

CALENDAR

2013–2014



Step Forward





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Disclaimer:

NorQuest College makes every effort to ensure that the information in this calendar is accurate and complete at the time of publication. However, the College reserves the right to make changes in the information provided within the College calendar without prior notice.

NorQuest College's calendar is an official document for students. By the act of applying to a program and/or registration into courses, each student agrees to be bound by the practices and procedures of NorQuest College.



Welcome!

At NorQuest College, your success is our first priority. Helping you realize your potential benefits our entire community.

Whether you're seeking an in-demand career or an opportunity to complete or further your studies, NorQuest offers a variety of programs to help meet your needs. Our career studies include health, community studies, and business. We also offer foundational learning opportunities in academic upgrading, adult literacy, employment readiness, and English as a second language education.

Our dedicated, supportive, and skilled faculty and staff will help you achieve your career and life goals. We also collaborate with business, industry, and government to ensure our programs are current and workforce-relevant.

Our success as Alberta's largest community college is reflected by the incredible success of our graduates. An outstanding 95 per cent of our graduates find employment or continue their education.

Thank you for taking a 'Step Forward' with us and embracing all that NorQuest College has to offer.

Sincerely,

Dr. Jodi L. Abbott, ICD.D
President and CEO
NorQuest College

INTRODUCTION

NorQuest has six program areas:

- Business Careers
- Health Careers
- Human Service Careers
- Academic Upgrading
- Employment Programs
- English Language Training

Whatever your academic or career goal, NorQuest will ensure that you have the learner support services you need to succeed.

NorQuest's flexible delivery methods allow learners to access education at eight campuses and in more than two hundred communities across Alberta via distance or online delivery

NorQuest by the Numbers

Size and Growth

- Alberta's largest community college with more than 4,700 full-load equivalent students
- Over 7,400 full- and part-time students each year
- Almost 1,300 graduates each year
- 37 post-secondary career credentials and foundational programs
- Enrolment projected to exceed 6,500 full-load equivalent students by 2020
- Largest Practical Nurse and Health Care Aide programs in Alberta

Student Diversity

- 55% born outside Canada, representing 87 countries
- 9% of self-declared Aboriginal ancestry
- 34% under the age of 25; 66% over the age of 25
- 80% female
- More than 500 students with learning and physical challenges provided with specialized supports and access

In the Community

- Designated community college for Edmonton and for communities from Camrose to Whitecourt and from Westlock to Wetaskiwin
- Six regional campuses, plus the main Edmonton campus, offering programs and services in 23 communities in the Edmonton Stewardship Region
- Off-campus learning delivered in more than 200 Canadian communities

Mandate Statement

NorQuest College is a board-governed public college operating as a Comprehensive Community Institution under the authority of the Post-Secondary Learning Act of Alberta.

With campuses and learning sites across the Edmonton region, NorQuest enhances access to educational opportunities through its role as regional steward.

NorQuest provides high-quality learning opportunities that prepare graduates for careers and further studies in business, industry, health sciences, human services, early learning and education, information, communication and design technologies. A leader in enhancing access to post-secondary education, the College is widely recognized for its foundational learning opportunities in academic upgrading, adult literacy, employment readiness, and English as a Second Language education. Credentials granted by the College include certificates, diplomas, and applied degrees.

NorQuest students experience unique educational opportunities in a vibrant and supportive environment that is responsive to changing learner needs, dedicated to learner access and to learner success. Faculty and staff are committed to academic excellence and to enriching co-curricular student life opportunities. At NorQuest, learners from diverse educational, cultural and social backgrounds can achieve their personal and career goals and enhance their lives. NorQuest programming is sensitive to the cultural experience of Aboriginal learners, and learners for whom English is a second language. The College is a leader in meeting the needs of learners with disabilities.

As a Comprehensive Community Institution with regional stewardship responsibilities, NorQuest engages community partners to meet literacy and foundational learning needs and to ensure access to a full spectrum of post-secondary learning opportunities. In rural and urban communities throughout the region, the College opens pathways for lifelong learning.

NorQuest is an active partner in Campus Alberta, collaborating with other post-secondary institutions, governments, business, and community agencies to enhance educational opportunities, strengthen the Alberta knowledge economy, and address the economic, societal, and cultural needs for education regionally and provincially.

NorQuest delivers educational opportunities to people where they live and work. The College provides flexible alternatives in both credit and non-credit programming, including transfer credits, career laddering, recognition of prior learning, bridging, general studies, and part-time study. Workforce training is customized to meet specific needs in communities and workplaces. Through our partnership with eCampus Alberta and other innovative distributed learning alternatives, the College serves students across Alberta, throughout Canada and around the world.

NorQuest is committed to enhancing teaching and learning through applied research that informs its academic programming and builds capacity in the communities it serves. The College's centres for excellence are engaged nationally and locally with partners in business, industry, government, and communities to develop innovative solutions to social and technological challenges.

NorQuest College contributes to a strong Alberta economy by developing the skilled workforce that both public and private sector employers require. Educated in an environment that emphasizes critical thinking, experiential learning, technology integration and intercultural competence, NorQuest graduates are global citizens and valued contributors in their communities.

Mandate approved by Alberta Advanced Education and Technology, June 2010

ACADEMIC SCHEDULE

2013

MAY 2013						
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NOVEMBER 2						

2013

JULY

Monday, 1	Canada Day (College closed)
Tuesday, 2	First day of regular Summer Term classes
Tuesday, 2 to Friday, 5	Drop period*
Thursday, 4	Last day to add classes
Friday, 5	Last day for payment of Summer Term fees; late fee of \$50.00 charged on any outstanding balance after this date
Friday, 12	Last day for partial tuition refunds (16-week courses/programs)
Friday, 26	Withdrawal deadline** (8-week courses/programs)

AUGUST

Monday, 5	Heritage Day (College closed)
Friday, 23	Spring 16-week term ends
Friday, 23	Summer 8-week term ends

SEPTEMBER

Monday, 2	Labour Day (College Closed)
Tuesday, 3	First day of regular Fall Term classes
Tuesday, 3 to Friday, 13	Drop period*
Monday, 9	Last day to add classes
Friday, 13	Last day for payment of Fall Term fees; late fee of \$50.00 charged on any outstanding balance after this date
Monday, 23	Last day for partial tuition refunds (16-week courses/programs)

OCTOBER

Monday, 14	Thanksgiving Day (College closed)
Friday, 25	Withdrawal deadline (16-week courses/programs)**

NOVEMBER

Monday, 11	Remembrance Day (College closed)
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DECEMBER

Friday, 20	Fall Term ends
Monday, 23	Christmas break begins

Dates are subject to review and possible change.

* Drop period: Students who withdraw from their program or course(s) by or before the drop deadline will have their course registration deleted from transcripts. For courses and programs less than 16 weeks in duration, the drop period is 10% of the course or program length.

** Withdrawal deadline: The last day to officially withdraw from a 16-week course or program without academic penalty and receive a "W" (Withdrawal) grade. After this date, courses will be graded "WF" (Withdraw Fail). For courses and programs less than 16 weeks in duration, the withdrawal deadline without academic penalty is 50% of the course or program length.

2014

JANUARY

Monday, 6	First day of regular Winter Term classes
Monday, 6 to Thursday, 16	Drop period*
Thursday, 16	Last day for payment of Winter Term fees; late fee of \$50.00 charged on any outstanding balance after this date
Monday, 27	Last day for partial tuition refunds (16-week courses/programs)

FEBRUARY

Monday, 17	Family Day (College closed)
Friday, 28	Withdrawal deadline (16-week courses/programs)**

APRIL

Friday, 18	Good Friday (College closed)
Monday, 21	Easter Monday (College closed)
Friday, 25	Winter Term ends

MAY

Monday, 5	First day of regular Spring Term classes
Monday, 5 to Thursday, 15	Drop period*
Friday, 9	Last day to add classes
Thursday, 15	Last day for payment of Spring Term fees; late fee of \$50.00 charged on any outstanding balance after this date
Monday, 19	Victoria Day (College closed)
Monday, 26	Last day for partial tuition refunds (16-week courses/programs)
TBA	Convocation (Unconfirmed date and subject to change)

JUNE

Friday, 27	Withdrawal deadline (16-week courses/programs)**
Monday, 30	First day of regular Summer Term classes

JULY

Tuesday, 1	Canada Day (College closed)
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AUGUST

Monday, 4	Heritage Day (College closed)
Friday, 22	Spring 16-week term ends
Friday, 22	Summer 8-week term ends

GETTING INFORMATION

Services

Aboriginal Student Support Services

Phone Number

780.644.6130

Advancement

780.644.5932

Academic Skills Assessment

780.644.6055

Campus Operations

780.644.6215

Computer Commons

780.644.6085

Counselling Services

780.644.6130

Health Services

780.644.6155

International Student Office

780.644.6737

Library and Information Services

780.644.6070

Office of the Registrar

780.644.6000 1.866.534.7218

Prospective Student Office

780.644.6590

Scholarship and Awards Advisor

780.644.5987

Student Career and Employment Services

780.644.6130

Student Financial Aid

780.644.6130

Student Learning and Wellness

780.644.6055

Students' Association

780.644.6250

Transformation

Phone Number

Centre for Intercultural Education

780.644.6770

Faculty of Business and Community Studies

Phone Number

Business Programs

780.644.6470

Credit Continuing Education/Open Studies

780.644.6470

Community Studies Program

780.644.6410

Faculty of Foundational and Intercultural Studies

Phone Number

Academic Upgrading

780.644.5800

English as a Second Language

780.644.5800

Language Instruction for Newcomers to Canada (LINC) Language Training

780.644.6700

Language Training

780.644.5800

Literacy and Essential Skills Unit

780.644.5800

Faculty of Health Studies

Phone Number

Allied Health Career Programs

780.644.6395

Health Care Aide Career Programs

780.644.6370

Practical Nurse Career Programs

780.644.6300

Edmonton Downtown Campus

Main Building (Building A)

10215 108 Street T5J 1L6

Health Education Centre -

102 Avenue (Building B)

10704 102 Avenue T5J 4H9

Business and Industry Education

Centre (Building D)

10135 109 Street T5J 3P1

Health Education Centre -

106 Street (Building E)

10232 106 Street T5J 1H7

Westmount Campus

11140 131 Street T5M 1C1

780.644.6700

Camrose

For program information, contact
Wetaskiwin Campus

780.361.5800

Drayton Valley

Box 6419, 5056 50 Avenue T7A 1R8

780.542.5400

Stony Plain

Units 8 - 12, 3201 43 Avenue T7Z 1L1

780.968.6489

Westlock

#2, 10007 100 Avenue T7P 2H5

780.349.7775

Wetaskiwin

5502 49 Avenue T9A 3P3

780.361.5800

Whitecourt

Box 779, 4739 50 Avenue T7S 1N8

780.778.2000

GENERAL ADMISSION

Office of the Registrar

NorQuest College

Tel: 780.644.6000

Toll-free (within Canada): 1.866.534.7218

Fax: 780.644.6013

Apply in-person or online.

Main Building, Downtown Campus

10215 108 Street NW

Edmonton, AB, Canada T5J 1L6

Email: info@norquest.ca

Website: www.norquest.ca

Hours of Operation

Monday to Friday:

8:15 AM to 4:30 PM

To be admitted to NorQuest College, applicants must meet the admission requirements for the program to which they are applying. Specific admission requirements are listed with each program section of this calendar.

For all programs, applicants are accepted on a first-qualified, first-served basis once their application and supporting transcripts/documents have been received and evaluated against their program's admission requirements.

Admission requirements are subject to change annually; please see www.norquest.ca for the 2013/14 admission requirements. Program admission requirements for 2014/15 will be published on the website in September 2013.

Applicants must be 18 years or older within the first semester of their program. If underage, the applicant must demonstrate suitability for the program and have written parental consent. Applicants for career programs must be 18 years of age before attending any work or clinical placements to comply with external workplace regulations.

A mature student at NorQuest College is categorized as being 19 years of age or older. Mature students' official education transcripts do not have to indicate that a "high school diploma" was earned, even if it is stated in a program's admission requirements, but must have completed the required academic admission requirements. Applicants under 19 years of age must meet the high school diploma criteria if stated in the program's admission requirements, and the academic admission requirements.

The NorQuest College Prospective Student Office guides applicants through the admission process for the English Language Training, Academic Upgrading, and Employment Certificate

programs. The Prospective Student Office will schedule a program interview after an application has been processed. Applicants can contact the Prospective Student Office at 780.644.6590.

Application Fee

NOTE: Application fees are under review and subject to change.

To have your application to a NorQuest College program considered, an application fee is required. The non-refundable, non-transferable \$50 CDN application fee (for Canadian citizens or permanent residents) is submitted along with your application for admission form. For international students (both residing in Canada and outside of Canada), the non-refundable, non-transferable application fee is \$100 CDN. Application fees cannot be applied towards tuition. Application fees are paid each time an application is submitted.

Applications for admission from former students with outstanding financial accounts will not be processed until the account has been paid in full. Application fees received from applicants with an outstanding balance will have the fee automatically applied to their outstanding balance.

Application Fees from Sponsors

We recommend that students pay their application fee first, and then approach their sponsor for reimbursement.

The Office of the Registrar will not accept letters, faxes, or other promissory notes for application fees from sponsors or third-party funders. The only exceptions considered are from either the Workers Compensation Board or Advancing Futures.

ApplyAlberta (www.ApplyAlberta.ca)

Take advantage of applying online! ApplyAlberta is the province-wide online application system that enables students to apply to one or more Alberta post-secondary institutions and authorize transcript transfers between participating institutions.

Applicants enter their personal and academic information only once. The information is transferred automatically to each institution to which the individuals choose to apply. Applicants who use ApplyAlberta are not charged a fee for Alberta high school or post-secondary transcripts transferred between post-secondary institutions.

Admission Deadline 2013/14

NorQuest programs do not have a prescribed admission deadline; however, applicants are strongly encouraged to begin the application process well in advance of the desired program start date for best course selection. All programs are filled on a first-qualified, first-accepted basis. Your application will not be accepted after the start date of a program.

Application Acceptance Dates for 2014/15 Programs

NorQuest College will begin accepting applications for programs according to the following schedule. As admission requirements are subject to change annually, please consult our website, www.norquest.ca, in September 2014, for the 2014/15 admission requirements.

Term	Start Date for Acceptance of Applications
Fall 2014	November 1, 2013
Winter 2015	March 1, 2014
Spring 2015	July 1, 2014

Student Technology Features for Applicants

MyMail: Your College-Issued Email Address



(Refer to Standard Practice 2.24: Electronic Communications with Students)

NorQuest College issues a lifetime college email address to all applicants, which is used as the primary communication vehicle between the Office of the Registrar, applicants, and registered students.

Students are expected to check their College MyMail account on a regular basis so that they do not miss any communication from the College. Electronic communications sent by the College will be deemed received

on the next College business day after the day the message was sent regardless of any error, failure notice, Internet service provider problem, virus, email filters, or auto-reply related to students' email, unless the error or problem originated with the College. Failure to receive or read official College communications sent to the student's College email account in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

MyQuest: Your Online Student Service Centre



Once you apply to NorQuest, you will be issued a lifetime MyQuest username and password, giving you access to all of your student account

information online anywhere the Internet is available. Some features include:

- Viewing your admission checklist and admission status in real-time
- Paying your fees online with a credit card
- Viewing your tuition and fees each term
- Viewing and printing your timetable
- Viewing your grades and printing an unofficial transcript
- Updating your address and contact information
- Printing an enrolment verification report
- Applying to graduate
- Viewing and printing your annual T2202A tax receipt

STEPS TO ADMISSION

admissions@norquest.ca

Admissions and Transfer Credit Unit
Office of the Registrar

To become a student at NorQuest College, you are required to apply through the admission process and be admitted to your program of choice. Open Studies (see page 43) is available to those applicants who wish to take credit courses without applying through the admission process.

STEP 1: Apply, Pay the Application Fee, and Submit Admission Requirements

Apply online by visiting our website at www.norquest.ca or by going to the ApplyAlberta website (www.applyalberta.ca) and selecting NorQuest College. Or, download the Application for Admission form (PDF format) from our website and mail or fax it to the Office of the Registrar. You can also apply in-person at the Office of the Registrar or at any of our other campuses.

NOTE: Application fees are under review and subject to change.

An application requires a non-refundable fee of \$50 CDN. (Open studies courses are exempt from this fee.) International applicants (both in Canada and outside Canada) pay a non-refundable, non-transferable application fee of \$100 CDN. Applications received without the fee will be returned. Application fees cannot be applied toward tuition. The application fee must be paid each time an application for a new program is submitted.

Applicants who apply through ApplyAlberta.ca will have their Alberta high school and post-secondary transcripts sent directly to NorQuest College. If any of your education was completed outside of Alberta, you will need to arrange for your transcripts to be sent to NorQuest College. Any application through any other means will require you to make arrangements

to have your high school transcripts and any post-secondary transcripts (if you have previously attended a post-secondary institution) sent directly from the issuing institution. (See the "Transcripts" section, page 12.) If, for any reason, we do not receive transcripts through ApplyAlberta, it is the applicant's responsibility to ensure we receive the necessary documents.

Complete applications are processed according to the date they are received; therefore, you are advised to apply well in advance of your desired program start date, and submit all supporting transcripts and documentation in a timely fashion.

Applicants who are reapplying to the College are required to meet all conditions (if applicable) outlined on their withdrawal forms before being considered for reacceptance. Appointments with counsellors or advisors may be required to determine the applicant's readiness to return.

Applications for admission from former students with outstanding financial accounts will not be considered until the account has been paid in full. Application fees received from applicants with an outstanding balance will have the fee automatically applied to their outstanding balance.

Distance Program Applicants

If you are applying to a Distance program, your application is valid for the term to which you have applied. Applicants must submit and meet all of the admission requirements for their applied program, and register for the first course in the program before the end date of the term to which they have applied. If you are unable to meet these requirements, a new application and application fee will be required. Applicants are encouraged to meet all of the admission requirements for their applied program before the midpoint of a term in order to meet registration deadlines. (See the section “Distance Registration,” page 26.)

STEP 2: We Acknowledge Your Application

You will receive a letter of acknowledgement from the Office of the Registrar notifying you of your status and whether any further information or documentation is required. Carefully read all communications from the Office of the Registrar, as there will be important information or deadlines requiring your attention. Complete and submit any items that may be required to fulfill any outstanding admission requirements as soon as possible. Ensure that we have your current address and telephone number.

NorQuest College uses your college email account as our primary means of communicating with applicants and registered students. Included in your letter of acknowledgement is your login information for your NorQuest technology accounts. Along with a College email address, NorQuest College provides applicants with a secure login to our online student centre, MyQuest, where real-time information on your

admission status can be found. You can continually check your admission status and update your personal information.

The Office of the Registrar will assess your transcript(s) to determine whether you meet admission requirements. It is your responsibility to prove that admission requirements have been met. If the information provided on transcripts does not allow the Office of the Registrar to determine admission eligibility, you may be asked to provide further information or to have an academic skills assessment. (See the section “Academic Assessment,” page 15.)

Some programs require additional basic skills assessment testing even if you meet the academic admission criteria. See the program information section in this calendar for detailed requirements.

Complete applications are processed on a first-come, first-served basis. When you apply to a program and do not submit all of your admission requirements by the program start date, you must reapply and pay an application fee to be considered again.

STEP 3: We Make a Decision on Your Admission

Once steps 1 and 2 are complete, a decision is made regarding your admission. Certificate and diploma program applicants receive their admission decision on a first-qualified, first-accepted basis. If you are accepted into a program, you will receive a communication confirming your acceptance and requesting your tuition deposit. You can also check MyQuest for any admission decision. Applicants who do not meet admission requirements will be advised of the reason and offered assistance in choosing another program, if applicable. To inquire about your application status, contact the Admissions and Transfer Credit unit (admissions@norquest.ca) in the Office of the Registrar.

Applicants who have not submitted all admission documents by the program start date must reapply to the program to be considered again.

Conditional Admission

Conditional admission may be offered if you are a NorQuest College student currently taking upgrading courses at NorQuest to meet the academic admission requirements for your program. Conditional admission is offered only to students enrolled in courses at NorQuest. To be considered for conditional admission, you must do the following:

- Inform the Admissions unit in writing that you are currently taking upgrading courses at NorQuest to meet the requirements. You can email admissions@norquest.ca and indicate what courses you are currently enrolled in and your expected completion date.
- Submit all non-academic admission requirements (e.g., criminal record check, immunization record), if applicable. This must be done before you can be conditionally admitted.
- Submit the required tuition deposit of \$200 (\$500 CDN for international students) to hold your seat in conditional status. The seat will not be held without the deposit payment. Once paid, the deposit is non-refundable and non-transferable, even if you do not meet the conditions. If we offer conditional admission, you will be instructed on how to pay the deposit.

Once the Admissions unit verifies that you are enrolled in the required courses at NorQuest, you have submitted all non-academic admission requirements, and you have paid the deposit, you will receive a conditional acceptance letter indicating the requirements you must meet before starting the program. The item(s) still outstanding will be shown in your “To Do” list in MyQuest.

Full admission is granted once you have successfully completed your required upgrading course(s). In addition, all conditions must be completed by the date specified in the conditional admission letter, normally prior to the start date of the program. If you fail to complete all conditions by the specified due date, your admission will be denied and you will be required to reapply by submitting a new application and application fee.

ADMISSION

Provisional Admission

Applicants who are missing admission requirement(s) may receive provisional admission to a program, but must satisfy certain conditions including admission requirements, as outlined by the Program Chair, by the date specified in the offer of admission letter (normally within the first year of enrolment). Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met, and full admission granted.

If you are provisionally admitted, but fail to complete all conditions by the specified due date, you will be withdrawn from your program, and subject to the academic and financial penalties outlined in our withdrawal procedure.

STEP 4:

You Accept Our Admission Offer, and Pay Your Tuition Deposit

A non-refundable, non-transferable tuition deposit or a sponsorship confirmation is necessary for applicants to confirm their attendance in a program and reserve a seat. If you delay your tuition deposit confirmation, you may find all seats filled. You may pay your tuition deposit through your MyQuest account.

- Canadian citizen/permanent resident deposit: Domestic applicants are required to pay a non-refundable tuition deposit of \$200 CDN toward the first term's tuition.
- International (both in Canada and outside Canada) deposit: International applicants are required to pay a non-refundable, non-transferable tuition deposit of \$500 CDN towards the first term's tuition. International applicants may not defer their seat to another term.

In the event your program of choice is full, you have the option to change the delivery method or campus, if available. In order to do so, you must contact the Admissions and Transfer Credit Unit with a written request.

Refusal of Admission

NorQuest College reserves the right to grant or refuse admission to any individual. Former applicants or students who have lost good standing may be denied re-entry, or may have conditions placed on re-admission. Applicants have the right to appeal admission decisions made; see the Student Appeals section on page 39.

College Cancellation of a Course or Program

NorQuest College reserves the right to cancel courses or programs for operational reasons. When the College cancels a course or program, all College fees (including application fees) will be refunded.

TRANSCRIPTS

The application process cannot be completed until appropriate transcripts have been received. In order to be considered official, transcripts must be sent directly from the issuing institution to NorQuest College.

If you have applied online through ApplyAlberta, your Alberta high school and post-secondary transcripts will automatically be sent to NorQuest College. If, for any reason, we do not receive transcripts through ApplyAlberta, it is the applicant's responsibility to ensure we receive the necessary documents.

If you did not apply online, or your education was from outside Alberta, please provide an official transcript from each high school and post-secondary institution (college, university, technical institute) you have attended. Photocopied documents are not acceptable as they are not considered official. Once submitted, all transcripts become the property of NorQuest College and will not be released to nor photocopied for you or anyone outside the College. This is standard practice among Canadian post-secondary institutions and is designed to protect the transcript's authenticity.

Alberta High School Transcripts

To request an Alberta high school transcript, contact:

Alberta Education
High School Transcripts and Diplomas
2nd Floor, 44 Capital Boulevard
10044 108 Street NW
Edmonton, Alberta T5J 5E6
Phone toll-free: 310.0000
Extension: 780.427.5732
Tel: 780.427.5732
Fax: 780.422.2137
Online: www.education.gov.ab.ca

High School Transcripts from Other Provinces

Transcripts can be obtained by contacting the appropriate board of education in the province in which you attended or are attending high school. Ontario high school students can apply for transcripts directly from the high school attended. For schools where French is the primary language used, a certified English translation must accompany the original French transcripts.

Post-Secondary Transcripts

Transcripts from post-secondary institutions must be issued and signed by the institution and bear the institution's official seal. (It is not necessary to request official transcripts for course work previously completed at NorQuest College.) In order to obtain official copies of your post-secondary transcripts, contact the Registrar's Office of the institution(s) you originally attended and request that the transcripts be sent directly to the Office of the Registrar at NorQuest College.

International Transcripts

Many international countries have post-secondary institutions that will send original transcripts directly to Canadian schools upon your request, and may provide them fully translated into the English language. If you attended a post-secondary institution outside of Canada, we require that you contact your former school and request your original transcripts, with English translation (if applicable). Please request your transcripts to be sent directly to the Office of the Registrar at NorQuest College.

If your former school will not provide direct-sent documents, you will be asked to submit all original documents/transcripts (photocopies or emailed copies are not acceptable). You will also be required to sign an International Transcript Exception form. By signing this document, you are indicating that it is not possible for documents to be directly sent from your former school, and that if documents submitted are deemed inauthentic, you may be denied admission or potentially withdrawn from your program. Once submitted, your original documents will be evaluated by the Admissions and Transfer Credit Unit, and will be returned to you once the evaluation has been completed.

Documents not printed in English must also include a certified English

language translation. Translations must be word-for-word, and in the same format as the original document. English translation services are provided by several agencies in Alberta.

Members of the Association of Translators and Interpreters of Alberta (ATIA)
Edmonton Office
P.O. Box 546
Edmonton, Alberta T5J 2K8
Tel: 780.434.8384

Edmonton Immigration Services Association (EISA)
Suite 201, 10720 113 Street
Edmonton, Alberta T5H 3H8
Tel: 780.474.8445
Fax: 780.477.0883

All documents submitted in support of an application for admission

become the property of NorQuest College and will not be returned or photocopied for you, including international transcripts/documents that are sent directly to the College.

IQAS Evaluation

Transcripts that have been evaluated by IQAS (International Qualifications Assessment Service) can be submitted to assist the Office of the Registrar with transcript evaluations; however, IQAS assessments are advisory only. NorQuest College reserves the right to ask for further proof of admission criteria if necessary.

WORK, PRACTICUM, AND CLINICAL PLACEMENT REQUIREMENTS

Immunization Requirements

Programs with a work, practicum, or clinical placement may require up-to-date immunization records. The four steps to meet requirements are:

1. Obtain records for any immunizations that you have received in the past.

- Ask your parents. If you received immunizations as a baby, your parents would have been given an immunization book.
- If you received immunizations at NorQuest Health Services, you can call 780.644.6155 and request a copy of your records.
- If you attended school from grades 1 to 9 in Edmonton, Sherwood Park, or St. Albert, call Alberta Health Services at 780.413.7985.
- Check with the local public health unit closest to the school that you attended from grades 1 to 9 if you remember getting immunizations at school.
- If you have worked as a nurse or volunteered at a hospital or nursing home, the occupational health office where you worked would keep copies of the immunization and blood work you had done there.
- Immunize Canada has contact

information for all health authorities for every province and territory in Canada. You may visit their website at immunize.ca.

- Check with your doctor's office if you received immunizations there.

2. Complete your immunizations.

If you live in the Edmonton and surrounding area:

- Make an appointment with the Alberta Health Services Immunization Business Unit at 780.735.0100 and identify yourself as a NorQuest applicant.
- Take a copy of your past immunization record and the NorQuest immunization form, which you may download off the NorQuest College website.
- You will have to pay for this service. During this visit, the nurse can advise you of the number of additional visits and costs to complete all the immunizations you need.
Alberta Health Services
Immunization Business Unit
Seventh Street Plaza,
North Tower, Suite 440
10030 107 Street, Edmonton AB
(½ block south of Jasper on 107 Street near Corona LRT Station)

If you live outside Edmonton and surrounding area:

- You can receive the vaccines required and have the NorQuest immunization form completed at your local health unit.
- You may have to pay for this service.

3. Submit your completed immunization record to NorQuest Health Services.

Once your immunizations are completed and they have been signed off by a nurse from the immunization business unit in Edmonton or your local public health clinic, you can submit them to NorQuest Health Services.

Fax your records and completed immunization record form to 780.644.6151 OR

Mail or bring your records to:

NorQuest Health Services
Room A109, 10215 108 Street
Edmonton, AB, T5J 1L6

4. Have your immunization form assessed by a nurse at NorQuest.

A nurse at NorQuest will review the immunization form to make sure all immunizations have been completed. If all requirements are met, the Office of the Registrar will be advised and this part of your application for admission will be complete. If you are waiting for chest X-ray results or bloodwork results in the mail, it is your responsibility to submit these records to NorQuest Health Services as soon as you receive them.

Returning Students and Immunization Records

If you have previously attended NorQuest and submitted immunizations, you need to contact NorQuest Health Services to confirm that the immunizations are still valid. Alberta Health Services requires a TB test to be completed within six months of your program start date, and chest X-rays are valid only if they are completed within one year of your program start date.

Criminal Record Check

Certain programs require a clear criminal record check (CRC) if you are going to participate in a clinical or work placement. This document forms part of your official student record.

- The record check must be clear and must include a vulnerable sector check. When requesting a criminal record check, ensure that you ask for a vulnerable sector search. It must be clearly indicated on the document that this additional search was completed.

- Edmonton residents can apply for a CRC in person through the Edmonton Police Services, Police Information Check Section, Nexus Business Park, #108, 14315 118 Avenue, Edmonton.
- Applicants living outside of Edmonton can apply for a CRC through their local branch of the RCMP.
- If your record check is not clear for any reason, it may prevent you from attending your placement and/or obtaining your professional licence. If your CRC is not clear, you will be required to meet with your Program Chair to discuss your options.
- Criminal record checks do expire, so in order to make sure that it will remain valid by the time you attend your clinical/work placement, do not request it too early. Do, however, ensure that you request it in enough time to submit it by your due date. Edmonton Police Service and/or the RCMP can take anywhere from 4 to 12 weeks to complete your record check. Internet (online) criminal record checks are not accepted by the College. Please obtain one directly from a local law enforcement agency.
- The original criminal record check must be submitted, and it is then placed on your official record at the College. We do not return the original to you, nor will we photocopy it for you. If you require a copy for your own records, please ensure that you make a copy before submitting the original to us. Certain placements may require you to provide the original prior to commencement. In this instance, you will not be required to leave the original with your student file.

Intervention Record Check

If you are a student in the Social Work program, Alberta Children and Youth Services Intervention Record Check must be submitted to the Faculty of Business and Community Studies, Human Service Careers Program Office, Room 630, in the NorQuest College Main Building, Edmonton Downtown Campus.

- The intervention check must meet the criteria specified by the practicum sponsors. At the appropriate time, most likely the term prior to your placement, your practicum faculty advisor will discuss your placement and what is required.
- The intervention check cannot be dated any earlier than six months before your practicum, so do not obtain this document until advised to do so.
- You can apply for this document through Edmonton and Area Child and Family Services Authority located at #1100 10055 106 St, Edmonton (inside the HSBC building).

ACADEMIC ASSESSMENT

Applicants may be required to write admissions tests:

- To determine whether they have the requisite academic skills for program entrance
- To determine placement in academic upgrading courses

Academic Assessment for Post-Secondary Programs

If you have not passed courses that are required for entrance into a certificate or diploma program or lack proof that you have completed the courses, you may be able to request an academic assessment. (Or our admissions advisor may recommend this assessment.)

If you are accepted by your program of choice, academic skills testing is a complimentary option provided to you as an alternative way to meet admission requirements. It is also an excellent way to verify your current knowledge in that specific subject to support your success in your program.

There is no additional charge for skills testing. Note, however, that once you test, the test results will supersede any previous education you may have acquired in that subject. In order to be granted admission based on skills testing, you can only test to a maximum of twice per subject. If you are unsuccessful after two attempts, you will be required to upgrade until you obtain the levels required for that specific program.

Once your official high school and/or post-secondary transcripts have been evaluated, you can:

1. Book a testing appointment with Assessment Services by calling 780.644.6055 or emailing AssessmentExams@NorQuest.ca. If you are unable to come to Edmonton for testing, ask us about testing in your home community.
2. Complete one or more tests (reading comprehension, math, writing, biology, etc.).

If your scores meet admission standards, these may be accepted in place of the published admission requirements.

Academic Upgrading/English Language Training Placement Tests

When you apply for Academic Upgrading or English Language Training programs, you may be required to complete an academic assessment for placement purposes. The placement assessment tests may include a standardized reading test, essay, and/or math test. It is not necessary to study for these tests. If you require your academic assessment in an alternative format because of a disability, we will make special arrangements for you. If you are unable to come to Edmonton for testing, ask us about testing in your home community. Your advisor will schedule your assessment, and will contact you to discuss your results and program plan.

SERVICES TO STUDENTS WITH DISABILITIES

If you have a disability, it is important that you indicate that support is required when you apply. You will be referred to Student Learning and Wellness for assessment to ensure that resources are available and that extra funding sources have been requested. You will be served on a first-come, first-served basis, depending on available resources. Your registration may be deferred until appropriate resources are in place. Student Learning

and Wellness will notify the Office of the Registrar when resources and supports are in place.

Students with disabilities who do not declare their disability at least one month prior to the start of classes may not be able to access their choice of accommodations. They will, however, be provided an alternative that will meet their needs and that can be provided by NorQuest

College in a timely fashion.

Applicants currently receiving AISH funding must apply to NorQuest College well in advance to ensure that their application is processed in time for the program start date. Applicants are served on a first-come, first-served basis depending on resources available. Admission may be deferred until resources become available.

INCLUSIVE POST-SECONDARY EDUCATION

Through inclusive post-secondary education, NorQuest College supports students with developmental disabilities to realize and achieve their educational and career goals.

Students with developmental disabilities can enrol in programs and attend college courses as auditing students. Instructors, students, classmates, and Inclusive Post-Secondary facilitators work together to create inclusive

learning experiences for everyone. Participating students receive support from the on-site Inclusive Post-Secondary facilitator, who also support students in finding meaningful employment that reflects their career goals.

Inclusive Post-Secondary Education is a partnership between the Alberta Association for Community Living and NorQuest College.

For more information, contact:

NorQuest College
Inclusive Post-Secondary Education
10215 108th St, Edmonton, AB T5J 1L6
780.644.6051
InclusiveEducation@norquest.ca

STUDENT FINANCIAL AID/SPONSORSHIP

Financial aid approval takes an average of six to eight weeks, so it is advisable to allow enough time to receive funding before classes commence. See page 19 for further information regarding financial aid. Payment of fees or a guarantee of funding must be in place in order for admitted

students to register in a program or course.

It is the student's responsibility to ensure that his or her sponsor/agency submits a Sponsorship Agreement for Academic Programs (third-party billing) for the payment of tuition,

mandatory fees, and other related fees for admission.

NOTE: Students are responsible for fees unpaid by their sponsor.

ENGLISH LANGUAGE PROFICIENCY

(Refer to Standard Practice 2.23: English Language Proficiency Requirements)

The English language proficiency (ELP) requirement applies to specified programs for applicants whose first language is not English, regardless of citizenship or country of origin.

Proof of English language proficiency must be provided by an applicant prior to an offer of admission into a program. Acceptable forms of ELP must include competencies in reading, writing, listening, and spoken English proficiency. Each competency must have been completed within two years prior to application to a program. An offer of admission may be made once the applicant meets the

acceptable ELP scores for the program to which he or she is seeking admission. Acceptable evidence of English language proficiency may be obtained through any one of the following tests:

- TOEFL (Test of English as a Foreign Language)
- CLBA (Canadian Language Benchmarks Assessment)
- IELTS (International English Language Testing System)
- CAEL (Canadian Academic English Language)
- CELBAN (Canadian English Language Benchmark Assessment for Nurses)
- Other ELP test as deemed acceptable by the Office of the Registrar

Please refer to the program admission requirements in this calendar to see whether ELP is an admission requirement and what scores are acceptable. If you are required to submit any ELP documentation, it must come directly from the testing agency. It is not acceptable to provide a photocopy or hand-delivered document.

Applicants have the right to appeal if they are dissatisfied with an ELP admission decision. Applicants may also be granted a waiver of ELP if they meet very specific criteria. For more information, please refer to the full ELP standard practice. This practice can be found on the NorQuest College website.

OPEN STUDIES

An Open Studies option is available for learners who wish to take post-secondary level credit courses at NorQuest, but are not applying to a specific certificate or diploma program. There is no application fee and there are no admission requirements to submit.

Open Studies may be for you if you want to take post-secondary level credit courses at NorQuest to get a head start on our certificate or diploma programs or to gain university transfer credit at another post-secondary institution. You may also be interested in taking these courses

for personal interest, or as a visiting student. See page 43 for more information on Open Studies at NorQuest.

VISITING STUDENTS

Please note that this practice is currently under review and may change. For more information, check with the Office of the Registrar.

NorQuest students visiting other accredited institutions:

- A NorQuest College student wishing to take a course at another accredited post-secondary institution must have written confirmation from the appropriate program coordinator that the course and credits will be accepted in the student's NorQuest program prior to registering at another institution.
- NorQuest's Office of the Registrar will provide a permission letter for the

student to submit to the host institution specifying the course(s) the student can take.

- Students are responsible for ensuring that NorQuest College receives the official transcript from the host institution once their course(s) are complete.

Students from another institution visiting NorQuest:

- NorQuest College provides opportunities to students who wish to take courses while maintaining their student status at their home institution. The credits earned at NorQuest College can be transferred back to

the home institution, if approval is received.

- Prior arrangements must be made by the visiting student. A letter of permission specifying the course or courses the student can take is issued by the student's home institution and provided to NorQuest's Office of the Registrar.
- Visiting students will be subject to all rules and regulations applicable to the students of NorQuest College.
- Visiting students are assessed and pay full tuition and fees to NorQuest College for any courses taken.

For information: +1 (780) 644.6000

INTERNATIONAL STUDENTS

Fax: +1 (780) 644.6170
Email: international@norquest.ca
Website:
www.international.norquest.ca

NorQuest College, located in the heart of downtown Edmonton, is a community college serving approximately 7,500 students each year. Offering post-secondary diploma and certificate programs, NorQuest graduates are prepared for careers in business, human services, and health-care agencies. Most of the programs and courses described in our calendar are available to international students. Since every student is unique and comes from diverse cultural, educational, and social backgrounds, we offer pathway options such as ESL, Open Studies, and high school academic upgrading for you to reach your educational goals.

The International Education Office is committed to serving the unique needs of our international students and we offer services related to:

- International student advising
- Immigration support
- Health insurance
- Social activities
- Cross-cultural counselling

- International student orientation program
- Opportunities to meet other students

Known for their community-minded outlook, our students, faculty, and staff make NorQuest a place that prepares graduates to live, work, and contribute to local and global communities. Our graduates are culturally aware, competent global citizens who are valued by employers. After completing our programs, graduates have the opportunity to pursue further study at other post-secondary institutions.

Edmonton is a safe and friendly city of one million people with hundreds of parks and recreational sites. Edmonton has a lot to offer including a variety of restaurants, galleries, museums, festivals, theatres, sporting events, and recreational activities.

Tuition and Fees

International tuition fees are generally higher in each credit course or program. Book costs, program and supplies fees, and Students' Association fees are the same for both international and domestic students. Refer to www.international.norquest.ca for the 2013/14 tuition and fees schedule and program information.

General Admission Information

Applicants must be 18 years of age or older. International students must meet the admission requirements for the program to which they are applying before admission will be granted. See the Admission section (page 9) for more detailed information.

It is important that international students obtain health insurance when they travel to Canada and during their stay in Canada. Eligible students will automatically be enrolled in the Students' Association's Health and Dental Plan. Students who have other coverage may choose to opt out of the coverage provided. For more information, please contact the International Education Office.

Application dates vary from program to program, so it is important to apply early as study permits may take several months to obtain.

Application Deadline Dates

International students who reside outside of Canada must apply to NorQuest College a minimum of six months prior to the term start date of their program. This time period will ensure that the admission process is fully complete and a valid study visa is obtained.

- To enter fall term programs, you must apply by end of February.
- To enter winter term programs, you must apply by end of June.
- To enter spring term programs, you must apply by end of October.

International students who reside in Canada are not subject to these deadlines and may follow the “Admission Deadline 2013/14” provisions on page 9.

Applying as an International Student

1. Complete an online application through ApplyAlberta at www.applyalberta.ca.
2. Pay the non-refundable, non-transferable \$100 CDN application fee. (under review and subject to change).
3. Receive acknowledgement from the College.
4. Ensure all required documents, including official transcripts, prerequisite documents, English Language proficiency (ELP) results and other admission requirements are sent to NorQuest College as soon as possible. Official transcripts and ELP results must be sent directly to NorQuest College from the issuing institution. Photocopies and email copies are not acceptable.
5. Receive admission decision: An official letter of admission will be issued by NorQuest College once ALL admission requirements are deemed to have been met.
6. Obtain a study permit or student visa for a program longer than six months. Contact the Canadian embassy or consulate in your home

country for details.
Visit www.cic.gc.ca.

7. Accept NorQuest College's offer of admission and reserve your seat in a program by paying a \$500 CDN non-refundable, non-transferable tuition deposit. Methods of payment include credit card (Visa or MasterCard), certified cheque, bank draft, money order, or wire transfer. (For details regarding wire transfer, please email international@norquest.ca.)

NOTE: Official transcripts and ELP results must be sent directly to the College from the issuing institution. Please ensure the required documentation is mailed to:

NorQuest College
Admissions and Transfer Credit Unit
Office of the Registrar
10215 108 Street
Edmonton, Alberta, Canada
T5J 1L6

NOTE: NorQuest College reserves the right to grant or refuse admission to any individual. Applicants who are not accepted in a program will be advised of the reason and may be offered assistance in choosing another program.

Cancelling Your Application

Please notify the Office of the Registrar if you wish to cancel the consideration of your application. If you cancel your application after you have accepted NorQuest's offer of admission and paid your tuition deposit, please note that a refund is not issued for this non-refundable, non-transferable amount.

Paying Your Tuition and Fees

Full tuition and fee payment for each term is required by or before the first 10% (drop period) of the term. See “Payment of Tuition and Fees” on page 24.

Refunds and Withdrawals

Please see the refund policy on page 25 for withdrawals that occur after the program start date. See page 26, “Withdrawal from a Course or Program” for academic penalties that apply, or review the “Withdrawal Chart of Academic and Financial Penalties” on page 27.

Please check our website for further details at www.international.norquest.ca.

FINANCIAL AID

Student Financial Aid Office

For information: 780.644.6130

Room A125, Main Building, Downtown Campus

NorQuest College Student Financial Aid understands that when you're a student, money matters! We specialize in helping students identify their eligibility for a number of different financial resources that will assist with educational and/or living costs while they are attending NorQuest College.

Alberta Works Income Support (Grant Funding)

Google search:

Alberta Works Policy Manual

NorQuest's Skills Investment Program, offered in conjunction with Alberta Human Services, is a grant-funding program designed to financially enable and support Albertans in need of training to become skilled workers. The program provides funding to qualified full-time and part-time students and is open to those Albertans who are currently in the following situations:

- Underemployed
- Financially disadvantaged and require training to obtain and maintain sustainable employment

Most NorQuest programs are supported by the Skills Investment Program.

Three different streams of funding are available:

1. EI (Employment Insurance) Client Stream

To apply under this stream, you must have an EI (Employment Insurance) attachment. This attachment can either be an active EI claim (if you are currently receiving EI or will be applying for EI), or a Reachback EI claim (if you have received EI in the past three to five years, three years for a regular claim and five for a maternity/parental claim). Other basic criteria must also be met to access this funding. This will be determined through an assessment conducted by NorQuest student advisors.

2. Non-EI (Non-Employment Insurance) Client Stream

To apply under this stream of funding, you must be able to demonstrate that you are financially disadvantaged and require training to obtain and maintain employment. You must also have been out of the regular school system for at least 12 consecutive months at some point in your education. Other basic criteria must also be met to access this funding. This will be determined through an assessment conducted by NorQuest student financial advisors.

3. Skills Investment Bursary

To apply under this stream of funding, you must be able to demonstrate that your last years' income is below the eligible threshold and you need training to improve your employment status. Other basic criteria must also be met to access this funding. This will be determined through an assessment conducted by NorQuest student advisors.

In all funding streams, eligible candidates may be considered for grant funding as required to assist in funding training goals. Employment Insurance learners may also be eligible to receive regular EI benefits while in training. (The duration is based on original eligibility.)

Applying for Alberta Works Income Support (Grant Funding)

- 1. Initial assessment:** All prospective students will have an initial assessment to help determine whether they qualify for grant funding.
- 2. Career investigation:** Qualified students must have a set employment goal. Assistance is available from NorQuest's Student Career and Employment Services.

3. Referral to training: Meet with a NorQuest student advisor to approve your training plan.

4. Commencement of training: Training commences, and you enter Service Management. This is your support system. It monitors your attendance and progress while you are in school.

5. Completion of training: You successfully complete training and start looking for work.

6. Follow-up: You will be contacted twice over a six-month period, once at three months and once at six months, for a report on your job search or employment situation.

NOTE: It can take from six to eight weeks to receive funding. Please apply early!

Student Loans Alberta Student Loans

www.studentaid.alberta.ca

The government student loan program helps you meet the basic costs of learning and living while you pursue your post-secondary education. Students coming right out of high school are considered to be dependent for four years, which means a parental contribution may be expected.

Identify your sources of income, for example:

- Parents/grandparents/relatives
- Savings
- Part-time earnings while in college
- Spouse
- Investments
- Scholarships/bursaries
- Bank student line of credit
- Bank funding/other sponsorship

Applying for a Student Loan

Full-time students in a post-secondary career program can apply for assistance through Student Aid, the financial assistance service in their home province. Students taking upgrading courses or programs are not eligible for a student loan. Your provincial Student Aid service determines your eligibility for loans and will determine the disbursement method (Canada loan, provincial loan, etc.).

Students are encouraged to complete an online application. You may request a paper application through the website at www.studentaid.alberta.ca.

Processing times vary from province to province and may take up to eight weeks; therefore, you are advised to apply early. You do not require proof of admission in order to submit an application for a student loan.

Using the Alberta Student Number

The Alberta Student Number (ASN) is a unique identifier for all Alberta students that gives them access to improved programs and services in the Alberta education system. With an ASN, students may apply electronically for financial assistance and have their enrolment confirmed electronically. If you do not have access to your number or if you are moving into the province to study, you can look up or request a number at www.alis.gov.ab.ca or <http://education.alberta.ca>.

We Can Help

NorQuest's student loan officer can provide the following:

- Advice on how to maximize your student loan funding
- Assistance in completing and reviewing your student loan application forms
- Assistance in obtaining interest-free status on your previously existing student loans
- Information regarding loan repayment after you finish your program

Once your student loan has been approved, you will be required to process your loan. Please follow the

directions inside your loan package on how to cash your student loans. You will be required to provide original documents, including your social insurance (SIN) card (or current tax assessment), photo ID (e.g., passport, driver's licence), and a void cheque (two cheques if you have two loans).

Filling Out Canada/Alberta Student Loan Forms

When completing a student loan application, be sure to include all the required information and documents. Check the NorQuest College website at www.norquest.ca to confirm the costs for tuition, books, and other fees for your program. The program and supplies fee and health/dental fees can be recorded under the books and supplies amount. A schedule of the total costs for each program is available in the Student Services office.

Paying Your Tuition and Fees from your Student Loan

If you receive a student loan, all approved funding is sent directly to you. It is your responsibility to be aware of the fees owed to the College, and to pay all of your assessed tuition and fees according to the College's payment schedule. See "Payment of Tuition and Fees" on page 24.

If you have questions about this new student loan process, please visit the Student Financial Aid office, call 780.644.6130, or see our web page at: <http://student.norquest.ca/collegeservices/studentfinancialaid/index.htm>

Aboriginal Student Funding

Qualified Aboriginal students may be eligible for additional grants or loans. Other sources of funding may be available through your band education counsellor or Aboriginal funding agencies. For further information, contact NorQuest's student advisor for Aboriginal students at 780.644.6130.

Aboriginal student funding can include:

- Student grant funding
- Student loan funding
- Band funding, First Nations funding agencies, Bill C-31 funding, and Metis funding

Emergency Student Assistance

Students who have extenuating or emergency situations and are in need of assistance can seek assistance in the Student Financial Aid office, Room A125, Main Building, Downtown Campus, to determine eligibility for an emergency loan or other assistance. If a student has outstanding fees, he or she will not be eligible for assistance.

Assistance to Students Funds

Assistance to students funds are non-repayable funds issued to registered NorQuest College students who need assistance due to an unanticipated emergency and who are unable to repay an emergency loan. Students must have exhausted all resources before applying for this type of assistance. A student can receive this type of assistance only once in an academic year. To access the assistance to students fund, a student meets with a delegated representative from the Student Financial Aid office and demonstrates a legitimate need. These funds cannot be issued to pay any fees or debts owing to NorQuest College or to purchase textbooks or pay parking fees.

Student Emergency Loans

The College provides short-term emergency loans to registered students on an emergency basis once per term, if needed. An emergency loan cannot be issued to pay any fees or debts owing to NorQuest College or to purchase text books or pay parking fees and are repayable to the Student Emergency Loan Fund. To access the Student Emergency Loan Fund, students meet with the designated representative in the Student Financial Aid office and must demonstrate a legitimate need for a loan. Legitimate need may include unforeseeable circumstances beyond a student's control that lead to undue hardships. The student will be required to support the request with the assurance that sufficient funding will be forthcoming to repay the loan within a specified time period. If the emergency loan is not repaid by the due date, an encumbrance will be placed on the student's account and the student will be denied any College service.

FEES

2013/14 Tuition and Fees Schedule

Please refer to the College website at www.norquest.ca for detailed information on the domestic and international tuition and fees schedule for 2013-2014.

Fees Assessed to the Student Account

The following fee categories are assessed to your account once you are registered in classes. Depending on the campus of attendance, or delivery method of classes, some fees may not apply.

Tuition Deposit

Tuition payers, applicants funded through student loans, or applicants without a confirmed funding agency sponsorship are required to pay a non-refundable tuition deposit of \$200 CDN (\$500 CDN for international students) to hold a seat in a program once admission is offered. The tuition deposit is applied to the first term's tuition.

Tuition Fees: Canadian/Permanent Residents and International

Tuition fees, which are fees for instruction, are established and reviewed on an annual basis through the College's approval process in accordance with the provincial tuition fee legislation. All other fees are developed and approved through the College's fee approval process and are reviewed on an annual basis. Refer to www.norquest.ca for the 2013/14 tuition and fees schedule for the domestic and international student rates for tuition.

Tuition fees are assessed on a per credit basis for most College programs and are applied based on the program to which the student has been admitted.

Students' Association Fee

The NorQuest Students' Association establishes the rate for Students' Association fees that are assessed upon registration. These fees are mandatory, and due and payable under the same terms and conditions as other College fees.

Students taking non-credit classes or students enrolled in NorQuest College credit classes that are purchased through an external contract are not subject to the Students' Association fee, nor are they able to access the services provided by the NorQuest Students' Association. Students or sponsors who wish to opt in to the benefits provided by the Students' Association may do so by paying the standard SA fee, outlined below, directly to the NorQuest Students' Association.

NorQuest Edmonton Campuses and Regional Campuses

The Students' Association fee of \$50 will be assessed each term to full-time and part-time students registered in classes located on-campus at the Edmonton downtown campus or the regional campuses (Camrose, Drayton Valley, Stony Plain, Westlock, Wetaskiwin, and Whitecourt).

Distance and eCampus

The Students' Association fee of \$35 will be assessed each term to full-time and part-time students registered in distance or eCampus classes. Students enrolled in a combination of on-campus and distance and/or eCampus classes will be assessed the on-campus rate of \$50.

Registrarial Services Fee

The Registrarial Services fee of \$25 is charged each term to all full-time and part-time registered students. This fee covers the cost of credential (certificate or diploma) replacement, official transcript reprinting, and enrolment confirmation letters. These lifetime services will be provided to each current and former NorQuest student, upon request, by the Office of the Registrar. This fee also covers the issuance of a student ID card, completion of forms for enrolment verification and applying to graduate.

Program and Supplies Fee (Per Course)

The program and supplies fee includes materials and supplies that are essential to the completion of a program or course of study and are supplied by the College to the student. Fee amounts vary by course. Please refer to www.norquest.ca for the 2013-14 course fees schedule, which lists each program and supplies fee by course.

Textbook Rental Fees

Textbooks are loaned to students in academic upgrading programs and employment preparation programs during a term, and a mandatory book rental fee is assessed to a student's account upon registration. Registered students can pick up their books from the bookstore. Once the term is over, students are responsible for returning their books. If books are not returned, the cost of the books will be charged to the student's account. Please refer to www.norquest.ca for the 2013-14 course fees schedule, which lists the textbook rental fee by applicable course.

Student Health and Dental Plan Fees

All eligible full-time, band-sponsored, or self-funded students (including students receiving student loans) taking programs at NorQuest College's Edmonton downtown campus or regional campuses (Camrose, Drayton Valley, Stony Plain, Westlock, Wetaskiwin and Whitecourt), who have paid Students' Association fees and who are registered in an eligible program are automatically enrolled in the mandatory student health and dental plans offered by the NorQuest Students' Association.

Each plan has an annual premium; therefore, opting out of either the health or dental plan must be done prior to the specified deadline and must be accompanied by proof of existing insurance. Students who have paid for the health and dental plan and wish to add on family members may do so by paying the applicable fees directly to the Students' Association.

The deadline to opt out of or add on to the health and dental plans is on the last day for payment of term fees. See the Academic Schedule on page 7 for exact dates.

Students who had previously opted out of the health and dental plan but wish to re-enrol in the plan may do so on the anniversary of their opt-out or within 30 days of losing their existing insurance coverage.

A full year of health and dental coverage is \$326 and is assessed and payable along with tuition and fees in the fall term. Each plan is \$163. Insurance coverage is from the start date of the fall term to August 31.

Eight months of health and dental coverage is \$218 and is available to students who start full-time studies in the winter term. Each plan is \$109. Insurance coverage is from the start date of the winter term to August 31.

Students Not Eligible for Student Health and Dental Plans

Part-time students, grant-funded students, auditing students, and students with an Advancing Futures Bursary are not eligible to participate in the health and dental plans.

The health and dental plans are not offered to any students who begin studies in the spring term; however, students will automatically be enrolled in the plan for the fall term if they have paid Students' Association fees and are enrolled in an eligible program.

More information regarding your student health and dental plans can be found at www.mystudentplan.ca/norquest or by visiting the Student Benefits Plan office, located in the NorQuest Students' Association office, Room A121, Main Building, Downtown Campus.

U-Pass Fees

A student referendum is being held in March 2013. If students vote for the U-Pass program the following will apply as of Fall 2013.

The U-Pass (or Universal Transit Pass) provides unlimited usage of regular service (excluding special event, contracted, and charter service) from Edmonton Transit System, St. Albert Transit, and Strathcona County Transit during the fall term (September 1 to December 31) and the winter term (January 1 to April 30) to full-time students of NorQuest College who have paid the \$50 Students' Association fee and are taking classes within the Edmonton city limits. All eligible students are automatically enrolled in the mandatory U-Pass program offered by the Students' Association of NorQuest College.

The cost of the mandatory U-Pass to each eligible student is \$147.50 per term for each of the fall and winter terms in the 2013/14 academic year (\$295 per academic year).

Students who have a valid CNIB registration, DATS, SCAT, or Handibus registration, work for one of the transit services, or have a practicum or classes outside of the service area

for longer than eight (8) consecutive weeks may be eligible to opt out of the U-Pass. Please contact the Students' Association for more information.

Students who register after the last day for payment of term fees (the 10 per cent point of the term) will not be eligible for the U-Pass. See the Academic Schedule on page 7 for exact dates.

More information regarding the U-Pass program can be found at www.norquestsa.com or by visiting the Students' Association office, Room A121, Main Building, Downtown Campus.

Other Student Fees

Auditing Fees

Fees for auditing a course or program are 50% of the tuition fee, and the full cost for the program and supplies fee and book rental fee (if applicable). Auditing students do not pay a Students' Association fee or Registrarial Services fee and are ineligible for the health and dental plans and U-Pass service.

Books and Supplies

Students are required to purchase books and supplies, readily available from the College bookstore.

Challenge Exam Fee

The challenge exam fee is 50% of the tuition fee of the course, plus a \$25 administration fee.

Clinical Practice ID Cards

Clinical practice photo ID Cards are issued by the Office of the Registrar to students enrolled in a clinical practice or practicum as part of a NorQuest program. Students are required to hold a clinical practice photo ID card when participating in all clinical practice or practicum courses. The cost for issuance and/or replacement is \$15 + GST.

Course Extensions

Students enrolled in a distance course may be granted a 28-calendar-day course extension.

Course Extension Procedure

Course extensions must be requested from the Office of the Registrar a minimum of 14 calendar days before the course contract end date.

- Students are allowed a maximum of five course extensions for the duration of their program.
- Students are responsible for ensuring that a course extension request does not exceed their allotted completion time period for their program.
- Each extension is \$50 and four weeks (28 calendar days) long. Payment is due at the time of the request.
- The extension period begins the day after the original end date of the course.
- Course extensions are non-refundable and non-transferable.
- Students on financial hold are not eligible for a course extension until all outstanding fees are paid.

Repeating a course or courses is subject to your program area's approval.

Incidental Fees

Costs for replacement or duplicates of items that are issued to you as a student of NorQuest College are listed below.

- ID card replacement \$15 + GST
- Photocopies of student file documents \$15+ GST
- Replacement of non-credit documents \$25 + GST
- T2202A duplicate or replacement (prior to 2009) \$10 + GST
- Legal requests \$75 + GST
- NSF cheques \$35
- Clinical Practice ID cards issuance or replacement \$15 + GST
- Change of login for MyQuest/ MyMail (subject to review of circumstances) \$100 + GST

Late Penalty Fee

A late penalty fee of \$50 is applied to a student account if payment is not received according to the College's tuition and fee payment schedule.

Tax Receipts

T2202A tax receipts for the preceding calendar year are available online annually through your MyQuest account by the third week of February. Tuition and application fees are eligible; however, tuition fees of less than \$100 are ineligible. Students in upgrading and foundational programs are not eligible for a T2202A tax receipt.

The tax receipt lists the amount of tuition paid that can be claimed as an income tax deduction and months of full-time and part-time attendance. Amounts and months are pro-rated for programs or courses that start and end in different taxation years. Note that the taxation year is January 1 to December 31.

For more information, go to the NorQuest website at www.norquest.ca and select "Current Students." There select the link "T2202A Tax Receipt information." You will find a list of frequently asked questions and answers about this topic.

Sponsorship

If your tuition and fees are being paid by a sponsor other than AEI (Alberta Employment and Immigration), your sponsoring agency must send a letter of confirmation directly to the Office of the Registrar. A college document, the Sponsorship Agreement Confirmation form, must be returned to the Office of the Registrar by the sponsoring agency before a seat can be reserved in the program and a student registered in courses.

Refunds for sponsored students will be made directly to the sponsoring agency.

If the Office of the Registrar does not receive confirmation by the first day of classes, you remain responsible for the payment of tuition and related fees. Any fees that are not covered by a sponsor also remain a student's responsibility.

If you have paid all your fees and the College then receives payment from the sponsoring agency, you will receive a full refund.

Application Fees from Sponsors

We recommend that students pay their application fee first, and then approach their sponsor for reimbursement.

The Office of the Registrar will not accept letters, faxes, or other promissory notes for application fees from sponsors or third-party funders. The only exceptions considered are from either the Workers Compensation Board, or Advancing Futures.

PAYMENT OF TUITION AND FEES

It is necessary for students to have funds in place for all assessed tuition, fees, books, and supplies prior to attending NorQuest College. Penalties will apply to students who do not follow the payment schedule outlined below.

Your registration is not complete until all tuition and related fees are paid in full. Full fees are due and payable by or before the first 10% (drop period) of the term (see the Academic Schedule on page 7 for the drop dates associated with each term). After this date, a \$50 late penalty fee will be assessed to your account.

You are required to pay for all classes you are registered in by or before the first 10% (drop period) of the term, regardless of their start date throughout the term. Any distance or Open Studies students will be required to pay at the time of registration. (See Registering in Distance Courses on page 26 for further information.) Registration in any additional courses that occurs after the first 10% (drop period) of a term will require an accompanying payment of all assessed tuition and fees. If fees are not paid in full, a \$50 late penalty fee will be assessed. Check your MyQuest account to both view and pay for your tuition and fees.

For grant-funded (Alberta Works Income Support) students, tuition and Students' Association fees are paid directly to the College by the funder and will be recorded as having been paid at the time of registration. However, grant-funded students must pay the College for all remaining fees, and are subject to the same late fee penalty if these fees are not paid in time.

Withdrawal from College for Outstanding Fees

Students with outstanding fees must clear this debt with the College before being allowed to re-register in the next term. While a student's account is on hold, unofficial transcripts, official transcripts, credential, or letter requests will be withheld until fees are paid in full. Students who have outstanding fees by the midpoint of their term or session without alternative payment arrangements with the College will be withdrawn by the Office of the Registrar from their program or course, and remain responsible for all assessed fees. See the "Withdrawal Chart of Academic and Financial Penalties" on page 27 for academic and financial penalties that will apply.

Where to Pay

Pay your fees online through MyQuest (Visa or Mastercard) or by mail, phone, or in person to the cashier located in the Office of the Registrar, Room A104, Main Building, Downtown Campus. Please note that we do not accept Visa Debit cards as an appropriate form of payment.

We accept the following payment methods:

- Cash (in person only)
- Debit card (in person only)
- Cheque or money order made payable to NorQuest College
- Visa or MasterCard, online through MyQuest, cardholder by telephone or in person

Refunds Due to Withdrawals

To be eligible for a refund, you must notify the College in writing of your intent to withdraw from a program or course, and you must meet the criteria described below under "Refund Schedule." Simply complete and forward a Change of Course Registration form (if dropping courses) or Program Withdrawal form (if withdrawing from your program) to the Office of the Registrar. You may also email your intention to withdraw to the Enrolment Unit at enrolment@norquest.ca.

If a student submits a withdrawal directly to the Office of the Registrar, the date the form is received and date-stamped is the official withdrawal date for purposes of refunds and academic penalties (See "Withdrawal Chart of Academic and Financial Penalties" on page 27.) If a College representative submits a withdrawal on behalf of a student to the Office of the Registrar, the effective date of withdrawal is deemed to be the date indicated on the form signed by the College representative.

Non-attendance or stopping payment does not constitute notice of withdrawal from a course or program for the purpose of applying for a refund. If a student leaves the College without the completion of a withdrawal notice, the student will not be eligible for a refund and is responsible for any outstanding fees.

Receiving a Refund

A refund cheque will be mailed to a student's mailing address within six to eight weeks of his/her withdrawal if the student is no longer a registered student at NorQuest College. A refund may also be issued to a credit card if it was the original source of payment.

Students who withdraw from a course or courses and are entitled to a refund will have any credit balance applied automatically to their next term's fees. If a student is not registered in the next term, a refund cheque will be issued.

Students who have been sponsored by an agency, organization, or Aboriginal band or students who have received a Canada, Alberta, or other provincial student loan will have any refund monies sent directly to their funder.

Refund Schedule

Tuition Deposits

Once paid, tuition deposits are non-refundable and non-transferable.

Tuition and Fees

1. If you withdraw prior to the start date of your program (and assuming you have paid all fees), you are eligible to receive a full refund of fees less your tuition deposit and U-Pass fee (if applicable).
2. If you withdraw from your entire program by or before 10% of the term or session has elapsed, you are eligible to receive a 100% refund of tuition, Students' Association fee, Registrarial Services fee, textbook rental fee (if applicable), and health/dental fee (if applicable), less the tuition deposit, program and supplies fee, U-Pass fee (if applicable) and a \$25 administration fee.

If you withdraw from a course by or before 10% of the term or session has elapsed, you are eligible to receive a 100% refund of course tuition and textbook rental fee (if applicable). Each course's program and supplies fee is non-refundable.
3. If you withdraw from a program by

or before 20% of the term or session has elapsed, you are eligible to receive a 75% refund of tuition less a \$25 administration fee. All other fees are considered non-refundable at this date.

If you withdraw from a course by or before 20% of the term or session has elapsed, you are eligible to receive a 75% refund of tuition. All other fees are considered non-refundable at this date.

4. No refund is available after completion of the first 20% of a term or session.

For the calculation of refunds, working days are considered Monday to Friday (excluding holidays). If the standardized refund period occurs on a weekend or holiday, the calculation of refunds will be the working day preceding the weekend or holiday.

Financial Appeals and Refunds

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

Appeals on refunds must be initiated within 30 days of withdrawal. The Financial Appeal form must be completed and submitted to the Office of the Registrar. Decisions on refund appeals, once made by the Registrar, are final.

Tuition, fees, and refunds are assessed in accordance with the College's fee schedule and refund policies. (Please refer to "Payment of Tuition and Fees", and the "Withdrawal Chart of Academic and Financial Penalties" for information about when financial penalties apply.) Students may appeal decisions made on their financial record if there are special circumstances, or compassionate reasons. The Registrar (or designate) will be the authority for the determination of special circumstances and the adjudication of appeals. Appeals should be initiated within 30 days of the end of term, date of drop, or withdrawal,

whichever is first. A completed appeal form and appropriate documentation in support of the appeal should be submitted to the Office of the Registrar. Decisions on appeals, once made by the Registrar, are final.

Students Withdrawn by the College for Violation of Policies

Students may be withdrawn from the College for reasons associated with attendance, performance, or behaviour. When a student is withdrawn from a program or course, the official date of withdrawal is the date that the decision is rendered, not the last day of attendance.

The standard refund schedule will apply to students who have been withdrawn from their program or course(s) by the College for disciplinary reasons.

College Cancellation of a Program or Course

The College reserves the right to cancel courses or programs for operational reasons. If the College cancels a course or program, all College fees including application and administration fees are refunded.

REGISTRATION

enrolment@norquest.ca

Enrolment and Student Records Unit
Office of the Registrar

All students at the College are required to register for their classes. Students will not be allowed to attend classes unless they have officially registered. A registered student in good standing is one who has had his or her classes entered into NorQuest College's student information system, has been assessed tuition and fees, and has paid fees in full. Consult the "Payment of Tuition and Fees" section on page 24. A registration package is sent to new students two to three weeks prior to their start term or session.

Registering for Your Program

Once you've been admitted to your program and your tuition deposit is paid or your sponsorship is confirmed, contact the Office of the Registrar's Enrolment unit to register in your courses.

After you have been registered in courses:

1. Your tuition and fees will be assessed.
2. You can request a Student ID card.
3. You can buy your books and materials from the Bookstore.

Registering in Distance Delivery Courses

Distance delivery classes are offered on a monthly basis throughout the academic year. Registration and full payment for the distance delivery class must be received by or before the tenth of the month.

- Contact the Enrolment unit in the Office of the Registrar directly (enrolment@norquest.ca) to register.
- Full payment of tuition and fees must accompany your registration.
- Your course start date is the first day of every month, except during a term start month – September, January, May – when the term start date will apply.

Changes to Registration

NorQuest College utilizes standard add, drop, and withdrawal deadlines for all credit programs and courses. While students may initiate a withdrawal from a program or course(s) any time prior to course/program completion, academic and/or financial penalties may be applied. The Office of the Registrar maintains all changes to registration and assigns appropriate academic and financial penalties.

Consult the "Academic Schedule" on page 7 for important and exact dates pertaining to changes to registration, or the "Withdrawal Chart of Academic and Financial Penalties" on page 27.

Add Period

The "add period" is the last day to enrol in a program or register in a new course. Add dates are six percent (6%) of the term or session (normally the last day of the first week of classes in a 16-week term).

Drop Period

Students may drop or delete individual credit courses or their entire program by or before 10% of the term or session has elapsed. Courses deleted during the drop period have no academic penalty as they are permanently removed from the student's record and do not appear on the official transcript.

Certain program areas take attendance within the drop period of the term and report any student absences to the Office of the Registrar. Students who do not attend classes within the drop period of the term or session may be withdrawn from their program and the College for non-attendance. A communication will be sent to the student's College email address or mailing address confirming this action. It is ultimately the student's responsibility to notify the Office of the Registrar in writing about any changes to registration and to be aware that both academic and financial penalties can apply.

Withdrawal from a Course or Program

Students may initiate withdrawal from their course or program prior to completion. To do so, you must notify the College in writing of your intent to withdraw from a program or course. Simply complete and forward a Change of Course Registration or Program Withdrawal form to the Office of the Registrar and return all outstanding book rentals and materials to the College Bookstore. **Non-attendance is not considered an official notice of withdrawal.**

Normally there are both academic and financial considerations to a course or program withdrawal. See "Withdrawal Chart of Academic and Financial Penalties" on page 27 or "Refund Schedule" on page 25 for information on financial implications. For academic implications, students should consult the "Academic Schedule" on page 7 or check their MyQuest account for the latest withdrawal date before an academic penalty will be assigned. The following paragraphs detail the academic withdrawal rules.

Withdrawal Period (Without Academic Penalty)

Students may discontinue enrolment in individual credit courses or a program by or before 50% of the term or session has elapsed. Courses are assigned a grade of "W" (Withdrawal, without academic penalty), which appears on the official transcript. The withdrawal grade is not calculated in a student's grade point average (GPA).

Withdraw/Fail Period (With Academic Penalty)

Students who withdraw after 50% of a term or session will be assigned an academic penalty grade of "WF" (Withdraw Fail), which appears on the official transcript. The "WF" grade translates to a grade point value of 0.0 (4.0 grade scale) or 0% (percentage scale) and is

calculated in a student's GPA.

If a student submits a withdrawal form directly to the Office of the Registrar, the date the form is received is the official withdrawal date for purposes of assessing academic penalty and refunds. If a College representative submits a withdrawal on behalf of a student to the Office of the Registrar, the effective date of withdrawal is deemed to be the date indicated on the form signed by the College representative.

Dropping course(s) from your timetable may affect your status as a full-time student and (if applicable) your funding, either loan or grant.

For the calculation of withdrawals, working days are considered Monday to Friday (excluding holidays). If the standardized add, drop, withdrawal, or withdraw/failed period occurs on a weekend or holiday, the calculation of withdrawals will be the working day preceding the weekend or holiday.

Students who withdraw, but fail to return College-owned books or materials, or pay outstanding tuition and fees will be considered to be on financial hold with the College. All College services, including readmission, will be halted until the College recovers all outstanding materials and/or fees.

Withdrawal: Lack of Academic Progress

If a student has no course registrations in his/her program of study for more than one term, the student will be withdrawn from the program due to lack of academic progress. To rejoin the program, the student must reapply and be readmitted.

If a student has failed multiple courses within a program, the student may be withdrawn, at the Program Chair's discretion, due to lack academic progress.

College-Initiated Withdrawal

The College has the right to require that a student withdraw for failure to comply with College policies, including unsatisfactory progress, academic misconduct, behaviour, attendance, or non-payment of fees.

In the case of a College-initiated withdrawal from a program for

disciplinary reasons, the notation "Required to Withdraw" will appear on the transcript.

Current Students Withdrawing for a Term

A student who is accepted to a program and is currently attending classes may take the next single consecutive term off and then return to his or her program without reapplying for admission. If courses are not available in the return semester, the student must seek readmission by reapplying and paying the application fee.

If you wish to take a term off, notify the Office of the Registrar in writing, and ensure that you have dropped all courses for the term you wish to step out of, prior to the start of that term. Until this is done, you will be responsible for all outstanding fees. Any requests made after the term has begun will be subject to our withdrawal policy. In addition, you will be responsible for registering in courses for your return term.

NOTE: Only current, active students are permitted to take a term off without having to seek readmission. New applicants who are unable to attend the term they have applied for must reapply and pay an application fee to be considered again. Students who wish to take a term off are still subject to completing their program within the maximum time allotted.

Program Transfers

Students who wish to transfer to another College program should submit an application for admission and an application fee. See the Admission section on pages 9 to 20.

College Cancellation of a Course or Program

The College offers programs and courses in accordance with anticipated demand. In the event that programs or courses are postponed or cancelled, the College provides as much notice as possible to applicants and students. In the event the College cancels a program or course, a full refund will be issued.

Withdrawal Chart of Academic and Financial Penalties

Withdrawal Time Period	Academic Penalty	Financial Penalty
Prior to first day of term or session	None	Tuition deposit is non-refundable. U-Pass fee, if paid, is non-refundable.
First day of term or session	None	Tuition deposit is non-refundable. U-Pass fee, if paid, is non-refundable.
Up to 10% of term or session	None	Tuition deposit, program and supplies fees, and U-Pass fee are non-refundable, and a \$25 administration fee applies.
From 11% to 20% of term or session	Grade of "W" (Withdrawal) awarded; grade is not calculated in grade point average (GPA).	75% refund of tuition less a \$25 administrative fee; all other fees are non-refundable.
Between 21% and 50% of term or session	Grade of "W" (Withdrawal) awarded; grade is not calculated in grade point average (GPA).	No refund
After 51% of the term or session has elapsed	Grade of "WF" (Withdraw Fail) awarded; grade point value of 0.0 or 0% is calculated in grade point average (GPA).	No refund

CONFIDENTIALITY OF PERSONAL INFORMATION

NorQuest College will ensure that a student's right to privacy is respected and that confidentiality of student information is maintained according to the Freedom of Information and Protection of Privacy (FOIP) Act.

The College recognizes its obligation to collect and use only that personal information from students that is required for educational and related purposes and to maintain its security. Students have the right to access

their own personal information in their records and also the right to request correction of their personal information. Please see the "Student Records" section on page 33 for more information.

CLASSIFICATION OF STUDENTS

Admission Status

Once granted admission to a program, applicants will be classified as one or more of the following:

- **Regular student:** An applicant admitted to a credit program on the basis of meeting the entry requirements or having satisfied a provision of admission.
- **Mature student:** An applicant who is 19 years of age or older prior to the start of the admission term. Mature students' official education transcripts do not have to indicate that a "high school diploma" was earned, even if it is stated in a program's admission requirements, but these students must have completed the stated academic admission requirements.
- **Conditional applicant:** An applicant conditionally granted admission to a credit program with the understanding that official transcripts or other documents of in-progress coursework will be submitted to meet the stated admission requirements before full admission can be offered prior to the start of the program. This option is available only to those who are completing their requirements through NorQuest College.
- **Provisional applicant:** An applicant provisionally admitted to a credit program with the understanding that certain conditions must be satisfied before full admission can be offered. Normally students will have one year in which to meet the provisions of their admission.

Registration Status

Upon registration in College credit courses, students are classified as either full-time students or part-time students.

1. **Full-time student:** For the purposes of enrolment definition for agencies such as Citizenship and Immigration Canada or Students Finance, a student's full-time status is determined for each term. Students registered in 60% or more credits of each program's standard full load by term are considered full-time students.

Learning support advisors may recommend that a student with a disability take a reduced course load, which, for funding purposes, equates to full-time student status.

For the purposes of Revenue Canada, full-time status is determined based on the number of hours of class attendance in a week.

For purposes of enrolment reporting using the Advanced Education and Technology definition, a full-time student is defined as an active student taking at least 60% of the full load for the program during that academic year. The full load is defined as the number of credits required to complete the normal program of study for that year.

2. **Part-time student:** A part-time student is registered in fewer than 60% of the credits of each program's standard full load by term.

Other Registration Statuses

- **Auditing student:** An auditing student is one who is permitted to audit courses with the permission of the Program Chair in consultation with the appropriate instructor. A change in status from regular to audit is permitted only within the first two meetings of the class. See page 22 for Auditing Fees.
- **International student:** An international student is a citizen or resident of another country who has a valid student authorization to study in Canada.
- **New student:** A new applicant who applies to a College program and has never attended the College.
- **Ongoing student:** A student who has not experienced an enrolment break of greater than one semester.
- **Open Studies student:** A student who may take individual credit courses, but has not been admitted to a credit program. Open Studies students are not eligible to receive a certificate or diploma.
- **Program transfer student:** An ongoing student who is changing his/her program and must apply to the new program and pay the application fee.
- **Returning student:** An applicant who has not applied to or attended the College in the 12 months prior to when he or she reapplies to the College. Returning students must reapply and pay the application fee.
- **Visiting student:** A visiting student is one who is admitted on the basis of a letter of permission from another institution with the intention of transferring NorQuest College credits back to his or her home institution.

GRADING

NorQuest College uses two systems for the reporting of final grades in credit courses. All final grades are reported to the Office of the Registrar.

4.0 Grade Scale

This scale applies to post-secondary level programs/courses.

The Alberta Common Grade Scheme became effective September 2002.

Letter Grade	Grade Point Value	Descriptor
A+	4.0	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Very Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory/ Acceptable
C-	1.7	
D+	1.3	
D	1.0	Pass
F	0.0	Fail

Courses with a passing grade higher than a 1.0 show all grades below the designated passing grade as an F.

Percentage Grade Scale

This scale is required for all Alberta Education credit courses and is normally used for all NorQuest preparatory programs. The passing grade is normally 50%.

Other Grades

ADV Advanced Credit

This grade is assigned by the Registrar when transfer credit has been granted for a course successfully completed at another post-secondary institution. "ADV" grades are not calculated within the grade point average (GPA).

AUD Audit

Students may be allowed to audit

courses and will be charged an audit fee as indicated in the calendar. This grade indicates that the student is registered in the course; however, no credit or grade is expected or provided.

AW Registered as an auditor and withdrew

COM Complete

CON Continuing

This grade is awarded when a course is not passed or failed, but may be repeated.

INC Incomplete

This grade is assigned in extenuating circumstances and indicates that part of the course has not been completed or evaluated in the time period allotted. The "INC" grade reverts to an "F" 30 days after the end of the study period if no final grade is submitted, except where external requirements supersede this practice.

P or F Pass/Fail

This grade is assigned to courses with P (Pass) or F (Fail) as the only grades used.

PL Prior Learning Assessment Recognition

This grade is assigned by the Registrar when prior learning credit has been granted. "PL" grades are not calculated in the grade point average.

W Student-Initiated Withdrawal (Before the academic penalty date)

This grade is assigned to courses that the student has withdrawn from after the drop date and before the midpoint of a term or session. A "W" grade is noted on a transcript, but not calculated in the grade point average.

WF Withdraw Fail (After academic penalty date)

This grade is assigned to courses that the student has withdrawn from after the midpoint of a term or session. A "WF" grade is calculated as a 0% or 0.0 in the grade point average.

GPA Calculation

A grade point average (GPA) is a weighted average of a student's grades. GPA is calculated according to the formula using the credits assigned to each course and the grade points received. The calculations used in recording a student's grades are:

Grade Points = Credits x Grade Point Value if 4.0 grade scale is used, or Percentage Grade if Percentage Grade Scale is used. See the 4.0 Grade Scale grade point values on this page.

$$\text{GPA (Grade Point Average)} = \frac{\text{Total Grade Points}}{\text{Total Credits Taken}}$$

Example:

Course	Grade	Credits Taken	Grade Points	Total Grade Points
HEAS 1000	In Progress	--	--	--
ANPH 1001	B+	3.0	3.3	9.9
ENGL 2550	C-	3.0	1.7	5.1
PSYC 1060	W	--	--	--
SOCI 1000	F	3.0	0.0	0.0
Total		9.0		15.0

$$\text{Total Grade Points} = \frac{15.0 \text{ total grade points}}{\text{divided by } 9.0 \text{ credits taken;}}$$

GPA = 1.67

Term and Cumulative GPA

NorQuest College calculates a term GPA at the end of each summer, fall, winter, and spring term. The term GPA appears on the transcript. A cumulative GPA (CGPA) is also calculated and appears on the transcript. The cumulative GPA is the average maintained over all credit courses taken at NorQuest. The cumulative GPA is calculated separately for foundational/academic upgrading courses and post-secondary courses.

Term and Cumulative GPA - Repeated Courses

When a course is repeated, credit for the highest grade will be used in the calculation of the GPA.

ACADEMIC PRACTICES AND REGULATIONS

Attendance

Punctual and regular attendance is expected of students. Attendance is mandatory only as a requirement for sponsored students, or when specified in course outlines. Failure to meet stated attendance requirements may result in course failure or withdrawal as determined by instructors and the Program Chair, or in withdrawal from the College.

Auditing Students

NorQuest College provides opportunities for the privilege of registering in a course(s) as an auditor, upon written approval by the appropriate Program Chair.

An audited course is not credited toward the requirements of any College credential. There will be no course evaluation, progress report, and no grades calculated towards a grade point average awarded to the student (the grade denoted on the transcript is "AUD"). Participation in the classroom is left to the discretion of the instructor. Some courses may be closed to auditing at the discretion of the appropriate chairperson if the course is oversubscribed or equipment is limited. Auditing is not allowed in practicum or lab courses and in some designated programs. A change in status from regular to audit is permitted only within the first two meetings of the class.

Auditing Fees

Fees for auditing a course or program are 50% of the tuition fee, and the full cost for the program and supplies fee and book rental fee (if applicable). Auditing students do not pay a Students' Association fee or Registrarial Services fee and are ineligible for the health and dental plans, or the U-Pass service.

Transfer Credit

NOTE: This practice is currently under review and may change. For more information, check with the Office of the Registrar.

Course work completed at another accredited post-secondary institution

may be equivalent to course work at NorQuest College. Transfer credit will normally be considered for courses in certificate and diploma programs.

Transfer credit will be evaluated only when a student has met all admission requirements and has been admitted to a program. To be considered for transfer credit, you must make a formal request for assessment of relevant courses. The Transfer Credit Request form is available on the NorQuest College website or from the Office of the Registrar. Official transcripts from the issuing institution (see page 12 for information on requesting post-secondary transcripts), as well as the Transfer Credit Request form and course outlines, must be received by the Office of the Registrar a minimum of one month prior to the start date of the term in which the course(s) that you are requesting transfer credit begins. Once evaluated, the Registrar or designate will convey the decision by letter to the applicant.

It is the applicant's responsibility to provide sufficient documentation to prove that transfer credit should be granted. Therefore, along with the submission of official transcripts, you may also need to submit course outlines. These must be the complete syllabus of the course; short program calendar descriptions are not sufficient. Course outlines assist in evaluating whether the learning outcomes are equivalent.

Only courses in which you have received a passing grade will be considered for transfer credit. The College reserves the right to determine the minimum passing grade required for transfer credit approval. If transfer credit is granted from external sources, it will be noted on your NorQuest College transcript with a grade of "ADV." Courses that you have taken and successfully passed at NorQuest College will be given internal transfer credit towards your program's credit load. In this case, the ADV grade will not appear on the transcript, but the true grade you received will remain. The ADV grade and/or previous grades earned that are being considered to grant transfer credit in a program are not used in calculating any GPA (grade point averages).

Normally, the residency requirement at NorQuest College requires that the maximum number of courses that may be granted transfer credit is limited to 50% of the credit load of a given certificate or diploma program. However, each faculty may consider exceptions. All courses may be subject to time limitations (also known as shelf life) for granting transfer credit as up-to-date knowledge and skills are essential for success in your program and credential granting. Time limits are set at the discretion of the individual faculties.

Alberta Transfer Guide

Students wishing to transfer from NorQuest College to another post-secondary institution should refer to the Alberta Transfer Guide, published by the Alberta Council on Admissions and Transfer (ACAT). The guide lists all course and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories, and Nunavut. The official guide is the online version, available at <http://www.transferalberta.ca>.

Alberta Council on Admissions and Transfer (ACAT)
11th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L5
Tel. 780.422.9021
Email: acat@gov.ab.ca
Toll-free: 310.0000 (ext. 780.422.9021)
Deaf or hearing impaired with TDD/TTY units call 780.427.9999 in Edmonton. Other locations can call 1.800.232.7215.

Prior Learning Assessment and Recognition (PLAR)

NOTE: This practice is currently under review and may change. For more information, check with the Office of the Registrar.

NorQuest College recognizes prior learning by assigning credits for skills and knowledge acquired through work, non-formal education or training, self-study, or volunteer activities.

If you have acquired skills and knowledge outside the traditional classroom setting that are equivalent to our course outcomes, you may qualify to receive College credits toward a career program.

Contact the Program Chair or assessment coordinator to determine your eligibility.

If you are eligible, the Program Chair

or assessment coordinator will provide information on fees and the types of prior learning assessment that may be conducted (challenge exams, portfolio assessments, etc.). For example, if you have worked as an aide in a hospital for a number of years, you may qualify for credits towards our Health Care Aide certificate. When applying, let us know that you wish to have your prior informal learning assessed. If you are

eligible for prior learning assessment, you will be contacted by subject specialists from the program in which you want to register to discuss your next steps in the process. Fees for assessing prior learning may be charged.

For additional information about recognition for prior informal learning, call 780.644.6000.

APPLY TO GRADUATE AND CONVOCATION

Applying to Graduate

All students who have or will complete their program requirements in the 2013/14 academic year are required to apply to graduate. This action can be done only by using your MyQuest account, and choosing the "Apply for Graduation" feature. Once submitted, the Office of the Registrar will assess your courses to determine whether you have met the appropriate program requirements to receive your credential.

Credentials will be assessed by the Office of the Registrar only if you have applied to graduate through your MyQuest account. Parchments are mailed to your permanent address.

Your application to graduate request is limited to the academic year in which you apply. If you are not successful in achieving your credential, you must apply to graduate again.

For further information on applying to graduate, see the Convocation web page at www.norquest.ca/convocation

Convocation

NorQuest College celebrates student success! Our annual convocation ceremony is one of the most important events of our academic year, and is the formal ceremony that recognizes students who have or will earn their credential. The entire College comes together to create a great experience for our graduates at the Winspear

Centre located in downtown Edmonton.

Convocation is normally held in May of each year. All graduates and potential graduates from the Fall 2013, Winter 2014 and Spring 2014 terms are invited to attend. The exact date and all information about Convocation 2014 will be published on the Convocation web page at www.norquest.ca/convocation.

Graduate Records

A credential for a program is conferred upon a student once, even if the student successfully completes the program requirements more than one time. The credential will be notated on the official transcript on the earliest program completion only.

STUDENT EVALUATION AND FINAL GRADES

The College believes that the purpose of evaluation is to provide the student, other educational institutions, and future employers with a clear indication of the student's level of achievement in each course completed.

The instructor will make clear at the beginning of the course the manner of evaluation, the passing grade, and the type of grade scale used.

The instructor will provide each student with periodic evaluations.

The instructor or program area will inform students of the manner and the date on which final grades are made known.

The instructor will submit the final grade for each student to the Office of the Registrar at the completion of each course.

The Office of the Registrar will make the following available to each student:

- Unofficial transcripts, available through your MyQuest account
- Official transcripts upon request

Final Examinations/Projects

In courses where final examinations or projects are requirements, students shall be informed of evaluation guidelines and given sufficient notice of scheduled final evaluations. This procedure governs all College final evaluations or projects worth at least 20% of the course.

Each program will determine whether summative evaluations are appropriate for student evaluation (for example, final exams, projects, or skills demonstrations, which are cumulative in assessment).

Each program will ensure that summative evaluation information is available to students. This information will outline the implications or options related to the following:

- Withdrawal from courses or programs prior to completing summative evaluations
- Challenge of a final exam, project, or demonstration for course credits
- Failure to write final exams (or other summative evaluations) as scheduled

ACADEMIC PRACTICES AND REGULATIONS

- Provision of exam accommodations for a student with a disability
- Failure of summative evaluations (for example, students may then write supplemental exams)
- Appeal of any aspect of final exams

For any course that includes such evaluations, the following guidelines will apply:

- The course outline will clearly indicate the nature of the summative evaluation (for example, type of evaluation, passing grade, weighting of the exam, project, or demonstration).
- Each summative evaluation will test how well the student achieved the stated learning objectives of the course.

- Students will receive sufficient notice about summative evaluations. Each program will determine how much notice will be provided.
- All summative evaluations are the property of the College and will be stored for five months.

STUDENT RECORDS

NorQuest College creates and maintains the student records necessary to meet administrative and academic needs. We collect, retain, use, disclose, and dispose of all information collected in accordance with related departmental/program business practices, official manuals of the College, and provincial legislation pertaining to access to information and protection of privacy, and the following standard practices:

- **Standard Practice 2.9:**
Confidentiality and Security of Student Records
- **Standard Practice 4.01:** Records and Information Management
- **Student Records Retention Practice**

NOTE: This practice is currently under review and may change.

The official student record is maintained by the Office of the Registrar for a period of three years after final activity (withdrawal, completion, or graduation). Information of a permanent nature is captured on the electronic record and includes transcript information, final marks, withdrawal information, anecdotal information, and, in some instances, final summaries of clinical/work experience/reference documentation. Once the three-year criterion has been met, the electronic record becomes the permanent student record.

Official Student File and Record

The official student file and official student record are under the custody and control of the Office of the Registrar, which is accountable for the management of these records. Additional records relating to students may also exist in academic areas and in personal information banks elsewhere in the College. Original completed student releases, consents, waivers, and other agreements must be sent promptly for placement on the official student file in the Office of the Registrar.

Official Student Transcript

An official transcript of the student academic record is created, maintained, and held under the custody and control of the Office of the Registrar. This is considered confidential information and will not be released without written consent.

The official transcript includes the official student name(s) and address, student identification (ID) number, courses, grades, academic standing statuses, and credential.

An official transcript is generated and mailed to the student upon graduation from a program. Copies can be obtained upon request from the Office of the Registrar. It is the student's responsibility to ensure that his or her contact information remains current.

Unofficial Transcript

An unofficial list of grades assigned for courses attempted during the current term, including any grades for previous terms, can be generated at any time by accessing MyQuest.

Change of Name and Address

This information is considered confidential and is used only for official college business. Having students' current name, address, and contact information on file with the College is critical to effective College communications with students.

Change of Name

All name changes must be submitted in writing and accompanied by at least one of the following official government-issued identification forms: marriage/name change certificate, valid driver's licence, passport, or citizenship documentation. Only a current ID document or card will be recognized as valid. An expired ID document or card will not be accepted for a name change.

Change of Address

Students may change their address and telephone number by using the self-serve option on MyQuest, phoning, completing a change-of-address form, or mailing a post office change notice to the Office of the Registrar.

Freedom of Information and Protection of Privacy (FOIP)

The Alberta Freedom of Information and Protection of Privacy (FOIP) Act is Alberta provincial legislation that applies to all personal information collected, used, and disclosed by the College as well as all records in the custody and control of the College except those records explicitly excluded by the Act.

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

The purposes of the FOIP Act are as follows:

- Provide access to much of the recorded information held by public bodies
- Protect the privacy of individuals by controlling the collection, use, and disclosure of personal information
- Allow individuals, subject to specific exceptions, the right of access to personal information about themselves held by a public body
- Allow individuals the right to request corrections to this information
- Provide access to an independent review of decisions made by public bodies under this Act

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

For more information on FOIP at NorQuest College, you may contact the FOIP coordinator at 780.644.5956 or at FOIPinquiries@NorQuest.ca.

Personal Information Defined

“Personal information” is defined in the Alberta Freedom of Information and Protection of Privacy (FOIP) Act, s.1(n) as meaning recorded information about an identifiable individual, including but not limited to:

- The individual's name, home or business address, or home or business telephone number
- The individual's race, national or ethnic origin, colour, or religious or political beliefs, or associations
- The individual's age, sex, marital, or family status
- An identifying number, symbol, or other particular assigned to the individual
- The individual's fingerprints, other biometric information, blood type, genetic information, or inheritable characteristics
- Information about the individual's health and health care history, including information about a physical or mental disability
- Information about the individual's educational, financial, employment, or criminal history, including criminal records where a pardon has been given
- Anyone else's opinion about the individual
- The individual's personal views or opinions, except if they are about someone else

Access to Student Files

In accordance with the FOIP principle that ensures that individuals have a right to see personal information about them, and in an effort to foster openness and accountability with the clients we serve, students may view their student records or portions thereof by making an appointment at the Office of the Registrar. Students requesting access to their entire student record are advised to allow up to 48 hours for retrieval of records. Copies of documentation requested are subject to fees. Please contact the Office of the Registrar for details.

Disclosure of Personal Information

The Alberta FOIP Act contains provisions allowing or requiring public bodies to disclose personal information in their custody or under their control for a range of reasons. Disclosures of personal information without the express prior written consent of the student are sometimes necessary or desirable in the course of conducting College business and directly or indirectly supporting students and the educational experience. Such disclosures occur only where required or permitted by the Alberta FOIP Act. Most releases are governed by provisions found in the FOIP Act Part 2 Division 2 “Use and Disclosure of Personal Information by Public Bodies.”

The FOIP Act requires that personal information collected by a public body may be used or disclosed only for the purpose for which it was collected and purposes consistent with that collection.

The Act allows you to request that your personal information not be disclosed in certain circumstances. If you do not wish to have your information used for the purposes described in the following examples, please contact the Office of the Registrar.

Examples of disclosure include the following:

- Confirmation of past enrolment or completion of or graduation from a particular program offered by NorQuest College (We do not confirm/deny current attendance without proper authorization.)
- Attendance at, or participation in, a public event or activity related to a public body, including a graduation ceremony, sporting event, cultural program or club, or field trip
- Receipt of an honour or award granted by or through NorQuest College
- Your membership in a club (e.g. Art Club, Phoenix Players)
- Contact for College research, planning, and follow-up
- Contact for the Alumni Association

Additional student personal information uses and disclosures may occur without the prior written consent of the student, subject to acceptable consistent use standards, emergency and law enforcement situations, information sharing agreements, participation in common or integrated programs and services, or other agreements that comply with the access and privacy protection provisions of the Alberta FOIP Act.

Public inquiries directly related to the collection, use, and disclosure of student personal information should be directed to the FOIP coordinator.

Student Privacy and System Protection Responsibilities

Student privacy protection responsibilities include but are not limited to:

- Safeguarding and protecting from unauthorized disclosure any passwords or other unique identifiers assigned to them
- Recovering and securing any assignments, examinations, or other documents made available for return to them
- Treating as confidential any personal information of third parties that might come into their possession during the course of their academic experience or while on practicum placement

Notification of Survey Participation and Disclosures

To facilitate research that supports program and service planning and quality improvement initiatives at NorQuest College and that enhances understanding of Alberta's and Canada's post-secondary educational systems, NorQuest College may release student contact and other personal information to external agencies without prior written consent,

but within the allowable provisions of the Alberta FOIP Act. These agencies include Statistics Canada and Alberta Advanced Education.

Surveys that NorQuest College participates in include the Graduate Outcome Survey for Alberta Learning, the Enhanced Student Information System (ESIS) Survey for Statistics Canada, and the National Graduate Survey (NGS) for Statistics Canada. Students who do not wish to have their information used for ESIS or

NGS are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained by contacting Statistics Canada via their website at

<http://www.statcan.gc.ca/>; or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6; or by calling 1-613-951-1666.

STUDENT MANAGEMENT

(Refer to Student Management Policy.)

The Student Management policy and Student Judicial Affairs procedures govern student academic and non-academic behaviour, performance, and integrity and provide a means for dispute resolution. The policy and procedures specifically govern dispute resolution procedures in cases involving final grade appeals, academic and non-academic misconduct, and student grievances.

Office of Student Judicial Affairs

sjaoffice@norquest.ca

The Office of Student Judicial Affairs coordinates the administration of the Student Management policy and the Student Judicial Affairs procedures. The OSJA also provides assistance and advice to students, staff, and faculty involved in dispute resolution.

NorQuest Code of Conduct

(Refer to Code of Student Conduct: Academic Integrity and Non-Academic Misconduct Procedure.)

The College, all members of the College, and the College community have responsibilities in creating and maintaining a safe, non-threatening, and respectful campus environment. In particular, each person will be bound by the following specific provisions.

Conduct Toward Others

I will demonstrate respect for the dignity and individuality of all persons by:

- Promoting an environment that is free of any form of harassment or discrimination
- Refusing to tolerate verbal or physical abuse or the threat of abuse
- Refraining from behaviours that interfere with or disrupt the learning, living, or work life of others
- Treating confidential information appropriately
- Encouraging others to feel welcome and safe

Personal Conduct

I will demonstrate a high standard of personal conduct at NorQuest and in other activities related to NorQuest by:

- Upholding the law
- Refraining from behaviour that would bring the College into disrepute
- Not engaging in inappropriate sexual behaviour
- Refraining from inappropriate possession or consumption of any intoxicating substance, or functioning under the influence of any intoxicating substance
- Being reliable in my commitment to participate in work, study, and related activities
- Refraining from using of a position of trust to receive special benefits or consideration, or financial or material gain for myself or others
- Using appropriately any real or perceived position of authority
- Practising honesty consistently in my academic or work life
- Supporting an atmosphere that encourages the respectful exchange and examination of diverse ideas in order to further the development of our learning environment

Conduct Toward Property

I will respect College assets and the property of others by working to create an environment that treats these assets with respect and does not condone:

- Theft, vandalism, or damage of property
- Unauthorized use or entry to any space or property
- Violation of civil or criminal statutes

Awareness and College Community Responsibility

I will practise integrity by supporting others in adherence to this policy by:

- Recognizing how this policy is connected with a number of more in-depth College policies, procedures, and provincial and federal legislation
- Taking responsibility for learning how related legislation, policies, and procedures apply to my situation

Student Rights and Responsibilities

NorQuest College is committed to maintaining high standards of academic performance and integrity, as well as appropriate non-academic conduct in order to foster a learning environment conducive to the personal, educational, and social development of its students. As members of the NorQuest learning community, students are invited to participate fully in an environment that is genuinely respectful, inclusive, engaging, and supportive.

Student Rights

Students have the right to:

- An educational environment that is safe, secure, and conducive to learning and protects students from discrimination, harassment, indignity, or injury
- The protection of their privacy according to College policy and existing privacy legislation
- Reasonable and legitimate access to statements of College policies and procedures
- Due process and procedural fairness in any investigation of alleged improper student conduct or alleged violations of College policy
- Freedom of inquiry, expression, belief, political association, and assembly, provided that they are lawful and do not interfere with the rights of others or with the effective operation of the College or violate College policy
- Reasonable and legitimate access to College buildings and facilities
- Membership in an independent students' association, and participation in its governance and activities, subject only to its by-laws
- Timely and accurate information about the content and requirements of their courses and programs
- The availability of their instructors for assistance outside of scheduled class periods at mutually agreeable times and through mutually acceptable modes of communication
- Reasonable and supervised access to their official student records as contained in their permanent file
- Consult any written submission for which a mark has been assigned and to discuss the submission with the examiner
- Request an impartial review of any grade

Student Responsibilities

Students have a responsibility to:

- Assist in making the College learning community respectful, safe, and inclusive by personally refraining from and discouraging in others conduct that threatens or endangers the health, safety, well-being, or dignity of any person
- Exercise their rights and freedoms with integrity, respect for the rights of others, and acceptance of accountability for their words and actions, whether acting individually or as a member of a group
- Abide by all relevant College policies and participate in related procedures, as required
- Familiarize themselves with academic regulations, including graduation and program completion requirements
- Comply with the policies of any employer or host organization where the student is involved in a work placement, site visit, practicum, or clinical placement
- Respect the property of others, including the College's buildings and facilities
- Abide by the Code of Student Conduct, which requires that students conduct themselves honestly in their academic work and responsibly in their non-academic behaviour
- Comply with all requirements set out in course outlines, assignments, tests, and examinations
- Adhere to class attendance policies and notify instructors in a timely manner of unavoidable absences
- Participate in class activities, as instructed
- Respect the instructor's right to determine course content, instructional methodology, and evaluation
- Respect the instructor's right to manage the classroom and to set norms for acceptable behaviour
- Maintain timely and respectful communication with appropriate College offices and personnel, whether in-person or through electronic means

Academic Integrity

NorQuest College is committed to maintaining high standards of academic performance and integrity in order that all students may benefit equally from the opportunity to pursue their education in a learning environment that is characterized by high levels of fairness, trustworthiness, honesty, respect, and responsibility.

It is incumbent upon all members of the NorQuest community to uphold these standards by ensuring that they inform themselves and others of the fundamental importance of these standards, and by invoking the relevant procedures outlined below in cases of alleged academic misconduct.

Academic Misconduct

Academic misconduct may be defined broadly as the giving, taking, or presenting of information that dishonestly aids an individual or group in the determination of academic merit or standing. Common examples include, but are not limited to, plagiarism and cheating.

Plagiarism is a form of academic misconduct that occurs when someone presents as his or her own work content that has been created by another. Specific examples include:

- Presenting in any format the words, ideas, images, or data created by or belonging to someone else as if it were one's own
- Manipulating source material in an effort to deceive or mislead
- Submitting work that contains misleading references that do not accurately reflect the sources actually used

STUDENT MANAGEMENT

Cheating is a form of academic misconduct that occurs when someone employs an unauthorized means to obtain credit for work submitted; to gain advantage over others in the assessment of academic work; or to assist others in obtaining such advantages. Specific examples include:

- Accessing information from unauthorized sources such as other students or notes in the course of completing an assignment, test, or examination
- Being in unauthorized possession of evaluation materials in advance of their administration
- Collaborating on any project, assignment, or examination without prior permission

Non-Academic Misconduct

NorQuest College is committed to maintaining high standards of non-academic conduct in order to foster a learning environment conducive to the personal, educational, and social development and well-being of all its students. To this end, the College has identified standards of acceptable conduct that promote the maintenance of a safe, respectful, inclusive, and supportive environment that benefits all students equally.

It is incumbent upon all members of the NorQuest community to uphold these standards by ensuring that they inform themselves and others of the fundamental importance of these standards, and by invoking the relevant procedures outlined below in cases of alleged non-academic misconduct.

Forms of Non-Academic Misconduct

Non-academic misconduct may be defined broadly as any behaviour that:

- Adversely affects the learning of others or the College's educational mission
- Violates civil or criminal statutes
- Threatens the safety or well-being of members of the NorQuest community
- Violates the ethical standards set

by professional associations or the workplace standards set by practicum, clinical, or volunteer placement agencies.

Common examples of non-academic misconduct include, but are not limited to, the following behaviours:

- Disruption of the learning environment, including classrooms, laboratories, study areas, the library, and student placement sites
- Exercise of force on any person or property or the threat of such force
- Verbal assault, abusive or offensive language, defamation, discrimination, retaliation, or harassment towards others
- Sexual assault or other sexual harassment
- Dissemination of malicious material that creates a climate that hinders or prevents the full participation of another person or group in the NorQuest community
- Unauthorized entry into, unauthorized use of, or misuse of College property, including facilities and equipment
- Theft of, intentional or careless damage to, or unlawful possession of College property, including its facilities and equipment, as well as the personal property of members of the College community
- Possession or use of any weapon or device that may reasonably be construed to be a weapon, explosives, fireworks, or dangerous chemical, regardless of whether the individual has a licence to possess such items
- Evidence of consumption of alcohol or other substances that impair behaviour or academic performance or adversely affect members of the NorQuest community
- Failure to adhere to College policies or the instructions of a staff member who is enforcing College policy, including refusing legitimate requests to produce identification or refusing to obey emergency procedures
- Violations of civil or criminal statutes where such violations

adversely affect the College's educational mission

- Neglect of safety procedures or intentional creation of safety hazards
- Willful failure to participate in established disciplinary procedures, knowingly violating approved disciplinary sanctions, or failure to comply with legitimate directives from College personnel

Standards of Classroom Behaviour

The primary responsibility for managing the classroom environment rests with the individual instructor. Students who engage in any prohibited or unlawful behaviour that results in disruption of a class or other supervised academic activity may be directed by the instructor to immediately leave the instructional area until the incident can be satisfactorily resolved. If necessary, Campus Security may be contacted to escort the student from the area and, if required, from the campus itself. Persistent disruptive behaviour may result in a formal allegation of non-academic misconduct under the Code.

Code of Student Conduct – Adjudication Principles

The following principles will guide the procedures for adjudicating incidents of alleged academic and non-academic misconduct.

- Every effort will be made to resolve issues at the level(s) closest to the alleged incident.
- Time will be of the essence in processing cases.
- Proceedings will be formal but will not be conducted as cases in law.
- Every effort will be made to maintain a respectful and non-adversarial approach to all proceedings.
- Sound decisions will not be set aside on the basis of minor irregularities.
- All parties shall be bound by the requirements of confidentiality as governed by College policy and privacy legislation.

Student Appeals

Applicants and students have the right to appeal decisions and actions taken by College personnel. The appeal process ensures an individual's rights within College policies and procedures. Students have the right to just and equitable treatment, and the right to timely decisions based on due and reasonable process. The Office of Student Judicial Affairs coordinates all academic related appeals, and is the first point of contact in launching appeals by students, faculty or staff.

Academic Grade Appeals

(Refer to Academic Grade Appeal Procedure.)

Appeal of a Grade on an Individual Assignment

If a student has reason to believe that a grade on a particular course component, such as an assignment, test, or examination is other than what the work deserves, the student should request a meeting with the instructor to discuss the disagreement. If the matter remains unresolved, the student may appeal directly to the Academic Chair who may meet with the instructor and student together or separately and may request an independent review by an unaffiliated instructor. The decision of the Academic Chair shall be final.

Appeal of a Final Grade in a Course

Academic grade appeals must be supported by evidence based upon at least one of the following three grounds:

- The final calculation was not based upon all of the work submitted as indicated in the course outline.
- The final grade has been miscalculated.
- There is evidence of an unfair assessment of academic performance.

If a student has reason to believe that a final grade in a course has been arrived at incorrectly or unfairly, the student should first request a meeting with the instructor to discuss the disagreement. If the matter remains unresolved, the student may submit a Final Grade Review – Academic Judgment form to the Office of Student Judicial Affairs, including the ground(s) for review. The Office of Student Judicial Affairs shall forward the request to the Academic Chair for a further review. If the student is in disagreement with the Academic Chair's decision, the student may submit a Final Grade Appeal – Academic Judgment form to the Office of Student Judicial Affairs, which shall forward the form to the Dean of the Faculty for review. The Dean shall make a decision to either approve or deny the request.

Student Complaints

(Refer to Student Complaints Procedure.)

If a student believes that there is justification to complain about an unfair College policy, administrative process or individual behaviour but is uncertain where to go for support or guidance, the student should contact the Office of Student Judicial Affairs (OSJA) for advice.

Student Complaints – Adjudication Principles

The following principles will guide the procedures for adjudicating student complaints.

- Student complaint procedures shall not be used to adjudicate cases more appropriately dealt with in other College policies or procedures (e.g., Code of Student Conduct, Grade Appeals, etc.)
- Student complaint procedures shall not be used to consider complaints that have previously been adjudicated through other College procedures.
- Every effort shall be made to resolve complaints informally and at the level(s) closest to the source of the complaint.
- Formal proceedings shall not be conducted as cases in law.
- Every effort shall be made to maintain a respectful and non-adversarial approach to all proceedings.
- Trivial and vexatious complaints shall be denied.
- All parties shall be bound by the requirements of confidentiality as governed by College policy and privacy legislation.

STUDENT AWARDS

For information: 780.644.6130

Room A125, Main Building, Downtown Edmonton Campus

Scholarship, bursary, and award information can be found online at <http://www.norquest.ca/awards> or from the Scholarship, Bursaries, and Awards booklet available online or in Room 125, Main Building, Downtown Edmonton Campus.

The NorQuest College awards program is continually growing thanks to the generosity of our many donors.

Information about new awards is available from the awards and scholarships display on the main floor of the Downtown Edmonton campus. Check the awards and scholarships display for regular updates.

Application packages are available from the awards and scholarships display in September. Deadlines vary, so please check the awards and scholarships display board for all updates regarding application deadlines. Some awards are granted by the program, and students do not need to apply.

NorQuest College awards take the form of scholarships, bursaries, or awards.

Scholarships

- Based on academic achievement
- May include other criteria such as identification of career goals and personal achievements

Bursaries

- Based on financial need
- May also require satisfactory academic performance

Awards

- Recognition for non-academic contributions and/or achievements such as student leadership and community or college involvement
- May also require satisfactory academic performance and/or financial need Awards administered by NorQuest College that require an application form are awarded on a competitive basis, and recipients are selected by an awards selection committee. NorQuest College reserves the right to make whatever changes may be required including cancellation or deferral of an award or changes to the terms of reference, with consent of the donor.

FLEXIBLE LEARNING

NorQuest offers a variety of flexible learning options that allow you to choose a delivery method that works with your lifestyle. Whether it's learning at your own pace, a live virtual classroom, print-based independent study, or a combination of these, our innovative program delivery methods work to make your educational aspirations a reality.

Students can register for programs and courses offered via the following delivery methods:

- Online programs, which provide course materials online. You may have the option of synchronous (real-time) online class meetings or asynchronous (anytime) online classes.
- Distance programs, which use a combination of learning tools to deliver course materials.
- Via eCampusAlberta, which offers a wide variety of Real-Time and Anytime NorQuest courses.

More detailed information on these delivery methods is outlined below.

To learn when programs are available through online delivery and distance learning delivery at NorQuest, view the information in this calendar listed

at the top of the beginning pages of each program. Information about individual courses can be found in this Flexible Learning section. You can also contact the Office of the Registrar to see when these courses are available throughout the academic year. For eCampusAlberta courses, dates, tuitions, and fees can be viewed at www.ecampusalberta.ca.

Online Programs

Join a class online from home or learn online at your own pace. Advance your skills in an upgrading course, learn the latest software applications and business practices, or train for a career in a certificate program. In some courses, students and teachers meet through the Internet in a live, virtual classroom. Lessons are recorded so that you can review and practise class material or catch up on a class that you may have missed.

NorQuest offers the following programs online:

- Academic Upgrading
- Health Care Aide
- Hospital Unit Clerk
- Pharmacy Technician

Distance Learning

NorQuest's distance delivery programs and courses rely on a combination of learning tools. Work through course materials at your own pace. Online support tools help you review concepts, check grades, take quizzes, or interact with teachers and classmates through the discussion boards.

All distance education programs provide additional telephone and email support services to help you every step of the way.

NorQuest offers the following programs thorough distance delivery:

- Advanced Education in Orthopaedics for LPNs
- Health Care Aide
- Mental Health Rehabilitation
- Physical Therapy Assistant
- Practical Nurse
- Practical Nurse Refresher
- Therapeutic Recreation

eCampusAlberta



Come to class online through eCampusAlberta! NorQuest College is proud to be part of this exciting learning initiative. eCampusAlberta gives students access to a wide range of courses and programs from colleges, technical institutes, and universities throughout the province.

When you register with NorQuest for an eCampusAlberta course, you will have access to the College's excellent student support services, including the Learner Centre and the library.

Learning with eCampusAlberta

- Full-time or part-time
- Learning material delivered online
- Maximum student flexibility
- 8- to 20-week terms

NorQuest offers a wide variety of Real-Time and Anytime courses through eCampusAlberta. Go to www.ecampusalberta.ca for start dates, tuitions and fees, and to view additional courses offered during 2013/2014. NorQuest eCampus courses listed below (subject to availability) are available for online registration.

Academic Upgrading Courses

For information: 780.644.6590

NorQuest operates as an accredited high school and offers courses that follow the Alberta Education curriculum. As a post-secondary institution, we also offer high school equivalency courses that are accepted by Alberta universities and colleges under the Alberta Council for Admissions and Transfer (ACAT) agreement and by Canadian post-secondary institutions.

FLEXIBLE LEARNING

Real-Time Courses

Our Real-Time online courses allow students to participate in a class-like setting. Using a web conferencing tool or via video conferencing, instructors and students meet online at a specific time of the day. Online tutorial service is also available from 8 AM to 4:30 PM on weekdays.

The following Real-Time courses may be available during the fall (September to December), winter (January to April), and spring (May to August) terms.

NOTE: NorQuest high school equivalency courses are denoted by (E). All other courses are Alberta Education curriculum.

Aboriginal Studies Courses

SSN 2154	Aboriginal Studies 20
SSN 3154	Aboriginal Studies 30

English Courses

ELA 3105	English Language Arts 30-1
ENGL 3301 (E)	English 030-1
ELA 3104	English Language Arts 30-2
ENGL 3302 (E)	English 030-2

Mathematics Courses

MATH 1905	High School Prep Math
MAT 1791	Mathematics 10C
MAT 2791	Mathematics 20-1
MAT 2792	Mathematics 20-2
MAT 3791	Mathematics 30-1
MAT 3792	Mathematics 30-2
MATH 3301 (E)	Math 030-1
MATH 3302 (E)	Math 030-2
MAT 3211	Mathematics 31

Social Studies Courses

SST 2771	Social Studies 20-1
SST 2772	Social Studies 20-2
SST 3771	Social Studies 30-1
SOST 3301 (E)	Social Studies 030-1
SST 3772	Social Studies 30-2
SOST 3302 (E)	Social Studies 030-2

Science Courses

ANPH 1001	Anatomy and Physiology I
ANPH 1002	Anatomy and Physiology II
SCN 2231	Biology 20
SCN 3230	Biology 30
BIOL 3300 (E)	Biology 030
SCN 2796	Chemistry 20
SCN 3796	Chemistry 30
CHEM 3300 (E)	Chemistry 030
SCN 2797	Physics 20
SCN 3797	Physics 30
PHYS 3300 (E)	Physics 030

Anytime Courses

Our Anytime online courses allow students to learn at the time of day and on any day that works best for them. Registration is continuous so students can join a class whenever they are ready and have the set amount of time they need to complete the course. Students are given the flexibility of choosing their own study schedule or using the one suggested by the instructor. Check the eCampus Alberta website for availability of courses.

NOTE: NorQuest high school equivalency courses are denoted by (E). All other courses are Alberta Education curriculum.

English Courses

ELA 3105	English Language Arts 30-1
ENGL 3301 (E)	English 030-1
ELA 3104	English Language Arts 30-2
ENGL 3302 (E)	English 030-2

GED Preparation Courses

GEDP 1000	GED Prep
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Mathematics Courses

MATH 1010	Pre-Trades Math and Science
MATH 1905	High School Prep Math
MAT 1791	Mathematic 10C
MAT 2791	Mathematics 20-1
MAT 2792	Mathematics 20-2
MAT 3791	Mathematics 30-1
MAT 3792	Mathematics 30-2
MATH 3301 (E)	Math 030-1
MATH 3302 (E)	Math 030-2
MAT 3211	Mathematics 31
MATH 1007	Prep for Practical Nurse Math

Social Studies Courses

SST 3771	Social Studies 30-1
SOST 3301 (E)	Social Studies 030-1
SST 3772	Social Studies 30-2
SOST 3302 (E)	Social Studies 030-2

Science Courses

SCN 3230	Biology 30
BIOL 3300 (E)	Biology 030
SCN 3796	Chemistry 30
CHEM 3300 (E)	Chemistry 030
SCN 3797	Physics 30
PHYS 3300 (E)	Physics 030

Prep for College Courses

READ 9089	Reading 089
ENGL 9089	English 089
MATH 9089	Math 089

Upgrading Non-Credit Prep Courses

XUPG 1020	Biology 30 Prep - Fast Track
XUPG 1021	Chemistry 30 Prep - Fast Track
XUPG 1022	English 30 Prep - Fast Track
XUPG 1023	Pure Math 30 Prep - Fast Track
XUPG 1024	Physic 30 Prep - Fast Track

OPEN STUDIES

An open studies option is available for learners who wish to study post-secondary level credit courses at NorQuest, but are not applying to a specific certificate or diploma program. There is no application fee or application form to complete, and no admission requirements to submit.

Who could be an Open Studies student?

1. Using Open Studies as a pathway to credit courses:

- I want to take courses to get a head start on my education.
- I want to study at NorQuest, but I'm not sure which program to take. I'm taking some courses to see what interests me.

2. General interest/lifelong learner:

- I take classes for my own general interest or for my own personal/professional development.
- I'm not interested in applying to a program or obtaining any kind of credential from NorQuest right now.

3. Visiting students:

- I'm currently enrolled in a program at another post-secondary institution. I want to take a course at NorQuest because it fits my schedule and/or the course isn't offered at this time by my home institution.

Admission Criteria

There is no admission process for Open Studies, nor is an application fee assessed. Open Studies students are responsible for meeting all prerequisites for individual courses, as well as having an appropriate level of English language proficiency (ELP). Proof of such to NorQuest College is not required; the success and achievement of prerequisites and and/or ELP are the responsibility of the student registering in an Open Studies course.

General Open Studies Requirements

- Students may take a maximum of 30 credits in Open Studies before they are required to submit an application for admission to a desired NorQuest program.
- Students may register in any university transfer course (listed on the following pages) once registration opens for the 2013/14 academic year (normally after May 1, 2013).
- Program-specific Open Studies courses (listed on the following pages and noted within the program pages of certificate and diploma programs) are open for registration to Open Studies students, as per the dates listed below.

Open Studies	
Term	Registration Date
Fall 2013	August 1, 2013
Winter 2014	December 1, 2013
Spring 2014	April 1, 2014

- Transfer credit is not assessed while a learner is enrolled in Open Studies; however, if a student subsequently applies and is accepted to a NorQuest certificate or diploma program, transfer credit will be assessed.
- Open Studies students may audit courses that are eligible for audit; permission from the Program Chair and/or course instructor is required. All regular audit procedures and financial processes will be followed.
- All courses are subject to availability and may not all be offered each term.

Registration Process

- Complete an Open Studies registration form and submit it to the Office of the Registrar. Forms are available from www.norquest.ca and from the Office of the Registrar. Full payment of tuition and fees is due upon registration.
- If you intend to take an in-person class, you should register a minimum of five working days prior to the start of any class to ensure that the class is not cancelled due to low enrolment. If you intend to take a distance class, regular distance registration rules apply (see the Distance Registration information on page 26).
- If withdrawal is necessary, the standard withdrawal process and schedule applies (see the "Withdrawal Chart of Academic and Financial Penalties" on page 27).

FLEXIBLE LEARNING

University Transfer Courses

PSYC 1040	Introduction to Psychology
PSYC 1050	Foundations of Human Behaviour
PSYC 1060	Psychology for Health-Care Professionals
PSYC 2010	Developmental Psychology: Human Life Span
PSYC 2353	Psychology of Aging
PSYC 2450	Abnormal Psychology: Psychiatric Conditions and Interventions
WMST 2010	Introduction to Women's Studies
HEED 1000	Health Education
POLS 1000	Introduction to Government and Politics
POLS 1010	Canadian Politics: Institutions and Issues
SOCI 1000	Introduction to the Study of Society
SOCI 2373	Sociology of Death and Dying
ENGL 1011	Critical Reading and Writing: Prose
ENGL 1012	Critical Reading and Writing: Poetry and Drama
ENGL 2550	Introduction to Composition
ENGL 2510	Scientific and Technical Writing

Administrative Professional (page 90)

BUSN 1165	Keyboarding
BUSN 1166	MS Word
BUSN 1167	MS Excel
BUSN 1171	Business Office Procedures
BUSN 1173	Business Communications I
BUSN 1178	Databases and Presentations
BUSN 1179	Professional Relations
BUSN 1180	Advanced Excel and Outlook Foundations
BUSN 1186	Accounting Basics
BUSN 1188	Event Management
BUSN 1193	Business Communications II

Business Administration (page 93)

BUSD 1010	Business Communications I
BUSD 1050	Business Math and Statistics
BUSD 1110	Introduction to Accounting
BUSD 1040	Small Business Management
BUSD 1380	Organizational Behaviour I
BUSD 1120	Principles of Accounting
BUSD 2030	Finance I
BUSD 2110	Intermediate Accounting I
BUSD 2500	Computer Applications for Accounting
BUSD 2130	Cost Accounting I
BUSD 2620	Accounting Information Systems
BUSD 2120	Intermediate Accounting II
BUSD 2140	Cost Accounting II
BUSD 2160	Taxation
BUSD 2230	Finance II
BUSD 3010	Legal Relations
BUSD 2550	Computer Applications in Marketing
BUSD 2090	Marketing Strategy
BUSD 2030	Finance I
BUSD 2100	Not-for-Profit Marketing and PR
BUSD 2710	Customer Service
BUSD 2000	Seminar in Business Policy
BUSD 2200	Marketing Research
BUSD 2190	Consumer Behaviour
BUSD 2070	Personal Selling
BUSD 3010	Legal Relations

Hospital Unit Clerk (page 101)

BUSN 1152	Medical Terminology
BUSN 1156	Business Communication Skills for Unit Clerks

Mental Health Rehabilitation (page 104)

ANPH 1000	Introduction to Anatomy and Physiology
PATH 1010	Pathophysiology
COMM 1011	Interpersonal Communications for Health-Care Professionals
COMM 2011	Therapeutic Communication for Health-Care Professions
RHAB 1001	Introduction to Rehabilitation
DEMC 1011	Guiding the Journey: An Interactive Approach to Dementia Care
MENH 1000	Introduction to Mental Health

Pharmacy Technician (page 106)

ANPH 1000	Introduction to Anatomy and Physiology
PATH 1010	Pathophysiology
COMM 1011	Interpersonal Communications for Health-Care Professionals
PHRM 1001	Pharmaceutical Calculations
PHRM 1002	Pharmacy Law and Ethics
PHRM 1004	Pharmacy Customer Service

Physical Therapy Assistant (page 111)

ANPH 1000	Introduction to Anatomy and Physiology
PATH 1010	Pathophysiology
COMM 1011	Interpersonal Communications for Health-Care Professionals
COMM 2011	Therapeutic Communication for Health-Care Professions
RHAB 1001	Introduction to Rehabilitation

Practical Nurse (page 114)

PATH 1000	Pathophysiology for Health-Care Professions
ANPH 1001	Anatomy and Physiology I
ANPH 1002	Anatomy and Physiology II

Social Work (page 128)

SOWK 1010	Introduction to Social Work
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Therapeutic Recreation (page 131)

ANPH 1000	Introduction to Anatomy and Physiology
PATH 1010	Pathophysiology
COMM 1011	Interpersonal Communications for Health-Care Professionals
COMM 2011	Therapeutic Communication for Health-Care Professions
RHAB 1001	Introduction to Rehabilitation
WELL 1000	Wellness Through Leisure
DEMC 1011	Guiding the Journey: An Interactive Approach to Dementia Care

ENGLISH AS A SECOND LANGUAGE (ESL) COURSES

Enhance your English language skills and knowledge with our course offerings! Our ESL Continuing Education department offers a selection of part-time courses for students wanting to improve their English for employment, academic study, and professional development.

General ESL

ESLG 1043	Speaking Clearly
ESLG 1044	Writing Clearly
ESLG 1230	Integrated ESL CLB 1-2
ESLG 1234	Integrated ESL CLB 3-4
ESLG 1256	Integrated ESL CLB 5-6
ESLG 1278	Integrated ESL CLB 7-8
ESLG 1288	Integrated Child Care ESL CLB 3-4
ESLG 2210	English for Nursing - Intercultural Communication
ESLG 2211	English for Nursing - Listening
ESLG 2212	English for Nursing - Reading
ESLG 2213	English for Nursing - Speaking
ESLG 2214	English for Nursing - Writing
ESLG 2215	English for Nursing - Medical Terminology

A minimum number of registrations are required for a course to run. These courses are offered several times throughout the year. Please check www.norquest.ca for updated information or call 780.644.6000.

CENTRE FOR INTERCULTURAL EDUCATION

For information: 780.644.6770

www.norquest.ca/cfe/intercultural

Our Centre for Intercultural Education offers a three-part Intercultural Communication Practitioners certificate program for professionals wishing to upgrade their skills in today's diverse workplace.

Contact us at 780.644.6770 to discuss your needs, or visit us online at www.norquest.ca/cfe/intercultural/.

Intercultural Courses for ESL Professionals

XLAN 1010	Occupational English for International Pharmacists
XLAN 1400	Understanding the Canadian Workplace

Intercultural Communication Practitioners Certificate

XLAN 1210	Intercultural Foundations
XLAN 1211	Intercultural Perspectives
XLAN 1212	Intercultural Strategies

Intercultural Communication Training for the Workplace

In addition to our Intercultural Communication Practitioners certificate, NorQuest College offers customized intercultural communication workshops designed to meet the needs of your workplace.

Cultural diversity is a fact of life in the Canadian workplace. Intercultural communication competence requires a new set of lenses, knowledge, and skills. Workshop participants uncover hidden cultural rules that govern cross-cultural communication, expectations, and assumptions and learn to communicate more effectively with co-workers from diverse backgrounds. Benefits of the training can lead to improved team performance, better time management, and more predictable outcomes. Our clients point to the development of intercultural competence as a key strategy for accessing and retaining staff from diverse backgrounds.

We work with people from diverse occupations, including engineers, manufacturers, health-care providers, military personnel, educators, social workers, and foreign-trained professionals.

English in the Workplace

This customized language training course is designed specifically for organizations that employ people who speak English as a second language. An initial assessment of organizational needs and unique characteristics is performed to identify the speaking, listening, reading, and writing requirements of employees to perform workplace tasks successfully. After this, a customized learning and instructional plan is created to meet these needs.

Instruction focuses on the real-life language skills employees need to communicate with their co-workers, perform their duties effectively, and contribute fully to their organization. Benefits include increased morale, clearer pronunciation, improved company participation, and better all-around communication. This course is offered at the workplace, on days and at locations convenient to your production schedule.

REGIONAL CAMPUSES

Your road to a better career can begin at NorQuest College's regional campuses. Each campus is friendly and oriented to serve our students. Our dedicated instructors and staff welcome you back to learning. They understand that returning to school is a big decision that will affect your life in many ways, and they are there to help you.

NorQuest has six regional campuses that deliver secondary and post-secondary programs as well as continuing education courses tailored to meet the needs of individual communities.

Check with the individual campuses for a complete list of courses and programs available through NorQuest and other post-secondary institutions.

Daytime and evening courses may be available in traditional classroom settings, through live videoconference delivery, or through real-time online distance delivery. Please call your local NorQuest Campus location for more information on available programming.

Stony Plain Campus

Small class sizes enable NorQuest's Stony Plain campus to meet the educational needs of people in Stony Plain, Spruce Grove, and nearby rural and Aboriginal communities. Our Stony Plain campus includes six classrooms, a student study hall/lunch room, computer labs, and a student store. The Stony Plain campus offers Alberta Education high school credit courses that are accepted for entry into any post-secondary institution in Canada and equivalencies that are accepted for entry into Alberta universities and colleges. Computer, financial management, employment preparation, and other continuing education courses are offered in a traditional classroom setting. Daytime and evening courses are available online. The campus also offers NorQuest's health, human service, and business career programs through distance learning.

Westlock Campus

NorQuest's Academic Upgrading program has been a mainstay in Westlock for over 20 years. The program has given many adults the opportunity to complete high school courses and go on to post-secondary education or successful employment. Other programs available include Administrative Professional, Health Care Aide, and Practical Nurse. GED testing is also available. New this year is a selection of continuing education courses. Westlock campus helps adult students reach their goals while remaining in their home community.

Wetaskiwin Campus

NorQuest's Wetaskiwin campus is our largest regional campus. Along with small class sizes and individualized instruction, students enjoy the bigger, brighter classroom space in the Centre on the Park location. The campus includes a student lounge and multi-purpose rooms. The Wetaskiwin campus offers Alberta Education high school credit courses that are accepted for entry into Alberta universities and colleges, as well as computer, financial, and employment preparation courses. Evening and summer courses are available online. The campus also offers NorQuest's health, human service, and business career programs through distance learning via the Internet and face-to-face. New this year is a selection of continuing education courses.

Whitecourt Campus

NorQuest's Whitecourt campus is an integral part of the Edmonton stewardship region. Small class sizes and a friendly environment allow for constant interaction between students and instructors. Programs available in Whitecourt include Administrative Professional, Practical Nurse, Social Work, and Academic Upgrading. GED testing is also available. New this year is a selection of continuing education courses.

Drayton Valley Campus

The NorQuest College campus in Drayton Valley provides academic and skill training opportunities to residents in the community and surrounding area. The campus includes a bright and sunny student lounge, study area, and multi-purpose rooms. The facility includes two computer labs, and large and smaller classrooms. Students can choose from a number of NorQuest programs, including Academic Upgrading, Administrative Professional, Social Work, and a selection of continuing education courses.

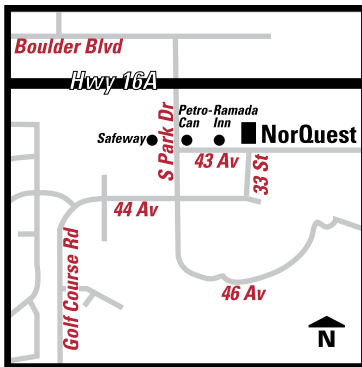
Camrose Campus

The main programming at the Camrose campus is the Practical Nurse program, which allows residents to prepare to become a professional practical nurse giving high-quality care to clients in a variety of health-care settings. Offerings in other areas of study are currently in the planning stage.

Fort Saskatchewan

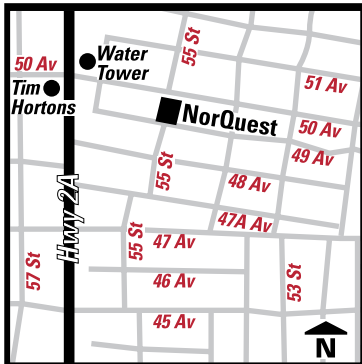
NorQuest has a unique relationship with the Tri-Centre Consortium in Fort Saskatchewan. Located inside the correctional facility, the Tri-Centre Consortium provides educational opportunities for facility clients. NorQuest offers academic upgrading, employment and practical skills, and an array of personal development courses. These courses help individuals prepare for successful reintegration and future educational opportunities.

REGIONAL CAMPUSES



Stony Plain

3201 43 Avenue
 Stony Plain, AB T5Z 1L1
 Phone: 780.968.6489
 Fax: 780.968.6493
 Email:
info.stonyplain@norquest.ca



Wetaskiwin

Centre on the Park
 5502 49 Avenue
 Wetaskiwin, AB T9A 3P3
 Phone: 780.361.5800
 Fax: 780.361.1384
 Email:
info.wetaskiwin@norquest.ca

Drayton Valley

Box 6419
 5056 50 Avenue
 Drayton Valley, AB T7A 1R8
 Phone: 780.542.5400
 Fax: 780.542.4334
 Email:
info.draytonvalley@norquest.ca

Westlock

10007 100 Avenue
 Westlock AB T7P 2H5
 Phone: 780.349.7775
 Fax: 780.349.3111
 Email:
info.westlock@norquest.ca

Whitecourt

Box 779
 4739 50 Avenue
 Whitecourt AB T7S 1N8
 Phone: 780.778.2000
 Fax: 780.778.2257
 Email:
info.whitecourt@norquest.ca

Camrose

Box 1418
 Camrose. AB T4V 4Z8
 Phone: 780.361.5800
 (Wetaskiwin reception)
 Email:
info.camrose@norquest.ca



Suzanne Nyokabi

“If it wasn’t for NorQuest College’s instructors, one of whom was my rock, I wouldn’t be where I am today. I really enjoyed the student experience at the College. The supports that are available to students, particularly for students who are new immigrants, are excellent.”

STUDENT RESOURCES AND SERVICES

Aboriginal Student Support Services

For information: 780.644.6130
Room A125, Main Building,
Downtown Campus

NorQuest College provides learners with a complete education that attempts to balance strong academic foundations with Aboriginal culture. Our inclusive approach supports the diversity of our learner population, preparing graduates for work in a wide range of environments, including Aboriginal communities.

Aboriginal learners make up approximately 9% of NorQuest's student population. As a result, we have designed an extensive network of services tailored specifically to the needs of this group, including Aboriginal Student Support Services and Elder support.

Aboriginal Student Advisor

The Aboriginal student advisor is available two afternoons a week for one-on-one appointments with students who need help with any of the following:

- Identifying Aboriginal funding options
- Providing career planning and educational guidance to band-funded students
- Liaising with bands in the provision of student support and service management
- Connecting with instructors, counsellors, admissions personnel, and agencies
- Supervision of Elder Program

Aboriginal Educational Counsellor

The Aboriginal educational counsellor assists Aboriginal students to cope more effectively with personal, financial, career, and academic issues. The counsellor works closely with the Elder, and Aboriginal Student Support Services at NorQuest College to address the unique challenges that

may hinder the success of Aboriginal students.

Aboriginal Elder

Aboriginal Elder support is available on campus on Thursdays to provide spiritual and cultural guidance. Aboriginal students are encouraged to meet with an Elder for counselling, spiritual guidance, storytelling, and healing circles.

Aboriginal Ceremonial Room

NorQuest's Aboriginal Ceremonial Room provides a multi-purpose facility for Aboriginal students. Located in Room 618 of the main building at the downtown campus, the Ceremonial Room is used for formal ceremonies and counselling sessions with the Elder.

Aboriginal Programs

NorQuest is proud to partner with the Ben Calf Robe Society, the Oteenow Employment and Training Society, and Metis Employment Services. Students at NorQuest have many opportunities to learn about Aboriginal culture and participate in Aboriginal events and ceremonies. There are many programs at NorQuest that allow students to study in a culturally enriched environment, while at the same time providing transferable knowledge and skills for a variety of careers.

NorQuest's Aboriginal-focused courses and programs are open to any student seeking to explore a career that will engage Aboriginal people.

Aboriginal University/College Preparation Program

NorQuest College offers a university/college preparation program for Aboriginal students. The program provides individualized program plans focused on providing prerequisites for post-secondary programs, as well as specialized courses, tutorials, and seminars designed to prepare students for the post-secondary environment. Upon successful completion of this program, students will enter their

program of choice at their goal post-secondary institution. See page 58 for detailed information on this program.

Aboriginal Community Support Worker Certificate

This entry-level human service career program is a gateway to employment in a human service agency or to further learning. This program is an introduction to the skills necessary for helping individuals, families, or communities. Students may use transferable courses for higher-level programs. See page 88 for detailed information on this program.

Partnerships and Community Delivery

Our health career programs are delivered in partnership with several other providers and are designed to meet the needs of individual groups within their own communities.

The Practical Nurse diploma program has been delivered for Aboriginal students in the First Nations Kehewin community (via Lakeland College), at GWES (Gitskan-Wet'suwet'en Educational Society) in British Columbia, at the Yellowhead Tribal College, and the Saskatchewan Indian Institute of Technology.

Bookstore Outlet

For information: 780.644.6203
Room A026 (Basement), Main Building,
Downtown Campus

The bookstore outlet distributes rented textbooks and sells textbooks, educational materials, program-specific supplies, and City of Edmonton bus passes (including DATS and student passes). We provide mail-out service for students in the distance delivery programs who require textbooks and instructional materials for their courses. E-mail your order request to studentbookstore@norquest.ca

Bus Service

For Edmonton Transit System information: 780.496.1611

Bus passes are for sale from the 23rd of each month until the 8th of the following month.

A valid student ID is required for the purchase of the student monthly pass.

Bus connections to and from the downtown and Westmount campuses are excellent. The Corona Station LRT is located one block south of the downtown campus buildings. Bus passes are available through the bookstore outlet.

Cafeteria and Confectionery Services

Food services are available at both the downtown campus and at the Westmount campus.

Tim Horton's is located at the main campus in the Student Activity Centre. The area also has general seating and "stop-and-go" computer access. Food service hours are 7:30 AM to 3 PM.

Westmount campus provides cafeteria services.

Counselling Services

For information: 780.644.6130
Room 125, Main Building, Downtown Campus

NorQuest College offers professional and confidential counselling at no cost to registered students. Our counsellors possess a wide range of expertise and knowledge in mental health and education-related issues.

Educational counsellors provide students with guidance and assistance in coping more effectively with problems that interfere with academic achievement, personal growth, and career development:

- Personal: Adjustment, stress, self-esteem, interpersonal communications, family issues, addictions, anger, and motivation
- Crisis: Bereavement, illness, assault, harassment, suicidal ideation, and depression

- Education: Course planning and study skills, including note taking, memory strategies, exam preparation, coping skills for test anxiety, and test-taking strategies
- Career: Career choice, and interest and personality testing
- Referral: Referral to other NorQuest services or to community agencies

A counsellor with expertise in acculturative issues is located at the Westmount Campus (780.644.6712). An Aboriginal student counsellor is also available in Room 125 at the Downtown Campus.

Services are available on a drop-in basis or you can make an appointment in person in Room 125 in the main building at the downtown campus or by phone at 780.644.6130, Monday to Friday 8:15 a.m. to 4:30 p.m. Counsellors can also be emailed at counselling@norquest.ca.

English Language Proficiency Testing Services

To determine which English Language Proficiency (EP) test is accepted by the program you have applied to, check the program's admission requirements. All documentation must be sent directly from the testing agency. We will not accept photocopies or emailed copies of documents.

- CLB (Canadian Language Benchmarks)
Catholic Social Services
LARCC – Language Assessment & Referral Counselling Centre
10709 – 105 St, Edmonton, Alberta, T5H 2X3
Tel: (780) 424 3545
More information on this assessment is available at www.language.ca
- TOEFL iBT (Internet Based Testing)
ETS (Educational Testing Service Canada Inc)
More information on the policies, procedures, testing sites, exam tips, and practice tests can be obtained at the website www.ets.org/toefl

- CAEL (Canadian Academic English Language)
Edmonton CAEL test site: MacEwan University
More information on the policies, procedures, testing sites, exam tips, and practice materials can be obtained at the website www.cael.ca
- IELTS (International English Language Testing System)
Edmonton IELTS test sites: University of Alberta and MacEwan University
More information on the policies, procedures, testing sites, exam tips, and practice materials can be obtained at the website: www.ielts.org

Translation Services

EISA (Edmonton Immigrant Services Association)
Suite #201, 10720 113 Street, Edmonton, Alberta, T5H 3H8
Tel: (780) 474.8445

More information can be obtained at the website: www.eisa-edmonton.org

Translation services are free to people who have been in Canada less than 12 months, and take can about four to six weeks. Clients that have been in Canada longer than 12 months are charged a fee, and these fees increase with the amount of time you have been in Canada. A deposit will be required at the time of requesting translations for those who do not qualify for free services.

- Translation of documents such as educational diplomas, degrees, and transcripts, as well as other documents such as marriage, birth, and death certificates and police clearances
- Interpretation to help newcomers who have limited English
- Affidavits and true copies of original documents
- Referral to needed community services and resources

STUDENT RESOURCES AND SERVICES

Foreign Document Assessment Service

This service can help individuals obtain recognition for the education they receive outside of Canada. The assessment certificate shows how your educational credentials compare to the educational standards in Canada.

NorQuest College does accept IQAS assessments for advisory purposes only. The results of the assessment serve to assist NorQuest in making decisions regarding your admission. An IQAS assessment does not guarantee that admission to a program will be granted. NorQuest may require further proof of meeting the admission criteria and may require proof of English Language Proficiency.

IQAS (International Qualifications Assessment Service)
9942 108 St, Edmonton, Alberta, T5K 2J5
Tel: (780) 427.2655

IQAS has launched a new online interactive application form available through their website
www.immigration.alberta.ca/iqas.

Health Services

For information: 780.644.6155
Room 109, Main Building,
Downtown Campus

Nurses are located at the Downtown Campus and are available for appointments or drop-in services during regular college hours. Services include:

- Care for injuries and illness that occur on campus
- Health and lifestyle counselling, such as the management of high blood pressure and high blood sugar levels
- Student health education
- Medical and community referrals
- Vision and hearing screening
- Immunization record review for programs that identify immunization status as an application requirement. If you are out of town or unable to come to the downtown campus for an appointment, refer to the immunization

information in your admissions package.

- Facilitation of immunization administration (in co-operation with outside facilities) for students in the Faculty of Health Studies and the Faculty of Business and Community Studies to meet the requirements for work placements in health-care facilities and pharmacies

ID Cards

Photo student ID cards are issued by the Office of the Registrar to all new or returning students. Ongoing students will retain their ID cards for the duration of their enrolment. Your student ID card also serves as your Students' Association and library card. Use your ID card for these purposes:

- Borrowing library materials
- Obtaining or changing your password to access college computers
- Obtaining your textbooks
- Taking part in student recreation activities
- Borrowing equipment and/or table games
- Entering the College after hours or on weekends
- Purchasing bus passes at the student rate

In 2013, the NorQuest library will migrate its holdings to the NEOS library consortium. Once the migration has concluded, students will have access to library holdings of NEOS partner libraries. The Office of the Registrar will issue new student ID cards that bear the NEOS logo to all students registered in the 2013/14 academic year to enable students to access the holdings of all NEOS partner libraries.

Clinical practice photo ID cards are issued by the Office of the Registrar to students enrolled in a clinical practice or practicum as part of a NorQuest program. Students are required to hold a clinical practice photo ID card when participating in all clinical practice or practicum courses. The cost for issuance and/or replacement is \$15 + GST.

The Learner Centre

5th floor, Main Building, Downtown Campus

The NorQuest Learner Centre brings together a number of services and resources in one central location to better serve students. Here students can study, conduct research, and receive tutorial assistance in specific subject areas. The computer workstations in the Centre have a full range of applications, allowing students to access the College's computer resources.

Learner Centre Hours

See the library website at <http://library.norquest.ca> for information.

Library and Information Services

For information: 780.644.6070

The library is an essential part of the NorQuest community, providing innovation and excellence in the delivery of library services and resources both face-to-face and at a distance. We champion the development of information literacy skills in our diverse college community.

The library houses a collection of 50,000 print books, 46,500 ebooks, thousands of journal articles in searchable electronic format, and over 800 videos, which are available online. We provide work space, quiet study space, and multimedia rooms. The library also provides access to our locally designed research guides to assist students with their assignments whether they are on campus or at home.

All students and staff are welcome to stop by the library's circulation and reference desk for an introduction to services and borrowing policies. Questions to the library can also be sent by email, phone, or our "Ask Us" chat service. Library staff work with students in class groups and one-on-one, instructing them on how best to find and use information for their assignments.

Library services are available to all students and staff, regardless of location. This includes the delivery of books to regional campuses, online reference

assistance, and access to our electronic resources.

In July-August 2013, the library will migrate its holdings to the NEOS library consortium. Once the migration has concluded, students will have access to library holdings of NEOS partner libraries. For more information on NEOS, go to www.neoslibraries.ca/.

The branch library at Westmount campus has a circulating collection and study space to support the Language Training programs offered at this location.

NorQuest College is a member of The Alberta Library Card (TAL) program.

Begin your search for information at the NorQuest Library home page: <http://library.norquest.ca>

Downtown Campus Library
780.644.6070

Westmount Campus Library
780.644.6709

Computer Commons

For information: 780.644.6085

The Computer Commons provides computer resources for students in the 5th floor Learner Centre. Here at our drop-in facility, students can use PC computers with Windows and Microsoft Office. Document scanners are also available. Students are free to use the drop-in computers to work on assignments, type a resume, search the Internet, check email, check their marks online, practise keyboarding skills, or learn new software. More than just computers, the Commons is an area where students can receive support and instruction on using the various applications and tools installed on the computers.

Computer Commons staff provides these services:

- One-on-one computer assistance
- Access to computer-assisted instruction
- Student MyMail support
- Student MyQuest support
- Wireless access support

- Student password resets
- Management of student printing quotas

Tutorial Services

5th Floor, Main Building,
Downtown Campus
For information: tutorial.centre@norquest.ca

Get extra help with understanding academic material, the writing process, and study skills. The Tutorial Centre is open Monday through Friday between 8:00 AM and 4:30 PM and is available free of charge to all NorQuest students.

Services include:

- One-on-one and group tutoring for all NorQuest programs
- Tutoring for distance learners
- A variety of workshops in response to student needs
- Peer tutor program

Services for Students with Disabilities

For information: 780.644.6055
Fax: 780.644.6065
learning.support@norquest.ca
5th Floor, Main Building,
Downtown Campus

NorQuest College offers a wide range of services for students with diagnosed disabilities, including those with disabilities in the following general categories:

- Learning
- Sensory (vision or hearing impairments)
- Physical
- Speech and language
- Neurological
- Chronic health/chronic pain
- Mental health

Many of these services are conveniently located in the Learner Centre. Examples of services include:

- One-to-one or small group appointments with academic

strategists who help students recognize and use their strengths to overcome academic challenges

- In-class support such as those provided by sign language interpreters or instructional assistants
- Preparation of exam and classroom materials in alternative formats, such as Braille or digital audio
- Training and support for the use of assistive technology and equipment
- Exam accommodations

When you apply to NorQuest College, you are encouraged to provide information about your disability and the type of service that you may require. You will then be referred to a student support specialist who will meet with you to ensure that supports and resources are in place. Although services for students with disabilities are coordinated from the main building in Edmonton, we do provide services for students with disabilities registered in NorQuest courses throughout the province.

Potential students with disabilities need to apply a minimum of three months prior to the start of a term to ensure that appropriate supports are available. Requesting supports after this time may result in your application being deferred to the next term.

Lockers

A limited number of lockers are provided by the College for a fee to registered students on a first-come, first-served basis. Students can register their locker numbers and purchase locks at the Bookstore for students attending the main campus location. Other campus locations will manage the registering of student lockers

The College is not liable or responsible for a locker's contents or the loss or damage to locks or contents.

Mail Service

Room A026, Main Building,
Downtown Campus

Drop-off mail service is available.

STUDENT RESOURCES AND SERVICES

NorQuest's Interdisciplinary Simulation Centre (NISC)

Simulation is supported by the Canadian Patient Safety Institute as a strategy to enhance safety in the health-care field. It is also a key learning strategy at NorQuest College. NorQuest's Interdisciplinary Simulation Centre (NISC) is located in the Health Education Centre on 106th St. The mission of NISC is to support the integration of knowledge, skills, attitudes, and clinical judgment with experiential and reflective learning in an interdisciplinary, safe culture. In NISC, learners bridge the gap between theory and practice by 'rehearsing' in simulation scenarios that mimic various clinical practice environments. Learners recognize and respond to client situations, and then reflect on their actions. They then relate what they learned in simulation to clinical situations they encounter. Learners in NISC include students of NorQuest College, students of other institutions, students of programs external to the College, and post-graduate learners, as well as faculty and staff of NorQuest College.

Daily Parking

Student daily parking is allocated to Lot D for registered students. Parking passes (Lot D) are available for purchase at the Bookstore for \$37.50 per week, \$8 per day, or \$5 for half-day parking after 12 noon.

Authorization for monthly parking is processed through Facilities Management in A201. Rate details and space availability information available upon request. For details call 780.644.6215 or 780.644.6218.

Printing Services

For information: 780.644.6184
Room A026 (Basement), Main Building, Downtown Campus

We can process your black and white copies, make colour photocopies, and provide other services to meet your printing needs. Everyone is welcome to purchase our services.

Security Services

Security officers patrol the downtown campus and are available to investigate security issues at this location. If you have security concerns, call 780.991.4573 (Security's cell phone) or call Campus Operations at 780.644.6215. At all other campuses and learning sites, students should direct any concerns about security to their main office.

Student Activity Centre

The student activity centre is located on the main floor of the main building at the downtown campus. This activity centre provides general seating and a space for special events.

As a service to students, passes for the MacEwan Sport and Wellness Centre can be purchased at MacEwan for a student-discounted rate.

Students' Association

For information: 780.644.6250
Website: www.norquestsa.com
Email: students.association@norquest.ca
Room A121, Main Building, Downtown Campus

The Students' Association is a student-led, representative organization that is proud to celebrate and promote the unique diversity that exists at NorQuest. We are the official voice of students at NorQuest and provide advocacy and support for all students at the College. We exist to protect the academic rights of students, advocate on students' behalf, and provide support when they need it.

Through the Students' Council, we:

- Lobby municipal, provincial and federal government bodies on all issues pertaining to students
- Advocate for students through a variety of College boards, committees, and task groups at NorQuest College
- Provide representation for students at the College's Board of Governors
- Provide representation for students at the College's Academic Council
- Provide guidance for academic appeals and grievances

As a member of the Students' Association, you are able to run and vote in Students' Council elections and be a part of the student government in action.

In addition to representation, students also have access to all of the services provided by the Students' Association including the opportunity to:

- Purchase discounted tickets
- Access emergency food bank assistance
- Purchase used computers, when available
- Register for the Helping Hands Campaign (to receive gifts for children during the holidays)
- Contribute to the student newsletter
- Participate in awareness campaigns
- Enter contests and draws

Students' Council wants to hear how they can improve your experience at NorQuest. As a member of the Students' Association, you have the ability to make recommendations about additional services that you would like to see offered to students both on and off campus.

Student Career and Employment Services

For information: 780.644.6130
Room A125, Main Building, Downtown Campus

At Student Career and Employment Services, we care about where you are going and want to help you succeed. Finding a job or planning your career can be overwhelming. We can make it easier by helping you achieve the following:

- Create, develop, and edit resumes and cover letters
- Complete application forms
- Develop portfolios
- Prepare for interviews and practise interview skills
- Assist with temporary, summer, part-time, or full-time employment search; generate job leads
- Assist with information interviews,

and volunteer opportunity searches

- Access career, education, and employment resources in print or on the Internet
- Learn about career planning and career decision making
- Access up-to-date labour market, training, and education information

NorQuest Testing Services

Corporate and Individual Assessment Services

For information: 780.644.6055
Room A523, Main Building,
Downtown Campus

Assessment Services provides a variety of testing services to potential students, as well as to individuals and businesses.

Academic Assessment

We provide academic assessment to employers and individuals.

We use standardized tests and employer-developed exams to assess the math, reading, and writing skills of prospective employees to determine whether they have adequate skills for the position.

If you plan to further your education, we can assess your reading, writing, and math skills to determine whether you meet the expected standards.

Test Supervision

We provide test supervision to individuals who must write exams for educational or skills training programs located outside the Edmonton area. Test supervision hours are 8:30 AM to 4:30 PM.

Adult Equivalency Diploma Requests

Do you need a high school diploma? The Adult Equivalency diploma is an excellent alternative to writing the GED. If you have a Grade 12 English language arts course, one other

full-time Grade 12 course, a mathematics course, and a science course on your high school transcript, you may be eligible. Call 780.644.6091 to find out more.

Out-of-Province Transcript Evaluation

Is your transcript from another province? We can evaluate your transcript and convert it into Alberta credits either as part of your application for an Adult Equivalency diploma or for employment or post-secondary admission purposes.

International Testing

NorQuest College is an official test centre for GED and TOEIC.

GED Tests (General Educational Development)

For information: 780.644.6000

The GED test battery consists of five tests in writing, social studies, science, mathematics, and reading.

If you pass all five tests, you will receive a statement of your GED exam marks and your high school equivalency diploma. Many employers accept the GED in place of a regular high school diploma and some post-secondary institutions accept the GED as a high school diploma equivalent. Call your post-secondary institution of choice to determine whether they will accept the GED.

Although GED is an alternative method of obtaining a high school equivalency diploma, it is not always accepted in lieu of Alberta Education credit courses for admission to higher education at post-secondary institutions, including post-secondary programs offered at NorQuest College. If you intend to apply to a post-secondary program, check to see whether GED is acceptable in lieu of academic credit course work.

GED Requirements

- Minimum 18 years of age
- Out of the regular school system for at least ten consecutive months

Test Fees

Basic Fee: \$200

Small-Group Testing: A group testing fee of \$300, plus the basic fee per person

Private Writing: \$300 (By appointment only)

If you have a disability and require special accommodations for the GED or if you wish to write the exams in French, call 780.644.6091 for information before you apply.

If you think you may not be ready to write the GED tests, you can sign up for our GED Prep (GEDP 1000) course. Call 780.644.6000 for more information.

Do some of your employees require GED instruction? We can offer customized instruction.

GED Test Dates for 2013

Test Dates	Application Deadline
January 11/12, 2013	January 2, 2013
February 8/9, 2013	January 25, 2013
March 8/9, 2013	February 22, 2013
April 12/13, 2013	April 2, 2013
May 10/11, 2013	April 26, 2013
June 7/8, 2013	May 24, 2013
July 12/13, 2013	June 28, 2013
August 9/10, 2013	July 26, 2013
September 13/14, 2013	August 30, 2013
October 18/19, 2013	October 4, 2013
November 8/9, 2013	October 25, 2013
December 13/14, 2013	December 6, 2013

STUDENT RESOURCES AND SERVICES

TOEIC (Test of English for International Communication)

For information: 780.644.6096

The Test of English for International Communication is the worldwide standard for measuring English proficiency in the workplace. If you write and pass the test, you will receive a TOEIC Certificate of Achievement.

Test Fees

Listening and Reading Test Regular Pack: \$99.75 plus GST

Listening and Reading Test Premium Pack: \$126 plus GST

Writing fees and writing dates may be subject to change.

NOTE: We must take your picture on the day of testing. Because of the paperwork required for this process, TOEIC Canada has established firm application deadlines. **No applications can be accepted after the application deadline.**

For information on TOEIC in Canada:
Tel: 1.800.615.8666
Email: info@toeic.ca
Website: www.toeic.ca

TOEIC Test Dates for 2013 Listening and Reading

Test Dates	Application Deadline (Apply by Noon)
January 12, 2013	January 2, 2013
February 9, 2013	January 25, 2013
March 9, 2013	February 22, 2013
April 13, 2013	April 2, 2013
May 11, 2013	April 26, 2013
June 8, 2013	May 24, 2013
July 13, 2013	June 28, 2013
August 10, 2013	July 26, 2013
September 14, 2013	August 30, 2013
October 19, 2013	October 4, 2013
November 9, 2013	October 25, 2013
December 14, 2013	December 6, 2013





Gaspard Momba

“I really enjoy NorQuest College. It’s one of the best places in Edmonton for education and opportunity. The College also offers an employment service, which is a great help in developing Canadian work experience.”

57 Academic Upgrading

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Continuing Education for Academic Upgrading | 72 | Youth in Transition |
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ABORIGINAL UNIVERSITY/COLLEGE PREPARATION

This program is currently under review. It is inactive for the 2013/14 academic year.

- Full-time and part-time studies
- On-campus
- 16 weeks
- Fall, winter, and spring starts
- Daytime classes
- Resident Elder
- Ceremonial room
- Tutorial support
- Aboriginal counsellor, liaison worker, and advisor

Program Overview

NorQuest College, in partnership with the University of Alberta, Grant MacEwan University, and NAIT, offers a university/college transition program for Aboriginal students. Students in this program acquire the knowledge, skills, and attitudes required to be successful in a university or college program. They experience the academic rigor of post-secondary studies in a safe and supportive environment where Aboriginal culture is integrated and celebrated.

Students in the program will complete the prerequisite courses they need to enter university or college. The program focuses on post-secondary preparation and is designed to ease the transition to post-secondary studies and to develop a relationship with a primary contact at the receiving institution.

NorQuest College has a comprehensive student support strategy that provides Aboriginal students with the tools they need to reach their academic goals. This program follows principles that promote a learning environment where Aboriginal students feel comfortable, safe, and valued in their pursuit of education.

Transferability

Upon successful completion of the necessary prerequisites, students may be granted admission to the faculty or program of their choice.

Admission Requirements

- English Language Arts 20-1 or English Language Arts 20-2
- Other relevant 20-level courses or the ability to complete the necessary prerequisites in three terms. Students receiving full-time grant funding will need to complete this program in their final term.

Funding Your Education

Students in this program may be eligible for Alberta government funding including costs for tuition, books, and living expenses. See page 20 for further information.

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Students in this program will take the following courses in addition to the academic upgrading courses they need to enter their program of choice.

Aboriginal University/College Preparation

Course	Course Title	Credits
UTRN 1001	University/College Preparation	5.0
COMM 1100	AUCP Communications	5.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

- Full-time and part-time studies
- Daytime, evening, and online classes
- 16-week terms

- Fall, winter, and spring starts
- Downtown Edmonton campus, Wetaskiwin campus, Stony Plain campus, Westlock, Drayton Valley, and Whitecourt

Program Overview

The Academic Upgrading Grades 7 to 9 program is offered in a friendly, mature, and student-oriented environment. We will help to make your college experience pleasant and successful.

We will assess your skills and prior learning by reviewing your transcripts and/or having you write a placement assessment so that you begin at the level that is right for you. Our qualified staff will help you design an individual learning plan to meet your specific needs and to ensure that you understand your educational path. If you experience learning difficulties or are physically challenged, we will work with you to accommodate your needs.

Career Potential

This program prepares you for further education or NorQuest employment certificate programs.

Support Services

To assist you with your academic studies and personal needs, we provide the following support services:

- Career and personal counselling
- Admissions services
- Supports for students with disabilities
- Library services including Internet access and career information
- Drop-in computer labs, including computer-assisted instruction
- An excellent and supportive teaching staff
- Online tutoring by appointment for online classes

Admission Requirements

- Alberta Education high school transcript or NorQuest placement assessment to determine course level
- If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP for this program is a CLB 5.

CONTINUED ON NEXT PAGE

ACADEMIC UPGRADING GRADES 7 TO 9

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Not all courses are offered each academic year.

Academic Upgrading Grades 7 to 9

Course	Course Title	Hours	Credits
English Courses			
ENGL 1000	Reading Enhancement	125	5.0
ENGL 1007	Communications 007	125	5.0
ENGL 1008	High School English Prep	125	5.0
ENGL 1701	Computer Writing	125	5.0
ENGL 1901	Strategic Reading	125	5.0
ENGL 1902	Bridge W - Writing	125	5.0
ENGL 1904	Bridge R - Reading	125	5.0
HUMN 1911	Humanities Prep 1	125	5.0
HUMN 1912	Humanities Prep 2	125	5.0
Mathematics Courses			
MATH 1010	Pre-Trades Math and Science	125	5.0
MATH 1903	Essential Math	125	5.0
MATH 1904	Pre-Algebra	125	5.0
MATH 1905	High School Prep Math	125	5.0
Science Courses			
COMP 1900	Computer Studies	125	5.0
SCNC 1800	Academic Science	125	5.0

Course	Course Title	Hours	Credits
Reading Courses			
READ 1001	Reading Level 1	125	5.0
READ 1002	Reading Level 2	125	5.0
READ 1003	Reading Level 3	125	5.0
READ 1004	Reading Level 4	125	5.0
Writing Courses			
WRIT 1001	Writing Level 1	125	5.0
WRIT 1002	Writing Level 2	125	5.0
WRIT 1003	Writing Level 3	125	5.0
WRIT 1004	Writing Level 4	125	5.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

- Full-time and part-time studies
- Daytime, evening, and online classes
- Fall, winter, and spring starts

- Online learning with eCampusAlberta
- Downtown Edmonton campus, Wetaskiwin campus, Stony Plain campus, Westlock, Drayton Valley, and Whitecourt

Program Overview

NorQuest College operates as an accredited high school and offers courses that follow the Alberta Education curriculum. As a post-secondary institution, we also offer high school equivalency courses that are accepted by Alberta universities and colleges under the Alberta Council for Admissions and Transfer agreement and by Canadian post-secondary institutions.

The Academic Upgrading Grades 10 to 12 program is offered in a friendly, mature, and student-oriented environment. We will help to make your college experience pleasant and successful.

We will assess your skills and your prior learning by reviewing your transcripts and/or having you write a placement assessment so that you begin at the level that is right for you. Our qualified staff will help you design an individual learning plan to meet your specific needs and to ensure that you understand your educational path. If you experience learning difficulties or are physically challenged, we will work with you to accommodate your needs.

Career Potential

Academic upgrading increases your job opportunities and enables you to meet the specific academic course requirements for certificate, diploma, or degree programs at post-secondary institutions such as NorQuest, NAIT, Grant MacEwan University, or the University of Alberta.

eCampusAlberta

NorQuest College is proud to be part of this exciting online learning initiative that gives students access to a wide range of courses and programs from colleges and technical institutes throughout the province. When you register with NorQuest for an eCampusAlberta upgrading course, you will have access to the College's excellent student support services, including online tutoring, the Learner Centre, and the library.

Visit the eCampusAlberta website at:
www.ecampusalberta.ca for more information or to register.

Please see page 41 for information on NorQuest's eCampusAlberta upgrading courses.

Support Services

To assist you with your academic studies and personal needs, we provide the following support services:

- Career and personal counselling
- Admissions services
- Supports for students with disabilities
- Library services including Internet access and career information
- Drop-in computer labs, including computer-assisted instruction
- An excellent and supportive teaching staff
- Online tutoring by appointment for online classes

Transferability

At NorQuest, students may take either Alberta Education credit courses or NorQuest high school equivalency courses. Alberta Education credit courses appear on both the Alberta Education transcript and the NorQuest College transcript. High school equivalency courses appear only on the NorQuest College transcript.

CONTINUED ON NEXT PAGE

ACADEMIC UPGRADING GRADES 10 TO 12

Alberta Education or NorQuest Equivalency Courses

NorQuest College offers Alberta Education credit courses that can be used to attain your high school diploma. Students taking Alberta Education courses at the 30 level must write the Alberta Education diploma exam in order to receive a final grade in the course. The final grade is calculated by blending the class mark and the diploma exam mark and is recorded on a student's Alberta Education transcript. The NorQuest transcript will state only the final class grade.

NorQuest equivalency courses follow the same curriculum as the Alberta Education courses, but students do not have to write the Alberta Education final exam. High school equivalency courses are accepted in lieu of Alberta Education courses for admission purposes by most post-secondary institutions in Alberta. To ensure this acceptance, all courses are reviewed and approved by the Alberta Council on Admissions and Transfer (ACAT). A listing of all acceptable equivalency courses is published annually. Visit the TransferAlberta website located at www.transferalberta.ca to view the current list. This guide is used by both Alberta and Canadian post-secondary institutions to evaluate equivalency courses for admission to their post-secondary programs.

Admission Requirements

- Alberta Education high school transcript or NorQuest placement assessment

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP for this program is a minimum CLB 6 in listening and speaking for Grade 10 and a minimum CLB 7 in listening and speaking for Grade 11 and Grade 12.

Credential

Students who successfully meet the appropriate course requirements will be awarded a NorQuest High School Grade 12 Equivalency Diploma.

Achieving a High School Diploma

Students at NorQuest have several options to achieve a high school diploma credential. An academic advisor can assist in determining the right diploma route for you.

The following routes to a high school diploma are available:

- NorQuest College High School Equivalency diploma
- Alberta High School diploma (granted by Alberta Education)
- Alberta High School Equivalency diploma (granted by Alberta Education)
- GED (General Educational Development) (granted by Alberta Education)

NorQuest High School Equivalency Diploma

NorQuest offers a high school equivalency diploma that is accepted by post-secondary institutions, trade schools, and employers. Students may take either Alberta Education credit courses or NorQuest high school equivalency courses to qualify for the diploma.

Possession of a high school equivalency diploma does not guarantee admission to a post-secondary institution. Students who intend to enter a post-secondary institution must check the calendars of these institutions for the applicable admission requirements and plan their senior high school courses accordingly. Few programs require mature students to possess a complete high school diploma.

Students must successfully complete a total of five high school-level courses with a grade of 50% or greater, including the following prerequisites. A minimum of three courses must be completed with NorQuest College.

1. One of English Language Arts 30-1 or English 030-1, or English Language Arts 30-2 or English 030-2
2. One additional 30-level course from Group A
3. Three additional high school courses from Group B (or equivalent)

Group A:

- Mathematics 30-1 (030-1)
- Mathematics 30-2 (030-2)
- Mathematics 31 (031)
- Social Studies 30-1 (030-1)
- Social Studies 30-2 (030-2)
- Biology 30 (030)
- Chemistry 30 (030)
- Physics 30 (030)
- Aboriginal Studies 30 (030)

Group B:

- Social Studies 20-1 (020-1), 20-2 (020-2), 30-1(030-1), or 30-2 (030-2)
- Aboriginal Studies 20 (020) or 30 (030)
- Biology 20, Biology 30 Prep, or Biology 30 (030)
- Chemistry 20, Chemistry 30 Prep, or Chemistry 30 (030)
- Physics 20, Physics 30 Prep, or Physics 30 (030)
- Mathematics 20-2 or 30-2 (030-2) or Applied Mathematics 20 (020) or 30 (030)
- Mathematics 20-1 or 30-1 (030-1) or Pure Mathematics 20 (020) or 30 (030)
- Cree Language and Culture 20-3Y (020) or 30-3Y (030)

- Math for Business (5 credits)
- Business Essentials (5 credits)
- Financial Management (5 credits)
- Information Processing (5 credits)
- Legal Studies (5 credits)
- Health Essentials (5 credits)
- Anatomy and Physiology (6 credits)

Alberta High School Diploma

A “regular” Alberta High School diploma (issued by Alberta Education) requires a minimum of 100 credits, including the following:

- Grade 10, 11, and 12 English Language Arts (either -1 or -2)
- Grade 10, 11, and 12 Social Studies (either -1 or -2)
- Mathematics (10 credits)
- Science (10 credits)
- Physical Education (3 credits)
- Career and Life Management 20 (3 credits)
- An additional 10 credits in any of the following: CTS, fine arts, second languages, Physical Education 20 and/or 30, RAP courses, or IOP credit
- An additional 10 credits in any 30-level courses (in addition to English Language Arts and Social Studies)

Alberta High School Equivalency Diploma

An Alberta High School Equivalency diploma (issued by Alberta Education) may be obtained two ways:

1. Transcript Evaluation

Students must accumulate 100 Alberta Education credits to qualify for an Alberta High School Equivalency diploma.

A minimum of 60 credits must be gained through classroom instruction in a school or other institution accredited by or acceptable to Alberta Education (for out-of-province students), offering approved senior high school courses, as follows:

- One high school course in mathematics (5 credits)
- One high school course in science (3 credits)
- English Language Arts 30-1 or English Language Arts 30-2 (5 credits)
- One other 30-level course, other than English Language Arts (5 credits)
- Additional high school courses (42 credits)

Students must accumulate a minimum of 40 additional credits, which must be earned as follows:

- Additional high school courses
- Additional approved adult education courses under recognized agencies such as public colleges, institutes of technology, extension divisions of universities, adult evening classes, and/or
- A maximum of 15 credits for maturity, according to the following scale:
 - Age 21-24 inclusive (5 credits)
 - Age 25-29 inclusive (10 credits)
 - Age 30 and over (15 credits)
- A maximum of 5 credits for extensive travel
- A maximum of 5 credits for extensive reading

If you are 18 years or older as of September 1 of the current school year, out of school for 10 consecutive months or more, have taken Alberta Education courses through a high school and/or NorQuest College, but lack the necessary 100 credits for an Alberta High School diploma, this option may be possible for you.

Please contact NorQuest Assessment Services at 780.644.6091 for more information. There is a \$150 fee for this service. Out-of-province transcript evaluation, a necessary step in this process for anyone applying non-Alberta credits toward their diploma, is an additional \$25.

2. GED (Tests of General Educational Development)

The second method of obtaining a high school equivalency diploma requires that you complete and pass five subject tests. The five General Educational Development (GED) tests are:

- Language Arts - Writing Test (Part I and Part II)
- Social Studies
- Science
- Language Arts - Reading Test
- Mathematics (Part I and Part II)

Although GED is an alternative method of obtaining a high school equivalency diploma that is acceptable to many employers, it is not normally accepted in lieu of Alberta Education or NorQuest equivalency academic upgrading credit courses for admission to higher education at post-secondary institutions. This includes most certificate and diploma programs offered at NorQuest College. If you intend to apply to a post-secondary program, check to see whether GED is an acceptable admission requirement.

To be eligible to write the GED, you must be 18 years or older and out of school for at least 10 consecutive months. You must pass all five tests with a minimum standard score of 450 or better in each test.

CONTINUED ON NEXT PAGE

ACADEMIC UPGRADING GRADES 10 TO 12

Please see the following link for more information: <http://education.alberta.ca/students/grad/hsed/alternative1.aspx>

NorQuest College is an accredited GED testing centre; see page 55 for GED writing dates. Please note that students must register to write the GED exams and pay appropriate GED testing fees.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Not all courses are offered each academic year.

NorQuest College equivalency courses are denoted by (E)

Academic Upgrading Grades 10 to 12

Course	Course Title	Hours	Credits	Course	Course Title	Hours	Credits
English Courses				Science Courses			
ELA 1105	English Language Arts 10-1	125	5.0	SCN 3230	Biology 30	125	5.0
ELA 2105	English Language Arts 20-1	125	5.0	BIOL 3300 (E)	Biology 030	125	5.0
ELA 3105	English Language Arts 30-1	125	5.0	SCN 3796	Chemistry 30	125	5.0
ENGL 3301 (E)	English 030-1	125	5.0	CHEM 3300 (E)	Chemistry 030	125	5.0
ELA 1104	English Language Arts 10-2	125	5.0	SCN 3797	Physics 30	125	5.0
ELA 2104	English Language Arts 20-2	125	5.0	PHYS 3300 (E)	Physics 030	125	5.0
ELA 3104	English Language Arts 30-2	125	5.0	SCN 2231	Biology 20	125	5.0
ENGL 3302 (E)	English 030-2	125	5.0	SCN 2796	Chemistry 20	125	5.0
Mathematics Courses				SCN 2797	Physics 20	125	5.0
MAT 1791	Mathematics 10C	125	5.0	Health Careers Courses			
MAT 1793	Mathematics 10-3	125	5.0	HLTH 1010	Essentials for Health Careers	125	5.0
MAT 2791	Mathematics 20-1	125	5.0	Information Processing Courses			
MAT 2792	Mathematics 20-2	125	5.0	INFO 1001	Information Processing 1	125	5.0
MAT 2793	Mathematics 20-3	125	5.0	INFO 1002	Information Processing 2	125	5.0
MAT 3791	Mathematics 30-1	125	5.0	Business Courses			
MATH 3301 (E)	Mathematics 030-1	125	5.0	BUSN 8000	Business Essentials	125	5.0
MAT 3792	Mathematics 30-2	125	5.0	Student Learning and Wellness Remedial Courses			
MATH 3302 (E)	Mathematics 030-2	125	5.0	ENGL 1000	Reading Enhancement	125	5.0
MAT 3793	Mathematics 30-3	125	5.0	ENGL 1701	Computer Writing	125	5.0
MATH 3303 (E)	Mathematics 030-3	125	5.0				
MAT 3211	Mathematics 31	125	5.0				
MATH 1007	Prep for Practical Nurse Math	125	5.0				
Social Studies Courses							
SST 1771	Social Studies 10-1	125	5.0				
SST 2771	Social Studies 20-1	125	5.0				
SST 3771	Social Studies 30-1	125	5.0				
SOST 3301 (E)	Social Studies 030-1	125	5.0				
SST 1772	Social Studies 10-2	125	5.0				
SST 2772	Social Studies 20-2	125	5.0				
SST 3772	Social Studies 30-2	125	5.0				
SOST 3302 (E)	Social Studies 030-2	125	5.0				

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Continuing Education for Academic Upgrading

- Part-time study
- Evening classes
- Fall, winter, and spring starts
- Downtown Edmonton campus

The decision to return to school can be difficult. Personal and family commitments, work, and financial obligations during the day can seem overwhelming. Taking evening classes may be the right solution for you. We offer pre-high school (grades 7 to 9) courses and high school credit courses. Prep courses for entry into Grant MacEwan University are also offered online. We review your transcripts and/or offer placement testing so that you have an accurate assessment of your skills. You don't have to wait for months to begin, as many of our courses accept students throughout the year. Please check our website at www.norquest.ca for dates and times.

Contact us today for more information about how continuing education courses at NorQuest College can help smooth the way for you.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Continuing Education for Academic Upgrading

Course	Course Title	Hours	Credits
English Courses			
ENGL 9089	English 089	60	3.0
ENGL 1090	Reading and Writing Development BEL 1 - 90	90	4.0
ENGL 1906	English Preparation	90	4.0
ENGL 2090	Reading and Writing Development BEL 2 - 90	90	4.0
Reading Courses			
READ 9089	Reading 089	60	3.0

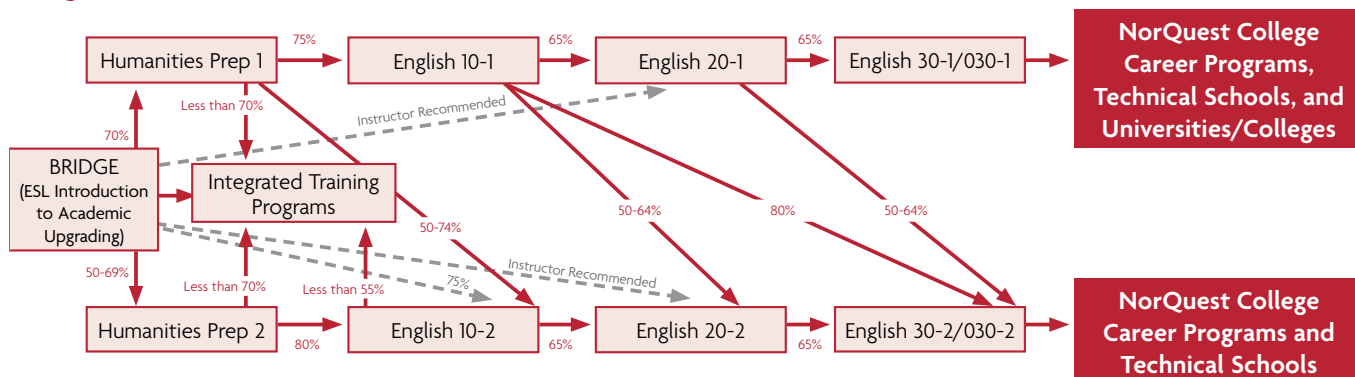
Course	Course Title	Hours	Credits
Mathematics Courses			
MATH 9089	Math 089	60	3.0
MATH 1019	Essential Math - 100	100	4.0
MATH 1190	Pre-Trades Math and Science - 100	100	4.0
MATH 1390	Pre-Algebra 2 - 100	100	4.0
MATH 1490	High School Prep Math - 100	100	4.0
Mathematics Courses			
GEDP 1000	GED Prep	65	3.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

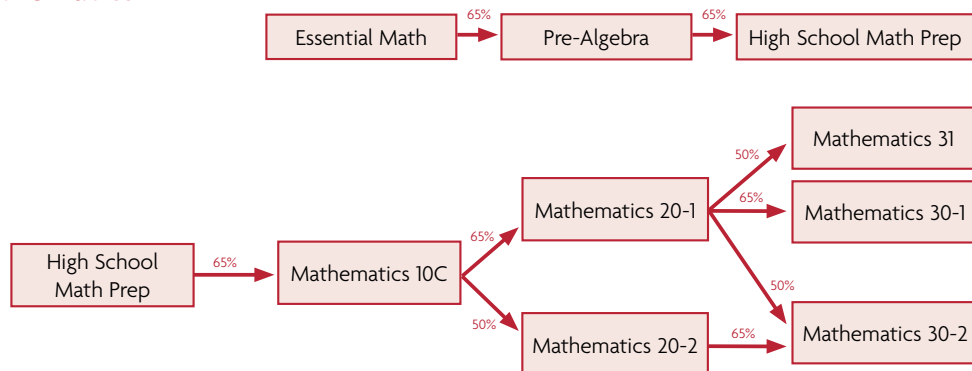
COURSE PROGRESSION CHARTS

English

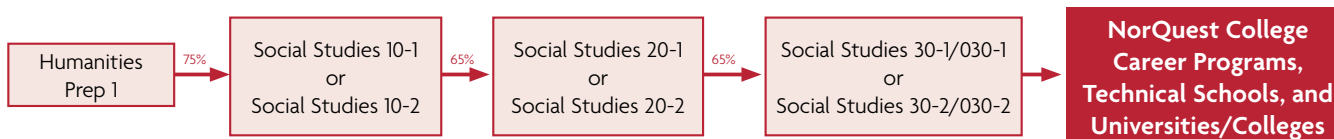


Note: ELA 10-2 students take co-requisite Strategic Reading.
HP 1, HP 2, ELA 10-2 students take co-requisite Communications 007.

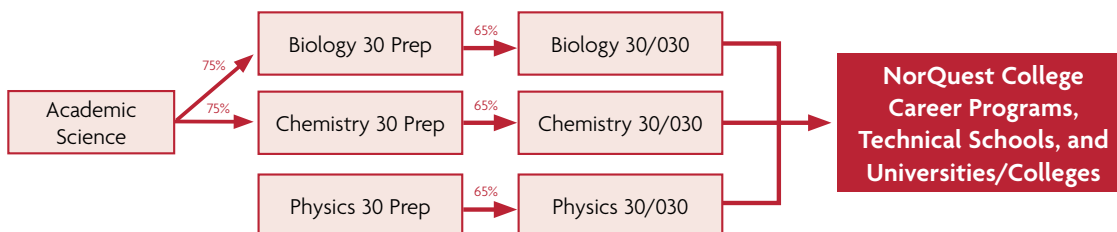
Mathematics



Social Studies

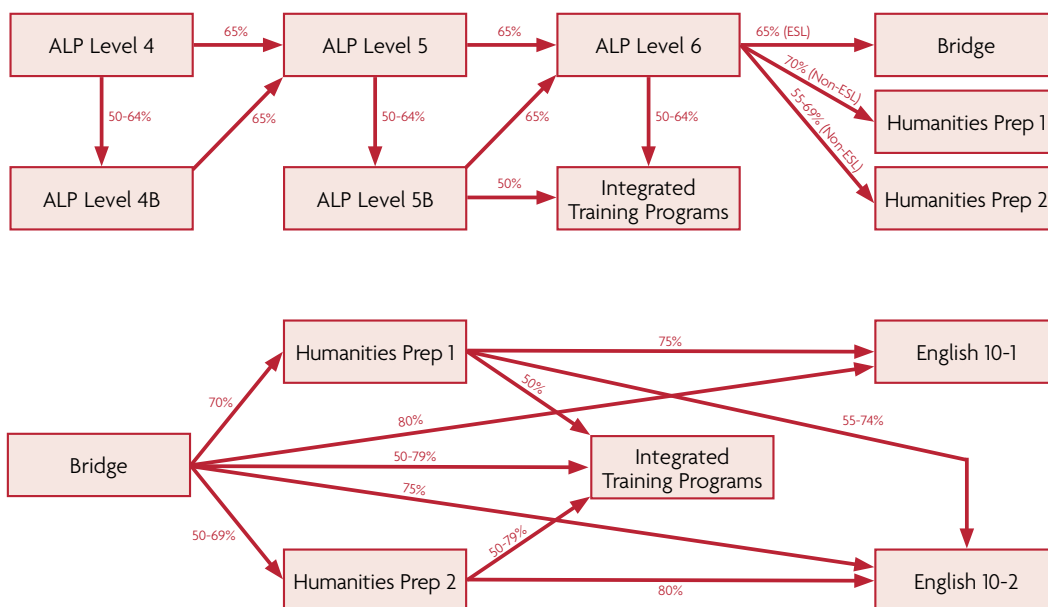


Science



COURSE PROGRESSION CHARTS

Literacy and Essential Skills



The above percentages for ALP and Bridge programs represent both components of Reading and Writing.

ADULT LITERACY LEVELS 4 TO 6

This program is under review for the 2013/14 academic year.

- Full-time and part-time studies
- Daytime classes
- 16-week semesters

- Fall, winter, and spring starts
- Downtown Edmonton campus

Program Overview

The Adult Literacy program (ALP) will improve your reading, writing, numeracy, and communication skills through a variety of learning activities. You will also improve your knowledge and ability to use technology. This program enables learners to be more knowledgeable, skilled, and confident in future employment and further education. Essential skill development is part of the program, which includes:

- Reading
- Document use
- Numeracy
- Writing
- Oral communication
- Working with others
- Thinking
- Computer use
- Continuous learning

ALP is offered at three levels. Your course placement is based on a detailed assessment.

Career Potential

This program prepares students for further academic upgrading or skill training employment programs

Admission Requirements

- NorQuest placement assessment to determine course level
- If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP for this program is a minimum CLB 4 for listening and speaking.

Progression

Students must attain a pass grade to continue in the program.

ADULT LITERACY LEVELS 4 TO 6

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Not all courses are offered each year.

Adult Literacy Levels 4 to 6

Course	Course Title	Hours	Credits	Course	Course Title	Hours	Credits
Mathematics Courses				Language Skills Courses			
MATH 1100	Math Skills 1A	88	4.0	SKIL 1301	Skill Development 3	100	4.0
MATH 1101	Math Skills 1B	88	4.0	SKIL 1302	Skill Development 3B	100	4.0
MATH 1200	Math Skills 2	88	4.0	SKIL 1401	Success Skills 4	100	4.0
MATH 1202	Math Independent Study	24	1.0	SKIL 1402	Success Skills 4B	100	4.0
MATH 1904	Pre-Algebra	125	5.0	SKIL 1501	Success Skills 5	100	4.0
Reading Courses				SKIL 1502	Success Skills 5B	100	4.0
READ 1401	Reading Level 4	120	5.0	SKIL 1601	Academic Skills 6	100	4.0
READ 1402	Reading Level 4B	120	5.0	SKIL 1602	Introduction to Social Studies	100	4.0
READ 1501	Reading Level 5	120	5.0	Writing Courses			
READ 1502	Reading Level 5B	120	5.0	WRIT 1401	Writing Level 4	100	4.0
READ 1601	Reading Level 6	120	5.0	WRIT 1402	Writing Level 4B	100	4.0
				WRIT 1501	Writing Level 5	100	4.0
				WRIT 1502	Writing Level 5B	100	4.0
				WRIT 1601	Writing Level 6	100	4.0
				Student Learning and Wellness Remedial Courses			
				(These offerings are currently under review.)			
				ENGL 1000	Reading Enhancement	125	5.0
				ENGL 1701	Computer Writing	125	5.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

PREP FOR GED

- Full-time studies
- Daytime classes
- 16 weeks

- Fall, winter, and spring starts
- Downtown Edmonton campus

Program Overview

Prep for GED is a 16-week program designed to prepare you for the General Educational Development examinations.

After successfully completing all GED prep courses, students will be prepared to write the GED exams. NorQuest College is an accredited GED testing centre; see page 54 for GED writing dates. Please note that students must apply to write the GED exams, and pay appropriate testing fees.

Career Potential

The GED is accepted for entry into a number of post-secondary trades and career programs. It is also accepted for a number of careers such as aesthetician, real estate, firefighter, flight attendant, and police service.

While many employers accept the GED in place of a regular high school diploma, the GED is not accepted by post-secondary institutions as a high school diploma equivalent.

Transferability

GED is accepted for entry into NorQuest's Health Care Aide program. You can also enter Academic Upgrading Grades 10 to 12 and be placed at an English Language Arts 20-2 and Mathematics 10C (Applied Mathematics 10) level.

Admission Requirements

- Humanities Prep 1 (HUMN 1911) with a minimum grade of 60%, or Humanities Prep 2 (HUMN 1912) with a minimum grade of 80%, or a placement at an English Language Arts 10-2 level
- Pre-Algebra (MATH 1904) with a minimum grade of 60%

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP for this program is a minimum CLB 6.

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Prep for GED

Program of Study 16 weeks

Course	Course Title	Credits
GEDE 1301	Prep for GED English	5.0
GEDM 1301	Prep for GED Math	5.0
GEDS 1301	Prep for GED Social Studies/Science	5.0
Program Total		15.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

PREP FOR PRACTICAL NURSE

- Full-time studies
- Daytime classes
- 16 weeks

- Fall, winter, and spring starts
- Downtown Edmonton campus

Program Overview

Prep for Practical Nurse is a 16-week program designed to prepare you for practical nurse education (see page 114). Courses include two of the three prerequisites required for the Practical Nurse program (Mathematics 20-1 or Pure Mathematics 20 or Mathematics 20-2 or Applied Mathematics 20; English Language Arts 30-1/030-1, or English Language Arts 30-2/030-2; and Biology 30/030), specific career and technology studies courses related to anatomy and physiology, and related employability skills.

Career Potential

Practical Nurse graduates can apply for jobs in acute care hospitals, continuing care centres, community care settings, client homes, clinics, or doctors' offices.

Transferability

You will complete the prerequisite upgrading courses, as well as obtain advanced credit in the Practical Nurse diploma program (see page 114).

Admission Requirements

Students must have completed one of the following courses as a prerequisite and be a grade level away from completing the other two courses to enter the Prep for Practical Nurse program. Students must complete all three courses as prerequisites to enter the Practical Nurse program.

- Minimum 60% in English Language Arts 30-1/030-1 or minimum 70% in English Language Arts 30-2/030-2
- Minimum 50% in Mathematics 20-1 (Pure Mathematics 20/020) or minimum 60% in Mathematics 20-2 (Applied Mathematics 20/020)
- Minimum 60% in Biology 30/030

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Prep for Practical Nurse

Program of Study 16 weeks

Course	Course Title	Credits
ANPH 1001	Anatomy and Physiology I	3.0
ANPH 1002	Anatomy and Physiology II	3.0
HLTH 1010	Essentials for Health Careers	5.0

Two courses from English, mathematics, or biology:

English Courses

ELA 3105	English Language Arts 30-1	5.0
ENGL 3301	English 030-1	5.0
ELA 3104	English Language Arts 30-2	5.0
ENGL 3302	English 030-2	5.0

Mathematics Courses

MAT 2791	Mathematics 20-1	5.0
MAT 2792	Mathematics 20-2	5.0

Biology Courses

SCN 3230	Biology 30	5.0
BIOL 3300	Biology 030	5.0
Program Total		21.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

YOUTH IN TRANSITION

- Full-time studies
- Daytime classes
- Starts every 8 weeks between September and April
- Downtown Edmonton campus

Program Overview

This full-time program focuses on increasing academic and personal communication skills for ESL (English as a second language) youth, ages 17 to 25, who wish to transition into an adult learning post-secondary environment. The curriculum and projects are high interest and fast-paced.

Admission Requirements

- Assessed below a Grade 9 academic level
- First language other than English
- CLB 4 in listening and speaking

Progression

Students must attain a pass grade in each course in order to continue in the YIT program.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Youth in Transition

Course	Course Title	Hours	Credits
Reading Courses			
YITX 1001	Foundational Reading	63	3.0
YITX 1002	Essential Reading	63	3.0
YITX 1003	Critical Reading	63	3.0
Writing Courses			
YITX 1011	Foundational Writing	63	3.0
YITX 1012	Essential Writing	63	3.0
YITX 1013	Critical Writing	63	3.0
Language Courses			
YITX 1020	Enhanced Language	30	1.0
Skills Development Courses			
YITX 1031	Foundational Skills	16	1.0
YITX 1032	Essential Skills	16	1.0
YITX 1033	Critical Skills	16	1.0
Mathematics Courses			
YITX 1040	YIT Math	30	1.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.



Khalid Lahroudi

“NorQuest College’s Apprenticeship Prep program gave me the skills I needed to pass the entrance exams and be ready for work in the field. Now, I have a career to build on.”

73 Employment Certificates

- 74 Apprenticeship Prep
- 75 Day Home Provider

- 78 Skills for Employment
- 79 Transitions to Employment Program

APPRENTICESHIP PREP

- Certificate
- Full-time studies
- Two semesters, with the first semester 16 weeks in length and the second a work experience component
- Winter and spring starts
- Work experience
- Downtown Edmonton campus

Program Overview

This program is designed to prepare you for entry into one of 50 designated trades. The focus of the program will be on welding, steam fitting, pipefitting, plumbing, and related trades.

You will receive instruction in math, science, computers, employability, and practical trades skills, all of which will prepare you to write the Apprenticeship Entrance Exam for levels 1, 2, 3, 4, or 5. As well, you will complete a work experience component in the area of your chosen trade.

In the second semester, you will participate in a work experience component.

Career Potential

The Apprenticeship Prep training program will provide the foundation you need to help you increase your knowledge and become a skilled tradesperson.

Admission Requirements

- Grade 8 or equivalent in English Language Arts and Mathematics
- Minimum CLB 5 if English is not your first language

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Apprenticeship Prep certificate.

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Apprenticeship Prep

Course	Course Title	Credits
Term 1	16 weeks	
COMP 1015	Computer Skills and Communication	4.0
EMPL 1015	Employability and Safety Skills I	4.0
MATH 1004	Apprenticeship Prep Math	8.0
SCNC 1000	Apprenticeship Prep Science	8.0
SCNC 1001	Apprenticeship Prep Science – Lab	6.0
EMPL 1020	Workplace Culture	2.0
	Term 1 Total	32.0
Term 2	16 weeks	
WORK 1021	Work Experience I – APR	11.0
	Term 2 Total	11.0
	Program Total	43.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

- One-year certificate
- Full-time studies
- Designed for ESL and Adult Literacy students

- Daytime classes
- 10-month program
- Fall start
- Downtown Edmonton campus

Program Overview

The Day Home Provider program is a 10-month integrated skills program that focuses on both academic skills and occupational skills through the content of early childhood training.

This is a hands-on program where students are immersed in activities and learning outcomes related to child care.

Program highlights include the following:

- Observation placements and supervised practicum
- Opportunity to build a personal children's resource collection
- NorQuest College certificate
- Employment networking opportunities
- Strong emphasis on building good communication skills

Students learn about the following subjects:

- Early childhood development
- Nutritional planning
- Safety training and emergency planning
- Best practices for day home providers
- Professional code of ethics
- Running a home-based business

Career Potential

Become a self-employed day home provider or work in a child-care centre.

Admission Requirements

- Grade 5 or equivalent in reading and writing
- Minimum CLB 4 if English is not your first language
- Criminal record check; must include vulnerable sector check

NOTE: Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates receive a NorQuest Day Home Provider certificate and can apply for their Child Development Assistant certification through the Government of Alberta, Human Services.

CONTINUED ON NEXT PAGE

DAY HOME PROVIDER

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Day Home Provider

Course	Course Title	Credits
Term 1	16 weeks	
DHPP 1000	Introduction to Child Care and Child Development	12.0
DHPP 1001	Food, Nutrition, and Health	4.0
DHPP 1002	Safety and Emergency Planning	4.0
DHPP 1003	Observation 1	2.0
DHPP 1004	Learning Through Play	4.0
	Term 1 Total	26.0
Term 2	16 weeks	
DHPP 1005	Literacy and Language Development	4.0
DHPP 1006	Business of a Day Home	8.0
DHPP 1007	Communication for Day Home Providers	4.0
DHPP 1008	Program Planning and Implementation	5.0
DHPP 1009	Observation 2	2.0
DHPP 1010	Practicum 1	2.0
	Term 2 Total	25.0
Term 3	8 weeks	
DHPP 1011	Computer Training	5.0
DHPP 1012	Professionalism and Ethics	4.0
DHPP 1013	Preparation for Work	4.0
	Term 3 Total	13.0
	Term Program Total	64.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Articulation Between the Former Program and the New Program

Certain courses from the former Day Home Provider program have equivalents in the new program structure. Other former Day Home Provider courses have direct equivalents, with a different course code in the new course structure.

Course Equivalents

Day Home Provider (Former) Prior to Fall 2012			Day Home Provider (New) As of Fall 2012		
Course	Course Title	Credits	Course	Course Title	Credits
ITCC 1000	Introduction to Child Care	1.0	DHPP 1000	Introduction to Child Care and Child Development	12.0
CDEV 1000	Child Development	11.0			
FAID 1001	Child Care First Aid	2.0	DHPP 1013	Preparation for Work	4.0
RDTG 1000	Ready to Go	2.0			

Direct Equivalents

Day Home Provider (Former) Prior to Fall 2012			Day Home Provider (New) As of Fall 2012		
Course	Course Title	Credits	Course	Course Title	Credits
FNTH 1000	Food, Nutrition, and Health	4.0	DHPP 1001	Food, Nutrition, and Health	4.0
LERN 1000	Learning Through Play	4.0	DHPP 1004	Learning Through Play	4.0
OBSR 1000	Observation 1	2.0	DHPP 1003	Observation 1	2.0
SAFE 1000	Safety and Emergency Planning	4.0	DHPP 1002	Safety and Emergency Planning	4.0
BUSH 1000	Business of a Day Home	8.0	DHPP 1006	Business of a Day Home	8.0
COMM 1003	Communication for Day Home Providers	4.0	DHPP 1007	Communication for Day Home Providers	4.0
PRAC 1000	Practicum 1	2.0	DHPP 1010	Practicum 1	2.0
OBSR 1020	Observation 2	2.0	DHPP 1009	Observation 2	2.0
PRPI 1000	Program Planning and Implementation	5.0	DHPP 1008	Program Planning and Implementation	5.0
LLDV 1000	Literacy and Language Development	4.0	DHPP 1005	Literacy and Language Development	4.0
COMP 1005	Computer Training	5.0	DHPP 1011	Computer Training	5.0
PRTH 1000	Professionalism and Ethics	4.0	DHPP 1012	Professionalism and Ethics	4.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

SKILLS FOR EMPLOYMENT

This program is under review for the 2013/14 academic year.

- Full-time studies
- Daytime classes

- Winter and spring starts
- Downtown Edmonton campus

Program Overview

This program is designed to help you make connections with employers and to move you from school to employment. We will help you set career goals, develop essential skills, and prepare yourself for the workplace with a four-month work experience. You will gain marketable skills and training with current equipment and practices and will receive ongoing support and mentoring from College staff. Join us to get an edge on employment opportunities.

Career Potential

Explore career choices in a key industry sector:

- Child care
- Manufacturing and production
- Personal support
- Construction
- Warehousing
- Food services
- Building services
- Security

Admission Requirements

- Grade 5 equivalent in reading and writing
- Minimum CLB 4 if English is not your first language

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Futures Through Employment certificate.

You will have the opportunity to earn the following certificates during the program:

- Short-term certificates related to specific industry sectors
- WHMIS (Workplace Hazardous Materials Information System)
- Level 1 First Aid

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Skills for Employment

Course	Course Title	Credits
Term 1	16 weeks	
SKIL 1000	Applied Mathematics and Document Use	2.0
SKIL 1005	Interpersonal and Intercultural Skills	2.0
SKIL 1010	Job Safety Skills	1.0
SKIL 1015	Employment Preparation I	2.0
SKIL 1020	Computer Literacy	1.0
SKIL 1025	Job Skills	6.0
SKIL 1030	Work Experience I - S4E	7.0

Term 1 Total		21.0
Course	Course Title	Credits
Term 2	8 weeks	
SKIL 1035	Work Experience II - S4E	7.0
Term 2 Total		7.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

TRANSITIONS TO EMPLOYMENT PROGRAM

- One-year certificate
- Full-time studies
- 40-week program
- Fall intakes only

- Combination of classroom and work experience
- Downtown Edmonton campus

Program Overview

This 10-month program is designed to provide employment preparation training for adults with mild cognitive developmental disabilities. Our post-secondary setting enables learners to further their education beyond high school to transition to the workforce.

Through a combination of classroom, workplace, and essential skills training, students acquire marketable skills, training on current equipment and practices, and increased self-confidence while receiving ongoing, intensive support and mentoring from College staff. Join us and gain that extra edge on employment opportunities.

Admission Requirements

- History of special education (school records, standardized testing, etc.)

- Admission interview with a NorQuest counsellor
- Ambulatory
- Able to participate in a group setting
- Able to function independently in class and at the work site
- Ready for employment

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for program completion, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Transitions to Employment certificate.

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Transitions to Employment Program

Course	Course Title	Hours	Credits
Term 1		16 weeks	
TRAN 1001	Financial Literacy and Numeracy I *	45	3.0
TRAN 1002	Communication Technology *	45	3.0
TRAN 1003	Employment Preparation	145	10.0
TRAN 1004	Recreation and Community Living I	75	5.0
TRAN 1005	Human Relations I	90	6.0
Term 1 Total		400	27.0

* A student may audit a course relevant to employment interests in place of the above courses and based upon the College's ability to accommodate the student's learning needs.

Course	Course Title	Hours	Credits
Term 2		16 weeks	
TRAN 1011	Financial Literacy and Numeracy II	30	2.0
TRAN 1012	Career Management	45	3.0
TRAN 1014	Recreation and Community Living II	30	2.0
TRAN 1015	Human Relations II	45	3.0
TRAN 1018	Work Experience I	250	5.0
Term 2 Total		400	15.0
Term 3		8 weeks	
TRAN 1019	Work Experience II	200	5.0
Term 3 Total		200	5.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.



Mariana Konsolos

“Being at NorQuest College was like having a good friend you knew you could ask for help or advice about anything. The instructors were amazing and I was in my comfort zone being around other learners who were facing the same challenges. I really believe in giving people a chance because I was given a chance. Everyone brings value with their culture and experience, which is a lot like NorQuest. The faculty and staff at the College are great guides to help you discover opportunities.”

81 English Language Training

82 ESL (English as a Second Language) Intensive

84 ESL (English as a Second Language) Intensive:
ESL Continuing Education

85 LINC (Language Instruction for Newcomers To
Canada)

86 LINC (Language Instruction for Newcomers to
Canada): LINC Rural Delivery Program

ESL (ENGLISH AS A SECOND LANGUAGE) INTENSIVE

- Full-time and part-time studies
- Daytime classes
- 16-week semesters
- Fall, winter, and spring starts
- Downtown Edmonton campus

Program Overview

Are you a newcomer or visitor to Canada? Do you need a full-time or part-time program in English as a second language to achieve your personal, academic, or professional goals? Learn to communicate with confidence in a variety of situations. Improve your pronunciation, speaking fluency, and grammar. Expand your vocabulary and use of idiomatic language. Develop reading strategies and clear writing skills to prepare for further academic studies or employment.

The ESL Intensive program integrates computer instruction into each level. Practice in the language lab will help you improve your speaking and listening skills.

Language instruction prepares you for further education and employment. All instructors are professionally trained and experienced in teaching English as a second language.

Free placement testing is available at NorQuest's downtown campus. Phone 780.644.6590 for an appointment. We will also help you apply for financial assistance if you are eligible. Flexible delivery makes planning your program easy.

Career Potential

English skills are required for success and promotion in any job or career in Canada. NorQuest's ESL Intensive program helps you become qualified for more and better jobs.

Transferability

Students who successfully complete ESL courses at various levels will meet the language requirements for a number of programs at NorQuest.

Admission Requirements

- Placement assessment to determine course level

Progression

Students must make adequate progress in each course to progress through the program.

Code of Ethics and Quality Standards

ESL Intensive students will follow NorQuest College policies and appeal processes. Students may also seek further resolution through the Languages Canada Association.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Not all courses are offered each academic year.

ESL (English as a Second Language) Intensive							
Course	Course Title	Hours	Credits	Course	Course Title	Hours	Credits
Listening/Speaking Courses				Reading/Writing Courses			
ESLS 1000	Listening/Speaking 100	180	7.0	ESLW 1000	Reading/Writing 100	180	7.0
ESLS 1100	Listening/Speaking 110	180	7.0	ESLW 1100	Reading/Writing 110	180	7.0
ESLS 2000	Listening/Speaking 200	180	7.0	ESLW 2000	Reading/Writing 200	180	7.0
ESLS 2100	Listening/Speaking 210	180	7.0	ESLW 2100	Reading/Writing 210	180	7.0
ESLS 3000	Listening/Speaking 300	180	7.0	ESLW 3000	Reading/Writing 300	180	7.0
ESLS 3100	Listening/Speaking 310	180	7.0	ESLW 3100	Reading/Writing 310	180	7.0
ESLS 4000	Listening/Speaking 400	180	7.0	ESLW 4000	Reading/Writing 400	180	7.0
ESLS 4100	Listening/Speaking 410	180	7.0	ESLW 4100	Reading/Writing 410	180	7.0
ESLS 5000	Listening/Speaking 500	180	7.0	ESLW 5000	Reading/Writing 500	180	7.0
ESLS 5100	Listening/Speaking 510	180	7.0	ESLW 5100	Reading/Writing 510	180	7.0
ESLS 6000	Listening/Speaking 600	180	7.0	ESLW 6000	Reading/Writing 600	180	7.0
ESLS 6100	Listening/Speaking 610	180	7.0	ESLW 6100	Reading/Writing 610	180	7.0
ESLS 7000	Listening/Speaking 700	180	7.0	ESLW 7000	Reading/Writing 700	180	7.0
ESLS 7100	Listening/Speaking 710	180	7.0	ESLW 7100	Reading/Writing 710	180	7.0
ESLS 8000	Listening/Speaking 800	180	7.0	ESLW 8000	Reading/Writing 800	180	7.0
ESLS 8100	Listening/Speaking 810	180	7.0	ESLW 8100	Reading/Writing 810	180	7.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

ESL Continuing Education

- Part-time studies
- Evening classes
- Fall, winter, and spring starts
- Downtown Edmonton campus

Program Overview

ESL Continuing Education offers a selection of part-time English courses, ranging from general ESL (reading, writing, listening, and speaking) to specialized ESL courses.

Admission Requirements

- Placement assessment to determine course level

NOTE: English language proficiency (ELP) requirements are currently under review.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

Not all courses are offered each academic year.

ESL Continuing Education

Course	Course Title	Hours	Credits
ESLG 1043	Speaking Clearly	80	3.0
ESLG 1044	Writing Clearly	80	3.0
ESLG 1230	Integrated ESL CLB 1-2	80	3.0
ESLG 1234	Integrated ESL CLB 3-4	80	3.0
ESLG 1256	Integrated ESL CLB 5-6	80	3.0
ESLG 1278	Integrated ESL CLB 7-8	80	3.0
ESLG 1288	Integrated Child Care ESL CLB 3-4	80	3.0
ESLG 2210	English for Nursing – Intercultural Communication	75	3.0
ESLG 2211	English for Nursing – Listening	75	3.0
ESLG 2212	English for Nursing – Reading	75	3.0
ESLG 2213	English for Nursing – Speaking	75	3.0
ESLG 2214	English for Nursing – Writing	75	3.0
ESLG 2215	English for Nursing – Medical Terminology	50	2.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

- Tuition funded by Citizenship and Immigration Canada
- Full-time studies

- Fall, winter, and spring starts
- Edmonton Westmount campus

Program Overview

Are you new to Canada? NorQuest College assists recent immigrants to Alberta by offering classes ranging from basic literacy to LINC 5 levels, including specialized classes such as Youth LINC or LINC Volunteer course for eligible students. The LINC program concentrates on the language and essential skills you need for integrating into community life and work in Canada. You can develop your English language proficiency at the level you need and progress at your own rate.

We offer these services and facilities at the Westmount campus:

- Application and testing in just one visit
- Qualified and experienced instructors
- Access to student advisors, career and work experience consultants, and personal counsellors
- Library and Information Services with ESL books, tapes, and computers
- Regular access to new computer and language labs with ESL programs
- Free textbook loans
- Easy access to public transportation
- Lunch room and student centre

Career Potential

Students will have the language skills and settlement knowledge necessary to successfully integrate into the Canadian community and pursue further education or career options.

Transferability

The Canadian Language Benchmarks assigned at the completion of the program on the basis of the LINC Placement Test may be considered for admission purposes to selected programs within NorQuest College.

Admission Requirements

- A permanent resident, a person in the process of becoming a permanent resident, or a convention refugee
- Minimum 18 years of age

Progression

Students must show progress in the Canadian Language Benchmarks in each course to advance through the program.

Funding Your Education

This program is funded by Citizenship and Immigration Canada. Tuition is free to those who qualify.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

LINC (Language Instruction for Newcomers to Canada)

Course	Course Title	Hours	Credits
LINC 1000	LINC Literacy	400	16.0
LINC 1001	LINC 1	400	16.0
LINC 1002	LINC 2	400	16.0
LINC 1003	LINC 3	400	16.0
LINC 1004	LINC 4	400	16.0
LINC 1005	LINC 5	400	16.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

LINC (LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA) LINC RURAL DELIVERY PROGRAM

- Tuition funded by Citizenship and Immigration Canada
- Part-time studies
- Daytime and evening classes
- Continuous intake
- Designed for newcomers in northern Alberta communities (north of Ponoka, AB)

Program Overview

This program is designed for recent immigrants who live in small urban centres or in rural areas in northern Alberta. This program will help you to improve your English language ability to an intermediate (LINC 4) level with individualized, self-paced, part-time courses.

LINC Home Study is also available to LINC-eligible students. LINC Home Study is offered as an addition to students already in LINC RDP. It can also be taken independently. LINC Home Study allows students to study from their home using high-speed Internet or a correspondence book and CD and scheduled weekly telephone lessons with an instructor. LINC Home Study is designed for students at LINC 2 up to LINC 5.

Career Potential

Students who complete the program will have the basic language skills and settlement knowledge they need to better integrate into the Canadian community and pursue further education and career training.

Admission Requirements

- A permanent resident, a person in the process of becoming a permanent resident, or a convention refugee
- A northern Alberta community (north of Ponoka, AB) resident
- Minimum 18 years of age

Progression

Students must show progress in the Canadian Language Benchmarks in each course to advance through the program.

Funding Your Education

This program is funded by Citizenship and Immigration Canada. Tuition is free to those who qualify.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

LINC Rural Delivery Program

Course	Course Title	Hours	Credits
LINC 2000	LINC Pre-RDP	75	3.0
LINC 2001	LINC 1 RDP	75	3.0
LINC 2002	LINC 2 RDP	75	3.0
LINC 2003	LINC 3 RDP	75	3.0
LINC 2004	LINC 4 RDP	75	3.0
LINC 2005	LINC 5 RDP	75	3.0
LINC 2012	LINC 2 LHS	75	3.0
LINC 2013	LINC 3 LHS	75	3.0
LINC 2014	LINC 4 LHS	75	3.0
LINC 2015	LINC 5 LHS	75	3.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.



Kristy Charlesworth

“I am so grateful for NorQuest College’s Hospital Unit Clerk program. It gave me assurance in my ability to accomplish something and be successful. As a result, I have a lot more confidence to start on the long haul to where I want to be: a Masters in Counselling with a focus in Gerontology.”

87 Certificate and Diploma Programs

- | | | | |
|-----|--|-----|---|
| 88 | Aboriginal Community Support Worker | 106 | Pharmacy Technician |
| 90 | Administrative Professional | 111 | Physical Therapy Assistant |
| 92 | Advanced Education in Orthopaedics for LPNs | 114 | Practical Nurse |
| 97 | Business Administration | 119 | Practical Nurse: Continuing Education for LPNs |
| 93 | Health Care Aide | 120 | Practical Nurse Diploma for Internationally Educated Nurses |
| 99 | Health Care Aide PLAR
(Prior Learning Assessment and Recognition) | 122 | Practical Nurse Refresher |
| 100 | Continuing Education Courses for Health Care Aides | 127 | Print Media Production |
| 101 | Hospital Unit Clerk | 128 | Social Work |
| 103 | Mental Health Rehabilitation | 131 | Therapeutic Recreation |

ABORIGINAL COMMUNITY SUPPORT WORKER

This program is suspended for the 2013/14 academic year. New applications to this program will not be accepted.

- One-year certificate
- Full-time studies
- Fall start
- Daytime classes
- Downtown Edmonton campus

Program Overview

This entry-level human service career program is your gateway to employment in a human service agency or to further learning. This program introduces the skills needed to help individuals, families, or communities. Students may use transferable courses for higher-level programs. Learners will develop knowledge and skills in problem solving, health and wellness, life management, computers, Aboriginal culture, interpersonal communications, crisis intervention, domestic violence prevention, and addictions. Learners will be introduced to the Canadian judicial system and restorative justice.

Career Potential

Many positions are available for individuals with human services skills, an understanding of the judicial system, and sensitivity to Aboriginal culture and traditions. These positions include:

- School liaison worker
- Group home worker
- Family support worker
- Child and youth care worker
- Addictions support worker
- Court liaison worker

Transferability

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. To be considered for transfer credit, a formal assessment must be made. Request forms may be obtained from the Office of the Registrar. Please see page 30 for transfer credit information.

Admission Requirements

- 55% in English Language Arts 10-1 or 65% in English Language Arts 10-2 or equivalent
- Documented evidence (e.g., a letter from the agency involved) of having completed at least 25 hours of volunteer experience in the human services field or in another helping profession (e.g., classroom parent aide, hospital volunteer, etc.)

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA 6 with no skill below score 6
- TOEFL Internet-based test score 72, with no section score below 18
- IELTS Academic overall band of 5.0, with no band scores below 5.0
- CAEL 50, with no subtest below 50

Practicum Expectations

A current criminal record check and Intervention Record check must be submitted to Community Studies, Aboriginal Community Support Worker program. Program representatives will assess the results of these checks and determine whether they meet the criteria of the practicum sponsors.

NOTE: Internet (online) criminal record checks are NOT accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Progression

To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded an Aboriginal Community Support Worker certificate.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

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ABORIGINAL COMMUNITY SUPPORT WORKER

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Aboriginal Community Support Worker

Course	Course Title	
Term 1	16 weeks	
ABST 1000	Aboriginal History and Culture	3.0
ADDT 1000	Addictions: Strategies for Treatment and Prevention	3.0
COMM 1021	Writing in Organizations	3.0
COMP 1000	Introduction to Computer Applications	3.0
CSWN 1000	Community Support Work in Northern and Remote Communities	3.0
HPCW 1000	The Helping Process in Community Support Work	3.0
ICSW 1000	Introduction to Community Support Work	3.0
	Term 1 Total	21.0
Term 2	16 weeks	
ABST 1010	Restorative Justice	3.0
COMM 1024	Observation, Documentation, and Report Writing in Human Service Careers	3.0
COMM 1025	Interpersonal Communications in Human Service Careers	3.0
CRIS 1040	Crisis Intervention	3.0
FAMV 1000	Domestic Violence and Prevention	3.0
HEED 1000	Health Education: Individual Health and Wellness	3.0
LAWC 1020	Introduction to the Canadian Judicial System	3.0
SOIS 1000	Social Issues: Models and Practices of Helping from an Anti-Oppressive Perspective	3.0
	Term 2 Total	24.0

Course	Course Title	
Term 3	8 weeks	
CPRT 1000	Community Support Worker Practicum	7.0
	Term 3 Total	7.0
	Program Total	52.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

ADMINISTRATIVE PROFESSIONAL

- 20-week certificate, including 4-week work placement

- Full time

Program Overview

The Administrative Professional program equips you with the skills and knowledge you need to become an effective office professional in today's dynamic business environment. Students will learn essential office skills such as basic accounting, software applications, business communication, and event management.

This program is offered in a unique, fast-tracked format, whereby students complete their classroom studies in just four months and then move on to their one-month work placement.

The work experience component of the program allows students to gain hands-on experience in their field.

Career Potential

Graduates of the Administrative Professional certificate program find employment in the public and private sector, working in rapidly evolving administrative support roles that include data analysis, event planning, office coordination, communications, and customer service.

Transferability

Some coursework completed in the Administrative Professional certificate program can qualify for transfer credit towards diploma programs such as the NorQuest Business Administration Diploma program. Transfer credits are assessed on a case-by-case basis.

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. To be considered for transfer credit, a formal assessment must be made. Request forms may be obtained from the Office of the Registrar. Please see page 30 for transfer credit information.

Admission Requirements

- 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent
- 50% in Mathematics 20-1 (Pure Mathematics 20) or 50% in Mathematics 30-2 (Applied Mathematics 30) or equivalent
- Keyboarding speed of 25 wpm net

English Language Proficiency

You must provide proof of English language proficiency (ELP) prior to admission if English is your second language. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA 7
- TOEFL Internet-based test score 71 (overall score)
- IELTS Academic overall score of 6.0 with a minimum band score of 5.5
- CAEL score over 60
- Successful completion of English Language Arts 30-1

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses and meet a keyboarding speed requirement of 45 words per minute.

Credential

After successfully completing the certificate program, graduates will be awarded a NorQuest Administrative Professional certificate. After successfully completing the diploma program, graduates will be awarded a NorQuest Administrative Professional diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

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ADMINISTRATIVE PROFESSIONAL

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Courses may be subject to change.

Administrative Professional

Course	Course Title	Credits
Term 1	8 weeks	
BUSN 1165	Keyboarding ♦	1.0
BUSN 1166	MS Word ♦	5.0
BUSN 1167	MS Excel ♦	3.0
BUSN 1171	Business Office Procedures ♦	3.0
BUSN 1173	Business Communications I ♦	3.0
Term 1 Total		15.0
Term 2	8 weeks	
BUSN 1178	Databases and Presentations ♦	3.0
BUSN 1179	Professional Relations ♦	3.0
BUSN 1180	Advanced Excel and Outlook Foundations ♦	3.0
BUSN 1186	Accounting Basics ♦	3.0
BUSN 1188	Event Management ♦	3.0
BUSN 1193	Business Communications II ♦	3.0
Term 2 Total		18.0
Term 3	4 weeks	
BUSN 1184	Work Experience for Administrative Professionals	3.0
Term 3 Total		3.0
Total		36.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies.

ADVANCED EDUCATION IN ORTHOPAEDICS FOR LPNs

- Certificate
- Part-time studies

Program Overview

This post-diploma advanced certificate program prepares licensed practical nurses (LPNs) with the knowledge and skills required for an exciting and specialized career in orthopaedics. The program consists of two courses and a clinical practice. Learners will further their understanding of anatomy and physiology in relation to orthopaedics and orthopaedic radiology, assessment, and trauma. The curriculum includes specialized orthopaedic procedures, including casting.

Delivery methods for this program include:

- Self-paced study
- Tutorial help from an instructor
- Five-day full-time workshop
- Preceptored full-time 300-hour clinical practice (possibly completed in your own community.)

Please see page 119 for additional continuing education courses for LPNs.

Career Potential

Upon successful completion of this program, you will be prepared to work in an emergency department, cast room, and orthopaedic patient care area.

Admission Requirements

- Active registration with a college for licensed practical nurses
- Current experience in an acute care setting, with a minimum of 1600 hours completed
- Informal interview with course instructor

Clinical Requirements

- WHMIS certificate
- CPR - Basic Life Support for Health-Care Providers certificate
- Current immunizations including hepatitis B
- Negative TB test/chest X-ray

- Continuous starts
- Distance education

- Physically able to push, pull, and lift a minimum of 50 lbs/23 kg
- Clear criminal record check; must include vulnerable sector check (Health-care agencies require students doing clinical practice to submit a criminal record check.)*

NOTE: The admission requirements for the clinical practice listed above may be satisfied by submitting a letter from the employer stating that all the above requirements have been met and are up to date.

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission

Progression

Students must attain 80% in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Advanced Education in Orthopaedics for LPNs certificate and an orthopaedic pin.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

Funding Your Education

Alberta students in this program may be eligible for funding through the College of Licensed Practical Nurses of Alberta. See the CLPNA website for information at <http://www.clpna.com>

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Advanced Education in Orthopaedics for LPNs

Course	Course Title	Credits	Course	Course Title	Credits
ADVO 1101	Foundations of Anatomy and Physiology for Orthopaedics (Prerequisite course)	6.0	ADVO 1002	Orthopaedic Pathology and Related Nursing Interventions	16.0
			ADVO 1103	Advanced Education in Orthopaedics Clinical Practice	10.0
			Program Total		32.0

- Two-year diploma with accounting, marketing, and general business specializations
- Brokered from Grande Prairie Regional College

- Full-time, part-time, and hybrid studies
- Fall and winter starts
- Downtown Edmonton campus

Program Overview

Whether you have well-defined goals such as becoming an accountant or a marketing coordinator, or you are still undecided about your role in the business world, the Business Administration diploma program provides a strong foundation for any business career.

Career Potential

Accounting graduates find employment in both the private and public sector as accounting technicians, financial accountants, cost accountants, accounting clerks, bankers, or business analysts.

Marketing graduates are in an excellent position to work as marketing assistants, marketing coordinators, marketing analysts, or public relations officers.

Both streams provide a flexible and dynamic core understanding of business fundamentals with a wide assortment of job opportunities. Students can also choose to customize their diploma program to meet specific career goals by selecting courses in a general business stream.

Transferability

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. To be considered for transfer credit, a formal assessment must be made. Request forms may be obtained from the Office of the Registrar. Please see page 30 for transfer credit information. Challenge exams are also available for all courses.

Many professional organizations and post-secondary institutions recognize and provide credit for the Business Administration diploma. Grande Prairie Regional College Business Administration Diploma graduates can get block transfers of up to 60 credits towards business degrees at several institutions including Athabasca University, University of Lethbridge, Royal Roads University, and Concordia University College. Course credit is also granted toward accounting designations such as CGA and CMA.

Admission Requirements

- 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent
- 60% in Mathematics 20-1 or Mathematics 20-2 or equivalent or 50% in Mathematics 30-1 or Mathematics 30-2 or equivalent

English Language Proficiency

You must provide proof of English language proficiency (ELP) prior to admission if English is your second language. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA 7
- TOEFL Internet-based test score 71 (overall score)
- IELTS Academic overall score of 6.0 with a minimum band score of 5.5
- CAEL 60 (overall score)
- Successful completion of English Language Arts 30-1

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Progression

Full-time students must pass four out of five courses each term and maintain an overall average of D+ or higher to automatically progress in the program. If you are a full-time student in the program and you fail two courses in a semester, you will be placed on contractual departmental probation for the following semester. Failure to meet the probation requirements may result in forced withdrawal from the full-time program for one full semester. Readmission to the program will be subject to departmental review.

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

If you do not achieve a term grade point average of 1.3, you may be permitted to continue on a probationary basis with the permission of the department.

Credential

After successfully completing this program, graduates will be awarded a Grande Prairie Regional College/NorQuest Business Administration diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

BUSINESS ADMINISTRATION

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Business Administration Diploma Fall 2013 Start

YEAR 1

Course	Course Title	Credits
Term 1	16 weeks	
BUSD 1010	Business Communications I ♦	3.0
BUSD 1050	Business Math and Statistics ♦	3.0
BUSD 1110	Introduction to Accounting ♦	3.0
BUSD 1040	Small Business Management ♦	3.0
BUSD 1380	Organizational Behaviour I ♦	3.0
Term 1 Total		15.0

YEAR 1

Course	Course Title	Credits
Term 2	16 weeks	
BUSD 1020	Business Communications II	3.0
BUSD 1120	Principles of Accounting ♦	3.0
BUSD 1510	Economics ♦	3.0
BUSD 1150	Introduction to Computers in Business ♦	3.0
BUSD 1090	Introduction to Marketing	3.0
Term 2 Total		15.0
Year 1 Total		30.0

Year 2 Specialization

YEAR 2

Accounting Specialization

Course	Course Title	Credits
Term 3	16 weeks	
BUSD 2030	Finance I	3.0
BUSD 2110	Intermediate Accounting I	3.0
BUSD 2500	Computer Applications for Accounting	3.0
BUSD 2130	Cost Accounting I	3.0
BUSD 2620	Accounting Information Systems	3.0
Term 3 Total		15.0
Term 4	16 weeks	
BUSD 2120	Intermediate Accounting II	3.0
BUSD 2140	Cost Accounting II	3.0
BUSD 2160	Taxation	3.0
BUSD 2230	Finance II	3.0
BUSD 3010	Legal Relations	3.0
Term 4 Total		15.0
Year 2 Accounting Specialization		30.0
Program Total		60.0

YEAR 2

Marketing Specialization

Course	Course Title	Credits
Term 3	16 weeks	
BUSD 2550	Computer Applications for Marketing	3.0
BUSD 2090	Marketing Strategy	3.0
BUSD 2030	Finance I	3.0
BUSD 2100	Not-for-Profit Marketing and PR	3.0
BUSD 2710	Customer Service	3.0
Term 3 Total		15.0
Term 4	16 weeks	
BUSD 2000	Seminar in Business Policy	3.0
BUSD 2200	Marketing Research	3.0
BUSD 2190	Consumer Behaviour	3.0
BUSD 2070	Personal Selling	3.0
BUSD 3010	Legal Relations	3.0
Term 4 Total		15.0
Year 2 Marketing Specialization		30.0
Program Total		60.0

♦ Available as an Open Studies course.

See page 43 for information on Open Studies

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Business Administration Diploma Winter 2014 Start

YEAR 1

Course	Course Title	Credits
Term 1	16 weeks	
BUSD 1020	Business Communications II	3.0
BUSD 1110	Introduction to Accounting ♦	3.0
BUSD 1510	Economics ♦	3.0
BUSD 1150	Introduction to Computers in Business ♦	3.0
BUSD 1090	Introduction to Marketing	3.0
Term 1 Total		15.0

YEAR 1

Course	Course Title	Credits
Term 2	8 weeks	
BUSD 1050	Business Math and Statistics ♦	3.0
BUSD 1120	Principles of Accounting ♦	3.0
BUSD 1040	Small Business Management ♦	3.0
Term 2 Total		9.0
Year 1 Total		24.0

Year 2 Specialization

YEAR 2

Accounting Specialization

Course	Course Title	Credits
Term 3	16 weeks	
BUSD 2030	Finance I	3.0
BUSD 2110	Intermediate Accounting I	3.0
BUSD 2500	Computer Applications for Accounting	3.0
BUSD 2130	Cost Accounting I	3.0
BUSD 2620	Accounting Information Systems	3.0
Term 3 Total		15.0
Term 4	16 weeks	
BUSD 2120	Intermediate Accounting II	3.0
BUSD 2140	Cost Accounting II	3.0
BUSD 2160	Taxation	3.0
BUSD 2230	Finance II	3.0
BUSD 3010	Legal Relations	3.0
Term 4 Total		15.0
Term 5	8 weeks	
BUSD 1010	Business Communications I ♦	3.0
BUSD 1380	Organizational Behaviour I ♦	3.0
Term 5 Total		6.0
Year 2 Accounting Specialization		36.0
Program Total		60.0

YEAR 2

Marketing Specialization

Course	Course Title	Credits
Term 3	16 weeks	
BUSD 2550	Computer Applications for Marketing	3.0
BUSD 2090	Marketing Strategy	3.0
BUSD 2030	Finance I	3.0
BUSD 2100	Not-for-Profit Marketing and PR	3.0
BUSD 2710	Customer Service	3.0
Term 3 Total		15.0
Term 4	16 weeks	
BUSD 2000	Seminar in Business Policy	3.0
BUSD 2200	Marketing Research	3.0
BUSD 2190	Consumer Behaviour	3.0
BUSD 2070	Personal Selling	3.0
BUSD 3010	Legal Relations	3.0
Term 4 Total		15.0
Term 5	8 weeks	
BUSD 1010	Business Communications I ♦	3.0
BUSD 1380	Organizational Behaviour I ♦	3.0
Term 5 Total		6.0
Year 2 Marketing Specialization		36.0
Program Total		60.0

♦ Available as an Open Studies course.

See page 43 for information on Open Studies

HEALTH CARE AIDE

- Certificate
- Daytime, evening, distance education, and eCampusAlberta classes
- Fall, winter, and spring starts (for eCampusAlberta and PLAR courses)
- Learn in the workplace; monthly admission

Program Overview

If you are a caring person who likes to help others, the Health Care Aide (HCA) program may be for you. NorQuest College is licensed to deliver the Alberta Health and Wellness HCA provincial curriculum.

Applicants are requested to review the requirements listed below and assess their ability to fulfill the demands of the occupation of health care aide.

As a health care aide, you must be able to:

- Work shifts and weekends
- Be on your feet for extended periods of time
- Use your knees, back, and arms to move clients who have minimal body strength
- Function effectively in stressful situations
- Perform all skills independently

The program is available full-time, part-time, through distance education, regional delivery, and online through eCampusAlberta. The part-time delivery option allows you to continue working and complete the HCA program at the same time. Our distance education program can be taken from anywhere in the province. Labs and workshops for distance and online students will be held at the downtown Edmonton campus, which may require students to travel.

Full-Time Classes at the Downtown Edmonton Campus

- Full-time face to face
- Monday to Friday during the day
- Instructor-led classes, labs, and clinical practice
- Up-to-date immunization to be completed and a record submitted prior to entry into the program

Part-Time Classes at the Downtown Edmonton Campus

- Part-time face to face
- Tuesday, Wednesday, and Thursday evenings and every second Saturday
- Instructor-led classes, labs, and clinical practice
- Up-to-date immunization to be completed and a record submitted prior to entry into the program

Distance Delivery

- Paced course study (not online)
- Instructor assistance by telephone or email
- Mandatory attendance at weekend lab classes

- Course exams proctored in your community
- 32 weeks, which includes two practicums totalling 200 hours of instructor-supported clinical practice at a facility in your geographic location, with an assigned clinical mentor
- Site visits, supervision, and evaluation done by a NorQuest instructor
- Up-to-date immunization record to be completed and record submitted prior to entry into the program

eCampusAlberta (Online)

- Learning material delivered online
- Paced course study
- Instructor assistance by email
- Mandatory attendance at weekend lab classes
- Course exams completed online
- 32 weeks, which includes two practicums totalling 200 hours of instructor-supported clinical practice at a facility in your geographic location
- Site visits, supervision, and evaluation done by a NorQuest instructor
- Up-to-date immunization to be completed and a record submitted prior to entry into the program

Regional Part-Time Delivery

- Wetaskiwin, Stony Plain, Hinton, Drayton Valley, and select communities throughout Alberta, based on interest
- 32 weeks, which includes two practicums local totalling 200 hours of instructor-supported clinical practice
- Variable start dates
- Instructor-led theory, labs, and clinical practice
- Up-to-date immunization to be completed and a record submitted prior to entry into the program

CONTINUED ON NEXT PAGE

Workplace Education

The HCA Workplace Education option is offered throughout Alberta in partnership with continuing care and home care employers. Self-paced study is combined with tutoring and practice opportunities with your employer. Monthly start dates are available, and students have one year to complete the program.

With this option, you are able to combine work and school by studying at home and practising your skills at work. If you are interested in this program option, please consult your employer.

Career Potential

Upon successful completion of the program, you will be prepared to work in continuing care institutions, home care agencies, group homes, assisted or supportive living, day programs, specialized care centres and programs, acute care hospitals, and private care.

For information on related occupational profiles, visit: www.alis.gov.ab.ca (go to Occupational Profiles and keywords Health Care Aide)

To research your career, you may complete a Career Investigation Report:

http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

Admission Requirements

English Language Arts 10-1 or equivalent (CLB 7 or higher or GED is accepted; students must have successfully completed the Language Arts Reading and Writing skills portion of GED.)

Health Care Aide – Workplace and Distance Education delivery applicants only:

- All program admission requirements listed
- Must be currently employed as a front-line caregiver in a participating agency

Bridge to Health Careers

- Applicants who successfully complete the Bridge to Health Careers program with a minimum 70% program average and a minimum of CLB 6/7 will be exempt from meeting the English Language Arts requirement.

Practicum Requirements

- Clear criminal record check; must include vulnerable sector check.*
- Copies of records of any immunizations that you have received in the past.**

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

****NOTE:** Additional immunizations may be required prior to clinical practice.

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA 7 in each strand
- TOEFL Internet-based test score 71 (overall score) PBT: 560
- IELTS Academic 6.0, with no band score below 5.0
- CAEL score of 60 (overall score)

NOTE: ELP requirements for the 2013/14 academic year are currently under review for this program.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing all program requirements, graduates will be awarded a NorQuest Health Care Aide certificate.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

Guide to Program Changes and Program Registration

Students who began the Health Care Aide program prior to August 31, 2012, will complete their program as set out in the former program structure. The former program structure will be supported until July 31, 2013, and these students must have their requirements complete by this date. Note that “Net New Students” and PLAR students that registered in the spring 2012 semester are exempted from this deadline.

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HEALTH CARE AIDE

Program Outline (2013/14)

Students who begin the Health Care Aide program after August 31, 2012, will complete their program as set out in the following program structure.

For complete course descriptions, please see pages 135 to 189.

Health Care Aide

Course	Course Title	Credits
Program of Study 21 weeks		
HLTH 2011	Working Safely and Effectively as a Health Care Aide	3.0
HLTH 2012	Communication in the Health-Care Environment	2.0
HLTH 2006	Structure and Function of the Human Body – Health and Chronic Illness	3.0
HLTH 2013	Providing Client Care and Comfort	4.0
HLTH 2004	Health Care Aide Integrated Practicum I	1.0
HLTH 2014	Meeting Complex Care Needs	3.0
HLTH 2002	Assisting with Medication Delivery	1.0
HLTH 2015	Special Activities for Diverse Clients	3.0
HLTH 2010	Health Care Aide Integrated Practicum II	5.0
Program Total		25.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Program Overview

The HCA PLAR process is a certification process for individuals who have had directly related continuing care work experience in the past three (3) years. This would include individuals who have been working as a nursing attendant or personal support worker, but do not have a certificate currently recognized in Alberta. Other candidates may include nurses or nursing attendants trained in another country who have experience in geriatric care and believe they have the skills and knowledge to meet the standards for a NorQuest Health Care Aide certificate. LPNs with their continuing care theory and practicum may also apply.

Please contact the Faculty of Health Studies at 780.644.6370 to request your HCA PLAR application.

Admission Requirements

- English Language Arts 10-1 or English Language Arts 10-2 or equivalent (CLB 6 or higher; GED is also accepted, but must have successfully completed the Language Arts Reading and Writing skills portion)
- 600 hours of experience in the last three years as a health-care worker documented with a proof of employment letter from the employer(s).

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA 7 in each strand
- TOEFL Internet-based test score 71 (overall score) PBT: 560
- IELTS Academic 6.0, with no band score below 5.0
- CAEL 60 (overall score)

NOTE: Meeting the English language proficiency requirement does not exempt the applicant from meeting the English academic course work required for admission to this program.

Once you have applied, you must complete a self-assessment to determine whether you qualify for a PLAR assessment in any or all of the Health Care Aide courses. Each PLAR student must complete at least one full course as a student. A PLAR instructor will meet with you to identify your present knowledge and skill level and to determine whether the PLAR process is right for you.

The PLAR process consists of two (2) parts:

Part 1:

1. Complete a self-assessment of your current knowledge and skills.
2. Submit an original transcript directly to the Office of the Registrar showing successful completion of Grade 10 English Language Arts, or pass the reading comprehension exam.
3. Meet with a PLAR instructor to review your self-assessment and determine whether you have the theory and skills needed to obtain your NorQuest HCA certificate through the PLAR process.

Part 2:

1. If recommended for the PLAR process, you will be issued an individual learner plan for self-study. The learner plan will outline the knowledge and skills that the PLAR instructor feels that you need to acquire, study, and practise in order to achieve the level of proficiency required for the HCA certificate.
2. Your learning plan will include the mandatory “in residence” course, HLTH 2006.
3. You will achieve a passing grade in the theory exam for each course.
4. You will achieve a “satisfactory” mark in the skills assessment for each course that has a lab skills component.

You must succeed in both theory and skills in order to complete the PLAR process. The lab skills assessments are done at NorQuest College, Downtown Edmonton Campus. Assessments are done by NorQuest HCA instructors.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Health Care Aide certificate.

Courses Offered (2013/14)

For complete course descriptions, please see pages 135 to 189.

For More Information

Health Care Aide Careers
780.644.6370

CONTINUING EDUCATION COURSES FOR HEALTH CARE AIDES

Program Overview

Health Care Aide (HCA) continuing education courses assist you to gain skills, knowledge, and confidence with your expanding role. These courses can also be applied to meet the new education requirements of Alberta Health and Wellness. Courses are offered through online delivery. Instructors are experienced and supportive, giving you the best educational experience.

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

More continuing education courses may be added throughout the year.

Continuing Education Courses for Health Care Aides

Course	Course Title	Credits
ASMD 1000*	Assisting with Medication Delivery for Health Care Aides	2.0
DEMC 1001*	Guiding the Journey: An Interactive Approach to Dementia Care	2.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

* Please contact the Faculty of Business and Community Studies, Continuing Education Department at 780.644.6470.

- 16-week certificate, including four-week work placement
- Full-time or part-time studies
- Daytime and evening classes

- Fall, winter, and spring starts
- Online delivery available
- Downtown Edmonton campus

Program Overview

Hospital unit clerks play a vital role in managing the information flow in hospital nursing units. Our program prepares you for this position with classroom instruction and work experience in a medical setting. Learn about hospital organization, medical terminology, processing medical orders, communication skills, telephone and reception skills, and computer skills.

Career Potential

There are many opportunities for employment in the growing field of health care. Students may work in active care hospitals, extended care facilities, and private medical offices.

Transferability

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. To be considered for transfer credit, a formal assessment must be made. Request forms may be obtained from the Office of the Registrar. Please see page 30 for transfer credit information. Challenge exams are also available for all courses.

Admission Requirements

- 60% in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent
- 50% in Mathematics 10C (Applied Mathematics 10) or equivalent
- Keyboarding speed of 30 wpm net
- Up-to-date immunization record including hepatitis B
- clear criminal record check, including a vulnerable sector check

English Language Proficiency

You must provide proof of English Language Proficiency (ELP) prior to admission if English is your second language. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA 7
- TOEFL Internet-based test score 71 (overall score)
- IELTS Academic overall score of 6.0, with a minimum band score of 5.5
- CAEL 60 (overall score)
- Successful completion of English Language Arts 30-1

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Work Experience Requirement

You must obtain a clear criminal record check that includes a vulnerable sector check. (More than one criminal record check may be necessary during the length of your program in accordance with work placement requirements.)

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses and meet a keyboarding speed requirement of 45 words per minute.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Hospital Unit Clerk certificate.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

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HOSPITAL UNIT CLERK

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Hospital Unit Clerk

Program of Study 16 weeks

Course	Course Title	Credits
BUSN 1152	Medical Terminology ♦	6.0
BUSN 1154	Medical Orders	3.0
BUSN 1156	Business Communications Skills for Unit Clerks ♦	3.0
BUSN 1161	Work Experience for Unit Clerks	3.0
BUSN 1190	Hospital Organization and Procedures	6.0
BUSN 1194	Introduction to Software Applications for Unit Clerks	5.0
BUSN 1165	Keyboarding ♦	1.0
BUSN 1192	Medical Applications	3.0
Program Total		30.0

Tuition and Fees

Please refer to our website at www.norquest.ca
for the 2013/14 tuition and fees schedule.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

This program is suspended for the 2013/14 academic year. New applications to this program will not be accepted.

- Certificate and diploma
- On-campus and distance education
- Fall intake for on-campus studies
- Continuous monthly intake for distance education
- Six-week practicum experiences in Year 1 and Year 2

Program Overview

The Mental Health Rehabilitation program provides education for compassionate and patient individuals who want to work in the mental health field. This program covers the knowledge and skills graduates will need to work as valuable members of the mental health team.

Both a certificate and diploma are available. Year 1, which leads to a certificate, is available through on-campus instruction, hybrid delivery, or distance education. Year 2, which leads to a diploma, is available only through hybrid delivery or distance education at this time. Courses may be available in-class depending on enrolment.

NOTE: Hybrid delivery may include a combination of workshops, seminars, self-study, and/or tutorials.

The certificate year focuses on the role of the mental health team and the knowledge and skills needed to assist with treatments and procedures, observing, recording, monitoring, and reporting patient behaviour, assisting with activities of daily living, and providing the patient with routine care under the supervision of a health-care professional. The diploma year focuses on the concepts, theory, and practical experiences related to leadership and critical thinking in order to prepare graduates to work more independently.

Applicants are requested to review the requirements listed below and assess their ability to fulfill the demands of the occupation of mental health rehabilitation employee.

As mental health rehabilitation employee, you must be able to:

- Work shifts and weekends
- Be on your feet for extended periods of time
- Use your knees, back, and arms to move clients who have minimal body strength
- Function effectively in stressful situations
- Perform all skills independently

Distance Delivery

See page 41 for further information on distance learning study options. Students in the Mental Health Rehabilitation distance program will be required to attend an on-campus workshop for assessment of practical skills before starting their practicum experience. Tutorial support is also available.

Career Potential

Mental Health Rehabilitation program graduates are qualified to assist in the care and treatment of clients with mental health issues or cognitive impairment in hospitals, group homes, psychiatric institutions, long-term care facilities, and residential care settings.

For information on related occupational profiles, visit: www.alis.gov.ab.ca (go to Occupational Profiles and keywords mental health or psychiatric)

To research your career, you may complete a Career Investigation Report:

http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

Transferability

The following individual courses have university transfer credit:

- COMM 1011
- COMM 2011
- HEED 1000
- ENGL 2550
- PSYC 1060
- PSYC 2450

Diploma program graduates are eligible for block transfer credit into the following post-secondary programs:

Athabasca University

- Bachelor of Health Administration (up to 42 credits)
- Bachelor of Professional Arts Human Services (up to 60 credits)
- Bachelor of Science (Post Diploma) in Human Science (30 credits)

Lethbridge College

- Bachelor of Applied Arts in Justice Studies (one elective must be in Corrections)

NAIT

- Bachelor of Technology in Technology Management

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MENTAL HEALTH REHABILITATION

Thompson Rivers University (Kamloops, BC)

- Bachelor of Health Science (up to 57 credits)
- Bachelor of General Studies (up to 60 credits)

University of Calgary

- Bachelor of Community Rehabilitation

Additional credit transfer agreements with various institutions are currently in negotiation. For the most recent and up-to-date information on transfer agreements, please refer to the Alberta Transfer Guide, www.transferralberta.ca

Admission Requirements

- Grade 12 diploma*
- 50% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent
- 50% in Biology 30 or equivalent

* For mature students (age 19+), all requirements must be met except the need for a Grade 12 diploma.

NOTE: Up-to-date immunization and a clear criminal record check are not required for admission. However, you may be required to produce copies of immunization records and a clear criminal record check (with vulnerable sector check) prior to the participation in field trips and other experiential learning opportunities.

Practicum Requirements

The following are not required for admission purposes, but will be required before you attend your practicum:

- CPR - Basic Life Support for Health-Care Providers certificate required before practicum experiences begin
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunization
- Documented evidence (e.g., a confirmation letter from a health agency) of having completed at least 25 voluntary and/or paid work hours in a health-care setting
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of your first practicum.*

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Diploma Program Requirement

Completion of the Mental Health Rehabilitation certificate or equivalent and/or permission from the Program Chair is required to enter the diploma program.

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA, with an average score of 8 and no skill score below 8
- TOEFL Internet-based test score 84, with no section score below 21
- IELTS Academic 6.0, with no band scores below 6.0
- CAEL 60, with no subtest below 60

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing the certificate program, graduates will be awarded a NorQuest Mental Health Rehabilitation certificate. After successfully completing the diploma program, graduates will be awarded a NorQuest Mental Health Rehabilitation diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

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MENTAL HEALTH REHABILITATION

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Although Year 2 is offered primarily through distance, other delivery methods may be offered.

Students who began the Mental Health certificate or diploma program during Fall Term 2012 will have until December 31, 2016 to complete the program to a diploma level. As of Fall Term 2013, courses in Mental Health Rehabilitation will be offered only through distance education. Students requiring academic advice in planning for program completion should contact the Allied Health office at 780.644.6395.

Mental Health Rehabilitation

YEAR 1			YEAR 2		
Course	Course Title	Credits	Course	Course Title	Credits
Term 1 16 weeks			Block 1		
ANPH 1000	Introduction to Anatomy and Physiology ♦	3.0	ENGL 2550	Introduction to Composition ♦	3.0
COMM 1011	Interpersonal Communications for Health-Care Professionals ♦	3.0	HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
COMM 2011	Therapeutic Communication for Health-Care Professions ♦	3.0	RHAB 1001	Introduction to Rehabilitation ♦	3.0
MENH 1000	Introduction to Mental Health ♦	3.0	Elective 1	One approved cross-over domain option	3.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0	Block 2		
Term 1 Total		15.0	CRIS 2000	Crisis Intervention Techniques	3.0
Term 2 16 weeks			LEAD 2000	Team Leadership and Professionalism	3.0
ASCL 1000	Assisting Clients I	3.0	Elective 2	One approved cross-over domain option	3.0
DDSP 1000	Developmental Disabilities and Special Populations	3.0	Elective 3	One approved cross-over domain option	3.0
DEMC 1011	Dementia Studies ♦	3.0	Block 3		
PATH 1010	Pathophysiology ♦	3.0	MPRT 2001	Mental Health Rehabilitation: Practicum II	8.0
PSYC 2450	Abnormal Psychology - Psychiatric Conditions and Interventions ♦	3.0	Year 2 Total		32.0
Term 2 Total		15.0	Program Total		70.0
Term 3 8 weeks					
MPRT 1001	Mental Health Rehabilitation: Practicum I	8.0			
Term 3 Total		8.0			
Year 1 Total		38.0			

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Electives in the Mental Health Rehabilitation Diploma Program

Electives, or cross-over domain options, are provided to enhance or specialize the student's learning in their post-secondary program.

A student may choose any university transfer course from NorQuest College (listed on page 44). Students may also apply for transfer credit for approved post-secondary work completed at another institution. It is the student's responsibility to ensure that electives are approved for their program of study, and that they are complete prior to clinical placement.

Please note that a student's choice of electives may impact transferability to degree programs. Students should consult with the Program Chair for academic advice before selecting electives.

- ♦ Available as an Open Studies course.
See page 43 for information on Open Studies

PHARMACY TECHNICIAN

- Two-year diploma program
- Full-time and online deliveries
- Fall intake for on-campus delivery; winter intake for online delivery
- Two 4-week practicum experiences

Program Overview

Our nationally accredited Pharmacy Technician program thoroughly prepares graduates for this fast-paced and highly respected occupation. As a regulated pharmacy technician, you will be involved with preparing prescriptions for dispensing, preparing compounded medications and sterile products, repackaging pharmaceuticals, managing inventory, and providing customer care. The two 4-week practicums give you the opportunity to apply your knowledge and skills in both retail and institutional pharmacy settings.

NorQuest's dispensing lab provides students with practical, hands-on training in compounding, sterile product preparation, repackaging, inventory management, and dispensing. In the lab, students have the opportunity to use technologies currently employed by those working in the profession, including Laminar Airflow Hoods (LAH), Kroll and Nexxsys computer software, and automated dispensing cabinets.

Our state-of-the-art simulation lab prepares students to work collaboratively with other health-care professionals as part of an interdisciplinary team.

Applicants are requested to review the requirements listed below and assess their ability to fulfill the demands of the occupation of pharmacy technician. Please note that computer skills are an asset for those entering the program.

As a pharmacy technician, you must be able to:

- Work shifts and weekends
- Be on your feet for extended periods of time
- Use your knees, back, and arms to move objects that weigh up to 10 kilograms
- Function effectively in stressful situations
- Perform all skills independently
- Work collaboratively with other health-care professionals
- Communicate effectively with patients and colleagues

For more information on becoming a Registered Pharmacy Technician in the Province of Alberta, visit the Alberta College of Pharmacists website.

Accreditation Status

The Pharmacy Technician Diploma program of NorQuest College has been awarded the status of Full Accreditation by the Canadian Council for Accreditation of Pharmacy Programs (CCAPP) for a five-year term 2012-2017.

This accreditation standard means that graduates are eligible to sit the entry-to-practice Pharmacy Examining Board of Canada (PEBC) Qualifying Examination and may go on to become regulated technicians registered under the Alberta College of Pharmacists.

Full-Time On-Campus Delivery (Fall Start Date)

- Instructor-led classroom and lab-based learning. Classes and labs are held in Edmonton at the downtown campus and may be scheduled between the hours of 8 AM and 6 PM.
- Two 4-week practicum rotations are full time, and shifts may be scheduled on weekends or evenings. Every effort is made to place students in the greater Edmonton area, but students may be required to travel to other locations in the province of Alberta in order to complete the practicum requirements.

Online Delivery (Beginning January 2014)

- Students are able to complete theory courses in an online learning format in their own home.
- Instructors are available for help by contact through email or telephone.
- Lab-based courses are conducted in Edmonton at the downtown campus. Students must attend the downtown campus to complete labs for a total of four weeks per year.
- You have up to five years to complete the program.
- Two 4-week practicum rotations are full-time, and shifts may be scheduled on weekends or evenings. Every effort is made to place students in or near their communities of choice, but students may be required to travel to other locations in the province of Alberta in order to complete the practicum requirements.

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Pharmacy Technician Bridging Program

NorQuest College is one of three community colleges in Alberta to offer the Pharmacy Technician Bridging program. This program was introduced by the Alberta College of Pharmacists to ensure that technicians moving forward to regulated status have met the defined competencies to practise safely and effectively in this new and expanded role. Visit the Pharmacy Technician Bridging Program web page on the NorQuest College website, or call 780.644.6395 for more information.

Career Potential

Pharmacy technicians work in hospitals, retail pharmacies, pharmaceutical companies, and insurance companies.

For information on related occupational profiles, visit ALIS Occupational Information (keyword Pharmacy). <http://alis.alberta.ca/occinfo/Content/RequestAction.asp?aspAction=GetTitleSearch&Page=TitleSearch&format=html>

To research this career, complete a Career Investigation Form. http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

Transferability

The following courses have university transfer credit:

- COMM 1011
- COMM 2011
- ENGL 2550
- HEED 1000

Diploma program graduates are eligible for block transfer credit into the following post-secondary programs:

Athabasca University

- Bachelor of Health Administration (up to 42 credits)
- Bachelor of Professional Arts Human Services (up to 30 credits)
- Bachelor of Science (Post Diploma) in Human Science (30 credits)

NAIT

- Bachelor of Technology in Technology Management

Thompson Rivers University (Kamloops, BC)

- Bachelor of Health Science (up to 57 credits)
- Bachelor of General Studies (up to 60 credits)

Additional credit transfer agreements with various institutions are currently in negotiation. Please visit Transfer Alberta www.transferalberta.ca for the most up-to-date information.

Contact the Allied Health Careers department (780.644.6396) for suitable electives and to confirm that your course(s) have transferability. University-level courses from another post-secondary institution may be considered for transfer credit.

Admission Requirements

- Grade 12 diploma*
- 60% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent
- 60% in Mathematics 30-1 (Pure Mathematics 30) or Mathematics 30-2 (Applied Mathematics 30) or equivalent
- 60% in Biology 30 or equivalent
- 60% in Chemistry 30 or equivalent

- Keyboarding speed of at least 30 wpm. To book an assessment of your typing skills, contact 780.644.6130.

* For mature students (age 19+), all requirements must be met except the need for a Grade 12 diploma.

NOTE: Up-to-date immunization and a clear criminal record check are not required for admission; however, you may be required to produce copies of immunization records and a clear criminal record check (with vulnerable sector check) prior to participating in field trips and other experiential learning opportunities.

Practicum Requirements

The following are not required for admission purposes, but will be required before you attend your first practicum:

- CPR - Basic Life Support for Health-Care Providers certificate
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunization
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of your first practicum.*

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

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PHARMACY TECHNICIAN

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- TOEFL Internet-based test score 91, with a minimum score of 23 in speaking, 25 in writing, 22 in reading, and 21 in listening
- IELTS Academic 6.5, with no band score below 6
- MELAB score of 81, with a minimum score of 3+ in speaking, 80 in writing, 83 in reading, and 80 in listening
- CanTEST with a minimum score of 4.5 in speaking, 4.0 in writing, 4.5 in reading, and 4.5 in listening

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission. These language proficiency standards are required by the provincial regulatory authority, the Alberta College of Pharmacists (ACP), and the National Association of Pharmacy Regulatory Authorities (NAPRA).

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing all program requirements, graduates will be awarded a NorQuest Pharmacy Technician diploma.

Graduates of the NorQuest College Pharmacy Technician Diploma program will be recognized as eligible to write the Pharmacy Examining Board of Canada (PEBC) Qualifying Examination. Successful completion of the PEBC examination is necessary for registration as a pharmacy technician.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

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Program Outline – Face-to-Face Delivery (2013/14)

For complete course descriptions, please see pages 135 to 189.

Pharmacy Technician: Face-to-Face Delivery

YEAR 1			YEAR 2		
Course	Course Title	Credits	Course	Course Title	Credits
Term 1 16 weeks			Term 4 16 weeks		
ANPH 1000	Introduction to Anatomy and Physiology ♦	3.0	HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
COMM 1011	Interpersonal Communications for Health-Care Professions ♦	3.0	PHRM 2005	Pharmacy Management	3.0
ENGL 2550	Introduction to Composition ♦	3.0	PHRM 2006	Medication Safety and Risk Management	3.0
PHRM 1000	Introduction to Pharmacy Practice	3.0	PHRM 2030	Institutional Pharmacy Lab	4.0
PHRM 1001	Pharmaceutical Calculations ♦	3.0	PHRM 2040	Sterile Products Lab	3.0
PHRM 1010	Community Prescription Processing Lab	3.0	Elective*	One approved cross-over domain option	3.0
Term 1 Total		18.0	Term 4 Total		19.0
Term 2 16 weeks			Term 5 16 weeks		
PATH 1010	Pathophysiology ♦	3.0	PHRM 2201	Community Practicum	5.0
PHRM 1002	Pharmacy Law and Ethics ♦	3.0	PHRM 2202	Institutional Practicum	5.0
PHRM 1003	Pharmacotherapeutics I	3.0	Term 5 Total		10.0
PHRM 1020	Community Pharmacy Practice	3.0	Year 2 Total		29.0
PHRM 1030	Community Pharmacy Lab	6.0	Program Total		80.0
PHRM 1040	Compounding Lab	3.0			
Term 2 Total		21.0			
Term 3 8 weeks					
PHRM 1004	Pharmacy Customer Service ♦	3.0			
PHRM 1013	Pharmacotherapeutics II	3.0			
PHRM 2010	Institutional Prescription Processing Lab	3.0			
PHRM 2020	Institutional Pharmacy Practice	3.0			
Term 3 Total		12.0			
Year 1 Total		51.0			

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

PHARMACY TECHNICIAN

Program Outline – Online Delivery (Beginning January 2014)

Students must finish each block before progressing to the next block of courses.

Courses must be completed within the specified timelines.

For complete course descriptions, please see pages 135 to 189.

Pharmacy Technician: Online Delivery

Course	Course Title	Credits	Course	Course Title	Credits
Pre-Study Block 1			PHRM Block 3		
ANPH 1000	Introduction to Anatomy and Physiology ♦	3.0	PHRM 1004	Professionalism	3.0
COMM 1011	Interpersonal Communications for Health-Care Professions ♦	3.0	PHRM 1030	Community Pharmacy Lab	6.0
ENGL 2550	Introduction to Composition ♦	3.0	PHRM 1040	Compounding Lab	3.0
Pre-Study Block 1 Total		9.0	PHRM Block 3 Total		12.0
Pre-Study Block 2			PHRM Block 4		
PATH 1010	Pathophysiology ♦	3.0	PHRM 2005	Pharmacy Management	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0	PHRM 2006	Medication Safety and Risk Management	3.0
Elective	One approved cross-over domain option	3.0	PHRM 2020	Institutional Pharmacy Practice	3.0
Pre-Study Block 2 Total		9.0	PHRM Block 4 Total		9.0
PHRM Block 1			PHRM Block 5		
PHRM 1000	Introduction to Pharmacy Practices	3.0	PHRM 2010	Institutional Prescription Processing	3.0
PHRM 1001	Pharmaceutical Calculations ♦	3.0	PHRM 2030	Institutional Pharmacy Lab	4.0
PHRM 1003	Pharmacotherapeutics I	3.0	PHRM 2040	Sterile Products Lab	3.0
PHRM Block 1 Total		9.0	PHRM Block 5 Total		10.0
PHRM Block 2			Practicum Block		
PHRM 1002	Pharmacy Law and Ethics ♦	3.0	PHRM 2201	Community Practicum	5.0
PHRM 1020	Community Pharmacy Practice	3.0	PHRM 2202	Institutional Practicum	5.0
PHRM 1013	Pharmacotherapeutics II	3.0	Practicum Block Total		10.0
PHRM 1010	Community Prescription Processing	3.0	Program Total		80.0
PHRM Block 2 Total		12.0			

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Electives in the Pharmacy Technician Diploma Program

Electives, or cross-over domain options, are provided to enhance or specialize the students' learning in their post-secondary program. Students in the Pharmacy Technician program are strongly advised to take COMM 2011: Therapeutic Communication for Health Care Professions. However, a student may choose any university transfer course from NorQuest College (listed on page 44). Students may also apply for transfer credit for approved post-secondary work completed at another institution. It is the students' responsibility to ensure that the elective is approved for their program of study, and that it is complete prior to clinical placement. Any questions about electives can be directed to the Associate Chair or Chair.

♦ Available as an Open Studies course.

See page 43 for information on Open Studies

- Two-year diploma program
- Full-time, on-campus studies and distance education
- Fall intake for on-campus studies
- Continuous monthly intake for distance education
- Two 6-week practicum experiences

Program Overview

If you enjoy helping people and want a career assisting patients to overcome physical injury or disability, this diploma program could be for you. Our program prepares you with the theoretical knowledge and therapeutic skills needed to begin your challenging career as a physical therapy assistant. You may assist with treatments and exercises, monitor patients, and perform other tasks as required. The two 6-week practicum experiences give you the opportunity to apply your knowledge and skills in physical therapy settings. The NorQuest College PTA diploma program offers cross-over domain options to better prepare graduates to work in a multidisciplinary setting.

Applicants are requested to review the requirements listed below and assess their ability to fulfill the demands of the occupation of physical therapy assistant.

As a physical therapy assistant, you must be able to:

- Work shifts and weekends
- Be on your feet for extended periods of time
- Use your knees, back, and arms to move clients who have minimal body strength
- Function effectively in stressful situations
- Perform all skills independently

Distance Delivery

See page 41 for further information on distance learning study options. Students in the Physical Therapy Assistant distance program will be required to attend an on-campus workshop for assessment of practical skills before starting their practicum experience.

Career Potential

Upon successful completion of the program, you will be prepared to work as a physical therapy assistant in rehabilitation hospitals, acute care centres, physical therapy clinics, continuing care centres, special care facilities, schools, and home care programs.

For information on related occupational profiles, visit: www.alis.gov.ab.ca (go to Occupational Profiles and keyword physical therapy)

To research your career, you may complete a Career Investigation Report:

http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

Transferability

The following program courses have university transfer credit:

- COMM 1011
- COMM 2011
- ENGL 2550
- HEED 1000
- PSYC 1060

Diploma program graduates are eligible for block transfer credit into the following post-secondary programs:

Athabasca University

- Bachelor of Health Administration (up to 42 credits)
- Bachelor of Professional Arts Human Services (up to 30 credits)
- Bachelor of Science (Post Diploma) in Human Science (30 credits)

NAIT

- Bachelor of Technology in Technology Management

Thompson Rivers University (Kamloops, BC)

- Bachelor of Health Science (up to 57 credits)
- Bachelor of General Studies (up to 60 credits)

University of Calgary

- Bachelor of Community Rehabilitation

Additional credit transfer agreements with various institutions are currently in negotiation. For the most recent and up-to-date information on transfer agreements, please refer to the Alberta Transfer Guide, www.transferralberta.ca

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PHYSICAL THERAPY ASSISTANT

Admission Requirements

- Grade 12 diploma*
- 50% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent
- 50% in Mathematics 10-C (Pure Mathematics 10 or Applied Mathematics 10) or equivalent
- 60% in Biology 30 or equivalent

* For mature students (age 19+), all requirements must be met except the need for a Grade 12 diploma.

NOTE: Up-to-date immunization and a clear criminal record check are not required for admission. However, you may be required to produce copies of immunization records and a clear criminal record check (with vulnerable sector check) prior to participating in field trips and other experiential learning opportunities.

Practicum Requirements

The following are not required for admission purposes, but will be required before you attend your first practicum:

- CPR - Basic Life Support for Health-Care Providers certificate required before practicum experiences begin
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunization
- Documented evidence (e.g., a confirmation letter from a health agency) of having completed at least 25 voluntary and/or paid work hours in a health-care setting
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of the first practicum*

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

English Language Proficiency

If English is your second language, you must provide proof of English Language Proficiency (ELP) prior to admission. ELP must have been completed within two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA, with an average score of 8 and with no skill score below 8
- TOEFL Internet-based test score 84, with no section score below 21
- IELTS Academic 6.0, with no band scores below 6.0
- CAEL 60, with no subtest below 60

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing all program requirements, graduates will be awarded a NorQuest College Physical Therapy Assistant diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

PHYSICAL THERAPY ASSISTANT

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Cross-over domain options may be taken at any time during the program.

Physical Therapy Assistant

YEAR 1

Course	Course Title	Credits
Term 1 16 weeks		
ANPH 1000	Introduction to Anatomy and Physiology ♦	3.0
COMM 1011	Interpersonal Communications for Health-Care Professionals ♦	3.0
COMM 2011	Therapeutic Communication for Health-Care Professions ♦	3.0
ENGL 2550	Introduction to Composition ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
RHAB 1001	Introduction to Rehabilitation ♦	3.0
Term 1 Total		18.0
Term 2 16 weeks		
ANPH 1004	Functional Anatomy	3.0
PATH 1010	Pathophysiology ♦	3.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0
THPR 2001	Therapeutic Process I: Therapeutic Positioning and Postural Drainage	3.0
THPR 2003	Therapeutic Process III: Therapeutic Assessment Tools and Joint Mobility	3.0
THPR 2004	Therapeutic Process IV: Therapeutic Mobility	3.0
Term 2 Total		18.0

Course	Course Title	Credits
Term 3 8 weeks		
THPR 2002	Therapeutic Process II: Therapeutic Modalities	3.0
THPR 2005	Therapeutic Process V: Therapeutic Exercise	3.0
Electives	Two approved cross-over domain options	6.0
Term 3 Total		12.0
Year 1 Total		48.0
YEAR 2		
Term 4 16 weeks		
PPRT 2001	Physical Therapy: Community Practicum	8.0
PPRT 2002	Physical Therapy: Institutional Practicum	8.0
Term 4 Total		16.0
Year 2 Total		16.0
Program Total		64.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Electives in the Physical Therapy Assistant Diploma Program

Electives, or cross-over domain options, are provided to enhance or specialize the students' learning in their post-secondary program.

Students in the Physical Therapy Assistant Diploma program are strongly advised to take the following two options:

- THPR 2006: Therapeutic Process VI: Occupational Therapeutic Foundations
- THPR 2007: Therapeutic Process VII: Occupational Assessments, Treatment Techniques, and Procedures

However, a student may choose any university transfer course from NorQuest College (listed on page 44). Students may also apply for transfer credit for approved post-secondary work completed at another institution. It is the students' responsibility to ensure that electives are approved for their program of study, and that they are complete prior to clinical placement. Any questions about electives can be directed to the Associate Chair or Chair.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

PRACTICAL NURSE

- Two-year diploma
- Fall and winter starts
- Full-time, part-time, and distance delivery

Program Overview

This program prepares you to become a professional practical nurse educated to give high-quality care to clients in a variety of health-care settings.

It is recommended that students not work at outside jobs during the full-time PN program.

Applicants are requested to review the requirements listed below and assess their ability to fulfill the demands of the occupation of practical nurse.

As a practical nurse, you must be able to:

- Work shifts and weekends
- Be on your feet for extended periods of time
- Use your knees, back, and arms to move clients who have minimal body strength
- Function effectively in stressful situations
- Perform all skills independently

You may take the program full-time or on a part-time basis in the evenings or through distance education.

Full-Time Delivery

- Instructor-led classroom and lab-based learning (Hours may be between 8 AM and 8 PM and may include weekends.)
- Instructor-led and preceptor-led clinical practice courses in Edmonton and surrounding area (Hours may be between 6 AM and 10:30 PM and may include weekends.)

Evening Part-Time Delivery

- Self-paced study plus weekly evening instructor-facilitated sessions for theory and lab courses
- Instructor- and preceptor-led clinical practices in Edmonton or surrounding areas on weekends (Friday to Sunday)
- Final clinical practice is full-time and may include weekends and shift work.

Distance Education Part-Time Delivery

- You must successfully complete ANPH 1001 and ANPH 1002 prior to official admission to the distance delivery Practical Nurse program.
- Self-paced study (theory course work that you may complete in your own home)
- Students may register for up to three courses at a time.
- Courses start on the first calendar day of the month with course registration completed by the 10th day of the previous month.

- Downtown Edmonton campus, Dickinsfield Continuing Care Centre (Edmonton), Stony Plain campus, Wetaskiwin campus, Camrose campus, Drayton Valley campus, and Whitecourt campus

- Open lab practices are offered in Edmonton; all lab skills assessments must be completed in Edmonton.
- Instructors are available for help by contact through email or by telephone.
- Clinical practice for NPRT 1001, NPRT 2101, and NPRT 2102 occur in Edmonton or surrounding areas. Times are Monday to Friday and hours may be between 6 AM and 10:30 PM.
- The final two clinical practice courses are preceptored and may be arranged in or close to your own community. These schedules follow the preceptor's schedule and may include day, evening, or night shifts on any day of the week, including weekends and holidays.
- Each course must be completed within specified timelines.
- You have up to five years to complete the program.
- Required course print materials, DVDs demonstrating nursing skills, and skills practice kits are available from the NorQuest College bookstore.

Practical Nurse for Health Care Aides

- Distance education

This program prepares the individual who has acquired a Health Care Aide certificate to become a professional practical nurse, educated to give high-quality care to clients in a variety of health-care settings. Students are eligible to challenge two designated courses once they have been accepted into the program: HEED 1000 and NCOM 1000.

Career Potential

Practical nurses find jobs in acute care hospitals, continuing care centres, community care settings, client homes, clinics, or doctors' offices.

For information on related occupational profiles, visit: www.alis.gov.ab.ca (go to Occupational Profiles and keywords practical nurse)

To research your career, you may complete a Career Investigation Report:

http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

For further educational opportunities, please see the listing of continuing education courses for licensed practical nurses on page 119.

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Transferability

Diploma program graduates are eligible for transfer credit and may qualify for admission into the following post-secondary programs:

NorQuest College

- Advanced Education in Orthopaedics for LPNs

Athabasca University

- Post-LPN Bachelor of Nursing

Grant MacEwan University

- Bachelor of Applied Human Service Administration
- Post-basic operating room program for LPNs

NAIT

- Bachelor of Technology in Technology Management

Thompson Rivers University (Kamloops, BC)

- Bachelor of Health Sciences
- Bachelor of General Studies

For the most recent and up-to-date information on transfer agreements, please refer to the Alberta Transfer Guide, www.transferralberta.ca.

Admission Requirements

- High school diploma*
 - 60% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent
 - 60% in Biology 30 or equivalent
 - 50% in Mathematics 20-1 (Pure Mathematics 20) or 60% in Mathematics 20-2 (Applied Mathematics 20) or equivalent (Grade of 60% in NorQuest's Math 1007)
- * Mature students (age 19+) must meet all requirements except for the high school diploma.

Practical Nurse Evening Part-Time applicants only:

- All admission requirements noted

Practical Nurse for Health Care Aides applicants only:

- All admission requirements noted
- C- (60%) in ANPH 1001 (Anatomy and Physiology I) and ANPH 1002 (Anatomy and Physiology II)
- Graduate of an Alberta Provincial Standard Health Care Aide program or equivalent
- Documentary evidence (e.g., a letter from the agency involved) of having completed at least 500 voluntary and/or paid work hours in the health care aide field working as a health care aide

NOTE: ENGL 2550, ANPH 1001, ANPH 1002, SOCI 1000, and PSYC 1060 can be taken as Open Studies courses at NorQuest College. You will receive advanced standing in the Practical

Nurse program upon successful completion of these courses.

Nursing Practice Requirements

The following are not required for admission purposes, but will be required before you attend the first clinical practice.

- CPR - Basic Life Support for Health-Care Providers certificate
- WHMIS certificate
- "It's Your Move" certification
- Up-to-date immunization record (including hepatitis B)
- NorQuest College non-credit course: XHLT 1023 – Human Blood-Borne Pathogen Exposure. Students are subject to an additional fee when they register for this non-credit course. A certificate is awarded upon completion.
- Clear criminal record check; must include vulnerable sector check (More than one criminal record check may be necessary during the length of your program, in accordance with practicum requirements.) *

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA, with a score of 8 and no skill score below 8
- TOEFL Internet-based test score 84, with no section score below 21
- IELTS Academic 6.0, with no band scores below 6.0
- CAEL 60, with no subtest below 60
- CELBAN overall score of 8, with the listening band no lower than 8

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

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PRACTICAL NURSE

Prep for Practical Nurse Admission Route

Students with outstanding academic admission requirements may choose an alternative admission route to this program by successfully completing the Prep for Practical Nurse program. Please see the Prep for Practical Nurse program page on www.norquest.ca for the requirements of this program.

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met.

Progression

A minimum grade point average (GPA) of 2.0 is required to be considered in good academic standing and to graduate with a diploma in Practical Nursing. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Practical Nurse diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student must not have failed or repeated any courses.

Program Outline (2013/14)

Students beginning the program in Fall 2013 will follow the course/term structure listed below. Those beginning the program in Winter 2014 will follow the course/term structure listed on the next page

For complete course descriptions, please see pages 135 to 189.

Practical Nurse Fall 2013 Start

YEAR 1

Course	Course Title	Credits
Term 1 16 weeks		
ANPH 1001	Anatomy and Physiology I ♦	3.0
ANPH 1002	Anatomy and Physiology II ♦	3.0
ENGL 2550	Introduction to Composition ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
HEAS 1000	Health Assessment	4.0
NCOM 1000	Communications for Nursing	3.0
NFDN 1001	Nursing Foundations I: Introduction to Nursing	4.0
Term 1 Total		23.0
Term 2 16 weeks		
PATH 1000	Pathophysiology for Health-Care Professions ♦	3.0
PHAR 1000	Basic Pharmacotherapeutics	3.0
NFDN 1002	Nursing Foundations II: Basic Nursing	7.0
NFDN 2003	Nursing Foundations III: Medical-Surgical Nursing	9.0
Term 2 Total		22.0
Term 3 8 weeks		
NPRT 1001*	Nursing Practice I: Continuing Care Practice	5.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0
Term 3 Total		8.0
Year 1 Total		53.0

YEAR 2

Course	Course Title	Credits
Term 4 16 weeks		
NFDN 2004	Nursing Foundations IV: Maternity Nursing	3.0
NFDN 2005	Nursing Foundations V: Pediatric Nursing	3.0
SOCI 1000	Introduction to the Study of Society ♦	3.0
NPRT 2101*	Nursing Practice II: Acute Care Practice - Medicine	4.0
NPRT 2102*	Nursing Practice II: Acute Care Practice - Surgery	4.0
Term 4 Total		17.0
Term 5 16 weeks		
NFDN 2006	Nursing Foundations VI: Community Nursing	3.0
NFDN 2007	Nursing Foundations VII: Mental Health Nursing	3.0
NFDN 2008	Nursing Foundations VIII: Transition to Graduate Nursing	3.0
NPRT 2003*	Nursing Practice III: Focused Practice	3.0
NPRT 2004*	Nursing Practice IV: Comprehensive Practice	4.0
Term 5 Total		16.0
Year 2 Total		33.0
Program Total		86.0

* Clinical requirements apply.

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

PRACTICAL NURSE

Practical Nurse Winter 2014 Start

YEAR 1

Course	Course Title	Credits
Term 1 16 weeks		
ANPH 1001	Anatomy and Physiology I ♦	3.0
ANPH 1002	Anatomy and Physiology II ♦	3.0
ENGL 2550	Introduction to Composition ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
HEAS 1000	Health Assessment	4.0
NCOM 1000	Communications for Nursing	3.0
NFDN 1001	Nursing Foundations I: Introduction to Nursing	4.0
Term 1 Total		23.0
Term 2 8 weeks		
PHAR 1000	Basic Pharmacotherapeutics	3.0
NFDN 1002	Nursing Foundations II: Basic Nursing	7.0
Term 2 Total		10.0
Term 3 16 weeks		
NPRT 1001*	Nursing Practice I: Continuing Care Practice	5.0
PATH 1000	Pathophysiology for Health-Care Professions ♦	3.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0
NFDN 2003	Nursing Foundations III: Medical-Surgical Nursing	9.0
Term 3 Total		20.0
Year 1 Total		53.0

YEAR 2

Course	Course Title	Credits
Term 4 16 weeks		
NFDN 2004	Nursing Foundations IV: Maternity Nursing	3.0
NFDN 2005	Nursing Foundations V: Pediatric Nursing	3.0
SOCI 1000	Introduction to the Study of Society ♦	3.0
NPRT 2101*	Nursing Practice II: Acute Care Practice - Medicine	4.0
NPRT 2102*	Nursing Practice II: Acute Care Practice - Surgery	4.0
Term 4 Total		17.0
Term 5 16 weeks		
NFDN 2006	Nursing Foundations VI: Community Nursing	3.0
NFDN 2007	Nursing Foundations VII: Mental Health Nursing	3.0
NFDN 2008	Nursing Foundations VIII: Transition to Graduate Nursing	3.0
NPRT 2003*	Nursing Practice III: Focused Practice	3.0
NPRT 2004*	Nursing Practice IV: Comprehensive Practice	4.0
Term 5 Total		16.0
Year 2 Total		33.0
Program Total		86.0

* Clinical requirements apply.

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

Overview

Licensed Practical Nurse (LPN) continuing education courses can be applied to your continuing competency profile. These are self-paced distance education courses. You can register at any time and you will have six months to complete each course.

The Advanced Education in Orthopaedics for LPNs program allows LPNs to expand their scope of practice by learning special orthopaedic procedures. See page 119 for further information on this continuing education program.

Admission Requirements

- Current active or associate LPN registration

Course Listing (2013/14)

For complete course descriptions, please see pages 135 to 189.

More continuing education courses may be added throughout the year.

Practical Nurse Continuing Education for LPNs

Course	Course Title	Credits	Course	Course Title	Credits
ADVO 1101*	Foundations of Anatomy and Physiology for Orthopaedics	6.0	MRMA 1000	Math Refresher for Medication Administration	1.0
AHAN 1000	Adult Health Assessment for Nurses	4.0	NASO 1000	Nasogastric Tube Insertion	1.0
DEMC 1001*	Guiding the Journey: An Interactive Approach to Dementia Care	2.0	NURS 1040*	Applying Research to Nursing Practice	2.0
IVTH 1010	Infusion Therapy for Nurses	4.0	PTMA 1000	Pharmacology Therapeutics and Medication Administration	6.0
MEDA 1001	Medication Administration: Intramuscular and Intradermal Injections	1.0	UCBI 1000	Urinary Catheterization and Bladder Irrigation	2.0
MHNL 1000	Mental Health Nursing for LPNs	4.0	WCSA 1001	Wound Care: Using a Standardized Approach	2.0

* Please contact the Faculty of Business and Community Studies Continuing Education Department at 780.644.6470 for information regarding these courses.

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

This program is suspended for the 2013/14 academic year. New applications to this program will not be accepted.

- Two-year diploma (19 months)
- Designed for ESL students
- Full-time studies

- Daytime classes
- Fall start
- Downtown Edmonton campus

Program Overview

This 19-month full-time program is designed to support the internationally educated nursing professional in achieving academic and employment success. Language training instructors, in partnership with practical nurse instructors, help participants acquire the nursing knowledge, clinical judgment, and communication skills required for practical nursing in Canada. Interactive classes, labs, and workshops are designed to target specific student needs and to assist with communication challenges, preparation for the practicum, and the national PN exam.

This program has four main components:

- ESL bridging communication and culture for nursing
- Accelerated PN courses and PN required courses
- Practicum training workshops
- Nursing practicum for internationally educated nurses

Career Potential

Graduates will receive a PN diploma and be able to start work immediately as practical nurses. Upon passing the Canadian Practical Nurse exam, graduates will be licensed practical nurses. Currently, practical nurses are in high demand. Practical nurses are also being asked to take on appropriate leadership/supervisory roles in hospitals and continuing care units.

Transferability

Practical nurses who are internationally educated may decide to continue with their studies to become registered nurses through re-entry/refresher and/or distance programs.

Admission Requirements

- CLBA 7; or IELTS Academic overall band of 6 or higher, with no score lower than 6; or TOEFL iBT score of 70 or higher, with no score lower than 18 in reading and listening, and no score lower than 22 in speaking and 21 in writing
- Graduate of a recognized nursing program outside of Canada
- An official transcript from your nursing program sent directly to NorQuest College from the issuing institution

NOTE: Students who have completed NorQuest College's Introduction to Communication and Culture for Nursing program may be eligible for admission to the PNDIEN program

with institutional CELBAN scores of no lower than 8 in listening, 7 in speaking, 7 in reading, and 7 in writing.

Nursing Practice Requirements

The following are not required for admission purposes, but will be required before you attend the first clinical practice:

- CPR - Basic Life Support for Health-Care Providers certificate
- WHMIS certificate
- Up-to-date immunization record (including hepatitis B)
- XHLT 1023 – Human Bloodborne Pathogen Exposure. Students are subject to an additional fee at the time of registration to this non-credit course. A certificate will be awarded upon completion.
- Clear criminal record check; must include vulnerable sector check. More than one criminal record check may be necessary during the length of your program, in accordance with practicum requirements.*

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Practical Nurse diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student must not have failed or repeated any courses.

PRACTICAL NURSE DIPLOMA FOR INTERNATIONALLY EDUCATED NURSES

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Practical Nurse Diploma for Internationally Educated Nurses

YEAR 1			YEAR 2		
Course	Course Title	Credits	Course	Course Title	Credits
Term 1 16 weeks			Term 4 16 weeks		
ESLG 1150	Effective Speaking for Nursing IEN	5.0	NFDN 2003	Nursing Foundations III: Medical-Surgical Nursing	9.0
ESLG 1151	Effective Writing for Nursing IEN	5.0	NFDN 2004	Nursing Foundations IV: Maternity Nursing	3.0
ESLG 1152	Effective Listening for Nursing IEN	4.0	NFDN 2005	Nursing Foundations V: Pediatric Nursing	3.0
ESLG 1153	Effective Reading for Nursing IEN	5.0	NFDN 2006	Nursing Foundations VI: Community Nursing	3.0
ESLG 1154	Intercultural Communication for Nursing IEN	2.0	NFDN 2007	Nursing Foundations VII: Mental Health Nursing	3.0
ESLG 1155	Medical Terminology for Nursing IEN	4.0	NFDN 2008	Nursing Foundations VIII: Transition to Graduate Nursing	3.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0			
Term 1 Total		28.0	Term 4 Total		24.0
Term 2 15 weeks			Term 5 12 weeks		
ANPH 1001	Anatomy and Physiology I ♦	3.0	ESLG 1127	Practicum Training Workshops	2.0
ANPH 1002	Anatomy and Physiology II ♦	3.0	NPRT 2111	Nursing Clinical Practice I: Continuing Care Practice IEN	4.0
ENGL 2550	Introduction to Composition ♦	3.0	NPRT 2112	Nursing Practice II: Acute Care Practice – Medicine/Surgery IEN	6.0
ESLG 1128	PNDIEN ESL Support	10.0	NPRT 2113	Nursing Practice IV: Comprehensive Practice IEN	3.0
NCOM 1000	Communications for Nursing	3.0	ESLG 1038	PNDIEN Exam Skills	2.0
SOCI 1000	Introduction to the Study of Society ♦	3.0	Term 5 Total		17.0
Term 2 Total		25.0	Year 2 Total		41.0
Term 3 15 weeks			Program Total		122.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0	<div> Tuition and Fees Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule. </div>		
HEAS 1000	Health Assessment	4.0			
NFDN 1001	Nursing Foundations I: Introduction to Nursing	4.0			
NFDN 1002	Nursing Foundations II: Basic Nursing	7.0			
PATH 1000	Pathophysiology for Health-Care Professions ♦	3.0			
PHAR 1000	Basic Pharmacotherapeutics	3.0			
ESLG 1037	ESL Lab Support	4.0			
Term 3 Total		28.0			
Year 1 Total		81.0			

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

PRACTICAL NURSE REFRESHER

- Diploma
- Refresher for internationally educated nurses also available

Program Overview

If you are a former practical nurse or internationally educated nurse and wish to regain your licence to work as an LPN, you can achieve your goal through a combination of challenge exams, transfer credit, and part-time distance learning with NorQuest College. You have up to five years to complete the Practical Nurse Refresher program, and you can start the program at the beginning of any month.

Canadian-Educated Practical Nurses

The following conditions will apply to you as a student in this program:

- First, apply to the College of Licensed Practical Nurses of Alberta (CLPNA) to take the Practical Nurse Refresher program. CLPNA will forward your application to NorQuest College.
- Your transcript will be evaluated to determine whether you have any courses with potential transfer credit from other post-secondary institutions. If you are granted transfer credit, you will not have to retake these courses.
- Once admitted to the PN Refresher program, you can register for the LPNC 1000 (Practical Nurse Refresher Challenge) course. This umbrella challenge course enables you to challenge assigned PN courses through written exams. If successful in your challenge exam, you will not have to retake these courses. You may purchase course material to help you prepare for challenge exams.
- You will pay individual tuition and fees for any courses that you have unsuccessfully challenged, or any courses that are deemed ineligible for transfer credit. Some PN courses are mandatory and do not have either a challenge or transfer credit option.
- When you take full courses, you will have online access to NorQuest's online learning management system and tutor support. Students taking the Practical Nurse Refresher program must have access to a computer with an Internet connection.
- You will engage in distance education, self-paced study, where your course work is completed within a set time period.
- You will attend lab sessions to assist you in the practice of nursing skills; you will be required to demonstrate selected nursing skills at NorQuest College.
- You will write examinations in your community or at NorQuest College.

- Continuous monthly starts and distance education available
- Self-paced, part-time distance education
- Downtown Edmonton campus

- You will participate in clinical practice in Edmonton or in your community, depending on the availability of appropriate health-care facilities. Clinical practice is preceptored and occurs in two full-time 4-week sessions.

Internationally Educated Nurses

If you are an internationally educated nurse who meets the Practical Nurse Refresher program language requirements (see the Admission Requirements section) and you reside in Alberta, you can apply to the Practical Nurse Refresher program. This program does not have a supplementary English as a second language program component. (See Practical Nurse Diploma for Internationally Educated Nurses for a program with ESL-integrated courses.) Once you apply to the PN Refresher program, NorQuest College will begin a Prior Learning and Recognition (PLAR) process to evaluate your nursing diploma or degree.

The following conditions will apply to you as a student in this program:

- First, apply to the PN Refresher program at NorQuest College.
- Submit original nursing education transcripts ordered directly from your university or college. (See page 12 for information on requesting international transcripts.)
- Meet the English language proficiency requirements. (See the English Language Proficiency section.)
- Meet with the PN Assessment Advisor to determine which Practical Nurse program courses you may challenge or must take in full; transfer credit may be awarded for courses you have previously successfully completed.
- Once admitted to the PN Refresher program, you can register for the LPNC 1000 (Practical Nurse Refresher Challenge) course. This umbrella challenge course enables you to challenge assigned PN courses through written exams. If successful in your challenge exam, you will not have to retake these courses. You may purchase course material to help you prepare for challenge exams.
- Students must take any course in which the challenge exam final grade is less than 60%.
- Upon completion of LPNC 1000, you will receive a revised program planner indicating your post-challenge course load.

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- You will pay individual tuition and fees for any courses that you have unsuccessfully challenged, or any courses that are deemed ineligible for transfer credit. Some PN courses are mandatory and do not have either a challenge or transfer credit option.
- When you take actual courses, you will have online access to Blackboard and tutor support. Students taking the Practical Nurse Refresher program must have access to a computer with an Internet connection.
- You will engage in distance education, self-paced study, where your course work is completed within a set time period.
- You will attend lab sessions to assist you in the practice of nursing skills; you will be required to demonstrate selected nursing skills at NorQuest College.
- You will write examinations in your community or at NorQuest College.
- You will participate in clinical practice in Edmonton or in your community, depending on the availability of appropriate health-care facilities. Clinical practice is preceptored and full-time for seven weeks.

Career Potential

Upon successful completion of the program, you will be eligible for jobs in acute care hospitals, continuing care centres, community care settings, client homes, clinics, and doctors' offices.

For information on related occupational profiles, visit: www.alis.gov.ab.ca (go to Occupational Profiles and keywords practical nurse)

To research your career, you may complete a Career Investigation Report:

http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

Transferability

Diploma program graduates are eligible for transfer credit and may qualify for admission into the following post-secondary programs:

NorQuest College

- Advanced Education in Orthopaedics for LPNs

Athabasca University

- Post-LPN Bachelor of Nursing

Grant MacEwan University

- Bachelor of Applied Human Service Administration
- Post-basic operating room program for LPNs

NAIT

- Bachelor of Technology in Technology Management

Thompson Rivers University (Kamloops, BC)

- Bachelor of Health Sciences
- Bachelor of General Studies

For the most recent and up-to-date information on transfer agreements, please refer to the Alberta Transfer Guide, www.transferalberta.ca

Admission Requirements for Practical Nurses

- Graduate of a recognized Practical Nurse program as confirmed by CLPNA (College of Licensed Practical Nurses of Alberta)

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Nursing Practice Requirements

The following are not required for admission purposes, but will be required before you attend the first clinical practice.

- CPR - Basic Life Support for Health-Care Providers certificate recognized by the Alberta Heart and Stroke Foundation
- WHMIS certificate
- NorQuest College non-credit course: XHLT 1023 (Human Blood-Borne Pathogen Exposure). Students are subject to an additional fee when they register for this non-credit course. A certificate will be awarded upon completion.
- Up-to-date immunization record (including hepatitis B)
- Clear criminal record check; must include vulnerable sector check. More than one criminal record check may be necessary during the length of your program, in accordance with practicum requirements.*

*** NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Additional Admission Requirements for Internationally Educated Applicants

- All admission requirements noted with the exception of a Practical Nurse designation
- Graduate of a recognized RN/BScN program in your country of origin
- An original official transcript sent directly to NorQuest from your nursing education institution, with translations into English (Please see the NorQuest website www.norquest.ca for more information.)
- Course descriptions or outlines of the courses you have taken in your nursing program
- Birth certificate and picture identification with your legal name or a passport
- Submission of a document from your country's professional association, verifying that you were a member in good standing. (Please contact the Office of the Registrar, Admissions, at 780.644.6000 if verification is not available; your academic background may be deemed acceptable.)

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- a. CLBA, with an average score of 8 and no skill score below 8
- b. TOEFL Internet-based test score 84, with no section score below 21
- c. IELTS Academic 6.0, with no band scores below 6.0
- d. CAEL 60, with no subtest below 60
- e. CELBAN overall score of 8, with the listening band no lower than 8

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met.

Progression

A minimum grade point average (GPA) of 2.0 is required to be considered in good academic standing and to graduate with a diploma in practical nursing.

Accreditation

Upon completion of the program, you will be prepared to write the national Practical Nurse examination to obtain a licence to practise nursing in Alberta.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Practical Nurse diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7. (Medication calculation grades are not included in the calculation of GPA.)
- The student has not failed or repeated any courses.

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Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Practical Nurse Refresher (for Canadian-Educated Practical Nurses)		
Course	Course Title	Credits
LPNC 1000	Practical Nurse Refresher Challenge	9.0
LPNC 1000 may include several or all the following challenge courses:		
Challenge Exam A		
ANPH 1001	Anatomy and Physiology I	3.0
ANPH 1002	Anatomy and Physiology II	3.0
NCOM 1000	Communications for Nursing	3.0
Challenge Exam B		
HEAS 1000	Health Assessment	4.0
PATH 1000	Pathophysiology for Health-Care Professions	3.0
PHAR 1000	Basic Pharmacotherapeutics	3.0
Challenge Exam C		
NFDN 1001	Nursing Foundations I: Introduction to Nursing	4.0
NFDN 1002	Nursing Foundations II: Basic Nursing	7.0
NFDN 2003	Nursing Foundations III: Medical-Surgical Nursing	9.0
Challenge Exam D		
NFDN 2004	Nursing Foundations IV: Maternity Nursing	3.0
NFDN 2005	Nursing Foundations V: Pediatric Nursing	3.0
NFDN 2006	Nursing Foundations VI: Community Nursing	3.0
NFDN 2007	Nursing Foundations VII: Mental Health Nursing	3.0
Mandatory Courses Not Subject to Challenge		
ENGL 2550	Introduction to Composition ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
SOCI 1000	Introduction to the Study of Society ♦	3.0
NFDN 2008	Nursing Foundations VIII: Transition to Graduate Nursing	3.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0
NPRT 2006*	Preceptor-Supervised Clinical Practice - Acute Care Medicine	4.0
NPRT 2007*	Preceptor-Supervised Clinical Practice - Acute Care Surgery	4.0

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

Practical Nurse Refresher (for Internationally Educated Nurses)		
Course	Course Title	Credits
LPNC 1000	Practical Nurse Refresher Challenge	9.0
LPNC 1000 may include several or all the following challenge courses:		
Challenge Exam A		
ANPH 1001	Anatomy and Physiology I	3.0
ANPH 1002	Anatomy and Physiology II	3.0
NCOM 1000	Communications for Nursing	3.0
Challenge Exam B		
HEAS 1000	Health Assessment	4.0
PATH 1000	Pathophysiology for Health-Care Professions	3.0
PHAR 1000	Basic Pharmacotherapeutics	3.0
Challenge Exam C		
NFDN 1001	Nursing Foundations I: Introduction to Nursing	4.0
NFDN 1002	Nursing Foundations II: Basic Nursing	7.0
NFDN 2003	Nursing Foundations III: Medical-Surgical Nursing	9.0
Challenge Exam D		
NFDN 2004	Nursing Foundations IV: Maternity Nursing	3.0
NFDN 2005	Nursing Foundations V: Pediatric Nursing	3.0
NFDN 2006	Nursing Foundations VI: Community Nursing	3.0
NFDN 2007	Nursing Foundations VII: Mental Health Nursing	3.0
Courses Not Subject to Challenge		
ENGL 2550	Introduction to Composition ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
SOCI 1000	Introduction to the Study of Society ♦	3.0
NFDN 2008	Nursing Foundations VIII: Transition to Graduate Nursing	3.0
PSYC 1060	Psychology for Health-Care Professionals ♦	3.0
NPRT 2006*	Preceptor-Supervised Clinical Practice - Acute Care Medicine	4.0
NPRT 2007*	Preceptor-Supervised Clinical Practice - Acute Care Surgery	4.0

* Clinical requirements apply.

PRACTICAL NURSE REFRESHER

NPRT 2005 has equivalents with new course codes in the new Practical Nurse Refresher program structure. Students who began the PN Refresher program prior to Fall 2013 will complete the program with NPRT 2006 and NPRT 2007, which replace NPRT 2005 in the new program structure.

Course Equivalents

Course	Course Title	Credits	Course	Course Title	Credits
NPRT 2005	Preceptor-Supervised Clinical Practice	9.0	NPRT 2006	Preceptor-Supervised Clinical Practice - Acute Care Medicine	4.0
			NPRT 2007	Preceptor-Supervised Clinical Practice - Acute Care Surgery	4.0

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

This program is suspended for the 2013/14 academic year. New applications to this program will not be accepted.

- Certificate
- Full-time and part-time studies

- 16 weeks
- Work experience

Program Overview

Pursue a career in the print industry that challenges your creativity and uses cutting-edge technology. Learn the theory and application of today's printing processes such as graphic design, pre-press, press operations, and creative finishing techniques.

Career Potential

Graduates of the program will find employment in printing companies, newspapers, creative agencies, and internal communication departments. Anywhere that people communicate requires someone who can make ideas a reality.

Transferability

Students who have completed the Print Media Production certificate program may receive credits towards other programs related to print and graphic communications offered by other institutions, provided that they meet those program admission requirements.

Admission Requirements

- 50% in Grade 10 English and Math

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA, with a score of 7 in reading, 7 in writing, and no lower than 7 in speaking/listening
- TOEFL Internet-based test score 84, with no section score below 21
- IELTS Academic 6.0, with no band scores below 6.0
- CAEL 60, with no subtest below 60

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Print Media Production certificate.

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Print Media Production

Course	Course Title	Credits
Program of Study 16 weeks		
PRTD 1020	Graphic Communication Management Systems	3.0
PRTD 1021	Understanding Graphic Communications in Today's World	3.0
PRTD 1022	Pre-Production Technology	3.0
PRTD 1023	Graphic Design Theory	3.0

Course	Course Title	Credits
PRTD 1024	Communication Design Technology	6.0
BUSD 1010	Business Communications	3.0
PRTD 1025	Print Production Technology	9.0
PRTD 1026	Work Experience - PRTD	1.0
Program Total		31.0

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

SOCIAL WORK

- Two-year diploma
- Full-time studies
- Daytime classes
- Fall start
- Downtown Edmonton campus, Drayton Valley and Whitecourt

Program Overview

NorQuest College offers an approved two-year Social Work diploma program with a multicultural focus. As its mission, the program emphasizes the value of human diversity and teaches practice within an anti-oppressive framework that is supportive and empowering.

Program themes include:

- Competency working in different cultures
- Social work practice that recognizes and deals with oppression
- Awareness of cultural displacement issues
- Awareness of personal abilities and resiliency
- Spirituality
- Community practice
- Holistic practice
- Practice in specialized settings

Students in the Social Work program can expect to develop knowledge and skills in the following areas:

- Social work foundations
- The helping process
- Social policy
- Assessment and interviewing
- Social work models and practice
- Working with groups
- Working with families and communities
- Mental health
- Abuse, violence, and addictions

After applying to the Social Work Diploma program, applicants should book to attend an information session with the Community Studies department. Attendance at this information session is an admission requirement. Please contact Community Studies at 780.644.6410 for more information.

Transferability

Graduates of the program are eligible to apply for the Registered Social Worker (RSW) designation with ACSW and, through a transfer agreement with the University of Calgary, for third-year admission to the University's Bachelor of Social Work (BSW) program.

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. To be considered for transfer credit, a formal assessment must be made. Request forms may be obtained from the Office of the Registrar. Please see page 30 for transfer credit information.

Admission Requirements

- 60% in English Language Arts 30-1 or equivalent
- Documentary evidence (e.g., a letter from the agency involved) of having completed at least 100 voluntary and/or paid work hours in the human services field
- Attendance at a program information session*

* To book a program information session, please contact Community Studies at 780.644.6410.

English Language Proficiency

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within the two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- CLBA, with a score of 8 in reading, 8 in writing, and no lower than 7 in speaking/listening
- TOEFL Internet-based test score 84, with no section score below 21
- IELTS Academic 6.0, with no band scores below 6.0
- CAEL 60, with no subtest below 60

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Practicum Expectations

A criminal record check and an Intervention Record Check must be submitted to Community Studies, Social Work Diploma Program. Program representatives will assess the results of these checks to determine whether they meet the criteria of the practicum sponsors.

NOTE: Internet (online) criminal record checks are NOT accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met. Provisional admission may be offered only to applicants who have a clear security clearance.

Progression

To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Social Work diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

SOCIAL WORK

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Courses may be adjusted within the terms specified. A final schedule will be provided to learners during registration.

Social Work

YEAR 1

Course	Course Title	Credits
Term 1 16 weeks		
ENGL 1011	Critical Reading and Writing: Prose ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
PSYC 1040	Introduction to Psychology ♦	3.0
SOWK 1010	Introduction to Social Work ♦	3.0
SOWK 1020	The Helping Process	3.0
SOWK 1023	Social Work Field Education Laboratory I	2.0
Term 1 Total		17.0
Term 2 16 weeks		
ENGL 1012	Critical Reading and Writing: Poetry and Drama ♦	3.0
PSYC 1050	Foundations of Human Behaviour ♦	3.0
SOWK 1030	Assessment and Interviewing	3.0
SOWK 1040	Models and Practice from an Anti-Oppressive Perspective	3.0
SOWK 1024	Social Work Field Education Laboratory II	2.0
SOCI 1000	Introduction to the Study of Society ♦	3.0
Term 2 Total		17.0
Term 3 8 weeks		
SOWK 1025	Social Work Practicum I	5.0
Term 3 Total		5.0
Year 1 Total		39.0

YEAR 2

Course	Course Title	Credits
Term 1 16 weeks		
SOWK 2010	Community Development	3.0
SOWK 2020	Social Work with Groups	3.0
SOWK 2030	Social Work with Families	3.0
SOWK 2023	Social Work Field Education Laboratory III	2.0
POLS 1010	Canadian Politics: Institutions and Issues ♦	3.0
PSYC 2010	Developmental Psychology: Human Lifespan ♦	3.0
Term 1 Total		17.0
Term 2 16 weeks		
SOWK 2040	Social Policy	3.0
SOWK 2050	Mental Health: A Multicultural Perspective	3.0
SOWK 2060	Violence and Addictions: Issues in Social Work	3.0
SOWK 2070	Social Work in Organizations	3.0
SOWK 2024	Social Work Field Education Laboratory IV	2.0
Elective*	University transfer option	3.0
Term 2 Total		17.0
Term 3 8 weeks		
SOWK 2025	Social Work Practicum II	5.0
Term 3 Total		5.0
Year 2 Total		39.0
Program Total		78.0

* One 3-credit undergraduate University transfer course (with transferability to University of Calgary) offered at NorQuest College or elsewhere.

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

♦ Available as an Open Studies course.
See page 43 for information on Open Studies

- Certificate and diploma
- On-campus and distance education
- Fall intake for on-campus studies
- Continuous monthly intake for distance education

- 320-hour practicum experiences in both Year 1 and Year 2
- Diploma graduates are eligible to become professional members of the Alberta Therapeutic Recreation Association

Program Overview

If you are looking for an opportunity to combine your enthusiasm and positive outlook with a quality formal education, then the Therapeutic Recreation program could be for you. The program covers the knowledge, skills, and attitudes you will need to work with clients who require recreation therapy.

Both a certificate and diploma are available. Year 1, which leads to a certificate, is available through on-campus instruction, hybrid delivery, or distance education. Year 2, which leads to a diploma, is available only through hybrid delivery or distance education at this time. Courses may be available in-class depending on enrolment.

NOTE: Hybrid delivery may include a combination of workshops, seminars, self-study, and/or tutorials.

The certificate year focuses on the knowledge and skills required to plan, implement, and evaluate individual or group therapeutic recreation and social activities. The diploma year focuses on the concepts, theory, and practical experiences related to leadership and critical thinking in order to prepare graduates to work more independently.

All NorQuest College Therapeutic Recreation practicums meet the requirements of the Alberta Therapeutic Recreation Association (ATRA).

Therapeutic recreation professionals required to meet ATRA standards are welcome to contact the program area to apply for enrolment in individual courses.

Applicants are requested to review the requirements listed below and assess their ability to fulfill the demands of the occupation of therapeutic recreation employee.

As a therapeutic recreation employee, you must be able to:

- Work shifts and weekends
- Be on your feet for extended periods of time
- Use your knees, back, and arms to move clients who have minimal body strength
- Function effectively in stressful situations
- Perform all skills independently

Distance Delivery

See page 41 for further information on distance learning study options. Students in the Therapeutic Recreation distance program will be required to attend an on-campus workshop for assessment of practical skills before starting their practicum experience. Tutorial support is also available.

Career Potential

Upon successful completion of the program, you will be qualified to work in continuing care, assisted living, group homes, lodges, and day program settings.

Diploma program students are eligible for student membership in the Alberta Therapeutic Recreation Association (ATRA). Graduates from this diploma program are eligible for professional membership in ATRA.

For information on related occupational profiles, visit: www.alis.gov.ab.ca (Go to Occupational Profiles and keyword recreation.)

To research your career, you may complete a career investigation report:

http://www.employment.alberta.ca/documents/AWonline/career_report.pdf

Transferability

The following program courses have university transfer credit:

- COMM 1011
- COMM 2011
- ENGL 2550
- HEED 1000

Diploma program graduates are eligible for block transfer credit into the following post-secondary programs:

Athabasca University

- Bachelor of Health Administration (up to 42 credits)
- Bachelor of Professional Arts Human Services (up to 60 credits)
- Bachelor of Science (Post Diploma) in Human Science (30 credits)

NAIT

- Bachelor of Technology in Technology Management

Thompson Rivers University (Kamloops, BC)

- Bachelor of Health Science (up to 57 credits)
- Bachelor of General Studies (up to 60 credits)

CONTINUED ON NEXT PAGE

THERAPEUTIC RECREATION

University of Calgary

- Bachelor of Community Rehabilitation

Additional credit transfer agreements with various institutions are currently in negotiation. For the most recent and up-to-date information on transfer agreements, please refer to the Alberta Transfer Guide, www.transferralberta.ca

Admission Requirements

- Grade 12 diploma*
- 50% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent
- 50% in Biology 30 or equivalent

* For mature students (age 19+), all requirements must be met except the need for a Grade 12 diploma.

NOTE: Up-to-date immunization and a clear criminal record check are NOT required for admission. However, you may be required to produce copies of immunization records and a clear criminal check (with vulnerable sector check) prior to participating in field trips and other experiential learning opportunities.

Practicum Requirements

The following are not required for admission purposes, but will be required before you attend your practicum:

- CPR - Basic Life Support for Health-Care Providers certificate required before practicum experiences begin
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunization
- Documented evidence (e.g., a confirmation letter from a health agency) of having completed at least 25 voluntary and/or paid work hours in a health-care setting
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of your first practicum.*

***NOTE:** Internet (online) criminal record checks are not accepted by the College. Please contact your local law enforcement agency directly to obtain an official criminal record check. The existence of a criminal record may prevent clinical placement, program completion, and professional licensure and may therefore affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

English Language Proficiency

If English is your second language, you must provide proof of English Language Proficiency (ELP) prior to admission. ELP must have been completed within two years prior to application to the program. Acceptable evidence of ELP may be one of the following:

- a. CLBA, with an average score of 8 and no skill score below 8
- b. TOEFL Internet-based test score 84, with no section score below 21
- c. IELTS Academic 6.0, with no band scores below 6.0
- d. CAEL 60, with no subtest below 60

NOTE: Meeting the English language proficiency requirement does NOT exempt the applicant from meeting the English academic course work required for admission to this program.

Diploma Program Requirement

Completion of the Therapeutic Recreation certificate program or equivalent and/or permission from the Program Chair is a requirement to enter the diploma program.

Provisional Admission

An applicant may be granted provisional admission to this program. A student who has provisional admission must satisfy certain conditions within the first year of enrolment and by the date specified in the offer of admission. Conditions will be stipulated in the admission letter. Access to courses, activities, and practicum experiences may be limited until all provisional requirements are met.

Progression

Students must attain a pass grade in each course to progress through the program. To qualify for graduation, students must pass all courses.

Credential

After successfully completing the certificate program, graduates will be awarded a NorQuest Therapeutic Recreation certificate. After successfully completing the diploma program, graduates will be awarded a NorQuest Therapeutic Recreation diploma.

Honours Criteria

- Overall grade point average (GPA) is greater than or equal to 3.7.
- The student has not failed or repeated any courses.

CONTINUED ON NEXT PAGE

Program Outline (2013/14)

For complete course descriptions, please see pages 135 to 189.

Although Year 2 is offered primarily through distance, other delivery methods may be offered.

Therapeutic Recreation

YEAR 1

Course	Course Title	Credits
Term 1 16 weeks		
ANPH 1000	Introduction to Anatomy and Physiology ♦	3.0
COMM 1011	Interpersonal Communications for Health-Care Professionals ♦	3.0
COMM 2011	Therapeutic Communication for Health-Care Professions ♦	3.0
RHAB 1001	Introduction to Rehabilitation ♦	3.0
WELL 1000	Wellness Through Leisure ♦	3.0
Term 1 Total		15.0
Term 2 16 weeks		
ASCL 1000	Assisting Clients I	3.0
DEMC 1011	Dementia Studies ♦	3.0
PATH 1010	Pathophysiology ♦	3.0
TRDC 1001	Therapeutic Recreation: Program Planning and Implementation	3.0
TRDC 1002	Therapeutic Recreation: Program Evaluation and Documentation	3.0
Term 2 Total		15.0
Term 3 16 weeks		
RPRT 1001	Therapeutic Recreation: Practicum I	11.0
Term 3 Total		11.0
Year 1 Total		41.0

YEAR 2

Course	Course Title	Credits
Block 1		
ENGL 2550	Introduction to Composition ♦	3.0
HEED 1000	Health Education: Individual Health and Wellness ♦	3.0
TRDC 2001	Therapeutic Recreation: Client Assessment	3.0
Elective	One approved cross-over domain option*	36.0
Block 2		
TRDC 2002	Therapeutic Recreation: Program Design	3.0
TRDC 2003	Therapeutic Recreation: Program Leadership	3.0
LEAD 2000	Team Leadership and Professionalism	3.0
Block 3		
RPRT 2001	Therapeutic Recreation Practicum II	11.0
Year 2 Total		35.0
Program Total		76.0

* Please contact the Allied Health Careers department for suitable electives. University-level courses from another post-secondary institution may be considered for transfer credit. Please contact the program chair of Allied Health Careers to confirm that your course(s) may receive transfer credit as a cross-over domain option.

Tuition and Fees

Please refer to our website at www.norquest.ca for the 2013/14 tuition and fees schedule.

Electives in the Therapeutic Recreation Diploma Program

Electives, or cross-over domain options, are provided to enhance or specialize the students' learning in their post-secondary program.

A student may choose any university transfer course from NorQuest College (listed on page 44). Students may also apply for transfer credit for approved post-secondary work completed at another institution. It is the student's responsibility to ensure that electives are approved for their program of study, and that they are complete prior to clinical placement.

Please note that a student's choice of electives may impact transferability to therapeutic recreation degree programs. Students should consult with the Program Chair for academic advice before selecting electives.

♦ Available as an Open Studies course.

See page 43 for information on Open Studies



Diana Deny

“My time in NorQuest College’s Health Care Aide certificate program was a great experience. The instructors were very professional and organized. I found everything was explained in an easy-to-understand manner. I did great on my final exams because our class was so well prepared. I recommend NorQuest College to anyone who asks me about my work and education.”

COURSE DESCRIPTIONS

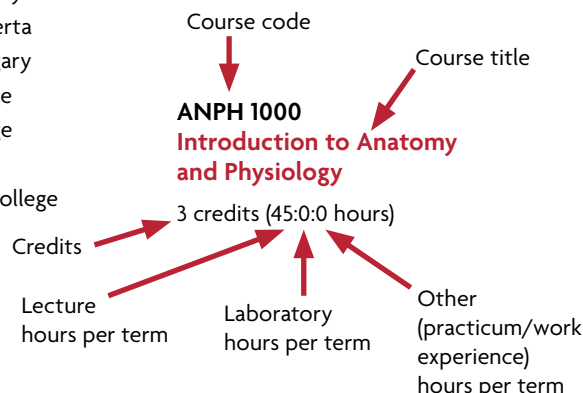
The following section is a complete alphabetical listing of courses (by course code) for all NorQuest College programs.

NorQuest College maintains transfer agreements with the institutions listed in the Transfer Legend. Course transfer agreements in effect as of March 1, 2012 are indicated within the listing by the word "Transfer" and the appropriate abbreviated institution name. For the most up-to-date listings, please refer to the Alberta Transfer Guide, www.transferralberta.ca.

Transfer Legend

AU	Athabasca University
MAC	MacEwan University
UA	University of Alberta
UC	University of Calgary
LEC	Lethbridge College
BV	Bow Valley College
LK	Lakeland College
NLK	Northern Lakes College

Understanding Course Descriptions



ABST 1000

Aboriginal History and Culture

3 credits (45:0:0 hours)

Examine the historical foundations of Aboriginal culture. Study the key events and legislative policies that have impacted Aboriginal communities. Learn about both Métis and First Nation history and culture.

ABST 1010

Restorative Justice

3 credits (45:0:0 hours)

Explore issues of justice, punishment, healing, and rehabilitation. Study sentencing circles and the involvement of the victim, offender, and families. Learn about partnerships between communities and formal justice systems, including experiences in alternative dispute resolution. Study the theory and practice involved in alternative methods of conflict resolution and examine the recidivism rates of young offenders.

ABST 2200

Aboriginal Studies 020

5 credits (125:0:0 hours)

Study Aboriginal people from a Canadian and Alberta perspective. Expand your knowledge of policies, legislation, conflict, and cultural change.

Prerequisite: Any of ELA 1104, ENGL 1022, ELA 1105, ENGL 1021, SST 1771, or SOST 1101

ABST 3300

Aboriginal Studies 030

5 credits (125:0:0 hours)

Study contemporary Native history and the ways in which Native society takes part and is influenced by contemporary Canadian and world politics and commerce. Explore the development of pre-contact First Nation societies and Native self-government. Learn about world colonization and its effects on the world's indigenous peoples.

Prerequisite: Any of SSN 2154, SST 2771, or SOST 2201

ADDT 1000

Addictions: Strategies for Treatment and Prevention

3 credits (45:0:0 hours)

Learn about addictions and addictive behaviours. Identify indicators for addiction and the strategies for treatment and prevention. Explore major addictions such as drugs and alcohol, eating disorders, and gambling.

ADVO 1002

Orthopaedic Pathology and Related Nursing Interventions

16 credits (210:35:0 hours)

Examine major pathology and conditions affecting the musculoskeletal systems and acquire the skills required for clinical practice in the specialty area of orthopaedics.

Prerequisite: ADVO 1101
 Transfer: UA

ADVO 1101

Foundations of Anatomy and Physiology for Orthopaedics

6 credits (90:0:0 hours)

Study advanced anatomy and physiology specific to orthopaedics.

ADVO 1103

Advanced Education in Orthopaedics Clinical Practice

10 credits (0:0:300 hours)

Apply your knowledge and skills using the nursing process in the care of orthopaedic clients in cast room and emergency department settings.

AHAN 1000

Adult Health Assessment for Nurses

4 credits (45:15:0 hours)

Enhance your knowledge as a licensed practical nurse and learn theory and procedures based on best evidence for obtaining a health history and conducting a physical examination on a healthy adult. A laboratory component is included in which students apply new theory and practise nursing skills related to obtaining a health history and demonstrating physical assessment skills.

ANPH 1000

Introduction to Anatomy and Physiology

3 credits (45:0:0 hours)

Study the basics of normal anatomy and physiology. The structure and function of each body system is covered, and the relationship between the structure and function of each system is explored. Learn about the interactions of body systems.

ANPH 1001

Anatomy and Physiology I

3 credits (45:0:0 hours)

Study the organization of the human body and the structures and functions of the body systems that provide support and movement, coordination, and regulation. Learn how body systems work together to maintain homeostasis. Terminology used by health professionals will be introduced. In the Practical Nurse program, a final mark of C- is required to progress to PATH 1000.

Transfer: AU, BV, MAC
Prerequisite: Biology 30

ANPH 1002

Anatomy and Physiology II

3 credits (45:0:0 hours)

Study the organization of the human body and the structures and functions of the body systems that provide transport and protection; absorption, diffusion, and excretion; and reproduction. Learn how body systems work together to maintain homeostasis. Terminology used by health professionals and theory and principles related to microbiology will be introduced. In the Practical Nurse program, a final mark of C- is required to progress to PATH 1000.

Prerequisite: ANPH 1001
Transfer: AU, BV, MAC

ANPH 1004

Functional Anatomy

3 credits (45:0:0 hours)

Learn the essential concepts of functional anatomy including terminology, the movements of joints during various activities, and biomechanical principles.

Prerequisite: ANPH 1000

ANPH 1010

Anatomy and Physiology for Pre-PN

5 credits (125:0:0 hours)

Study the organization of the human body and the structures and functions of the body systems. Learn how the body systems work to maintain homeostasis. Terminology used by health professionals will be introduced.

ASCL 1000

Assisting Clients I

3 credits (0:45:0 hours)

In this hands-on laboratory-based course, you will become familiar with the knowledge and skill procedures you need to safely care for individuals. Learn about the importance of mobility to one's health, as well as the skills required to safely and comfortably meet the client's mobility needs. You will also learn the importance of observation, practice planning, and documenting the care given to the client.

ASMD 1000

Assisting with Medication Delivery for Health Care Aides

2 credits (30:0:0 hours)

Health care aides play a key role in providing clients with quality care. The role of the HCA has expanded to include assisting with medication delivery. Additional skills and knowledge are needed to ensure medication safety. This course prepares HCAs to safely and effectively assist with medications under the supervision of a health-care professional. It provides participants with the confidence to respond and succeed in their expanding role.

ATEC 1000

Assistive Technology A

2 credits (60:0:0 hours)

The Assistive Technology course is designed for students with disabilities and provides consultation and training in how to use specialized technology. Using a wide range of technology and adaptive devices, students will learn how to use technology to compensate for learning difficulties and increase their independence in the classroom as well as in a work setting.

BCND 1000

Assisting with Basic Care Needs

9 credits (35:100:0 hours)

Gain an understanding of the basic daily care that clients require. Learn the knowledge and skills related to observing and reporting client care concerns and assisting with activities of daily living.

Prerequisite: FOCC 1000

BCRO 1000

English Bridge: Aboriginal Perspectives

5 credits (125:0:0 hours)

Improve your understanding of parts of speech, grammar, and writing. Enhance your reading comprehension and speed while exploring strategies and improving your ability to retain information. Focus on literature by Aboriginal authors.

BCRO 1010

English 10-1 Prep: Aboriginal Perspectives

5 credits (125:0:0 hours)

Study a variety of forms of literature such as short stories, drama, poetry, and non-fiction at the pre-high school level. Learn the steps of the writing process including the use of correct grammar, and use the writing process to develop essays. Study a feature film. There is a strong focus on Aboriginal authors and perspective throughout the course. This course will prepare you for English Language Arts 10-1 or English 010-1.

BCRO 1020

English 10-2 Prep: Aboriginal Perspectives

5 credits (125:0:0 hours)

Study a variety of literature, films, and novels with a focus on Aboriginal authors. Effective reading and writing will also be examined. This course will prepare you for English Language Arts 10-2, English 010-2, or Employment Preparation programs.

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

BCRO 1050

Aboriginal Employment Enhancement I

5 credits (125:0:0 hours)

Explore your career potential through investigation, workplace tours, and job shadowing opportunities. Receive mentorship and support from successful Aboriginal leaders in a variety of occupations including business, trades, and health services. Develop employment preparation and job maintenance strategies that maximize your employability, and identify personal and employment skills and competencies required for competing effectively in today's job market. Study effective workplace communication skills and health and wellness management from an Aboriginal perspective. Earn certificates and/or permits that will enhance your marketability in the work force including First Aid, Job Safety, WHMIS, and a learner's/driver's licence.

BCRO 1055

Aboriginal Employment Enhancement II

5 credits (125:0:0 hours)

Gain meaningful career-related experience in a chosen workplace environment, while receiving mentorship and support from successful Aboriginal leaders in a variety of occupations including business, trades, and health services. Acquire and develop practical hands-on employment skills customized towards your employment or career goals, while you add work history, references, and experience to your resume. Acquire on-the-job training that will enhance your self-confidence and marketability within the work force. During your employment practicum, you may be placed at more than one site to gain experience within a variety of employment situations. Successful completion of this practicum may lead to offers of employment.

BHCA 1100

Listening and Speaking for Success in Health Careers

5 credits (100:25:0 hours)

This course is designed to enhance students listening and speaking skills (academic and functional) to prepare them to be successful in the Health Care Aide program or other health-related programs and careers.

BHCA 1101

Reading and Writing Strategies and Development for Health Careers

5 credits (125:0:0 hours)

This course is designed to enhance students' reading and writing skills (academic and functional) to prepare them to be successful in the Health Care Aide program or other health-related programs and careers.

BHCA 1102

Intercultural Communication for Health Careers

2 credits (50:0:0 hours)

This course is designed to help participants develop basic intercultural awareness and later competence for working in a variety of Canadian health-care settings.

BHCA 1103

Medical Terminology for Health Careers

2 credits (50:0:0 hours)

This course focuses on medical terminology and the development of the communication skills needed in the health-care sector.

BIOL 3300

Biology 030

5 credits (125:0:0 hours)

Study cell division, molecular biology, genetics, population dynamics, reproduction and development, and the nervous and endocrine systems. Examine the effects of technology on humans.

Prerequisite: SCN 2231 or SCNC 1202, or consent of the Program Chair

BUSD 1010

Business Communications I

3 credits (45:15:0 hours)

Focus on the principles of effective business communication, both written and spoken. Specific topics include the writing process, improving grammar, writing a research paper, documenting with APA style, and preparing for public speaking. The process of revising and editing is emphasized throughout the course.

BUSD 1020

Business Communications II

3 credits (45:15:0 hours)

Study specific forms of business and employment communication including business letters and memoranda, resumes, covering letters for job applications and interviewing, formal report writing, graphic design principles, and business meetings.

BUSD 1040

Small Business Management

3 credits (45:0:0 hours)

As well as examining the formulation of business plans, you will study the function of management concerned with organization, staffing, directing, and controlling. Explore the objectives for effective management, such as profit, service, personnel, and operation. Case analysis is used to integrate course material.

BUSD 1050

Business Math and Statistics

3 credits (45:15:0 hours)

Explore a range of mathematical calculations used in business. You will be introduced to simple interest, compound interest, annuities, amortization, sinking funds, statistical methods, and probability theory. Practical applications are emphasized in this course.

BUSD 1090

Introduction to Marketing

3 credits (45:0:0 hours)

Study the basics relating to the field of marketing. Learn the principles of product, price, promotion, and place, along with understanding customers' needs.

BUSD 1110

Introduction to Accounting

3 credits (45:30:0 hours)

Gain an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision making.

BUSD 1120

Principles of Accounting

3 credits (45:30:0 hours)

Further examine accounting procedures and their underlying concepts and principles. Learn about additional standards and problems of valuation, income measurement, and disclosure.

Prerequisite: BUSD 1110

BUSD 1150

Introduction to Computers in Business

3 credits (45:30:0 hours)

Learn from this practical introduction to the software applications most commonly used in business. Develop a basic working knowledge of a desktop operating system and a suite of business software applications that includes file management, word processing, spreadsheet, presentation, and database management.

BUSD 1380

Organizational Behaviour I

3 credits (45:0:0 hours)

The organization of human productive energy is the central focus of this introductory course. Themes include balancing task, relationship requirements, and the needs of the organization with those of the individual. Specific topics include perception, personality, values, attitudes, motivation, group behaviour, and teamwork.

BUSD 1510

Economics

3 credits (45:15:0 hours)

Examine the nature of economic problems and systems in relation to the following: functions of money, commercial and central banking, national income analysis, monetary and fiscal policy, and pricing under competitive and monopolistic conditions. Study selected topics in analysis and policy. Current economic problems are discussed throughout the course.

BUSD 2000

Seminar in Business Policy

3 credits (45:15:0 hours)

Through a seminar approach, explore the many ethical dimensions of business. This course includes a major group project for which class time is allotted.

BUSD 2010

Advertising and Sales Promotion

3 credits (45:0:0 hours)

Focus on the formulation, implementation, and evaluation of advertising and sales promotion programs. Explore the practicalities of media selection, local resource availability, budgets, and measures of effectiveness.

Prerequisite: BUSD 1090 or consent of the instructor

BUSD 2030

Finance I

3 credits (45:0:0 hours)

Examine the objectives of financial management and the related role and responsibilities of the financial manager. The approach is practical in nature with references to the development of theories in finance. Using a corporate framework, explore the various sources of funds for a firm.

Prerequisite: BUSD 1120

BUSD 2070

Personal Selling

3 credits (45:0:0 hours)

Become familiar with the principles, concepts, and terminology of personal selling. Examine the sales process, with particular attention to developing a relationship approach to the sales transaction. Participate in a marketing project that allows you to experience the process of prospecting, presenting, and closing the sale.

Prerequisite: BUSD 1090 or consent of the instructor

BUSD 2080

Retailing and Merchandising

3 credits (45:0:0 hours)

Examine the field of retailing and merchandising from a practitioner's point of view. Through lectures, case studies, and the examination of existing retail sites, develop an understanding of the concepts of retailing, merchandising, and store layout and design. Discuss different approaches to retailing, customer services, and entrepreneurship. Guest lecturers will be scheduled where appropriate.

Prerequisite: BUSD 1090 or consent of the instructor

BUSD 2090

Marketing Strategy

3 credits (45:15:0 hours)

Using non-traditional methodology, student groups form businesses that research, implement, and carry out marketing activities for community charities. This ongoing term project emphasizes how various components of the marketing mix and the environment are integral to the process of strategic and operational planning. With a hands-on practitioner's point of view, you will analyze strategic marketing planning, product strategies, and pricing objectives. You will learn to handle conflict and co-operation problems, work with distribution systems, and navigate the integrated promotional mix.

BUSD 2100

Not-for-Profit Marketing and PR

3 credits (45:0:0 hours)

The solution to marketing problems rests in sound analysis of consumer behaviour. Using the case method, find a practical outlet for quantitative and qualitative consumer analysis tools. Cases explore both goods and services marketing in both industrial and consumer environments.

Prerequisite: BUSD 1090 or consent of the instructor

BUSD 2110

Intermediate Accounting I

3 credits (45:30:0 hours)

Examine financial accounting topics in depth. Explore recent developments in accounting valuation and income determination and the related disclosure practices and reporting procedures, as recommended by professional accounting associations and applied in business today. The primary focus is on a comprehensive treatment of assets and liabilities. Special topics are introduced where appropriate.

Prerequisite: BUSD 1120

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

BUSD 2120

Intermediate Accounting II

3 credits (45:30:0 hours)

Continue the in-depth examination of financial accounting introduced in Intermediate Accounting I. Explore issues in accounting valuation and income determination and the related disclosure practices and reporting procedures, as recommended by professional accounting associations and applied in business today. Focus on the capitalization of Canadian corporations and the individual reporting problems associated with corporate income taxes, pensions, leases, and the statement of cash flow. Discuss the application of accounting concepts to these special areas.

Prerequisite: BUSD 2110

BUSD 2130

Cost Accounting I

3 credits (45:30:0 hours)

This course is the first part of a two-part, in-depth examination of the concepts of cost and managerial accounting. Major topics include cost-volume-profit analysis, relevant costs and short-term decision making, responsibility accounting, standard costing and variance analysis, and product costing and cost flow.

Prerequisite: BUSD 1120

BUSD 2140

Cost Accounting II

3 credits (45:30:0 hours)

This course is the second part of the two-part, in-depth examination of the concepts of cost and managerial accounting initiated in Cost Accounting I. Topics include cost-volume-profit analysis and relevant costing and short-term decision making.

Prerequisite: BUSD 2130

BUSD 2160

Taxation

3 credits (45:30:0 hours)

Learn the basic principles of the Canadian income tax system, the structure of the Income Tax Act, and the application of rules and procedures surrounding the determination of tax liability. Both individual and corporate taxpayers are considered.

Prerequisite: BUSD 1120 or consent of the instructor

BUSD 2190

Consumer Behaviour

3 credits (45:0:0 hours)

The solution to marketing problems rests in sound analysis of consumer behaviour. Using the case method, you will find a practical outlet for quantitative and qualitative consumer analysis tools. Cases will explore both goods and services marketing in both industrial and consumer environments.

Prerequisite: BUSD 1090 or consent of the instructor

BUSD 2200

Marketing Research

3 credits (45:0:0 hours)

Beginning with an introduction to the concept of market research, you will go on to study the ways in which companies use market research to make practical, cost-effective marketing decisions. In partnership with an organization, you will take a practical approach to learning the course material by designing and implementing a marketing research project. In addition, you will further develop teambuilding and leadership skills, as well as written and verbal communication skills.

BUSD 2230

Finance II

3 credits (45:0:0 hours)

Study the objectives of financial management and the related role and responsibilities of the financial manager. The approach is practical in nature with references to the development of theories in finance. The various applications of funds by the firm are explored in this sequential course using a corporate framework.

Prerequisite: BUSD 2030

BUSD 2500

Computer Applications for Accounting

3 credits (45:30:0 hours)

Explore software used for financial accounting. Through practical experience with accounting and tax software packages, become familiar with current programs and their capabilities. A review of relational database-management systems reveals the technology behind the most widely used accounting applications and a brief look at XML introduces newly emerging accounting technologies.

BUSD 2550

Computer Applications for Marketing

3 credits (45:30:0 hours)

Using popular business applications software, learn and apply the sound principles of visual design. Term projects include the production of promotional documents, e.g., web pages and brochures. In addition, learn the marketing applications of spreadsheet and database programs.

Prerequisites: BUSD 1090, BUSD 1150

BUSD 2620

Accounting Information Systems

3 credits (45:0:0 hours)

Learn how to develop computer-based accounting information systems and how such information systems support decision making at all levels of management.

Prerequisites: BUSD 1120, BUSD 1150

BUSD 2710

Customer Service

3 credits (45:0:0 hours)

Prepare to focus on customer service. Learn the principles of customer service and relationship building. Also learn how to develop a positive philosophy of selling as determined by customer service principles and how relationship building, customer service, and selling interrelate.

BUSD 2810

Internet Marketing

3 credits (45:0:0 hours)

Learn how to market product, services, and ideas using the Internet. Particular emphasis is placed on understanding the online consumer (both business-to-business and business-to-customer) and on strategically using the 4Ps of the marketing mix to meet customer needs.

BUSD 3010

Legal Relations

3 credits (45:0:0 hours)

Gain a general overview of the Canadian legal system, with emphasis on underlying considerations of social policy. Analyze selected topics from the fields of tort and contract, while considering the nature, sources, philosophy, and policy objectives of the law.

BUSD 4600

Auditing

3 credits (45:30:0 hours)

Examine the role of the external auditor and financial reporting, the role of the internal auditor and internal control, and operational auditing.

Prerequisite: BUSD 2110

Co-requisite: BUSD 2120

BUSN 1152

Medical Terminology

6 credits (60:30:0 hours)

Study the language of medical terminology. Learn how to read and interpret commonly used medical terms, symbols, and abbreviations. Develop your understanding of rules, prefixes, suffixes, roots, combining forms, body systems, diagnostics, and drug classifications. Achieve fluency through practice sessions, quizzes, and exercises. Minimum pass mark of C+ required to progress to BUSN 1154

BUSN 1154

Medical Orders

3 credits (45:0:0 hours)

Learn about and practise processing medical orders in a hospital setting. Work with orders for admissions, transfers, diagnostics tests, medical treatments, medications, and pre- and post-operative treatments.

Prerequisite: BUSN 1152 with a minimum pass mark of C+

BUSN 1156

Business Communications Skills for Unit Clerks

3 credits (45:0:0 hours)

Develop the written and verbal communication skills required of a business professional. In this course, you will examine business writing and learn how to write various letters and emails in a hospital setting. Using critical thinking, you will further practise and perfect your communication skills through critical analysis and oral presentations. APA format is taught and practised throughout the course.

BUSN 1161

Work Experience for Unit Clerks

3 credits (0:0:150 hours)

This four-week work experience placement gives you hands-on practice in an active hospital unit or in a long-term care environment.

Prerequisites: BUSN 1190, BUSN 1192, BUSN 1152 (minimum C+), BUSN 1154 (minimum C+), BUSN 1156

BUSN 1165

Keyboarding

1 credit (0:15:0 hours)

Develop your keyboarding technique and enhance your keyboarding skills while increasing your speed and accuracy.

BUSN 1166

MS Word

5 credits (50:30:0 hours)

Create a variety of professional business documents. Increase your proficiency and competency by using Word features such as character and paragraph formatting, columns, editing, tables, styles, and mail merge.

BUSN 1167

MS Excel

3 credits (15:30:0 hours)

Learn to work with spreadsheets using MS Excel software. Learn how to organize, design, and edit worksheets. Create formulas and functions (statistical, financial, database, and logical) for a variety of business applications, and use footers, headers, formatting, and charts. Students must have a minimum grade of C to progress to BUSN 1180.

BUSN 1171

Business Office Procedures

3 credits (15:30:0 hours)

Develop skills in office procedures and organization. Study office ergonomics and customer service; learn how to process mail; carry out file-management procedures; learn to build travel itineraries, and develop skills in arranging and documenting meetings.

BUSN 1173

Business Communications I

3 credits (30:15:0 hours)

Develop the written and verbal communication skills required of a business professional. In this course, you will examine business writing and develop various letters and memos in a business context. Using critical thinking, you will further practise and perfect your communication skills through critical analysis, persuasive writing, summaries, and oral presentations. APA format is taught and practised throughout the course

BUSN 1178

Databases and Presentations

3 credits (15:30:0 hours)

Learn to use the various functions of MS Access. Create queries, tables, forms, reports, and pivot tables. Learn to use MS PowerPoint, and create professional business presentations using the advanced features such as transitions, animations, and master slides. Continue to improve keyboarding speed and accuracy throughout the course.

Prerequisite: BUSN 1164

BUSN 1179

Professional Relations

3 credits (15:30:0 hours)

Develop your employability skills in this course. Learn to prepare a professional resume and handle an interview situation. Develop work-related skills in team work, conflict management, problem solving, and business ethics.

BUSN 1180

Advanced Excel and Outlook Foundations

3 credits (15:30:0 hours)

This advanced course builds on the MS Excel course and provides you with the opportunity to enhance your skills and productivity. You will learn to use features such as Macros, Scenarios, PivotTables, and Solver to automate tasks, improve efficiencies, and collect and analyze data. In addition to Excel, you will also learn about MS Outlook. You will learn to send and receive mail, schedule appointments, set up meetings, organize your contacts, and create tasks and notes.

Prerequisite: BUSN 1167

COURSE DESCRIPTIONS

BUSN 1184

Work Experience for Administrative Professionals

3 credits (0:0:150 hours)

Practise your technical and employability skills in a real workplace situation.

Prerequisite: Successful completion of all courses in the Administrative Professional certificate program.

BUSN 1186

Accounting Basics

3 credits (15:30:0 hours)

Review and apply math concepts to solve business problems, and learn the basic skills required for financial applications, bookkeeping concepts, and procedures. Learn the basics of how financial transactions are recorded using manual and computerized bookkeeping systems.

BUSN 1188

Event Management

3 credits (15:30:0 hours)

Develop skills in business event planning. Learn how to plan, design, implement, and minimize the risks in planning a successful business event. Gain hands-on experience in designing and implementing an actual event.

BUSN 1190

Hospital Organization and Procedures

6 credits (60:30:0 hours)

This course examines the professional and interpersonal skills required by a unit clerk. As they develop critical-thinking, problem-solving, and conflict-resolution skills, students will more fully understand the roles and responsibilities of each member of the health-care team and the importance of each in a health-care setting.

BUSN 1191

Introduction to Software Applications and Keyboarding

6 credits (45:45:0 hours)

Get a solid introduction to basic computer skills. Learn and practise skills in Word, Windows, Excel, Outlook, and Internet applications. Learn by instruction and practice in keyboarding skills. Increase your keyboarding speed and accuracy to meet industry standards.

BUSN 1192

Medical Applications

3 credits (15:30:0 hours)

Learn how to do payroll and scheduling, health-care billing, and medical transcription. Acquire skills that will enhance your employment opportunities in the medical administration field.

Co-requisite: BUSN 1152

BUSN 1193

Business Communications II

3 credits (15:30:0 hours)

Build on the skills you learned in Business Communications I. Study specific forms of business and employment communications. Learn to do business research and to document your sources using APA citation style. Learn basic graphic design principles for business communications.

Prerequisite: BUSN 1173

BUSN 1221

Business Math

3 credits (15:30:0 hours)

Explore a range of mathematical calculations used in business. Practical applications are emphasized in this course.

BUSN 1222

Business Research and Writing

3 credits (15:30:0 hours)

Develop skills in research, report writing, and preparation of business proposals and business cases.

Prerequisites: BUSN 1173, BUSN 1193

BUSN 1223

Organizational Behaviour

3 credits (30:15:0 hours)

The organization of human production energy is the central focus of this introductory course. Themes include balancing tasks, relationship requirements, and the needs of the organization with those of the individual. Specific topics include perception, personality, values, attitudes, motivation, group behaviour, and teamwork.

BUSN 1224

Integrated Software Applications

3 credits (15:30:0 hours)

Consolidate the knowledge you have already gained in the program and apply this knowledge to a series of client projects. You are placed in a variety of consultant roles and must complete the projects using a variety of computer applications. Develop critical thinking skills while deciding the best approach to solve real-world business challenges.

Prerequisites: BUSN 1164, BUSN 1167, BUSN 1178

BUSN 1225

Medical Terminology I

3 credits (15:30:0 hours)

Study the language of medical terminology. Learn how to read and interpret commonly used medical terms, symbols, and abbreviations. Develop your understanding of rules, prefixes, suffixes, roots, combining forms, body systems, diagnostics, and drug classifications. Achieve fluency through practice sessions, quizzes, and exercises.

BUSN 1226

Bookkeeping I

3 credits (30:15:0 hours)

In this introductory course, students will learn the basic process of keeping records of cash received and cash spent, sales and purchases, and other money-related activities.

Prerequisites: BUSN 1221, BUSN 1186

BUSN 1227

Project Management Overview

3 credits (15:30:0 hours)

This introductory course provides students with an excellent understanding of the project-management process. This course will cover initiating, planning, executing, controlling, and closing projects.

BUSN 1228

Project Management Capstone Project

3 credits (15:30:0 hours)

In this course, you will apply all of the skills needed to successfully initiate, plan, execute, control, and close a project.

Prerequisite: BUSN 1227

BUSN 1230

Business Leadership Effectiveness

3 credits (15:30:0 hours)

Develop skills in supervising, managing, and leading a team. Polish your public presentation skills as you work through public speaking modules.

BUSN 1231

Desktop Publishing

3 credits (15:30:0 hours)

Learn skills with desktop publishing software and practise those skills by using the software to complete several projects.

BUSN 1232

An Introduction to MS Project

3 credits (15:30:0 hours)

This course covers introductory MS Project topics such as using Gantt charts, adding resources, and monitoring costs.

BUSN 1234

Customer Service

3 credits (45:0:0 hours)

Gain a better understanding of the principles of customer service and relationship building. Develop a positive philosophy of selling as determined by customer service principles, and learn how relationship building, customer service, and selling interrelate.

BUSN 1235

Medical Terminology II

3 credits (15:30:0 hours)

Master the language of medical terminology including categories of medications, medical specialties, case reports, and the basic rules and standard practices used in medication administration. Learn about the diagnostic procedures and laboratory tests used in medical settings along with how and where to book tests. Understand the organization of the body and the terminology associated with the divisions of the body.

Prerequisite: BUSN 1225

BUSN 1236

Bookkeeping II

3 credits (15:30:0 hours)

This course continues to expand the bookkeeping principles, procedures, and concepts as applied to a merchandising business.

Prerequisite: BUSN 1226

BUSN 1237

Microcomputer Accounting

3 credits (30:15:0 hours)

Explore software used for financial accounting. Through practical experience with accounting and tax software packages, become familiar with current programs and their capabilities.

BUSN 8000

Business Essentials

5 credits (125:0:0 hours)

This course prepares students for any of the Business Careers programs at NorQuest College. Topics covered include self-awareness, personal resources, and business skills. Students will also learn the financial cycle and will work through the accounting cycle of a service business.

CHEM 3300

Chemistry 030

5 credits (125:0:0 hours)

Study thermochemical changes, electrochemical changes, organic chemistry, acids, bases, and equilibrium.

Prerequisite: SCN 2796 or SCNC 1200

Recommended prerequisite: Any of MAT 2037, MATP 2200, MAT 2038, or MATA 2200

CLC 1488

Cree Language and Culture 10-3Y

5 credits (125:0:0 hours)

Increase your knowledge of the Cree language, develop your language skills, and deepen your understanding and appreciation of Cree culture. Develop listening, reading, speaking, and writing skills. Cree syllabics and Roman orthography will be introduced. Cree Language and Culture courses (10-3Y, 20-3Y, and 30-3Y) must be taken in sequence.

CLC 2488

Cree Language and Culture 20-3Y

5 credits (125:0:0 hours)

Further develop your oral communications, listening, reading, and writing skills using broad-based themes. Expand your knowledge of Cree by studying a series of theme-related topics. Cree syllabics and Roman orthography will be used. This course follows the Alberta Education program of studies. Cree Language and Culture courses (10-3Y, 20-3Y, and 30-3Y) must be taken in sequence.

CLC 3488

Cree Language and Culture 30-3Y

5 credits (125:0:0 hours)

Further develop and refine your oral communication, listening, reading, and writing skills as you explore a variety of themes. Expand your knowledge and appreciation of the Cree culture. Cree syllabics and Roman orthography will be used. Cree Language and Culture courses (10-3Y, 20-3Y, and 30-3Y) must be taken in sequence.

CMH 2050

Day Care 1

1 credit (25:0:0 hours)

Investigate the roles and responsibilities of a child-care worker, and develop communication and observation skills. Develop skills to assist in the physical, social, emotional, and intellectual development of children from birth to age six.

CMH 3050

Day Care 2

1 credit (25:0:0 hours)

Continue to study the development and care of children, focusing on the importance of play and guiding behaviour. Note: This course includes concepts that may be particularly sensitive to students, parents, or community members.

COMM 1010

Communicating Across Cultures

3 credits (45:0:0 hours)

This course uses real-life examples and practical tools to introduce students to the skills that they need to communicate effectively and achieve their goals in a culturally diverse classroom, community, and workplace. Students completing this course successfully will gain a more sophisticated set of skills and perspectives to support a positive climate for cultural diversity and an increased capacity for anticipating, recognizing, and resolving culture-based misunderstandings.

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

COMM 1011

Interpersonal Communications for Health-Care Professionals

3 credits (45:0:0 hours)

Explore the fundamentals of communication and interpersonal relationships. Examine effective communication, barriers to effective communication, and specific communication strategies that can improve interactions with others. Learn theories related to communication climate, groups, teams, conflict, and conflict management.

Transfer: AU, BV

COMM 1020

Interpersonal Communications

3 credits (45:0:0 hours)

Develop the skills you need to communicate effectively. Learn about body language, verbal tones, and written language. Increase your self-awareness and learn strategies for effective communications and conflict management in the workplace.

Transfer: LEC

COMM 1021

Writing in Organizations

3 credits (45:0:0 hours)

Enhance your written communication skills. Learn how to prepare a variety of workplace communications such as letters, memos, emails, presentations, and reports using good sentence and paragraph structure, grammar, spelling, punctuation, and capitalization.

COMM 1022

Observation, Documentation, and Report Writing

3 credits (45:0:0 hours)

Learn how to gather and organize data and design and write a formal police report.

COMM 1023

Effective Presentations and Speech

3 credits (45:0:0 hours)

Learn how to prepare presentations. Learn and practise public speaking strategies.

COMM 1024

Observation, Documentation, and Report Writing in Human Service Careers

3 credits (45:0:0 hours)

Create accurate and appropriate documentation and records and learn to prepare reports using the documentation.

COMM 1025

Interpersonal Communications in Human Service Careers

3 credits (45:0:0 hours)

Learn about basic communications skills such as listening, interpreting verbal and non-verbal messages, and understanding the emotions of others. Discover the link between interpersonal communications and relationships. Increase your self-awareness so that you can better analyze and understand your personal communications style and that of others. Learn strategies for effective communications and conflict management in the workplace.

COMM 1030

Human Relations

3 credits (45:0:0 hours)

Explore human dynamics and ethics in law enforcement systems. Study the characteristics and practices unique to Aboriginal and other cultures that have direct implications for persons involved in the justice systems. Discover the link between interpersonal communications and relationships in law enforcement systems.

COMM 1040

Interviewing and Report Writing

3 credits (45:0:0 hours)

Learn about obtaining statements from complainants, victims, and witnesses. Role playing and video/DVD playback may be employed. Learn how to gather and organize data. Design and write formal law enforcement reports and deliver oral presentations as appropriate in the workforce for law enforcement.

COMM 1100

AUCT Communications

5 credits (125:0:0 hours)

Learn effective strategies to improve your reading and writing skills for greater success in post-secondary studies. Acquire strategies to move from an oral tradition to a written tradition as you prepare for the academic rigour of college or university.

COMM 2011

Therapeutic Communication for Health-Care Professions

3 credits (45:0:0 hours)

Explore the importance of communication skills in developing caring relationships with clients and working effectively within the health-care team. Learn to vary your communication techniques and methods in different situations. Explore various concepts and principles of therapeutic communication and consider their implications for professional practice.

Prerequisite: COMM 1011

Transfer: AU

COMP 1000

Introduction to Computer Applications

3 credits (45:0:0 hours)

Study the Windows operating system, Microsoft Word, and Microsoft Excel. Learn how to use the Internet as a research tool. Learn how to use email as an efficient tool of communication.

Transfer: MAC

COMP 1001

Computer Literacy - CONC

3 credits (45:0:0 hours)

Gain an introduction to word processing, spreadsheet, Internet browsing, email, and computer presentation software. Improve your keyboarding, grammar, and document-formatting skills. Create your own e-portfolio.

COMP 1011

Community Pharmacy Software

3 credits (0:45:0 hours)

Learn how to use two different dispensary software programs, accurately enter prescription information, and demonstrate your ability to modify patient, drug, and physician information recorded in the software utilizing safe medication practices.

Not all courses listed are offered each academic year.

COMP 1015

Computer Skills and Communication

4 credits (0:60:0 hours)

Gain an understanding of basic computer applications that allow you to use email, search the Internet, and do word processing. If you already have basic computer skills, you will have the opportunity to explore other Microsoft Office Suite applications. Develop your communication skills using authentic materials related to your trade area of interest.

COMP 1900

Computer Studies

5 credits (125:0:0 hours)

Develop basic computer and keyboarding skills. Learn the fundamentals of Windows, Word, Excel, the Internet, and email. Create and format Word documents and work with spreadsheets in Excel. Search the Internet for information, and use email to send and receive messages.

COMP 2011

Institutional Pharmacy Computer Software

3 credits (0:45:0 hours)

Expand your practical experience with methods of drug distribution for the in-patients and out-patients of institutions. Using institutional pharmacy software, you will become familiar with order entry for prescriptions for patients in a nursing home and/or a group home. You will enter the prescriptions according to hospital guidelines.

Prerequisites: COMP 1011, PLAB 1001, PLAB 1003

CONC 1000

Interpersonal/Intercultural Skills - CONC

3 credits (45:0:0 hours)

Improve your interpersonal skills and intercultural understanding to the level required in a professional workplace.

CONC 1005

English for Employment - CONC

9 credits (135:0:0 hours)

Improve your speaking and listening skills through intensive application and practice. Reading and writing skills are based on the workplace environment.

CONC 1015

Introduction to the Canadian Workplace - CONC

7 credits (100:0:0 hours)

Develop your employment skills by learning marketable skills and exploring networking opportunities. Gain experience using current equipment and practices, and learn to use a job-related vocabulary.

CPRT 1000

Community Support Worker Practicum

7 credits (0:0:298 hours)

Gain comprehensive practical experience as you apply previously learned theory and practice while working with individuals, families, communities, and organizations. All work practice situations will occur in a human service organization or agency.

CREE 1010

Cree Language and Culture 010

5 credits (125:0:0 hours)

Increase your knowledge of the Cree language, develop your language skills, and deepen your understanding and appreciation of Cree culture. Develop listening, reading, speaking, and writing skills. Cree syllables and Roman orthography will be introduced. Cree Language and Culture courses must be taken in sequence.

CREE 1020

Cree Language and Culture 020

5 credits (125:0:0 hours)

Further develop your oral communications, listening, reading, and writing skills using broad-based themes. Expand your knowledge of Cree by studying a series of theme-related topics. Cree syllables and Roman orthography will be used. Cree Language and Culture courses must be taken in sequence.

Prerequisite: CLC 1488 or CREE 1010

CREE 1030

Cree Language and Culture 030

5 credits (125:0:0 hours)

Further develop and refine your oral communications, listening, reading, and writing skills as you explore a variety of themes. Expand your knowledge of Cree by studying a series of theme-related topics. Cree syllables and Roman orthography will be used. Cree Language and Culture courses must be taken in sequence.

Prerequisite: CLC 2488 or CREE 1020

CRIS 1040

Crisis Intervention

3 credits (21:24:0 hours)

Explore the social issues of violence, abuse, and addictions. Learn basic crisis intervention skills, including first aid, suicide intervention, and applications to law enforcement.

CRIS 2000

Crisis Intervention Techniques

3 credits (45:0:0 hours)

Learn knowledge and skills that will help you to intervene to avoid crisis situations, deal effectively with critical situations that arise, and purposefully manage the aftermath of human emotions that crises often evoke. Learn a variety of crisis intervention techniques, focusing on how to maintain a calm, professional, and respectful attitude towards individuals in crisis. Explore both verbal and non-verbal communication techniques to use in dealing with crisis situations.

CSWN 1000

Community Support Work in Northern and Remote Communities

3 credits (45:0:0 hours)

Learn about the characteristics of Canadian rural, northern, and remote communities and the role of the community support worker. Discuss the impact of urbanization and industrialization on Aboriginal communities.

DDSP 1000

Developmental Disabilities and Special Populations

3 credits (45:0:0 hours)

Examine the causes, characteristics, and methods of support for people with developmental disabilities and other special populations. Understand how this applies to multidisciplinary teams that support individuals identified with the "dual diagnosis" of mental illness and a developmental disability or belonging to another special population.

Prerequisite: MENH 1000

DEMC 1000

Dementia Care Education

3 credits (45:0:0 hours)

Learn the best practices in providing care and support to clients with dementia. Strategies for supporting the client's family will also be discussed. This requirement can be fulfilled with DEMC 1001 or Supportive Pathways.

COURSE DESCRIPTIONS

DEMC 1001

Guiding the Journey: An Interactive Approach to Dementia Care

2 credits (30:0:0 hours)

Dementia does not just begin and end; it is a journey. As a caregiver, you have been given the privilege of guiding the journey of clients or loved ones as they travel the road through a complex and confusing disease process. This dynamic course is designed for caregivers in a variety of settings. You may be a member of the interdisciplinary team in a community care setting, or a family care provider. Caregivers at any level will benefit from this in-depth exploration of dementia and the scope of care required to treat this disease.

DEMC 1011

Dementia Studies

3 credits (45:0:0 hours)

This is a creative and dynamic approach to dementia care that is suitable for caregivers, both formal and informal, in a variety of care settings. Comprehensive information about dementia from diagnosis to end stage is discussed in a practical and interactive manner.

DHPP 1000

Introduction to Child Care and Child Development

12 credits (156:24:0 hours)

Learn about the importance of caregiving and the various roles and responsibilities the caregiver assumes. Study the physical, creative, intellectual, social, and emotional development of children through the early years. Use your knowledge of how children develop and learn in order to plan activities and choose play materials.

DHPP 1001

Food, Nutrition, and Health

4 credits (60:0:0 hours)

Develop an understanding of Canada's Food Guide as it relates to young children and the importance of a healthy diet to the well-being of children. Learn to plan and prepare nutritious snacks and meals and to use good hygiene habits in the day home.

DHPP 1002

Safety and Emergency Planning

4 credits (60:0:0 hours)

Learn how to plan a safe environment for children. Learn about government and licensing regulations, planning for health and safety in the day home, preparing emergency plans, performing risk assessments, developing safety rules, and completing accident and incident report forms.

DHPP 1003

Observation 1

2 credits (15:0:30 hours)

Complete an observation placement in a child-care setting. Learn about professional behaviour in the child-care setting and observing and recording behaviour. Demonstrate reliable and responsible work habits.

DHPP 1004

Learning Through Play

4 credits (60:0:0 hours)

Gain an understanding of the value and the characteristics of children's play and its importance to children's development. Learn how to choose appropriate play materials and plan play experiences that create rich learning environments.

DHPP 1005

Literacy and Language Development

4 credits (50:10:0 hours)

Understand the development of literacy and language in young children. Explore the principles and milestones of language development. Learn to promote language development and to encourage the development of pre-reading and pre-writing skills.

DHPP 1006

Business of a Day Home

8 credits (120:0:0 hours)

Learn about the business aspects of owning and operating a day home, including keeping child-care and financial records, the advantages of working for a day home agency, and promoting your day home.

DHPP 1007

Communication for Day Home Providers

4 credits (60:0:0 hours)

Develop your skills in listening and using verbal and non-verbal communication. Learn about active listening, verbal communication, body language, and other non-verbal communication. Develop skills to communicate with and support families. Learn appropriate guidance strategies.

DHPP 1008

Program Planning and Implementation

5 credits (60:10:5 hours)

Use your knowledge and skills from previous courses to organize, plan, and implement programs for a safe, secure, and caring learning environment. Learn to plan for routines and transitions and to use community resources when planning.

DHPP 1009

Observation 2

2 credits (5:0:55 hours)

Complete an observation placement in a child-care setting. Learn about professional behaviour in the child-care setting, effective communication, and relating theory and learning to real-life experiences. Observe interactions between children and their caregivers.

DHPP 1010

Practicum 1

2 credits (15:0:25 hours)

Demonstrate your skills and knowledge of best practices in child care in a supervised program. Plan and implement programs as part of your practicum placement. Write theme plans that encourage growth in the different areas of child development, and use the theme plans to develop daily and weekly plans.

DHPP 1011

Computer Training

5 credits (0:75:0 hours)

Learn basic computer skills related to your work in child care. Topics in this course include introduction to the computer, using the Internet, using Microsoft Word, and using electronic correspondence.

DHPP 1012

Professionalism and Ethics

4 credits (60:0:0 hours)

Study ethical behaviour in the field of child care. Learn to recognize child abuse and understand your obligations in the case of abuse. Learn about supporting children who have been exposed to family violence.

DHPP 1013

Preparation for Work

4 credits (60:0:0 hours)

Prepare to open your day home business. Earn adult, child, and infant first aid certificates, as well as adult, child, and infant CPR certificates. Learn to prepare a professional portfolio, finalize your resource kit, and prepare your home.

DRDF 1000

Drug Dosage Forms

3 credits (35:10:0 hours)

Explore the topics of drug development and manufacturing, drug stability, and drug formulations and uses. You will learn about the packaging and labelling of prescription medications and safe medication practices. You will practise using the Compendium of Pharmaceutical Specialties (CPS) to obtain drug information required for labelling patient prescription medications.

ECEP 1000

Employment Preparation

2 credits (35:0:0 hours)

Research career opportunities and learn to write a strong resume and cover letter. Develop effective interview skills.

ECEX 1000

Excel Introductory/Intermediate eCampus

2 credits (35:0:0 hours)

Learn the fundamentals of working with spreadsheets using MS Excel. Learn how to organize, design, and edit worksheets. Develop skills in basic computations and in calculating percentages, mark-ups, and simple/compound interest and other business applications. Create formulas and functions to perform rapid and accurate calculations. Use headers, footers, formatting, and charts to enhance the appearance of your spreadsheet.

ECOL 1000

Outlook eCampus

2 credits (35:0:0 hours)

Send and receive and forward and reply to email. Handle email attachments and use "cc" and "bcc" properly. Create personal subfolders, address books, and distribution lists. Use Journals, Tasks, and Notes. Develop the skills necessary to manage and schedule appointments and meetings. Learn to use Outlook to communicate and collaborate across networks.

ECOS 1000

Office Supervisory Skills eCampus

2 credits (35:0:0 hours)

Learn the skills you need to be an effective supervisor. Enhance your value in the marketplace, increase your chances of promotion, or simply make your job easier. Topics include the supervisor's role and the management process, organizing and planning activities, problem solving and conflict resolution, assessment of staffing needs, staff training and performance appraisals, motivating staff and developing team-building strategies, and leadership qualities and traits.

ELA 1104

English Language Arts 10-2

5 credits (100:25:0 hours)

Write paragraphs, personal essays, and business letters. Learn how to edit and revise your writing. Read a variety of literary forms. Practise your communication skills and critical thinking skills. Represent ideas visually or through class presentations. Improve your reading and writing skills in preparation for English Language Arts 20-2.

Prerequisite: HUMN 1912, or any of ENGL 1902, ENGL 1903, or ENGL 1904, or initial placement at this level

ELA 1105

English Language Arts 10-1

5 credits (100:25:0 hours)

Analyze short stories, poetry, drama, a novel, non-fiction, and a feature film. Use a step-by-step writing process to write personal and literary journals, paragraphs, essays, poetry, and scripts. Represent ideas visually or through class presentations. Learn editing and revising skills. Respond to literature using art, collages, music, or compositions. Improve your reading and writing skills in preparation for English Language Arts 20-1.

Prerequisite: HUMN 1911 or any of ENGL 1902, ENGL 1903, or ENGL 1904, or initial placement at this level

ELA 2104

English Language Arts 20-2

5 credits (100:25:0 hours)

Continue studying the types of literature, including short stories, novels, plays, and poetry. Learn to write expository, persuasive, and personal paragraphs and essays. Represent ideas visually or through class presentations. Study literature as well as cartoons, illustrations, and a feature film. Evaluate media, including advertising and propaganda. Develop communications skills. Improve your reading and writing skills in preparation for English Language Arts 30-2.

Prerequisite: Any of ELA 1105, ELA 1104, or ENGL 1022

ELA 2105

English Language Arts 20-1

5 credits (100:25:0 hours)

Build the foundations of literary theory, style appreciation, and analytical skills that are needed for English Language Arts 30-1. Analyze short stories, drama, poetry, non-fiction, a novel, a feature film, and media. Create essays and reports. Represent ideas visually or through class presentations.

Prerequisite: ELA 1105 or ENGL 1021 or initial placement at this level

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

ELA 3104

English Language Arts 30-2

5 credits (100:25:0 hours)

Write paragraphs, essays, business letters, and speeches. Study a novel, short stories, poetry, drama, and a feature film. Evaluate TV news, advertisements, and cartoons. Represent your ideas visually or through class presentations. Learn the skills needed to pass the provincial diploma examination.

Prerequisite: Any of ELA 2105, ELA 2104, ENGL 1309, or ENGL 2202

ELA 3105

English Language Arts 30-1

5 credits (100:25:0 hours)

Build on the knowledge you gained in English Language Arts 10-1 and English Language Arts 20-1 by studying short stories, non-fiction, poetry, drama, a novel, film, and media. Write essays analyzing the universal themes expressed in literature. Represent ideas visually or through class presentations. Fine-tune the skills you need to write the provincial diploma exam.

Prerequisite: Any of ELA 2105, ENGL 1308, or ENGL 2201, or initial placement at this level

EMPL 1011

Employment Preparation I – JOBS

3 credits (45:0:0 hours)

Prepare for employment by identifying and strengthening your skills and interests. Update your resume and practise your job interview skills. Learn about the expectations of employers and the responsibilities of employees. You will have the opportunity to earn special certification such as WHMIS, first aid, and fork-lift training, as appropriate for your career goal.

EMPL 1015

Employability and Safety Skills I

4 credits (0:60:0 hours)

This course is designed to provide the basic knowledge and skill training that employees need to avoid injury at work. In addition, students will have the opportunity to earn certification related to job safety and complete activities related to employment preparation and awareness of on-the-job issues.

EMPL 1020

Workplace Culture

0 credits (30:0:0 hours)

This participatory, personal reflective course equips students with the effective communication and intercultural skills required to be successful in the Canadian workplace. Central to the delivery of this course is the infusion of culturally appropriate topics, employment-related critical incidents, and discussions.

EMPL 1100

Employment Preparation I – CONC

3 credits (45:0:0 hours)

Prepare for employment through job research, market analysis, mock interviews, and resume writing.

ENGL 1000

Reading Enhancement

5 credits (125:0:0)

If you have difficulty recognizing words, this course is for you. Learn how to recognize and pronounce words so that you can become a better reader.

ENGL 1002

English Fundamentals

5 credits (125:0:0 hours)

Improve your reading and writing skills by learning to comprehend and respond personally, critically, and creatively to literature and other texts in oral, print, visual, and multimedia forms. Learn to manage ideas and information and create oral, print, visual, and multimedia texts. Learn to enhance the clarity and artistry of communication and respect, support, and collaborate with others.

ENGL 1005

ASL/English Enhancement

2 credits (60:0:0 hours)

In this course developed specifically for students who are Deaf, learn the skills to bridge the gap between American Sign Language and English. Improve your English grammar and writing skills. Learn about English word order and editing techniques. This course can also assist those students who are Deaf and need to learn American Sign Language.

ENGL 1007

Communications 007

5 credits (125:0:0 hours)

Improve your personal communication skills for academic life, family life, and the workplace. Learn the theory behind effective communication for a wide range of situations, and put the theory into practice in this participation-based class.

Co-requisite: Any of HUMN 1911, HUMN 1912, ELA 1104, ENGL 1022, ELA 1105, or ENGL 1021

ENGL 1008

High School English Prep

5 credits (125:0:0)

This course will prepare you for high school English language arts. Develop the skills that you need in reading, writing, listening, and speaking for success in high school ELA courses. Students entering this course must be reading and writing at a minimum Grade 6 level of proficiency.

Prerequisite: Placement test

ENGL 1010

Reading and Writing Connection

5 credits (125:0:0)

Learn active and objective reading skills to prepare for reading expectations in the academic English Language Arts course route. Develop an understanding of essential components of critical writing. Practise writing both personal and critical responses to develop voice.

Co-requisite: Any of ELA 2104, ENGL 2202, ELA 2105, ENGL 2201, ELA 3104, ENGL 3302, ELA 3105, or ENGL 3301

ENGL 1011

Critical Reading and Writing: Prose

3 credits (45:0:0 hours)

The literary content of ENGL 1011 will vary from section to section, but students should expect to encounter works in 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 attempt to represent both genders equally.

Transfer: UC, MAC

ENGL 1012

Critical Reading and Writing: Poetry and Drama

3 credits (45:0:0 hours)

The literary content of ENGL 1012 will vary from section to section, but students should expect to encounter works from three central genres: novels, drama, and poetry. All sections will include both one novel and one of Shakespeare's plays or one contemporary and one Shakespearean play. Excerpts from plays from other historical periods, including contemporary plays and those originating in various cultural contexts, are also covered. Poetry will include, but is not restricted to, poems from the Romantic, Victorian, Pre-Raphaelite, Modern, and contemporary eras.

Transfer: UC, MAC

ENGL 1021

English 010-1

5 credits (125:0:0 hours)

Analyze short stories, poetry, drama, a novel, non-fiction, and a feature film. Use a step-by-step writing process to write personal and literary journals, paragraphs, essays, poetry, and scripts. Represent ideas visually or through class presentations. Learn editing and revising skills. Respond to literature using art, collages, music, or compositions. Improve your reading and writing skills in preparation for English Language Arts 20-1 or English 020-1.

Prerequisite: HUMN 1911 or any of ENGL 1902, ENGL 1903, or ENGL 1904, or initial placement at this level

ENGL 1022

English 010-2

5 credits (125:0:0 hours)

Write paragraphs, personal essays, and business letters. Learn how to edit and revise your writing. Read a variety of literary forms. Practise your communication skills and critical thinking skills. Represent ideas visually or through class presentations. Improve your reading and writing skills in preparation for English Language Arts 20-2 or English 020-2.

Prerequisite: HUMN 1912 or any of ENGL 1902, ENGL 1903, or ENGL 1904, or initial placement at this level

ENGL 1033

English for Business

5 credits (125:0:0 hours)

English for Business is designed for students with business goals who are planning to enrol in Business Careers programs.

ENGL 1090

Reading and Writing Development BEL 1 – 90

4 credits (90:0:0 hours)

This course is designed to improve basic reading comprehension, vocabulary, and writing skills. It serves a multi-level group through a variety of techniques including small groups, individualized, teacher-directed, and computer-assisted instruction.

ENGL 1100

English Strategies

5 credits (125:0:0 hours)

Acquire the tools you need for increased independent learning. Learn study skills and strategies to process information effectively. Improve your skills in reading and writing.

ENGL 1107

Prep for College Writing

5 credits (125:0:0 hours)

Prepare to write college-level assignments by reviewing and practising paragraph and essay development. Practise writing effective compositions. Improve your understanding of sentence construction, punctuation, and mechanics.

ENGL 1108

Prep for College Reading

5 credits (125:0:0 hours)

Prepare for college-level courses by increasing your reading speed and comprehension, practising skimming and scanning strategies, and developing effective inferring and generalizing techniques.

ENGL 1305

English 30-1 Fast Track

5 credits (125:0:0 hours)

Create essays and reports. Represent ideas visually or through class presentations. Prepare to write the English Language Arts 30-1 provincial diploma exam. Entrance is through initial placement at this level or the recommendation of your English Language Arts 10-1 instructor.

ENGL 1308

English 30-1 Prep

5 credits (125:0:0 hours)

This course covers the material in English Language Arts 10-1 and English Language Arts 20-1, preparing you to enter English Language Arts 30-1.

Entrance is through initial placement at this level.

ENGL 1309

English 30-2 Prep

5 credits (125:0:0 hours)

Review materials taught in English Language Arts 10-2 and English Language Arts 20-2. Represent ideas visually or through class presentations. Learn the skills needed to pass the provincial exam. Entrance is through initial placement at this level.

ENGL 1701

Computer Writing

5 credits (0:0:125 hours)

Enhance your writing skills by organizing and developing your thoughts and ideas using the computer. Learn keyboarding, basic word processing, and editing techniques to assist you in the writing process. Learn the writing process, starting with coming up with and organizing ideas, writing paragraphs and essays, through to the final revision and editing stage of writing.

Co-requisite: Any of HUMN 1911, HUMN 1912, ELA 1104, ENGL 1022, ELA 1105, or ENGL 1021

ENGL 1901

Strategic Reading

5 credits (125:0:0 hours)

Improve your reading comprehension and speed. Learn strategies to improve your understanding of what you read and your ability to retain information.

Co-requisite: ELA 1104 or ENGL 1022

ENGL 1902

Bridge W - Writing

5 credits (100:25:0 hours)

Increase your understanding of English grammar and sentence structure. Write sentences and paragraphs. Improve your writing skills in preparation for future English Language Arts courses.

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

ENGL 1903

Bridge L – Listening

5 credits (125:0:0 hours)

Practise your speaking skills and increase your vocabulary. Enhance your listening skills with a variety of activities, including summarizing videos and news stories. Improve your listening, speaking, and viewing skills in preparation for future English Language Arts courses.

ENGL 1904

Bridge R - Reading

5 credits (125:0:0 hours)

Increase your reading speed and comprehension by reading and discussing short stories, non-fiction, and poetry. Improve your reading skills in preparation for future English courses.

ENGL 1906

English Preparation

4 credits (90:0:0 hours)

Improve your reading and writing skills as you prepare for English Language Arts 10-1, 10-2, 20-1, 20-2, Reading 089 or English 089. Increase your word attack skills, reading speed, and research and analytical skills. Enhance your sentence, paragraph, and essay-writing skills using the five-step writing process. Improve your spelling, grammar, and vocabulary. Learn through individual, group, teacher-directed, and computer-assisted instruction.

ENGL 2090

Reading and Writing Development BEL 2 - 90

4 credits (90:0:0 hours)

This course is designed to improve reading comprehension, vocabulary, and beginning writing skills. It serves a multi-level group through a variety of techniques including small-group, individualized, teacher-directed, and computer-assisted instruction.

ENGL 2201

English 020-1

5 credits (125:0:0 hours)

Build the foundations of literary theory, style appreciation, and analytical skills that are needed for English Language Arts 30-1 or English 030-1. Analyze short stories, drama, poetry, non-fiction, a novel, a feature film, and media. Create essays and reports. Represent ideas visually or through class presentations.

Prerequisite: Any of ELA 1105, ENGL 1101, or ENGL1021, or initial placement at this level

ENGL 2202

English 020-2

5 credits (125:0:0 hours)

Continue studying the types of literature including short stories, novels, plays, and poetry. Learn to write expository, persuasive, and personal paragraphs and essays. Represent ideas visually or through class presentations. Study literature as well as cartoons, illustrations, and a feature film. Evaluate media, including advertising and propaganda. Improve your reading and writing skills in preparation for English Language Arts 30-2 or English 030-2.

Prerequisite: Any of ELA 1104, ENGL 1102, or ENGL 1022, or initial placement at this level

ENGL 2510

Scientific and Technical Writing

3 credits (45:0:0 hours)

This technical writing course prepares students with the skills required for writing in a professional setting. Students will learn to produce documents reflecting different types of technical communication such as technical descriptions, proposals, reports, web pages, and instructional manuals. Students will also learn how to organize information effectively, write in a clear, concise style, rigorously edit their writing, and format and cite sources using APA style. Effective document design and use of graphic elements are also examined. Students will be required to deliver oral presentations.

ENGL 2550

Introduction to Composition

3 credits (45:0:0 hours)

This course has a strong focus on essay composition and analysis. The assignments are designed to encourage critical and analytical reading, thinking, and writing. This course also introduces and demonstrates the APA style of citation.

Transfer: UA, MAC, UC, BV

ENGL 3301

English 030-1

5 credits (100:25:0 hours)

Build on the knowledge you gained in English Language Arts 10-1 and English Language Arts 20-1 by studying short stories, non-fiction, poetry, drama, a novel, film, and media. Write essays analyzing the universal themes used in literature. Represent ideas visually or through class presentations.

Prerequisite: ELA 2105 or ENGL 2201 or initial placement at this level

ENGL 3302

English 030-2

5 credits (100:25:0 hours)

Write paragraphs, essays, business letters, and speeches. Study a novel, short stories, poetry, drama, media, and a feature film. Present your ideas visually. Make class presentations.

Prerequisite: Any of ELA 2104, ELA 2105, ENGL 2202, or ENGL 1309

ENGL 9089

English 089

3 credits (60:0:0 hours)

Prepare to write college-level assignments by reviewing and practising paragraph and essay development. Practise writing effective compositions. Improve your understanding of sentence construction, punctuation, and basic mechanics.

Prerequisite: Placement test or a permission letter from Grant MacEwan University

ESLG 1037

ESL Lab Support

4 credits (0:60:0 hours)

Learners will gain the communication skills they need to be successful in the practical nurse lab setting. Learners will practise skills in client documentation, therapeutic communication, and oral reporting. This course focuses on providing ESL support to PNDIEN students taking the accelerated PN courses.

ESLG 1038

PNDIEN Exam Skills

2 credits (30:0:0 hours)

Learners will work on skills required to be successful in the Canadian Practical Nurse Registration Examination.

ESLG 1043

Speaking Clearly

3 credits (80:0:0 hours)

Learn useful expressions, idioms, conversation strategies, and pronunciation tips in a highly interactive class. Practise skills in small-group discussions with an experienced instructor who will give you feedback and correction. This course is designed for high intermediate or advanced speakers of English as a second language. (CLB 5+)

Not all courses listed are offered each academic year.

ESLG 1044

Writing Clearly

3 credits (80:0:0 hours)

Develop your ability to write clearly, concisely, and correctly for a variety of purposes. Set specific goals for your own writing needs and work individually and in small groups to achieve these goals. This course is an excellent option if you are working during the day and you need to improve the quality of the writing you do at work. (CLB 5+)

ESLG 1050

Reading/Writing 50

6 credits (160:0:0 hours)

Improve your ability to read a wider range of instructions, schedules, charts, and directories. Develop your ability to read and understand longer texts. Learn to write short paragraphs, fill out more complex forms, and write sets of directions.

ESLG 1070

Reading/Writing 70

6 credits (160:0:0 hours)

Strengthen your reading and writing skills by focusing on reading comprehension, using context clues, and learning to read faster. Develop practical writing skills for further study or for the workplace.

ESLG 1105

Math Language Basics

3 credits (80:0:0 hours)

Study basic skills in place value, addition, subtraction, multiplication, and division. Use small and large numbers. Study the language of numbers (numeration) and solve word problems in math.

ESLG 1106

Math Language Intermediate

3 credits (80:0:0 hours)

Study math skills and language skills relating to decimals, fractions, percentages, and proportions. Solve word problems in these skills.

ESLG 1107

Computer Competence Basic

3 credits (80:0:0 hours)

Learn basic file management and formatting and editing skills. Work through intermediate skills such as tables, columns, and multi-page documents in Microsoft Office (Word, Excel, and PowerPoint). In addition to becoming more proficient in your computing skills, you will also improve upon your English through computer-based projects. Learn to make use of the Internet and email while working in class.

ESLG 1109

Study Skills Basic

3 credits (80:0:0 hours)

Understand and spell 400 basic vocabulary words. Follow conventions of writing basic texts, including letter formation, line spacing, margins, titles, and indents. Write simple sentences correctly. Read easy formatted text correctly.

ESLG 1110

Study Skills Intermediate

3 credits (80:0:0 hours)

Understand and spell 200 new intermediate vocabulary words. Write sentences and paragraphs using correct formatting. Read and interpret correctly questions, directions, and formatted text. Plan your writing using mind maps.

ESLG 1111

Study Skills Advanced

3 credits (80:0:0 hours)

Practise working with indexes and other text-organization tools. Learn citation, and improve your ability to work with reference works. Use standard spelling and formatting in increasingly challenging writing. Plan more complex writing tasks using mind maps and other organizational tools. Spell at least 200 new intermediate vocabulary words correctly.

ESLG 1112

Computer Competence Advanced

3 credits (80:0:0 hours)

Learn more advanced word-processing skills to help you produce more complex types of documents. Learn basic spreadsheet operations. Practise keyboarding to improve your typing speed and accuracy up to 20 wpm.

ESLG 1113

Interpersonal Communication

3 credits (80:0:0 hours)

Learn the vocabulary and speaking strategies you need to get your point across, persuade others, seek consensus, and resolve conflict. Improve your pronunciation and clarity in speaking. This course includes the culture of communications in various contexts in Canada.

ESLG 1114

Speaking Strategies

3 credits (80:0:0 hours)

This course covers stress, intonation, pronunciation, voice quality, speed of speaking, and the strategies that you need in order to make yourself clearly understood.

ESLG 1127

Practicum Training Workshops

2 credits (30:0:0 hours)

Gain confidence as you prepare for your practicum placement. Gain practice as you participate in specially designed interactive communicative and skill-based role plays, scenarios, problem-solving discussions, and interviews.

ESLG 1128

PNDIEN ESL Support

10 credits (144:0:0 hours)

This course provides support to PNDIEN students enrolled in the courses ENGL 2550 and SOCI 1000 in the second semester of the PNDIEN program. This course focuses on assisting students to develop the academic language skills they need to complete these courses successfully and will also help them to improve the accuracy and fluency of their language skills to the level required for the CELBAN language test.

ESLG 1134

TOEFL iBT Prep

4 credits (100:0:0 hours)

Prepare for the TOEFL iBT (Internet-based test). TOEFL is an entrance requirement for most university and college programs. Practise the four sections of the new test: reading, writing, listening, and speaking. Learn how to combine the skills to pass the new integrated test format. New materials, highly trained instructors, and up-to-date language lab instruction ensure that this iBT preparation course is highly effective.

COURSE DESCRIPTIONS

ESLG 1150

Effective Speaking for Nursing IEN

5 credits (70:0:0 hours)

In this course, students will have the opportunity to develop and improve the skills they need to communicate successfully with others in the PNDIEN program and with clients and fellow professionals in a Canadian health-care workplace setting. They will also improve in the areas of grammar, vocabulary, and pronunciation as they participate in activities that mirror the communication situations in the workplace. This course is designed to meet the goals and objectives of Canadian Language Benchmark Level 8.

ESLG 1151

Effective Writing for Nursing IEN

5 credits (75:0:0 hours)

Students will enhance their ability to communicate effectively, accurately, and fluently in writing. This course assists students to prepare to be successful in completing CELBAN writing tasks and also prepares them for the writing tasks they will have to complete as nursing students and, later, as LPNs in a Canadian health-care setting. This course is designed to meet the writing goals and objectives of Canadian Language Benchmark Level 7.

ESLG 1152

Effective Listening for Nursing IEN

4 credits (65:0:0 hours)

Students will enhance their listening skills and acquire the proficiency needed to prepare for success in both the PNDIEN program and the Canadian health-care workplace. This course will assist students to develop the listening skills they need to communicate with clients and with fellow professionals in a health-care setting. The course is designed to meet the goals and objectives of Canadian Language Benchmark Level 8.

ESLG 1153

Effective Reading for Nursing IEN

5 credits (75:0:0 hours)

Enhance your reading ability so that you can better complete the reading tasks that you will meet, first as a student and later as an LPN in a health-care setting. This course is designed to meet the reading objectives of the Canadian Language Benchmark Level 8.

ESLG 1154

Intercultural Communication for Nursing IEN

2 credits (30:0:0 hours)

Students will develop the intercultural competence and flexibility they need while working as nurses in a variety of Canadian health-care settings. Students will increase their understanding of cross-cultural incidents as they observe and interpret incidents and experiences with increasing accuracy. This 30-hour course will help students identify situations in which cross-cultural differences are likely to occur as they care for clients from other cultures and communicate with other health-care professionals.

ESLG 1155

Medical Terminology for Nursing IEN

4 credits (60:0:0 hours)

This course is designed to assist internationally educated nurses with ESL learner needs to learn the meaning, spelling, and pronunciation of medical vocabulary in English. Lay terms (including slang and idioms) are explored as well as the anatomy, physiology, and pathology associated with each medical term. The aim of the course is to enable students to excel in subsequent nursing courses and, eventually, in the workplace.

ESLG 1230

Integrated ESL CLB 1-2

3 credits (80:0:0 hours)

Develop low beginner speaking, listening, reading, and writing skills through content relevant to your needs as a learner. Build your language skills and confidence through active participation in skill activities. Topics vary depending on the needs and interests of learners.

ESLG 1234

Integrated ESL CLB 3-4

3 credits (80:0:0 hours)

Develop basic speaking, listening, reading, and writing skills through content relevant to your needs as a learner. Topics vary depending on needs and interests of learners.

ESLG 1256

Integrated ESL CLB 5-6

3 credits (80:0:0 hours)

Develop intermediate speaking, listening, reading, and writing skills through content relevant to your needs and goals as a learner. Topics vary depending on needs and interests of learners.

ESLG 1278

Integrated ESL CLB 7-8

3 credits (80:0:0 hours)

Develop advanced speaking, listening, reading, and writing skills through content relevant to your interests, employment, and study goals. Topics will vary depending on needs and interests of learners.

ESLG 1288

Integrated Child Care ESL CLB 3-4

3 credits (80:0:0 hours)

Study English while improving your skills as a child-care provider. You will practise your English listening, speaking, reading, and writing skills as you learn about the paperwork and procedures commonly used in daycares and some fundamentals of early childhood education.

ESLG 1850

Academic Enrichment for College/University

13 credits (320:0:0 hours)

CLB 8 Academic. Integrate the speaking, listening, reading, and writing skills required for entrance into post-secondary programs. Produce academic reports, give oral presentations, and take comprehensive summative tests. Interact with native speakers and improve your ability to handle non-ESL resources. Research academic and practical topics for your academic and career goals, and develop appropriate vocabulary.

ESLG 2000

Introduction to Public Transit

2 credits (50:0:0 hours)

Understand the role of transit operators, practise essential language skills and vocabulary pertaining to transit, and develop intercultural communication skills for the multicultural public transit workplace. Discuss and gain in-depth understanding of the daily activities and tasks of a bus operator. Enhance your knowledge about transit by completing modules such as "Introduction to Public Transit," "Inspecting Buses," "Following a Shift," and "Understanding Spare Boards."

Not all courses listed are offered each academic year.

ESLG 2001

Transit Workplace Communication

2 credits (50:0:0 hours)

Expand and improve your communication strategies through interactive activities around public transit workplace settings. Practise your oral communication skills using scenarios from the transit work environment. Learn about workplace expectations as they relate to culture and language. Expand your vocabulary related to the transit workplace. Learn transit bus map-reading skills and knowledge of key landmarks. Improve your communication skills as you study modules such as "How to Handle Route Disruptions," "Understanding Shift Changes," "Finding Locations for Customers," and "What to Do When You Cannot Find a Destination."

Prerequisite: ESLG 2000

ESLG 2002

Customer Service Skills for Public Transit

3 credits (70:0:0 hours)

Improve customer services skills for the transit workplace. Develop and implement strategies and language for problem solving to deal with diverse and challenging workplace situations. Role-play how to approach potentially dangerous situations with disruptive customers. Discover and practise using appropriate language in a variety of situations and implementing different strategies and skills to maintain safety. Topics include "Customer Service Routines," "Dealing with Disruptive Customers," and "Customer Complaints."

ESLG 2003

Skills for Emergency Situations

3 credits (70:0:0 hours)

Apply basic communication and interpersonal skills to a variety of emergency situations in transit. Practise emergency protocols, describe road emergencies, rehearse a number of live-setting emergency scenarios, and complete accident reports. Topics include "The Transit Emergency Manual," "Handling Road Emergencies," "Bus Malfunction Emergencies," and "Writing Emergency Reports."

Prerequisite: ESLG 2002

ESLG 2004

Final Steps in Transit Preparation

4 credits (110:0:0 hours)

Acquire the skills to successfully complete the admission process for transit jobs. Practise daily interactions with other staff at garages, and learn strategies for talking to supervisors and the public in general. Understand how to deal with performance evaluations. Learn test-taking strategies and review a variety of pre-screening routines that comprise the public transit operators screening tests. Develop job interview skills. Learn about transit organization culture to achieve and maintain employment as a transit operator.

Prerequisite: ESLG 2003

ESLG 2100

Intercultural Communication for the Business Environment

2 credits (50:0:0 hours)

Develop basic intercultural competence for working in a variety of Canadian business environments. Explore the behaviour and communicative norms of your first culture. Learn to analyze yourself and others with respect to cultural differences. Develop the necessary intercultural sensitivity and the ability to suspend judgment of others during critical intercultural encounters in the Canadian business environment.

ESLG 2101

Listening and Speaking for Success in a Business Career

5 credits (100:25:0 hours)

Improve your listening skills as you focus on note-taking, verbal instructions, participation in meetings and discussions. Listen for the main idea and details. Communicate comprehension of information. Develop oral communication skills for a variety of social and business situations. Select appropriate vocabulary to manage conversation in social interactions. Develop interpersonal competencies in social interactions. Learn strategies for intelligibility and clarity. Learn to participate in group and pair work and presentations and to produce presentations that are successful in a career studies or business environment.

ESLG 2102

Occupation-Specific Vocabulary Development for Business Careers

2 credits (50:0:0 hours)

Learn and retain a range of general and business-related vocabulary in order to read, write, speak, and understand effectively in a business career environment. Develop word-recognition skills. Use business terminology correctly in a variety of situations. Develop strategies for understanding new vocabulary and idioms from context. Learn advanced dictionary skills. Use a range of reference texts to improve accuracy in your vocabulary.

ESLG 2103

Reading and Writing Strategies and Development for Business Careers

5 credits (100:25:0 hours)

Develop the reading strategies, reading speed and comprehension of business-related texts that you need for admission to Business Careers at NorQuest. Develop critical reading and thinking strategies. Develop exam-taking strategies. Interpret information presented visually in formats such as graphs, charts, and forms. Learn to write for business communication, and become more proficient at using Microsoft Office Suite. Improve your grammatical correctness in writing, develop editing skills, complete business forms, and improve your typing skills to at least 20 wpm.

ESLG 2200

Intercultural Communication for Nurses

2 credits (50:0:0 hours)

This course is designed to help participants develop the basic intercultural awareness and competence related to nursing practice that they will need while working in a variety of Canadian health-care settings.

COURSE DESCRIPTIONS

ESLG 2201

Speaking and Listening for Success as a Nurse

5 credits (100:25:0 hours)

This course is designed to assist students to enhance their speaking and listening skills, so that they are better prepared to be successful in both nursing refresher programs and the Canadian health-care workplace. Students develop and improve their grammar, vocabulary, and pronunciation skills as they engage in interactive activities that mirror the communication situations that occur in the workplace.

ESLG 2202

Occupation-Specific Vocabulary Development for Nurses

2 credits (50:0:0 hours)

This course is a text-based course designed to assist students at a CLB 5/6 level to learn the meaning, spelling, and pronunciation of medical vocabulary in English. Lay terms, including slang and idioms, and the anatomy, physiology, and pathology associated with each medical term are also explored.

ESLG 2203

Reading/Writing Strategies and Development for Nurses

5 credits (125:0:0 hours)

This course is designed to enhance the reading and writing proficiency of second language learners who are internationally educated nurses, enabling them to better prepare to meet the reading and writing requirements of RN or PN re-entry programs and the requirements for LPNs in the Canadian health-care workplace.

ESLG 2210

English for Nursing - Intercultural Communication

3 credits (0:0:75 hours)

This course is designed to help participants develop the basic intercultural awareness and competence related to nursing practice through various language-based activities. Students who take this course can expect to become more knowledgeable about foundational intercultural concepts and competencies.

ESLG 2211

English for Nursing - Listening

3 credits (0:0:75 hours)

This course is designed to enhance the listening proficiency of internationally educated nurses, enabling them to better prepare to meet the academic requirements of RN or PN re-entry programs. Students in this course engage in highly interactive activities.

ESLG 2212

English for Nursing - Reading

3 credits (0:0:75 hours)

This course is designed to enhance the writing proficiency of second-language learners who are internationally educated nurses, enabling them to better prepare to meet the academic reading requirements of RN or PN re-entry programs. Students in this course engage in highly interactive activities.

ESLG 2213

English for Nursing - Speaking

3 credits (0:0:75 hours)

This course is designed to enhance the speaking proficiency of internationally educated nurses, enabling them to better prepare to meet the academic requirements of RN or PN re-entry programs. Students develop and improve their grammar, vocabulary, and pronunciation skills as they engage in interactive activities. Students in this course engage in highly interactive activities.

ESLG 2214

English for Nursing - Writing

3 credits (0:0:75 hours)

This course is designed to enhance the writing proficiency of second language learners who are internationally educated nurses, enabling them to better prepare to meet the academic writing requirements of RN or PN re-entry programs. Students in this course engage in highly interactive activities.

ESLG 2215 English for Nursing - Medical Terminology

2 credits (0:0:50)

This course is a text-based course designed to assist students at a CLB5/6 level to learn the meaning, spelling, and pronunciation of medical vocabulary in English. Lay terms, including slang and idioms, and the anatomy, physiology, and pathology associated with each medical term are

also explored.

ESLS 1000

Listening/Speaking 100

7 credits (148:32:0 hours)

CLB 1. Understand greetings and appeals for repetition and clarification. Follow simple spoken instructions and positive and negative commands and requests. Identify expressions used to attract attention and request assistance. Identify specific literal details such as numbers, letters, key words, and short expressions. Give instructions or directions of two to three words for basic, everyday activities. Use and respond to basic courtesy formulas.

ESLS 1100

Listening/Speaking 110

7 credits (148:32:0 hours)

CLB 1. Understand a greater range of greetings and appeals for repetition and clarification. Follow a variety of simple spoken instructions and positive and negative commands and requests. Identify expressions used to attract attention and request assistance. Identify specific literal details such as numbers, letters, key words, and short expressions. Understand daily routine interaction in class. Give instructions or directions of two to three words or phrases for basic, everyday activities. Make an effort to keep communication flowing, and show awareness of barriers. Use and respond to basic courtesy formulas.

ESLS 2000

Listening/Speaking 200

7 credits (148:32:0 hours)

CLB 2. Identify basic courtesy formulas and introductions. Recognize problems in communication and appeals for repetition and clarification. Follow a range of basic daily instructions, commands, and requests. Identify a range of expressions used to request assistance, express and respond to a request, and express warnings. Identify specific literal details such as numbers, letters, time reference, places, key words, and short expressions in a dialogue. Give directions of one to two clauses, use courtesy formulas with familiar and unfamiliar people, and respond to questions and introductions.

Not all courses listed are offered each academic year.

ESLS 2100

Listening/Speaking 210

7 credits (148:32:0 hours)

CLB 2. Identify several basic courtesy formulas and introductions. Recognize problems in communication and appeals for repetition and clarification. Follow basic daily instructions, commands, and requests. Identify a range of expressions used to request assistance, express and respond to a request, and express warnings. Identify specific literal details such as numbers, letters, time reference, places, key words, and short expressions in a dialogue. Follow in-class presentations and instruction. Give directions of one to two clauses, use courtesy formulas with familiar and unfamiliar people, and respond to questions and introductions. Speak in a limited way on immediate and personal needs.

ESLS 3000

Listening/Speaking 300

7 credits (148:32:0 hours)

CLB 3. Identify verbal and non-verbal details of social exchanges, including styles of greetings, leave-taking, and introductions. Identify indicators of communication problems. Follow directions of two to four clauses relating to movement and position in space and to weights, measures, amounts, and sizes. Identify expressions used to ask and grant permission, advise of danger, and ask for, offer, and accept assistance. Get the gist, key information, and important factual details in a story or description. Greet, introduce yourself and others, ask about others, and participate in casual small talk. Answer a phone, leave a short message, and participate in small, informal conversations.

ESLS 3100

Listening/Speaking 310

7 credits (148:32:0 hours)

CLB 3. Identify verbal and non-verbal details of social exchanges, including styles of greetings, leave-taking, and introductions. Identify indicators of communication problems. Follow directions of two to four clauses relating to movement and position in space and to weights, measures, amounts, and sizes. Identify expressions used to ask and grant permission, advise of danger, and ask for, offer, and accept assistance. Get the gist, key information, and important factual details in a story or description. Follow instruction and dialogue of more complex, faster speech. Greet, introduce yourself and others, ask about others, and participate in casual small talk. Answer a phone and leave a short message.

ESLS 4000

Listening/Speaking 400

7 credits (148:32:0 hours)

CLB 4. Identify details and inferred meanings in stories, reports, forecasts, dialogues of small talk, and short phone calls. Follow instructions of four to five clauses presented sequentially, relating to movement and position in space, manner, frequency, and duration. Participate in conversations on familiar topics. Ask for explanations if required. Give sets of simple, everyday instructions and directions.

ESLS 4100

Listening/Speaking 410

7 credits (148:32:0 hours)

CLB 4. Identify details and inferred meanings in stories, reports, forecasts, dialogues of small talk, and short phone calls. Follow instructions of four to five clauses presented sequentially, relating to movement and position in space, manner, frequency, and duration. Demonstrate comprehension when involved in conversations, dialogues, and classroom instruction. Participate in conversations on familiar topics. Ask for explanations if required. Give sets of simple, everyday instructions and directions.

ESLS 5000

Listening/Speaking 500

7 credits (148:32:0 hours)

CLB 5. Identify details and inferred meanings in dialogues containing compliments, invitations, and offers and discussion of interests, likes, dislikes, and preferences. Identify situations and relationships between speakers. Understand a range of spoken instructions. Demonstrate comprehension of advice, suggestions, announcements, and commercials. Demonstrate an understanding of the gist, details, and some inferred meanings in description and narration. Give an extended set of simple instructions in sequence for daily routine activities. Participate in routine social conversation on familiar topics. Express compliments, congratulations, or invitations in small talk.

ESLS 5100

Listening/Speaking 510

7 credits (148:32:0 hours)

CLB 5. Identify details and inferred meanings in more complex dialogues containing compliments, invitations, and offers and discussions of interests, likes, dislikes, and preferences. Identify situations and relationships between speakers. Understand a range of spoken instructions of more complexity. Demonstrate comprehension of inferred meanings in advice, suggestions, announcements, and commercials. Demonstrate an understanding of the gist, details, and some inferred meanings in description and narration. Give an extended set of simple instructions in sequence for daily routine activities. Participate in routine social conversation on familiar topics. Express compliments, congratulations, or invitations in small talk. Use the phone to communicate simple personal information. Speak on relevant, familiar topics for three to five minutes. Dialogues in this course more closely approach native speaker speed and vocabulary.

ESLS 6000

Listening/Speaking 600

7 credits (148:32:0 hours)

CLB 6. Identify specific factual details and inferred meanings in dialogues containing openings and closings, making and cancelling of appointments, apologies, regrets, excuses, and problems in reception and communication. Understand a set of instructions presented in point form, where sequence must be inferred. Demonstrate comprehension of details and a speaker's purpose in suggestions, advice, encouragements, and requests. Respond to or extend apologies, regrets, and excuses. Make or cancel appointments, indicate partial comprehension, take turns by interrupting, add comments supportive of others, and avoid answering a question. Adjust levels of formality.

COURSE DESCRIPTIONS

ESLS 6100

Listening/Speaking 610

7 credits (148:32:0 hours)

CLB 6. Identify specific factual details and inferred meanings in dialogues containing openings and closings, making and cancelling of appointments, apologies, regrets, excuses, and problems in reception and communication. Understand a set of instructions presented in point form, where sequence must be inferred. Demonstrate comprehension of details and a speaker's purpose in suggestions, advice, encouragements, and requests. Identify the main idea, supporting details, statements, and examples in a descriptive or narrative presentation or in a group interaction. Respond to or extend apologies, regrets, and excuses. Make formal introductions. Make or cancel appointments, indicate partial comprehension, take turns by interrupting, add comments supportive of others, and avoid answering a question. Adjust levels of formality. Speak on relevant topics for five to seven minutes.

ESLS 7000

Listening/Speaking 700

7 credits (148:32:0 hours)

CLB 7. Identify stated and unspecified details, facts, and opinions about situations and relationships of participants containing expressions of and responses to gratitude and appreciation, satisfaction, complaint, hope, disappointment, satisfaction, dissatisfaction, approval, and disapproval. Understand sets of instructions related to simple technical and non-technical tasks. Understand simple directions on the phone, voice-mail, and extended description, narration, and reports. Understand directives, requests, reminders, orders, and pleas. Participate in formal and informal conversations to solve problems and make decisions. Respond to and express gratitude, appreciation, complaint, disappointment, dissatisfaction, satisfaction, and hope. Hold the floor, resume after interruption, and change the topic.

ESLS 7100

Listening/Speaking 710

7 credits (148:32:0 hours)

Develop and consolidate your language skills in listening and speaking and pronunciation in this course that focuses on the language and knowledge needed for careers, the workplace, and further studies. Identify details that are directly stated as well as details that are unspecified. Discriminate facts and opinions about situations, as well as the relationships of participants. Understand sets of instructions related to simple technical and non-technical tasks. Understand simple phone and voicemail directions. Understand directives, requests, reminders, orders, and pleas. Participate in formal and informal conversations to solve problems and make decisions. Respond to and express gratitude, appreciation, complaint, disappointment, dissatisfaction, satisfaction, and hope.

ESLS 8000

Listening/Speaking 800

7 credits (148:32:0 hours)

CLB 8. Identify stated and unspecified details about mood, attitude, situation, and formality in discourse containing expressions of and responses to formal welcomes, farewells, toasts, congratulations on achievements and awards, sympathy, and condolences. Follow extended sets of multi-step instructions on technical and non-technical tasks for familiar processes or procedures. Identify stated and unspecified meanings in extended warnings, threats, suggestions, and recommendations. Evaluate the validity of a suggestion or solution. Identify facts, opinions, and attitudes in conversations about abstract and complex topics. Use strategies to keep conversations going, speak to large unfamiliar groups, express sympathy formally, and respond to minor conflict by acknowledging a problem and suggesting a solution. Give instructions about a familiar technical or non-technical process or procedure, established by an expert or authority other than the learner.

ESLS 8100

Listening/Speaking 810

7 credits (148:32:0 hours)

CLB 8. Identify facts, opinions, and attitudes in conversations about abstract and complex topics. Follow extended sets of directions involving several steps in both a technical and non-technical context. Provide descriptions, opinions and explanations related to complex concrete and abstract ideas. Ask questions and analyze and compare information in order to make decisions. Use conversation-management strategies effectively.

ESLW 1000

Reading/Writing 100

7 credits (148:32:0 hours)

CLB 1. Recognize a small number of sight words, decode simple words using phonics rules, get information from one-sentence modified text, follow one-sentence written instruction, use simplified maps, understand common traffic signs and symbols. Copy numbers, letters, and words. Convey a standard greeting on a greeting card. Fill in personal information on simple forms. Copy words accurately. Complete sentences in simple guided text.

ESLW 1100

Reading/Writing 110

7 credits (148:32:0 hours)

CLB 1. Use a sight word list and phonics to expand reading vocabulary. Read simple, adapted, one-sentence text with more confidence, and get information from text (who, why, where). Copy words and short sentences accurately and print legibly. Fill out simple forms independently. Address an envelope. Complete sentences in simple, guided text with one to two blanks per sentence using personal information.

ESLW 2000

Reading/Writing 200

7 credits (148:32:0 hours)

CLB 2. Understand an expanded range of short messages, including invitations. Follow one-sentence written instructions of up to four steps. Understand very short, basic, common forms, maps, and diagrams. Get information from very basic short texts. Print legibly and spell a short list of common words correctly. Address an envelope correctly. Fill out simple forms including numbers and currency figures. Copy phone numbers accurately, fill out an application form, and write a cheque. Complete a text with correct information.

Not all courses listed are offered each academic year.

ESLW 2100

Reading/Writing 210

7 credits (148:32:0 hours)

CLB 2. Use a longer sight word list to read a wider range of short, everyday social messages. Follow written instructions more independently. Understand a greater number of basic forms, maps, and diagrams. Get information from short, basic texts. Write simple sentences expressing personal information. Complete a wider variety of forms requesting personal information. Expand your list of correctly spelled words.

ESLW 3000

Reading/Writing 300

7 credits (148:32:0 hours)

CLB 3. Get information from short notes and letters. Follow common, everyday written instructions of up to five steps and instructional text. Find information in formatted text: forms, tables, and schedules. Get key information from simple, one-paragraph text. Begin to use a simple dictionary. Convey information in an informal note. Copy short text from a dictionary or schedule. Write two to three sentences to describe a personal or familiar situation.

ESLW 3100

Reading/Writing 310

7 credits (148:32:0 hours)

CLB 3. Get information from simple, adapted instructional text. Interpret sequence and location signals in text. Get information from a wider range of formatted text. Get the gist, key information, and important details from texts of one to two paragraphs. Use simple dictionaries, maps, and diagrams. Complete sentences by filling in two to three blanks per sentence. Write one to three complete sentences. Copy information from a dictionary, bus schedule, or set of instructions.

ESLW 4000

Reading/Writing 400

7 credits (148:32:0 hours)

CLB 4. Get information from emails, form letters, flyers, instructional text, and a variety of formatted text. Get the gist and key details of simple, explicit text of two to three paragraphs. Write a short note expressing invitation, thanks, and regrets. Copy short text accurately to complete tasks or learn information. Write a short text about a personal or familiar situation or event. Write a short paragraph with topic sentence and three to four supporting sentences.

ESLW 4100

Reading/Writing 410

7 credits (148:32:0 hours)

CLB 4. Use standard reference texts, read two-paragraph newspaper articles, and get information from notices and brochures. Follow common, everyday instructions of one to six steps and instructional text. Read with increasing confidence at the CLB 4 level. Write short letters expressing invitation, thanks, regrets, cancellations, and apologies. Copy definitions from two to three different sources and fill out simple forms. Write a short text about a personal or familiar situation, event, personal experience, and future plans, and explain reasons. Write a short note with a business message. Write a paragraph with a topic sentence and four to seven supporting sentences.

ESLW 5000

Reading/Writing 500

7 credits (148:32:0 hours)

CLB 5. Identify factual details and inferred meanings in moderately complex notes, email messages, and letters, containing compliments, invitations, likes, dislikes, and preferences. Understand and follow instructions of 7 to 10 steps and moderately complex text. Demonstrate comprehension of descriptive or narrative text of two to three paragraphs on a familiar topic. Access and locate two pieces of information in CD-ROM ESL educational software. Use email to express or respond to invitations, updates, or feelings. Take phone messages, voicemail messages or prerecorded information with five to seven details. Summarize in point form. Write a paragraph to narrate, describe, or explain reasons.

ESLW 5100

Reading/Writing 510

7 credits (148:32:0 hours)

CLB 5. Consolidate and expand reading comprehension at the CLB 5 level, using a greater variety of texts, formatted text, and educational software. Make notes in point form from a pre-recorded audio prompt. Write a paragraph with a topic sentence, 5 to 10 supporting sentences, and a concluding sentence. Word-process, edit, format, and print text.

ESLW 6000

Reading/Writing 600

7 credits (148:32:0 hours)

CLB 6. Identify details in moderately complex text, including advice, requests,

specifications, cancellations, and apologies. Follow instructions of up to ten steps when sequence must be inferred. Demonstrate comprehension of one-page, moderately complex text on a familiar topic. Fill out moderately complex forms. Write notes regarding a business transaction. Write a three-paragraph composition with transitional and/or concluding sentences. Word-process, edit, format, and print text. Make notes of important ideas with some details from printed or handwritten text. Write personal messages in three formats: informal notes, short formal letters, and email.

ESLW 6100

Reading/Writing 610

7 credits (148:32:0 hours)

CLB 6. Identify details in moderately complex social text, follow instructions when not in point form, locate information in moderately complex formatted text, demonstrate comprehension of a cycle diagram, flow chart, and time-line. Access, locate, and compare two to three pieces of information in an online database. Fill out moderately complex forms. Write notes regarding a business transaction. Write a three-paragraph composition with transitional and/or concluding sentences and 7 to 12 supporting sentences. Word-process, edit, format, and print text. Make notes of important ideas with some details from printed or handwritten text. Make notes of major points with some details from a pre-recorded audio prompt. Write personal messages in three formats: informal notes, short formal letters, and email.

ESLW 7000

Reading/Writing 700

7 credits (148:32:0 hours)

CLB 7. Identify factual and inferred meanings in moderately complex text including expressions of appreciation, complaint, hope, satisfaction, and dissatisfaction. Follow written instructions of 10 to 13 steps on simple technical and non-technical tasks. Read and locate information in everyday instructional text and formatted text. Demonstrate comprehension of a moderately complex report or narrative of one to two pages. Access two to four pieces of information in online electronic references.

COURSE DESCRIPTIONS

ESLW 7100

Reading/Writing 710

7 credits (148:32:0 hours)

Develop and consolidate your language skills in reading and writing in this course that focuses on the language and knowledge needed for careers, the workplace, and further studies. Identify factual and inferred meanings in moderately complex text including expressions of appreciation, complaint, hope, satisfaction, and dissatisfaction. Demonstrate comprehension of a one-to-two page moderately complex report or narrative. Read everyday instructional texts and formatted texts in order to locate information.

ESLW 8000

Reading/Writing 800

7 credits (148:32:0 hours)

CLB 8. Identify main idea, supporting details, and inferred meanings in increasingly complex texts, including general opinion, assessments of situations, response to a complaint, and expressions of sympathy. Read and interpret graphic information such as flow charts and process charts. Read a greater variety of authentic and adapted texts including newspapers and magazines. Integrate three to four pieces of information contained in formatted text. Write emails with attachments. Make notes from pre-recorded and live presentations, make an outline of a reading, and write a summary of a reading. Fill out unadapted forms. Write short business letters. Draft an academic essay of three body paragraphs consisting of a topic sentence, 7 to 12 supporting sentences, and a transitional/concluding sentence. Rewrite to focus content, clarify structure, and improve mechanics. Word-process, edit, format, and print text.

ESLW 8100

Reading/Writing 810

7 credits (148:32:0 hours)

CLB 8. Read increasingly complex texts, including general opinion, assessments of situations, response to a complaint, and expressions of sympathy. Identify the main idea, supporting details, and inferred meanings. Read and interpret graphic information such as flow charts and process charts. Take notes on live and recorded presentations, outline readings, and write summaries of readings. Fill out unadapted forms. Write business letters and academic essays.

Not all courses listed are offered each academic year.

FAID 1005

Standard First Aid/CPR

1 credit (15:0:0 hours)

Learn standard first aid and CPR from a certified instructor.

Transfer: NLK

FAMV 1000

Domestic Violence and Prevention

3 credits (45:0:0 hours)

Learn the skills needed to work with individuals and families affected by domestic violence. Learn about the cycle of violence, bullying, and stalking. Understand the role of the Canadian Justice system and the community resources available to you.

FINM 1001

Financial Management

5 credits (125:0:0 hours)

Learn about the accounting cycle and accounting terminology. Prepare a set of books, financial statements, and budgets for both service and merchandising businesses.

FOCC 1000

Focusing on the Client

7 credits (105:0:0 hours)

Acquire a general understanding of the basic needs common to all human beings, the normal structure and function of the human body, normal development throughout the life cycle, aging, functional impairments and disability, and the special needs of the client and his family. Learn to focus on the needs of clients, and to recognize the unique needs of each individual.

Prerequisite: PCCA 1000

GEDE 1301

Prep for GED English

5 credits (125:0:0)

Develop your reading comprehension and writing skills to prepare to write the GED exam.

GEDM 1301

Prep for GED Math

5 credits (125:0:0)

Develop the basic Math skills needed for your chosen field. Prepare to write the GED exam.

GEDP 1000

GED Prep

3 credits (65:0:0 hours)

Brush up on writing, literature, science, social studies, and math. You will receive instruction in basic math and geometry, essay writing, and grammar and reading.

GEDS 1301

Prep for GED Social Studies/Science

5 credits (125:0:0)

Learn key strategies and social studies and science vocabulary to prepare you to write the GED exam.

GPLM 1000

GED Prep/Life Management

5 credits (125:0:0 hours)

Brush up on writing, literature, science, social studies, and math. You will receive instruction in basic math and geometry, essay writing, grammar, and reading. Learn coping skills and how to live in a positive manner. Explore ways to lead a richer and more balanced life.

HCJP 1610

Human Relations and Ethics in the Criminal Justice System

3 credits (45:0:0 hours)

Explore human dynamics and ethics in various settings in the criminal justice system. Study the characteristics unique to various cultures that have direct implications for persons involved in the criminal justice system. Develop communication skills. Learn about body language, verbal tones, and written language. Increase your self-awareness. Learn strategies for effective communication and conflict management in the workplace.

HEAS 1000

Health Assessment

4 credits (30:30:0 hours)

Learn and practise procedures based on best evidence for obtaining a health history and conducting a physical examination on a healthy adult. Examine assessment findings for normal structures and functions of the human body. In the laboratory component of this course, apply your newly acquired knowledge. Practise obtaining a health history and demonstrate your physical assessment skills.

Co-requisite: ANPH 1002

HEED 1000

Health Education: Individual Health and Wellness

3 credits (45:0:0 hours)

Gain an overview of the physical, social, psychological, environmental, and spiritual aspects of personal health and wellness within the context of the community, the Canadian health-care system, and the global environment. Lifestyle choices are introduced as physical and social determinants affecting personal health and the health of others. Learn how to take responsibility for your own health and to advocate for the health of others.

Transfer: AU, UC, UA, LEC, BV, LK

HEED 1101

Health Education: Personal Fitness I

3 credits (0:45:0 hours)

Prepare for the physical demands of policing and security-related occupations; learn about physical activity and health and wellness concepts.

HEED 1102

Health Education: Personal Fitness II

3 credits (0:45:0 hours)

Prepare for the physical demands of policing and security-related occupations; learn about physical activity and health and wellness concepts.

HLTH 1001

Computer and Employability Skills for Health Care Aide

5 credits (125:0:0 hours)

Gain basic computer skills, including Word, Excel, and Internet Explorer, that will enable you to use computers in your training program or in the workplace. Develop the skills necessary to communicate effectively in hospital or clinical settings. Create a career skills portfolio, and explore ways to develop and extend your support network.

HLTH 1002

Essentials for Health Care Aide

5 credits (125:0:0 hours)

Spend time learning the specialized reading and vocabulary needed for the Health Care Aide program. Develop an understanding of health-care terminology and processes, and explore concepts about health and the responsibilities of health-care workers.

HLTH 1010

Essentials for Health Careers

5 credits (125:0:0 hours)

This course is designed to assist new practitioners in meeting the challenges of the nursing environment by fostering self-awareness and developing a relevant knowledge base for the nursing profession. In particular, students will gain awareness of the skills necessary to work in a team setting.

HLTH 2000

Safe Work Practices

2 credits (29:5:0 hours)

In this course, you will learn the key elements that go together to ensure a safe environment for clients, staff, and facility visitors. Understanding your roles and responsibilities within a team framework will assist you to function to the full scope of your job description while providing safe care to clients.

This course is included in the HCA Preparation for Employment provincial standard as mandated by Alberta Health Services.

HLTH 2001

Introduction to Activities of Daily Living

3 credits (20:22:0 hours)

In this course, you will learn the basic care skills that will allow you to give safe and efficient care to your clients. Opportunities to practise safe lifting, transferring, and client positioning will be provided in both lab and practicum settings. You will be taught a professional, caring, and compassionate approach to assisting clients with their elimination needs. This course will also teach the principles of safely assisting clients to eat, as well as guidelines for creating a safe, clean, and socially inviting dining environment.

This course is included in the HCA Preparation for Employment provincial standard as mandated by Alberta Health Services.

Prerequisite: HLTH 2000

HLTH 2002

Assisting with Medication Delivery

1 credit (6:12:0 hours)

This course will assist you to work safely within the legal roles and responsibilities of health care aides in this province. Assisting with medication delivery is a very challenging and highly responsible task. The theory and labs of this course will allow you to undertake this task with competence and confidence.

This course is included in the HCA Preparation for Employment provincial standard as mandated by Alberta Health Services.

Prerequisite: HLTH 2001 or HLTH 2014

HLTH 2003

Working with Clients with a Diagnosis of Dementia – “A Moment in Time”

1 credit (18:0:0 hours)

This five-part course will assist you in understanding the disease process that causes both cognitive and physical decline in residents with a diagnosis of dementia. In addition, you will learn skills and strategies to provide the best possible care for these individuals.

This course is included in the HCA Preparation for Employment provincial standard as mandated by Alberta Health Services.

Prerequisite: HLTH 2002

HLTH 2004

Health Care Aide Integrated Practicum I

1 credit (0:0:40 hours)

Under the direction of a regulated health-care professional, students will work in a designated assisted living (DAL) site providing care and support for clients.

Prerequisite: HLTH 2003 or HLTH 2013

COURSE DESCRIPTIONS

HLTH 2005

Working and Communicating in a Health-Care Environment

3 credits (32:9:0 hours)

This course focuses on the sharing of information that will result in safe, ethical, and respectful care based on the needs of the client. The health care aide must be familiar with the provincial legislation that guides safe, ethical, and personalized care. The health-care environment requires competent verbal, written, and electronic communication skills. This course will focus on professional communication with other team members, clients, and clients' families and written communication, including documentation in client records and report completion. It will also focus on strategies for problem solving and handling conflicts.

Prerequisite: HLTH 2004

HLTH 2006

Structure and Function of the Human Body - Health and Chronic Illness

3 credits (39:0:0 hours)

In this course, you will study the 10 systems that make up the human body and discuss the milestones of growth and development across a lifetime. You will read about and discuss the most common of the chronic illnesses that you may encounter, and you will learn how to provide safe care based on best practices according to the clients' diagnoses, needs, and care plans. The information learned in this course will provide you with care strategies to support the client, the client's family, and yourself through the process of a client's dying and death.

Prerequisite: HLTH 2005 or HLTH 2012

HLTH 2007

Activities of Daily Living

2 credits (14:16:0 hours)

In this course, you will learn to bath the client safely in bed, a whirlpool tub, and a shower. In addition, you will learn bed-making skills and how to keep the clients' muscles and joints exercised by having the client do range-of-motion exercises on a regular basis. Body mechanics for both the client and staff will be emphasized as will infection prevention and control guidelines and safety measures to prevent slips, trips, and falls and accidental scalding.

Prerequisite: HLTH 2006

HLTH 2008

Skills for Assisting Clients with Complex Care

2 credits (14.5:20.5:0 hours)

HCA skills for supporting care activities such as ostomy care, respiratory care, catheter care, and tube feeds are taught in this course. The skills taught in this course are based on the legal roles and responsibilities of the health care aide in the province of Alberta at this time. The importance of knowing the HCA's roles and responsibilities and following client care plans and employer policies and procedures is emphasized.

Prerequisite: HLTH 2007

HLTH 2009

Special Care for Diverse Clients

2 credits (26:2:0 hours)

This course discusses care strategies for assisting diverse client groups such as clients with a mental health diagnosis and clients with developmental delays and physical disabilities. Graduates who become employed in home-care situations may have the opportunity to work with families to provide care for infants and children. Information and skills to assist with these care assignments round out this course.

Prerequisite: HLTH 2008

HLTH 2010

Health Care Aide Integrated Practicum II

5 credits (0:0:160 hours)

Under the direction of a regulated health-care professional, students will work in a continuing care setting providing care and support for clients.

Prerequisite: XHCA 1000 or HLTH 2015

HLTH 2011

Working Safely and Effectively as a Health Care Aide

3 credits (40:5:0 hours)

Health care aides work in a variety of employment settings providing care that is safe, ethical, respectful, and based on the needs of the client. This type of care is referred to as client-centred care. This course focuses on the roles and responsibilities of the health care aide in meeting the standards of client-centred care. To meet the goals of client-centred care, the health care aide must be familiar with the provincial legislation that guides safe, ethical, and personalized care. In addition, the HCA must know how to work effectively as part of the health-care team. Knowledge of the employer's policies and procedures and job descriptions is also essential. This course provides the firm foundation upon which the knowledge and skills learned in all other program courses are built.

HLTH 2012

Communication in the Health-Care Environment

2 credits (21:9:0 hours)

Strong communication skills are an important part of being a successful health care aide in a health-care environment that requires competent verbal, written, and electronic communication skills. This course focuses on professional communication with other team members, clients, and client families; written communication including documentation in client records and report completion; and strategies for problem solving and handling conflict. Strategies for overcoming the challenges and barriers to communication between client and caregiver caused by disease and aging in the client will also be discussed.

Prerequisite: HLTH 2011

Not all courses listed are offered each academic year.

HLTH 2013

Providing Client Care and Comfort

4 credits (28:35:0 hours)

In this course, you will learn to support clients to maintain their independence and meet their care needs according to individual care plans. You will acquire the skills and knowledge you need to assist clients with daily grooming and hygiene and to assist clients to walk and use mobility aids and wheel chairs safely. You will learn several methods for carrying out client lifts and transfers, with a focus on client safety and comfort. Upon completion of the course, you will have will have excellent baseline knowledge of standards for meeting client nutritional needs and strict guidelines in safe food handling as set out in Alberta Long-Term Care Accommodation Standards.

Prerequisite: HLTH 2006

HLTH 2014

Meeting Complex Care Needs

3 credits (17:5:23.5:0 hours)

Building on the basic skills introduced in previous courses, this course gives students the opportunity to learn the advanced skills that health care aides need to support care activities such as ostomy care, respiratory care, catheter care, and tube feeds. In addition, accurate measurement of vital signs is demonstrated, practised, and assessed, and students will acquire the knowledge and skills required to provide safe active and passive range-of-motion exercises.

Prerequisite: HLTH 2004

HLTH 2015

Special Activities for Diverse Clients

3 credits (47:2:0 hours)

A central feature of this course is the extensive section on meeting the care and comfort needs of clients with a diagnosis of dementia. Students also learn about care strategies for assisting other diverse client groups such as clients with a mental health diagnosis and clients with developmental delays and physical disabilities. Health care aides employed by home care agencies may have the opportunity to provide care for infants and children, and this course provides the information and skills needed to assist with these care assignments.

Prerequisite: HLTH 2002

HPCW 1000

The Helping Process in Community Support Work

3 credits (45:0:0 hours)

Learn about the process of helping in human services. Helping is addressed through examining the qualities and values of the helper. You will apply communication theory and interviewing skills to case studies and role plays.

HPLA 1001

Health Care Aide PLAR Assessment

36 credits (469:0:144 hours)

The HCA PLAR process is for individuals currently employed as nursing attendants or personal support workers who believe they have sufficient skills and knowledge to meet the standards for a Health Care Aide certificate. Students have six months to complete the process.

HPRT 1003

Health Care Aide Clinical Practice

5 Credits (0:0:200 Hours)

Apply your knowledge and skills in a clinical practice experience.

HUMN 1911

Humanities Prep 1

5 credits (100:25:0 hours)

Improve your reading and writing skill sets through discussions of a variety of topics in preparation for further academic studies or integrated training programs. Read a variety of texts. Learn the steps in the writing process.

Prerequisite: Any of ENGL 1902, ENGL 1903, or ENGL 1904; or initial placement at this level

HUMN 1912

Humanities Prep 2

5 credits (100:25:0 hours)

Improve your reading and writing skill sets through discussion of a variety of topics in preparation for further academic studies or integrated training programs. Read a variety of texts. Learn the steps in the writing process.

Prerequisite: Adult Literacy program, or any of ENGL 1902, ENGL 1903, or ENGL 1904; or initial placement at this level

ICJP 1257

Investigative Techniques

3 credits (45:0:0 hours)

Study the major theoretical concepts and approaches to serious crimes. Understand investigative techniques of hostage-taking/barricaded-person situations, child abuse, organized crime, counterfeiting, safe attacks, search techniques, and conducting line-ups.

ICJP 1750

Interviewing

3 credits (45:0:0 hours)

Learn basic interviewing techniques. Focus on the structure and functions of various types of interviews and strategies and the positive interpersonal skills required by the perspective employee in the field of criminal justice. The emphasis is on interpersonal relationships, feedback, barriers to effectiveness, and paraphrasing. Learn about obtaining statements from complainants, victims, and witnesses. Role-playing and video playback may be employed.

ICSW 1000

Introduction to Community Support Work

3 credits (45:0:0 hours)

Examine your own beliefs and values and their relationship to human services. Learn about human services with an emphasis on helping families in need, and explore how human service agencies work.

ILIC 1000

Introduction to Law Enforcement/Intercultural Communication

5 credits (125:0:0 hours)

Gain an overview of the criminal justice system and related careers. Prepare a current resume and develop personal goal statements. Intercultural communication requires motivation, knowledge, and skill. Uncover hidden cultural rules that govern communication, expectations, and assumptions. Learn techniques to build stronger multicultural teams and skills to get to the bottom of cultural misunderstandings.

COURSE DESCRIPTIONS

INF 1030

Word Processing 1

1 credit (25:0:0 hours)

Develop skill in using basic commands and functions in word-processing software, including document editing and formatting and printing reports, correspondence, and tables suitable for personal use applications.

INF 1040

Graphic Tools

1 credit (25:0:0 hours)

Learn the basic commands and functions of computer graphics software, including bit-mapped graphics (paint program) and vector graphics (draw program). Develop basic skills in manipulating existing graphics, as well as in producing your own graphics.

INF 1050

Database 1

1 credit (25:0:0 hours)

Master the basic commands and functions of database software, and demonstrate how this software can be used as a personal tool in data and information management.

INF 1060

Spreadsheet 1

1 credit (25:0:0 hours)

Use basic functions and commands in spreadsheet software for general data manipulation and personal record keeping.

INF 1070

Digital Presentation

1 credit (25:0:0 hours)

Develop basic skills with tools used for computerized presentations involving text, data, graphics, sound, and animation.

INF 2020

Keyboarding

1 credit (25:0:0 hours)

Enhance your occupational-level keyboarding competence for all keystroke functions, using unedited, edited, and straight copy material.

INF 2050

Word Processing 2

1 credit (25:0:0 hours)

Use Microsoft Word commands and functions to produce mail-ready reports and correspondence including letters, memorandums, and tables, all from rough draft copy.

INF 2060

Electronic Publishing 1

1 credit (25:0:0 hours)

Use electronic publishing software to produce documents such as signs, announcements, brochures, newsletters, or other business applications.

INF 2070

Database 2

1 credit (25:0:0 hours)

Use all commands and functions of electronic database software that support effective and efficient database applications.

INF 2080

Spreadsheet 2

1 credit (25:0:0 hours)

Learn advanced-level spreadsheet commands and functions to calculate and manipulate data and to prepare appropriate reports and printouts in text and graphic format.

INF 3060

Word Processing 3

1 credit (25:0:0 hours)

Develop occupational-level competence in the use of word-processing software commands and functions to produce mail-ready reports, correspondence, and tables, including the importing and merging of text, data, and graphics.

INFO 1001

Information Processing 1

5 credits (125:0:0 hours)

Using Microsoft Office, develop the word-processing, keyboarding, spreadsheet, and presentation skills suitable for personal and business use applications. Gain skills in Word, Excel, and PowerPoint.

INFO 1002

Information Processing 2

5 credits (125:0:0 hours)

Continue to develop skills in more complex business applications using Word, Excel, Access, and more.

INPC 1000

Interpersonal Communication 5/6

5 credits (125:0:0 hours)

Develop the skills you need to communicate effectively. Learn about body language, verbal tones, and written language.

IVTH 1010

Infusion Therapy for Nurses

4 credits (45:15:0 hours)

This course prepares the licensed practical nurse by building upon previous nursing knowledge with practices based on best evidence in infusion therapy, intravenous therapy, subcutaneous infusion therapy (hypodermoclysis), care of central lines, medication administration, and blood transfusions. A laboratory component is included in which students apply new theory and practise nursing skills related to infusion therapy, including IV cannula insertion.

JOBS 1002

Job Safety Skills – JOBS

3 credits (45:0:0 hours)

Learn essential skills for both personal and workplace safety.

JOBS 1003

Job Safety Skills – CONC

3 credits (45:0:0 hours)

Learn essential skills for both personal and workplace safety.

JOBS 1100

Interpersonal/Intercultural Skills - JOBS

3 credits (45:0:0 hours)

Improve your use and knowledge of interpersonal and intercultural skills to the level required in a professional workplace.

JOBS 1110

Computer Literacy - JOBS

3 credits (45:0:0 hours)

Master new skills through this introduction to word-processing operations, Internet research, and email. Improve your keyboarding, grammar, and document-formatting skills.

JOBS 1120

English for Employment – JOBS

3 credits (45:0:0 hours)

Improve your listening, speaking, reading, and writing skills using a variety of materials. Improve your work-related reading and comprehension skills.

JOBS 1130

Job Skills - JOBS

3 credits (45:0:0 hours)

Complete 15 normed, hands-on tasks that are applicable to a variety of work situations. Receive immediate feedback and attempt to exceed your personal best for each task.

JOBS 1140

Consumer and Applied Mathematics I - JOBS

3 credits (45:0:0 hours)

Develop the ability to accurately solve everyday problems related to money management, consumerism, budgeting, and work-related mathematical problems.

JOBS 1150

Introduction to the Canadian Workplace – JOBS

7 credits (0:0:100 hours)

Develop your employment skills by learning marketable skills and exploring networking opportunities. Gain experience using current equipment and practices, and learn to use a job-related vocabulary.

LAWC 1000

Criminal Law I

3 credits (45:0:0 hours)

Explore the evolution of criminal law and the history and structure of the Criminal Code. Examine basic constitutional law including the Canadian Charter of Rights and Freedoms. Learn about criminal procedure in preparation for more advanced courses.

LAWC 1010

Criminal Law

3 credits (45:0:0 hours)

Explore the evolution of criminal law. Examine basic constitutional law including the Canadian Charter of Rights and Freedoms. Examine the underlying principles of the Youth Criminal Justice Act.

LAWC 1020

Introduction to the Canadian Judicial System

3 credits (45:0:0 hours)

Explore the evolution of criminal law and the history and structure of the Criminal Code. Examine basic constitutional law including the Canadian Charter of Rights and Freedoms. Learn about criminal procedure in preparation for more advanced classes.

LAWC 1030

Introduction to Security, Loss Prevention, and Investigative Techniques

3 credits (45:0:0 hours)

Learn about the development and implementation of comprehensive security programs. Explore the related topics of risk management, loss prevention, internal controls, and developing security countermeasures and loss-prevention techniques.

LAWY 1001

Young Offenders and the Law

3 credits (45:0:0 hours)

Examine the underlying principles of the Youth Criminal Justice Act and its application to young offenders.

LEAD 2000

Team Leadership and Professionalism

3 credits (45:0:0 hours)

Gain valuable knowledge and skills needed to become an effective leader. This course focuses on team leadership, resource management, and professional development.

Prerequisites: COMM 1011, COMM 2011

LEGL 1000

Legal and Ethical Issues in Pharmacy Practice

3 credits (45:0:0 hours)

Learn about the laws that govern the practice of pharmacy. Discuss a variety of ethical issues in the practice of pharmacy, in part through exposure to literature on ethics in health care. You will be challenged to reflect on your own values and beliefs and, through discussion, to explore the views held by others.

LGST 1001

Legal Studies

5 credits (125:0:0 hours)

Learn about laws that affect consumers and family members through the use of realistic scenarios and case studies. Learn about your rights and responsibilities in our Canadian legal system. Also learn about criminal law and the court system.

LINC 1000

LINC Literacy

16 credits (400:0:0 hours)

Learn the English alphabet, numbers, and basic vocabulary. Practise basic personal questions, greetings, and classroom words. Study health and body language and words for feelings, colours, and clothing. Use basic vocabulary in many different developmental activities.

LINC 1001

LINC 1

16 credits (400:0:0 hours)

Share your personal experiences in English. Learn English vocabulary from the following themes: personal identification, numbers, money, time, directions, house and home, emotions, colours, weather, family, and clothing. Practise your listening and speaking. Learn to use basic grammar. Learn how to ask for help, answer the telephone, talk to health-care workers, and use English for everyday needs.

LINC 1002

LINC 2

16 credits (400:0:0 hours)

Learn to read a variety of texts. Improve your grammar and vocabulary for daily living and/or work. Use correct grammar structures and learn to write simple compositions and reports. Practise your reading, listening, and speaking skills.

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

LINC 1003

LINC 3

16 credits (400:0:0 hours)

Discuss interesting topics based on real-life situations. Learn to use more challenging sentence structures when you speak and write. Improve your speaking by practising dialogues, playing language games, and giving oral presentations in class. Improve your comprehension by listening to the radio, watching films, analyzing the news, and reviewing assignments. Improve your reading by learning to identify the main ideas and to skim, scan, and predict vocabulary meaning from context. Learn to use correct structures, accurate spelling, and correct punctuation as you write messages, reports, and compositions.

LINC 1004

LINC 4

16 credits (400:0:0 hours)

Practise discussing familiar and challenging topics. Include extensive everyday vocabulary and idioms while using correct grammar and good pronunciation. Learn to read authentic text and scan for more complex information. Develop your writing skills and learn to use more complicated sentence structures correctly in your writing.

LINC 1005

LINC 5

16 credits (400:0:0 hours)

Strengthen your listening and reading comprehension to speak and write clearly and effectively in social, workplace, or academic situations. Practise listening and reading skills with authentic texts to build your vocabulary and use of everyday expressions and idioms. Develop your grammar and writing skills with practice tasks from the workplace, academic study, or everyday life. Learn about and practise essential skills to help you succeed at work and in your community.

LINC 2000

LINC Pre-RDP

3 credits (75:0:0 hours)

Students learn the foundations of English language literacy skills. These skills may include learning to use a pencil, beginning to copy letters, shapes, and numbers, beginning to identify alphabet letters, numbers, and words, and beginning to write simple words.

LINC 2001

LINC 1 RDP

3 credits (75:0:0 hours)

Share your personal experiences in English. Learn English vocabulary from the following themes: personal identification, numbers, money, time, directions, house and home, emotions, colours, weather, family, and clothing. Practise your listening and speaking. Learn to use basic grammar. Learn how to ask for help, answer the phone, talk to health-care workers, and use English for everyday needs.

LINC 2002

LINC 2 RDP

3 credits (75:0:0 hours)

Learn to read a variety of texts. Improve your grammar and vocabulary for daily living and/or work. Use correct grammar structures and learn to write simple compositions and reports. Practise your reading, listening, and speaking skills.

LINC 2003

LINC 3 RDP

3 credits (75:0:0 hours)

Discuss interesting topics based on real-life situations. Learn to use more challenging sentence structures when you speak and write. Improve your speaking by practising dialogues, playing language games, and giving oral presentations in class. Improve your comprehension by listening to the radio, watching films, analyzing the news, and reviewing assignments. Improve your reading by learning to identify the main ideas and to skim, scan, and predict vocabulary meaning from context. Learn to use correct structures, accurate spelling, and correct punctuation as you write messages, reports, and compositions.

LINC 2004

LINC 4 RDP

3 credits (75:0:0 hours)

Practise discussing familiar and challenging topics. Include extensive everyday vocabulary and idioms while using correct grammar and good pronunciation. Learn to read authentic text and scan for more complex information. Develop your writing skills and learn to use more complicated sentence structures correctly in your writing.

LINC 2012

LINC 2 LHS

3 credits (75:0:0 hours)

Learn to read a variety of texts. Improve your grammar and vocabulary for daily living and/or work. Use correct grammar structures and learn to write simple compositions and reports. Practise your reading, listening, and speaking skills.

LINC 2013

LINC 3 LHS

3 credits (75:0:0 hours)

Discuss interesting topics based on real-life situations. Learn to use more challenging sentence structures when you speak and write. Improve your speaking by practising dialogues, playing language games, and giving oral presentations in class. Improve your comprehension by listening to the radio, watching films, analyzing the news, and reviewing assignments. Improve your reading by learning to identify the main ideas and to skim, scan, and predict vocabulary meaning from context. Learn to use correct structures, accurate spelling, and correct punctuation as you write messages, reports, and compositions.

LINC 2014

LINC 4 LHS

3 credits (75:0:0 hours)

Practise discussing familiar and challenging topics. Include extensive everyday vocabulary and idioms while using correct grammar and good pronunciation. Learn to read authentic text and scan for more complex information. Develop your writing skills and learn to use more complicated sentence structures correctly in your writing.

LINC 2015

LINC 5 LHS

3 credits (75:0:0 hours)

Strengthen your listening and reading comprehension to speak and write clearly and effectively in social, workplace, or academic situations. Practise listening and reading skills with authentic texts to build your vocabulary and use of everyday expressions and idioms. Develop your grammar and writing skills with practice tasks from the workplace, academic study, or everyday life. Learn about and practise essential skills to help you succeed at work and in your community.

Not all courses listed are offered each academic year.

LINC 2100

LINC 1 to 4 Sat

4 credits (90:0:0 hours)

Learn to read a variety of texts. Improve your grammar and vocabulary for daily living and/or work. Use correct grammar structures and learn to write simple compositions and reports. Practise your reading, listening, and speaking skills.

LPNC 1000

Practical Nurse Refresher Challenge

9 credits (90:45:0 hours)

You may challenge 14 of the 14 courses from the Refresher program. You will be awarded advanced credits for the courses you have successfully passed.

MAT 1791

Mathematics 10C

5 credits (125:0:0 hours)

Mathematics 10C is the introductory course for high school mathematics. Topics include measurement, trigonometry, polynomial factoring, exponents, and relations and functions. This course prepares students to enter the -1 and -2 sequences of high school mathematics.

Prerequisite: MATH 1905

MAT 1793

Mathematics 10-3

5 credits (125:0:0 hours)

Mathematics 10-3 is the introductory high school mathematics course for the -3 sequence of courses. Topics include trigonometry, geometry, polygons, metric and imperial conversions, and financial math. This course prepares students to enter the workplace and trade-related careers.

Prerequisite: MATH 1905

MAT 2791

Mathematics 20-1

5 credits (125:0:0 hours)

The Mathematics -1 route is designed to prepare students for post-secondary programs that require advanced math skills or calculus. Topics include sequences and series, trigonometry, quadratics, rational expressions, radical expressions, absolute value and reciprocal functions, systems of equations, and inequalities.

Prerequisite: MAT 1791

MAT 2792

Mathematics 20-2

5 credits (125:0:0 hours)

The Mathematics -2 route is designed to prepare students for diverse post-secondary programs in health, arts, business, and technologies. Topics include inductive and deductive reasoning, properties of angles and triangles, trigonometry, radicals, quadratic functions, quadratic equations, and proportional reasoning.

Prerequisite: MAT 1791

MAT 2793

Mathematics 20-3

5 credits (125:0:0 hours)

The Mathematics -3 route is designed to prepare students for trades or workplace training. Topics include slope and rate of change, graphical representations, surface area, volume, capacity, right triangle trigonometry, scale representations, finance, and personal budgets.

Prerequisite: MAT 1791

MAT 3211

Mathematics 31

5 credits (125:0:0 hours)

Study calculus and prepare for engineering or science-related programs at university or technical institutes. Work with functions, secants, tangents, derivatives, limits, curve sketching, anti-derivatives, areas, and integrals.

Prerequisite: Any of MAT 2037, MATP 2200, or MATH 1201

Co-requisite: MAT 3037

MAT 3791

Mathematics 30-1

5 credits (125:0:0 hours)

The Mathematics -1 route is designed to prepare students for post-secondary programs that require advanced math skills or calculus. Topics include trigonometry, transformations, and exponential, logarithmic, polynomial, and radical functions and equations, along with permutations, combinations, and the binomial theorem.

Prerequisite: Any of MAT 2791, MAT 2037, MATP 2200, or MATH 1201

MAT 3792

Mathematics 30-2

5 credits (125:0:0 hours)

The Mathematics -2 route is designed to prepare students for diverse post-secondary programs in health, arts, business, and technologies. Topics include logical reasoning, probability, and fundamental counting principle and rational, trigonometric, polynomial, exponential, and logarithmic functions and equations.

Prerequisite: Any of MAT 2792, MAT 2791, MAT 2038, MATA 2200, MAT 2037, MATP 2200, or MATH 1201

MAT 3793

Mathematics 30-3

5 credits (125:0:0 hours)

The Mathematics -3 route is designed to prepare students for trade or workplace training. Topics include measurement, trigonometry, transformations, linear relations, linear equations, statistics, probability, finance, and personal budgets.

Prerequisite: Any of MAT 2793, MAT 2792, MAT 2791, MAT 2037, MATP 2200, MATH 1201, MAT 2038, or MATA 2200

MATA 3300

Applied Math 030

5 credits (125:0:0 hours)

Prepare for post-secondary programs that do not require calculus. Study probability, statistics, matrices, pathways, vectors, fractals, finance, and spreadsheets.

Prerequisite: MAT 2038 or MATA 2200

MATH 1000

Pharmacy Math

3 credits (45:0:0 hours)

Learn about the application of arithmetic to pharmacy calculations. Focus on units of measurement, community pharmacy mathematics, prescription pricing, calculating medication doses, and those calculations used in preparing extemporaneously compounded products.

Co-requisites: PLAB 1001, PLAB 1003

COURSE DESCRIPTIONS

MATH 1003

ACSW/APS Math

5 credits (125:0:0 hours)

This course has been specifically designed for students in the Prep for Aboriginal Policing and Security and Prep for Aboriginal Community Support Worker programs to improve math skills as well as prepare for the math portion of the GED exam.

MATH 1004

Apprenticeship Prep Math

8 credits (120:0:0 hours)

Develop your practical math skills to the level required for Alberta apprenticeship.

MATH 1005

Core Numeracy

2 credits (48:0:0 hours)

Develop basic competency in various types of measurement. Perform whole-number operations and use a calculator to check your work. Demonstrate the skills you already have, and add to your skill set. Make a plan for using compensating strategies as needed.

MATH 1006

Functional Numeracy

2 credits (48:0:0 hours)

Develop basic competency in counting, telling time, and handling cash. Perform whole-number operations and use a calculator to check your work. Demonstrate the skills you already have, and add to your skill set. Make a plan for using compensating strategies as needed.

MATH 1007

Prep for Practical Nurse Math

4 credits (100:0:0 hours)

This online math course is designed for learners planning to enter the Practical Nurse program. The course focuses on the math skills students need to be successful in the PN program and the health-care workplace.

MATH 1008

Math Works

4 credits (88:0:0 hours)

Develop basic competency in counting, telling and notation of time, handling cash, notation of money, and measuring and measurement notation. Perform whole-number operations. Use a calculator to check your work and to do money math. Demonstrate the skills you already have, and add to your skill set. Make a plan for compensating as needed. Consider the application of these skills to work and community life.

MATH 1010

Pre-Trades Math and Science

5 credits (125:0:0 hours)

Develop your practical math skills to the level required for Alberta apprenticeship. Learn the science skills you need to prepare for the technical instruction required in any trade. Prepare for the Trades Entrance Examinations levels 1-4.

MATH 1019

Essential Math - 100

4 credits (100:0:0 hours)

This is a whole numbers course. Concepts covered include whole number addition, subtraction, multiplication, division, and place value.

MATH 1020

Math for Business

5 credits (125:0:0 hours)

Math is a basic skill required in any workplace. This course will focus on the mathematical and analytical skills essential for a business setting. Topics include fractions, decimals, percent, credit, and taxes, charts and graphs, finance, statistics, and financial analysis.

MATH 1100

Math Skills 1A

4 credits (88:0:0 hours)

Review numbers and learn place value. Practise adding, subtracting, and multiplying whole numbers. Solve word problems and learn math vocabulary.

MATH 1101

Math Skills 1B

4 credits (88:0:0 hours)

This course is a math refresher for those who know the basic facts. Review multiplication and division operations, and gain an introduction to fractions.

MATH 1190

Pre-Trades Math and Science - 100

4 credits (100:0:0 hours)

This continuing education pre-trades course is designed for people who have submitted an application for apprenticeship and wish to improve their understanding of math and science, or those who have written the apprenticeship exam but scored between 45% and 65% on the exam.

MATH 1200

Math Skills 2

4 credits (88:0:0 hours)

Review whole numbers. Learn about fractions and decimals.

MATH 1202

Math Independent Study

1 credit (0:0:24 hours)

This individualized math program is designed for Adult Literacy students. Units of study may range from basic literacy math to pre-high school math. The units that each student takes will be based on that student's individual needs.

MATH 1290

Pre-Algebra 1 - 100

4 credits (100:0:0 hours)

Learn the basics of addition, subtraction, multiplication, and division of fractions and decimals. Review whole numbers, fractions, and decimals.

MATH 1390

Pre-Algebra 2 - 100

4 credits (100:0:0 hours)

Learn the basics of ratios and proportions, percents, measurement, and graphing to prepare for academic math. This course includes signed numbers, equations, ratio, percent, proportion, and measurement.

MATH 1490

High School Prep Math - 100

4 credits (100:0:0 hours)

Prepare for Mathematics 10C. Topics include number systems, exponent laws, solving linear equations, word problems, polynomials (operations), measurement, and a unit on shape and space.

Not all courses listed are offered each academic year.

MATH 1600

Functional Math

5 credits (125:0:0 hours)

Become familiar with basic math skills. Review whole numbers, study fractions and decimals, word problems, and math vocabulary.

Prerequisite: MATH 1903

MATH 1903

Essential Math

5 credits (100:25:0 hours)

Become familiar with basic math skills. Review operations with whole numbers. Study basic fractions, decimals, word problems, and math vocabulary.

MATH 1904

Pre-Algebra

5 credits (100:25:0 hours)

Study the math skills required for algebra-based courses. Topics include integers, signed decimals, signed fractions, ratios, proportions, percent, and measurement. Prepare for the Apprenticeship Prep program or the High School Prep Math course.

Prerequisite: MATH 1903

MATH 1905

High School Prep Math

5 credits (125:0:0 hours)

Study the basic algebraic skills required for high school mathematics courses. Topics include number systems, rational numbers, algebraic expressions, patterns and equations, problem solving, exponential laws, measurement, shape and space, graphing, and geometry.

Prerequisite: MATH 1904

MATH 3301

Math 030-1

5 credits (125:0:0 hours)

The Mathematics -1 route is designed to prepare students for post-secondary programs that require advanced math skills or calculus. Topics include trigonometry, transformations, and exponential, logarithmic, polynomial, and radical functions and equations, along with permutations, combinations, and the binomial theorem.

Prerequisite: Any of MAT 2791, MAT 2037, MATP 2200, or MATH 1201

MATH 3302

Math 030-2

5 credits (125:0:0 hours)

The Mathematics -2 route is designed to prepare students for diverse post-secondary programs in health, arts, business, and technologies. Topics include logical reasoning, probability, fundamental counting principle, and rational, trigonometric, polynomial, exponential, and logarithmic functions and equations.

Prerequisite: Any of MAT 2792, MAT 2791, MAT 2038, MATA 2200, MAT 2037, MATP 2200, or MATH 1201

MATH 3303

Math 030-3

5 credits (125:0:0 hours)

The Mathematics -3 route is designed to prepare students for trades or workplace training. Topics include measurement, trigonometry, transformations, linear relations, linear equations, statistics, probability, finance and personal budgets.

Prerequisite: Any of MAT 2793, MAT 2792, MAT 2791, MAT 2037, MATP 2200, MATH 1201, MAT 2038, or MATA 2200

MATH 3310

Math 031

5 credits (125:0:0 hours)

Study calculus and prepare for engineering or science-related programs at university or technical institutes. Work with functions, secants, tangents, derivatives, limits, curve sketching, anti-derivatives, areas, and integrals.

Prerequisite: Any of MAT 2037, MATP 2200, or MATH 1201

Co-requisite: MAT 3037

MATH 9089

Math 089

3 credits (60:0:0 hours)

Acquire the mathematical skills you need for college-level math courses. Study simple algebra and equations, measurement, and percents. Review whole numbers, fractions, decimals, ratio, percent, and proportions. Study measurement and simple algebra and equations.

Prerequisite: Placement test or a letter from Grant MacEwan University

MATP 1100

Pure Math 010

5 credits (125:0:0 hours)

Learn to use algebra and graphing to solve problems. Topics include polynomials, rational expressions, exponents and radicals, relations and functions, linear functions, trigonometry, sequences, and statistics.

Prerequisite: MATH 1905

MATP 2200

Pure Math 020

5 credits (125:0:0 hours)

Expand on the algebra and graphing skills developed in Mathematics 10C, Pure Mathematics 10, or Pure Math 010. Topics include quadratic functions, circle geometry, non-linear equations and functions, linear systems, operations on functions, mathematical reasoning, and financial mathematics.

Prerequisite: Any of MAT 1037, MAT 1791, or MATP 1100

MATP 3300

Pure Math 030

5 credits (125:0:0 hours)

Prepare for post-secondary programs that require calculus. Study transformations, trigonometry, exponents and logarithms, geometric sequences and series, conics, permutations and combinations, and statistics.

Prerequisite: Any of MAT 2037, MATH 1201, or MATP 2200

MEDA 1001

Medication Administration: Intramuscular and Intradermal Injections

1 credit (15:0:0 hours)

Acquire the knowledge and skills to safely administer medications to clients who require medication or treatments via the intramuscular or intradermal route.

MENH 1000

Introduction to Mental Health

3 credits (45:0:0 hours)

Focus on the Alberta health-care system, the roles of the members of the mental health team, and the role of the mental health rehabilitation worker (MHRW). Learn about the clients' rights and explore ethical dilemmas and professional boundaries in the mental health workplace as they relate to the role of the mental health rehabilitation worker.

COURSE DESCRIPTIONS

MHNL 1000

Mental Health Nursing for LPNs

4 credits (60:0:0 hours)

Examine care based on best evidence related to clients and their families as they adjust to changes in functioning associated with mental health issues and related treatments. Build upon previous knowledge and related theory in adapting the nursing approach to the care and health promotion of mental health clients and their families. This course places the learner in a two-day observation experience within a mental health environment.

MPRT 1001

Mental Health Rehabilitation: Practicum I

8 credits (0:0:240 hours)

During this six-week (30-day) practicum opportunity, you will be introduced to a mental health setting, as you work under the supervision of a mental health professional and learn the role of the MHR certificate graduate. Throughout this experience, you will demonstrate an understanding of assisting clients with activities of daily living and observing, reporting, and recording client behaviours. You will assist the team with treatments and procedures in accordance with the clients' care plans. Professionalism and team communication skills are emphasized.

Prerequisites: All Mental Health Rehabilitation certificate theory and lab courses

MPRT 2001

Mental Health Rehabilitation: Practicum II

8 credits (0:0:240 hours)

During this six-week (30-day) practicum opportunity, you will be introduced to a mental health setting and the role of the diploma graduate in providing services to clientele. Throughout this experience, you will work on leadership skills while continuing to demonstrate an understanding of assisting with treatments and procedures; attending to the personal needs of clients; providing health maintenance and hygiene services; observing, reporting, and recording client behaviours; escorting residents going to off-unit programs, activities, and appointments; and teaching daily living skills under the supervision of a mental health professional. Professionalism and team communication skills are emphasized.

Prerequisites: All Mental Health Rehabilitation diploma theory and lab courses

MRMA 1000

Math Refresher for Medication Administration

1 credit (15:0:0 hours)

Enhance your skills with this comprehensive review of basic mathematical calculations. Discuss the use of basic math calculations for medication administration, and review the formula for medication administration.

NASO 1000

Nasogastric Tube Insertion

1 credit (15:0:0 hours)

Acquire the knowledge and skills to safely insert, maintain, and remove a nasogastric tube. As well as learning about the use of nasogastric tubes for oral medication administration and tube feedings, you will learn nursing assessments and the roles and responsibilities of the LPN in relation to nasogastric intubation.

NCOM 1000

Communications for Nursing

3 credits (45:0:0 hours)

Examine the fundamentals of communication and the development of interpersonal, therapeutic nurse-patient, and professional relationships with members of the interdisciplinary health-care team. Examine factors that influence our ability to communicate effectively and discover communication strategies that can improve our interactions with others. Discover the connections between effective communication, patient safety, and safe, high-quality care. Learn about theories related to communication climates, groups, teams, conflict and conflict management, and intimidation behaviour.

Transfer: BV

NFDN 1001

Nursing Foundations I: Introduction to Nursing

4 credits (45:15:0 hours)

This first nursing foundations course of the Practical Nurse diploma program introduces several concepts and processes that will be further developed and applied throughout the program. The course introduces the learner to nursing by exploring health care in Canada, the history of nursing, and the evolving role of the practical nurse. Values, ethics, legalities, and legislation that affect nursing practice in Alberta are also introduced. The learner will relate the roles and responsibilities of the practical nurse to the direction of the professional association and standards of nursing practice. The nursing metaparadigm and nursing theory are explained as major concepts in nursing. Learners explore the holistic approach to client-centred care. Critical thinking skills are developed as the learner applies nursing knowledge to the delivery of safe, quality nursing care.

Co-requisites: HEAS 1000, HEED 1000, NCOM 1000

NFDN 1002

Nursing Foundations II: Basic Nursing

7 credits (45:60:0 hours)

This second nursing foundations course builds on the theory and skills learned in Semester I, with a focus on the client and the nurse-client relationship. The primary purpose of this course is to prepare the student practical nurse for the continuing care practicum. Topics include the metaparadigm of nursing, safety, professionalism, and leadership, but the focus shifts from the applying these concepts to self to applying them to the client.

Emphasis will be placed on using the nursing process, demonstrating critical thinking, applying the concept of self-care, and setting priorities. Students will develop nursing care plans tailored to client needs and will demonstrate effective documentation, mathematical calculations, communication, and client-teaching skills. In the lab setting, students will apply theory, practise skills, and competently perform the selected nursing skills required for the continuing-care practicum.

Prerequisites: HEAS 1000, NFDN 1001

Co-requisite: PHAR 1000

NFDN 2003

Nursing Foundations III: Medical-Surgical Nursing

9 credits (45:90:0 hours)

This nursing course focuses on nursing care and related skills based on evidence-informed medical-surgical nursing practice. The learner builds upon previous nursing knowledge and related theory in adapting the nursing approach to the care of the medical-surgical client using the nursing metaparadigm and the nursing process. The learner continues to develop leadership skills through the experience of mentorship. A laboratory component is included in which learners apply theory and practise nursing skills related to medical-surgical nursing, including parenteral medication administration.

Prerequisite: NFDN 1002

NFDN 2004

Nursing Foundations IV: Maternity Nursing

3 credits (45:0:0 hours)

This course introduces the learner to the childbearing family and the practical nurse's role in promoting, restoring, and maintaining the health of the maternity client and her family. The learner will apply knowledge of the nursing process and the four concepts of the nursing metaparadigm to the care of the expectant family before, during, and after the birth of the baby.

The learner will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the childbearing family and learn how assessment of family strengths, coping abilities, and life experiences are key to the practical nurse's role in health promotion. The learner will apply the collaborative interdisciplinary team approach to maternity care. New developments in maternal and newborn care will be examined as trends and issues in maternity care are addressed.

Prerequisites: NFDN 2003, NPRT 1001, PSYC 1060

Co-requisite: SOCI 1000

PN Refresher prerequisites: NFDN 2003, PSYC 1060

PN Refresher co-requisite: SOCI 1000

NFDN 2005

Nursing Foundations V: Pediatric Nursing 2

3 credits (45:0:0 hours)

This course builds on previous nursing knowledge and related theory and assists the student in adapting nursing care for pediatric clients and their families through the use of the nursing metaparadigm, nursing process, and growth and development theories. Theoretical concepts of assessment of the pediatric client related to growth and development are introduced. Pathophysiology, nursing care, communication, and health-teaching techniques specific to pediatric clients and their family are discussed.

Prerequisites: NFDN 2003, NPRT 1001, PSYC 1060

Co-requisite: SOCI 1000

PN Refresher prerequisites: NFDN 2003, PSYC 1060

PN Refresher co-requisite: SOCI 1000

NFDN 2006

Nursing Foundations VI: Community Nursing

3 credits (45:0:0 hours)

This nursing course examines family and community theory, assisting the learner to acquire the knowledge and skill required to promote the health and well-being of families within the community. The course emphasizes the importance of collaboration among the interdisciplinary health-care team, families, and communities to achieve safe, evidence-informed community nursing practice. The learner will build upon previous nursing knowledge and related theory in adapting the nursing approach to the care and health promotion of the family and community using a nursing metaparadigm and nursing process. Trends and issues in the care of families and communities will also be explored.

Prerequisites: NFDN 2003, NPRT 2101, NPRT 2102

Co-requisite: SOCI 1000

PN Refresher prerequisite: NFDN 2003

PN Refresher co-requisite: SOCI 1000

NFDN 2007

Nursing Foundations VII: Mental Health Nursing

3 credits (45:0:0 hours)

This nursing course explores legal and ethical considerations and social stigmas related to mental health disorders. The learner will examine evidence-informed mental health nursing practice for clients and their families as they adjust to changes in functioning associated with mental health issues and related treatments. The learner will build upon previous knowledge and related theory in adapting the nursing approach to the care and health promotion of mental health clients and their families using the metaparadigm of nursing and nursing process. Trends and issues in mental health nursing will also be explored.

Prerequisites: NFDN 2003, PSYC 1060, SOCI 1000, NCOM 1000, NPRT 2101, NPRT 2102

PN Diploma for Internationally Educated Nurses prerequisite: NFDN 2003

PN Refresher prerequisites: NFDN 2003, PSYC 1060, SOCI 1000, NCOM 1000

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

NFDN 2008

Nursing Foundations VIII: Transition to Graduate Nursing

3 credits (45:0:0 hours)

The final theory course of the program prepares the learner for the transition from student to graduate practical nurse. The learner will explore working within the parameters of a health-care organization, labour relations, and the professional association. The learner will also study concepts surrounding power, empowerment, contributing to successful teams, types of management and leadership styles, professional development, continued competence, lifelong learning, and quality improvement, all of which contribute to becoming a professional practical nurse in today's health-care field.

Prerequisites: NPRT 2101, NPRT 2102, NFDN 2004, NFDN 2005

Co-requisites: NFDN 2006, NFDN 2007

PN Refresher prerequisites: NFDN 2004, NFDN 2005

PN Refresher co-requisites: NFDN 2006, NFDN 2007

NPRT 1001

Nursing Practice I: Continuing Care Practice

5 credits (0:0:145 hours)

This nursing practice course provides opportunities for the learner to gain experience as a member of the interdisciplinary health-care team by providing safe, holistic, and evidence-informed nursing care in a continuing care setting, following the standards of practice for a practical nurse.

Prerequisites: NCOM 1000, PHAR 1000, NFDN 1002, HEED 1000

NPRT 2003

Nursing Practice III: Focused Practice

3 credits (0:0:105 hours)

This course provides the opportunity for the learner to integrate program knowledge, skills, attitudes, and judgments into the role of the practical nurse in a specialized practice environment. The learner will apply accumulated knowledge and skills in a clinical experience involving three weeks of instructor-supervised or preceptored clinical practice in one of the following settings: community, rural, maternity, pediatric, or mental health.

Prerequisites: NFDN 2004, NFDN 2005, NFDN 2006, NFDN 2007, NFDN 2008, NPRT 2101, NPRT 2102

NPRT 2004

Nursing Practice IV: Comprehensive Practice

4 credits (0:0:140 hours)

This final course of the program provides the opportunity for the learner to integrate knowledge, skills, attitudes, and judgments to make the transition from the role of student to that of graduate practical nurse. The learner will apply learned competencies during a four-week, preceptored clinical practice experience in which the student will assume the anticipated roles of a graduate practical nurse. The focus of this course is to provide a placement opportunity to allow students to integrate medical-surgical generalist nursing skills and abilities.

Prerequisites: NFDN 2004, NFDN 2005, NFDN 2006, NFDN 2007, NPRT 2101, NPRT 2102

NPRT 2005

Preceptor-Supervised Clinical Practice

9 credits (0:0:264 hours)

This acute care practicum consists of three weeks of clinical practice in a medical unit and four weeks in a surgical unit. This course may be taken in Edmonton or in your community, depending on the availability of appropriate health-care facilities.

NPRT 2006

Preceptor-Supervised Clinical Practice - Acute Care Medicine

4 credits (0:0:160)

This acute care practicum consists of four weeks of clinical practice in an acute care medical unit.

Prerequisites: NFDN 2008, current CPR- Basic Life Support for Health-Care Providers, XBUS 1017, XHLT 1023, Up-to-date immunization record, up-to-date criminal record check

NPRT 2007

Preceptor-Supervised Clinical Practice - Acute Care Surgery

4 credits (0:0:160)

This acute care practicum consists of 4 weeks of clinical practice in an acute care surgical unit.

Prerequisites: NFDN 2008, current CPR- Basic Life Support for Health-Care Providers, XBUS 1017, XHLT 1023, Up-to-date immunization record, up-to-date criminal record check

NPRT 2101

Nursing Practice II: Acute Care Practice - Medicine

4 credits (0:0:145 hours)

This practice course provides the learner with clinical experience as a member of the health-care team, providing safe, holistic, and evidence-informed nursing care to clients and families in an acute care environment, following the standards of practice for a practical nurse. This course includes four weeks of instructor-supervised clinical practice on an acute care medical and/or surgical unit and in combination with Nursing Practice III, meets the program requirements of eight weeks of placement in an acute care setting.

Prerequisites: NPRT 1001, NFDN 2003, PATH 1000, PHAR 1000

NPRT 2102

Nursing Practice II: Acute Care Practice - Surgery

4 credits (0:0:145 hours)

This practice course continues to provide the learner with clinical experience as a member of the interdisciplinary team, providing safe, holistic, and evidence-informed nursing care to clients in an acute care environment, following the standards of practice for a practical nurse. This course includes four weeks of instructor-supervised clinical practice on an acute care medical and/or surgical unit and in combination with Nursing Practice II, meets the program requirements of eight weeks of placement in an acute care setting.

Prerequisites: NPRT 1001, NPRT 2101, NFDN 2003, PATH 1000, PHAR 1000

NPRT 2111

Nursing Clinical Practice I: Continuing Care Practice IEN

4 credits (0:0:120 hours)

Gain experience as a member of the health-care team providing safe, holistic nursing care to clients in a continuing care centre through the application of the Neuman Systems Model, the nursing process, basic nursing skills, and therapeutic communication skills within the legal, ethical, and professional parameters of the practical nurse. This course involves three weeks of instructor-led clinical practice.

Prerequisites: NCOM 1000, PHAR 1000, PATH 1000, NFDN 1002, HEED 1000

NPRT 2112

Nursing Practice II: Acute Care Practice – Medicine/ Surgery IEN

6 credits (0:0:200 hours)

Gain experience as a member of the health-care team in providing safe, holistic nursing care to clients and families in acute care (medicine/surgery) settings through the application of the Neuman Systems Model, nursing process, medical/surgical nursing skills, medication administration skills (excluding IV push), and therapeutic communication skills within the legal, ethical, and professional parameters of the practical nurse. This clinical experience involves five weeks of instructor-supervised clinical practice.

Prerequisites: PATH 1000, PHAR 1000, NFDN 2003, NPRT 2111

NPRT 2113

Nursing Practice IV: Comprehensive Practice IEN

3 credits (0:0:80 hours)

Integrate your program knowledge, skills, attitudes, and judgments as you gain an understanding of the role of the licensed practical nurse. Two weeks of preceptored clinical practice will help you make the transition from a student to a graduate role.

Prerequisites: NPRT 2111, NPRT 2112, all program theory courses

NURS 1040

Applying Research to Nursing Practice

2 credits (30:0:0 hours)

In this course, you will learn about using nursing research to improve the quality of your nursing practice. Foundational research knowledge presented includes essential elements of the research process, ethical considerations associated with involvement in research, and selected features of qualitative and quantitative research.

OTH 3998

Work Experience 35

5 Credits (125:0:0 hours)

Following Alberta Education standards, each completed Work Experience level grants five credits towards a high school diploma (up to 15 credits). Choose from three types of work experience available, and start any time. These courses provide an excellent opportunity to explore career goals, network within a specific field, and establish a current employment record.

PACE 1900

Career Exploration and Life Management

1 credit (20:0:0 hours)

Develop job search and workplace survival skills. Discover your particular learning style and learn how to use this knowledge to improve your marks.

PACE 1903

English Reading and Writing Skills

2 credits (40:0:0 hours)

Learn to write clearly and accurately while improving grammar, spelling, and composition skills. Enhance your reading comprehension and vocabulary and develop reading skills that will be useful in any subject area.

PACE 1904

Math - PACE

2 credits (40:0:0 hours)

Improve your math skills to prepare for high school credit courses or to qualify for workplace skill training.

PACE 1906

Computer Basics - PACE

2 credits (40:0:0 hours)

Develop and improve the computer skills you will need in the workplace or for further academic studies. Work on your computer literacy, including email, Internet, and keyboarding.

PATH 1000

Pathophysiology for Health-Care Professions

3 credits (45:0:0 hours)

Learn the pathological processes underlying diseases and disorders that produce alterations in human physiologic function across the lifespan. Each pathological process is explained as a concept and examined through examples of typical diseases and disorders. Gain a basic understanding of the diagnosis and management of the disease process associated with pathophysiologic dysfunction.

Prerequisites: ANPH 1000 or ANPH 1001 and ANPH 1002

Practical Nurse prerequisites: minimum C- in ANPH 1001 and ANPH 1002

PATH 1010

Pathophysiology

3 credits (45:0:0 hours)

This course focuses on the pathological processes underlying diseases and disorders. It gives learners a foundation for understanding the phenomena that produce alterations in human physiologic function across the lifespan. The course includes common disease entities as examples of pathological processes. Each pathological process is explained as a concept and illustrated by typical diseases and disorders. Disease is discussed in terms of manifestations, etiology, and complications. Learners will gain a basic understanding of the diagnosis and management of the disease process associated with pathophysiologic dysfunction.

Prerequisites: ANPH 1000 or ANPH 1001 and ANPH 1002

PCCA 1000

Principles of Client Care

3 credits (33:12:0 hours)

Learn the principles of effective communication, client safety, client comfort, and laws and ethical practices. This course will prepare you for client contact and safe client care.

PHAR 1000

Basic Pharmacotherapeutics

3 credits (45:0:0 hours)

Examine the physiological effects of drugs on humans, including therapeutic effects, side effects, adverse effects, and drug interactions. Study common drug classifications and selected medications, including herbal preparations, within each classification. Explore the pertinent legislation related to best evidence in medication therapy.

Prerequisite: ANPH 1002

PHCS 2000

Customer Service in Pharmacy

3 credits (15:30:0 hours)

Enhance your customer service skills. Learn to present ideas clearly, concisely, and effectively in verbal and written forms. Perfect your oral skills so that you can perform effectively in professional and social situations. Practise using interpersonal skills, including active listening, questioning, team building, conflict resolution, and strategies for employment. Learn to apply the fundamentals of customer service in the health-care industry and to prepare plans, implement programs, evaluate success, and employ safe medication practices.

COURSE DESCRIPTIONS

PHPR 1001

Pharmacy Practice: Community

3 credits (45:0:0 hours)

Gain an overview of community pharmacy operations. You will learn about the roles of pharmacy personnel, security, technology, and contemporary issues in community pharmacy practice. You will explore the application of federal and provincial legislation governing the provision of community pharmacy services.

PHPR 1002

Pharmacy Practice: Institutional

3 credits (45:0:0 hours)

Gain an introduction to the organization of health-care institutions, the functions and services of the institutional pharmacy, the role of the institutional pharmacy technician, and the roles of other members of the pharmacy team. Drug distribution systems and pharmacy services are emphasized, including purchasing and inventory management, drug formulary systems, and preparation of extemporaneous compounds.

PHRM 1000

Introduction to Pharmacy Practice

3 credits (45:0:0 hours)

Explore the history of pharmacy practice. Discover the role and scope of practice of the pharmacy technician within the Canadian health-care system. Examine health promotion and primary health care in relation to medication use. Explore the use of critical thinking and evidence-based practice in pharmacy practice. Learn the fundamentals of pharmacy practice related to drug development and manufacturing, drug stability, drug formulations and uses, and safe medication practices. This course also introduces you to lifelong learning through reflective practice. This course has a mentorship component.

PHRM 1001

Pharmaceutical Calculations

3 credits (45:0:0 hours)

Learn the application of arithmetic to pharmacy calculations. Examine units of measurement, pharmacy math, prescription pricing, calculation of medication doses, and those calculations used in the preparation of extemporaneous compounds and parenteral products.

PHRM 1002

Pharmacy Law and Ethics

3 credits (45:0:0 hours)

Examine the laws that govern pharmacy practice and the ethical issues that influence pharmacy technician work. You will be challenged to commit to lifelong learning, to explore the values and beliefs held by others, and through self-reflection, to critically analyze your own values and beliefs.

Prerequisite: PHRM 1000

PHRM 1003

Pharmacotherapeutics I

3 credits (45:0:0 hours)

Learn about the essential concepts of pharmacotherapeutics. Study the drugs used to treat infections and various disorders of the human body affecting the nervous system, respiratory system, gastrointestinal system, and urinary system.

Prerequisite: ANPH 1000

Co-requisite: PATH 1010

PHRM 1004

Pharmacy Customer Service

3 credits (35:10:0 hours)

Examine customer service in relation to pharmacy practice. Explore the importance of good internal and external customer service in today's consumer-driven society. Apply the fundamentals of patient-centred care, interpersonal communication skills, and conflict resolution to the areas of therapeutic communication and customer service. A laboratory component is included in this course for students to apply their knowledge, and practise their communication and customer-service skills.

Prerequisite: COMM 1011

PHRM 1010

Community Prescription Processing Lab

3 credits (0:45:0 hours)

Learn to use community dispensary software programs to accurately enter prescription information. Computer software practice opportunities are provided for modification of drug and inventory information, as well as for updating patient and physician information.

PHRM 1013

Pharmacotherapeutics II

3 credits (45:0:0 hours)

Study the concepts of pharmacotherapeutics and the drugs used to treat various disorders of the human body affecting the cardiovascular system, musculoskeletal system, endocrine system, and integumentary system. In addition, you will learn about the drugs used to treat cancers.

Prerequisite: PHRM 1003

PHRM 1020

Community Pharmacy Practice

3 credits (45:0:0 hours)

Learn about community pharmacy operations in relation to the roles of pharmacy personnel, security, technology, and contemporary issues in community pharmacy practice. Explore the application of federal and provincial legislation to community pharmacy services.

Prerequisite: PHRM 1000

Co-requisite: PHRM 1002

PHRM 1030

Community Pharmacy Lab

6 credits (0:90:0 hours)

Apply the theory and legislation related to the basic concepts in processing community (retail) pharmacy prescriptions. Develop a knowledge base of frequently prescribed medications and related dosage forms available in Canada. Students will have the opportunity to work independently in the processing of the prescriptions, to perform quality-control checks on the work of other students, and to perform inventory management.

Prerequisites: PHRM 1000, PHRM 1001, PHRM 1010

Co-requisite: PHRM 1020

PHRM 1040

Compounding Lab

3 credits (0:45:0 hours)

Gain practical experience in preparing a variety of extemporaneous compounds, including liquids, suspensions, emulsions, lotions, capsules, solutions, elixirs, ointments, creams, and suppositories. Learn how to competently calculate, weigh, and measure chemicals and complete records required in pharmacy practice.

Prerequisites: PHRM 1000, PHRM 1001

Not all courses listed are offered each academic year.

PHRM 2005

Pharmacy Management

3 credits (45:0:0 hours)

Learn how community and institutional pharmacies operate as businesses. Explore the different components of pharmacy business operations including organizational development and performance management, merchandising, inventory management, purchasing, and patient payment systems. Examine federal and provincial legislation as it applies to pharmacy business practices.

Prerequisites: PHRM 1020, PHRM 2020

PHRM 2006

Medication Safety and Risk Management

3 credits (45:0:0 hours)

Examine safe practice and risk-management strategies to reduce the incidence of medication errors while supporting zero tolerance for errors, no-blame reporting, and the development of a culture of safety and fairness. Apply your knowledge of legislation and ethics to determine safe medication practices for community and institutional pharmacy practice.

Prerequisites: PHRM 1020, PHRM 2020

PHRM 2010

Institutional Prescription Processing Lab

3 credits (0:45:0 hours)

Expand your knowledge in the use of pharmacy software programs. Practise order entry of prescriptions for institutionalized patients by entering the prescriptions according to simulated institutional health-care agency guidelines.

Prerequisite: PHRM 1010

PHRM 2020

Institutional Pharmacy Practice

3 credits (45:0:0 hours)

Explore the ways in which institutional pharmacy operations influence the work of pharmacy personnel and the function of drug distribution systems and pharmacy services. Study the issues that affect institutional pharmacy practice and the impact of technology and trends. Learn how federal and provincial legislation applies to institutional pharmacy services. In addition, you will learn about aseptic technique in the preparation of sterile products.

Prerequisites: PHRM 1002, PHRM 1020

PHRM 2030

Institutional Pharmacy Lab

4 credits (0:60:0 hours)

Apply previous theory and follow legislation and standards of practice guidelines in processing institutional pharmacy prescriptions (medication orders). Students gain practical experience in using various methods employed by institutions for drug distribution. Both manual and computerized order processes are emphasized.

Prerequisites: PHRM 2010, PHRM 2020

Co-requisite: PHRM 2040

PHRM 2040

Sterile Products Lab

3 credits (0:45:0 hours)

Apply your previous knowledge in the preparation of sterile products, including parenteral medication. Develop competency in the skills required by pharmacy technicians for sterile products: basic aseptic techniques, accuracy, record keeping, and strict adherence to protocol.

Prerequisites: PHRM 1040, PHRM 2010, PHRM 2020

Co-requisite: PHRM 2030

PHRM 2201

Community Practicum

5 credits (0:0:160 hours)

Gain practical experience applying the knowledge and skills of a pharmacy technician in a community pharmacy setting. Students are preceptored in a community pharmacy for four consecutive weeks (20 days/160 hours). Some evening or weekend shifts may be required.

Prerequisites: Successful completion of all course work and practicum requirements (clear criminal record check, immunizations, CPR requirement, pre-practicum assessments)

PHRM 2202

Institutional Practicum

5 credits (0:0:160 hours)

Gain practical experience applying the knowledge and skills of a pharmacy technician in an institutional pharmacy setting. Students are preceptored in an institutional pharmacy for four consecutive weeks (20 days/160 hours). Some evening or weekend shifts may be required.

Prerequisites: Successful completion of all course work and practicum requirements (clear criminal record check, immunizations, CPR requirement, pre-practicum assessments)

PHYS 3300

Physics 030

5 credits (125:0:0 hours)

Master concepts related to momentum and impulse, electromagnetic radiation, and forces.

Prerequisite: SCN 2797 or SCNC 1201

Recommended prerequisite: Any of MAT 2037, MATP 2200, MAT 3038, or MATA 3300

PLAB 1001

Community Pharmacy Lab

6 credits (0:90:0 hours)

Apply your knowledge of safe medication practices, legislation, and theory related to basic concepts in processing community (retail) pharmacy prescriptions. Develop your knowledge base of frequently prescribed medications and related dosage forms available in Canada. You will gain practical experience in the processing of prescriptions and performing quality-control checks and inventory-management activities. The evaluation will be based on evidence of attainment of necessary baseline skills, continuous improvement of skills, and overall competency throughout the lab sessions.

Prerequisites: COMP 1011, DRDF 1000, MATH 1000

Co-requisites: PHPR 1001, LEGL 1000

COURSE DESCRIPTIONS

PLAB 1003

Extemporaneous Compounding Lab I

3 credits (0:45:0 hours)

Gain practical experience in applying safe medication practices when preparing a variety of extemporaneous compounds including liquids, suspensions, emulsions, lotions, capsules, solutions, elixirs, ointments, creams, and suppositories. You will learn how to competently calculate, weigh, and measure chemicals and complete records in a timely and accurate manner.

Prerequisites: MATH 1000, DRDF 1000

PLAB 1004

Extemporaneous Compounding Lab II

3 credits (0:45:0 hours)

Gain practical experience in applying safe medication practices when preparing parenteral products. The following components will be emphasized: development of basic aseptic techniques, accuracy, record keeping, professionalism, and strict adherence to protocol.

Prerequisites: DRDF 1000, MATH 1000, PHPR 1002, PLAB 1001, PLAB 1003

Co-requisite: PLAB 2001

PLAB 2001

Institutional Pharmacy Lab

4 credits (0:60:0 hours)

Gain practical experience in applying safe medication practices within the various drug distribution systems. The use of manual and computerized order processes for a variety of drug distribution systems will be emphasized. Performance evaluation will be based on evidence of the attainment of baseline skills, the continuous improvement of those skills, and overall competency throughout the lab sessions.

Prerequisites: PLAB 1001, PLAB 1003, PHPR 1002

Co-requisite: PLAB 1004

PLSC 1005

Security Management and Loss Prevention

3 credits (45:0:0 hours)

Learn about the development and implementation of comprehensive security programs. Explore the related topics of risk management, loss prevention, internal controls, and developing security countermeasures.

PMAN 1000

Pharmacy Management

3 credits (45:0:0 hours)

Learn how community and institutional pharmacies operate as businesses. Explore the different components of pharmacy operations, including organizational development, merchandising, inventory management and purchasing, and cash handling. Discuss performance management and its application in the pharmacy environment.

POLS 1000

An Introduction to Government and Politics

3 credits (45:0:0)

This course introduces students to the central concepts political scientists use in attempting to explain government and politics. These include the (debated) ideas of "politics," "power," "state," "nation," "community," "regime," and "ideology." In addition, the course will introduce the basic sub-fields of political science, which are political theory, international relations, Canadian politics, and comparative politics. Finally, workings of modern western democracies will be considered.

Transfer: MAC, UA

POLS 1010

Canadian Politics: Institutions and Issues

3 credits (45:0:0)

This course explores the development of Canadian political institutions and political issues in Canada. The student will learn about contemporary Canadian politics by examining the evolution of federalism, the Constitution, parliament, Aboriginal and minority rights, the welfare state, multiculturalism, and similar topics. The course focuses on teaching critical thinking and writing skills by testing normative and empirical theories against Canadian historical and contemporary evidence.

Transfer: UC

PPRT 1100

Policing and Security Practicum

3 credits (0:0:120 hours)

You will be placed in a real-life work situation where you will have the opportunity to practise your knowledge and skills.

PPRT 1101

Law Enforcement Practicum

4 credits (0:0:240 hours)

You will be placed in a real-life work situation where you will have the opportunity to practise your knowledge and skills.

PPRT 2001

Physical Therapy: Community Practicum

8 credits (0:0:240 hours)

During this six-week (30-day) practicum opportunity, you will be introduced to a community physical therapy setting and the role of the physical therapy assistant in providing therapy to clientele. Throughout this experience, you will have the opportunity to demonstrate therapeutic communication, positioning, mobility and modalities, the use of assessment tools, and exercise instruction under the supervision of a physical therapist. Professionalism and team communication skills are also emphasized.

Prerequisites: All PTAD theory and lab courses

PPRT 2002

Physical Therapy: Institutional Practicum

8 credits (0:0:240 hours)

During this six-week (30-day) practicum opportunity, you will be introduced to an institutional physical therapy setting and the role of the physical therapy assistant in providing therapy to clientele. Throughout this experience, you will have the opportunity to demonstrate therapeutic communication, positioning, mobility and modalities, the use of assessment tools, and exercise instruction under the supervision of a physical therapist. Professionalism and team communication skills are emphasized.

Prerequisites: All PTAD theory and lab courses

PRTD 1000

Carpet and Upholstery Cleaning

1 credit (10:5:0 hours)

Master all aspects of carpet and upholstery maintenance from daily cleaning to more advanced methods such as steam cleaning and shampooing.

PRTD 1002

Complete Floor Care

2 credits (20:10:0 hours)

Practise complete floor care maintenance procedures including scrubbing, stripping, sealing and finishing, spray buffing and finishing, and using automatic scrubbers.

PRTD 1003

General Cleaning

1 credit (10:5:0 hours)

Learn basic cleaning theory and skills. Study basic chemicals and their use. Learn about cleaning tools, proper techniques, and the safe use of floor polishers.

PRTD 1005

Special Area and Washroom Cleaning

1 credit (10:5:0 hours)

Learn how to clean lights, ceilings, walls, windows, furniture, and metals. Apply proper washroom cleaning procedures.

PRTD 1008

Contract Cleaning

1 credit (15:0:0 hours)

Learn about issues surrounding contract cleaning in the janitorial, housekeeping, and custodial field.

PRTD 1010

Infection Control

1 credit (15:0:0 hours)

Learn practical skills about infection control procedures and issues in the janitorial, housekeeping, and custodial fields.

PRTD 1020

Graphic Communication Management Systems

3 credits (30:15:0 hours)

Investigate the tools and processes involved in the manufacturing and production of print goods and services. Gain a basic understanding of estimating, scheduling, and working with industry-standard forms and templates. Learn how order entry software (MIS systems) works and how automated workflows impact companies.

Co-requisite: PRTD 1022

PRTD 1021

Understanding Graphic Communications in Today's World

3 credits (45:0:0 hours)

Gain a brief history and broad overview of the graphic communications industry. Learn the many roles and processes associated with graphic communications and the steps needed to get a visual message to market. This course allows students to explore global trends and learn about the best practices that should be used when undertaking a visual communication project.

PRTD 1022

Pre-Production Technology

3 credits (15:30:0 hours)

Assembly of files for production output is a key skill that people involved in graphic communications must master. This course will demonstrate how to organize and manage graphic communication files for various forms of output. Digital proofing and plate setter tools will be demonstrated so students can prepare projects for production.

PRTD 1023

Graphic Design Theory

3 credits (30:15:0 hours)

Gain an understanding of the history of typography, graphic design, and major art movements and how they impact today's communication projects. Explore the basic principles of design and learn to critique commercial communication projects to meet business and personal needs. This class will prepare students to design creatively and with purpose.

PRTD 1024

Communication Design Technologies

6 credits (30:60:0 hours)

Explore and design using Adobe Creative Suite including, Photoshop, InDesign, Illustrator, Acrobat, and Adobe Bridge. Learn how to manage digital assets, create and assemble visual presentation working files, and create print-ready documents. This class will allow you to work on creative projects in a constructive way and teach you how to create powerful visual projects.

PRTD 1025

Print Production Technology

9 credits (75:60:0 hours)

Become familiar with and learn the operation of current print production equipment in a working environment. Safety procedures and basic operational guidelines will be explored and taught in this hands-on course. Students will learn how to handle materials and set up a digital press, as well as finishing and bindery equipment. Larger production projects and how they "flow through" a printing graphic communications company will be explored, with a focus on quality and equipment maintenance. Students will spend significant hours setting up and running production equipment in our labs.

Co-requisite: PRTD 1022

PRTD 1026

Work Experience - PRTD

1 credit (0:0:45 hours)

Demonstrate your knowledge, skill training, and employment readiness in a work-related setting.

Prerequisites: PRTD 1020, PRTD 1021, PRTD 1022, PRTD 1023, PRTD 1024, PRTD 1025, BUSD 1010

PRTD 1075

BSW Work Experience I

1 credit (0:0:60 hours)

Practise the skills learned in the classroom as they relate to building service tasks in an urban custodial setting.

PRTD 1094

Industrial Math

2 credits (30:0:0 hours)

Ensure that you are able to manage the basic mathematical processes, such as the use of ratios, that you need to function in business or supervisory positions.

PRTD 1095

Staffing and Standards

1 credit (15:0:0 hours)

Develop the practical skills you need to help with recruiting and training new staff, evaluating employee performance, and dealing with employee reprimands.

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

PRTD 1133

Health and Safety

1 credit (15:0:0 hours)

Learn about Occupational Health and Safety regulations, WCB, and general safety issues important for all staff on the work site.

PRTD 1134

Leadership Skills

1 credit (15:0:0 hours)

Acquire the practical leadership skills you will need as a supervisor.

PRTD 1136

General Repairs

2 credits (20:10:0 hours)

Learn and perform basic equipment repairs and maintenance.

PRTD 1145

Apartment Management

1 credit (15:0:0 hours)

Learn basic legal requirements for landlords.

PRTD 1154

Building Maintenance/Special Concerns

2 credits (30:0:0 hours)

Learn about building operations, procedures in fire and flood, vandalism, restoration, advanced floor care issues, and trends in the industry.

PRTD 1155

FSM Work Experience I

1 credit (0:0:30 hours)

Observe supervisors carrying out supervisory tasks in an urban custodial setting.

PRTD 1156

Advanced General Repairs

2 credits (30:0:0 hours)

Gain further experience with building repair and maintenance through hands-on training for minor plumbing, electrical, and drywall repairs and machine/equipment repairs.

Not all courses listed are offered each academic year.

PRTD 1181

Computer Communications I

2 credits (20:10:0 hours)

Learn the basics of email, word processing, and the Internet.

PRTD 1218

Customer Service and Entrepreneurial Skills

2 credits (30:0:0 hours)

Learn marketing techniques and how to build a business from the beginning. Learn methods that will help you work with the public and clients in custodial positions in urban settings.

PRTD 1219

Computer Writing for Business and Workplace

3 credits (45:0:0 hours)

Learn the essential skills in using computers for word processing, email, Internet search, resume writing, and writing for business.

PSYC 1040

Introduction to Psychology

3 credits (45:0:0 hours)

This course is the basic foundation course in psychology. It provides an introduction to the scientific study of behaviour and the mind. This course examines the evolution of psychology, research methods, descriptive statistics, the brain and behaviour, human lifespan development, sensation and perception, states of consciousness, conditioning and learning, and memory.

Note: Students with credit in another introductory psychology course may not be eligible for credit in this course. Please check with the Program Chair.

Transfer: UC, MAC, UA, AU, LK

PSYC 1050

Foundations of Human Behaviour

3 credits (45:0:0 hours)

Build on your introductory knowledge of the scientific study of behaviour and the mind. Focus on the study of cognition (thinking), intelligence and creativity, motivation and emotion, personality, health, stress, and coping, psychological disorders, therapies, and social behaviour.

NOTE: Students with credit in another introductory psychology course may not be eligible for credit in this course. Please check with the Program Chair.

Prerequisite: PSYC 1040

Transfer: MAC, UC, AU, UL, UA, LK

PSYC 1060

Psychology for Health-Care Professionals

3 credits (45:0:0 hours)

This course introduces the scientific study of behaviour and human development. You will learn terminology and theoretical concepts common to psychology. You will learn about the dominant theories in psychology today and the scientific process. You will also learn about human development across the lifespan; processes of the mind including consciousness, learning, and memory, cognition and intelligence, emotion and motivation; and social behaviour. The concepts of stress and health and psychological health and illness are introduced.

Note: Students with credit in another introductory psychology course may not be eligible for credit in this course. Please check with the Program Chair.

Transfer: UA, UC, AU, LK

PSYC 2010

Developmental Psychology: Human Lifespan

3 credits (45:0:0)

Study the biological, cognitive, moral, emotional, and social changes that occur in an individual through the human lifespan.

Prerequisite: PSYC 1040 and PSYC 1050 or equivalent

Transfer: UC, BV

PSYC 2353

Psychology of Aging

3 credits (45:0:0)

Examine historical theories of aging and the diverse cultural attitudes held worldwide towards aging. Discuss individual patterns of aging physically, socially, and economically. Survey support systems and individual needs assessments with a view to noting matching and mismatching needs and supports, as well as the costs and benefits to the individual and community.

Prerequisites: PSYC 1040 and PSYC 1050 or equivalent

Transfer: MAC, UA

PSYC 2450

Abnormal Psychology - Psychiatric Conditions and Interventions

3 credits (45:0:0 hours)

Acquire an overview of the common psychiatric conditions and their symptoms, causes, and treatment modalities. The role of the mental health worker as part of the multidisciplinary team working with clients with mental health disorders is addressed. You will discuss attitudes, stigma, and the influences of culture. Class readings, web-based learning, group discussions, and assignments help illustrate this material.

Prerequisites: PSYC 1040 and PSYC 1050, or PSYC 1060 or equivalent

Transfer: MAC, AU, UC, UL, UA

PTMA 1000

Pharmacology Therapeutics and Medication Administration

6 credits (75:15:0 hours)

Enhance your knowledge as a licensed practical nurse and learn theory, nursing care, and skills based on best evidence related to pharmacology therapeutics and medication administration. A laboratory component is included in which students apply new theory and practise nursing skills related to medication administration. Medication calculations are computed and medication administration skills are evaluated.

READ 1001

Reading Level 1

5 credits (125:0:0 hours)

Read to improve comprehension skills, vocabulary, and fluency.

READ 1002

Reading Level 2

5 credits (125:0:0 hours)

Read fiction, non-fiction, and a novel to build vocabulary and comprehension skills.

READ 1003

Reading Level 3

5 credits (125:0:0 hours)

Read fiction, non-fiction, short stories, and poetry to build vocabulary and comprehension skills.

READ 1004

Reading Level 4

5 credits (125:0:0 hours)

Read fiction, non-fiction, short stories, poetry, and a novel to prepare for entry to academic upgrading.

READ 1101

Reading Level 1

5 credits (96:24:0 hours)

Demonstrate basic mastery in recognizing letters and common words, decoding, reading pictures, finding facts and ideas in text, using electronic, picture, and alphabetical dictionaries, and storing and retrieving written information.

READ 1102

Reading Level 1B

5 credits (96:24:0 hours)

Demonstrate basic mastery in recognizing letters and common words, decoding, reading pictures, finding facts and ideas in text, using electronic, picture, and alphabetical dictionaries, and storing and retrieving written information.

READ 1201

Reading Level 2

5 credits (96:24:0 hours)

Demonstrate advanced mastery in recognizing letters and common words, decoding, reading pictures, finding facts and ideas in text, using electronic, picture, and alphabetical dictionaries, and storing and retrieving written information.

READ 1202

Reading Level 2B

5 credits (96:24:0 hours)

Demonstrate advanced mastery in recognizing letters and common words, decoding, reading pictures, finding facts and ideas in text, using electronic, picture, and alphabetical dictionaries, and storing and retrieving written information.

READ 1301

Reading Level 3

5 credits (96:24:0 hours)

Read to improve your comprehension skills, vocabulary, and fluency.

READ 1302

Reading Level 3B

5 credits (96:24:0 hours)

Read to improve your comprehension skills, vocabulary, and fluency.

READ 1401

Reading Level 4

5 credits (96:24:0 hours)

Read fiction, non-fiction, and functional selections to build your vocabulary and comprehension strategies.

READ 1402

Reading Level 4B

5 credits (96:24:0 hours)

Read fiction, non-fiction, and functional selections to build your vocabulary and comprehension strategies.

READ 1501

Reading Level 5

5 credits (96:24:0 hours)

Read fiction, non-fiction, and short stories to build your vocabulary and comprehension strategies.

READ 1502

Reading Level 5B

5 credits (96:24:0 hours)

Read fiction, non-fiction, and short stories to build your vocabulary and comprehension strategies.

READ 1601

Reading Level 6

5 credits (96:24:0 hours)

Read fiction, non-fiction, short stories, poetry, and a novel to prepare you for entry into academic upgrading.

READ 9089

Reading 089

3 credits (65:0:0 hours)

Increase your reading skills by practising skimming and scanning strategies, increasing your speed and comprehension, and developing effective inference and generalization techniques.

Prerequisite: Placement test or a letter from Grant MacEwan University

RHAB 1001

Introduction to Rehabilitation

3 credits (45:0:0 hours)

Learn the fundamental concepts and theories specific to rehabilitation and gain an introduction to the field of rehabilitation medicine. Examine the common practices and unique roles of physical therapy, therapeutic recreation, and occupational therapy, and explore the skills, roles, and traits of the therapy assistant.

COURSE DESCRIPTIONS

RPRT 1001

Therapeutic Recreation: Practicum I

11 credits (0:0:320 hours)

During this practicum opportunity, you will be introduced to a therapeutic recreation setting and the role of a therapeutic recreation certificate graduate in providing recreation therapy to clients. Throughout this experience, you will have the opportunity to demonstrate an understanding of wellness through leisure, common client conditions, assisting clients, program session planning, and program implementation under the supervision of a recreation therapist. Professionalism and team communication skills are emphasized.

Prerequisites: All Therapeutic Recreation certificate theory and lab courses

RPRT 2001

Therapeutic Recreation: Practicum II

11 credits (0:0:320 hours)

During this practicum opportunity, you will gain further experience in a therapeutic recreation setting and the role of a therapeutic recreation diploma graduate in providing recreation therapy to clients. Throughout this experience you will demonstrate an understanding of wellness through leisure, common client conditions, assisting clients, client assessment and care planning, program design, program implementation, program session planning, and team leadership under the guidance of a recreation therapist. Professionalism and team communication skills are also emphasized.

Prerequisites: All Therapeutic Recreation diploma theory and lab courses

RRHB 1000

Role and Responsibilities of the Health Care Aide

3 credits (33:12:0 hours)

Learn about the role and responsibilities of the health care aide and the role that HCAs play in the Canadian health-care system. Explore the work of the HCA as a care provider, employee, and team member. Learn about the importance of maintaining your own personal health and well-being.

Prerequisite: PCCA 1000

SCAE 1000

Assisting with Specific Care Activities

3 credits (22.5:22.5:0 hours)

Acquire a basic knowledge of the specific care procedures that you may be asked to assist with in a variety of settings. Learn about your role in carrying out assigned tasks.

Prerequisite: BCND 1000

SCN 1270

Science 10

5 credits (125:0:0 hours)

Develop the attitudes, skills, and knowledge common to all sciences. Learn the key concepts of energy, matter, and change within the contexts of biology, chemistry, and physics.

Recommended co-requisites: Any of MAT 1037, MATP 1100, MAT 2038, or MATA 2200; and any of ELA 1105, ENGL 1021, ELA 1104, or ENGL 1022

SCN 2231

Biology 20

5 credits (125:0:0 hours)

The major science themes developed in this course are diversity, energy, equilibrium, matter, and systems. The major concepts allow connections to be drawn among the seven units of the course.

Prerequisites: SCN 1270 or SCNC 1800 and any of ELA 1105, ENGL 1021, ELA 1104, or ENGL 1022

Co-requisite: ELA 2105 or ELA 2104

SCN 2796

Chemistry 20

5 credits (125:0:0 hours)

The major science themes developed in this course are matter, change, systems, and diversity. The major concepts allow connections to be drawn among the four units of the course.

Prerequisite: SCN 1270 or SCNC 1800

Recommended prerequisites: Any of MAT 1037, MATP 1100, MAT 2038, or MATA 2200; and any of ELA 1105, ENGL 1021, ELA 1104, or ENGL 1022

Co-requisite: MAT 1791

SCN 2797

Physics 20

5 credits (125:0:0 hours)

The major science themes developed in this course are change, energy, equilibrium, and systems. The major concepts allow connections to be drawn among the four units of the course.

Prerequisite: SCN 1270 or SCNC 1800

Recommended prerequisites: Any of MAT 1037, MATP 1100, MAT 2038, or MATA 2200; and any of ELA 1105, ENGL 1021, ELA 1104, or ENGL 1022

Co-requisites: MAT 2791, MAT 2792, ELA 2105, ELA 2104

SCN 3230

Biology 30

5 credits (125:0:0 hours)

Study cell division, molecular biology, genetics, population and community dynamics, reproduction and development, and the nervous and endocrine systems. Examine the effects of technology on humans. Prepare to write the provincial diploma exam.

Prerequisite: SCN 2231, or SCNC 1202, or consent of the Program Chair

SCN 3796

Chemistry 30

5 credits (125:0:0 hours)

Study thermochemical changes, electrochemical changes, organic chemistry, acids, bases, and equilibrium. Prepare to write the provincial diploma exam.

Prerequisite: SCN 2796 or SCNC 1200

Recommended prerequisite: Any of MAT 1037, MATP 1100, MAT 1038, MATA 1100, MAT 2038, or MATA 2200

Not all courses listed are offered each academic year.

SCN 3797

Physics 30

5 credits (125:0:0 hours)

Master concepts related to momentum and impulse, electromagnetic radiation, forces, and atomic physics. Prepare to write the provincial diploma exam.

Prerequisite: SCN 2797 or SCNC 1201

Recommended prerequisite: Any of MAT 2037, MATP 2200, MAT 3038, or MATA 3300

SCNC 1000

Apprenticeship Prep Science

8 credits (120:0:0 hours)

Develop the science skills you need to write the Trades Entrance Exam for apprenticeship.

SCNC 1001

Apprenticeship Prep Science – Lab

6 credits (0:90:0 hours)

Apply scientific theory in a science laboratory.

SCNC 1010

Science 010

5 credits (125:0:0 hours)

Develop the attitude, skills, and knowledge common to all sciences. Learn the key concepts of energy, matter, and change within the contexts of biology, chemistry, and physics.

Co-requisites: Grade 10 Mathematics, Grade 10 English

SCNC 1200

Chemistry 30 Prep

5 credits (125:0:0 hours)

Master the major chemistry concepts taught in Science 10 and Chemistry 20.

Co-requisites: Any of MAT 1037, MATP 1100, MAT 2038, or MATA 2200; and any of ELA 1105, ENGL 1021, ELA 1104, or ENGL 1022

SCNC 1201

Physics 30 Prep

5 credits (125:0:0 hours)

Master the major physics concepts taught in Science 10 and Physics 20.

Prerequisites: MAT 2038 (70%) or MATA 2200 (70%); and any of ELA 1104, ENGL 1022, ELA 1105, or ENGL 1021

SCNC 1202

Biology 30 Prep

5 credits (125:0:0 hours)

Master the major biology concepts taught in Science 10 and Biology 20.

Co-requisites: Any of MAT 1037, MATP 1100, MAT 2038, or MATA 2200; and any of ELA 1105, ENGL 1021, ELA 1104, or ENGL 1022

SCNC 1700

Basic Science

5 credits (125:0:0 hours)

Develop scientific literacy. Acquire knowledge related to chemistry, the human body, technology, and the environment. Study the impact of science and technology on humans.

SCNC 1800

Academic Science

5 credits (125:0:0 hours)

Strengthen your knowledge of the core areas in science. Develop problem-solving and decision-making skills. Learn key concepts in biology and chemistry.

Recommended co-requisites: MATH 1905, HUMN 1911

SCSF 1000

Assisting with Specific Care Situations

3 credits (39:6:0 hours)

Using a customer service approach, gain a basic knowledge of the challenges you will encounter and the care strategies you can use to support clients who need assistance with altered behaviours, dementia, palliative care, child care, and home care.

Prerequisite: SCAE 1000

SKIL 1000

Applied Mathematics and Document Use

2 credits (30:0:0 hours)

Read and complete authentic workplace documents such as shift schedules and pay stubs, develop essential numeracy skills, and then learn how these skills are applied in work situations.

SKIL 1005

Interpersonal and Intercultural Skills

2 credits (30:0:0 hours)

Learn to recognize the importance of selecting and utilizing coping strategies for communicating positively. Learn how to troubleshoot issues that interfere with employment. This course has the goal of preparing you to communicate effectively at work.

SKIL 1010

Job Safety Skills

1 credit (15:0:0 hours)

This course is designed to provide the basic knowledge and skill training that employees need to avoid injury at work. Topics include back safety, fire prevention, and fire safety.

SKIL 1015

Employment Preparation I

2 credits (0:30:0 hours)

Complete an employability assessment, begin the career-planning process, and develop an employment action plan. Update your resume and practise your job interview skills. Learn about the expectations of employers and the responsibilities of employees. Develop the skills you need to help maintain employment. You will have the opportunity to earn WHMIS and first aid certificates, as well as special certification appropriate for your career goal.

SKIL 1020

Computer Literacy

1 credit (0:15:0 hours)

This course will help you attain an introductory level of computer knowledge. Topics include file management, introduction to MS Office Suite, email, using the Internet as a career-research and job-search tool. You will have the opportunity to create job-search documents.

SKIL 1025

Job Skills

6 credits (0:90:0 hours)

Complete a set of normed, hands-on activities that are designed to improve essential job skills in one of nine industry sectors. Learn important telephone skills and complete projects related to job skills. Develop essential reading, writing, and document-use skills.

COURSE DESCRIPTIONS

SKIL 1030

Work Experience I - S4E

7 credits (0:0:320 hours)

Develop your employment skills by learning marketable skills and exploring networking opportunities. Gain experience using current equipment and practices, and learn to use job-related vocabulary.

SKIL 1035

Work Experience II - S4E

7 credits (0:0:320 hours)

Consolidate your employment skills and/or revisit the career-planning process. Continue to gain valuable work experience and skills with job-related equipment, practices, and vocabulary.

SKIL 1101

Functional Literacy 1

4 credits (60:40:0 hours)

Demonstrate basic mastery in reading signs, symbols, illustrations, diagrams, and labels, using documents such as charts and forms, and using computers for basic keyboarding, computer-assisted learning, and exploration of interactive websites. Improve your expressive communication skills while working with others.

SKIL 1102

Functional Literacy 1B

4 credits (60:40:0 hours)

Demonstrate basic mastery in reading signs, symbols, illustrations, diagrams, and labels, using documents such as charts and forms and using computers for basic keyboarding, computer-assisted learning, and exploration of interactive websites. Improve your expressive communication skills while working with others.

SKIL 1201

Functional Literacy 2

4 credits (60:40:0 hours)

Demonstrate a high level of mastery in reading signs, symbols, illustrations, diagrams, and labels, using documents such as charts and forms, and using computers for basic keyboarding, computer-assisted learning, and exploration of interactive websites. Improve your expressive communication skills while working with others.

SKIL 1202

Functional Literacy 2B

4 credits (60:40:0 hours)

Demonstrate a high level of mastery in reading signs, symbols, illustrations, diagrams, and labels, using documents such as charts and forms, and using computers for basic keyboarding, computer-assisted learning, and exploration of interactive websites. Improve your expressive communication skills while working with others.

SKIL 1301

Skill Development 3

4 credits (60:40:0 hours)

Improve your oral and written communication skills for work, school, and home. Take part in an introduction to computer use.

SKIL 1302

Skill Development 3B

4 credits (60:40:0 hours)

Improve your oral and written communication skills for work, school, and home. Take part in an introduction to computer use.

SKIL 1401

Success Skills 4

4 credits (60:40:0 hours)

Improve your oral and written communication skills for work, school, and home. Learn to use Microsoft Word and email.

SKIL 1402

Success Skills 4B

4 credits (60:40:0 hours)

Improve your oral and written communication skills for work, school, and home. Learn to use Microsoft Word and email.

SKIL 1501

Success Skills 5

4 credits (60:40:0 hours)

Improve your language development through project work, technology, and extension activities.

SKIL 1502

Success Skills 5B

4 credits (60:40:0 hours)

Improve your language development through project work, technology, and extension activities.

SKIL 1601

Academic Skills 6

4 credits (60:40:0 hours)

Improve your language development through projects, presentations, and discussions. Gain confidence in technology through the use of Microsoft Office applications and Internet research.

SKIL 1602

Introduction to Social Studies

4 credits (60:40:0 hours)

Increase your knowledge of Alberta's history. Understand Canada's geography and the authority of decision making. Participate in a global perspective of shared values and traditions. Gain insight and knowledge that invites critical, creative, and historical thinking.

SMED 2000

Safe Medication Practices

3 credits (45:0:0 hours)

Learn about accepted safe practices in a health-care environment to reduce the incidence of medication errors while supporting zero tolerance for errors, no-blame reporting, and a culture of fairness.

SOCI 1000

Introduction to the Study of Society

3 credits (45:0:0 hours)

Explore introductory sociology through the study of social relations, community, and society. Learn about the institutions of Canadian society, such as family, politics, ethnicity, education, and religion.

Transfer: AU, UA, UC, MAC, BV, LK, LEC

SOCI 1002

Addictions and Suicide Prevention

3 credits (45:0:0 hours)

Explore the issues of violence, abuse, and addictions. Learn basic crisis intervention skills, including suicide intervention.

SOCI 2373

Sociology of Death and Dying

3 credits (60:0:60 hours)

This course examines the experience of dying and death through various socio-cultural contexts. Students will be exposed to theoretical and methodological issues in the study of death and dying. Questions relating to life and living as well as dying and death will be explored and addressed. The course highlights the importance of paying attention to the experience of dying and death that is common to all species and every culture. It exposes students to the reality of dying and death that is often denied in North American culture today. The course also seeks to demystify death by allowing students to see it as a common human experience thereby equipping students with the knowledge and skills necessary to begin to deal with dying, death, bereavement, and grief. Students will focus on the topics of aging, the dying process, death, bereavement, and grief as they relate to individuals and caregivers. Current North American practices regarding death will be explored, as well as cross-cultural interpretations of dying, death, and bereavement. The course also addresses ethical issues related to dying and death in contemporary North American institutions and communities.

SOIS 1000

Social Issues: Models and Practices of Helping from an Anti-Oppressive Perspective

3 credits (45:0:0 hours)

Study the concepts reflecting oppression and oppressed people from a historical and a current perspective and applied to human service models of practice. Students will use self-reflection and sharing of their own experiences to learn strategies to promote anti-oppressive policies and practices.

SOST 1101

Social Studies 010-1

5 credits (125:0:0 hours)

Explore multiple perspectives on the origins of globalization and its impact. Gain the necessary skills to progress to Social Studies 20-1 or Social Studies 020-1.

SOST 1102

Social Studies 010-2

5 credits (125:0:0 hours)

Explore historical aspects of globalization as well as the effects of globalization on lands, cultures, human rights, and quality of life. Gain the necessary skills to progress to Social Studies 20-2 or Social Studies 020-2.

SOST 2201

Social Studies 020-1

5 credits (125:0:0 hours)

Explore multiple perspectives on the origins and influence of nationalism on regional, international, and global relations. Gain the necessary skills to progress to Social Studies 30-1 or Social Studies 030-1.

SOST 2202

Social Studies 020-2

5 credits (125:0:0 hours)

Explore multiple perspectives on the origins and influence of nationalism on regional, international, and global relations. Gain the necessary skills to progress to Social Studies 30-2 or Social Studies 030-2.

SOST 3301

Social Studies 030-1

5 credits (125:0:0 hours)

Examine theories of politics and economics in democracy, socialism, capitalism, and fascism. Study European history since 1919 and the influence of Europe on the rest of the world. Research current affairs.

Prerequisite: SST 2771 or SOST 2201 or consent of the communication arts coordinator

SOST 3302

Social Studies 030-2

5 credits (125:0:0 hours)

Write essays providing specific examples that support generalizations and explain issues. Use news magazines to access information about current affairs.

Prerequisite: Any of SST 2771, SOST 2201, SST 2772, or SOST 2202, or initial placement at this level

SOWK 1010

Introduction to Social Work

3 credits (45:0:0 hours)

Study the history of social work and its evolution as a profession as the foundation for understanding social work's current roles and practices. Learn about social policy, political structures, social issues, and practice with diverse client groups.

SOWK 1020

The Helping Process

3 credits (45:0:0 hours)

Focus is on the helping process, which is the essence of social work practice. Examine the qualities and values of the helper in the context of multicultural practice. Study communication theory, techniques, and interviewing skills. Apply theory and skills to case studies and role-play scenarios.

Prerequisite: SOWK 1010; or permission of the Program Chair

SOWK 1023

Social Work Field Education Laboratory I

2 credits (0:30:0 hours)

Develop and heighten your awareness of and readiness for social work field education. Learn reflectively and analytically through practice-oriented activities such as case studies, role plays, and agency visits to build skills and a value for professional ethics and competence reflective of the social work helping process.

Co-requisites: SOWK 1010, SOWK 1020, or permission of the Program Chair

SOWK 1024

Social Work Field Education Laboratory II

2 credits (0:30:0 hours)

Continue to develop and heighten your awareness of and readiness for social work field education. Learn reflectively and analytically through practice-oriented activities such as case studies, role plays, and agency visits to build skills and a value for professional ethics and competence reflective of the social work helping process.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023; or permission of the Program Chair

Co-requisites: SOWK 1030, SOWK 1040; or permission of the Program Chair

COURSE DESCRIPTIONS

SOWK 1025

Social Work Practicum I

5 credits (0:0:290 hours)

Apply previously learned concepts of social work practice in a practicum setting. Demonstrate knowledge and application of social work interviewing and assessment skills at a beginner level.

Prerequisites: SOWK 1023, SOWK 1024, SOWK 1010, SOWK 1020, SOWK 1030, SOWK 1040; or permission of the Program Chair

SOWK 1030

Assessment and Interviewing

3 credits (45:0:0 hours)

Build on theory and practice skills and integrate communication and interview skills with theoretical models and concepts to provide a framework for client assessment. Learn a systematic approach to effectively assess and intervene with clients.

Prerequisites: SOWK 1010, SOWK 1020; or permission of the Program Chair

SOWK 1040

Models and Practice from an Anti-Oppressive Perspective

3 credits (45:0:0 hours)

Study concepts that address oppression and oppressed peoples from a historical and a contemporary perspective and apply these concepts to social work practice models. Explore issues associated with internalized dominance and oppression. Apply different theories and perspectives to provide a framework for practice.

Prerequisites: SOWK 1010, SOWK 1020, or permission of the Program Chair

Co-requisite: SOWK 1030; or permission of the Program Chair

SOWK 2010

Community Development

3 credits (45:0:0)

Examine the theory and definitions of community, community organization, and community development, as well as related concepts. Consider power and equity in relation to oppression, and apply models of intervention and strategies for change to diverse communities. Study the varied roles of the social worker in community practice and apply principles of community work.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024; or permission of the Program Chair

SOWK 2020

Social Work with Groups

3 credits (45:0:0)

Focus on the processes and dynamics of group work in social work practice. Explore the theoretical underpinnings of group work with an emphasis on skill development. Focus on identifying values and practices that differ across cultures and consequently impact group work. Examine a variety of group types, phases of group development, intervention techniques, and leadership qualities.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024; or permission of the Program Chair

SOWK 2023

Social Work Field Education Laboratory III

2 credits (0:30:0 hours)

This course provides a forum for senior social work students to reflect upon and consolidate their learning from the Year 1 practicum experience and prepare for the Year 2 agency-based practicum in the spring. Drawing upon their previous practicum experience and a broader theoretical and conceptual knowledge base, students will have the opportunity to increase their skills and competence in advance of the Year 2 practicum.

Prerequisites: SOWK 1025 or permission of the Program Chair

Co-requisites: SOWK 2010, SOWK 2020, SOWK 2030; or permission of the Program Chair

SOWK 2024

Social Field Education Laboratory IV

2 credits (0:30:0 hours)

This course provides additional opportunity for senior social work students to reflect upon and consolidate their learning from the Year 1 practicum experience and prepare for the Year 2 agency-based practicum in the spring. Drawing upon their previous practicum experience and a broader theoretical and conceptual knowledge base, students will have the opportunity to increase their skills and competence in advance of the Year 2 practicum.

Prerequisites: SOWK 2023, SOWK 2010, SOWK 2020, SOWK 2030; or permission of the Program Chair

Co-requisites: SOWK 2040, SOWK 2050, SOWK 2060, SOWK 2070; or permission of the Program Chair

SOWK 2025

Social Work Practicum II

5 credits (0:0:290 hours)

Apply previously learned theory and practice to work with individuals, families, groups, communities and/or organizations. Integrate practicum experience with classroom learning.

Prerequisites: SOWK 1025, SOWK 2023, SOWK 2024; or permission of the Program Chair

SOWK 2030

Social Work with Families

3 credits (45:0:0)

Focus on the role of the social worker in assessing, intervening in, and supporting the family across its lifespan. Examine families as a unique social institution as well as from the student's personal experience. Explore the historical evolution of family member roles, functions, and characteristics.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024; or permission of the Program Chair

SOWK 2040

Social Policy

3 credits (45:0:0)

Study social policy and its relationship to and impact on social work. Discuss social policy concepts and apply them to a variety of Canadian policy issues and societal trends. Examine the benefits and disadvantages of established social policies from the perspectives of marginalized groups.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024, POLS 1010; or permission of the Program Chair

SOWK 2050

Mental Health: A Multicultural Perspective

3 credits (45:0:0)

Approach mental health from a holistic and multicultural practice perspective. Examine the traditional medical model of illness and non-traditional cultural practices in mental health. Explore common mental health disorders in relationship to different cultural groups.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024, PSYC 1040, PSYC 1050; or permission of the Program Chair

SOWK 2060

Violence and Addictions: Issues in Social Work

3 credits (45:0:0)

Examine in-depth two common abuse situations in contemporary family contexts: violence and addictions. Understand the cycle of violence and its impact on families and communities. Identify addictive substances and behaviours, issues associated with power and control, and impact they have on diverse communities.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024, SOWK 2030; or permission of the Program Chair

SOWK 2070

Social Work in Organizations

3 credits (45:0:0)

Identify and understand the role of social workers as managers within many types of organizations. Learn the major functions of management and the importance of administration in organizations that provide social services. Examine attitudes and issues relevant to social work in light of the different responsibilities of the social work manager.

Prerequisites: SOWK 1010, SOWK 1020, SOWK 1023, SOWK 1030, SOWK 1040, SOWK 1024, SOWK 2010, SOWK 2020; or permission of the Program Chair

SSN 2154

Aboriginal Studies 20

5 credits (125:0:0 hours)

Study Aboriginal people from a Canadian and Alberta perspective. Expand your knowledge of policies, legislation, conflict, and cultural change. The four themes covered are "The Métis: Conflict and Cultural Change," "Treaties and Cultural Change," "Legislation, Policies, and Cultural Change," and "Schooling and Cultural Change." The course will follow the Alberta Education program of studies.

Prerequisite: Any of ELA 1105, ENGL 1021, ELA 1104, ENGL 1022, SST 1771, or SOST 1101

SSN 3154

Aboriginal Studies 30

5 credits (125:0:0 hours)

Study contemporary Native history and the ways in which Native society takes part in and is influenced by contemporary Canadian and world politics and commerce. Explore the development of pre-contact First Nation societies and Native self-government. Learn about world colonization and its effects on the world's Indigenous peoples.

Prerequisite: Any of SSN 2154, SST 2771, or SOST 2201

SST 1771

Social Studies 10-1

5 credits (125:0:0 hours)

Explore multiple perspectives on the origins of globalization and its impact. Gain the necessary skills to progress to Social Studies 20-1 or Social Studies 020-1.

SST 1772

Social Studies 10-2

5 credits (125:0:0 hours)

Explore historical aspects of globalization as well as the effects of globalization on lands, cultures, human rights, and quality of life. Gain the necessary skills to progress to Social Studies 20-2 or Social Studies 020-2.

SST 2771

Social Studies 20-1

5 credits (125:0:0 hours)

Explore multiple perspectives on the origins and influence of nationalism on regional, international, and global relations. Gain the necessary skills to progress to Social Studies 30-1 or Social Studies 030-1.

SST 2772

Social Studies 20-2

5 credits (125:0:0 hours)

Explore multiple perspectives on the origins and influence of nationalism on regional, international, and global relations. Gain the necessary skills to progress to Social Studies 30-2 or Social Studies 030-2.

SST 3771

Social Studies 30-1

5 credits (125:0:0 hours)

Examine theories of politics and economics in democracy, socialism, capitalism, and fascism. Study European history since 1919 and the influence of Europe on the rest of the world. Research current affairs. Prepare to write the provincial diploma examination.

Prerequisite: SST 2771 or SOST 2201 or consent of the Program Chair

SST 3772

Social Studies 30-2

5 credits (125:0:0 hours)

Write essays providing specific examples that support generalizations and explain issues. Use news magazines to access information about current affairs. Prepare to write the provincial diploma examination.

Prerequisite: Any of SST 2771, SOST 2201, SST 2772, or SOST 2202, or initial placement at this level

THPR 2001

Therapeutic Process I: Therapeutic Positioning and Postural Drainage

3 credits (30:15:0 hours)

Explore the fundamental concepts and theory related to therapeutic positioning and postural drainage. Learn about the importance of infection control, proper limb-handling techniques, and chest physical therapy techniques. Learn to position clients properly to promote client safety and comfort and prevent complications. Integrate your knowledge of functional anatomy and pathological alterations while learning the skills related to therapeutic positioning and postural drainage in a lab setting. Participate in hands-on lab sessions to practise learned techniques.

Prerequisites: ANPH 1000, ANPH 1004, PATH 1010, RHAB 1001

Not all courses listed are offered each academic year.

COURSE DESCRIPTIONS

THPR 2002

Therapeutic Process II: Therapeutic Modalities

3 credits (30:15:0 hours)

Explore the fundamental concepts and theory related to therapeutic modalities. Learn about the purpose of various therapeutic modalities in physical therapy treatment. Integrate your knowledge of functional anatomy and pathological alterations while learning the skills related to therapeutic modalities in a lab setting. Participate in hands-on lab sessions practising a variety of therapeutic modalities such as thermal therapy, cryotherapy, ultrasound therapy, and electrical therapy.

Prerequisites: ANPH 1000, ANPH 1004, PATH 1010, RHAB 1001

THPR 2003

Therapeutic Process III: Therapeutic Assessment Tools and Joint Mobility

3 credits (30:15:0 hours)

Study the fundamental concepts and theory related to therapeutic assessment tools and joint mobility. Learn about active and passive joint range of movement. Learn how the goniometer and the dynamometer are used for measuring joint movement. Integrate your knowledge of functional anatomy and pathological alterations while learning the skills related to the use of specific assessment tools and joint mobility in a lab setting. Participate in hands-on lab sessions to learn how to assess joint mobility and provide range-of-motion exercises.

Prerequisites: ANPH 1000, ANPH 1004, PATH 1010, RHAB 1001

THPR 2004

Therapeutic Process IV: Therapeutic Mobility

3 credits (30:15:0 hours)

Learn the fundamental concepts and theory related to therapeutic joint mobility. Integrate your knowledge of functional anatomy and pathological alterations that involve mobility issues while learning the skills related to mobility in a lab setting. Participate in hands-on sessions to practise the theory and practical skills needed for proper lifting and transferring techniques, gait re-education, mobility aids, and wheelchair operation.

Prerequisites: ANPH 1000, ANPH 1004, PATH 1010, RHAB 1001

THPR 2005

Therapeutic Process V: Therapeutic Exercise

3 credits (30:15:0 hours)

Learn the fundamental concepts and theory specifically related to therapeutic exercise. Integrate your knowledge of functional anatomy and pathological alterations while learning the skills related to the use of therapeutic exercise in a lab setting. Participate in hands-on lab sessions to learn active and resisted exercises, balance and stretch exercises, cardiovascular and mechanical exercises, mat exercises, and individual and group exercises.

Prerequisites: ANPH 1000, ANPH 1004, PATH 1010, RHAB 1001

THPR 2006

Therapeutic Process VI: Occupational Therapeutic Foundations

3 credits (45:0:0 hours)

Explore the fundamental concepts and theory specific to occupational therapy that can be applied to various client populations. Take a closer look at the occupational therapy practice framework including key concepts such as frames of reference, clinical reasoning, and activity analysis, and how they relate to the occupational therapy process. Study basic concepts of teaching and learning, and how these concepts assist with the therapeutic process.

Prerequisites: ANPH 1000, RHAB 1001, COMM 1011

Co-requisite: COMM 1011

THPR 2007

Therapeutic Process VII: Occupational Assessments, Treatment Techniques, and Procedures

3 credits (30:15:0 hours)

Learn about assessments, treatment techniques, and procedures used in the delivery of occupational therapy services. Explore group dynamics and intervention strategies, arts and crafts as meaningful occupations, assistive technology and adaptive equipment, as well as the fundamentals of basic splinting and back-to-work strategies.

Prerequisites: ANPH 1000, RHAB 1001, PATH 1010, THPR 2006

TPRT 2001

Pharmacy Technician: Community Practicum

5 credits (0:0:150 hours)

Expand your learning through this realistic experience of the roles and responsibilities of a pharmacy technician in a community setting. Under the guidance and supervision of the assigned pharmacist or pharmacy technician, you will be given the opportunity to apply the academic knowledge and practical skills you have acquired during the program. During the practicum experience, you should demonstrate increased confidence and consistency in providing quality service. You will be assigned to a community pharmacy, primarily during daytime hours, for four consecutive weeks (20 days/150 hours). Some evening or weekend shifts may be required by the facility.

Prerequisites: All Pharmacy Technician theory and lab courses

Not all courses listed are offered each academic year.

TPRT 2002

Pharmacy Technician: Institutional Practicum

5 credits (0:0:150 hours)

Expand your learning through this realistic experience of the roles and responsibilities of a pharmacy technician in an institutional setting. Under the guidance and supervision of the assigned pharmacist or pharmacy technician, you will be given the opportunity to apply the academic knowledge and practical skills you have acquired during the program. During the practicum experience, you should demonstrate increased confidence and consistency in providing quality service. You will be assigned to an institutional pharmacy, primarily during daytime hours, for four consecutive weeks (20 days/150 hours). Some evening or weekend shifts may be required by the facility.

Prerequisites: All Pharmacy Technician theory and lab courses

TRAN 1001

Financial Literacy and Numeracy I

3 credits (45:0:0 hours)

Develop your numeracy skills. This course will give you the foundation for money math, scheduling, budgeting and accounting math, measurement and calculation math, and numerical estimation. You will learn how to manage your finances and how to perform job tasks that require math.

TRAN 1002

Communication Technology

3 credits (45:0:0 hours)

Improve and develop your computer use and thinking skills. This course will give you the technical knowledge you need to share your thoughts and ideas electronically. You will also have the opportunity to develop critical thinking while on the Internet. You will also have a chance to practise job tasks using different kinds of communicative technology.

TRAN 1003

Employment Preparation

10 credits (129:16:0 hours)

Look into various employment opportunities. Make the right career choice. Take part in applying for a job. Understand your rights and responsibilities as an employee. You can do all this when you develop your essential skills in reading text, document use, thinking, writing, computer use, and oral communication. This course will prepare you for employment.

TRAN 1004

Recreation and Community Living I

5 credits (16:59:0 hours)

Prepare for independent living and employment. In this course, you will have a mentor from the community whom you can talk to about work and life. You will take part in recreational activities on and off campus so that you develop a healthy and active lifestyle. You will also have a chance to be a volunteer. The essential skills that you will develop in this course are oral communication, document use, reading text, and thinking.

TRAN 1005

Human Relations I

6 credits (16:74:0 hours)

Learn how to communicate well and appropriately at work and in your personal life. The essential skills that you will develop in this course are oral communication, thinking, and working with others.

TRAN 1011

Financial Literacy and Numeracy II

2 credits (30:0:0 hours)

Continue to develop your numeracy skills. This course will give you the foundation for learning about money math, scheduling, budgeting and accounting math, measurement and calculation math, and numerical estimation. You will continue to learn how to manage your finances and how to perform job tasks that require math.

TRAN 1012

Career Management

3 credits (30:15:0 hours)

Get to know and understand what employers expect of you as an employee. Learn about how you are expected to behave at work. Develop the essential skills of working with others, planning and organizing job tasks, oral communication, and continuous learning. You will have the opportunity to earn special certification related to your work such as WHMIS, first aid, and fork-lift training.

TRAN 1014

Recreation and Community Living II

2 credits (30:0:0 hours)

Continue to prepare for independent living and employment. In this course, you will have a mentor from the community whom you can talk to about work and life. You will take part in field trips, health and wellness activities, and classroom lab activities. You will also have a chance to be a volunteer. The essential skills that you will develop in this course are oral communication, document use, reading text, and thinking.

TRAN 1015

Human Relations II

3 credits (45:0:0 hours)

Continue to learn how to communicate well and to behave appropriately and follow social rules at work and in your personal life. In this course, you will learn how to communicate, think, and work with others in order to improve your understanding of your role and responsibilities as an adult. You will also learn how to have appropriate social conversations.

TRAN 1018

Work Experience I

5 credits (0:0:250 hours)

Explore the work environment and apply essential employment skills with support from NorQuest College staff. Acquire new employment skills relevant to your work placement.

COURSE DESCRIPTIONS

TRAN 1019

Work Experience II

5 credits (0:0:200 hours)

Apply and develop the employment skills and essential skills you have learned in the program. You will have support from NorQuest College staff.

TRDC 1001

Therapeutic Recreation: Program Planning and Implementation

3 credits (30:15:0 hours)

Explore the stages of program development, focusing on the key role of recreation therapy personnel in selecting and planning activities that meet client goals. Review program design and basic factors of activity selection. Learn how groups function, and gain valuable information about the various aspects of successful program implementation. Learn how to promote participation in group programs for clients with various needs.

Prerequisites: WELL 1000, RHAB 1001

TRDC 1002

Therapeutic Recreation: Program Evaluation and Documentation

3 credits (30:15:0 hours)

Learn how therapeutic recreation programs and client responses are evaluated to ensure that quality service is provided. Study and practise documentation styles and guidelines for the therapeutic recreation professional in providing client and program-specific information to the health-care team.

Prerequisite: TRDC 1001

TRDC 2001

Therapeutic Recreation: Client Assessment

3 credits (45:0:0 hours)

Explore the therapeutic recreation assessment process that determines the client intervention plan. Study principles and tools of measurement, the use of valid and reliable assessment tools, and the process of developing agency-specific measurements. Practise leading effective assessment interviews and conducting systematic client observation as a part of the assessment process.

Prerequisite: Therapeutic Recreation certificate

TRDC 2002

Therapeutic Recreation: Program Design

3 credits (45:0:0 hours)

Learn how a recreation therapist systematically designs accountable intervention programs to allow clients to meet specific outcomes. Gain valuable practice in designing a variety of functional intervention, leisure education, and recreation participation programs with measurable and meaningful outcomes for your clients.

Prerequisite: TRDC 2001

TRDC 2003

Therapeutic Recreation: Program Leadership

3 credits (45:0:0 hours)

Explore and practise facilitation and motivation techniques that are specific to leading two types of therapeutic recreation programs: functional intervention and leisure education interventions. Study these strategies from the perspective of the recreation therapist taking a leadership role in guiding team members to provide a variety of interventions.

Prerequisite: TRDC 2002

TRDC 2004

Evidence-Based Directed Study in Therapeutic Recreation

3 credits (0:0:45 hours)

In this course, you will work with a faculty advisor in designing an extensive term project that examines current research in therapeutic recreation and its impact on practice. In doing so, you will further your understanding of evidence-based practice, increase your research skills, and explore a practical application of research to functional intervention, leisure education, or recreation participation programming.

Prerequisite: TRDC 2003, permission of the Program Chair

TRDS 1000

Trades Skills

2 credits (15:15:0 hours)

Acquire practical experience in the trades environment.

UCBI 1000

Urinary Catheterization and Bladder Irrigation

2 credits (30:0:0 hours)

This course is designed to provide the LPN with the knowledge and skills required to safely insert, maintain, and remove a urinary catheter as well as to safely care for a client requiring intermittent or continuous bladder irrigations. This course will also introduce the LPN to basic knowledge on caring for suprapubic catheters and the care of the catheter site of a client with peritoneal dialysis.

UTRN 1001

University/College Preparation

5 credits (125:0:0 hours)

This course assists students to grow and develop the skills they need to make a successful transition to post-secondary life. Students learn coping skills and study habits essential for applying themselves to the rigours of college or university academics. Students are mentored while developing familiarity with college and university environments through key contacts at the receiving institutions.

WCSA 1001

Wound Care: Using a Standardized Approach

2 credits (30:0:0 hours)

This course is designed for the LPN who wants to acquire advanced knowledge and skills in wound management in order to work in a leadership role applying the principles of wound healing in a variety of settings.

WELL 1000

Wellness Through Leisure

3 credits (45:0:0 hours)

Further your understanding of the field of therapeutic recreation and learn about the models of care in the therapeutic recreation process that guide service delivery. Discuss the Leisure Ability Model as a framework to service, with a focus on promoting a client's wellness through goal-oriented leisure activities.

Not all courses listed are offered each academic year.

WMST 2010

An Introduction to Women's Studies

3 credits (45:0:0 hours)

This course is a critical feminist examination of women's embodied lives in differing social locations. The course challenges the traditional dichotomies of mind/body, culture/nature, and public/private in the treatment of such topics as the feminization of poverty; sexualities, reproduction, and family life; violence against women; women and religion; and culture and body image.

Transfer: AU, UC, UL, UA

WORK 1011

Work Experience I – TVP

3 credits (0:0:120 hours)

Explore one or more work environments while continuing to receive support and mentoring from experienced College staff. Acquire the skills necessary to be successful in the career of your choice.

WORK 1012

Work Experience II – TVP

5 credits (0:0:240 hours)

Continue exploring one or more work environments while receiving support and mentoring from experienced College staff. Integrate classroom learning with employer expectations and relate appropriate behaviours to these demands.

WORK 1021

Work Experience I – APR

11 credits (0:0:500 hours)

Explore the work environment while receiving support and mentoring from experienced College staff. Learn about the expectations of employers, and acquire the skills necessary to be successful in the career of your choice.

WORK 1100

Workplace Training I – CONC

9 credits (0:0:400 hours)

Continue developing work-related skills to prepare for employment in your field of study.

WORK 1201

Work Experience I – JOBS

9 credits (0:0:400 hours)

Explore the work environment while continuing to receive support and mentoring from experienced College staff. Acquire the skills necessary to be successful in the career of your choice.

WORK 1202

Work Experience II – JOBS

4 credits (0:0:200 hours)

Continue developing job-related skills to prepare for employment in your chosen career.

WORK 1230

Work Experience III – TVP

9 credits (0:0:400 hours)

With support and mentoring from College staff, continue developing job-related skills to prepare for employment in your chosen career.

WRIT 1001

Writing Level 1

5 credits (125:0:0 hours)

Practise copying sentences and paragraphs. Work on spelling common words. Write sentence answers to a variety of questions. Write and edit a few sentences on a personal topic.

WRIT 1002

Writing Level 2

5 credits (125:0:0 hours)

Work on writing sentences and paragraphs. Practise spelling, grammar, and punctuation.

WRIT 1003

Writing Level 3

5 credits (125:0:0 hours)

Practise a variety of simple and compound sentences. Write paragraphs, letters, and notes while learning how to punctuate and use grammar correctly.

WRIT 1004

Writing Level 4

5 credits (125:0:0 hours)

Work on sentence and paragraph structure to write narrative, descriptive, and opinion paragraphs.

WRIT 1101

Writing Level 1

4 credits (80:20:0 hours)

Demonstrate basic mastery of copying sentences, spelling 200 common words, spelling by sound, spell-checking, answering yes and no questions, and writing on a personal topic.

WRIT 1102

Writing Level 1B

4 credits (80:20:0 hours)

Demonstrate basic mastery of copying sentences, spelling 200 common words, spelling by sound, spell-checking, answering yes and no questions, and writing on a personal topic.

WRIT 1201

Writing Level 2

4 credits (80:20:0 hours)

Demonstrate advanced mastery of copying sentences, spelling 400 common words, spelling by sound, spell-checking, answering a variety of question types, and writing on a personal topic.

WRIT 1202

Writing Level 2B

4 credits (80:20:0 hours)

Demonstrate advanced mastery of copying sentences, spelling 400 common words, spelling by sound, spell-checking, answering a variety of question types, and writing on a personal topic.

WRIT 1301

Writing Level 3

4 credits (80:20:0 hours)

Write a variety of simple and compound sentences using past, present, and future verb tenses.

WRIT 1302

Writing Level 3B

4 credits (80:20:0 hours)

Write a variety of simple and compound sentences using past, present, and future verb tenses.

WRIT 1401

Writing Level 4

4 credits (80:20:0 hours)

Write notes, letters, journals, and short paragraphs while learning how to punctuate and use grammar correctly.

COURSE DESCRIPTIONS

WRIT 1402

Writing Level 4B

4 credits (80:20:0 hours)

Write notes, letters, journals, and short paragraphs while learning how to punctuate and use grammar correctly.

WRIT 1501

Writing Level 5

4 credits (80:20:0 hours)

Work on sentence and paragraph structure to write narrative, descriptive, and informative paragraphs.

WRIT 1502

Writing Level 5B

4 credits (80:20:0 hours)

Work on sentence and paragraph structure to write narrative, descriptive, and informative paragraphs.

WRIT 1601

Writing Level 6

4 credits (80:20:0 hours)

Write descriptive, comparison and contrast, persuasive, and/or informative paragraphs. Learn to respond to works of literature.

XHCA 1000

Comprehensive Final Exam

0 credits (0:0:4 hours)

The Health Care Aide comprehensive final exam is written after successful completion of all Health Care Aide courses.

Prerequisite: HLTH 2009

YITX 1001

Foundational Reading

3 credits (53:10:0 hours)

Learn about title, main characters, setting, plot, and theme in literature. Identify the difference between fiction and non-fiction. Respond to text using personal experience and learn to express preference for different story genres. Develop skills in inferencing, identifying cause and effect and main ideas, and differentiating between fact and opinion. Improve your bank of sight words.

YITX 1002

Essential Reading

3 credits (53:10:0 hours)

Explore the concepts of character, plot, setting, conflict, and resolution in short stories and through a novel study. Learn to summarize and respond to readings on varying topics and of various lengths. Improve your ability to read and comprehend non-fiction texts by developing skills such as recognizing and identifying main ideas, details, and sequence. Learn to predict, question, infer, and use background information to better understand text.

YITX 1003

Critical Reading

3 credits (53:10:0 hours)

Learn to identify plot, conflict and resolution, climax, setting, theme, characterization, and point of view in various fictional short story selections. Explore the concepts of theme, prediction, background information, making connections, visualization, questioning, and figurative language through a novel study. Develop your ability to read and comprehend non-fiction texts by focusing on "cause and effect" and "compare and contrast" text structures. Improve your ability to distinguish between fact and opinion, identify the main idea, and understand irony and inference. Learn through individual, group, and computer-assisted instruction.

YITX 1011

Foundational Writing

3 credits (53:10:0 hours)

Improve the mechanics of your writing through instruction in capitalization, spelling, and punctuation. Express yourself through journal writing. Develop your ability to write grammatically correct sentences. Learn to write various types of short expository and narrative paragraphs.

YITX 1012

Essential Writing

3 credits (53:10:0 hours)

Develop your ability to plan, draft, and edit your writing. Learn to write various types of paragraphs including persuasive, descriptive, narrative, compare and contrast, and cause and effect. Improve your academic vocabulary, spelling, and grammar skills through individual and group instruction.

YITX 1013

Critical Writing

3 credits (53:10:0 hours)

Develop the ability to plan, draft, and edit your writing. Learn how to organize and support persuasive paragraphs. Understand how to use similes and write descriptively in narrative paragraphs and essays. Learn how to summarize effectively. Explore the structures of "compare and contrast" and "cause and effect" paragraphs and further develop your writing to three-paragraph or five-paragraph essays. Improve your academic vocabulary, spelling, and grammar skills through both individual and group instruction.

YITX 1020

Enhanced Language

1 credit (24:6:0 hours)

Improve your reading, writing, listening, speaking, and/or grammar skills through individualized instruction. Work both with an instructor and in a small group to develop skills essential to achieving your personal language goals. This course is designed for students whose math skills are significantly higher than their language skills.

YITX 1031

Foundational Skills

1 credit (4:12:0 hours)

Develop your communication and interpersonal skills while working as a member of a team. Explore themes that may include academic success, intercultural communication, employment, Canadian history and citizenship, and healthy living. Complete projects that develop your research, interview, and presentation skills. Enhance your computer skills and knowledge in word processing, presentation, and desktop publishing programs. Improve your physical health through field trips to the YMCA.

YITX 1032

Essential Skills

1 credit (4:12:0 hours)

Further develop your communication and interpersonal skills while working as a member of a team. Explore themes that may include academic success, intercultural communication, employment, Canadian history and citizenship, and healthy living. Complete projects that develop your research, interview, and presentation skills. Enhance your computer skills and knowledge in word processing, presentation, and desktop publishing programs. Improve your physical health through field trips to the YMCA.

YITX 1033

Critical Skills

1 credit (4:12:0 hours)

Continue to develop your communication and interpersonal skills while working as a member of a team. Explore themes that may include academic success, intercultural communication, employment, Canadian history and citizenship, and healthy living. Complete projects that develop your research, interview, and presentation skills. Enhance your computer skills and knowledge in word processing, presentation, and desktop publishing programs. Improve your physical health through field trips to the YMCA.

YITX 1040

YIT Math

1 credit (30:0:0 hours)

Develop your mathematical ability through a program developed by the instructor to meet your individual needs. Topics covered include whole number addition, subtraction, multiplication, and division, fractions, decimals, integers, simple equations, ratios and proportions, measurement, and working with the Canadian monetary system.

Not all courses listed are offered each academic year.

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