduction to various problems concerning human values and the social world. Through several classic and contemporary readings, the course will familiarize students with philosophical issues including: life; religion; the self; justice; and right and wrong.

**PHIL2500 (3 credits)****Ethics**

This course is an introduction to ethical theory. Topics covered will include deontological or duty based theories, consequentialist or utilitarian theories, emotivism, virtue ethics, ethical relativism, feminist ethics, and religious morality.

*Pre-requisite: PHIL1010*

**PHOI0100 (1 credit)****Photo Interpretation**

Using photos taken from airplanes, students will identify forestry related objects such as tree species. Students will also take physical measurements from the photos using principles of object recognition.

*Pre-requisite: ANPY1000*

**PHRM1000 (3 credits)****Pharmacology: An Introduction to Pharmacology**

This pharmacology course provides the scientific knowledge required for the safe administration of medications. The course focuses on the therapeutic physiological effect of medications in treating clients across the life span. Content includes common classification of drugs and their action, therapeutic effect, routes, side effects and reactions. Common medications are cited for each drug classification. Herbal preparations are also introduced. This is a theory university transfer course.

**POLS1000 (3 credits)****Power, Theory and Process in Liberal Democratic States**

This course provides a general introduction to the themes, concepts and ideas of political science through an examination of the nature and processes of power. Students will develop an appreciation of the unique character of political power by studying the ideological and institutional evolution of the liberal democratic states of Canada, the United States of America and the United Kingdom.

**POLS1010 (3 credits)****Canadian Politics: Institutions and Issues**

This course explores the development of Canadian political institutions and issues. The student will come to understand contemporary Canadian politics by examining the evolution of federalism, the Constitution, parliament, Aboriginal and minority rights, the welfare state, multiculturalism, and other topics. The course focuses on learning critical thinking and writing skills by testing normative and empirical theories against Canadian historical and contemporary evidence.

**POLS1200 (3 credits)****Introduction to Aboriginal Politics and Government**

This course provides a general introduction to the history, themes and issues related to Aboriginal politics and government in Canada. The student will examine contemporary events through an understanding of the history and evolution of Aboriginal political institutions; and their changing relationship with Canadian law, government and politics.

**POLS2010 (3 credits)****Building the New World Order: International Relations after the Cold War**

At the end of the Cold War, the former balance of power disappeared and a new period in international relations began. Since the “new world order” is still developing, the nature, security and permanence of this new era remain unclear and controversial. In this course, students will examine the history and theory of international relations with the purpose of applying this knowledge to contemporary global politics.

*Pre-requisites: POLS1000, POLS1010 or permission of the instructor*

**POLS2120 (3 credits)****Ethics and Politics**

This course explores various difficult moral issues from a combined ethical and political perspective. The context of the issues and the theories and arguments involved in them will be examined. The student will finish the course with a basic knowledge of ethical and political theory and their practical application.

*Pre-requisites: POLS1000, POLS1010 or permission of the instructor*

**PSYC1040 (3 credits)****Basic Psychological Processes**

This course, in combination with PSYC1050, is intended to provide a general introduction to the complex field of psychology. The content is designed to provide an understanding of basic psychological concepts and process, as well as familiarize the student with terminology used in the psychological field. Students who have credit in PSYC1060 cannot also receive credit for this course.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **PSYC1050 (3 credits)** **Individual and Social Behaviour**

PSYC1050 is an extension of PSYC1040. It is intended to provide a general introduction to the complex field of psychology. The content is designed to provide an understanding of basic psychological concepts and process, as well as familiarize the student with terminology used in the psychological field. Students who have credit in PSYC1060 cannot also receive credit for this course.

*Pre-requisite: PSYC1040 or equivalent with permission of the instructor*

### **PSYC1060 (3 credits)** **Psychology for the Health Care Professional**

This course is an introduction to the terminology, concepts, questions, theories, and empirical data that make up the field of psychology and are pertinent to the health care professional. Areas to be explored include research, consciousness, learning, memory, language, intelligence, human development, personality, health psychology, psychological disorders, and social behaviour. Emphasis is placed on human development and learning theory. Students in this course are expected to go beyond the mere acquisition of facts to critically review their own beliefs about human behaviour through the lens of scientific research and evidence, and to consider the impact on society and the applications for day-to-day-living and professional practice. Students who have credit in Psychology 1040 and Psychology 1050 cannot also receive credit for this course.

### **PSYC2010 (3 credits)** **Developmental Psychology: Life Span**

This course is designed to survey the major theories of development and allow students the opportunity to discover and learn about the role these theories play in helping to explain human behaviour and development. Topics will include research methods, theories of development and major theorists, prenatal development, development of infants, children, adolescents, adults, and the elderly and current issues and controversies in the field of development psychology.

*An introductory psychology course or equivalent with permission of the instructor*

### **PSYC2230 (3 credits)** **Developmental Psychology**

This developmental psychology course includes biological, cognitive and social aspects of psychological development, and focuses on development during infancy, childhood and adolescence. This course is appropriate for students with psychology, education or social work major (or any major in the helping professions) as it informs them about the psychological research and thinking into the developmental process.

*Pre-requisites: PSYC1040 and PSYC1050 or equivalent with permission of the instructor*

### **PSYC2330 (3 credits)** **Personality**

This course introduces the student to the psychological study of personality. It covers the major theoretical approaches to the study of human personality, including Psychoanalytic, Neoanalytic, Biological, Behaviourist, Cognitive, Trait, and Humanistic-Existential approaches, and encourages an evaluation of these approaches in the light of relevant empirical research.

*Pre-requisites: PSYC1040 and PSYC1050 or equivalent with permission of the instructor*

### **PSYC2410 (3 credits)** **Social Psychology**

This course introduces the student to a survey of the essential concepts in social psychology and to some classic and contemporary research in the field. It explores the phenomenon of social influence and social behaviour with an in-depth look at attitudes and attitude change, conformity, group processes, prejudice, prosocial behaviour, aggression, and interpersonal attraction. By exploring and understanding the social context of human behaviour students will have more insight into how to impact their environments.

*Pre-requisites: Psychology 1040 and 1050.*

### **PTOP0250 (4 credits)** **Production Field Operations Level A**

Level A gives an introduction to the oilfield, the origins of hydrocarbon deposits, safety topics, flow diagrams and field operations.

### **PTOP0260 (4 credits)** **Production Field Operations Level B**

Level B focuses on gas compression, prime movers, pumps and valves.

### **PTOP0270 (4 credits)** **Production Field Operations Level C**

Level C goes further into gas processing including sweetening processes, dehydration and fractionation.

### **PTOP0280 (4 credits)** **Production Field Operations Level D**

Level D gives an overview of hydrocarbon treating, electricity, instrumentation and corrosion.

### **PTOP0400 (5 credits)** **Oilfield Operator Work Practicum**

Trainees will work at an oil and gas producing facility with a cooperating employer on a ride-along basis. At the employer's discretion they will be involved in performing entry-level operation tasks.

*Pre-requisites: WHMIS, FA, TDG & H2S Alive*

**PWEN0202 (17.5 credits)****Power Engineering 4th Class Part A**

Prepare for the Alberta Boilers Safety Association (ABSA) 4th Class Engineer's Examination. Covers: basic principles of mathematics, mechanics, thermodynamics, electricity, boiler construction, combustion, controls, instrumentation, boiler and auxiliaries and prime movers. Scientific calculator required.

*Note: Students must complete both Parts A and B in order to write the ABSA exams.*

**PWEN0203 (18.5 credits)****Power Engineering 4th Class Part B**

Prepare for the ABSA 4th Class Engineer's Examination. Covers: basic principles of mathematics, mechanics, thermodynamics, electricity, boiler construction, combustion, controls, instrumentation, boiler and auxiliaries and prime movers.

*Note: Students must complete both Parts A and B in order to write the ABSA exams.*

**PWEN0225 (Southern Alberta Institute of Technology)****Power Engineering 4th Class Lab**

The Power Engineering 4th Class lab is a 5 week hands on training session offer by the SAIT (Calgary campus) Energy Department. This course is considered by the Alberta Boiler Safety Association as meeting the firing time requirement for 4th Class Power Engineer designation.

*Pre-requisites: 4th Class Part A & B*

**PWEN0230 (5 credits)****Power Engineering 4th Class Practicum**

Students will get an orientation from the work placement. Student will get 160 hours of working with and around boilers/heating units in a steam plant. With prior approval of ABSA, the time can be credited towards the requirements as outlined in the Engineers' Regulations of the Alberta Safety Codes Act. The student must work with the program advisor to seek ABSA approval. Once approved, it is the Student's responsibility to provide an AB-66 Form from the ABSA web site to be signed by the Chief Engineer - failure to do so may mean uncredited hours.

*Pre-requisites: Part A or B TDG & WHMIS (& H2S - if practicum is in oilfield)*

**PWEN0350 (16 credits)****Power Engineering 3rd Class Part A**

Power Engineering 3rd Class is a program of study, designed for training individuals for the safe and efficient operation of industrial boilers and auxiliary equipment up to 15,000 kW. The course is based on the SOPEEC (Standardization for Power Engineering Examination Committee) syllabus for 3rd Class Part A and includes the following topics: Applied Math, Applied Science, Industrial Legislation and Codes, Fuels and Combustion, Piping, Electrotechnology, Control Instrumentation, Industrial Safety and Fire Protection.

**PWEN0360 (16 credits)****Power Engineering 3rd Class Part B**

Power Engineering 3rd Class is a program of study, designed for training individuals for the safe and efficient operation of industrial boilers and auxiliary equipment up to 15,000 kW. The course is based on the SOPEEC (Standardization for Power Engineering Examination Committee) syllabus for 3rd Class Part A and includes the following topics: Boilers, Boiler Control Systems, Feedwater Treatment, Pumps, Welding Procedures and Inspection, Pressure Vessels, Prime Movers, Cogeneration, Pressure Vessels, Refrigeration, Waste Water Treatment, Plant Maintenance and Administration.

**PWEN0500 (16 credits)****Power Engineering 5th Class**

Power Engineering 5th Class is a program of study, designed for training individuals for the safe and efficient operation of industrial boilers and auxiliary equipment up to 3000 kW. The course is based on the SOPEEC (Standardization for Power Engineering Examination Committee) syllabus for 5th Class and includes the following topics: an introduction to the relevant acts and codes, applied science, safety, welding and plumbing, pumps, piping and valves, details of boiler construction and fittings, fuels and combustion, boiler controls, boiler operation, maintenance and water treatment, building heating and air conditioning systems.

**RCFT0100 (0.5 credits)****Radio Operations**

Upon successful completion of this course students will obtain a Restricted Radiotelephone Operators' (Aeronautical) Certificate from the Department of Industry Canada. Also covered is proper use and maintenance of various types of mobile radios used in the forest industry.

**REGN0100 (2 credits)****Regeneration Survey**

It is here that procedures and techniques to properly conduct a regeneration survey in Alberta will be taught. Topics include the purpose, standards for each survey, field procedures, office compilation and survey submission. On successful completion of the course, students will be certified through Sustainable Resource Development as a regeneration surveyor.

**ROCL0100 (3 credits)****Road & Cutblock Layout**

The theory and practice of properly laying out a cutblock or road in the field when given a design map is taught in this course. Students will learn when changes to the design should be made and how to document them. Blocks must be traversed using GPS.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### SA001 (0.3 credits)

#### Transportation of Dangerous Goods (TDG)

This course is for any person involved in the transportation industry. Learn the regulations related to offering, handling and transporting of dangerous goods by ground. Specifically learn about loading, segregating, documenting, placarding and spill reporting. Upon satisfactory completion, students will earn a certificate which will be valid for three years.

### SA002 (0.3 credits)

#### Workplace Hazardous Materials Information System (WHMIS)

Learn to interpret labels and Material Safety Data Sheets in order to determine safe procedures to handle, store, use and/or dispose of materials. Upon satisfactory completion, students earn a certificate which is recognized by industry.

### SA004 (0.5 credits)

#### H2S Alive

This course is for those who work in the oil and gas industry or wherever H2S may be encountered. Topics include the properties and location of H2S, scales and response strategies, detector tube devices and electronic monitors. Certificates through Enform are valid for 3 years.

### SA005 (0.5 credits)

#### All Terrain Vehicle Safety

This is the Alberta Safety Council's All Terrain Vehicle Rider Course, and includes the following elements: Risk Awareness, personal protective equipment, starting to ride, knowing your vehicle, safe riding practices and strategies, riding on hills and varying terrain, transporting materials, winching, attachments and transporting an ATV. Upon successful completion, you will be certified as an ATV rider by Alberta Safety Council, which is a requirement of many employers in both the forest and petroleum industries.

### SA010 (0.8 credits)

#### Leadership, Health & Safety

This course helps forest industry workers take a personal leadership role when they develop, set up, and improve health and safety within their areas of authority and responsibility. This course was produced in partnership by Alberta Forest Products Association, Alberta Workforce Essential Skills Committee, Northern Lakes College, NorQuest College, Office of Learning Technologies (HRDC), Alberta Human Resources and Employment and Christie Communications.

### SA044 (0.5 credits)

#### Bear Awareness

The Alberta Safety Council certified course covers how to identify bears and how to avoid bear problems.

### SA065 (1.6 credits)

#### Chainsaw Safety (PITS and/or AWTA)

Learn proper procedures for bucking, de-limbing, notching trees and saw maintenance. Upon successful completion of this course the student should gain certification through the Alberta Woodland Trainers Association.

### SCAL0100 (2 credits)

#### Scaling

This course prepares a person to scale timber (the measurement of trees after being harvested) in Alberta. Successful completion of this course will result in an Alberta Scalers Permit issued from the Department of Sustainable Resource Development. This permit is required if you are going to scale within the province of Alberta. The course will cover the procedures and standards for Cubic Meter Scale (Log Scaling), Weigh Scaling, Cube Scaling, Tree Length Scaling, and Stacked Wood Scaling.

### SCN1270 (5 credits)

#### Science 10

Students will study energy and matter in chemical change, energy flow in technological systems, cycling of matter in living systems and energy flow in global systems.

*Pre-requisites: Science 9 or BEL Science 301 and co-enrol in Applied or Pure Math 10*

### SCN1288 (5 credits)

#### Science 14

Students will investigate properties of matter, understand energy transfer technologies and investigate matter and energy in living systems and in the environment.

*Pre-requisite: BEL Science 301*

### SCN2231 (5 credits)

#### Biology 20

Students will study energy and matter exchange in the biosphere, ecosystems and population change, photosynthesis and cellular respiration, and human systems.

*Pre-requisites: 65% in Science 10 and Pure or Applied Math 10 recommended*

### SCN2288 (5 credits)

#### Science 24

Students will study applications of matter and chemical change, common energy conversion systems, disease defence and human health, and motion, change and transportation safety.

### SCN2796 (5 credits)

#### Chemistry 20

Students will study the diversity of matter and chemical bonding, forms of matter - gases, matter as solutions, acids and bases, and quantitative relationships in chemical changes.

*Pre-requisites: 65% in Science 10 and Pure Math 10 or Applied Math 10 recommended*

**SCN2797 (5 credits)****Physics 20**

Students will study kinematics, dynamics, circular motion and work and energy, and oscillatory motion and mechanical waves.

*Pre-requisites: 65% in Science 10 and Pure Math 10 or Applied Math 10 recommended*

**SCN3230 (5 credits)****Biology 30**

Students will study nervous and endocrine systems, reproduction and development, cell division, genetics and molecular biology, and population and community dynamics.

*Pre-requisites: 65% in Biology 20 and Pure Math 10 or Applied Math 10 recommended*

**SCN3796 (5 credits)****Chemistry 30**

Students will study thermochemical changes, electrochemical changes, chemical changes of organic compounds, and chemical equilibrium focusing on acid-base systems.

*Pre-requisites: 65% in Chemistry 20 and Pure Math 20 or Applied Math 20 recommended*

**SCN3797 (5 credits)****Physics 30**

Students will study momentum and impulse, forces and fields, electromagnetic radiation and atomic physics.

*Pre-requisites: 65% in Physics 20 and Pure Math 20 or Applied Math 20 recommended*

**SLLM0001 (Non-credit)****Life Management Training**

This course includes training in the skills necessary to do complex problem solving in the business of managing life, learning and work. Through a series of stimulus, evocation, objective inquiry, skill application and evaluation students can experience and often reach specified behavioural changes that help them achieve desired goals in their lives. The series of themes in the competency outcomes are: taking responsibility for self, making a commitment, preparing a workable financial plan, utilizing supports, managing time, setting goals, communicating effectively and managing change.

**SOCI1000 (3 credits)****An Introduction to the Study of Society**

This course introduces students to sociology through the study of their own social relations, community and society. It prepares students for advanced courses in the discipline by introducing the classical theoretical models. The concepts of culture, socialization, stratification, deviance and social change are dealt with. There will be an overview of the institutions of Canadian society, such as family, politics, economy, ethnicity, education, religion.

**SOCI2240 (3 credits)****Deviance and Conformity**

This course introduces students to the processes involved in defining deviance and factors that influence conformity and change. Topics covered include sexuality, alcoholism, drug use, and some mental and physical disabilities and public reaction to those behaviours.

*Pre-requisite: SOCI1000 recommended*

**SOCI2710 (3 credits)****Sociology of the Family**

This course offers an introduction to the study of families from a sociological perspective. It is designed to accommodate both students with an academic interest in the field and those preparing for a career in family-related work.

*Pre-requisite: SOCI1000 recommended*

**SOCI2750 (3 credits)****Introduction to the Study of Older People in Society**

This course encompasses a range of theories and methods used in gerontology, and endeavours to expose students to current realities of aging Canadians. We examine the social processes of aging, as well as the institutions involved; family, work, housing, health care and recreation. The textbook will be supplemented with general material about Aboriginal elders, and a view of issues and programs in local communities.

*Pre-requisite: SOCI1000 recommended*

**SOWK1010 (3 credits)****Social Work Foundations**

This is the introductory course in social work. The history of social work and its evolution as a profession are discussed as background to understanding current roles and social work practice. Student's beliefs and values and their relationship to the profession are examined. The course introduces the student to concepts of social policy, political structures, social issues, and practice with diverse client groups. It introduces the overarching concepts of multicultural practice from an anti-oppressive framework.

**SOWK1015 (2 credits)****Social Work Practicum I**

This eighty hour practical experience introduces the student to the role of the social worker in a practice setting. The selected agency will be the practice setting in which the student will continue to be placed in the second field placement. This field placement focuses on orientating the student to the agency setting, its policies and procedures, type of clients and roles of social workers. The field placement is an observational experience with a related integration seminar. A learning portfolio will be developed in conjunction with the seminar.

*Co-requisite or Pre-requisite: SOWK1010, SOWK1020*

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **SOWK1020 (5 credits)**

#### **The Helping Process**

This course focuses on the helping process as the essence of social work practice. The helping process is taught within the context of multicultural practice. The process of helping is addressed through examining the qualities and values of the helper. Communication theory, techniques and interviewing skills are introduced as the tools for establishing social worker-client relationships. The student will apply theory and skills to case studies and role plays.

### **SOWK1025 (7 credits)**

#### **Social Work Practicum II**

This 280 hour field placement requires the student to apply previously learned concepts of social work practice with a client in a field placement setting. The selected practice setting is the same setting as the student was oriented to in Practicum I. The focus is on the demonstration of knowledge and application of social work interviewing and assessment skills at a beginning level. Seminars provide students with the opportunity to reflect on and integrate their field placement experience with classroom learning.

*Pre-requisite:* SOWK1010, SOWK1015, SOWK1020

*Co-requisite or Pre-requisite:* SOWK1030, SOWK1040

### **SOWK1030 (3 credits)**

#### **Social Work Assessment**

This course builds on the theory and practice skills introduced in the first term of the program. It integrates the use of communication and interviewing skills with theoretical models and concepts to provide a framework for assessment. Students will learn a systematic approach to effectively assess and intervene with clients. Knowledge of various models and skills will be enhanced through experiential learning. Students will be encouraged to use their own cultural background and life experiences in applying the content of the course.

*Pre-requisites:* SOWK1010, SOWK1020, SOWK 1015

### **SOWK1040 (3 credits)**

#### **Models and Practice from an Anti-Oppressive Perspective**

Models and approaches to social work practice are introduced in this course. Concepts reflecting oppression and oppressed populations will be examined from a historical and current perspective. Students will learn how oppression has affected clients, families and communities. The role of the social worker as a promoter of anti-oppressive practices is a major focus of the course. Students will use self-reflection and sharing of own experiences to learn strategies to promote anti-oppressive policy and practice.

*Pre-requisites:* SOWK1010, SOWK1020, SOWK 1015

### **SOWK2010 (3 credits)**

#### **Social Work with Communities and Organizations**

Macro level practice constitutes one of the broad structural pillars of the social work profession. This course will examine the theory and definitions of community, community organization, community development and organizational structure. Issues pertaining to power and its importance in communities and organizations will be explored. Models of intervention and strategies for change will be applied to diverse situations. The multiple roles of the social worker in community and organizational practice will be studied. Students will apply principles of community work to own experiences.

*Pre-requisites:* SOWK1010, SOWK1015, SOWK1020, SOWK1030, SOWK1040, SOWK 1025

### **SOWK2015 (2 credits)**

#### **Social Work Practicum III**

This 80 hour field placement provides the student with the opportunity to apply previously learned knowledge, skills and values of social work to client groups in a selected practice setting. The same agency will be used for both field placements in second year. This field placement focuses on gaining further competency in practice; broadening the focus when possible to include work with families, groups and communities. Seminars will provide students with the opportunity to reflect and integrate their field placement experience with classroom learning.

*Pre-requisites:* SOWK 1010, SOWK1015, SOWK1020, SOWK1025, SOWK1030, SOWK1040

*Co-requisites or Pre-requisites:* SOWK2010, SOWK2020, SOWK2030

### **SOWK2020 (3 credits)**

#### **Social Work with Groups**

This course focuses on the process and dynamics of group work in social work practice. The theoretical underpinnings of group work are explored with an emphasis on skill development. Focus will be on assisting students to identify values and practices in group work that differ across cultures. A variety of group types, phases of group development, techniques, and leadership qualities will be examined. Students will apply concepts of group work in the classroom with opportunities to practice and observe groups.

*Pre-requisites:* SOWK 1010, SOWK1015, SOWK1020, SOWK1030, SOWK1040, SOWK1025

### **SOWK2025 (7 credits)** **Social Work Practicum IV**

This 280 hour field placement is a comprehensive practical experience in which the student applies previously learned theory and practice to work with individuals, families, groups, communities and/or organizations. The student will continue their field placement in the same agency setting as SOWK 2015. The focus is on the student's ability to demonstrate competency in preparation for entry to Social Work practice. Seminars will provide students with the opportunity to reflect and integrate their field placement experience with classroom learning.

*Pre-requisites:* SOWK 1010, SOWK1015, SOWK1020, SOWK1025, SOWK1030, SOWK1040, SOWK2010, SOWK2015, SOWK2020, SOWK2030, SOWK2040, SOWK2050, SOWK2060, SOWK2070

### **SOWK2030 (3 credits)** **Social Work with Families**

This is an introductory course in understanding and working with families. Families will be examined as both a unique social institution and from the student's own personal experience. From a multicultural perspective, issues and trends in families will be considered. Students will explore the historical evolution of family roles, functions, characteristics and purposes. The role of the social worker in assessing, intervening and supporting the family across the lifespan is a focus.

*Pre-requisites:* SOWK1010, SOWK1015, SOWK1020, SOWK1030, SOWK1040, SOWK 1025

### **SOWK2040 (3 credits)** **Social Policy**

This course provides knowledge and understanding of social policy and its relationship and impact on social work. Social policy concepts are discussed and then applied to a variety of Canadian policy issues and societal trends. The benefits and disadvantages of various social policies will be examined from the perspective of consumer groups. Students will be encouraged to raise issues and examples from own experience and to examine these in view of historical and current political realities.

*Pre-requisites:* SOWK1010, SOWK1015, SOWK1020, SOWK1025, SOWK1030, SOWK1040, SOWK2010, SOWK2020, SOWK2030, SOWK2015

### **SOWK2050 (3 credits)** **Mental Health: A Multicultural Perspective**

The course approaches mental health from a holistic and multi-cultural practice perspective. It examines the continuum from mental health to mental illness. It will introduce students to the concepts and issues related to this field and examine them from a traditional medical model of illness and non-traditional cultural practices. Common mental health disorders will be explored. The social worker's role as a member of an interdisciplinary team is presented. Students will examine their own preconceptions and values about mental health.

*Pre-requisites:* SOWK1010, SOWK1015, SOWK1020, SOWK1025, SOWK1030, SOWK1040, SOWK2010, SOWK2020, SOWK2030, SOWK2015

### **SOWK2060 (3 credits)** **Violence and Addictions: Issues in Social Work Practice**

This course takes an in-depth look at two common abuse situations within today's families- violence and addictions. An understanding of the cycle of violence and its impact on individuals, families and communities will be explored. Addictive substances and behaviours will be identified. Issues of power and control will be examined as critical elements to understanding violence. Students will examine how these issues impact diverse communities. Resources and strategies for intervention and prevention will be explored.

*Pre-requisites:* SOWK1010, SOWK1015, SOWK1020, SOWK1025, SOWK1030, SOWK1040, SOWK2010, SOWK2020, SOWK2030, SOWK2015

### **SOWK2070 (3 credits)** **Current Selected Issues in Social Work**

This course will address current themes and issues relevant to social work practice and of interest to the learner. Themes and issues will be examined from the viewpoint of our culturally diverse communities. Using selected topics, students will carry out an in-depth study of the issue and its relevance to social work practice. Policy implications will be examined. Students will be encouraged to apply their own cultural experience and background in understanding the issues.

*Pre-requisites:* SOWK1010, SOWK1015, SOWK1020, SOWK1025, SOWK1030, SOWK1040, SOWK2010, SOWK2020, SOWK2030, SOWK 2015

### **SPFN0100 (3 credits)** **Sterile Processing Foundations I: Introduction to Anatomy & Physiology, Microbiology and Infection Control**

Knowledge of microbiology and infection control is essential to the role of a Medical Device Reprocessing Technician. This course contains basic information on working as a member of the health care team, medical terminology, anatomy & physiology, microbiology including type and function of microorganisms, pathogens, and the risk some microorganisms pose to humans. Also included is prevention and control of infection, basic hygiene, personal protection and other common infection control procedures used in the Medical Device Reprocessing Department.

### **SPFN0110 (2 credits)** **Sterile Processing Foundations II: Introduction to Sterile Processing**

This course introduces the student to sterile processing and the Medical Device Reprocessing Department. Emphasis is on the role of the Medical Device Reprocessing Technician, reporting, documentation, following Canadian legalities, standards and regulations, providing quality client centered service, safety and quality assurance. This course is the foundation on which further sterile processing courses are built.

*Pre-requisite:* SPFN0100

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **SPFN0120 (4 credits)**

#### **Sterile Processing Foundations III: Decontamination**

Decontamination is the first step in the reprocessing cycle and one of the core functions of the Medical Device Reprocessing Department. In this course, decontamination of patient care equipment and surgical instruments will be examined according to Canadian standards.

*Pre-requisite: SPFN0100, SPFN0110*

### **SPFN0130 (3 credits)**

#### **Sterile Processing Foundations IV: Instrumentation, Assembly and Packaging**

Surgical instruments may be as simple as a pair of scissors or as complex as power tools and endoscopes. Knowledge of instruments and how to care for them is critical in ensuring safe client care in a health agency. This course provides information on common types of instruments handled in the Medical Device Reprocessing Department. Students will also learn how items are assembled and packaged in preparation for sterilization.

*Pre-requisites: SPFN0100, SPFN0110, SPFN0120*

### **SPFN0140 (4 credits)**

#### **Sterile Processing Foundations V: Sterilization, Storage and Distribution**

Once items have been decontaminated and packaged, the next steps in the sterile processing cycle are sterilization, storage and distribution. Following CSA Standards, emphasis is on steam, low temperature/chemical and flash sterilization. Students will also learn how items that have been sterilized are stored and distributed for use.

*Pre-requisites: SPFN0100 SPFN0110, SPFN0120, SPFN0130*

### **SPRT0100 (4 credits)**

#### **Sterile Processing Program Practicum**

This course gives the student the opportunity to solidify learned knowledge, theory and skills in sterile processing within a health care setting. The student will gain experience working as a team member in a Medical Device Processing Department in the preceptor-led practicum fulltime for four weeks to complete their practicum requirements. The student has an option to request an additional 160 hours of practicum experience.

*Pre-requisites: HCOM0100, SPFN0100, SPFN0110, SPFN0120, SPFN0130, SPFN0140*

### **SSN1154 (5 credits)**

#### **Aboriginal Studies 10**

Students will study the origin and settlement patterns, worldviews, political and economic organization, and symbolism and expression of Canada's Aboriginal populations.

### **SSN2154 (5 credits)**

#### **Aboriginal Studies 20**

Students will study four main themes: The Metis - Conflict and Cultural Change; Treaties and Cultural Change; Legislation, Policies and Cultural Change; and Schooling and Cultural Change.

*Pre-requisite: Aboriginal Studies 10 recommended*

### **SSN3154 (5 credits)**

#### **Aboriginal Studies 30**

Students will study four main themes: Aboriginal Rights and Self-government; Aboriginal Land Claims; Aboriginal Peoples in Canadian Society; and Aboriginal World Issues.

*Pre-requisite: Aboriginal Studies 20 recommended*

### **SST1771 (5 credits)**

#### **Social Studies 10-1**

Students will explore multiple perspectives on the origins of globalization and the local, national and international impacts of globalization on lands, cultures, economies, human rights and quality of life. Students will examine the relationships among globalization, citizenship and identity to enhance skills for citizenship in a globalizing world. The infusion of multiple perspectives will allow students to examine the effects of globalization on peoples in Canada and throughout the world, including the impact on Aboriginal and Francophone communities.

*Pre-requisites: English Language Arts 9 or BEL Communications 301 and co-enrol in English 10-1 recommended*

### **SST1772 (5 credits)**

#### **Social Studies 10-2**

Students will explore historical perspectives of globalization as well as the effects of globalization on lands, cultures, human rights and quality of life. Students will explore the relationships among globalization, citizenship and identity. The infusion of multiple perspectives will allow students to examine the effects of globalization on peoples in Canada and other locations, including the impact on Aboriginal and Francophone communities. Students will develop skills to respond to issues emerging in an increasingly globalized world.

*Pre-requisites: English Language Arts 9 or BEL Communications 301 & co-enrol in English 10-2 recommended*

### **SST2771 (5 credits)**

#### **Social Studies 20-1**

Students will explore the complexities of nationalism in Canadian and international contexts. They will study the origins of nationalism and the influence of nationalism on regional, international and global relations. The infusion of multiple perspectives will allow students to develop understandings of nationalism and how nationalism contributes to the citizenship and identities of peoples in Canada.

*Pre-requisites: Social Studies 10-1, English 10-1 & co-enrol in English 20-1 recommended*

**SST2772 (5 credits)****Social Studies 20-2**

Students will examine historical and contemporary understandings of nationalism in Canada and the world. They will explore the origins of nationalism as well as the impacts of nationalism on individuals and communities in Canada and other locations. Examples of nationalism, ultranationalism, supranationalism and internationalism will be examined from multiple perspectives. Students will develop personal and civic responses to emergent issues related to nationalism.

*Pre-requisites: Social Studies 10-1 or 10-2, English 10-2 & co-enrol in English 20-2 recommended*

**SST3771 (5 credits)****Social Studies 30-1**

Students will explore the origins and complexities of ideologies and examine multiple perspectives regarding the principles of classical and modern liberalism. An analysis of various political and economic systems will allow students to assess the viability of the principles of liberalism. Developing understandings of the roles and responsibilities associated with citizenship will encourage students to respond to emergent global issues.

*Pre-requisites: Social Studies 20-1, English 20-1 & co-enrol in English 30-1 recommended*

**SST3772 (5 credits)****Social Studies 30-2**

Students will examine the origins, values and components of competing ideologies. They will explore multiple perspectives regarding relationships among individualism, liberalism, common good and collectivism. An examination of various political and economic systems will allow students to determine the viability of the values of liberalism. Developing understandings of the roles and responsibilities associated with citizenship will encourage students to respond to emergent global issues.

*Pre-requisites: Social Studies 20-2, English 20-2 & co-enrol in English 30-2 recommended*

**STAT1410 (3 credits)****Introduction to Statistics**

This introductory statistics course is designed to introduce students to the basic principles of statistical analysis. In addition to learning how to organize and present statistical data, the course will include probability theory and probability distributions, estimation of population parameters from sample data, hypothesis testing and bivariate analysis.

**SURV0100 (2 credits)****Levelling and Grading**

This course covers note keeping and reduction of differential level loops and runs; Calculation of cuts and fills on constant and sloping grades; cross section notes; and Slope Taking.

**SURV0101 (2 credits)****Angles and Azimuths**

This course covers calculations with angles (longhand and calculator); concepts of azimuth and bearing; calculations with angles and azimuths; and calculations of bearings on both open and closed traverses.

**SURV0102 (2 credits)****Measuring and Calculating**

This course covers linear conversions (feet, metres and chains); indices and 'scientific notation'; chainage corrections; equations and formulas; Pythagoras Theorem; introduction to coordinates; distance between known points; and electronic distance measurement reduction.

**SURV0103 (2 credits)****Survey & Mapping Systems**

This course is an introduction to the Dominion Land Survey Manual (DLS) system; Meridians, townships and ranges; Monumentation in the 3rd system of survey; Township plans and 'unsurveyed territory'; Introduction to the universal transverse mercators (U.T.M.) and three degree transverse mercators systems; Control networks and monumentation.

**SURV0104 (2 credits)****Basic Trigonometry and Applications**

This course covers the trigonometric ratios and the solution of right angled triangles; use of trigonometry in calculations involving intersections, offset lines and trial lines; and trigonometry ratios of angles greater than 90°.

*Pre-requisites: SURV0101, SURV0102*

**SURV0105 (2 credits)****Traverse and Inverse Calculations**

This course teaches calculation of rectangular coordinates ('traversing') and the bearing and distance between them ('inversing'); Survey plan reading and calculations involving survey plans; Right angled intersections; Bearing rotation; Closed traverses - error of closure, precision and 'compass rule' adjustment.

*Pre-requisites: SURV0103, SURV0104*

**SURV0106 (2 credits)****Boundary Surveys**

This course covers the principles of legal re-establishment, including 'hierarchy of evidence' and proportioning; Re-establishment in the '3rd System of Survey' including the correct use of witness monuments; Lot surveys and 'Real Property Reports'.

*Pre-requisite: SURV0105*

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **SURV0109 (2 credits)**

#### **Oilfield Surveys**

This optional course introduces the student to the calculations and regulations involved in pipeline and well site surveys in Alberta and to the grid areas used in oilfield surveys in the N.W.T. and other areas of Canada.

*Pre-requisite: SURV0118*

### **SURV0110 (2 credits)**

#### **Areas and Volumes**

This optional course involves areas of land: Units of area; Area of rectangle, triangle and trapezoid; Area of 'Right of Way'; Area of closed traverse (by Double Meridian Distance method); Area of parcels of land; Area under a curve; Volume of Earthwork: Review of fieldwork requirements; and Calculation of volumes by 'Average End Area' method.

*Pre-requisite: SURV0118*

### **SURV0111 (2 credits)**

#### **GPS for Surveyors**

Global Positioning Systems (GPS) play an important role in surveying today. This course will introduce students to basic theory of how GPS systems work and the errors that can be expected with GPS systems. Students will be introduced to methods to check the quality of field measurement, how to correct errors and what is generally expected for documentation. The course also outlines when GPS should be used and when it is advisable to revert to conventional survey methods.

### **SURV0117 (2 credits)**

#### **Curve Calculations**

This course addresses the geometry of the circle, with particular reference to calculating arcs, chords and sub-tangents, calculating coordinates on simple and compound curves, curve layout, reestablishment of, and posting on, an existing curve, and curves on railway right-of-way plans.

*Pre-requisite: SURV0106*

### **SURV0118 (2 credits)**

#### **Intersections**

This course focuses on trigonometry- 'sine' and 'cosine' laws, use of the 'sine law' for calculating 'bearing-bearing' intersections plus quartering a section. 'curve-line' and 'curve-curve' intersections are also introduced.

*Pre-requisite: SURV0117*

### **TAST0100 (2 credits)**

#### **Roles and Responsibilities**

This course will focus on the duties and responsibilities of the teacher assistant within the school setting. This course focuses on the skills and attitudes needed by paraprofessionals to effectively support children and teachers in diverse educational environments. Students will examine professional ethics, procedural guidelines, and their own educational beliefs. Emphasis will be placed on developing an understanding of the role of the teacher assistant which includes developing a personal philosophy of education; learning to create a positive and stimulating learning environment; developing an awareness and sensitivity to cultural diversity; learning to implement individual educational program plans under teacher supervision; and developing the necessary skills to provide the flexibility needed in the teacher assistant role.

### **TAST0102 (3 credits)**

#### **Effectively Managing Student Behaviour in Educational Settings**

Children learn best when their self-esteem is healthy and the educational expectations are clear. This course will focus on developing an understanding of the classroom as a dynamic learning environment in which the teacher assistant is an essential part; a philosophy of discipline that forms a basis for dealing effectively with children experiencing behavioural difficulties; and strategies and practical approaches for classroom management. Methods of pupil supervision; proactive approaches to discipline with an emphasis on problems solving and effective interventions; strategies for dealing with inappropriate confrontational behaviour in a productive life enhancing way; and observation and documentation of student actions in behavioural terms will also be included. As well, students may have the opportunity to attend the Nonviolent Crisis Intervention Workshop.

### **TAST0105 (3 credits)**

#### **Language Development and Instructional Strategies**

Through a blend of theory and practice, this course provides an overview of the Alberta Language Learning curriculum. Particular attention will be paid to ways in which the teacher assistant may support effective implementation of this program by adapting curricula to meet the learning styles and needs of individual children. Course emphasis is on providing a variety of practical strategies that can be transferred to classrooms.

### **TAST0106 (3 credits)**

#### **Math Development and Instructional Strategies**

Through a blend of theory and practice, this course provides an overview of the Canadian Western Protocol Math curriculum. Particular attention will be paid to ways in which the teacher assistant may support effective implementation of this program by adapting curricula to meet the learning styles and needs of individual children. Course emphasis is on providing a variety of practical strategies that can be transferred to classrooms.

**TAST0108 (4 credits)****Working with Students with Exceptionalities - Level I**

Inclusion has led to the full integration of children with exceptionalities into many schools. This, in turn, has created a greater need for individuals with special training. This course examines the philosophy and educational concepts associated with inclusion. Students will have opportunity to develop in-depth knowledge of strategies and interventions in the field of special education, and examine the use and application of Assistive Technology. The course will also focus on the effects of medications on behaviour and learning, as well as the recognition and appropriate responses to many common health issues within inclusive classrooms and early learning environments.

**TAST0109 (2 credits)****Practicum I**

The practicum experience provides the opportunity for students to meld theory with practice and refine their skills as teacher assistants. Through facilitated group discussion and participation, students will also have the opportunity to link the classroom learning with field-related experiences and issues. Students with experience in the classroom may apply for advanced placement for this practicum.

**TAST0118 (4 credits)****Working with Students with Exceptionalities - Level II**

Inclusion of children with special needs into many regular classrooms has created the need for special training of teacher assistants and early childhood educators. This second exceptionalities course will expand on concepts, skills, and strategies addressed in level 1. Teaching/learning strategies and interventions, assistive technology, etiology, along with the effects of medications on behaviour and learning will be presented.

**TAST0119 (4 credits)****Practicum II**

This second practicum allows students the opportunity to experience the full range of responsibilities associated with the complex role of the teacher assistant within a supervised educational setting. Through facilitated group discussion and participation, the students will also have the opportunity to link the classroom learning with field-related experiences and issues. This practicum is mandatory. Prerequisite: Successful completion of all program courses.

*Pre-requisites: Successful completion of all Teacher Assistant program courses*

**TIMB0100 (3 credits)****Timber Cruising**

In this course students will be exposed to the theory and practice of sampling and gathering data on forested lands. This includes the measurement and compilation of tree volumes, soil types and the insects and diseases found in forests.

**TCBD4500 (Apprenticeship)****Section Five: Level Four: Building Design and Renovations**

This section covers building design and renovations, additions, architectural design and planning, barrier-free design and ergonomics.

**TCBL0030 (Apprenticeship)****Section Three: Building Layout**

This section covers survey equipment, layout procedures, and building and construction layout.

**TCBM1200 (Apprenticeship)****Section Two: Building Materials**

This section covers solid wood products and wood joinery, manufactured construction products, fasteners, adhesives and sealants, and an introduction to concrete.

**TCCF0030 (Apprenticeship)****Section Four: Commercial Formwork**

This section covers footings, grade beams, piles, wall and column forming, suspended concrete slabs, concrete stairs, and commercial formwork.

**TCCI0030 (Apprenticeship)****Section Five: Commercial Interiors and Timber Construction**

This section covers interior systems and door frames, fire protection, acoustics, commercial insulation, commercial fasteners, anchors, timber construction and installation of metal fabricated products.

**TCCR0030 (Apprenticeship)****Section Two: Concrete Level 3**

This section covers concrete design, transportation, placement, finishing, curing, joints, reinforcement, pre-stressed and precast.

**TCEE4600 (Apprenticeship)****Section Six: Level Four: Energy Efficiency and Building Science**

This section covers energy efficient construction, energy efficient framing, energy efficient housing design, insulation and air barriers, and energy efficient construction.

**TCEF4300 (Apprenticeship)****Section Three: Level Four: Exterior Finishes**

This section covers commercial doors and windows, commercial exteriors, and commercial roofs.

**TCEP0030 (Apprenticeship)****Section Six: Level Three: Estimating and Plans**

This section covers drawing standards, blueprint reading principles, pole and timber-frame blueprint reading, reinforced concrete blueprint reading, Trade Math - Part A, Trade Math - Part B, commercial concrete formwork calculations, commercial concrete volume calculations, cut and fill calculations, concrete stair calculations and interior system calculations.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **TCEP1700 (Apprenticeship)**

#### **Section Seven: Level One: Estimating and Plans**

This section covers drafting basics, orthographic drawings, pictorial drawings and sketching, drawing standards, Blueprint Reading Principles I (paper language), Blueprint Reading Principles II (views and groups of drawings), Blueprint Reading Principles III (specifications, discrepancies and path), basic blueprint reading, basic math concepts, calculating perimeters and centreline perimeters, calculating areas and volumes, calculating ratio, proportion, mechanical advantage and percentage, estimating foundation forms and concrete, and estimating residential floor systems.

### **TCEP2500 (Apprenticeship)**

#### **Section Five: Estimating and Plans**

This section covers drawing standards, blueprint reading principles, residential blueprint reading, light commercial blueprint reading, reading engineered floor and truss shop drawings, reading building code, Trade Math - Part A, Trade Math - Part B, wall framing calculations, ceiling framing calculations, roof framing calculations, exterior and interior wall finish calculations, and straight and multi-flight stair calculations.

### **TCEP4700 (Apprenticeship)**

#### **Section Seven: Level Four: Estimating and Plans**

This section covers drawing standards, practical project, blueprint reading principles, advanced commercial blueprint reading, Trade Math - Part A, Trade Math - Part B, interior finish calculations, project costing, roof calculations, and advanced stair calculations.

### **TCFF1600 (Apprenticeship)**

#### **Section Six: Floor Frame**

This section covers building loads and forces, floor frame support systems, residential floor frames and floor framing.

### **TCFO1500 (Apprenticeship)**

#### **Section Five: Foundations**

This section covers foundation supports, concrete flat work, conventional concrete foundations, alternate foundation systems and layout, and elementary form work.

### **TCFS2100 (Apprenticeship)**

#### **Section One: Level Two: Frame Structures**

This section covers construction site safety, framing systems, wall and partition framing, ceiling framing, the building envelope and wall framing.

### **TCHP1300 (Apprenticeship)**

#### **Section Three: Hand and Power Tools**

This section covers hand tools, hand tool operation, portable power tools, stationary power tools, cutters, bits and abrasives, wood working machines and power hand tools, explosive actuated tools and pneumatic and fuel powered tools.

### **TCIE2300 (Apprenticeship)**

#### **Section Three: Level Two: Interior and Exterior Finishes**

This section covers windows and doors, window and door installation, exterior finishes, roof coverings, interior finishes and exterior finishes.

### **TCIF4200 (Apprenticeship)**

#### **Level Four Interior Finishes**

This section covers cabinet installation, trim installation, walls and storage, wood finishing, flooring, interior finish and has a practical examination.

### **TCPR0030 (Apprenticeship)**

#### **Section Seven: Shop and Practical Projects**

This section covers required shop and practical projects.

### **TCRF4400 (Apprenticeship)**

#### **Section Four: Level Four: Roof Frame and Stairs**

This section covers advanced roof framing, stairs, house stairs, winder stairs, curved stairs and roof framing.

### **TCRR2200 (Apprenticeship)**

#### **Section Two: Level Two: Residential Roofs**

This section covers roof framing systems, gable roofs, hip roofs, intersecting roofs, residential truss systems and roof framing.

### **TCSA0030 (Apprenticeship)**

#### **Section One: Level Three: Safety**

This section covers construction site safety and scaffolding.

### **TCSA1100 (Apprenticeship)**

#### **Section One: Level One: Safety**

This section covers worksite safety, fire prevention and control, ladders and scaffolds, workplace hazardous materials information system and rigging.

### **TCSH1800 (Apprenticeship)**

#### **Section Eight: Level One: Practical Projects**

This section covers all shop/lab practical instruction.

### **TCSH2600 (Apprenticeship)**

#### **Section Six: Level Two: Practical Projects**

This section covers all shop/lab practical instruction.

### **TCSP1400 (Apprenticeship)**

#### **Section Four: Site Preparation and Building Layout**

This section covers preliminary building operations and construction equipment.

### **TCWO4100 (Apprenticeship)**

#### **Section One: Level Four**

This section covers construction site safety, job roles and coaching, job scheduling and materials management.

**TCWS2400 (Apprenticeship)****Section Four; Level Two: Wood Stairs**

This section covers straight-flight stairs, multi-flight stairs and wood stairs.

**TEAC2100 (Apprenticeship)****Section One: Alternating Current (AC) Circuit Properties**

This course addresses the fundamentals of alternating current, AC circuits, inductance & inductive reactance, capacitance and capacitive reactance and power relationships.

**TEAC4300 (Apprenticeship)****Alternating Current**

This section covers three-phase alternators, paralleling alternators, synchronous motors (Part 1), synchronous motors (Part 2) and single-phase motors.

**TECE1400 (Apprenticeship)****(ac) Machines**

This section covers introduction to Code, general rules, conductor materials and sizes, service and grounding requirements, service feeders and branch circuits, wiring methods, installation of electrical equipment, lighting, installation of lighting equipment, data cabling, Class 1 & 2 circuits, electrical apprenticeship training program orientation, orthographic projection/diagrams, dimensioning and scaling/print and diagram nomenclature/construction drawings, print reading and applied drawings.

**TECE2300 (Apprenticeship)****Section Three: Canadian Electrical Code Part I & Plans and Diagrams**

An introduction to the Canadian Electrical Code, services and distribution requirements for a single dwelling, Class I and II circuits, grounding requirements for a single dwelling, service ampacity for apartments and similar buildings, service protection for apartments and similar buildings, electric emergency systems and equipment, Class I wiring methods, Class I locations, electrical installations in patient care areas, installations in Class II locations, installations in Class III locations, corrosive and wet locations, capacitor bank installations, patient care areas, capacitor bank installations, diagrams, specifications, drawings and plans.

**TECE3500 (Apprenticeship)****Section Five: Canadian Electrical Code/Workplace Coaching Skills and Advisory Network**

This section covers grounding and bonding, protection and control, installation of equipment, individual motors, motor banks, pools, mobile homes and temporary wiring - Sections 68,72 and 76, electrician apprenticeship training program orientation and workplace coaching skills.

**TECE4700 (Apprenticeship)****Section Seven: Level Four: Canadian Electrical Code**

This section covers conductors, protection, control and wiring methods, grounding, bonding and distribution layout, installation of capacitors and transformers, hazardous and special locations, individual motors and motor banks, safety/arc flash/high voltage, service feeder and branch circuit requirements for a single dwelling, electrical requirements for apartments and similar buildings, hotels and motels, and other occupancies.

**TECF1100 (Apprenticeship)****Section One: Level One: Part I Applications**

This course addresses basic mathematics, composition of matter, current voltage and resistance, characteristics of conductors, series resistive circuits, series-parallel resistive circuits, work, energy, power and efficiency, plus the Edison 3-Wire Distribution System.

**TECS4400 (Apprenticeship)****Section Four: Level Four: Control and Switching**

Section Four covers drawings and basic circuits, controls and switching circuits, special control circuits, diagram conversion and introduction to programmable logic controllers.

**TEDC4200 (Apprenticeship)****Section Two: Level Four: Direct Current**

This section covers direct current machines, direct current generator principles, types of direct current generators and types of direct current motors (Part 1 and Part 2).

**TEEL4600 (Apprenticeship)****Section Six: Level Four: Electronics**

Section six covers: electrical properties and measuring instruments, diodes and rectifier circuits, application of diodes and rectifiers, thyristors, practical applications of thyristors circuits, voltage regulators, variable frequency drives, uninterruptible power supply(UPS) systems and cathodic protection.

**TEES1200 (Apprenticeship)****Section Two: Level One: (dc) Machines**

The introduction of cells and batteries, magnetism, electromagnetism and electromagnetic induction and generators are all covered in this course.

**TEET4100 (Apprenticeship)****Section One: Level Four: Electrical Theory Review**

Section One covers basic electrical circuits, series RLC circuits, parallel RLC circuits, three-phase basic calculations.

**TEFA4500 (Apprenticeship)****Section Five: Level Four: Fire Alarm Systems**

Section Five covers fire detection and alarm systems, fire detection and alarm system regulations, fire alarm system occupancy classifications, wiring procedures for fire alarm systems.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **TEHC2400 (Apprenticeship)**

#### **Section Four: Heating and Cooling Controls**

This section introduces principles of automatic heating and cooling controls, temperature sensing and control devices, basic and mid-efficiency gas-fired forced-air heating systems, basic hot water heating systems, cooling systems and HVAC rooftop units.

### **TELF1300 (Apprenticeship)**

#### **Section Three: Lab Fundamentals**

This section introduces safety, meters, conductors, splicing and terminating (low voltage) and resistors.

### **TEMC2500 (Apprenticeship)**

#### **Section Five: Magnetic Control and Switching Circuits**

This section covers drawings, construction of control relays and contactors, timers and smart relays protection devices, construction of magnetic motor starters overload devices, single motor control Parts A & B, diagram conversion, reversing magnetic starters and transformers.

### **TEMP3300 (Apprenticeship)**

#### **Section Three: Three Phase Motor Principles**

This section covers three-phase induction motors, induction motor characteristics and phase convertors.

### **TEPP3200 (Apprenticeship)**

#### **Section Two: Three Phase Power Measurement and Power Factor Correction**

This section covers three-phase power, three-wall meter connection and power factor correction.

### **TERC2200 (Apprenticeship)**

#### **Section Two: Resistive Inductance Circuits**

This section covers introduction to series AC circuits, series resistive-reactive circuits, series RLC circuits, introduction to parallel AC circuits, parallel RLC circuits and power factor correction.

### **TETP3100 (Apprenticeship)**

#### **Section One: Three Phase Principles**

This section covers electrical theory review, series RLC circuits, parallel RLC circuits, three-phase systems (general), three-phase Wye connections and three-phase Delta connections.

### **TETR3400 (Apprenticeship)**

#### **Section Four: Transformers**

This section covers transformers, induction, turns ratio and polarity and multiple winding and transformer load test.

### **THBC1100 (Apprenticeship)**

#### **Section One: Charts**

This section covers chart reading and interpretation.

### **THBO1200 (Apprenticeship)**

#### **Section Two: Operating Procedures**

This section covers operating procedures including pre-lift planning, crane set up, multi-crane lifts and new technology.

### **THBP1500 (Apprenticeship)**

#### **Section Five: Practical**

This section covers practical procedures required to pass the Alberta Apprenticeship and Industry Training practical final evaluation.

### **THBR1300 (Apprenticeship)**

#### **Section Three: Rigging**

This section covers safe rigging of the load and advanced rigging calculations.

### **THBT1400 (Apprenticeship)**

#### **Section Four: Theory**

This section covers components and functions, maintenance, hydraulic systems, log book requirements, yard checks, transporting and leaving equipment unattended.

### **TPWB1600**

#### **Section Six: Level One: Basic Welder Trade Math**

This section is an introduction to basic math for the Welder trade.

### **TPWC1700**

#### **Section Seven: Level One: Communication and Employability Skills**

This section deals with resume writing and employment skills.

### **TPWM1800**

#### **Section Eight: Level One: Machine Shop**

This section is an introduction to machining/shop.

### **TPWP1501**

#### **Section Ten: Level One: Pre-Shop Practical**

This section will introduce basic shop practical skills.

### **TPWS1900 (Apprenticeship)**

#### **Section Nine: Shop Safety**

This section covers shop and industry safety practices.

### **TWDI330**

#### **Drawing Interpretation**

This section includes an introduction to drawing interpretation, structural drawings, piping drawings and pressure vessel drawings.

### **TWGM1300 (Apprenticeship)**

#### **Section Three: GMAW, FCAW, and SAW**

This section covers gas metal arc welding (GMAW), GMAW filler metals, shielding gases and safety, GMAW equipment and troubleshooting, flux core arc welding (FCAW), submerged arc welding (SAW), shop/lab practices for GMAW welds on mild steel; FCAW on mild steel; combined GMAW and FCAW welds on mild steel.

**TWGT2200 (Apprenticeship)  
Gas Tungsten Arc Welding**

Students will be provided with an introduction to GTAW, GTAW electrodes, filler metals and shielded gases, GTAW equipment and maintenance, welds on mild steel, aluminum and stainless steel welding.

**TWGT2201 (Apprenticeship)  
LAB Gas Metal Arc Welding, Flux Core Arc Welding and  
Gas Tungsten Arc Welding**  
LAB for GMAW**TWGT3200 (Apprenticeship)  
GTAW Section Two**

This section covers GTAW welds on mild Steel plate and pipe.

**TWGT3201 (Apprenticeship)  
LAB GTAW Section Two**  
LAB - GTAW**TWOF3501 (Apprenticeship)  
Oxy-Fuel Cutting & Welding**

This section covers oxy-fuel cutting and welding on mild steel.

**TWPD2300 (Apprenticeship)  
Pattern Development and Drawing Interpretation**

Pattern development and drawing interpretation will provide students with an introduction to patterns, geometric construction, isometric and oblique drawings, basic fabrication layout, plate layout, pipe layout, welding symbols and estimating.

**TWSH1500 (Apprenticeship)  
Section Five: Shop/Practical**

This section covers the practical skills necessary to pass the AIT practical evaluation.

**TWSM1200 (Apprenticeship)  
Section Two: SMAW One**

This section covers SMAW equipment, mild steel electrodes, basic joint and weld types, shop/lab practices, SMAW welds on mild steel, arc cutting and gouging.

**TWSM2100 (Apprenticeship)  
SMAW Two: Shielded Metal Arc Welding**

This course will provide students with knowledge and skills about SMAW as it applies to groove welds on cast iron, production of metals, properties of metals, carbon steel, alloy steels, metal identification, distortion and hard facing.

**TWSM2101 (Apprenticeship)  
LAB SMAW Two: Shielded Metal Arc Welding**  
LAB for SMAW**TWST1100 (Apprenticeship)  
Section One: Safety, Tools, Weld Faults and OAW**

This section covers Welder apprenticeship program orientation, safety guidelines, welding safety, hand tools, power tools, weld faults, oxy-fuel equipment, oxy-fuel brazing, oxy-fuel cutting and materials handling.

**TWST3100 (Apprenticeship)  
SMAW Three: Section One**

This section covers stainless steels, nickel alloys and clad steels, SMAW welds and oxy-fuel cutting on mild steel, SMAW welds on mild steel plate and pipe.

**TWST3101 (Apprenticeship)  
LAB SMAW Three: Section One**  
LAB - SMAW**TWTM1400 (Apprenticeship)  
Section Four: Trade Mathematics**

Section Four covers fractions, decimals, percentage and ratios, geometric formulas, and metric and imperial measure.

**TWTS3400 (Apprenticeship)  
Trade Science**

This section covers non-destructive testing, destructive testing, metallurgy, heat treatment as well as codes and standards

**WEOP0128 (3 credits)  
Logging Practicum**

The logging practicum is designed to allow students at the end of their training to spend time working for a harvesting operator. This practicum varies in length and location depending on the placement's objectives. Students are expected to live and work in the same conditions that the company provides for its employees. In consultation with the program instructors the student will be responsible for setting up their practicum. There may be additional travel/room/board costs associated with this practicum.

**WEOP0190 (3.5 credits)  
Timber Harvesting Equipment Simulator Training**

The Woodland Equipment Operator Program makes use of 2 'state of the art' timber harvesting simulators: a CAT feller buncher and a Timberjack Harvester. Simulators can reinforce repetitive motions to ingrain correct working procedures, assuring quality of work while achieving production goals and reducing the risks when training the beginner operator on a real machine.

## 2011/2012 Course Descriptions

For information on course transferability, refer to the online transfer guide at [www.transferalberta.ca](http://www.transferalberta.ca)

### **WOLF0002 (0.5 credits)**

#### **Log Quality**

Log quality is a critical aspect of timber production in the forest industry. Although most mills have different specifications of size, they have consequences of poor quality on mill production. Providing a quality product is key to job security in the forest industry. This course provides a basic understanding about what is involved in log quality and its importance. Visits to mills are part of this course.

### **WOLF0004 (0.5 credits)**

#### **Maintenance, Service & Troubleshooting**

Maintenance and servicing to heavy equipment is essential to the longevity of a machine's life and its ability to produce. Under the guidance of an experienced service specialist, students will be introduced to concepts such as maintenance schedules, troubleshooting, hose repairs, parts inventory, diagnostic work and safety.

### **WOLF0005 (0.5 credits)**

#### **Spill Response**

It is essential to understand the effects hazardous spills have on the environment. Companies are required to have spill prevention measures in place, and if a spill does occur they should follow the legal reporting requirements and practice safe cleanup procedures. Students will be introduced to the rules and regulations with regard to equipment spills and the reporting procedures as well as being shown spill kits designed to contain any spill related to harvesting equipment.

### **WOLF0007 (0.4 credits)**

#### **Woodland Water 1**

This course will provide the industrial user with the foundation to make decisions regarding the protection of watershed values by 1) choosing the right location for a crossing; 2) choosing the right crossing structure and erosion control measures; 3) installing the structure correctly; and 4) removing temporary crossings and reclaiming the crossing site.

### **WOOD0100 (1 credit)**

#### **Woodsmanship**

This course covers many skills that are needed by everyone who wishes to work safely and comfortably in the forest. Covered are survival skills, proper clothing, bear safety, and the use and maintenance of a knife, axe and vehicle.

---

**NORTHERN ;LAKES COLLEGE  
2011/2012 CALENDAR**

# Workforce Development

# WorkForce Development

Current list of courses available on our website: [www.northernlakescollege.ca/training\\_schedule.aspx](http://www.northernlakescollege.ca/training_schedule.aspx)

As a partner in economic growth, WorkForce Development responds to the training and development needs of individual learners, employers, and their communities. Employment preparation and work skills enhancement will boost the student's competitive edge in business or the job market.

Let our expert team help you optimize performance, with training that is.....

## Relevant...

Changing technologies and market conditions mean employers and their staff must maintain cutting edge proficiency. WorkForce Development Coordinators help employers design a training program for up-to-date certifications and skill development.

## Cost-effective...

WorkForce Development training services are offered by qualified, professional instructors right in the service region – at a nearby Northern Lakes College campus or right at the worksite.

## Responsive...

We will respond to employer's specialized training requirements promptly and professionally. If a need is identified for a particular course or workshop that isn't already offered, we will partner with other institutions to deliver them, or we will customize new programs.

## Convenient...

WorkForce Development is the one-stop shop for efficient, effective employment-related training. We will co-ordinate planning and delivery of training sessions.

## Invest In The Community!

Every dollar spent at Northern Lakes College is reinvested in enhancing the quality and variety of educational opportunities in the region.

## WORKFORCE DEVELOPMENT OFFERS...

The following information shows some of our more popular courses offered. Check our website, [www.northernlakescollege.ca/training\\_schedule.aspx](http://www.northernlakescollege.ca/training_schedule.aspx) for additional courses or call if the training you would like is not listed.

## Partial listing of individual courses available

### BUSINESS & PROFESSIONAL DEVELOPMENT

- Bookkeeping Basics
- Doing Payroll – The Basics
- GST – The Basics for Bookkeeping
- Contractor Management – Effective Management Practices
- Electrical Awareness for Non-Electricians
- Service Sells – Customer Service Workshop for Small Business
- Succession Planning for Your Family Business
- Teamwork for Sales & Service
- Violence in the Workplace – Recognition & Management
- WCB – What Employers Need to Know
- Writing Proposals That Get Results
- Introduction to Social Media for Business – Why You Need It
- Advanced Use of Social Media for Business – Take Your Business to the Next Level
- How to Get Your Business Found on Google – Search Engine Optimization & Social Media

### COMPUTERS

- MS Excel 2007 Module 1: Formulas/Functions
- MS Excel 2007 Module 2: Reports/Charts
- MS Outlook 2007 Module 1: The Basics
- MS Outlook 2007 Module 2: Scheduling/Organizing
- MS Word 2007 Module 1: Creating, Editing, Formatting Documents
- MS Word 2007 Module 2: Advanced Features
- MS PowerPoint 2007 Module 1: The Basics
- MS PowerPoint 2007 Module 2: Advanced Features
- Introduction to Quickbooks
- Simply Accounting

**DRIVER TRAINING**

- Air Brakes
- Class 1/3
- Cargo Securement Training
- Log Book Training
- Class 7/5 Training
- Defensive Driving
- GODI/Heavy Hauler
- Motorcycle Training
- Professional Driver Improvement Course

**SAFETY COURSES**

- H2S Alive
- Standard First Aid – CPR (Level C)
- Transportation of Dangerous Goods (TDG)
- Workplace Hazardous Materials Information System (WHMIS)
- All Terrain Vehicle Safety (ATV)
- Chainsaw Safety
- Confined Space Entry & Rescue
- Fall Protection
- Ground Disturbance Level II
- Pleasure Craft Operators Workshop (PCO)
- Snowmobile Safety
- UTV Driver Course (Utility Terrain Vehicle)

**GENERAL INTEREST COURSES**

- Climate Change Solutions
- Grid Connected Solar Electricity – The Basics
- How to Connect to Alberta's Electric Grid
- Making Your New House Solar Ready
- Principles of Sustainable Design
- Abundant Harvest – Creating an Edible Landscape
- Backyard Composting
- Beekeeping for Beginners
- Edible Forest Gardening
- From the Ground Up – Key Principles for Ecological Design
- Water-Wise Gardening

**CAREER PREPARATION COURSES****Trades Entrance Math Science**

*Available online – self-paced/self-study*

The Trades Entrance Math Science course is for individuals who wish to master necessary Math and Science concepts to lay a solid foundation to enter a trade. Individuals achieving at least 70% in the course will be well prepared for any of the AIT entrance exams and for the first period of study of any trade. This course is self-paced working through modules with access to a tutor. You will be given access to the course materials for six (6) months.

**Many of our courses are delivered LIVE Online ...**

LIVE Online is a way to deliver training to you in the comfort of your home or office. By registering for one of our LIVE Online courses you can join a classroom through your computer via Internet conferencing. Others from around the province, country and maybe even worldwide will be taking the course with you, and the Instructor will be delivering the course from wherever they reside. The course is in real time and you join in on the stated date and at the stated time. This gives you the option of participating in courses that interest you without having to travel for training.

**What are you waiting for?** Register for a LIVE online course today.

**Note:**

- You will need access to high speed Internet to participate in a LIVE Online course and a microphone/ speakers (preferably a head-set).
- All course times are on Mountain Standard Time (MST).
- Fees are per person. We can set up group offerings and group rates. Contact us at wfdev@northernlakescollege.ca (or 780-849-8623) for more information.

**Check our website for additional courses or call 1-866-652-3456 if the training you would like is not listed.**

## WorkForce Development continued...

### Programs

WorkForce Development also offers programs that are relevant to training in Industry. Call us for additional information and details:

#### Essential Skills for Supervisors Certificate Program

An introductory series of nine courses that focus on the “people” skills of effective supervision. Learning these strategies helps foster healthy relationships between supervisors and workers.

- ES100 Managing Time – Scheduling People, Paper & Priorities
- ES105 Leadership – Giving Employees What They Need to Succeed
- ES110 Effective Supervision – Directing, Coaching & Facilitating Employees
- ES115 Communication – Getting the Message Across
- ES120 Working Together – Building Effective Relationships in Your Workplace
- ES125 Performance Management – Optimizing Results
- ES130 Intervention – Managing Employees with Personal Problems
- ES135 Resolving Conflict – Reaching Agreement at Work
- ES140 Staying Positive – Rewarding & Energizing Employees

#### Advanced Skills for Leadership Certificate Program

This program takes participants to the next level of learning. This six-course spectrum teaches leading-edge approaches to building strong, high-achieving teams.

- AL100 Leadership – New Ideas From the Leading Edge
- AL110 Team Harmony – Developing Successful Work Relationships
- AL120 Advanced Communication – Powerful Presentations Made Easy
- AL130 Facilitation Skills – Developing Team Based Solutions
- AL140 Setting Team Goals – Achieving Team Success
- AL150 Getting Things Done – From Good Intentions to Great Results

**For Information contact WorkForce Development:  
Phone: (780) 849-8623 • Toll Free 1-866-652-3456  
Email: wfdev@northernlakescollege.ca**

**Safety Skills for Supervisors Certificate Program**

This program is a natural complement to efficient and effective leadership. Designed to help supervisors and key personnel manage important health and safety responsibilities, this set of eight courses takes a practical, hands-on approach to these critical skills.

- SS100 OH&S Legislation & Due Diligence
- SS110 Hazard Assessment & Control
- SS111 Behavioural Safety –Creating a Safety Culture
- SS113 Worker Competency – The Role of Orientation & Training
- ES130 Intervention – Managing Employees with Personal Problems
- SS114 Work Site Inspections
- SS115 Incident Reporting & Investigation
- SS116 Emergency Response for Supervisors

**Essential Skills for Professional Administrative Assistants**

This series of 7 courses update and enhance administrative assistant's skills. The courses focus on areas of particular relevance to administrative assistants who need to manage their time, deal with customers effectively, be great communicators and maintain a hectic pace in their workplaces.

*Note: Three courses are also part of the Essential Skills for Supervisors Certificate Program (ES100, ES115, ES135).*

- ES100 Managing Time – Scheduling People, Paper & Priorities
- ES115 Communication – Getting the Message Across
- AA100 Exceptional Customer Service – A Higher Standard of Excellence
- AA105 Managing the Chaos – Working with Change and Stress
- AA110 Business Writing – Clear, Concise, Successful
- ES135 Resolving Conflict – Reaching Agreement at Work
- AA115 Solution Seekers – Effective Problem Solving and Decision Making

**Check our website for additional courses or call 1-866-652-3456  
if the training you would like is not listed.**

## WorkForce Development continued...

---

### **Maintenance Management Professional (MMP) Education & Certification Program**

Developed and authorized by the Plant Engineering and Maintenance Association of Canada, this program consists of eight modules. The program is designed for individuals aspiring to management positions in the maintenance field, those already in maintenance management and looking for formal training, as well as for individuals seeking full maintenance designation (MMP), or those seeking only focused training in selected areas.

- MM002 Module 1 – Maintenance Management Skills and Techniques
- MM003 Module 2 – Production and Operations Management for the Maintenance Manager
- MM004 Module 3 – Human Resource Management for the Maintenance Manager
- MM005 Module 4 – Finance Management for the Maintenance Manager
- MM006 Module 5 – Developing and Implementing Maintenance Tactics
- MM007 Module 6 – Maintenance Planning and Scheduling
- MM008 Module 7 – Computerized Maintenance Management Systems
- MM009 Module 8 – Capstone Course

**For Information contact WorkForce Development:  
Phone: (780) 849-8623 • Toll Free 1-866-652-3456  
Email: [wfdev@northernlakescollege.ca](mailto:wfdev@northernlakescollege.ca)**

# Distance Learning

*Take your learning home!*

Choose from hundreds of courses and programs...

- Academic Upgrading
- Business
- Education
- Human & Health Services
- Trades & Technology
- University & Graduate Studies

*No computer at home, no problem!*

Your local Northern Lakes College has a Community Access Point (CAP site). The CAP site has a computer and a support worker to assist you.

*Interested in short term, non credit course?*

There are over 300 available in hundreds of areas!

- Photography
- Bookkeeping
- Language
- Art & History
- and Much More!

**1-866-N<sup>6</sup>L<sup>5</sup>C<sup>2</sup>-3456**  
**www.northernlakescollege.ca**

**Alberta North  
eCampusAlberta  
ed2go**

# Distance Learning Partnerships

---

*In order to help achieve the provincial vision of Campus Alberta, Alberta-North will be merging with eCampusAlberta in July, 2011. It is expected that this will provide learners with greater opportunities for accessing programs and courses. Continue to check on the Alberta-North and eCampusalberta websites for additional information about this new system.*

In addition to the programs listed in this calendar, there are a number of other options for students wishing to pursue distance education. The following is a list of the programs and courses available from distance learning providers.

**Alberta-North** is a consortium of eight northern post-secondary institutions working together to improve the ability of northern communities to access college, university and technical programs and courses. The partners provide facilities, learning technologies and support services to many distance education sites. These are called Community Access Points (CAPs). At these sites students can receive courses and programs delivered by many different post-secondary institutes.

**eCampusAlberta** is a consortium of 15 Alberta colleges and technical institutes which have formed a partnership to offer more online learning opportunities, from academic upgrading to completing a certificate, diploma or applied degree. In total, there are more than 400 courses currently being offered. You can find eCampusAlberta online at [www.ecampusalberta.ca](http://www.ecampusalberta.ca).

**Ed2Go** enables students to take any one of more than 300 online classes from their home computer or the computer at their local CAP. Each six-week online course is facilitated by an expert instructor who paces the students through their lessons, answers questions and creates a warm, supportive community of learners.

[www.alberta-north.ca](http://www.alberta-north.ca)

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

[www.ed2go.com](http://www.ed2go.com)

Please contact your local Northern Lakes College Community Access Point (CAP) for more information. For information on your local CAP contact your local campus, or call the toll free number at 1-866-652-3456.

**NORTHERN ;LAKES COLLEGE  
2011/2012 CALENDAR**

# Fees, Student Funding & Finances

# Fees & Finances

---

Fees for programs are under review at the time of publication. Please call 1-866-652-3456 or see the College website ([www.northernlakescollege.ca](http://www.northernlakescollege.ca)) for the latest information on fees for the upcoming year. All fees are subject to change and any amounts provided to students about books and other supply costs will be approximate estimates provided for financial planning.

## Tuition

Tuition fees (fees for instruction) established by Northern Lakes College reflect the Tuition Fee Policy established by Alberta Advanced Education and Technology for credit programs. Tuition fees are calculated on a per credit basis (some exceptions may apply).

International visa students are charged 200% the normal tuition fee for a program or course.

Students in most programs (except Adult Basic Education, Adult High School and specified other programs) are required to pay a non-refundable tuition deposit (Commitment Fee) upon registration in their selected program. The amount and payment deadlines for this will be provided in the correspondence sent from the College to accepted students.

## Other Fees & Charges

**Audit Fee:** 50% of tuition (must be specified at time of registration). Auditing a course is participation in a course without being involved in evaluation and marks or credits are not granted.

**Challenge Fee:** 50% of tuition to challenge a course exam for 100% of final mark without formal instruction. Note: Not all courses are available for challenge.

**Document Fee:** \$15 for each additional transcript, certificate or other document provided after the initial document has been issued.

**Invigilation Fee:** \$25 per hour for supervision of external examinations (not applicable for eCampusAlberta & Alberta North partners)

**Learning Resource Fee:** Fee for required textbooks, course materials and resources; varies per program and is charged per credit (some exceptions apply)

**Students' Association Fee:** \$140/year; \$70/term or PT \$25/term

**Transcript Evaluation Fee:** \$50 per application for evaluation of transcripts for the purpose of advanced standing in Northern Lakes College courses.

## Payment of Fees

All fees (Learning Resource, Tuition, Students' Association) must be paid in full on or before the first day of class.

The Learning Resource Fee (LRF) must be paid in full on or before the first day of class. Students who fail to pay the LRF will not receive course resources nor participate in the course and will be deregistered. LRF's will not be included in fee payment agreements nor will they be deferred.

Tuition (less the \$100 Commitment Fee) must be paid in full on or before the first day of class. However, students may enter into a fee payment agreement with a down payment (minimum of full Learning Resource Fee plus Commitment Fee). Fee payment agreements do not extend beyond the term for which the tuition is owed. Special arrangements for payment of fees, if required, should be made with the College prior to registration.

*The Deposit/Commitment fee is due on the date indicated in the Letter of Acceptance. Remaining fees are due on or before the start date of the program. Fees can be paid at any College location using cash, cheque or money order. Direct debit and Visa or Mastercard are also available at some campuses. Students who have sponsors paying their fees and school costs must provide a letter to the Office of the Registrar stating what is being covered as well as any other invoicing information.*

## Refunds

Students withdrawing within the first ten business days of the program or course will be refunded fees and tuition paid, less commitment fee and Learning Resource administration fee. Please note, refund of the Learning Resource Fee is dependent upon return of all relevant learning resources (in good condition) to the College. A refund of 75% of tuition and Students' Association (less commitment fee) will be granted if withdrawal is prior to 20% of the program or course length (tuition refund deadline). The Learning Resource fee will not be refunded.

# Student Funding & Financial Assistance

Financial assistance for eligible students is available from a variety of sources or agencies. Support may be available through scholarships, bursaries or awards and can be in the form of sponsorship for fees and other costs, and/or provision of living allowances.

***Deadlines for submitting applications, and processing times for these applications, vary considerably so don't forget to plan and apply early!***

For further information, and help with obtaining and completing forms, contact a Northern Lakes Counsellor at 1-866-652-3456.

The details contained in this calendar concerning the following funding programs are based on information available at the time of printing. Changes may occur, so students should contact a College Counsellor, the Student Funding Contact Centre, or any Canada/Alberta Service Centre for up-to-date information.

Information on various awards available for students attending NLC can be obtained from our website or in the Student Awards section of this calendar.

## Sponsorship & Student Funding Programs

There are a number of agencies who provide funding for eligible students to attend training and upgrading programs.

Please note, if a sponsor is paying student fees, residence, or other costs directly to the College, a letter from the sponsor is required, before registration, indicating what is being covered and providing details for invoicing.

### Student Loan

*(Available to Students in Career Programs)*

Student loans are available through the Canada Student Loan and Alberta Student Loan programs.

These loans are interest free for as long as the student continues studies at a post-secondary institution. After completion of studies, or upon leaving the program, a repayment schedule is set up with the bank. For more information and application forms, contact a College Counsellor, the Student Funding Contact Centre or any Canada/Alberta Service Centre.

## Financial Support for Non-Employment

### Insurance Clients

*(Alberta Works Skills Investment Program grants are available to Eligible Students in Life Skills, Adult Basic Education, High School, and some Career Programs)*

Grants are available for eligible full-time and part-time students who have financial need and are ready, willing and able to commit to learning. The amount of the approved grant varies according to need.

Students may receive assistance for tuition, books and other fees. Full-time students may also qualify for a monthly living allowance.

To apply, students need to meet with a College Counsellor who are authorized by Alberta Employment & Immigration (AE&I) to assess eligibility and recommend grant funding. Each student is required to complete an application form and other documentation. The College Counsellor will help with this process, and will forward the completed form for processing by Alberta Employment & Immigration (AE&I).

Call your local Northern Lakes College campus, or the main College number, 1-866-652-3456, to arrange an appointment with a College Counsellor. Last dates for funding applications are published on the College website.

Social Service clients who wish to attend school and apply for an Alberta Works grant need to speak with their Employment and Client Support Services (ECSS) worker.

***Due to funding cutbacks by the Alberta Government, all qualified applicants for Life Skills, Adult Basic Education, High School and some Career Programs will be considered on a first come, first served basis. Therefore, we recommend that you apply early. Please be aware that it may take as long as eight weeks to process applications for Alberta Works funding assistance. Last dates for funding applications are published on the College website.***

## Student Funding & Financial Assistance continued...

---

### **Financial Support for Employment Insurance Clients**

*(Available to students in Life Skills, Adult Basic Education, High School and some career programs)*

Sponsorship is available for students who have been eligible for Employment Insurance benefits during the last three years (or five years, if benefits were for maternity or parental leave). Assistance may include child care and living allowance, including living away from home. Students currently receiving Employment Insurance must inform Employment Insurance that they wish to attend school before submitting an application form. A College Counsellor can help students through the application process, and will sign the application form.

***Last dates for funding applications are published on the College website and will be enforced.***

### **Part-Time Bursary or Loan**

*(Available to part-time students in all programs)*

Students who wish to attend school on a part-time basis may be eligible for assistance towards the costs of books and tuition and, possibly, other expenses such as travel and/or babysitting. They will, however, not be eligible for funds for living expenses.

For more information and application forms, contact a Northern Lakes College Counsellor, Student Funding Contact Centre or any Canada/Alberta Service Centre.

### **First Nations Sponsorship**

Many First Nation Councils provide assistance programs to registered Treaty Indians who are Band members and are in need of training. Students should contact their Band and speak with an Education Counsellor.

### **Métis Nation Of Alberta Association – Labour Market Development Program**

Based on financial need, this program is available to students of Metis or Indian ancestry who are residents of Alberta and have been accepted to a College in Alberta. Students must also have three potential employers vouch they would employ them upon completion of studies. An action plan providing details of the student's program must be submitted with the application. Students can contact the Metis Nation of Alberta or their regional office for information and applications.

### **ABORIGINAL HEALTH CAREERS BURSARY PROGRAM**

*(Available to students in programs in the Health Field)*

Students who are Metis or Non-Status Indian, and have been residents of Alberta for the last three years may be eligible for bursaries. Students must be enrolled in a program in the Health Field, and be taking at least 60% of a full course load and maintain passing marks. For assistance please contact a College counsellor at 1-866-652-3456.

### **SOCIAL SERVICES BURSARY**

*(Available to students in the Social Services Field)*

Students who are Metis or Non-Status Indian and have been residents of Alberta for the last three years may be eligible for a bursary. Students must be enrolled in a program in the Social Services discipline. Upon completion of their program, students must agree to work for an approved employer for one year for each year of support received.

### **NORTHERN LAKES COLLEGE TUITION BURSARY**

Tuition bursaries are available to eligible students who are enrolled in full-time or part-time study at Northern Lakes College who are paying their own tuition and have demonstrated financial need. A bursary may be awarded to an eligible student and can assist with up to 50% of the total tuition for the program or course(s). Application is made through the Registrar's Office at Northern Lakes College. An NLC Counsellor is available for assistance in completing the forms and providing the necessary documentation and support.

### **USEFUL CONTACT NUMBERS**

For information concerning other possible sources of funding, contact a Northern Lakes College Counsellor, or any Canada/Alberta Service Centre

Northern Lakes College\*: ..... 1-866-652-3456  
Student Funding Contact Centre: ..... 1-800-222-6485  
Edmonton Student Funding  
Contact Centre\*\*: ..... 1-780-427-3722  
Employment Insurance Enquiries: ..... 1-800-206-7218

\* *If you do not know the number of your local Northern Lakes College Campus, call the 1-866 number and a member of staff will be happy to help you.*

\*\**To reach any government department call the Rite Line at 310-0000 and tell the operator to whom you wish to speak.*

# Student Awards

## About our Awards Program

Student awards at Northern Lakes College are designed to:

- Assist students in meeting their financial obligations while attending the College
- Recognize academic excellence and other achievements
- Provide opportunities for community and other organizations or individuals to support students and be recognized for support of education through donations for awards

**Scholarship:** An award given in recognition of academic excellence or achievement.

**Bursary:** A cash award given based on financial need.

**Prize:** An award issued based on a specific outstanding accomplishment or contribution.

Awards may also be established as a combination of any of the above. Additional requirements such as community involvement or leadership may also be specified.

## Applying for NLC Administered Student Awards

Students wishing to be considered for most awards administered through the College Student Awards Committee complete the standard College Student Awards Application form. Additional attachments may be required depending on the type of award. Forms are available from College staff and the College website.

## Awards Eligibility General Guidelines

### Enrolment

Unless otherwise indicated for a specific award, students must be enrolled in full-time studies to be eligible for awards.

### Achievement

**Scholarships:** Standard for excellence as specified within the program of studies

**Prizes:** As specified by donor

**Bursaries:** Satisfactory progress as specified within the program of studies and demonstrated financial need.

## Emergency Bursaries & Financial Aide

The following financial aid sources are intended to assist students whose resources are normally adequate but whose immediate circumstances have created a financial crisis or limited shortage. Students are required to obtain the assistance of a College counsellor when applying for a Financial Need Bursary.

Name	Criteria
<b>Student Awards Committee Financial Need Bursary (up to \$200)</b>	To assist with one-time, financial shortfall or to provide interim assistance until other sources are received
<b>Students' Association Financial Need Bursary (\$200)</b>	Members of the Students' Association with financial need. There are four disbursement dates per year: October 15, December 8, March 8, April 15
<b>Students' Association Emergency Loan (up to \$100)</b>	Members of the Students' Association with emergency need who are not eligible for an advance and have demonstrated ability to repay the loan

# Northern Lakes College Awards

In addition to the awards listed below and on the College website, there are numerous scholarships, bursaries and other awards that are sponsored by the Government of Alberta as well as business, industry and individuals in the private sector. Students are encouraged to speak with a College counsellor for assistance in searching for awards specific to individual needs.

The following websites contain listings & links to a variety of awards for students:

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

[www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)

AWARD	AVAILABLE TO (subject to evaluation and availability of funds)
Academic Upgrading Achievement Award (Gift)	Upgrading - 70% or equivalent in each course
Adult Basic Education Achievement Award (\$100)	ABE - showing exceptional progress and attendance
Adult High School Equivalency Scholarship (\$500)	Upgrading - 80% average in courses for entry to post-secondary training
Attendance Award (\$25 & enter in gift draw)	100% attendance (monthly)
CCEC Partnership Award (\$1,500 & apply for matching grant from NADC)	Post-Secondary and Career Programs - academic achievement, financial need & commitment to working in region
Chairman's Scholarship (\$500)	Good attendance, community involvement & volunteerism
Convocation Award (\$300)	Enrolled in full-time programs and who are planning to continue studies in a post-secondary or career program for academic achievement
Distance Learning High School Award (\$50)	Enrolled in high school courses through distance delivery - for highest mark in each of 5 subject areas
Doreen Bellerose Memorial Award (\$250)	Enrolled in ABE Program - for overcoming obstacles to do well in studies
Dr. Gary McPherson Leadership Scholarship (\$2,000)	Post-Secondary – leadership, especially in areas of disability and/or commitment to improving conditions of lives of other Albertans
Governor General's Collegiate Medal (Medal)	Post-Secondary Diploma - highest academic standing
Jason Lang Post-Secondary Award (\$1,000)	First or second year post-secondary programs - for academic achievement
Laurence Decore Award for Student Leadership (\$500)	Enrolled in full-time programs - for student leadership & involvement
Louise McKinney Post-Secondary Scholarship (\$2,500)	Enrolled in post-secondary programs - for academic achievement
Orleane Deschamps Memorial Award (donor gift)	Enrolled in ABE at Grouard Campus for excellence and contribution to the campus
Pasikow Partnership Bursary (up to \$1,000 and apply for matching grant from NADC)	Bigstone Cree Nation members enrolled in NLC post-secondary programs for financial need & commitment to working in region
Roland Gladue Memorial Scholarship (\$1,000)	Enrolled in full-time programs for academic achievement
Students' Association Role Model Scholarship (\$1,000)	Members of the Students' Association demonstrating community involvement, leadership in and outside of school, academic improvement and being a role model to other students.
TransCanada Partnership Award (\$600 and apply for matching grant from NADC)	Enrolled in post-secondary & career programs for financial need & commitment to working in region
University Studies Entrance Awards (Xerox) (\$500)	Nominated by school; entering NLC University Studies program directly from high school

**NORTHERN ;LAKES COLLEGE  
2011/2012 CALENDAR**

# Academic Policies & Procedures

# Student Conduct

## Rights

A student has the right to fairness, respect and dignity, quality services and a safe and healthy learning environment. Please review our complete document on student rights on the NLC website or in the student program handbook.

## Responsibilities

A student has the responsibility to treat others in the College or partners of the College with fairness and respect. Students are expected to attend classes in compliance with their course or program requirements. Please review our complete document on student responsibilities on the NLC website or in the student program handbook.

## Academic Dishonesty (Under Review)

The College values the pursuit of knowledge and the integrity of academic practices and views dishonest academic practices as unacceptable behaviour.

Academic dishonesty includes plagiarism. This is the submission of work that is not one's own or the submission of work for which previous credit has been obtained. It also includes giving false information for the purpose of gaining admission or credits. Examples of academic dishonesty include copying or the use of unauthorized aids, including unauthorized electronic devices, in examinations and other written work, and using downloaded material without acknowledging its source.

## Recourse for Violation of Student Rights

The College is committed to providing students with an avenue for addressing any perceived violation of their rights:

1. Students are encouraged to try to resolve issues or conflicts with College employees or other students with whom they are having problems.
2. Students can approach College Counsellors to receive support and guidance in relation to resolving issues. Students may have Counsellors, any other member of the College staff or faculty, or anyone else with whom they feel comfortable, accompany them when meeting with the person(s) with whom they are in conflict.
3. If the means mentioned above do not bring resolution to a problem, students may file formal complaints. Formal complaints must be written and signed. Students may also file formal, written, signed

complaints if they feel that they are not receiving quality service from the College.

- Students may ask Counsellors, or other College staff members, for guidance as to whom to forward formal complaints.
  - Students can expect formal complaints to be dealt with promptly and professionally.
  - Students can expect written responses to their formal complaints.
4. Students have the right to appeal College decisions they feel are unjust.
  5. Any violation of students' rights involving sexual harassment falls within the Harassment Policy of the College.

## Violation of Student Responsibilities

The College will address violations of student responsibilities.

### 1. Late Assignments

- a) All assignments must be handed in by the due date at the specified time.
- b) Extensions are not automatically given and must be approved by the Instructor prior to the due date.
- c) All assignments that have not had a negotiated extension may be assessed with a late penalty. The course outline will include information on penalties for late assignments.

### 2. Academic Dishonesty

When an Instructor has reason to believe that an offence has taken place, he or she shall:

- a) retain possession of suspect materials and contact the student concerned,
- b) consult with his or her supervisor,
- c) notify the student of the nature of the charge of academic dishonesty made against him or her,  
**AND**
- d) provide the student with a fair opportunity to answer the charge and put forth his or her case.

If students are guilty of academic dishonesty, penalties can range from redoing the work to being required to withdraw from the College.

### Penalties for Academic Dishonesty

Where the Instructor determines that an offence has taken place, she or he shall notify the Program Director or Dean. If it is a first offence, the Instructor may require the student to re-do the work or may levy a penalty to a maximum of a zero for the assignment, test or examination.

If the offence is a second or subsequent offence, or, if in the Instructor's opinion the penalty should be more severe than zero for the assignment, test or examination, the Instructor shall refer the case to the Program Director or Dean.

Penalties for students caught cheating on exams include a zero on the exam or they may be required to withdraw.

Any penalty levied shall be communicated to the student in writing along with an indication of the student's right of appeal.

A finding of academic dishonesty and/or a penalty imposed may be appealed by the student. This must be done within seven days after the student has been advised of the penalty.

### Temporary Suspension for Inappropriate Conduct

In the event that inappropriate conduct involves violent or threatening behavior, or significant disruption of the learning environment, the offending party can be suspended for up to 72 hours by any member of the College staff or faculty.

The purpose of a temporary suspension is to establish immediate control over a disruptive situation and to allow suitable time for staff to review it. As soon as possible after a temporary suspension from a program has been issued, the Learner Services Director in charge of that program will meet with the College staff and student(s) involved to discuss the situation. The student(s) will have a Counsellor present at this meeting.

Depending on the outcome of the meeting:

1. the situation may be resolved,
2. the student(s) may be asked to enter into a Performance Contract, or
3. the student(s) may be expelled.

### Required to Withdraw

1. Required to Withdraw from a course or program will be recommended to the Director in charge of the course or program when a student:
  - a) has demonstrated inappropriate non-academic behavior or has seriously disregarded the rights of others.
  - b) has failed to meet attendance, progress or other academic requirements.
  - c) has failed to meet with faculty when asked to do so to discuss identified problems with progress, attendance, or conduct.
  - d) has refused to sign a Performance Contract. (The person recommending that a student be required to withdraw must send the following to the Director of the course/program: details of the student's attendance and achievement, and efforts to meet with the student.)
  - e) has failed to meet the terms of a Performance Contract. (The person recommending that a student be required to withdraw must send the following to the Director of the course/program: a copy of the Performance Contract, and documentation of meetings between the student, Instructor(s), Program Coordinator, and/or Counsellor.
2. The requirement to withdraw will be initiated when students have been absent without contact as required by the NLC Student Conduct Procedure. Reasonable efforts must have been made by staff to contact students within the time period, and documentation of this must be included in any recommendation requiring students to withdraw.
3. The recommendation to withdraw individual students from a course, a program, or the College will be made by the Director in charge of that course or program after pertinent documents have been reviewed, and staff members dealing with the student(s) have been interviewed. The Director may also speak with the student(s), in which case a Counsellor should be made available to the student.
4. Once a Director has made the recommendation, he/she will send a Required to Withdraw request to the Registrar who will notify the student(s) in writing. This letter will include the reason(s) for the requirement to withdraw, the length and conditions, and the deadline

## Student Conduct continued...

---

for an appeal. Copies of this letter will be dispersed other staff members for whom this information is pertinent.

5. Students who have been required to withdraw from a particular College course or program for poor attendance or lack of progress are withdrawn from his/her specific program for the duration of the withdrawal period; students can continue to access all College services. The length of the withdrawal period will be determined at the program level, and, after the time of the withdrawal period has elapsed, students may apply for readmission. (Readmission is not guaranteed and is based on an assessment of students' readiness to be successful.)
6. If students are withdrawn from courses or programs because of non-academic behavior (dishonesty, violent behavior, or harassment), they are barred from all College programs and services, with the exception of Counselling Services. Withdrawals in these instances will be for a minimum of one calendar year from the date of the effective date of the withdrawal. If, and when, the withdrawn student reapplies for admission, he or she must demonstrate and provide evidence that the causes of the withdrawal have been addressed.
7. In rare and extreme cases a student may be permanently expelled from all College programs and services.

### **Assisting Students in Achieving Their Goals**

The College is committed to helping students achieve their goals; therefore, students' attendance will be monitored, student action plans will be supported and when necessary Performance Contracts will be initiated.

### **Attendance Monitoring and Progress (Under Review)**

1. Instructors, Program Coordinators, or Program Advisors are responsible for the recording and monitoring of absences in their classes; they are required to initiate Performance Contracts when necessary.
2. Learner Services Directors, or designates will regularly review and/or audit the attendance records and will recommend appropriate action, such as Performance Contracts, to address unresolved attendance issues.
3. In credit programs of one term or longer in length, the Lead Hand/Program Coordinators/Program Advisor will conduct formal Learner Progress Reviews with individual students and the Counsellor as requested by the student or required by the program. These will occur a minimum of once per term to review student attendance and progress, to address any unresolved issues that may result in students not successfully completing their programs, and to review students' educational goals. Progress Reports, Attendance Records, Performance Contracts and Educational Plans will be available for this formal review.

### **Student Action Plans**

An action plan is a formal agreement initiated by students and their Instructor that details the learning challenges and outlines what the student and the Instructor need to do to help address those challenges. A Student Action Plan can be initiated by either the student or the Instructor.

Progress, attendance and/or inappropriate behavioral issues will NOT be addressed by student action plans.

If students fail to uphold their responsibilities laid out in the student action plans, a Performance Contract will result.

### Performance Contracts

Students who are ‘at risk’ of not completing courses successfully and who need to improve progress, attendance, and/or behavior to meet course expectations must enter into Performance Contracts with the College. (Performance Contracts are agreements between individual students and the College, designed to assist students in meeting learning objectives or to change inappropriate behavior.)

Contracts will clearly outline performance problems, tasks, expectations, timelines, and assistance that students can expect from their Instructors and Counsellors. Counsellors, who are advocates for students, will be involved in the development of contracts.

Performance Contracts may be required at any time during the program when specific requirements for progress and/or attendance are not being met satisfactorily. While the purpose of contracts is to direct and support change so that students can be successful, failure to meet the conditions of contracts can result in students being required to withdraw from courses or programs.

### Appeals

1. The College provides students with the opportunity to appeal many of the decisions made within the program. If students are dissatisfied with the services provided or feel they have been treated unfairly, they may submit a written appeal.
2. The appeal process is slightly different depending on the nature of the appeal. For instructions on submitting a proper appeal, please read the guidelines under the appropriate heading below.
3. Every appeal may ultimately be submitted to an Appeals Committee for a final decision. The committee may be composed of various resource people as required. The committee is the final stage for all appeals.
4. All appeals must follow the guidelines provided in the Student Conduct Procedure.
5. Appeals must be made within the time limits provided. All appeals must be written, dated and signed. Appeals made outside of the scope of the Student Conduct Procedure will not be considered.
6. The Program Advisor, Counsellor or appropriate designate will be available to assist students in the preparation of an appeal.

### Grades

1. A student can appeal any grade granted in any course. Students can appeal grades either in part (assignments, tests, exams, and projects) or in total (the final course mark).
2. Appeals of grades, either in total or in part must be submitted within one month of a final mark being assigned in the course. Appeals after this date will not be considered.
3. To appeal a grade, either in part or in total, a student must first approach the Instructor of the course. A signed and dated letter stating the reasons for the appeal must be submitted to the Instructor. The student is also entitled to meet with the Instructor to discuss the situation. The Instructor must make a decision on the matter within one week of receiving the letter of appeal.
4. If after discussing the disputed grade with the Instructor, the student is still not satisfied, the student can then appeal the grade to the Program Director. A signed and dated letter stating the reasons for the appeal must be submitted to the Director. The Director must make a decision on the appeal within two weeks of receiving the letter.
5. If the student is still not satisfied after appealing the grade to the Director, the student may then appeal the grade to the Dean. The Dean will conduct a review and consultation process and may put together an Appeals Committee. A signed and dated letter stating the reasons for the appeal must be submitted to the Dean. The Dean will review the letter and make a decision on the appeal within two weeks of receiving the letter. This decision is final and cannot be appealed.

### Exam Reappraisals

If the student is not satisfied with a final exam mark and has failed the course because of the exam mark, the student may make a written request for an exam reappraisal to the Program Director. The written request must be submitted within one month of receiving the failing grade.

The outcome of the re-appraisal may lead to either a higher or lower mark. The reappraised mark is final.

## Student Conduct continued...

---

### Academic Discipline

Students who have been disciplined for plagiarism, cheating or any other academic offence may appeal the decision. The student must submit a written appeal to the Program Director within two weeks of the Instructor's decision. The Director will make a decision within two weeks of receiving the written appeal.

After appealing the grade to the Director, if the student is still not satisfied, the student may then appeal the grade to the Dean. The Dean will conduct a review and consultation process and may put together an Appeals Committee. A signed and dated letter stating the reasons for the appeal must be submitted to the Dean. The Dean will review the letter and make a decision on the appeal within two weeks of receiving the letter. This decision is final and will not be appealed.

### Required to Withdraw or Expulsion Decisions

Students can appeal a required to withdraw or expulsion decisions from a particular course or program to the Dean in charge of that course or program.

1. Students must forward details, in writing, to the Dean. Assistance may be asked from a Counsellor. Students should include the dates they were absent and why they were unable to attend if the required to withdraw was due to poor attendance.
2. All relevant documents must be provided to the Dean within two weeks. The required to withdraw letter will outline the appeal period.
3. Required to withdraw decisions will be investigated as quickly as possible by the Dean, who will check that College policies and procedures were followed, and that fair treatment was administered.
4. Appeal decisions will be communicated in writing to students, and copies of this communication will go to staff members for whom this information is pertinent, including the Counsellor involved, the Registrar, the Director, and the Senior Instructor.

### Admission Decisions

Students can appeal admission decisions through the Admissions Committee (Registrar and Dean in charge of course or program in question). Appeal routes may vary for brokered programs.

### Student Residence Decisions

Students can appeal student residence decisions by sending a signed and dated letter stating the reasons for the appeal; the letter must be submitted to the Director of Facility and Ancillary Services. The Program Coordinator, Counsellor, or appropriate designate, will be available to assist students in the preparation of an appeal of student residence decisions.

The Director of Facility and Ancillary Services will call a meeting of the Residence Discipline Committee to conduct a review and consultation process and. Appeals for student residence decisions will be investigated as quickly as possible by the Committee, who will check that College policies and procedures were followed, and that fair treatment was administered. The decision of the Residence Discipline Committee is final and will not be further appealed.

The Director of Facility and Ancillary Services will notify the student of the decision reached.

### Exceptional Circumstances

Under exceptional circumstances, such as severe duress or harassment, a student may bypass the regular appeals process and submit a direct appeal to the next level of the appeal process.

If during an appeal, it is determined that the appeal does not qualify as an exceptional circumstance, the appeal may be dismissed and returned to the regular appeals process. Such a decision is within the discretion of the person to whom the appeal was submitted and will not be appealed.

If during an appeal, it is determined that the appeal has been made with false allegations of harassment or false accounts of duress, the appeal will automatically be denied. This decision may not be appealed. Further disciplinary action can also be pursued.

# Credentials Awarded

---

## **Certificate of Program Completion**

This certificate is issued for the completion of a Northern Lakes College credit parchment program.

## **Diploma of Program Completion**

The diploma is issued for the completion of a Northern Lakes College program of 60 credits or more.

## **Certificate of Achievement**

This certificate is issued for the successful completion of predetermined credit course(s) approved for a student's Educational Plan.

## **Extension Certificate**

This certificate is issued for the completion of a non-credit program. Learners must complete a number of courses within a specified time period.

## **Workforce Development Certificate**

This certificate is issued for the completion of non-credit short courses.

## **Certificate of Merit**

This certificate is issued to recognize individual achievements criteria:

- Significant improvement in course grade
- Significant contribution to class learning environment
- Significant contribution to college leadership

# Glossary of Common Terms

## Accepted/Acceptance

Applicant has met the entrance requirements for the program and will be admitted to the program at the next start date, or when the applicant is ready to start (if different from the “next start date”).

## Application & Application for Admission

The process of applying for admission to a program. The application for Admission is used to collect basic information required to admit applicants to College programs. Additional information may be required in addition to this form in order to make decisions regarding acceptance.

## Asynchronous

Learning by accessing course work when convenient to the learner (eg. ecourse, recordings, web)

## Brokering Arrangement

An arrangement where an institution that owns or is responsible for a program [the credentialing or sponsoring institution] enters into an agreement with one or more other institutions [the hosting or brokering institution].

## Cancelled or Closed Application

The application is closed either at the request of the applicant or by the College. The applicant will need to initiate a new application to again be considered for the program.

## Certificates

Upon successful completion of the identified requirements for a program, a certificate from the College is issued.

## Co-Requisite Course

This is a course that is required to be taken concurrently with another course.

## Community Education Committees (CECs)

A CEC is a group of citizens nominated by the community to advise and assist the College in carrying out its mission in each community. Representatives of each CEC also sit on the Council of Community Education Committees which acts as an advisory body to the Board.

## Conditionally Accepted

The applicant is accepted but must meet certain conditions (final mark, specific forms, etc.), usually by a specified date. If the condition is not met the acceptance is forfeited.

## Core & Optional Courses

A core course is one that is required to complete a credit program. Optional courses may or may not be required for a credit program. A program may require that a specific number of optional credits are required for completion.

## Course or Program Completion

The exit standards as specified for the program, course, or offering have been achieved by the student.

## Course

An organized set of learning modules designed to provide a student with the information to achieve specified learning goals. A course may or may not be part of a program and may be part of many programs.

## Credit Program

A credit program is one that has been approved by the Department of Advanced Education and Technology under the Government of Alberta.

## Distance Education

Distance Education is an opportunity to take a course from within a community using a variety of technologies even though the teacher and classmates may be in other communities.

## Elluminate

This is Internet-based technology that is used to provide group instruction to students in different locations. The instructor & students communicate orally and through text messages in real time, view slides on the computer screen, interact by using drawing tools, and surf the Internet together.

## Entrance Requirements

Minimum conditions and performance required for normal admission to a program.

## Full-time/Part-time Status

Students must be enrolled in at least 60% of a full course load as defined for the program in order to be considered full-time.

## Moodle

A web based learning management software (LMS) used to create interactive websites where teachers and students can communicate and collaborate in educational ways.

## Not Accepted

The applicant has not been accepted to the program because he or she did not meet the prerequisites for a program.

## Official Student File

A file for each student at the College is kept in the Registrar's Office and is considered the official student file. This file may be a paper file or electronic information and contains information pertinent to the student's enrollment at the College.

## Performance Contract

Performance Contracts for progress are designed to assist the students in identifying and correcting academic progress and attendance problems before they become serious enough to threaten their educational plan.

## Practicum

The term “practicum” applies to a broad range of learning settings and experiences, ranging from a volunteer observation experience to direct involvement in the workplace (e.g. community agency, radio station, theatre) wherein the workplace is the classroom and students are under the direct supervision of staff of the organization or agency and/or instructors in the program.

## Program

A planned learning experience designed to improve the knowledge and skills of participating students. Programs may be comprised of one or more courses.

## Offering

The offering of a particular program or course during a particular year or term.

## Registration

The process of confirming attendance in a program by reporting for class, completing startup paperwork (enrolment papers and other forms), paying fees, ordering books, obtaining College ID cards and verifying other information. A student who has completed registration activities is considered a registered student.

## Synchronous

Learning by communicating and interacting in real time (eg. classroom, teleconference, videoconference).

## Transcript

An official statement of the student's entire academic record at the College, bearing the original signature of the Registrars Office and the official seal of the College.

## Tuition Fees

Fees for instruction received from students, or paid on behalf of students. Other fees such as Students' Association and Learning Resources fees may also be charged to students.

## Timetable

A timetable is prepared to schedule all programs, courses and modules offered during a specific time period. This may be a timetable related to the program or college schedule or a timetable related to a specific student schedule.

## Waitlisted

Students are waitlisted when the desired program offering is full (there are no seats available at this time). The students are considered as accepted and are offered a space in the program when one becomes available.

## Withdrawal

A withdrawal occurs when a student leaves a module, course or program for any reason or when the first year of a two-year program is complete.

# College Contacts & Phone Numbers

For admissions enquiries & program information:  
Toll-free number 1-866-N<sup>6</sup>L<sup>5</sup>C<sup>2</sup>-3456

## Services for Students

### Accommodations for Students

*Grouard Student Residence* ..... (780) 751-3280

*Mouallem Student*

*Residence (Slave Lake)* ..... (780) 849-8751

**Admissions Services** ..... (780) 849-8600

**Counselling Services** ..... (780) 751-3209

### Childcare

• *Slave Lake Child Care Society* ..... (780) 849-6060

### Library Services

*Grouard Campus* ..... (780) 751-3275

*Slave Lake Campus* ..... (780) 849-8670

### Recreation Services

*Grouard Campus* ..... (780) 751-3245

*Slave Lake Campus* ..... (780) 849-8641

**Student Records** ..... (780) 751-3252

Email: student.records@northernlakescollege.ca

**Textbook Distribution Centre** ..... (780) 849-8667

## Learner Services Directors

### Academic Upgrading

Rachel Ouellette ..... (780) 849-8676

### Health Career Programs

Bonnie Porat ..... (780) 849-8706

### Career Programs

Brian Panasiuk ..... (780) 751-3311

### Community Learning Centres

#### Northern Region

Kevin Delorey ..... (780) 624-5176, Ext. 3705

#### Central Region

Darrell Fors ..... (780) 751-3317

#### Eastern Region

Stephen Ford ..... (780) 849-8678

### Counselling

Ivan Lazarowich ..... (780) 751-3204

### Educational Development Centre

Vacant ..... (780) 849-8666

### University Transfer

Paula Carson ..... (780) 751-3219

### Workforce Development

Nelson Lutz ..... (780) 849-8628

## Senior Management

### President & CEO

Rick Neidig ..... (780) 751-3260

### Vice President, Academic

Madeline McVey ..... (780) 751-3256

### Vice President, College Services

Lynne Haas ..... (780) 849-8696

### Acting Dean of Business, Industry &

### Human Services Careers

Glenn Mitchell ..... (780) 849-8643

### Dean, Health Careers & Program Development

Julia Melnyk ..... (780) 523-4111

### Dean, Academics and Community Learning Centres

Ernest Shanahan ..... (780) 849-8677

### Dean, Student Services and Registrar

Cyndy Lorincz ..... (780) 751-3207

### Senior Director, External Relations

Brad Hestbak ..... (780) 849-8619

### Senior Director, Finance Services

Herb Zettel ..... (780) 751-3251

## For additional information call:

### Office of the Registrar

Northern Lakes College

Bag 3000, Grouard, Alberta T0G 1C0

Phone: (780) 751-3235

Fax: (780) 751-3376

### Admissions

Northern Lakes College

1201 Main Street S.E.

Slave Lake, Alberta T0G 2A3

Phone: (780) 849-8600

Fax: (780) 849-2570

Email: Admissions@northernlakescollege.ca

Toll Free Number:

1-866-N<sup>6</sup>L<sup>5</sup>C<sup>2</sup>-3456

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