

CALENDAR

2014–2015



Step Forward





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General Inquiries and Office of the Registrar

Phone: 780.644.6000
Fax: 780.644.6013
Toll free: 1.866.534.7218 Email:
info@norquest.ca

Mailing Address:
Room A104, Main Building
10215 - 108 Street NW
Edmonton, AB T5J 1L6

Student Recruiters

Phone: 780.644.5927
student.recruiters@norquest.ca

Term Dates

	Term Dates 2014 - 2015	Proposed Term Dates 2015 - 2016
Summer	July 2, 2014 to August 22, 2014	July 2, 2015 to August 21, 2015
Fall	September 2, 2014 to December 19, 2014	September 1, 2015 to December 18, 2015
Winter	January 5, 2015 to April 24, 2015	January 4, 2016 to April 19, 2016
Spring	May 4, 2015 to August 21, 2015	May 2, 2016 to August 19, 2016

Important Dates

2014

June 2014

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

July 2014

Tuesday, 1	Canada Day (College closed)
Wednesday, 2	First day of regular Summer Term classes
Wednesday, 2 to Friday, 4	Drop period*
Thursday, 3	Last day to add classes
Friday, 4	Last day for payment of Summer Term fees; late fee of \$100.00 charged on any outstanding balance after this date
Friday, 11	Last day for partial tuition refunds (16-week courses/programs)
Friday, 25	Withdrawal deadline (8-week courses/programs)

August 2014

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

September 2014

Monday, 1	Labour Day (College closed)
Tuesday, 2	First day of regular Fall Term classes
Tuesday, 2 to Friday, 12	Drop period*
Monday, 8	Last day to add classes
Friday, 12	Last day for payment of Fall Term fees; late fee of \$100.00 charged on any outstanding balance after this date
Monday, 22	Last day for partial tuition refunds (16-week courses/programs)

October 2014

Monday, 13	Thanksgiving Day (College closed)
Friday, 24	Withdrawal deadline (16-week courses/programs)**

November 2014

Tuesday, 11	Remembrance Day (College closed)
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December 2014

Friday, 19	Fall Term ends
Monday, 22	Christmas break begins

2015

January 2015

Monday, 5	First day of regular Winter Term classes
Monday, 5 to Thursday, 15	Drop period*
Friday, 9	Last day to add classes
Thursday, 15	Last day for payment of Winter Term fees; late fee of \$100.00 charged on any outstanding balance after this date
Monday, 26	Last day for partial tuition refunds (16-week courses/programs)

February 2015

Monday, 16	Family Day (College closed)
Friday, 27	Withdrawal deadline (16-week courses/programs)**

April 2015

Friday, 3	Good Friday (College closed)
Monday, 6	Easter Monday (College closed)
Friday, 24	Winter Term ends

May 2015

Monday, 4	First day of regular Spring Term classes
Monday, 4 to Thursday, 14	Drop period*
Friday, 8	Last day to add classes
Thursday, 14	Last day for payment of Spring Term fees; late fee of \$100.00 charged on any outstanding balance after this date
Monday, 18	Victoria Day (College closed)
Monday, 25	Last day for partial tuition refunds (16-week courses/programs)
TBA	Convocation (unconfirmed date and subject to change)

June 2015

Friday, 26	Withdrawal deadline (16-week courses/programs)**
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July 2015

Tuesday, 1	Canada Day (College closed)
Thursday, 2	First day of regular Summer Term classes
Thursday, 2 to Monday, 6	Drop period*
Friday, 3	Last day to add classes
Monday, 6	Last day for payment of Summer Term fees; late fee of \$100.00 charged on any outstanding balance after this date
Friday, 10	Last day for partial tuition refunds (16-week courses/programs)
Friday, 24	Withdrawal deadline (8-week courses/programs)

August 2015

Monday, 3	Heritage Day (College closed)
Friday, 21	Spring 16-week term ends Summer 8-week term ends

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.

GENERAL ADMISSION GUIDE

Office of the Registrar

NorQuest College

Tel: 780.644.6000

Toll-free (within Canada) 1.866.634.7218

Fax: 780.644.6013

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](#).

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. For the specific academic year requirements for all programs for 2014/15, see [Program admission requirements for 2014/15 \(169K.pdf\)](#). See specific [programs](#) for details.
- Program admission requirements for 2015/16 will be published on the website in September 2014.

Applicant Requirements

- 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.
- 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.
- Mature students' (19 year of age or older) 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.

Student Retention Services is focused on the student experience at NorQuest College. As part of this office, the Navigator is the central point of contact for all applicants and students. Your Navigator is there to answer questions, provide guidance, information and options to help you make informed decisions about your academic future. Applicants can contact a Navigator by email through student.navigator@norquest.ca or by visiting Room A125, 10215-108 St. NW, Edmonton, AB

Application Fee

To have your application to a NorQuest College program considered, an application fee is required. The non-refundable, non-transferable \$65 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 \$120 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 2014/15

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

NorQuest College will accept applications for programs according to the following schedule.

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

Application Acceptance Dates for 2015/16

NorQuest College accepts applications for programs according to the following schedule.

Term	Start Date for Acceptance of Applications
Fall 2015	November 1, 2014
Winter 2016	March 1, 2015
Spring 2016	July 1, 2015

Application Deadline Dates

International students who reside outside of Canada must apply to NorQuest College a minimum of three and a half 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 can be obtained.

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

Student Technology Features

MyMail: Your College-Issued Email Address

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

You've made the decision – you're bound for NorQuest College. This process will take you from your decision to Day 1 at school.

1. Apply, pay the application fee and submit admission requirements
2. We acknowledge your application
3. We make a decision on your application
4. You accept our admission offer and pay your tuition deposit

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

1. Apply, pay the application fee and submit admission requirements

1. Visit [Applying to NorQuest](#) to apply online, by mail, or in person at the Office of the Registrar on main campus or at any of our regional campuses. You can also go directly to [ApplyAlberta](#) and select NorQuest College.
2. Pay the non-refundable application fee.
 - For Canadian students, this fee is \$65.
 - For International applicants (both in Canada and outside Canada), this fee is \$120 CDN and is non-transferable to other institutions.
 - Note: applications received without the fee will not be processed. Application fees cannot be applied toward tuition.
 - Application fees are required for each program to which you are applying.
 - Open studies courses do not currently require an application fee.
3. Submit your admission requirements.
 - If you apply through the [ApplyAlberta website](#), your Alberta high school and Alberta post-secondary transcripts will be sent directly to NorQuest College.
 - If you apply by mail or in person, you must make arrangements to have your high school and/or post-secondary transcripts sent directly to NorQuest College directly from the issuing institution. See [Transcripts and Testing](#) for more information. If, for any reasons we do not receive transcripts through ApplyAlberta, it is your responsibility to ensure we receive the necessary documents.
 - If any of your education was completed outside of Alberta, you will need to arrange for your transcripts to be sent to NorQuest College.
 - If you were educated in a province other than Alberta, consult the [Provincial/Territorial Grade 12 Equivalency Chart \(71K pdf\)](#) to see if your academic coursework may be equivalent to what is required in Alberta.
 - If you are an internationally educated student, transcripts/certificates/ELP (English Language Proficiency) test results must be sent directly to NorQuest College by

the issuing institution/examination board. To see what documents are required and what countries may be ELP exempt, view the [International High School Credentials Chart \(204K pdf\)](#) and the [ELP Exempt Countries Chart \(26K pdf\)](#). If you have attempted to have your transcripts sent directly from the issuing institution and your request has been refused, please read the [Official Transcript Submission Bulletin \(41K pdf\)](#) and complete an [International Transcript Exception Request form \(50K pdf\)](#). You can submit your form and original documents in person or by mail.

Complete applications are processed in order of the date they are received. You are advised to apply well in advance of your desired program start date and submit all supporting transcripts and documentation as quickly as possible. If you delay in sending in your admission requirements, it may affect your acceptance into the program.

Reapplying to NorQuest College

If you have attended NorQuest College in the past and withdrew for any reason, and are reapplying to resume your studies, please note:

- You are required to meet all conditions (if applicable) outlined on your withdrawal form before being considered for reacceptance.
- Appointments with counsellors or advisors may be required to determine your readiness to return.
- Applications 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 only for the term in which you have applied. Applications for Distance programs will only be accepted for future terms after a term start date has passed. Applicants must:

- Submit and meet all admission requirements for their chosen program and
- Register for the first course in the program before the midpoint of the term to which they have applied.

Distance delivery classes are offered on a monthly basis and begin on the 1st of each month. Registration and full payment for the class must be received by the 10th of the month in order to begin on the 1st of the following month. **In order to meet these deadlines, you need to fulfill admission and registration requirements by the midpoint of the term you have applied to.**

If you are unable to meet these requirements by the deadline, you will have to reapply. A new application and application fee will be required. For more information on registration deadlines, please see [Registration](#).

2. We acknowledge your application

You will receive a welcome letter from the Office of the Registrar, which includes your login information for your NorQuest technology accounts.

- **MyQuest** - NorQuest College provides applicants with a secure logon 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.
- **MyMail** - NorQuest College uses your College email account as our primary means of communicating with applicants and registered students.

You will receive an email 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. There will be important information and deadlines requiring your attention.
- Complete and submit the items required to fulfill any admission requirements. Do this as soon as possible.
- Ensure that we have your current address and telephone number.

The Office of the Registrar will assess your transcript(s) to determine whether you meet the admission requirements for your chosen program. 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**. It is your responsibility to prove that admission requirements have been met.

Some programs require additional basic skills assessment testing even if you meet the academic admission criteria. **See your program** for detailed requirements.

Reminder: Complete applications are processed on a first-qualified, first-accepted 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.

3. We make a decision on your application

Once Steps 1 and 2 are completed, we make a decision 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 an email offering you admission into your program of choice and requesting **your tuition deposit**.

To find out the status of your application, visit **MyQuest** and check your application status or contact the Admissions and Transfer Credit Unit in the Office of the Registrar at **admissions@norquest.ca**.

Applicants who do not meet admission requirements will be advised of the reason and offered assistance in choosing another program, if applicable. Applicants who have not submitted all admission

documents by the program start date must reapply and pay an application fee to be considered again.

Conditional Admission

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

- Inform the Admissions and Transfer Credit Unit in writing when you are enrolled and studying the prerequisite courses required for admission to your program of choice. For example, if your program requires academic coursework at the 30 levels for admission, conditional acceptance will only be offered once you are enrolled in and currently studying the 30 levels, and if seats are still available in the program at that time. Email **admissions@norquest.ca** once you are in the required courses and know your expected completion date.
- Submit all non-academic admission requirements, if applicable, **BEFORE** you can be conditionally admitted.
- Submit the required tuition deposit (\$200, \$500CDN 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 and Transfer Credit Unit verifies that you are enrolled in the required courses at NorQuest, have submitted all non-academic items, and paid the tuition deposit, you will receive a conditional acceptance letter indicating what you need to meet **BEFORE** starting the program. The outstanding item(s) will be shown on 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 email, 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.

Provisional Admission

If you do not meet a certain academic requirement, **provisional admission** may be offered.

- Applicants must satisfy certain conditions including admission requirements, as outlined by the Program Chair, by the date specified in the offer of admission (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 may be withdrawn from your program, and subject to the financial and academic penalties as outlined in our withdrawal procedure..

Note: Conditional/Provisional Admission will not be offered to applicants enrolling into the distance delivery method of a program since distance education is self-directed. Conditions and/or provisions cannot be appropriately determined when students are studying outside the classroom environment.

Visit our [Accepted Students](#) section for more information on your next steps.

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, non-transferable tuition deposit of \$200 CDN. The deposit will be applied toward the first term's tuition.
- **International applicant (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.

Full Programs

If you have been offered admission to a program, but the program has been filled by the time you pay your tuition deposit, you may have the option of changing to another delivery method or campus if it is offered and if seats are available. There may also be additional admission requirements for some deliveries. In order to investigate the option to change delivery method or campus, 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; please see [Student Appeals](#).

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

Transcripts

Admission to NorQuest College requires you to submit transcripts from educational institutions at which you have previously studied. Your application cannot be completed until your official transcripts have been received. Your official transcripts must be sent directly to NorQuest College from the issuing institution (photocopied 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.

- If you completed your education at NorQuest College, you do not need to request a transcript from NorQuest College.
- If you applied online using the ApplyAlberta (APAS) system, your Alberta high school and post-secondary transcripts will automatically be sent to NorQuest College. If, for some reason, we do not receive them, transcripts will show as an outstanding item in your "To Do" list on [MyQuest](#). Contact Alberta Education and/or any other institution to have them sent to NorQuest. If for any reason, we do not receive transcripts through ApplyAlberta, it is your responsibility to ensure we receive the necessary documents.

- 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

- If you did not apply online or your educational institution is from outside of Alberta, please provide an official transcript from each high school and post-secondary institution (college, university, technical institute) you have attended.
 - **Canadian high school transcripts:** transcripts from other Canadian provinces 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. Check this [Provincial/Territorial Grade 12 Equivalency Chart \(71K pdf\)](#) to see if your academic coursework may be equivalent to what is required in Alberta.
 - **Post-secondary transcripts:** contact the Office of the Registrar of the institutions you have previously attended and request your transcripts be sent directly to the Office of the Registrar at NorQuest College.
 - **International transcripts:** Many 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. In some countries, education documents are not known as "transcripts"; check the [International High School Credentials by Country Chart \(204K pdf\)](#) to ensure you request the proper documentation. If you have attempted to have your transcripts sent directly from the issuing institution and your request has been refused, please read the [Official Transcript Submission Bulletin \(41K pdf\)](#) and complete an [International Transcript Exception Request form \(50K pdf\)](#). You can submit your form and original documents in person or by mail.

Your submitted transcripts must be in English.

- For schools where French is the primary language used, a certified English translation must accompany the original French transcripts.
- Some countries will provide an English version of your transcripts if you ask for it when you request your transcripts.
- If you need to have your documents translated, please see [Document Translation Services](#). Once translated, you must submit the originals AND the certified translation. These will be returned to you once they are assessed.

Once your transcripts have been received by NorQuest College, they will appear in your To Do list on [MyQuest](#) as "received" or, if your transcripts have already been assessed, it will no longer appear on your list, meaning that the requirement has been completed.

IQAS Evaluation

Transcripts that have been evaluated by the International Qualifications Assessment Service (IQAS) can be submitted to assist the Office of the Registrar with transcript evaluations. NorQuest College reserves the right to provide our own interpretation of the assessments provided and, if necessary, ask for further proof of admission criteria if necessary.

Skills Testing

Skills testing is an option for most (not all) programs for students who do not meet the academic requirements of the program. You will be advised if skill testing is an option for you and how to book those tests.

Once you've completed skills testing, the [Academic Skills Assessment Centre](#) will provide you the results either in-person or via your [MyMail](#) account.

English Language Proficiency Testing

English Language Proficiency (ELP) is required for all students if English is NOT your first language. Once you are assessed for admission, your To Do list in [MyQuest](#) will show an ELP if it is required.

The ELP covers English reading, writing, speaking and listening comprehension. Each program has an ELP requirement of what your language level needs to be to ensure your success in your chosen program. If an ELP test is required from you, it must have been completed within two years prior to the start of your program. View your program's admission requirements to see what ELP tests are acceptable.

Please note: ELP is not the same as English academics. English academic curriculum covers six language arts: listening; speaking; reading; writing; viewing; and representing. Students read, write and study essays, novels and poetry expressing their opinions and sharing their perspectives by becoming critical thinkers. Meeting the ELP requirement does not exempt you from meeting the English academic course work required for the program and, furthermore, having taken compulsory English courses as part of your studies or taking ESL courses at NorQuest College or elsewhere may not exempt you from providing an ELP. Our request for ELP depends upon your individual circumstances and/or the primary language of instruction used in the country in which your previous education was completed. Check the [ELP Exempt Countries Chart \(26K pdf\)](#) to see if your country may be exempt.

WORK, PRACTICUM, AND CLINICAL PLACEMENT REQUIREMENTS

Immunization Requirements

Programs with a work, practicum, or clinical placement may require up-to-date immunization records.

4 Steps to Meet Requirements:

If you live in the Edmonton and surrounding area:

1. Obtain records for any immunization 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.

2. Complete your immunizations

- If you live in the Edmonton and surrounding area:
 - a. Make an appointment with the Alberta Health Services Immunization Business Unit at 780.735.0100 and identify yourself as a NorQuest College applicant.

 Alberta Health Services Immunization Business Unit
 Seventh Street Plaza
 North Tower, Suite 440
 10030 - 107 St. NW, Edmonton, AB
 (1/2 block south of Jasper Avenue on 107 Street near Corona LRT Station)
 - b. Take a copy of your past immunization record and the NorQuest immunization form, which you may download off the NorQuest College website.
 - c. 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.

- If you live outside the Edmonton and surrounding area:
 - a. You can receive the vaccines required and have the NorQuest immunization form completed at your local health unit.
 - b. You may have to pay for this service.

3. Submit your complete 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 immunizations record form to 780.644.6151

OR

Mail or bring your records to:

NorQuest Health Services
 Room A109, 10215-108 St. NW
 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 6 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 Health 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 email 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 Navigator will schedule your assessment, and will contact you to discuss your results and program plan.

ENGLISH LANGUAGE PROFICIENCY

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/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 for your [program of choice](#) 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. To see what documents are required and what countries may be ELP exempt, refer to the [International High School Credentials Chart \(204K pdf\)](#) and the [ELP Exempt Countries Chart \(26K pdf\)](#).

INTERNATIONAL STUDENTS

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 students come 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 & 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 Canadian students. Each [program](#) indicates the tuition & fees for international students. See [Tuition & Fees](#) for more 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 [General Admission](#) for details.

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

International students who reside in Canada are not subject to these deadlines and may follow the [Admission Deadlines 2014/15](#) provisions.

Applying as an International Student

1. Complete an online application through ApplyAlberta at www.applyalberta.ca.
2. Pay the non-refundable, non-transferable \$120 CDN application fee.
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.
 - To see what documents are required and what countries are ELP exempt, refer to the [International High School Credentials Chart \(204K pdf\)](#) and the [ELP Exempt Countries Chart \(26K pdf\)](#).
 - If you have attempted to have your transcripts sent directly from the issuing institution and been refused, please read the [Official Transcript Submission Bulletin \(41K pdf\)](#) and complete an [International Transcript Exception Request form \(50K pdf\)](#). You can submit your form and original documents in person or by mail.
5. Receive admission decision: An official offer 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. You will also need to use NorQuest College's Designated Learning Institution Number on your application. **NorQuest's DLI number is O18795996622.** 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
102150108 Street NW
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 XX](#).

Refunds and Withdrawals

Please see the [refund policy](#) for withdrawals that occur after the program start date. See [Withdrawal from a Course or Program](#) for academic penalties that apply, or review the [Withdrawal Chart of Academic and Financial Penalties](#).

International Transcripts

In order to evaluate your senior high school/higher secondary education for admission to a program, your transcripts/examination certificates must be forwarded directly to NorQuest College from the educational institution/examination board in your country. In order to ensure that you request the proper documentation, please view the [High School Credentials by Country Chart \(204K pdf\)](#).

If you have attempted to have your transcripts sent directly from the issuing institution and your request has been refused, please read the [Official Transcript Submission Bulletin \(41K pdf\)](#) and complete an [International Transcript Exception Request form \(50K pdf\)](#). You can submit your form and original documents in person or by mail.

English Language Proficiency (ELP)

Applicants whose first language is not English and those from countries where the language of instruction is not English will need to provide an ELP. To view acceptable forms of ELP for your program of choice, see the program's admission requirements. Some countries may be ELP exempt if English is the official language of instruction. Please view the [ELP Exempt Countries Chart \(26K pdf\)](#) to see if your country qualifies for exemption.

Admissions Process

[Applying](#) to NorQuest College is simple. If you have any questions, email international@norquest.ca.

There are four steps to the admission process. Please refer to the [Admission Process](#) page for details.

It's important to apply early to allow time to obtain a [Student Visa or Study Permit](#).

International Student Services

NorQuest College provides a number of services to international students to help in the transition to living in Canada and encourage success. For a list of specific services available to international students, visit our [International Student Services](#) page.

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.

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 to attain a credential. As of July 1, 2014, new and former Open Studies students must apply and pay a one-time application fee.

Who could be an Open Studies student?

Open Studies may be right for you if you are:

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

- I want to take courses to get a head start on my education.
- I plan to apply to a NorQuest program and wish to take courses to obtain transfer credit to reduce my course load once I am in the program.
- 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 am not interested in applying to a program or obtaining any kind of credential from NorQuest right now.

3. A visiting student:

- I am 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

As of July 1, 2014, new and former students who intend to take Open Studies courses must first apply and pay a one-time, non-refundable, non-transferable application fee. Former students who have taken Open Studies courses will also be required to submit an application and pay the application fee.

Open Studies students are responsible for meeting all prerequisites for individual courses, and 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.
- Open Studies courses (listed below and noted within the program pages of certificate and diploma programs) are open for registration to Open Studies students on the following dates:

Term	Open Studies Registration Date
Fall 2014	August 1, 2014
Winter 2015	December 1, 2014
Spring 2015	April 1, 2015

- 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 upon request.
- 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.

How to Apply for Open Studies Courses

1. As of July 1, new and former Open Studies students must submit an Application for Admission to the Office of the Registrar and pay the one-time application fee. Apply online at [ApplyAlberta](#).
2. Once your application has been processed, you will be contacted by Enrolment to complete the registration process. Full payment of tuition and fees is due upon registration.
3. If you intend to take an in-person class, you should register a minimum of 5 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 an online class, regular online registration rules apply (see Online Registration).
4. If withdrawal is necessary, the standard withdrawal process and schedule applies (see Withdrawal Chart of Academic and Financial Penalties).

Course Listings

For a complete current listing of Open Studies courses, please see [Open Studies](#) in [Programs & Courses](#).

SERVICES TO STUDENTS WITH DISABILITIES

NorQuest College offers a wide range of services to students with disabilities. Support services such as academic strategies, test accommodation, sign language interpreters, and access to adaptive technology can be arranged. The services available include, but are not limited to, students with disabilities in these areas:

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

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 to ensure that supports and resources are in place. Potential students with disabilities need to apply a **minimum of three months prior to the start of a term** to ensure that supports are available. Requesting supports after this time may result in your application being deferred to the next semester to allow for coordination of supports.

Student Support Specialists

Student Support Specialists work with students, staff and faculty to identify students' strengths and barriers to learning. They develop students' Individual Accommodation Plans and work with College employees to create accessible environments. Students applying for loans may be eligible for a grant to cover the cost of the support services.

Interpreting/Cart

Sign language interpreters are available for students who are deaf to facilitate communication during appointments and strategy sessions, and in the classroom. Arrangements can be made to provide students who are hard of hearing with appropriate accommodations.

Exam Accommodation

Students who require extra time, specialized equipment, alternate format of exams may write exams on the 5th floor in the Learning Support area.

Alternate Format of Materials

Materials for courses and exams can be prepared in alternate formats that include, but are not limited to, digital audio, Braille and large print.

Academic Strategists

Academic Strategists are teachers who provide individual and group sessions to help students learn strategies to improve reading and writing skills, for taking tests, taking notes, studying, dealing with anxiety and learning course content. We individualize this support to help students use their strengths and address their challenges.

Assistive Technology (AT) and Equipment

An AT lab is available in the Learning Support area for students who need specialized technology and training.

Peer Note Takers

Students requiring a peer note taker will make arrangements with their classroom instructors after meeting with a Student Support Specialist.

Referral for Disability Services

If you are an instructor or counselor and would like to refer a student that you believe may benefit from disability supports please complete the following form. Once it is complete, have the student submit it and book to see a Student Support Specialist. This can be done at Student Life Reception on the first floor (A125) or at the Learning Support Reception on the fifth floor.

[InstructorCounsellor REFERRAL for disability services revised March 2013.doc\(57K\)](#)

[Download Student Guidebook \(PDF 231K\)](#)

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 supports 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 - 108 St. NW
Edmonton, AB, T5J 1L6
780.644.6051
InclusiveEducation@norquest.ca

STUDENT FINANCIAL AID AND SPONSORSHIP

Student Financial Aid Office

Tel: 780.644.6130
Room A125
Main Building, Downtown Campus

Financial aid approval takes an average of 6 to 8 weeks, so it is advisable to allow enough time to receive funding before classes commence. 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.

For more information on funding your education, visit: www.norquest.ca/prospective-students/funding-your-education.aspx

The current year's total tuition and fees for each program and course are available on each individual program and course page in our [Programs & Courses](#) section.

2014-2015 Tuition & Fees Schedules

To view a detailed breakdown of the tuition and fees by program or course, download the following documents. The 2014-15 fees take effect for the Fall 2014 term.

- [2014-15 Tuition and Fees \(78K.pdf\)](#)
- [2014-15 Course Fees \(171K.pdf\)](#)

Fees Assessed to the Student Account

The following fee categories are assessed to your student account once you are registered in classes. Depending on the campus of attendance, or delivery method of classes, some fees may not apply. Please see your individual program or course for more information, download the schedules above, or check your [MyQuest](#) accounts for details.

Tuition Fees

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** to hold a seat in a program once admission is offered. The tuition deposit is applied to the first term's tuition.

- **Domestic (Canadian/Permanent resident) student tuition deposit: \$200(CDN)**
- **International student tuition deposit: \$500 (CDN)**

Tuition Fees: Canadian/Permanent Residents and International

Tuition fees, which are fees for instruction. 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 the 2014/15 tuition and fees schedule for the domestic and international student rates for tuition.

Tuition fees are assessed on a per credit basis for all College programs and are applied based on the program to which the student has been admitted. Refer to the documents below for the 2014/15 tuition and fees schedule for domestic and international students.

- [2014-15 Tuition and Fees \(78K.pdf\)](#)
- [2014-15 Course Fees \(171K.pdf\)](#)

Other Fees

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.

- **\$55 Students' Association fee** – payable each term by full- or part-time students registered in classes located on-campus at the Edmonton downtown campus or the regional campuses (Wetaskiwin, Stony Plain, Drayton Valley, Westlock, and Whitecourt).
- **\$37 Students' Association fee** - payable each term by full- or part-time students registered in distance, eCampus, and practicum/work placement classes. Students enrolled in a combination of on-campus and distance and/or eCampus classes will be assessed the on-campus rate of \$55.

Exceptions and exclusions:

- Students taking non-credit classes do not pay the Students' Association fee nor are they able to access the services provided by the NorQuest Students' Association.
- 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 above, directly to the NorQuest Students' Association.

Registrarial Services Fee

The **\$25 Registrarial Services fee** is charged each term to all full-time or part-time registered credit students. This fee covers:

- the cost of credential (certificate or diploma) replacement
- official transcript reprinting
- enrolment confirmation letters
- issuance of a student ID card
- completion of forms for enrolment verification
- applying to graduate

These lifetime services will be provided to each current and former NorQuest student (as applicable), upon request, by the Office of the Registrar.

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 [2014-15 Course Fees \(171K.pdf\)](#), 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 with a valid NorQuest student ID. 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 [2014-15 Course Fees \(171K pdf\)](#), which lists the textbook rental fee by applicable course.

Student Health and Dental Plan Fees

All students who are eligible

- full-time, band-sponsored, or self-funded students (including students receiving student loans)
- taking programs at NorQuest College's Edmonton downtown and regional campuses (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 the health and dental plans is on the last day for payment of term fees. See the [Academic Schedule](#) for exact dates.

Students who had previously opted out of the health and dental plans 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.

Coverage term	Cost*	Cost per semester	Insurance coverage from
Full year health and dental	\$326	\$163	Start date of fall term to August 31
8 month health and dental*	\$218	\$109	Start date of winter term to August 31

* Available to students starting full-time studies in the winter term.

** Plan fees are payable along with all other tuition and fees at the start of term.

Students Not Eligible for the 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 [Gallivan & Associates Student Networks Student Plan website](#) or by visiting the Student Benefits Plan office, located in the NorQuest Students' Association office, Room A121, Main Building, Downtown Campus.

U-Pass Fees

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 (Sept 1 - Dec 31) and winter term (Jan 1 - Apr 30) to full-time students of NorQuest College who have been assessed the 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 NorQuest College's Students' Association.

The cost of the mandatory U-Pass to each eligible student is **\$155 per term** for each of the fall and winter terms in the 2014/2015 academic year (**\$310 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 class outside of the service area for longer than eight (8) consecutive weeks may be eligible to opt out of U-Pass. Please contact the Students' Association for more information.

Students who register after the drop date (last day for payment of term fees - 10% of the term) will not be eligible for U-Pass. See the [Academic Schedule](#) for exact dates.

More information regarding the U-Pass program can be found at [www.sanqc.ca](#) or by visiting the Students' Association office, Room A121, Main Building, Downtown Campus.

Other Student Fees

Auditing Fees

Fees for auditing a course 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.

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 \$75 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.

Item	Replacement/ Duplicate Costs
ID card replacement	\$15 + GST
Document Evaluation Fee (for domestic applicants with international document assessment)	\$55
Photocopies of student file documents	\$15 + GST
Replacement of non-credit documents	\$25 + GST
T2202A duplicate or replacement (prior to 2009)	\$15 + GST
Legal requests	\$75 + GST
NSF cheques	\$35
Clinical Practice ID card replacement	\$15 + GST
Change of login for MyQuest/MyMail (subject to review of circumstances)	\$100 + GST
Locker rental fee	\$10 + GST per semester

Late Penalty Fee

A late fee of \$100 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.

See [T2202A Tax Receipt Info](#) for details. 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 Alberta Human Services, 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.

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.

Check your [MyQuest](#) account to both view and pay for your tuition and fees.

Where and How to Pay

We accept the following payment methods:

- Online through [MyQuest](#), using Visa or Mastercard only
- In person, using Visa, Mastercard, cash, cheque, money order, or debit card (including Visa debit)
- By mail, using cheque or money order only

Cheques and money orders should be made payable to NorQuest College. Payments can be made as follows:

1. **In person** to the cashier located in the Office of the Registrar, Room A104, Main Building, Downtown Campus.
2. If paying **by mail**, ensure your cheque has your student ID number and send to:

Office of the Registrar
10215 - 108 Street
Edmonton, AB T5J 1L6

Payment Deadlines

Payment of Fees due by the First Day of Term

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 day of the term**, regardless of your start date throughout the term.

- Students with outstanding fees by the 10% point of the term will be suspended, and a late fee of \$100 will be assessed.
- Students who continue to have outstanding fees at the 20% point will be withdrawn.

Grant-Funded Students Tuition & Fee Payments

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 on time.

Sponsored Students Tuition & Fee Payments

If your tuition and fees are being paid by a sponsor other than Alberta Human Services, your sponsoring agency must send a letter of confirmation directly to the Office of the Registrar. A college

document, the Sponsorships 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.

Application Fees from Sponsors

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

Tuition & Related Fees for Sponsored Students

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 responsibility.

If you have paid all your fees and the College then receives payment from the sponsoring agency, you will receive a full refund. Refunds for sponsored students will be made directly to the sponsoring agency.

Payment for Classes Starting after First Day of Term

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 student taking distance or Open Studies courses will be required to pay at the time of registration. (See [Distance Registration](#) 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 \$100 late penalty fee will be assessed. Check your [MyQuest](#) account to both view and pay for your tuition and fees.

Withdrawal from College for Outstanding Fees

Students who have outstanding fees by the 10% point of their term or session without alternative payment arrangements with the College will have all services suspended by the Office of the Registrar. If full fees are unpaid by 20% of the term or session, students will be withdrawn from their program or course, and remain responsible for all assessed fees. See the [Withdrawal Chart of Academic and Financial Penalties](#) for academic and financial penalties that will apply.

Students who have paid their full fees, and request to be reinstated in their courses within 48 hours of being withdrawn, will be subject to an additional \$100 reinstatement charge.

Former Students with Financial Holds

Students with outstanding fees must clear this debt with the College before being allowed access to any services, or the ability to re-register. While a student's account is on hold, all services, including unofficial transcripts, official transcripts, credential, or letter requests will be withheld until fees are paid in full.

TUITION AND FEES REFUNDS

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 \(133K.pdf\)](#) (if dropping courses) or Program Withdrawal form (if withdrawing from your program) to the Office of the Registrar. You can 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](#)).
- 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

If a student is eligible, a refund cheque will be mailed to the student's mailing address within 6 to 8 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 method of payment.

Active students who withdraw from a course 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 & Fees

1. If you withdraw prior to the start date of your program (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, the U-Pass fee (if applicable), and a \$25 administration fee.

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

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 [Tuition & Fees Payment](#) and the [Withdrawal Chart of Academic and Financial Penalties](#)). 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.

1. Appeals on refunds should be initiated within 30 days of withdrawal, end of term, or date of drop, whichever is first.
2. Students complete the student appeal form and submit it with appropriate documentation in support of the appeal to the Office of the Registrar.
3. Decisions on appeals, once made by the Registrar, are final.

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. Academic and financial penalties will be applied as outlined above.

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.

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. Please consult the [Tuition & Fees Payment](#) page for more information.

Steps to Registration

Once you have been admitted and your tuition deposit is paid or sponsorship 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.

Distance Deliver Courses Registration

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 any month you specify, except during a term start month – September, January, May – when the term start date will apply.

Changes to Registration

NorQuest College uses 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](#) for important and exact dates for changes to registration and the Withdrawal Chart of Academic and Financial Penalties below.

NOTE: It is the student's responsibility to notify the Office of the Registrar in writing about any changes to their registration and to be aware that both academic and financial penalties may apply.

Withdrawal Chart of Academic and Financial Penalties and Refund Schedule

Please note the following financial and academic penalties for withdrawals before and during the semester.

If you withdraw :	Academic Penalty	Financial Penalty
Prior to first day of term or session	None	<ul style="list-style-type: none"> • Tuition deposit is non-refundable and non-transferable. • The U-Pass fee, if paid, is non-refundable. • Full refund of all other tuition and fees already paid in full
On the first day of term or session	None	<ul style="list-style-type: none"> • Tuition deposit is non-refundable and non-transferable. • The U-Pass fee, if paid, is non-refundable. • Full refund of all other tuition and fees already paid in full.
Up to 10% of term or session	None	<ul style="list-style-type: none"> • Tuition deposit is non-refundable and non-transferable. • The U-Pass fee, if paid, is non-refundable. • Program and supplies fee is non-refundable. • \$25 administration fee will be assessed • 100% refund of tuition, Students' Association Fee, Registrarial Services fee, textbook rental fee (if applicable), health/dental fee (if applicable) already paid in full.
From 11% to 20% of term or session	Grade of "W" (Withdrawal) awarded Grade is not calculated in grade point average (GPA)	<ul style="list-style-type: none"> • 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 GPA.	<ul style="list-style-type: none"> • No refund
After 51% of term or session has elapsed	Grade of "WF" (Withdraw/Fail) awarded Grade point value of 0.0 or 0% is calculated in GPA.	<ul style="list-style-type: none"> • No refund

Adding/Dropping Courses and Program Withdrawals

Students can make changes to their class schedule after the start of term; however, there are time limits when students can do this without academic or financial penalties.

Certain programs take attendance within the add period of the term and report any student absences to the Office of the Registrar. Students who do not attend classes within the add period of the term or session may be withdrawn from their program and the College for non-attendance and may be subject to a \$250 non-cancellation fee. A communication will be sent to the student's College email address or mailing address confirming this action.

Adding Courses

Students can choose to add courses to their timetable after the first day of term, but it must be done within the "add period". The last day to add a credit course is six percent (6%) of the term or session (normally the last day of the first week of classes in a 16-week term).

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).

To add a course, complete and sign a [Change of Course Registration Form \(I33K.pdf\)](#) and submit it with your payment to the Office of the Registrar. Courses will not be added after the 6% period has elapsed.

Dropping Courses

Students can choose to drop or delete individual courses from their timetable after the first day of term, but it must be done within the "drop period". The last day to drop a credit course is on or before 10% of the term or session.

To drop a course, complete and sign a [Change of Course Registration Form \(I33K.pdf\)](#) and submit it to the Office of the Registrar. Courses dropped during this period have no academic penalty and do not appear on a student's official transcript.

Withdrawal from a Course

After the drop period has elapsed, students may withdraw from any credit courses at any time, prior to completion; however, academic and/or financial penalties may apply.

To withdraw from a course, you must notify the College in writing of your intent to withdraw from a course. Simply complete, sign and submit a [Change of Course Registration Form \(I33K.pdf\)](#) to the Office of the Registrar. Remember to return all outstanding book rentals and materials, or these will be charged to your student account. **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 above or the [refund schedule](#) for information on financial implications.
- For academic implications, consult the [Academic Schedule](#) or check your [MyQuest](#) account for the latest withdrawal date before an academic penalty will be assigned.

Withdrawal from a Program

Students may withdraw from their program at any time prior to complete. A program withdrawal indicates that the student does not wish to continue their current academic relationship with NorQuest College. A withdrawal will result in the student being withdrawn from all courses and their status with the College becomes inactive.

To withdraw from a program, you must notify the College in writing of your intent to withdraw from a program. Simply complete, sign and submit a [Program Withdrawal for \(42K.pdf\)](#) to the Office of the Registrar. Remember to return all outstanding book rentals and materials, or these will be charged to your student account. **Non-attendance is not considered an official notice of withdrawal.**

If a student wishes to return to NorQuest to continue the program that they were previously registered in, they must reapply to the program, pay the application fee, and meet the admission requirements.

Normally there are both academic and financial considerations to a course or program withdrawal.

- See Withdrawal Chart of Academic and Financial Penalties above or the [refund schedule](#) for information on financial implications.
- For academic implications, consult the [Academic Schedule](#) or check your [MyQuest](#) account for the latest withdrawal date before an academic penalty will be assigned.

Academic Withdrawal Rules

Withdrawal Period (without academic penalty)

Students who withdraw from individual credit courses by or before 50% of the term or session 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 from individual credit courses 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 [Change of Course Registration Form \(133K.pdf\)](#) or a Program 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 loan or grant funding.

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 fail to 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 may be withdrawn from the program due to lack of academic progress. To rejoin the program, the student must reapply and be readmitted.

College-Initiated Withdrawal

The College has the right to withdraw a student for failure to comply with College policies, including lack of academic progress, academic misconduct, non-academic misconduct, poor 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 Not Attending 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/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, you must 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 the College's 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](#) for further details.

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 its prospective students. In the event the College cancels a program or course, a full refund will be issued to the student.

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](#) page 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 admission 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.

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 term 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.

Full-time student

For the purposes of enrolment definition for agencies such as Citizenship and Immigration Canada or Student 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 Enterprise and Advanced Education 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.

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 [Auditing Fees](#) for further details.

International student: An international student is a citizen or resident of another country who has a valid student permit 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 term.

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/she reappplies 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. See [Visiting Students](#) for further details.

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.

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

The Alberta Common Grade Scheme became effective September 2002. 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

Grade	Explanation
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 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	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 above for the 4.0 Grade Scale grade point values.

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

Total Grade Points = 15.0 total grade points divided by 9.0 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.

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 Program Chair 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. Auditors must adhere to the standard add and drop periods. See [Registration](#) for further details.

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.

Transfer Credit

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.

To be considered for transfer credit, you must make a formal request for assessment of relevant courses.

Request forms may be included in your admission package, on the College website, or obtained from the Office of the Registrar. Official transcripts from the issuing institution (see [Transcripts & Testing](#) information on requesting post-secondary transcripts), as well as the [transfer credit request form \(68K pdf\)](#), 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 start date of the course(s) for which you are requesting transfer credit falls).

Once evaluated, the Admissions and Transfer Credit Unit will convey the decision to the applicant via [MyMail](#).

It is the applicant's responsibility to provide sufficient documentation to prove that transfer credit should be granted. If official transcripts prove insufficient, you may be asked to provide course outlines or other types of course-related documentation.

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, this will be noted on your NorQuest College transcript as a grade of “ADV.”

Normally, 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. Each faculty may consider exceptions. Specific courses (i.e. nursing) may be subject to limitations based on the time frame in which the work was completed.

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, the Northwest Territories, and Nunavut. The official guide is the online version, available at www.transferralberta.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. From other locations, 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.

STUDENT EVALUATIONS 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 department 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 (see [Transcripts](#) for more information).

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 grade.

Each program will determine whether summative evaluations are appropriate for student evaluation (for example, final exams, projects, or skills demonstrations, which constitute cumulative 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 to complete other summative evaluations) as scheduled.
- 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 5 months.

Appeals of examination results must be initiated within 5 days of the release of grades.

Appeals of final grades must be initiated within 30 days of the release of grades.

APPLY TO GRADUATE AND REGISTER FOR CONVOCATION

For further information, please visit the Convocation webpage at www.norquest.ca/convocation.

Applying to Graduate

All students who have completed or will complete their program requirements in the 2014/15 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 your application to graduate has been 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 [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 earned 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 2014, Winter 2015 and Spring 2015 terms are invited to attend. The exact date and all information about Convocation 2015 will be published on the [Convocation](#) webpage.

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 as the earliest program completion only.

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, provincial/federal legislation pertaining to access to information and protection of privacy, and the following policies and procedures:

- [Protection of Privacy Procedure](#)
- [Access to Information Procedure](#)

Student Records Retention Practice

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 grades, 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 the student's written consent.

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

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](#),
- completing a change-of-address form,
- emailing the Office of the Registrar, 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 information collected, used, and disclosed by the College as well as all records in the custody or 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 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 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 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 opinions 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 any documentation requested may be subject to an administrative fee. 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 convocation ceremony, sporting event, cultural program, 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 NorQuest College 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 Innovation and Advanced Education.

Surveys that NorQuest College participates in include the Graduate Outcome Survey for Innovation and Advanced Education, 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 at www.statcan.gc.ca or
- writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6; or
- calling 1.613.951.1666.

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

The [Student Judicial Affairs policy](#) and 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

The Office of Student Judicial Affairs (OSJA) 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.

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.

The following pages outline the processes and procedures related to the Office of Student Judicial Affairs, as well as provide links to the related forms:

- [Student Rights & Responsibilities](#)
- [Academic Integrity](#)
- [Academic Grade Appeal](#)
- [Student Complaints](#)

STUDENT CONDUCT

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 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

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.

Student Conduct in Academic Matters

Please see [Academic Integrity](#) for a full description of NorQuest College's standards for Academic Misconduct and Non-Academic Misconduct, and Adjudication Principles applying to the Code of Student Conduct.

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 AND MISCONDUCT

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:

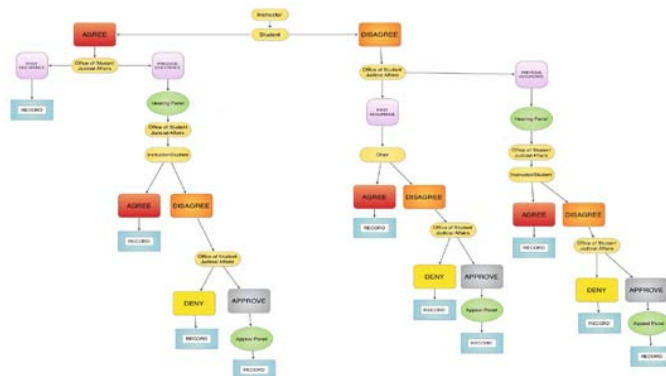
- Presenting in any format the words, ideas, images, or data created by or belonging to someone else as if it were one's own
- Manipulating source material in an effort to deceive or mislead
- Submitting work that contains misleading references that do not accurately reflect the sources actually used

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

Academic Misconduct Procedure

- [Download the Code of Student Conduct: Academic Integrity and Non-Academic Misconduct Procedure \(581K pdf\)](#)



- [Download the Academic Misconduct Procedures diagram \(189K pdf\)](#)

Academic Misconduct Forms

The following forms may be opened, completed, and saved using Adobe Reader.

- [Academic Misconduct Report Form \(139K pdf form\)](#)
- [Academic Misconduct Appeal Form \(117K pdf form\)](#)

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:

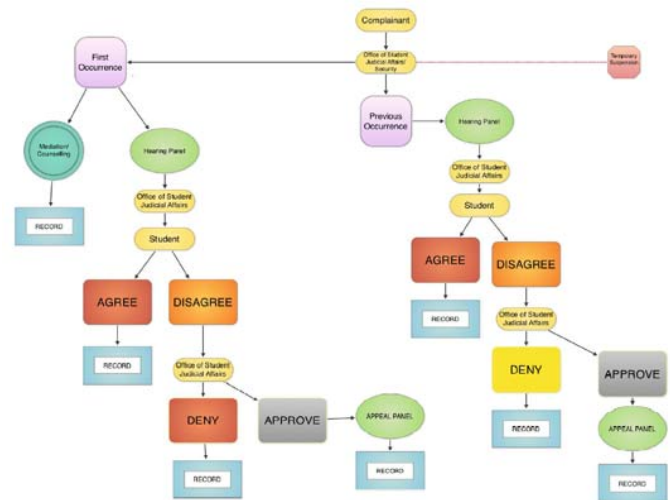
- Adversely affects the learning of others or the College's educational mission
- Violates civil or criminal statutes
- Threatens the safety or well-being of members of the NorQuest community
- Violates the ethical standards set by professional associations or the workplace standards set by practicum,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

Non-Academic Misconduct Procedure

- [Download the Code of Student Conduct: Academic Integrity and Non-Academic Misconduct Procedure \(581K pdf\)](#)



- [Download the Non-Academic Misconduct Procedures diagram \(162K pdf\)](#)

Non-Academic Misconduct Forms

The following forms may be opened, completed, and saved using Adobe Reader.

- [Non-Academic Misconduct Report Form \(133K pdf\)](#)
- [Non-Academic Misconduct Appeal Form \(116K pdf\)](#)

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.

STUDENT APPEALS

Admission and Enrolment Appeals

Applicants and students have the right to appeal decisions and actions taken by College personnel.

The appeal process is to ensure an individual's rights within College policies, procedures, and guidelines. Students have the right to just and equitable treatment, and the right to timely decisions based on due and reasonable process.

Before filing a formal appeal, students and applicants are expected to consult with staff members directly involved and, if required, with supervisory staff in the area of concern. Students and staff are encouraged to seek third-party advice, such as counsellors, to clarify issues and help find a resolution.

In the course of the appeal process, students and staff will be assisted in understanding their rights and responsibilities. In an appeal, students must be able to demonstrate unforeseen circumstances beyond their control, such as a serious medical condition or dire family circumstance, which have resulted in undue hardship. The appeal must be supported in writing by an objective, qualified third party.

If the informal review decision is unsatisfactory to the student, formal appeals may be made to the program dean or service manager. If the appeal is unsatisfactory, a second appeal may be made to the Vice-President of the College. The appeal to the Vice-President is the final level within the College.

Examination Results

Appeals of examination results must be initiated within five days of the release of grades. See [Academic Grade Appeal](#) for more information related to grade appeal procedures.

Final Grades

Appeals of final grades must be initiated to the instructor and/or Chairperson within 30 days of the release of grades. See [Academic Grade Appeal](#) for more information related to grade appeal procedures.

Financial Appeals and Refunds

Tuition, fees, and refunds are assessed in accordance with the College's fee schedule and refund policies. (Please refer to [Tuition and Fees Payment](#), and the Withdrawal Chart of Academic and Financial Penalties under [Tuition and Fees Refunds](#) 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 financial appeals, once made by the Registrar, are final.

Other Appeals

In all other appeals, written requests must be received within 30 days after a decision is made. Appeals beyond the 30-day timeline will not be considered.

Appeal Decisions

Appeal decisions will normally be rendered within 15 business days of receiving the written appeal, depending on the complexity of the issue. Students may seek the assistance of an advisor in the appeal process.

Student Status During an Appeal

1. Students whose **enrolment** has been terminated will not normally be permitted to attend scheduled classes during the time of the appeal process.
2. In the case of an **admissions appeal**, the student retains his/her standing on the admission list, but may not register or commence classes until the appeal is resolved.
3. In the case of a **disciplinary action**, the student may be prohibited from being on the NorQuest College operating site until the investigation has been completed.

ACADEMIC GRADE APPEAL

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.

STUDENT COMPLAINTS

NorQuest College is committed to fostering a learning environment that is conducive to the personal, educational and social development of its students. Students have a right to lodge a complaint against any College policy or administrative process alleged to be unfair, or against any individual whose actions are alleged to unduly interfere with a student's reasonable and legitimate access to services or participation in appropriate College-related activities, insofar as the complaint is not more appropriately dealt with in other College policies or procedures. 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.

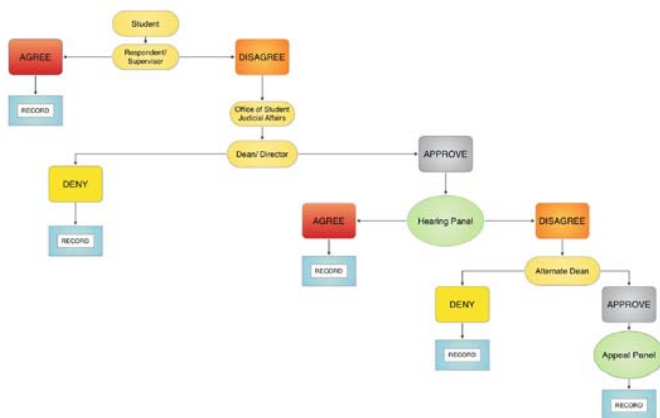
Student Complaints – Adjudication Principles

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 Complaint Procedure

- [Download the Student Complaints Procedure \(362K pdf\)](#)



- [Download the Student Complaints Procedures diagram \(139K pdf\)](#)

Student Complaint Forms

The following forms may be opened, completed, and saved using Adobe Reader.

- [Student Complaint Form \(51K pdf\)](#)
- [Student Complaint Appeal Form \(115K pdf\)](#)



Academic Upgrading Programs

- Academic Upgrading (10-12)
- Prep for Practical Nurse
- Youth in Transition

- Full-time and part-time studies
- Daytime, evening, and online classes
- Fall, winter, and accelerated spring starts
- Face-to-face, online and hybrid deliveries may be offered

- Select courses offered in partnership with our regional stewardship [Community Adult Learning Councils](#)
- Downtown Edmonton, Wetaskiwin, Stony Plain, Westlock, Drayton Valley, and Whitecourt campuses

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 (ACAT) agreement and by Canadian post-secondary institutions.

The Academic Upgrading 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.

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
- Drop-in study rooms with [tutoring](#) available
- Free drop-in [tutoring](#) available
- Online [tutoring](#) by appointment for online classes

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 College or another post-secondary college, technical institute or university.

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.

Alberta Education Credit 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

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 all 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 [Transfer Alberta website](#) 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 to determine course level

Credential

After successfully completing this program, graduates will be awarded a NorQuest High Grade 12 Equivalency Diploma.

Further Education Opportunities

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 College or another post-secondary college, technical institute or university.

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 5** high school-level courses with a grade of 50% or greater, including the following prerequisites. A minimum of 3 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)
Science 20 or Science 30
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)
Financial Management (5 credits)
Information Processing (5 credits)
Legal Studies (5 credits)
Anatomy and Physiology (6 credits)

Alberta High School Diploma

A standard 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 and Testing Services](#) at 780.644.6091 for more information. There is a fee for transcript evaluation services. For out-of-province transcript evaluation, a necessary step in this process for anyone applying non-Alberta credits toward their diploma, there is an additional fee.

2. GED (Tests of General Educational Development)

The second method of obtaining a high school equivalency diploma requires that you complete and pass 5 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 for meeting admission requirements.

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.

NorQuest College is an accredited GED testing centre. Students wishing to write the GED exams must register to write the exams and pay appropriate GED testing fees. Please visit [NorQuest Assessment and Testing Services](#) for more information and testing dates.

COURSE LISTINGS

Course Listing

- Not all courses are offered each academic year.
- NorQuest College equivalency courses include [English 030-1 \(ENGL3301\)](#), [English 030-2 \(ENGL3302\)](#), [Math 030-1 \(MATH3301\)](#), [Math 030-2 \(MATH3302\)](#), [Social Studies 030-1 \(SOST3301\)](#), [Social Studies 030-2 \(SOST3302\)](#), [Biology 030 \(BIOL3300\)](#), [Chemistry 030 \(CHEM3300\)](#), and [Physics 030 \(PHYS3300\)](#).
- For the full listing of eCampusAlberta real-time and anytime courses and to register for eCampusAlberta courses, see [our eCampusAlberta page](#). Look for courses under the two headings: Real-Time courses and Anytime courses.

Course	Title	Hours	Credits
Aboriginal Studies Courses			
SSN2154	Aboriginal Studies 20	125:0:0	5
SSN3154	Aboriginal Studies 30	125:0:0	5
English Courses			
ENGL1701	Computer Writing	0:125:0	5
BCRO1000	English Bridge: Aboriginal Perspectives	125:0:0	5
ENGL1000	Reading Enhancement	125:0:0	5
ENGL1007	Communications 007	125:0:0	5
ENGL1901	Strategic Reading	125:0:0	5
ENGL1902	Bridge W - Writing	100:25:0	5
ENGL1904	Bridge R - Reading	125:0:0	5
ENGL1950	English Language Arts with an Aboriginal Focus	65:0:0	3
HUMN1911	Humanities Prep 1	100:25:0	5
HUMN1912	Humanities Prep 2	100:25:0	5
GED Preparation Courses			
GEDP1000	GED Prep	65:0:0	3
Information Processing Courses			
COMP1900	Computer Studies	125:0:0	5
INFO1001	Information Processing 1	125:0:0	5
Language Skills Courses			
SKIL1401	Success Skills 4	60:40:0	4
SKIL1402	Success Skills 4B	60:40:0	4
SKIL1501	Success Skills 5	60:40:0	4
SKIL1502	Success Skills 5B	60:40:0	4
SKIL1601	Academic Skills 6	60:40:0	4
SKIL1602	Introduction to Social Studies	60:40:0	4
Mathematics Courses			
MATH1010	Pre-Trades Math and Science	125:0:0	5
MATH1903	Essential Math	100:25:0	5
MATH1904	Pre-Algebra	100:25:0	5
MATH1905	High School Prep Math	125:0:0	5

Prep for College Courses

READ9089	Reading 089	65:0:0	3
ENGL9089	English 089	60:0:0	3
MATH9089	Math 089	60:0:0	3

Reading Courses

READ1401	Reading Level 4	96:24:0	5
READ1402	Reading Level 4B	96:24:0	5
READ1501	Reading Level 5	96:24:0	5
READ1502	Reading Level 5B	96:24:0	5
READ1601	Reading Level 6	96:24:0	5

Science Courses

ANPH1001 (O)	Anatomy and Physiology I	45:0:0	3
ANPH1002 (O)	Anatomy and Physiology II	45:0:0	3
SCNC1800	Academic Science	125:0:0	5
SCNI270	Science 10	125:0:0	5

Student Learning and Wellness Remedial Courses

ENGL1000	Reading Enhancement	125:0:0	5
ENGL1701	Computer Writing	0:125:0	5

Upgrading Non-Credit Prep Courses

XUPG1020	Biology 30 Prep - Fast Track	65:0:0	0
XUPG1021	Chemistry 30 Prep - Fast Track	65:0:0	0
XUPG1022	English 30-1 Prep - Fast Track	65:0:0	0
XUPG1023	Pure Math 30 Prep - Fast Track	65:0:0	0
XUPG1024	Physics 30 Prep - Fast Track	65:0:0	0

Writing Courses

WRIT1401	Writing Level 4	80:20:0	4
WRIT1402	Writing Level 4B	80:20:0	4
WRIT1501	Writing Level 5	80:20:0	4
WRIT1502	Writing Level 5B	80:20:0	4
WRIT1601	Writing Level 6	80:20:0	4

English Courses

ELA1105	English Language Arts 10-1	100:25:0	5
ELA2105	English Language Arts 20-1	100:25:0	5
ELA3105	English Language Arts 30-1	100:25:0	5
ENGL3301	English 030-1	100:25:0	5
ELA1104	English Language Arts 10-2	100:25:0	5
ELA2104	English Language Arts 20-2	100:25:0	5
ELA3104	English Language Arts 30-2	100:25:0	5
ENGL3302	English 030-2	100:25:0	5

Mathematics Courses

MAT1791	Mathematics 10C	125:0:0	5
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ACADEMIC UPGRADING 9 - 12

MAT2791	Mathematics 20-1	125:0:0	5
MAT2792	Mathematics 20-2	125:0:0	5
MAT3791	Math 30-1	125:0:0	5
MATH3301	Math 030-1	125:0:0	5
MAT3792	Math 30-2	125:0:0	5
MATH3302	Math 030-2	125:0:0	5
MAT3211	Mathematics 31	125:0:0	5
MATH1007	Prep for Practical Nurse Math	100:0:0	4

Science Courses

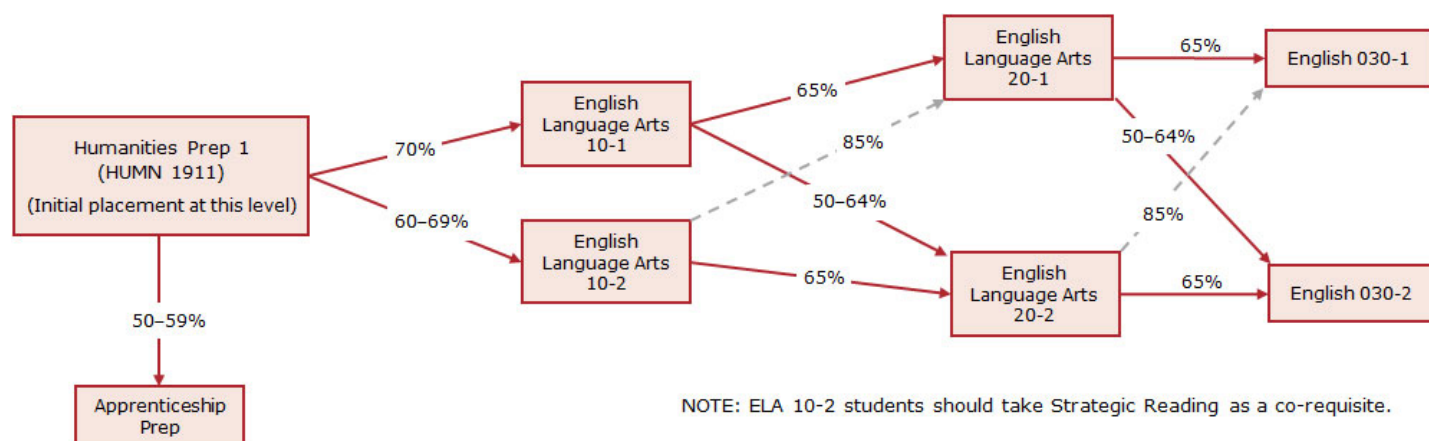
SCN3230	Biology 30	125:0:0	5
BIOL3300	Biology 030	125:0:0	5
SCN3796	Chemistry 30	125:0:0	5
CHEM3300	Chemistry 030	125:0:0	5
SCN3797	Physics 30	125:0:0	5
PHYS3300	Physics 030	125:0:0	5
SCN2231	Biology 20	125:0:0	5
SCN2796	Chemistry 20	125:0:0	5
SCN2797	Physics 20	125:0:0	5

Social Studies Courses

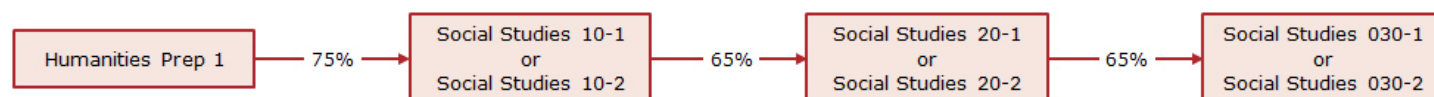
SST2771 (*)	Social Studies 20-1	125:0:0	5
SST3771	Social Studies 30-1	125:0:0	5
SOST3301	Social Studies 030-1	125:0:0	5
SST2772	Social Studies 20-2	125:0:0	5
SST3772	Social Studies 30-2	125:0:0	5
SOST3302	Social Studies 030-2	125:0:0	5

Course Progression Charts

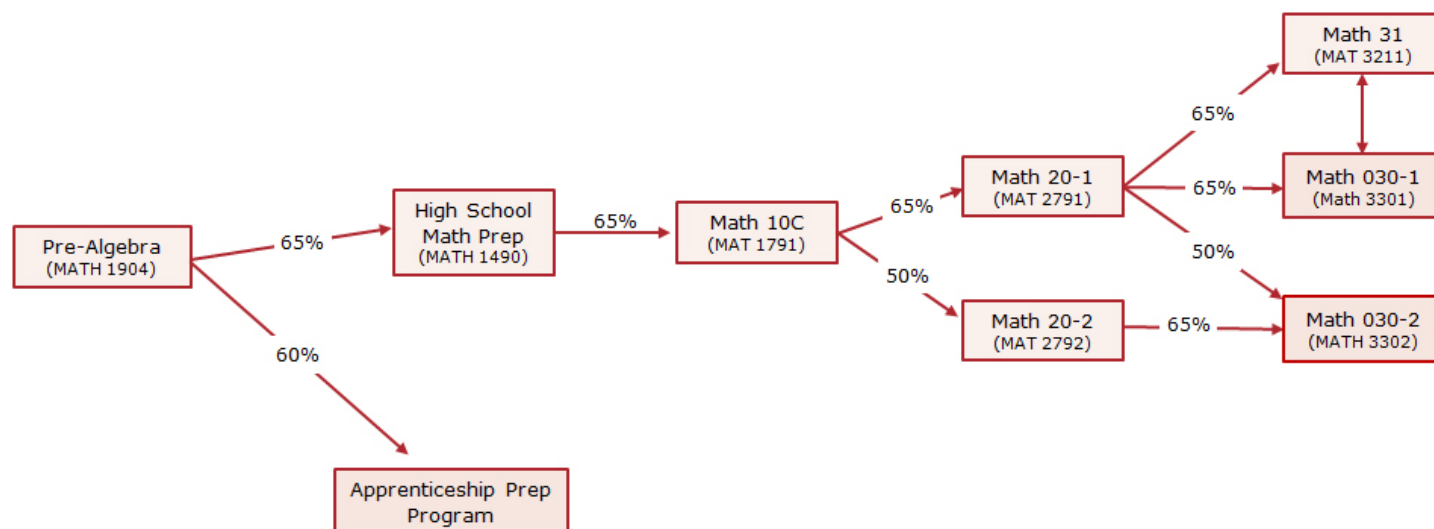
English Language Arts



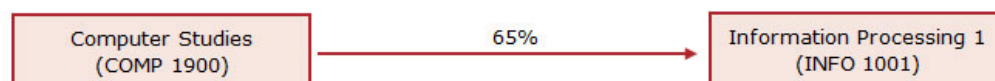
Social Studies



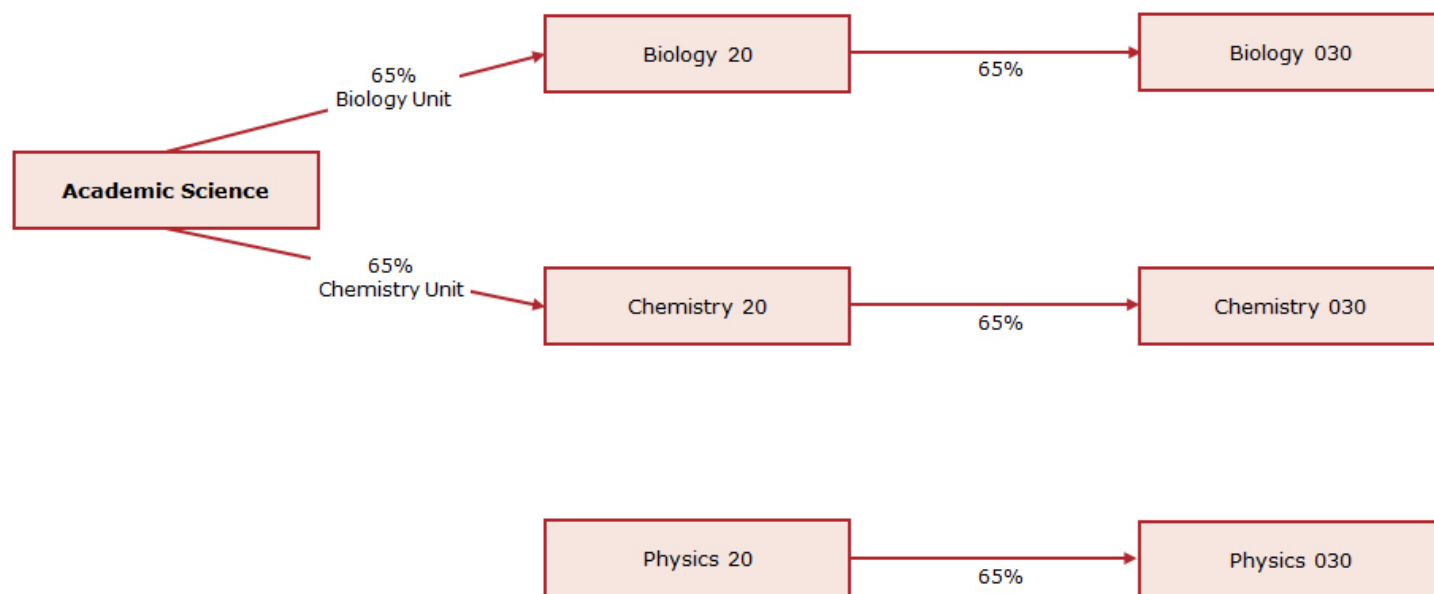
Math



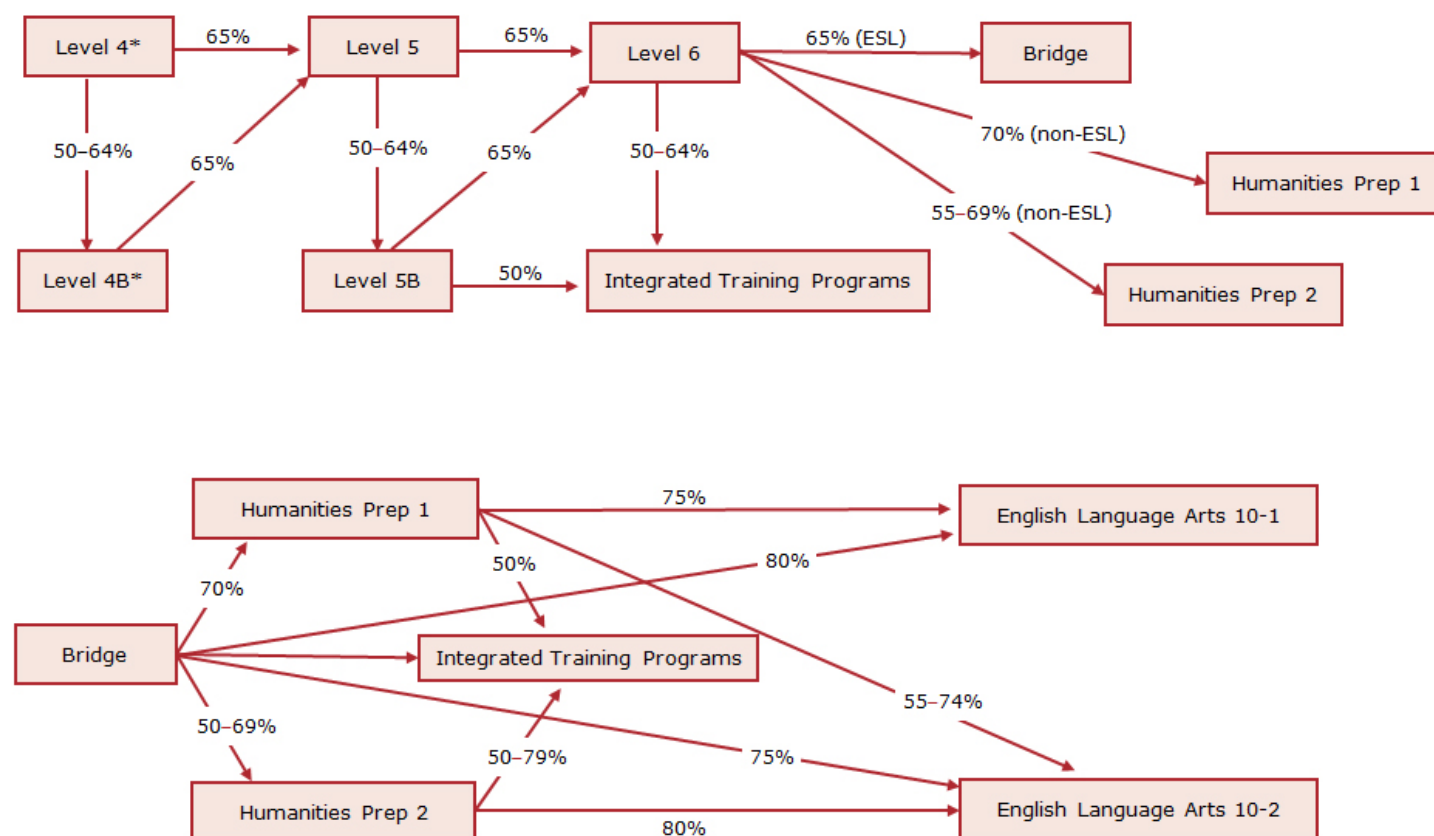
Career and Technology Studies



Science



Literacy and Essential Skills



* The above percentages for Levels 4 to 6 and Bridge programs represent both components of Reading and Writing.

- Full-time studies
- Daytime classes
- 16 week program

- Fall and winter starts
- Downtown Edmonton campus

Program Overview

Prep for Practical Nurse is a 16-week program designed to prepare you for [Practical Nurse](#) education.

Courses include:

- 2 of the 3 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 work in acute care hospitals, continuing care centres, community care settings, client homes, clinics, or doctors' offices.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

Transferability

Advanced transfer credit to NorQuest College's [Practical Nurse](#) program.

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 3 courses as prerequisites to enter the [Practical Nurse](#) program and all other requirements set out in 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 60% in Mathematics 20-1 (Pure Mathematics 20/020) or minimum 70% in Mathematics 20-2 (Applied Mathematics 20/020)
- Minimum 60% in Biology 30/030

Additional Note

Please choose **two (2) courses** from **English, Mathematics** or **Biology** above.

Courses marked with (O) are available as [Open Studies](#) courses.

PROGRAM OUTLINE

Course	Title	Hours	Credits
ANPH1001 (O)	Anatomy and Physiology I	45:0:0	3
ANPH1002 (O)	Anatomy and Physiology II	45:0:0	3
English Courses			
ELA3104	English Language Arts 30-2	100:25:0	5
ENGL3301	English 030-1	100:25:0	5
ENGL3302	English 030-2	100:25:0	5
Mathematics Courses			
MAT2791	Mathematics 20-1	125:0:0	5
MAT2792	Mathematics 20-2	125:0:0	5
Biology Courses			
BIOL3300	Biology 030	125:0:0	5
SCN3230	Biology 30	125:0:0	5
English Courses			
ELA3105	English Language Arts 30-1	100:25:0	5

Please choose **two (2) courses** from **English, Mathematics** or **Biology** above.

Courses marked with (O) are available as [Open Studies](#) courses.

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

Program Overview

This 10-month, 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.

Students will be assessed and placed at the level appropriate to their level of language proficiency.

Starts every 8 weeks between September and April.

Admission Requirements

- Assessed between the grade equivalent of academic levels 4 to 9
- 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.

This program is funded by an agency, and there are no tuition fees for students who qualify for entry.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Reading Courses			
YITX1001	Foundational Reading	53:10:0	3
YITX1002	Essential Reading	53:10:0	3
YITX1003	Critical Reading	53:10:0	3
Writing Courses			
YITX1011	Foundational Writing	53:10:0	3
YITX1012	Essential Writing	53:10:0	3
YITX1013	Critical Writing	53:10:0	3
Language Courses			
YITX1020	Enhanced Language	24:6:0	1
Skills Development Courses			
YITX1031	Foundational Skills	4:12:0	1
YITX1032	Essential Skills	4:12:0	1
YITX1033	Critical Skills	4:12:0	1
Mathematics Courses			
YITX1040	YIT Math	30:0:0	1



Employment Certificate Programs

- Apprenticeship Prep
- Day Home Provider
- Literacy and Essential Skills Pathways
- Skills for Employment
- Transitions to Employment

- Certificate
 - Full-time studies
 - Daytime face-to-face classes
 - Fall and winter starts
 - Work experience
 - Downtown Edmonton campus
-

Program Overview

This program is designed to prepare you for entry into one of 45 designated trades. The focus of this year's program will be on welding, steam fitting, pipefitting, plumbing, and related trades.

The program has two semesters,

- the first semester focusing on essential skills and workplace culture. 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.
- In the second semester, you will participate in a work experience component, or receive training in a trades training facility..

Career Potential

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

For more information on related careers, see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

Admission Requirements

- Grade 8 or equivalent in English Language Arts and Mathematics

Progression

Students must attain a pass grade in each course to progress through the program.

Credential

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

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
COMP1015	Computer Skills and Communication	0:60:0	4
EMPL1015	Employability and Safety Skills I	30:30:0	4
MATH1004	Apprenticeship Prep Math	120:0:0	8
SCNC1000	Apprenticeship Prep Science	120:0:0	8
SCNC1001	Apprenticeship Prep Science-Lab	0:90:0	6
EMPL1020	Workplace Culture	30:0:0	2
Term 2 - 12 weeks			
WORK1023	Work Experience III - APR	0:0:365	8

- One-year certificate
- 10-month program
- Full-time studies
- Designed for ESL and adult literacy students

- Daytime, face-to-face classes
- 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

This program will prepare you to become a self-employed day home provider or work in a childcare centre.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

Admission Requirements

- Grade 5 or equivalent in reading and writing
- Criminal record check; must include vulnerable sector check current to within 6 months prior to program start.*
- Intervention Record Check (formerly Child Welfare or CWIS check) current to within six months prior to program start

***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 Requirement

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been complete within the 2 years prior to application to the program.

- Acceptable evidence of ELP for this program is a minimum CLB 4.

Progression

Students must attain a pass grade in each course to progress through the program.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Day Home Provider certificate.

Additional Certification

After successfully completing this program, graduates can apply for their Child Development Assistant certification (formerly Level 1) through the Government of Alberta, Human Services.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
DHPP1000	Introduction to Child Care and Child Development	156:24:0	12
DHPP1001	Food, Nutrition, and Health	60:0:0	4
DHPP1002	Safety and Emergency Planning	60:0:0	4
DHPP1003	Observation I	15:0:30	2
DHPP1004	Learning Through Play	60:0:0	4
Term 2 - 16 weeks			
DHPP1005	Literacy and Language Development	50:10:0	4
DHPP1006	Business of a Day Home	120:0:0	8
DHPP1007	Communications for Day Home Providers	60:0:0	4
DHPP1008	Program Planning and Implementation	60:10:5	5
DHPP1009	Observation 2	5:0:55	2
DHPP1010	Practicum I	15:0:25	2
Term 3 - 8 weeks			
DHPP1011	Computer Training	30:45:0	5
DHPP1012	Professionalism and Ethics	60:0:0	4
DHPP1013	Preparation for Work	60:0:0	4

- Face-to-face classes
- Full-time and part-time studies
- 16 week terms

- Fall, winter and spring starts
- Downtown Edmonton campus

Program Overview

This program prepares foundational learners to move into employment training programs, further upgrading or work experience-essential skills certification. Tailored to your career goals, current skill sets, and progress, the Literacy and Essential Skills Pathways program focuses on individual learning plans. You will explore career possibilities and work on improving your essential skills in reading, document use, numeracy, writing, oral communication, working with others, thinking skills, digital technologies, and continuous learning, as they apply to your career path.

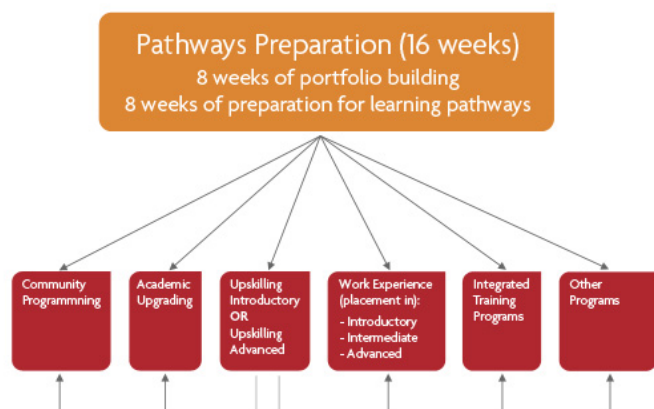
Term 1 - Pathways Preparation

Students enter Pathways Preparation (Term 1) for 4 months of career and personal portfolio building to prepare for their individual “pathway.”

Term 2 - Pathways

In Term 2, pathways consist of one of the six choices outlined in the chart.

- All but the **Community Programming** pathway are offered through NorQuest College.
- Students who follow the **Upskilling** pathway work on authentic literacies related to their career path of interest (human vocations, retail and hospitality, or construction and materials handling). Students stay in this part of the program for one or two terms (4 to 8 months) and are guided to complete relevant courses from the selection listed for Upskilling in the program outline.
- Students who transition into **Academic Upgrading, Integrated Training Programs, or Alberta Aboriginal Construction Career Centre** follow the timelines for these programs.



Click on the image above to download a larger PDF version.

Career Potential

The Literacy and Essential Skills Pathways program prepares you for a career in human vocations, retail and hospitality, construction and materials handling, or further upgrading leading to post-secondary programming.

Transferability

Transferability to integrated training programs or further upgrading will depend on the student's individual learner pathway.

Admission Requirements

- Grade 4 to Grade 8 or equivalent in reading and writing.

English Language Proficiency Requirement

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 in listening and speaking.

Progression

Students must attain a pass grade in each course to progress through the program

Graduation Requirements

To qualify for graduation, students must pass the courses mapped as their individual pathway.

After successfully completing this program, graduates will have a portfolio supporting their transition to the workplace or future academic studies. Graduates will be awarded a NorQuest Literacy and Essential Skills certificate (once the workplace portion of the program has been completed). Industry-regulated certification will be awarded to students successfully completing requirements based on individual learner pathways.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Literacy and Essential Skills certificate.

Additional Certification

Industry regulated certification will be awarded to students successfully completing requirements based on individual learner pathways.

Laddering Opportunities

Continuation to integrated training programs or further upgrading will be dependent on the individual learner's pathway.

Further Education Opportunities

Transferability to integrated training programs or further upgrading will depend on the student's individual learner pathway.

PROGRAM OUTLINE

Note: Upon completion of **Term 1**, students will follow one of the six pathways shown on the chart.

- Students in **Upskilling** will be directed to take a selection of the courses noted below. Depending on the individual student needs, this portion will vary from 8 to 32 weeks.
- Students in **Work Experience** will take the work experience course noted below.
- Students who transition into [Academic Upgrading \(9-12\)](#), integrated training (Employment Preparation) programs (including [Apprenticeship Prep](#), [Day Home Provider](#), and [Transitions to Employment](#)), or Alberta Aboriginal Construction Career Centre follow the program outlines and timelines for these programs.

Course	Title	Hours	Credits
Pathways Preparation - 8 weeks			
SKIL1050	Career and Personal Assessment	75:50:0	5
SKIL1051	Job and Study Skills Assessment	45:30:0	3
Term 1 - 8 weeks			
SKIL1052	Essential Skills Preparation	75:50:0	5
SKIL1054	Communicating for Success	45:30:0	3
OR (depending on student goals)			
SKIL1053	Preparation for Humanities	75:50:0	5
SKIL1055	Preparation for Math and Science	45:30:0	3
Upskilling			
SKIL1150	Reading and Writing - Introduction	50:50:0	4
SKIL1151	Applied Numeracy - Introduction	50:50:0	4
SKIL1152	Learning for Life	50:50:0	4
SKIL1153	Career-Specific Options - Introduction	25:25:0	2
SKIL1156	Community Connections	0:0:50	2
SKIL1250	Reading and Writing - Advanced	50:50:0	4
SKIL1252	Communication and Collaboration	50:50:0	4
SKIL1253	Career-Specific Options - Advanced	25:25:0	2
SKIL1256	Community Leadership	0:0:50	2
Work Experience - 16 weeks			
SKIL1350	Work Experience - LESP	25:0:475	11

- Certificate
 - Full-time studies
 - Daytime classes
-

Program Overview

NOTE: This program is under review for the 2014/15 academic year.

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 key industry sectors like:

- Child care
- Manufacturing and production
- Personal support
- Construction
- Warehousing
- Food services
- Building services
- Security

Admission Requirements

- Grade 5 equivalent in reading and writing
- A program suitability interview is required prior to acceptance to the 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 Futures Through Employment certificate.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
SKIL1000	Applied Mathematics and Document Use	30:0:0	2
SKIL1005	Interpersonal and Intercultural Skills	30:0:0	2
SKIL1010	Job Safety Skills	15:0:0	1
SKIL1015	Employment Preparation I	0:30:0	2
SKIL1020	Computer Literacy	0:15:0	1
SKIL1025	Job Skills	0:90:0	6
SKIL1030	Work Experience I - S4E	0:0:320	7
Term 2 - 8 weeks			
SKIL1035	Work Experience II - S4E	0:0:320	7

- One-year certificate
- Full-time studies
- Daytime, face-to-face classes
- 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 and workplace training, you will 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.

- 40-week program
- Combination of classroom and work experience

This program is also known as the **Transitional Vocational Program**, as listed on Alberta Human Services' (AHS) Training for Work programs, as described on the [AHS website](#):

Intent

The Transitional Vocational Program (TVP) is a specialized program element under Training for Work. The objective of TVP is to provide eligible individuals with training and guidance that will contribute directly to their ability to obtain employment and establish and maintain independence. Independent living in and of itself is not the desired outcome for TVP.

Transitional Vocational Program is based upon the following premises:

- Persons who are assessed with a mild developmental disability have the capacity to contribute to their own economic and personal sustainability through employment.
- Success in the workplace can be attainable through training that combines living skills, employability skills, occupational skills and work experience.

Policy

Eligible Individuals Specific to Transitional Vocational Program

- To be eligible for TVP, individuals **must** be identified as having a developmental disability. This requirement is unique to TVP. A person with a developmental disability is defined as an individual who is:
 - experiencing significant limitation in intellectual capacity which significantly affects the ability to learn and perform daily living skills.
 - An applicant's intellectual capacity is determined through a formal IQ test that has been administered by a registered psychologist.
 - Limitations in intellectual capacity are defined as a full-scale IQ score of two or more standard deviations

below the average IQ of 100. A standard deviation is 15 points, so two or more standard deviations is an IQ score of 70 or less and

- experiencing limitation in adaptive skills.
 - Defined by the need for help to perform two or more of the following adaptive skills areas: communication; home living; community use; health and safety; leisure; self-care; social skills; self-direction; functional academics; work.
- Individuals must have the ability to participate in training within a work setting without the assistance of a full-time job coach.
- Individuals must be at least 18 years of age at the program start date.
- Individuals can enter TVP directly upon completion of high school. They are not required to be out of high school for one year (12 months) to be eligible.
- Assets are not used to determine financial eligibility.
- To be eligible for TVP, an individual must meet all other requirements listed under [Eligible Individuals – General](#).

For additional information about Transitional Vocational Programs, please visit [Alberta Human Services Employment & Training Programs and Services](#).

Admission Requirements

- History of special education (school records, standardized testing, etc.)
- Admission interview with a NorQuest counsellor
- 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.

Credential

After successfully completing this program, graduates will be awarded a NorQuest NorQuest College Transitions to Employment certificate.

Additional Note

*A student may audit a course relevant to employment interested in place of [Financial Literacy and Numeracy I \(TRAN1001\)](#) and [Communication Technology \(TRAN1002\)](#) and based upon the College's ability to accommodate the student's learning needs.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
TRAN1001	Financial Literacy and Numeracy I	45:0:0	3
TRAN1002	Communication Technology	45:0:0	3
TRAN1003	Employment Preparation	129:16:0	10
TRAN1004	Recreation and Community Living I	16:59:0	5
TRAN1005	Human Relations I	74:16:0	6
Term 2 - 16 weeks			
TRAN1011	Financial Literacy and Numeracy II	30:0:0	2
TRAN1012	Career Management	30:15:0	3
TRAN1014	Recreation and Community Living II	30:0:0	2
TRAN1015	Human Relations II	45:0:0	3
TRAN1018	Work Experience I	0:0:250	5
Term 3 - 8 weeks			
TRAN1019	Work Experience I I	0:0:200	5

*A student may audit a course relevant to employment interested in place of [Financial Literacy and Numeracy I \(TRAN1001\)](#) and [Communication Technology \(TRAN1002\)](#) and based upon the College's ability to accommodate the student's learning needs.



English Language Training Programs

- ESL (English as a Second Language) Intensive
- LINC (Language Instruction for Newcomers to Canada)
- LINC Rural Delivery and Home Study

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

- Fall, winter, and spring starts
- Face-to-face, online, and hybrid deliveries may be offered
- 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? Language instruction prepares you for further education and employment.

In ESL Intensive, you will 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

Language instruction prepares you for further academic studies and employment. The ESL Intensive program integrates computer instruction into each level. Practice in the language lab will help you improve your language skills. All instructors are professionally trained and experienced in teaching English as a second language.

NorQuest offers **career-specific English** classes online and face-to-face with classes that teach English for health careers and English for business careers.

- For more information, download our [Career English Courses fact sheet \(99K pdf\)](#).

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. Specialized ESL classes assist you to acquire the language you need for studies and work in health and business.

Transferability

Students who successfully complete ESL courses at various levels will meet the language requirements for a number of programs at NorQuest College and other post-secondary institutions.

Students successfully completing [Listening/Speaking 800 \(ESLS8000\)](#) or [Listening/Speaking 810 \(ESLS8100\)](#) meet the English language proficiency requirement in listening and speaking at Olds College.

Students successfully completing [Listening/Speaking 800 \(ESLS8000\)](#) or [Listening/Speaking 810 \(ESLS8100\)](#) or [English for Academic Purposes - Reading and Writing \(ESLG1860\)](#) meet the English language proficiency requirement in reading and writing at Olds College.

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.

PROGRAM OUTLINE

Not all courses are offered each academic year.

Course	Title	Hours	Credits
Listening/Speaking Courses			
ESLS1000	Listening/Speaking 100	148:32:0	7
ESLS1100	Listening/Speaking 110	148:32:0	7
ESLS2000	Listening/Speaking 200	148:32:0	7
ESLS2100	Listening/Speaking 210	148:32:0	7
ESLS3000	Listening/Speaking 300	148:32:0	7
ESLS3100	Listening/Speaking 310	148:32:0	7
ESLS4000	Listening/Speaking 400	148:32:0	7
ESLS4100	Listening/Speaking 410	148:32:0	7
ESLS5000	Listening/Speaking 500	148:32:0	7
ESLS5100	Listening/Speaking 510	148:32:0	7
ESLS6000	Listening/Speaking 600	148:32:0	7
ESLS6100	Listening/Speaking 610	148:32:0	7
ESLS7000	Listening/Speaking 700	148:32:0	7
ESLS7100	Listening/Speaking 710	148:32:0	7
ESLS8000	Listening/Speaking 800	148:32:0	7
ESLS8100	Listening/Speaking 810	148:32:0	7
Reading/Writing Courses			
ESLW1000	Reading/Writing 100	148:32:0	7
ESLW1100	Reading/Writing 110	148:32:0	7
ESLW2000	Reading/Writing 200	148:32:0	7
ESLW2100	Reading/Writing 210	148:32:0	7
ESLW3000	Reading/Writing 300	148:32:0	7
ESLW3100	Reading/Writing 310	148:32:0	7
ESLW4000	Reading/Writing 400	148:32:0	7
ESLW4100	Reading/Writing 410	148:32:0	7
ESLW5000	Reading/Writing 500	148:32:0	7
ESLW5100	Reading/Writing 510	148:32:0	7
ESLW6000	Reading/Writing 600	148:32:0	7
ESLW6100	Reading/Writing 610	148:32:0	7
ESLW7000	Reading/Writing 700	148:32:0	7
ESLW7100	Reading/Writing 710	148:32:0	7
ESLW8000	Reading/Writing 800	148:32:0	7
ESLW8100	Reading/Writing 810	148:32:0	7
Listening/Speaking Courses			
ESLG1861	English for Academic Purposes - Listening and Speaking	118:32:0	6

ESL (ENGLISH AS A SECOND LANGUAGE) INTENSIVE

English for Specific Purposes Courses

BHCA1100	Listening and Speaking for Success in Health Careers	100:25:0	5
BHCA1101	Reading and Writing Strategies and Development for Health Careers	125:0:0	5
BHCA1102	Intercultural Communication for Health Careers	50:0:0	2
BHCA1103	Medical Terminology for Health Careers	50:0:0	2
ESLG2101	Listening and Speaking for Success in a Business Career	100:25:0	5
ESLG2102	Occupation-Specific Vocabulary Development for Business Careers	50:0:0	2
ESLG2103	Reading and Writing Strategies and Development for Business Careers	100:25:0	5

Reading/Writing Courses

ESLG1860	English for Academic Purposes - Reading and Writing	118:32:0	6
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English for Specific Purposes Courses

ESLG2201	Speaking and Listening for Health Professions	100:25:0	5
ESLG2202	Terminology for Health Professions	50:0:0	2
ESLG2203	Reading and Writing for Health Professions	125:0:0	5
ESLG2212	English for Nursing - Reading	0:0:75	3
ESLG2211	English for Nursing - Listening	0:0:75	3
ESLG2215	English for Nursing, Medical Terminology	0:0:50	2
ESLG2214	English for Nursing - Writing	0:0:75	3
ESLG1900	English for Academic Purposes - Reading and Writing EAP I	60:0:0	4
ESLG1901	English for Academic Purposes - Listening and Speaking EAP I	45:0:0	3
ESLG1898	English for Academic Purposes -Reading and Writing EAP II	60:0:0	4
ESLG1899	English for Academic Purposes - Listening and Speaking EAP II	45:0:0	3

- Tuition funded by Citizenship and Immigration Canada
- Full-time and part-time studies
- Daytime, evening, and weekend offerings

- Face-to-face and blended classes
- Fall, winter, and spring starts
- Downtown Edmonton and Edmonton Westmount campuses

Program Overview

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, LINC Blended, or LINC Volunteer courses for eligible students.

The LINC program concentrates on the language 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 the following services and facilities at our Westmount campus:

- highly qualified instructors
- extensive LINC/ESL library
- innovative computer and iPad language labs with ESL programs
- Access to student advisors, career and work experience consultants, and personal counsellors

Tuition for LINC is funded by Citizenship and Immigration Canada. There are no fees or tuition for eligible students.

Registration

To register, please download and complete the [LINC Registration Form \(355K.pdf\)](#) and bring it with you to the LINC Office at NorQuest's Westmount Campus to complete your admission process.

- See more at: <http://www.norquest.ca/cal/2013-2014/program/language-instruction-for-newcomers-to-canada/details.aspx#sthash.zAumn3Yq.dpuf>

Registration

To register, please download and complete the [LINC Registration Form \(355K.pdf\)](#) and bring it with you to the LINC Office at NorQuest's Westmount Campus to complete your admission process.

- See more at: <http://www.norquest.ca/cal/2013-2014/program/language-instruction-for-newcomers-to-canada/details.aspx#sthash.zAumn3Yq.dpuf>

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 and other institutions.

Admission Requirements

- A permanent resident or a person in the process of becoming a permanent resident

*All applicants **must first apply** through the Language Assessment Referral and Counselling Centre (LARCC), located at:

Catholic Social Services
10709 105 Street NW
Edmonton.

Call 780.424.3545 for an appointment

Progression

Students must show progress in the Canadian Language Benchmarks (CLB) in each course to advance through the program.

PROGRAM OUTLINE

Course	Title	Hours	Credits
LINC1114	CLB 1 Listening and Speaking - 4 Credit	100:0:0	4
LINC1118	CLB 1 Listening and Speaking	200:0:0	8
LINC1124	CLB 1 Reading and Writing - 4 Credit	100:0:0	4
LINC1128	CLB 1 Reading and Writing	200:0:0	8
LINC1214	CLB 2 Listening and Speaking - 4 Credit	100:0:0	4
LINC1218	CLB 2 Listening and Speaking	200:0:0	8
LINC1224	CLB 2 Reading and Writing - 4 Credit	100:0:0	4
LINC1228	CLB 2 Reading and Writing	200:0:0	8
LINC1314	CLB 3 Listening and Speaking - 4 Credit	100:0:0	4
LINC1318	CLB 3 Listening and Speaking	200:0:0	8
LINC1324	CLB 3 Reading and Writing - 4 Credit	100:0:0	4
LINC1328	CLB 3 Reading and Writing	200:0:0	8
LINC1414	CLB 4 Listening and Speaking - 4 Credit	100:0:0	4
LINC1418	CLB 4 Listening and Speaking	200:0:0	8
LINC1424	CLB 4 Reading and Writing - 4 Credit	100:0:0	4
LINC1428	CLB 4 Reading and Writing	200:0:0	8
LINC1514	CLB 5 Listening and Speaking - 4 Credit	100:0:0	4
LINC1518	CLB 5 Listening and Speaking	200:0:0	8
LINC1524	CLB 5 Reading and Writing - 4 Credit	100:0:0	4
LINC1528	CLB 5 Reading and Writing	200:0:0	8
LINC1614	CLB 6 Listening and Speaking - 4 Credit	100:0:0	4
LINC1618	CLB 6 Listening and Speaking	200:0:0	8
LINC1624	CLB 6 Reading and Writing - 4 Credit	100:0:0	4
LINC1628	CLB 6 Reading and Writing	200:0:0	8
LINC1714	CLB 7 Listening and Speaking - 4 Credit	100:0:0	4
LINC1718	CLB 7 Listening and Speaking	200:0:0	8
LINC1724	CLB 7 Reading and Writing - 4 Credit	100:0:0	4
LINC1728	CLB 7 Reading and Writing	200:0:0	8
LINC1814	CLB 8 Listening and Speaking - 4 Credit	100:0:0	4
LINC1818	CLB 8 Listening and Speaking	200:0:0	8
LINC1824	CLB 8 Reading and Writing - 4 Credit	100:0:0	4
LINC1828	CLB 8 Reading and Writing	200:0:0	8

- Tuition funded by Citizenship and Immigration Canada
- Part-time studies
- Continuous intake
- Designed for newcomers in rural Alberta

Program Overview

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, LINC Blended, or LINC Volunteer courses for eligible students.

The LINC program concentrates on the language 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.

The following are available to all NorQuest LINC students:

- highly qualified instructors
- extensive LINC/ESL library
- innovative computer and iPad language labs with ESL programs
- Access to student advisors, career and work experience consultants, and personal counsellors.

Special Features of the Rural Delivery Program

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 with part-time, face-to-face courses.

LINC Rural Delivery Program (LINC RDP)

- face-to-face delivery
- LINC levels Literacy to LINC 5
- continuous intakes

LINC Home Study Program (LINC HSP)

- online, self-paced courses
- LINC 2 to LINC 5
- continuous intakes
- individualized weekly telephone lessons with an instructor are part of the program

Students make take LINC RDP and LINC Home Study at the same time. There are 3 ways to take the program:

- LINC RDP - students attend classes in a face-to-face setting on a part-time basis (LINC 1-4)
- LINC Home Study - students learn online (LINC 2-5)
- a combination of both LINC RDP and Home Study

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.

Admission Requirements

- A permanent resident, a person in the process of becoming a permanent resident
- Canadian Language Benchmarks (CLB) assessment*

Students will be assessed by a NorQuest College assessor in your community.

Progression

Students must show progress in the Canadian Language Benchmarks in each course to advance through the program.

PROGRAM OUTLINE

Course		Title	Hours	Credits
LINC2001	LINC 1 RDP		75:0:0	3
LINC2002	LINC 2 RDP		75:0:0	3
LINC2003	LINC 3 RDP		75:0:0	3
LINC2004	LINC 4 RDP		96:0:0	4
LINC2005	LINC 5 RDP		75:0:0	3



Certificate and Diploma Programs

- Accounting Technician
- Administrative Professional
- Advanced Education in Orthopaedics
- Business Administration
- Community Support Worker
- Health Care Aide
- Health Care Aide PLAR (Prior Learning Assessment)
- Hospital Unit Clerk
- Mental Health Rehabilitation
- Pharmacy Technician
- Physical Therapy Assistant
- Practical Nurse
- Practical Nurse Refresher
- LPN (Licensed Practical Nurse) Continuing Education
- Social Work
- Therapeutic Recreation

- Nine-month certificate, including four-week work experience placement
- Full-time and part-time studies

- Face-to-face, online, and hybrid studies may be offered
- Downtown Edmonton campus, Drayton Valley, Stony Plain, Whitecourt, Westlock, and Wetaskiwin

Program Overview

If you enjoy working with numbers and are interested in business and finance, this career could be ideal for you. Accounting technicians are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information. They may also perform a wide range of finance roles, from accounts clerk to financial controller and beyond. This program allows you to maintain full-time employment while pursuing a professional qualification, giving you “A Career in Less Than a Year.”

Graduates from this program will have the basic theory, technical knowledge, computer competencies, and skills to enter the accounting field at an entry-level position. Our program equips graduates to perform financial accounting, budgeting, costing, and tax returns. The work experience component of the program allows students to gain hands-on experience in the field.

Career Potential

Accounting technicians are involved in processing invoices, recording receipts and payments, payroll, bookkeeping, auditing external and internal work, and preparing and checking ledger balances and other monthly and yearly accounts. They also handle company expenses, control budgets, prepare financial transactions, and use computerized accounting systems. Accounting technicians usually work regular weekday hours in a comfortable office environment.

Accounting technicians can work on their own, in a large accounts team, or alongside professional accountants. While they are not accountants, they can perform many of the same functions and are qualified to take accounts beyond the trial balance stage, as well as prepare full financial accounts. There is always a strong demand for these skills in industry.

Self-employed accounting technicians provide a range of accounting services to businesses, which may include advising on budgets and taxation issues, calculating end-of-year accounts, and consultancy.

Graduates of the Accounting Technician Certificate program are work-force ready and can be employed in positions such as accounting technician, accounting clerk, bookkeeper, office manager, accounting assistant, payroll administrator, accounts payable/receivable clerk, billing supervisor, and data entry professional. Graduates may find employment in small businesses, government, banking, insurance, manufacturing, health services, not-for-profit organizations, retail, hospitality, and the oilfield and construction industries.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

For other related occupations, please use the search feature in ALIS OCCinfo and WAGEinfo.

Transferability

Some coursework completed in the Accounting Technician 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.

Coursework completed at another post-secondary institution may be equivalent to coursework at NorQuest College. A formal assessment will be made to determine whether these courses qualify for transfer credit. Request forms may be obtained from the Office of the Registrar or online. For more information, visit the [Transfer Credit](#) page.

Admission Requirements

- Grade 12 diploma*
- 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent
- 50% in Mathematics 30-1 (Pure Mathematics 30) or Mathematics 30-2 (Applied Mathematics 30) or equivalent

*For mature students (age 19+), all requirements must be met except the need for a Grade 12 diploma.

English Language Proficiency Requirement

If English is your second language, 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 coursework required for admission to this program.

Progression

Students must attain a pass grade in each course to progress through the program.

Graduation Requirements

To qualify for graduation, students must pass all courses and achieve a minimum 2.0 grade point average.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Accounting Technician certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

Further Education Opportunities

Some coursework completed in the Accounting Technician 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.

Additional Note

Courses marked with an (O) are available as [Open Studies](#) courses.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
BUSN1290	Accounting I	15:30:0	3
BUSN1288	Payroll Administration	15:30:0	3
BUSN1279	Communications I	45:0:0	3
BUSN1310	Business Computer Applications	0:45:0	3
BUSD1050 (O)	Business Math and Statistics	45:15:0	3
Term 2 - 16 weeks			
BUSN1291	Accounting II	15:30:0	3
BUSN1292	Simply Accounting	15:30:0	3
BUSN1289	Introduction to Taxation	15:30:0	3
BUSN1280	Communications II	45:0:0	3
BUSD1510 (O)	Economics	45:15:0	3
Term 3 - 4 weeks			
BUSN1295	Work Experience	0:0:150	3

Courses marked with an (O) are available as [Open Studies](#) courses.

- 5-month certificate, including 1 month work placement
- Full-time studies

- Face-to-face, online, and hybrid studies may be offered
- Downtown Edmonton campus, Drayton Valley, Stony Plain, Whitecourt, Westlock, and Wetaskiwin

Program Overview

Today's administrative professionals are often the voice and face of the company. They must be dynamic and able to actively lead the crucial day-to-day functions of an organization. They are able to make decisions, multi-task, solve issues, understand technology, communicate effectively, and operate an efficient office, no matter what the type of industry.

This program equips graduates with the skills and knowledge they need to become effective office professionals in today's dynamic business environment. Students will learn essential office skills such as basic accounting, office management, organizational politics, software applications, business communications, and event management.

Students will explore innovative trends and practices while acquiring the skills and knowledge relevant to current and future industry needs. Our focus on a high standard of applied education prepares graduates to be in high demand for quality employment.

This program is offered in a unique, fast-tracked format that gives students the opportunity to achieve "A Career in Less Than a Year." Students complete their classroom studies in just 4 months and then move on to their 1 month work experience placement, which gives them hands-on experience in their field.

Career Potential

Graduates of the Administrative Professional certificate program find employment in the public and private sector, in small business, government, banking, insurance, not-for-profit organizations and the retail, hospitality, oilfield, and construction industries.

NorQuest graduates find careers in rapidly evolving administrative support roles that include data analysis, event planning, office coordination, and communications. They can also be employed in positions such as corporate executive assistant, bookkeeper, billing and invoice clerk, and customer service associate.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

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. A formal assessment will be made to determine whether these courses qualify for transfer credit. Request forms may be obtained from the Office of the Registrar or online. For more information, visit the [Transfer Credit](#) page.

Admission Requirements

- 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent
- 50% in Mathematics 10C or 50% in Mathematics 20-2 (Applied Mathematics 20) or equivalent

English Language Proficiency Requirement

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
- TOEFL Internet-based test score 71 (overall score)
- IELTS Academic 6.0, with a minimum band score of 5.5
- CAEL score over 60
- Successful completion of English 30-1

***Note:** meeting the ELP requirements 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 this program, graduates will be awarded a NorQuest Administrative Professional certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

- Courses may be subject to change.
- Students will complete all the Term 1A courses (except BUSN1188) before they begin the Term 1B courses.

Course	Title	Hours	Credits
1A - 8 weeks			
Term 1A			
BUSN1165 (O)	Keyboarding	0:15:0	1
BUSN1166 (O)	MS Word	50:30:0	5
BUSN1167 (O)	MS Excel	15:30:0	3
BUSN1171 (O)	Business Office Procedures	15:30:0	3
BUSN1173 (O)	Business Communications I	30:15:0	3
BUSN1188 (O)	Event Management	15:30:0	3
1B - 8 weeks			
Term 1B			
BUSN1178 (O)	Databases and Presentations	15:30:0	3
BUSN1179 (O)	Professional Relations	15:30:0	3
BUSN1180 (O)	Advanced Excel and Outlook Foundations	15:30:0	3
BUSN1186 (O)	Accounting Basics	15:30:0	3
BUSN1193 (O)	Business Communications II	15:30:0	3
Term 3 - 4 weeks			
BUSN1184	Work Experience for Administrative Professionals	0:0:150	3

[Event Management \(BUSN1188\)](#) extends over 16 weeks, both Term 1A and 1B.

Courses with a (O) included in the course code are available for [Open Studies](#) registration.

- Certificate
- Part-time studies
- Continuous starts
- Distance education

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 2 courses and a clinical practicum. 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.

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

Practicum/Work Experience Requirements

- [WHMIS certificate](#)
- [CPR - Basic Life Support for Health-Care Providers certificate](#)
- Current immunizations including hepatitis B
- Negative TB test/chest X-ray
- 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 listed above may be satisfied by submitting a letter from your employer stating that the above requirements have been met and are up to date.

****Note:** Internet (online) criminal records 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 therefore may 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 a NorQuest Advanced Education in Orthopaedics certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have 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](#). Also, see [Financing Your Education](#) for further information on other funding options..

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 28 weeks			
ADVO1101	Foundations of Anatomy and Physiology for Orthopaedics	90:0:0	6
ADVO1002	Orthopaedic Pathology and Related Nursing Interventions	210:35:0	16
ADVO1103	Advanced Education in Orthopaedics Clinical Practice	0:0:300	10

- Two-year diploma with accounting, marketing, and general business specializations
- Brokered from Grande Prairie Regional College
- Full-time and part-time studies
- Face-to-face classes
- Fall and winter starts
- Downtown Edmonton campus

Program Overview

Whether you have well-defined goals such as becoming an accountant or a marketing professional, 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 you might choose. Students will explore innovative trends and practices while acquiring the skills and knowledge relevant to current and future industry needs. The practical and intensive training throughout the program helps our graduates become in-demand job candidates.

There are 3 streams for the Business Administration program. All streams provide a flexible and dynamic core understanding of business fundamentals with a wide assortment of job opportunities. :

- **General studies-** customize your program to meet specific career goals
- **Accounting stream-** with focused accounting courses in the second year.

Graduates with an accounting specialization have an aptitude for numbers and enjoy problem solving. They are able to look at the overall big picture while determining the bottom line. They are prepared to work with companies in financial, computerized tax, and cost accounting areas.

- **Marketing stream-** with focused marketing courses in the second year.

Graduates with a marketing specialization are becoming increasingly important to business in our competitive economy due to their creative and forward-thinking skills. They assist companies in determining how they can satisfy their customer needs using strategic thinking, trend analysis, and targeted communication techniques.

This program is brokered from Grande Prairie Regional College.

Career Potential

Graduates of the Business Administration Diploma program may find employment in the private or public sector, in small business, government, banking, insurance, not-for-profit organizations, retail, hospitality, and the oilfield and construction industries.

Accounting graduates may find careers as accounting technicians, accounting clerks, bankers, business analysts, bookkeepers, audit administrators, accounts payable or accounts receivable administrators, office managers, billing supervisors, business managers, credit and collections officers, inventory control officers, payroll accountants, and data entry professionals.

Marketing graduates may find careers as marketing assistants, marketing coordinators, marketing analysts, public relations officers, advertising account coordinators, marketing researchers, retail fashion associates, sales account managers, advertising agents, brand supervisors, and client service associates.

For more information on related careers, see:

- [ALIS OCCinfo occupational profiles](#)
- ALIS WAGEinfo salary info for [accounting](#) and [marketing](#)

Transferability

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. A formal assessment will be made to determine whether these courses qualify for transfer credit. Request forms may be obtained from the Office of the Registrar or online. For more information, visit the [Transfer Credit](#) page

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.

Admission Requirements

- 50% in English Language Arts 30-1 or English Language Arts 30-2 or equivalent
- 60% in Mathematics 20-1 (Pure Mathematics 20) or Mathematics 20-2 (Applied Mathematics 20) or equivalent, or 50% in Mathematics 30-1 (Pure Mathematics 30) or Mathematics 30-2 (Applied Mathematics 30) or equivalent

English Language Proficiency Requirement

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
- 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 4 out of 5 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 2 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 3 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.

To qualify for graduation, students must pass all courses. To qualify for graduation, students must pass all courses and maintain an overall GPA of 2.0.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Grande Prairie Regional College/NorQuest College Business Administration diploma.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

Additional Note

Courses with a (O) included in the course code are available for [Open Studies](#) registration.

PROGRAM OUTLINE

Fall Start (September)

Course	Title	Hours	Credits
Term 1 - 16 weeks			
BUSD1010 (O)	Business Communications I	45:15:0	3
BUSD1050 (O)	Business Math and Statistics	45:15:0	3
BUSD1110 (O)	Introduction to Accounting	45:30:0	3
BUSD1040 (O)	Small Business Management	45:0:0	3
BUSD1380 (O)	Organizational Behaviour I	45:0:0	3
Term 2 - 16 weeks			
BUSD1020	Business Communications II	45:15:0	3
BUSD1120 (O)	Principles of Accounting	45:30:0	3
BUSD1510 (O)	Economics	45:15:0	3
BUSD1150 (O)	Introduction to Computers in Business	45:30:0	3
BUSD1090	Introduction to Marketing	45:0:0	3
Term 3 - 16 weeks			
BUSD2030	Finance I	45:0:0	3
Accounting specialization			
BUSD2110	Intermediate Accounting I	45:30:0	3
BUSD2500	Computer Applications for Accounting	45:30:0	3
BUSD2130	Cost Accounting I	45:30:0	3
BUSD2620	Accounting Information Systems	45:0:0	3
Marketing specialization			
BUSD2550	Computer Applications for Marketing	45:30:0	3
BUSD2090	Marketing Strategy	45:15:0	3
BUSD2100	Not-for-Profit Marketing and PR	45:0:0	3
BUSD2710	Customer Service	45:0:0	3
Term 4 - 16 weeks			
BUSD3010	Legal Relations	45:0:0	3
Accounting specialization			
BUSD2120	Intermediate Accounting II	45:30:0	3
BUSD2140	Cost Accounting II	45:30:0	3
BUSD2160	Taxation	45:30:0	3
BUSD2230	Finance II	45:0:0	3
Marketing specialization			
BUSD2000	Seminar in Business Policy	45:15:0	3

BUSD2200	Marketing Research	45:0:0	3
BUSD2190	Consumer Behaviour	45:0:0	3
BUSD2070	Personal Selling	45:0:0	3

Winter Start (January)

Course	Title	Hours	Credits
Term 1 - 16 weeks			
BUSD1020	Business Communications II	45:15:0	3
BUSD1110 (O)	Introduction to Accounting	45:30:0	3
BUSD1510 (O)	Economics	45:15:0	3
BUSD1150 (O)	Introduction to Computers in Business	45:30:0	3
BUSD1090	Introduction to Marketing	45:0:0	3
Term 2 - 8 weeks			
BUSD1010 (O)	Business Communications I	45:15:0	3
BUSD1120 (O)	Principles of Accounting	45:30:0	3
BUSD1380 (O)	Organizational Behaviour I	45:0:0	3
Term 3 - 16 weeks			
BUSD2030	Finance I	45:0:0	3
Accounting Specialization			
BUSD2110	Intermediate Accounting I	45:30:0	3
BUSD2500	Computer Applications for Accounting	45:30:0	3
BUSD2130	Cost Accounting I	45:30:0	3
BUSD2620	Accounting Information Systems	45:0:0	3
Marketing Specialization			
BUSD2550	Computer Applications for Marketing	45:30:0	3
BUSD2090	Marketing Strategy	45:15:0	3
BUSD2100	Not-for-Profit Marketing and PR	45:0:0	3
BUSD2710	Customer Service	45:0:0	3
Term 4 - 16 weeks			
BUSD3010	Legal Relations	45:0:0	3
Accounting Specialization			
BUSD2120	Intermediate Accounting II	45:30:0	3
BUSD2140	Cost Accounting II	45:30:0	3
BUSD2160	Taxation	45:30:0	3
BUSD2230	Finance II	45:0:0	3
Marketing Specialization			
BUSD2000	Seminar in Business Policy	45:15:0	3
BUSD2200	Marketing Research	45:0:0	3
BUSD2190	Consumer Behaviour	45:0:0	3
BUSD2070	Personal Selling	45:0:0	3

Term 5 - 8 weeks

BUSD1050 (O)	Business Math and Statistics	45:15:0	3
BUSD1040 (O)	Small Business Management	45:0:0	3

Courses with a (O) included in the course code are available for [Open Studies](#) registration.

- One-year certificate with specific community specializations
- 150 hour practicum

- Full-time, face-to-face studies
- Fall start
- Downtown Edmonton campus

Program Overview

The Community Support Worker program is your gateway to employment in a human service agency or to further training in related careers. This exciting one-year certificate program provides graduates the skills to serve in one of three unique communities: Aboriginals, immigrants/refugees, and individuals with disabilities. Students will have the opportunity to focus their training in community support practice in a community of their career interest. They will take courses designed to provide them with knowledge and skills to support the growth and development of individuals and families and to build stronger communities.

Note: For 2014-2015, the new program starts with admitting applicants specifically interested in community support practice with the immigrant/refugee community. The 2 other training options - practice with Aboriginals and practice with the disabled - will be added after 2014-2015.

Career Potential

Graduates of this program will find employment in such front-line human service-delivery settings as Aboriginal child and family service agencies, street work organizations, group homes, emergency shelters, immigrant settlement agencies, ethno-specific community service organizations and organizations that provide personal/in-home supports to the disabled.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

Transferability

Graduates of this program who meet admission requirements of the [Social Work](#) program may receive credits for certain Social Work program courses.

Admission Requirements

- 50% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent

English Language Proficiency Requirement

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:

- CLB 7
- IELTS Academic 6.0, with no band scores below 6.0

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/Work Experience Requirements

A current (within six months of practicum commencement) criminal record check and a child protection intervention record check must be submitted to the Faculty of Health and Community Studies office prior to beginning the practicum. 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.

Progression

Students must attain a pass grade in each course to progress through the program.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Community Support Worker certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

Additional Note

Courses marked with (O) are available as [Open Studies](#) courses.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
COSW1000	Introduction to Community Support Work	75:0:0	5
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
COMM1024 (O)	Observation, Documentation, and Report Writing in Human Service Careers	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
CRIS1040	Crisis Intervention	21:24:0	3
Term 2 - 16 weeks			
COSL1000	Community Service Learning	30:30:0	4
COSW1010	Social Policy, Legislation and Government Systems	30:0:0	2
COSW1020	Leadership, Team Building and Organizational Behaviour	45:0:0	3
Aboriginal Community Support Specialization			
COSW1050	Aboriginal History, Identity and Culture	45:0:0	3
COSW1060	Community Development in Urban and Non-Urban Aboriginal Communities	45:0:0	3
Disabled Community Support Specialization			
COSW1070	Understanding Disability I	45:0:0	3
COSW1080	Understanding Disability II	45:0:0	3
Immigrant/Refugee Community Support Specialization			
COSW1030	Helping Skills in the Immigrant and Refugee Context	45:0:0	3
COSW1040	The Individual and Family in a Multicultural Context	45:0:0	3
Term 3 - 4 weeks			
COSW1025	Community Support Work Practicum	0:0:150	3

Courses marked with (O) are available as [Open Studies](#) courses.

- Certificate
- Daytime, evening, workplace, and eCampusAlberta classes

- Fall, winter, and spring starts
- Learn in the workplace: monthly admission

Program Overview

If you are a caring person who likes to help others, the Health Care Aide program may be for you. NorQuest College is licensed to deliver the Alberta Health and Wellness Health Care Aide 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

This program is available full-time, part-time and online through eCampus Alberta.

- Fall, winter, and spring starts
- Variable start dates for Regional programs
- Monthly admission for Learning in the Workplace
- Part-time options allow you to continue working while you complete the HCA program.
- Online program can be taken anywhere in the province through eCampusAlberta. Labs and workshops for online students will be held at the downtown Edmonton campus, which may require students to travel.

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 more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

To research your career, you may complete a [Career Investigation Report](#).

Admission Requirements

- English Language Arts 10-1 or equivalent, or CLB 7 or higher, or English Language Arts 20-1, 20-2, 30-1, or 30-2, or successful completion of academic testing through [NorQuest College Assessment Services](#).

Health Care Aide Workplace Education delivery applicants only:

- All program admission requirements listed
- Must be currently employed as a front-line caregiver in a participating agency

Practicum/Work Experience Requirements

- Clear criminal record check; must include vulnerable sector check.*
- Up-to-date immunization record. Download the [immunization form and instructions \(456K.pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(74K.pdf\)](#).
- "It's Your Move" certificate

*Note on immunization requirements:

- For Regional part-time delivery students, up-to-date immunizations must be completed and a record submitted two weeks **prior to entry into the program**.
- For full-time, all other part-time, and online delivery students, up-to-date immunizations must be completed and a record submitted **two weeks prior to the first clinical practice**.

***Note:** Internet (online) criminal records 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 therefore may 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.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Health Care Aide certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 21 weeks			
HLTH2011	Working Safely and Effectively as a Health Care Aide	40:5:0	3
HLTH2012	Communication in the Health-Care Environment	21:9:0	2
HLTH2006	Structure and Function of the Human Body - Health and Chronic Illness	39:0:0	3
HLTH2013	Providing Client Care and Comfort	28:35:0	4
HLTH2004	Health Care Aide Integrated Practicum I	0:0:40	1
HLTH2014	Meeting Complex Care Needs	18:24:0	3
HLTH2002	Assisting with Medication Delivery	6:12:0	1
HLTH2015	Special Activities for Diverse Clients	47:2:0	3
HLTH2010	Health Care Aide Integrated Practicum II	0:0:160	5

Articulation Between the Former Program and the New HCA Program

Certain courses from the former Health Care Aide program have direct equivalents in the new program structure. 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, which will be supported until July 31, 2013. These students must have their requirements complete by this date. Note that "Net New Students" and PLAR students that registered in the spring semester are exempted from this deadline.

Direct Equivalents - Health Care Aide (2011/12) and Health Care Aide (2012/13)

Course Code	Title	Credit
HLTH2002	Assisting with Medication Delivery	1
HLTH2004	Health Care Aide Integrated Practicum I	1
HLTH2006	Structure and Function of the Human Body - Health and Chronic Illness	3

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.

Program Outline (2012/13) - former Program Structure

Students who began the Health Care Aide program **prior to August 31, 2012**, will complete their program as set out in the following program structure.

Health Care Aide Former Program Structure

Course Code	Title	Credit
HLTH2000	Safe Work Practices	2
HLTH2001	Introduction to Activities of Daily Living	3
HLTH2002	Assisting with Medication Delivery	1
HLTH2003	Working with Clients with a Diagnosis of Dementia-"A Moment in Time"	1
HLTH2004	Health Care Aide Integrated Practicum I	1
HLTH2005	Working and Communicating in a Health-Care Environment	3
HLTH2006	Structure and Function of the Human Body - Health and Chronic Illness	3
HLTH2007	Activities of Daily Living	2
HLTH2008	Skills for Assisting Clients with Complex Care	2
HLTH2009	Special Care for Diverse Clients	2
HLTH2010	Health Care Aide Integrated Practicum II	5
XHCA1000	Comprehensive Final Exam	0

Program Overview

The HCA PLAR process is a certification process for individuals who have had directly related continuing care work experience in the past 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.
- Licensed Practical Nurses (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 equivalent, or CLB 7 or higher, or any of English Language Arts 20-1, 20-2, 30-1, or 30-2, or successful completion of academic testing through [NorQuest College Assessment Services](#).
- 600 hours of experience in the last 3 years as a healthcare worker, documented with a proof-of-employment letter from the employer(s).

Self-Assessment

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 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 [Health Care Aide](#) 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 practice in order to achieve the level of proficiency required for the [Health Care Aide](#) certificate.
2. Your learning plan will include a mandatory “in residence” course, [Structure and Function of the Human Body - Health and Chronic Illness \(HLTH2006\)](#).
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.

PROGRAM OUTLINE

For complete course descriptions, please refer to Health Care Aide.

Program courses, tuition, fees, start dates, length, delivery methods, and locations vary dependent on individual learner plan.

- 16-week certificate, including 4-week work placement
- Full-time studies
- Daytime 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.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

Transferability

Course work completed at another post-secondary institution may be equivalent to course work at NorQuest College. A formal assessment will be made to determine whether these courses qualify for transfer credit. Request forms may be obtained from the Office of the Registrar or online. For more information visiting the [Transfer Credit page](#). 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

English Language Proficiency Requirement

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 2 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 30-1

Practicum/Work Experience Requirements

- Alberta Health Services (AHS) Information & Privacy training. Students must complete an online learning module and submit a signed AHS Confidentiality and User Agreement form.
- Keyboarding speed of 45 wpm as verified in [Business Communications Skills for Unit Clerks \(BUSN1156\)](#) or by a college-administered test*
- Clear criminal record check, must include a vulnerable sector check (more than one criminal record check may be necessary during the length of your program in accordance with practicum requirements)**.
- Up-to-date immunization record, including Hepatitis B. Download the [immunization form and instructions \(456K pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(150K pdf\)](#).
- Successful completion of all courses in the program.

***Important:** This program requires proficiency in keyboarding. Students must have a verified speed of 45 wpm in order to be placed in a practicum and to graduate. Applicants who are unsure of their keyboarding abilities are strongly advised to contact the College for an assessment - assessmentexams@norquest.ca or 780.644.6130.

****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 therefore may 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.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Hospital Unit Clerk certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
BUSN1152 (O)	Medical Terminology	60:30:0	6
BUSN1156 (O)	Business Communications Skills for Unit Clerks	45:0:0	3
BUSN1190	Hospital Organization and Procedures	60:30:0	6
BUSN1194	Introduction to Software Applications for Unit Clerks	45:30:0	5
BUSN1165 (O)	Keyboarding	0:15:0	1
BUSN1154	Medical Orders	45:0:0	3
BUSN1192	Medical Applications	15:30:0	3
BUSN1161	Work Experience for Unit Clerks	0:0:150	3

Courses marked with (O) are available as [Open Studies](#) courses.

Program Overview

NOTE: This program is suspended for the 2014/15 academic year.

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 offered. 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.

Career Potential

Mental Health Rehabilitation 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.

Transferability

The following individual courses have university transfer credit:

- [Interpersonal Communications for Health-Care Professions \(COMM1011\)](#)
- [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#)
- [Psychology for Health-Care Professionals \(PSYC1060\)](#)
- [Abnormal Psychology- Psychiatric Conditions and Interventions \(PSYC2450\)](#)

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

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](#).

Practicum/Work Experience Requirements

The following are 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 their 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 therefore may 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 Mental Health Rehabilitation Certificate.

Student Guide to Completing Program

Mental Health Rehabilitation students admitted either before or during the Fall 2012 term will have the opportunity to complete their program (certificate, diploma, or both) by December 31, 2016.

Certificate (Year 1) students have the opportunity go on to the diploma (Year 2) recognizing that the second year is offered by distance studies. The completion of the diploma year for any certificate to diploma student remains December 31, 2016.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1000	Introduction to Anatomy and Physiology	45:0:0	3
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
COMM2011 (O)	Therapeutic Communication for Health-Care Professions	45:0:0	3
MENH1000 (O)	Introduction to Mental Health	45:0:0	3
PSYC1060 (O)	Psychology for Health-Care Professionals	45:0:0	3
Term 2 - 16 weeks			
ASCL1000	Assisting Clients I	0:45:0	3
DDSP1000	Developmental Disabilities and Special Populations	45:0:0	3
DEMC1011 (O)	Dementia Studies	45:0:0	3
PATH1010 (O)	Pathophysiology	45:0:0	3
PSYC2450	Abnormal Psychology- Psychiatric Conditions and Interventions	45:0:0	3
Term 3 - 8 weeks			
MPRT1001	Mental Health Rehabilitation: Practicum I	0:0:240	8

Program Overview

NOTE: This program is suspended for the 2014/15 academic year.

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 offered. 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.

Career Potential

Mental Health Rehabilitation 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.

Transferability

The following individual courses have university transfer credit:

- [Interpersonal Communications for Health-Care Professions \(COMM1011\)](#)
- [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#)
- [Introduction to Composition \(ENGL2550\)](#)
- [Health Education: Individual Health and Wellness \(HEED1000\)](#)
- [Psychology for Health-Care Professionals \(PSYC1060\)](#)
- [Abnormal Psychology- Psychiatric Conditions and Interventions \(PSYC2450\)](#)

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

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](#).

Practicum/Work Experience Requirements

The following are 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 their 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 therefore may 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 Mental Health Rehabilitation Diploma.

Student Guide to Completing Program

Mental Health Rehabilitation students admitted either before or during the Fall 2012 term will have the opportunity to complete their program (certificate, diploma, or both) by December 31, 2016.

Certificate (Year 1) students have the opportunity go on to the diploma (Year 2) recognizing that the second year is offered by distance studies. The completion of the diploma year for any certificate to diploma student remains December 31, 2016.

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1000	Introduction to Anatomy and Physiology	45:0:0	3
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
COMM2011 (O)	Therapeutic Communication for Health-Care Professions	45:0:0	3
MENH1000 (O)	Introduction to Mental Health	45:0:0	3
PSYC1060 (O)	Psychology for Health-Care Professionals	45:0:0	3
Term 2 - 16 weeks			
ASCL1000	Assisting Clients I	0:45:0	3
DDSP1000	Developmental Disabilities and Special Populations	45:0:0	3
DEMC1011 (O)	Dementia Studies	45:0:0	3
PATH1010 (O)	Pathophysiology	45:0:0	3
PSYC2450	Abnormal Psychology- Psychiatric Conditions and Interventions	45:0:0	3
Term 3 - 8 weeks			
MPRT1001	Mental Health Rehabilitation: Practicum I	0:0:240	8
Year 2			
Block 1			
ENGL2550 (O)	Introduction to Composition	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
RHAB1001 (O)	Introduction to Rehabilitation	45:0:0	3
Elective	***		3
Block 2			
CRIS2000	Crisis Intervention Techniques	45:0:0	3
LEAD2000	Team Leadership and Professionalism	45:0:0	3
Elective	***		3
Elective	***		3
Block 3			
MPRT2001	Mental Health Rehabilitation: Practicum II	0:0:240	8

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 course University Transfer course from NorQuest College. 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 options.

- Two-year diploma program
- Full-time studies
- Fall intake

- Two 4-week practicum experiences
- Bridging program available for practicing pharmacy technicians who are not accredited

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, compounding medications, preparing 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 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

Accreditation

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 under the Alberta College of Pharmacists.

Pharmacy Technician Bridging Program

NorQuest College offers the [Pharmacy Technician Bridging program](#) for working Pharmacy Technicians who need to obtain accreditation. 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](#) or call 780.644.6395 for more information.

Career Potential

Pharmacy technicians work in hospitals, retail pharmacies, pharmaceutical companies, and insurance companies.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

For more information on becoming a Registered Pharmacy Technician in the Province of Alberta, visit the [Alberta College of Pharmacists website](#).

To research your career, you may complete a [Career Investigation Report](#).

Transferability

The following courses have university transfer credit:

- [Interpersonal Communications for Health-Care Professions \(COMM1011\)](#)
- [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#)
- [Introduction to Composition \(ENGL2550\)](#)
- [Health Education: Individual Health and Wellness \(HEED1000\)](#)

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](#) 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

*For mature students (age 19+), all requirements must be met except the need for a Grade 12 diploma.

Note: Up-to-date immunizations and a clear criminal record check is not required for admission; you may, however, 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.

English Language Proficiency Requirement

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within 2 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 to this program. 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).

Practicum/Work Experience 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](#)
- Successful completion of a pre-practicum assessment (written and practical)

- Alberta Health Services (AHS) Information & Privacy training. Students must complete an online learning module and submit a signed AHS Confidentiality and User Agreement form.
- Up-to-date immunizations. Download the [immunization form and instructions \(456K pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(160K pdf\)](#).
- Keyboarding speed of at least 30 wpm, as verified by a college-administered keyboarding exam
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of your first practicum*

***Note:** Internet (online) criminal records 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 therefore may 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 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) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1000	Introduction to Anatomy and Physiology	45:0:0	3
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
ENGL2550 (O)	Introduction to Composition	45:0:0	3
PHRM1000	Introduction to Pharmacy Practice	45:0:0	3
PHRM1001	Pharmaceutical Calculations	45:0:0	3
PHRM1010	Community Prescription Processing Lab	0:45:0	3
Term 2 - 16 weeks			
PATH1010 (O)	Pathophysiology	45:0:0	3
PHRM1002	Pharmacy Law and Ethics	45:0:0	3
PHRM1003	Pharmacotherapeutics I	45:0:0	3
PHRM1020	Community Pharmacy Practice	45:0:0	3
PHRM1030	Community Pharmacy Lab	0:90:0	6
PHRM1040	Compounding Lab	0:45:0	3
Term 3 - 8 weeks			
PHRM1004	Pharmacy Customer Service	35:10:0	3
PHRM1013	Pharmacotherapeutics II	45:0:0	3
PHRM2010	Institutional Prescription Processing Lab	0:45:0	3
PHRM2020	Institutional Pharmacy Practice	45:0:0	3
Term 4 - 16 weeks			
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
PHRM2005	Pharmacy Management	45:0:0	3
PHRM2006	Medication Safety and Risk Management	45:0:0	3
PHRM2030	Institutional Pharmacy Lab	0:60:0	4
PHRM2040	Sterile Products Lab	0:45:0	3
Elective	***		3
Term 5 - 16 weeks			
PHRM2201	Community Practicum	0:0:160	5
PHRM2202	Institutional Practicum	0:0:160	5

Courses marked with (O) are available as [Open Studies](#) courses.

Choosing an Elective in the Pharmacy Technician Diploma Program

Electives, or cross-over domain options, are provided to enhance or specialize the student's learning in their post-secondary program. Students in the Pharmacy Technician program are strongly advised to take [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#): Therapeutic Communication for Health Care Professions. However, a student may choose any University Transfer course from NorQuest College. 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. Any questions about options can be directed to the Associate Chair or Chair.

- Two-year diploma program
- Full-time, on-campus studies and distance education
- Two 6-week practicum experiences

- Fall intake for on-campus studies
- Continuous monthly intakes for distance education
- May be completed in 18 months with full-time studies

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 Physical Therapy Assistant 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

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 more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

To research your career, you may complete a [Career Investigation Report](#).

Transferability

The following program courses have university transfer credit:

- [Interpersonal Communications for Health-Care Professions \(COMM1011\)](#)
- [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#)
- [Introduction to Composition \(ENGL2550\)](#)
- [Health Education: Individual Health and Wellness \(HEED1000\)](#)

Diploma program graduates are eligible for block transfer credit into the following post-secondary programs:

- 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](#).

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 immunizations 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.

Athabasca University

English Language Proficiency Requirement

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.

Practicum/Work Experience 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](#)
- "It's Your Move" certificate
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunizations. Download the [immunization form and instructions \(456K pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(159K pdf\)](#).
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of the first practicum*

***Note:** Internet (online) criminal records 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 therefore may affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

On-Campus Workshop - Distance Students

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.

Progression

Students must attain a pass grade in each course to progress through the program.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Physical Therapy Assistant diploma.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

Cross-over domain options may be taken at any time during the program.

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1000	Introduction to Anatomy and Physiology	45:0:0	3
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
COMM2011 (O)	Therapeutic Communication for Health-Care Professions	45:0:0	3
ENGL2550 (O)	Introduction to Composition	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
RHAB1001 (O)	Introduction to Rehabilitation	45:0:0	3
Term 2 - 16 weeks			
ANPH1004	Functional Anatomy	45:0:0	3
PATH1010 (O)	Pathophysiology	45:0:0	3
PSYC1060 (O)	Psychology for Health-Care Professionals	45:0:0	3
THPR2015	Therapeutic Positioning and Postural Drainage - Theory	30:0:0	2
THPR2016	Therapeutic Positioning and Postural Drainage - Lab	0:15:0	1
THPR2017	Therapeutic Assessment Tools and Joint Mobility - Theory	30:0:0	2
THPR2018	Therapeutic Assessment Tools and Joint Mobility - Lab	0:15:0	1
THPR2019	Therapeutic Mobility - Theory	30:0:0	2
THPR2020	Therapeutic Mobility - Lab	0:15:0	1
Term 3 - 8 weeks			
THPR2021	Therapeutic Modalities - Theory	30:0:0	2
THPR2022	Therapeutic Modalities - Lab	0:15:0	1
THPR2023	Therapeutic Exercise - Theory	30:0:0	2
THPR2024	Therapeutic Exercise - Lab	0:15:0	1
Elective	***		3
Elective	***		3
Term 4 - 16 weeks			
PPRT2001	Physical Therapy: Community Practicum	0:0:240	8
PPRT2002	Physical Therapy: Institutional Practicum	0:0:240	8

Courses marked with (O) are available as [Open Studies](#) courses.

Electives in the Physical Therapy Assistant Diploma Program

Electives, or cross-over domain options, are provided to enhance or specialize the student's learning in their post-secondary program. Students in the Physical Therapy Assistant Diploma program are strongly advised to take the following two options:

- [Therapeutic Process VI: Occupational Therapeutic Foundations \(THPR2006\)](#): Therapeutic Process VI: Occupational Therapeutic Foundations
- [Therapeutic Process VII: Occupational Assessments, Treatment Techniques, and Procedures \(THPR2007\)](#): Therapeutic Process VII: Occupational Assessments, Treatment Techniques, and Procedures

However, a student may choose any University Transfer course from NorQuest College. 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. Any questions about options can be directed to the Associate Chair or Chair.

Articulation Between the Former Program Structure and the New Program Structure

Certain courses from the former Physical Therapy Assistant program structure have equivalents in the new program structure. Distance students who have completed one or more of the formerly offered courses will have their completed course credits counted in place of the equivalent courses in the new program structure. Any courses that distance students enrol in after September 2, 2014 will be offered under the new program structure.

Please note that distance students will be converted to the new structure according to the following chart:

Structure Prior to 2014/15			Course Equivalents as of 2014/15		
Course	Course Title	Credits	Course	Course Title	Credits
THPR2001	Therapeutic Process I: Therapeutic Positioning and Postural Drainage	3	THPR2015	Therapeutic Positioning and Postural Drainage: Theory	2
			THPR2016	Therapeutic Positioning and Postural Drainage: Lab	1
THPR2002	Therapeutic Process II: Therapeutic Modalities	3	THPR2021	Therapeutic Modalities: Theory	2
			THPR2022	Therapeutic Modalities: Lab	1
THPR2003	Therapeutic Process III: Therapeutic Assessment Tools and Joint Mobility	3	THPR2017	Therapeutic Assessment Tools and Joint Mobility: Theory	2
			THPR2018	Therapeutic Assessment Tools: Lab	1
THPR2004	Therapeutic Process IV: Therapeutic Mobility	3	THPR2019	Therapeutic Mobility: Theory	2
			THPR2020	Therapeutic Mobility: Lab	1
THPR2005	Therapeutic Process V: Therapeutic Exercise	3	THPR2023	Therapeutic Exercise: Theory	2
			THPR2024	Therapeutic Exercise: Lab	1

- Two-year diploma
- Full-time, part-time, distance, online and hybrid deliveries
- Fall and winter intakes for face-to-face
- Continuous intakes for distance

- Downtown Edmonton campus, Dickensfield Continuing Care Centre (Edmonton), Stony Plain campus, Wetaskiwin campus, Drayton Valley campus, and Whitecourt campus

Program Overview

This program prepares you to become a licensed practical nurse educated to give high-quality care to clients in a variety of health-care settings.

It is recommended that prospective students attend an information session prior to applying. See [Events](#) for upcoming Health Career Info Nights.

It is also 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

Students are required to travel to various locations in order to complete their clinical practice experiences. Within the timeframe of the program, every effort is made to accommodate students in clinical practice placements. Access to a vehicle may be required.

Refer to the website of the [College of Licensed Practical Nurses of Alberta](#) for more information about becoming a Licensed Practical Nurse.

Full-Time Delivery

- Instructor-led classroom
- Instructor-led clinical practice for [Nursing Practice I: Continuing Care Practice \(NPRT1001\)](#), [Nursing Practice II: Acute Care Practice - Medicine \(NPRT2101\)](#), and [Nursing Practice II: Acute Care Practice - Surgery \(NPRT2102\)](#) occurs in Edmonton or surrounding areas. Days are Monday to Friday, and hours may be between 6:00 am and 10:30 pm.
- Preceptor-led clinical practice courses 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.

Part-Time Evening Delivery

- Self-paced study plus weekly evening instructor-facilitated sessions for theory and lab courses
- Instructor-led clinical practice for [Nursing Practice I: Continuing](#)

[Care Practice \(NPRT1001\)](#), [Nursing Practice II: Acute Care Practice - Medicine \(NPRT2101\)](#), and [Nursing Practice II: Acute Care Practice - Surgery \(NPRT2102\)](#) occurs in Edmonton or surrounding areas. Shifts are 12 hours in length on Saturdays and Sundays.

- Preceptor-led clinical practice courses 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.

Distance Delivery options

The PN Distance options provide a flexible option for students to take the theory portion of the Practical Nurse program at their own pace and in their own location. Students can work at an accelerated rate or can take courses part-time over a longer period, depending on their personal situation and learning goals. This PN Distance learning option removes the barriers of physical location. It has the flexibility to enable learners to integrate other aspects of their lives such as work and family commitments and still advance their career goals. Students have up to five years to complete the practical nurse distance program.

Dedicated nurse educators are available to support and guide learners as they work through PN distance courses to acquire the nursing knowledge, nursing skills, clinical judgment, and communication skills required to become a proficient practical nurse.

The Practical Nurse Distance program provides interactive online learning experiences, open practice labs, nursing labs, and clinical preparation workshops designed to meet distance student needs. Students must travel to Edmonton for the nursing labs and instructor-led clinical courses.

This program has 5 main components:

- University transfer courses (online)
- Nursing theory courses (online)
- Lab courses (online, with approximately 10 required lab days at NorQuest College)
- Instructor-led clinical practice experiences, with 3 in Edmonton area
- Preceptor-led clinical practice experiences, in your community and/or surrounding area, if available

Distance Part-Time Delivery

- You must successfully complete [Anatomy and Physiology I \(ANPH1001\)](#) and [Anatomy and Physiology II \(ANPH1002\)](#) 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 3 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.
- 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 [Nursing Practice I: Continuing Care Practice \(NPRT1001\)](#), [Nursing Practice II: Acute Care Practice - Medicine \(NPRT2101\)](#) and [Nursing Practice II: Acute Care Practice - Surgery \(NPRT2102\)](#) occur in Edmonton or surrounding areas. Days are Monday to Friday, and hours may be between 6:00 am and 10:30 pm.
- Final 2 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 5 years to complete the program.
- Required course print materials, DVDs demonstrating nursing skills, and skills practice kits are available from the [NorQuest College bookstore](#).

Note: Drayton Valley, Stony Plain, Westlock, Whitecourt campuses only offer the Practical Nurse program in a **hybrid format**.

Hybrid Delivery

- Instructor-led online classes which can be followed in real-time
- Instructor-led face-to-face labs on campus
- 3 clinical practice courses are instructor-led and may be arranged in or close to your own community. These schedules may include days or evenings (8 or 12 hours).
- Final clinical practice course is 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 (8, 10 and 12 hours) on any day of the week, including weekends and holidays.

Practical Nurse for Health Care Aides - distance delivery

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 2 designated courses once they have been accepted into the program: [Health Education: Individual Health and Wellness \(HEED1000\)](#) and [Communications for Nursing \(NCOM1000\)](#).

Career Potential

Practical nurses find jobs in acute care hospitals, continuing care centres, community care settings, client homes, clinics, or doctors' offices.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

To research your career, you may complete a [Career Investigation Report](#).

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

- Bachelor of Nursing: Post LPN

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](#).

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
- 60% in Mathematics 20-1 (Pure Mathematics 20) or 70% in Mathematics 20-2 (Applied Mathematics 20) or 60% in Mathematics 30-2 (Applied Mathematics 30) or equivalent (Grade of 60% in NorQuest's [Prep for Practical Nurse Math \(MATH1007\)](#))

*Mature students (age 19+) must meet all requirements except for the high school diploma.

Note: It is strongly recommended that students take the following courses prior to entering the program:

- [Introduction to Composition \(ENGL2550\)](#)
- [Anatomy and Physiology I \(ANPH1001\)](#)
- [Anatomy and Physiology II \(ANPH1002\)](#)
- [Introduction to the Study of Society \(SOCI1000\)](#) and
- [Psychology for Health-Care Professionals \(PSYC1060\)](#)

You will receive advanced standing in the Practical Nurse Program upon successful completion of these courses. These courses can be taken as [Open Studies](#) courses at NorQuest College.

Practical Nurse Distance Education applicants only:

- All admission requirements noted
- C- (60%) in [ANPH1001](#) (Anatomy and Physiology I) and [Anatomy and Physiology II \(ANPH1002\)](#) (Anatomy and Physiology II)

Practical Nurse for Health Care Aides applicants only:

- All admission requirements noted
- A minimum of C- (60%) in [Anatomy and Physiology I \(ANPH1001\)](#) (Anatomy and Physiology I) and [Anatomy and Physiology II \(ANPH1002\)](#) (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 or employer 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.

Prep for Practical Nurse admission route

Students who are lacking courses required for admission may choose an alternative admission route to this program by successfully completing the PRPN cannot be found program. See program for requirements.

English Language Proficiency Requirement

If English is your second language, you must provide proof of English language proficiency (ELP) prior to admission. ELP must have been completed within 2 years prior to application to the program.

Acceptable evidence of ELP may be one of the following:

- IELTS Academic, with a minimum band score of 6.5 in listening, 6.0 in reading, 6.5 in writing, and 6.5 in speaking.
- TOEFL Internet-based test score with a minimum score of 23 in listening, 21 in reading, 25 in writing, and 22 in speaking
- CELBAN, with a minimum score of 10 in listening, 8 in reading, 7 in writing, and 8 in speaking

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/Work Experience Requirements

Students are required to travel to various locations in order to complete their clinical practice experiences. Within the timeframe of the program, every effort is made to accommodate students in clinical practice placements. Access to a vehicle may be required.

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" certificate
- Alberta Health Services (AHS) Information & Privacy training. Students must complete an online learning module and submit a signed AHS Confidentiality and User Agreement form.
- Up-to-date immunization record (including Hepatitis B). Download the [immunization form and instructions \(456K pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(150K pdf\)](#).
- [Human Bloodborne Pathogen Exposure \(XHLT1023\)](#)- 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 on completion.
- Clear criminal record check; must include a 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 records 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 therefore may affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Progression

A minimum grade point average (GPA) of 2.0 is required to be considered in good academic standing. 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) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

Students beginning the program in Fall 2014 will follow the course/term structure labelled Fall Start (September). Those beginning the program in Winter 2015 will follow the course/term structured labelled Winter Start (January).

For Fall Program starts:

- Term 1 is 16 weeks (fall semester)
- Term 2 is 16 weeks (winter semester)
- Term 3 is 8 weeks (spring semester)
- Term 4 is 16 weeks (fall semester)
- Term 5 is 16 weeks (winter semester)

For Winter Program starts:

- Term 1 is 16 weeks (winter semester)
- Term 2 is 8 weeks (spring semester)
- Term 3 is 16 weeks (fall semester)
- Term 4 is 16 weeks (winter semester)
- Term 5 is 16 weeks (spring semester)

Fall Start (September)

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1001 (O)	Anatomy and Physiology I	45:0:0	3
ANPH1002 (O)	Anatomy and Physiology II	45:0:0	3
ENGL2550 (O)	Introduction to Composition	45:0:0	3
HEAS1000	Health Assessment	30:30:0	4
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
NCOM1000	Communications for Nursing	45:0:0	3
NFDN1001	Nursing Foundations I: Introduction to Nursing	45:15:0	4
Term 2 - 16 weeks			
PATH1000 (O)	Pathophysiology for Health-Care Professions	45:0:0	3
PHAR1000	Basic Pharmacotherapeutics	45:0:0	3
NFDN1002	Nursing Foundations II: Basic Nursing	45:60:0	7
NFDN2003	Nursing Foundations III: Medical-Surgical Nursing	45:90:0	9
Term 3 - 8 weeks			
NPRT1001	Nursing Practice I: Continuing Care Practice	0:0:145	5
PSYC1060 (O)	Psychology for Health-Care Professionals	45:0:0	3
Term 4 - 16 weeks			
NFDN2004	Nursing Foundations IV: Maternity Nursing	45:0:0	3
NFDN2005	Nursing Foundations V: Pediatric Nursing	45:0:0	3
SOCI1000 (O)	Introduction to the Study of Society	45:0:0	3
NPRT2101	Nursing Practice II: Acute Care Practice - Medicine	0:0:145	4

NPRT2102	Nursing Practice II: Acute Care Practice - Surgery	0:0:145	4
Term 5 - 16 weeks			
NFDN2006	Nursing Foundations VI: Community Nursing	45:0:0	3
NFDN2007	Nursing Foundations VII: Mental Health Nursing	45:0:0	3
NFDN2008	Nursing Foundations VIII: Transition to Graduate Nursing	45:0:0	3
NPRT2003	Nursing Practice III: Focused Practice	0:0:105	3
NPRT2004	Nursing Practice IV: Comprehensive Practice	0:0:140	4

Winter Start (January)

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1001 (O)	Anatomy and Physiology I	45:0:0	3
ANPH1002 (O)	Anatomy and Physiology II	45:0:0	3
ENGL2550 (O)	Introduction to Composition	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
HEAS1000	Health Assessment	30:30:0	4
NCOM1000	Communications for Nursing	45:0:0	3
NFDN1001	Nursing Foundations I: Introduction to Nursing	45:15:0	4
Term 2 - 8 weeks			
PHAR1000	Basic Pharmacotherapeutics	45:0:0	3
NFDN1002	Nursing Foundations II: Basic Nursing	45:60:0	7
Term 3 - 16 weeks			
NPRT1001	Nursing Practice I: Continuing Care Practice	0:0:145	5
PATH1000 (O)	Pathophysiology for Health-Care Professions	45:0:0	3
PSYC1060 (O)	Psychology for Health-Care Professionals	45:0:0	3
NFDN2003	Nursing Foundations III: Medical-Surgical Nursing	45:90:0	9
Term 4 - 16 weeks			
NFDN2004	Nursing Foundations IV: Maternity Nursing	45:0:0	3
NFDN2005	Nursing Foundations V: Pediatric Nursing	45:0:0	3
SOCI1000 (O)	Introduction to the Study of Society	45:0:0	3
NPRT2101	Nursing Practice II: Acute Care Practice - Medicine	0:0:145	4
NPRT2102	Nursing Practice II: Acute Care Practice - Surgery	0:0:145	4
Term 5 - 16 weeks			
NFDN2006	Nursing Foundations VI: Community Nursing	45:0:0	3
NFDN2007	Nursing Foundations VII: Mental Health Nursing	45:0:0	3
NFDN2008	Nursing Foundations VIII: Transition to Graduate Nursing	45:0:0	3
NPRT2003	Nursing Practice III: Focused Practice	0:0:105	3
NPRT2004	Nursing Practice IV: Comprehensive Practice	0:0:140	4

Courses marked with (O) are available as [Open Studies](#) courses.

- Diploma
- Refresher for internationally educated nurses also available

- Continuous monthly starts
- Self-paced, part-time distance education
- Downtown Edmonton campus

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 5 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 [Practical Nurse Refresher Challenge \(LPNC1000\)](#) 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 actual 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.
- 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. Note that this program does not

have a supplementary English as a second language program component. 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 [Transcripts & Testing](#) 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 [Practical Nurse Refresher Challenge \(LPNC1000\)](#) 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.
- 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 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.
- 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 7 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.

What is it like to work as a Practical Nurse? [Watch this video from the College of Licensed Practical Nurses of Alberta](#) to learn more.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

To research your career, you may complete a [Career Investigation Report](#).

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

- Bachelor of Nursing: Post LPN

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](#).

Admission Requirements

- Graduate of a recognized Practical Nurse program as confirmed by CLPNA (College of Licensed Practical Nurses of Alberta)

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 [Transcripts & Testing](#) 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 Requirement

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:

- IELTS Academic, with a minimum band score of 6.5 in listening, 6.0 in reading, 6.5 in writing, and 6.5 in speaking
- TOEFL Internet-based test score with a minimum score of 23 in listening, 21 in reading, 25 in writing, and 22 in speaking
- CELBAN, with a minimum score of 10 in listening, 8 in reading, 7 in writing, and 8 in speaking

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.

Practicum/Work Experience 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" Certificate
- Alberta Health Services (AHS) Information & Privacy training. Students must complete an online learning module and submit a signed AHS Confidentiality and User Agreement form.
- [Human Bloodborne Pathogen Exposure \(XHLT1023\)](#): 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). Download the [immunization form and instructions \(424K pdf\)](#).
- 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

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.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Practical Nurse diploma.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

Additional Certification

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.

PROGRAM OUTLINE

Course	Title	Hours	Credits
LPNC1000	Practical Nurse Refresher Challenge	90:45:0	9
Mandatory Courses Not Subject to Challenge			
ENGL2550 (O)	Introduction to Composition	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
SOC11000 (O)	Introduction to the Study of Society	45:0:0	3
NFDN2008	Nursing Foundations VIII: Transition to Graduate Nursing	45:0:0	3
PSYC1060 (O)	Psychology for Health-Care Professionals	45:0:0	3
NPRT2006	Preceptor-Supervised Clinical Practice-Acute Care Medicine	0:0:160	4
NPRT2007	Preceptor-Supervised Clinical Practice-Acute Care Surgery	0:0:160	4

Practical Nurse Refresher Challenge (LPNC1000) may include several or all the following challenge courses:

Course Code	Title	Credit
ANPH1001	Anatomy and Physiology I	3
ANPH1002	Anatomy and Physiology II	3
HEAS1000	Health Assessment	4
NCOM1000	Communications for Nursing	3
NFDN1001	Nursing Foundations I: Introduction to Nursing	4
NFDN1002	Nursing Foundations II: Basic Nursing	7
NFDN2003	Nursing Foundations III: Medical-Surgical Nursing	9
NFDN2004	Nursing Foundations IV: Maternity Nursing	3
NFDN2005	Nursing Foundations V: Pediatric Nursing	3
NFDN2006	Nursing Foundations VI: Community Nursing	3
NFDN2007	Nursing Foundations VII: Mental Health Nursing	3
PATH1000	Pathophysiology for Health-Care Professions	3
PHAR1000	Basic Pharmacotherapeutics	3

Courses marked (O) are available as an [Open Studies](#) course.

Clinical requirements apply for [Preceptor-Supervised Clinical Practice-Acute Care Medicine \(NPRT2006\)](#) and [Preceptor-Supervised Clinical Practice-Acute Care Surgery \(NPRT2007\)](#).

Course Equivalents

NPRT2005 has equivalents with new course codes in the new Practical Nurse Refresher program structure. All students, including those who began the PN Refresher program prior to Fall 2013 will complete the program with [Preceptor-Supervised Clinical Practice-Acute Care Medicine \(NPRT2006\)](#) and [Preceptor-Supervised Clinical Practice-Acute Care Surgery \(NPRT2007\)](#), which together replace NPRT2005 in the new program structure.

Course Code	Title	Credit
NPRT2005	Preceptor-Supervised Clinical Practice	9
NPRT2006	Preceptor-Supervised Clinical Practice-Acute Care Medicine	4
NPRT2007	Preceptor-Supervised Clinical Practice-Acute Care Surgery	4

Program 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 26 weeks to complete each course. A certificate of completion is awarded for each course successfully completed.

The [Advanced Education in Orthopaedics for LPNs](#) program allows LPNs to expand their scope of practice by learning special orthopaedic procedures.

Admission Requirements

- Current active or associate LPN registration

PROGRAM OUTLINE

Course	Title	Hours	Credits
ADVO1101	Foundations of Anatomy and Physiology for Orthopaedics	90:0:0	6
AHAN1000	Adult Health Assessment for Nurses	45:15:0	4
IVTH1010	Infusion Therapy for Nurses	45:15:0	4
MEDA1001	Medication Administration: Intramuscular and Intradermal Injections	15:0:0	1
PTMA1000	Pharmacology Therapeutics and Medication Administration	75:15:0	6

- More continuing education courses may be added throughout the year.

- Two-year diploma
- Full-time and hybrid studies
- Daytime classes

- Fall start
- Downtown Edmonton campus

Program Overview

NorQuest College offers an approved, two-year Social Work diploma program with a multicultural focus. In addition to social work foundations, you will develop intercultural values and knowledge, and skills for social work practice.

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

Career Potential

Graduates are employed in government and non-governmental settings in areas such as child and youth protection, addictions counseling, family support, and other related helping disciplines.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

Transferability

Graduates of the program are eligible 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. A formal assessment will be made to determine whether these courses qualify for transfer credit. Request forms may be obtained from the Office of the Registrar or online. For more information, visit the [Transfer Credit](#) page.

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*

*After applying to the Social Work diploma program, applicants are required to 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 and to book your session.

English Language Proficiency Requirement

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.

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. Please see [Transfer Credit](#) for more information.

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.

Practicum/Work Experience Requirements

- A criminal record check and Intervention Record check must be submitted to the 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 records 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 therefore may 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 a NorQuest Social Work diploma.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

Additional Certification

Graduates of the program are eligible to apply for the Registered Social Worker (RSW) designation with the Alberta College of Social Workers (ACSW).

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ENGL1011 (O)	Critical Reading and Writing: Prose	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
PSYC1040 (O)	Introduction to Psychology	45:0:0	3
SOWK1010 (O)	Introduction to Social Work	45:0:0	3
SOWK1020	The Helping Process	45:0:0	3
SOWK1023	Social Work Field Education Laboratory I	0:30:0	2
Term 2 - 16 weeks			
ENGL1012 (O)	Critical Reading and Writing: Poetry and Drama	45:0:0	3
PSYC1050 (O)	Foundations of Human Behaviour	45:0:0	3
SOWK1030	Assessment and Interviewing	45:0:0	3
SOWK1040	Models and Practice from an Anti-Oppressive Perspective	45:0:0	3
SOWK1024	Social Work Field Education Laboratory II	0:30:0	2
SOCI1000 (O)	Introduction to the Study of Society	45:0:0	3
Term 3 - 8 weeks			
SOWK1025	Social Work Practicum I	0:0:290	5
Term 4 - 16 weeks			
PSYC2010 (O)	Developmental Psychology: Human Life Span	45:0:0	3
SOWK2020	Social Work with Groups	45:0:0	3
SOWK2030	Social Work with Families	45:0:0	3
SOWK2023	Social Work Field Education Laboratory III	0:30:0	2
POLS1010 (O)	Canadian Politics: Institutions and Issues	45:0:0	3
SOWK2010	Community Development	45:0:0	3
Term 5 - 16 weeks			
SOWK2040	Social Policy	45:0:0	3
SOWK2050	Mental Health: A Multicultural Perspective	45:0:0	3
SOWK2060	Violence and Addictions: Issues in Social Work	45:0:0	3
SOWK2070	Social Work in Organizations	45:0:0	3
SOWK2024	Social Work Field Education Laboratory IV	0:30:0	2
Elective	***		3
Term 6 - 8 weeks			
SOWK2025	Social Work Practicum II	0:0:290	5

Courses may be adjusted within the terms specified. A final schedule will be provided to learners during registration.

Elective: One 3-credit undergraduate University transfer course (with transferability to University of Calgary) offered at NorQuest College or elsewhere.

Courses marked with (O) are available as [Open Studies](#) courses.

THERAPEUTIC RECREATION CERTIFICATE

- One-year certificate program
- Full-time studies at Edmonton Downtown Campus with Fall intake

- Distance education with continuous monthly intakes
- Hybrid studies available
- 320-hour practicum experience

Program Overview

In NorQuest's program, you will learn how to enhance your clients' quality of life through leisure activities. 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:

- The **certificate year (Year 1)** focuses on the knowledge and skills required to plan, implement, and evaluate individual or group therapeutic recreation and social activities. Available through on-campus instruction, hybrid delivery, or distance education.
- The **diploma year (Year 2)** - [Therapeutic Recreation Diploma](#) - focuses on the concepts, theory, and practical experiences related to leadership and critical thinking in order to prepare graduates to work more independently. Available through hybrid delivery or distance education. Courses may be available in-class depending on enrolment.

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.

Working in therapeutic recreation, 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

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 more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

To research your career, you may complete a [Career Investigation Report](#).

Transferability

The following program courses have university transfer credit:

- [Interpersonal Communications for Health-Care Professions \(COMM1011\)](#)
- [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#)
- [Introduction to Composition \(ENGL2550\)](#)
- [Health Education: Individual Health and Wellness \(HEED1000\)](#)

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)

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](#).

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 immunizations 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.

English Language Proficiency Requirement

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.

Practicum/Work Experience Requirements

The following are not required for admission purposes, but will be required before you attend your practicum:

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](#)
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunizations. Download the [immunization form and instructions \(456K pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(160K pdf\)](#).
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of your first practicum.*

***Note:** Internet (online) criminal records 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 therefore may affect employment prospects. Prospective students who have a criminal record should discuss the matter with the Program Chair prior to applying for admission.

Distance Delivery

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.

Progression

Students must attain a pass grade in each course to progress through the program.

Graduation Requirements

To qualify for graduate, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Therapeutic Recreation certificate.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

PROGRAM OUTLINE

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1000	Introduction to Anatomy and Physiology	45:0:0	3
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
COMM2011 (O)	Therapeutic Communication for Health-Care Professions	45:0:0	3
RHAB1001 (O)	Introduction to Rehabilitation	45:0:0	3
WELL1000 (O)	Wellness Through Leisure	45:0:0	3
Term 2 - 16 weeks			
ASCL1000	Assisting Clients I	0:45:0	3
DEMC1011 (O)	Dementia Studies	45:0:0	3
PATH1010 (O)	Pathophysiology	45:0:0	3
TRDC1001	Therapeutic Recreation: Program Planning and Implementation	30:15:0	3
TRDC1002	Therapeutic Recreation: Program Evaluation and Documentation	30:15:0	3
Term 3 - 8 weeks			
RPRT1001	Therapeutic Recreation: Practicum I	0:0:320	11

Courses marked with (O) are available as [Open Studies](#) courses.

- One-year diploma program (following successful completion of Therapeutic Recreation certificate)
- Distance or hybrid delivery
- Continuous monthly intakes
- Courses may be available in-class depending on enrolment
- 320-hour practicum experience
- Diploma graduates are eligible to become professional members of the Alberta Therapeutic Recreation Association

Program Overview

In NorQuest's program, you will learn how to enhance your clients' quality of life through leisure activities. 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:

- The **certificate year (Year 1)**- [Therapeutic Recreation Certificate](#) - focuses on the knowledge and skills required to plan, implement, and evaluate individual or group therapeutic recreation and social activities. Available through on-campus instruction, hybrid delivery, or distance education.
- The **diploma year (Year 2)**- focuses on the concepts, theory, and practical experiences related to leadership and critical thinking in order to prepare graduates to work more independently. Available through hybrid delivery or distance education. Courses may be available in-class depending on enrolment.

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.

Working in therapeutic recreation, 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

Accreditation

The diploma program meets the requirements for professional registration by the Alberta Therapeutic Recreation Association, and allows graduates to work as recreation therapists. Diploma graduates are eligible to become professional members of the Alberta Therapeutic Recreation Association.

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.

For more information on related careers see:

- [ALIS OCCinfo occupational profiles](#)
- [ALIS WAGEinfo salary info](#)

To research your career, you may complete a [Career Investigation Report](#).

Transferability

The following program courses have university transfer credit:

- [Interpersonal Communications for Health-Care Professions \(COMM1011\)](#)
- [Therapeutic Communication for Health-Care Professions \(COMM2011\)](#)
- [Introduction to Composition \(ENGL2550\)](#)
- [Health Education: Individual Health and Wellness \(HEED1000\)](#)

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)
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- 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](#)

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
- Completion of the [Therapeutic Recreation Certificate](#) program or equivalent and/or permission from the Program Chair is a requirement to enter the diploma program

*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.

English Language Proficiency Requirement

If English is your second language, you must provide proof of English Language Proficiency (ELP) prior to admission. ELP must have been completed within 2 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.

Practicum/Work Experience 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](#)
- Successful completion of a pre-practicum assessment (written and practical)
- Up-to-date immunizations. Download the [immunization form and instructions \(456K pdf\)](#). For a list of program-specific immunization requirements, download the [Immunization Requirements checklist \(160K pdf\)](#).
- Clear criminal record check; must include vulnerable sector check, dated within 90 days of the start of your first practicum.*

***Note:** Internet (online) criminal records 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 therefore may 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.

Graduation Requirements

To qualify for graduation, students must pass all courses.

Credential

After successfully completing this program, graduates will be awarded a NorQuest Therapeutic Recreation Diploma.

Honours Criteria

- Overall grade point average (GPA) greater than or equal to 3.7
- The student must not have failed or repeated any courses

Additional Certification

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.

Additional Note

Courses marked with (O) are available as [Open Studies](#) courses.

Electives in the Therapeutic Recreation Diploma program

*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.

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. 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 options.

PROGRAM OUTLINE

Although Year 2 (diploma program) is offered primarily through distance, other delivery methods may be offered.

Course	Title	Hours	Credits
Term 1 - 16 weeks			
ANPH1000	Introduction to Anatomy and Physiology	45:0:0	3
COMM1011 (O)	Interpersonal Communications for Health-Care Professions	45:0:0	3
COMM2011 (O)	Therapeutic Communication for Health-Care Professions	45:0:0	3
RHAB1001 (O)	Introduction to Rehabilitation	45:0:0	3
WELL1000 (O)	Wellness Through Leisure	45:0:0	3
Term 2 - 16 weeks			
ASCL1000	Assisting Clients I	0:45:0	3
DEMC1011 (O)	Dementia Studies	45:0:0	3
PATH1010 (O)	Pathophysiology	45:0:0	3
TRDC1001	Therapeutic Recreation: Program Planning and Implementation	30:15:0	3
TRDC1002	Therapeutic Recreation: Program Evaluation and Documentation	30:15:0	3
Term 3 - 8 weeks			
RPRT1001	Therapeutic Recreation: Practicum I	0:0:320	11
Distance			
Block 1			
ENGL2550 (O)	Introduction to Composition	45:0:0	3
HEED1000 (O)	Health Education: Individual Health and Wellness	45:0:0	3
TRDC2001	Therapeutic Recreation: Client Assessment	45:0:0	3
Elective	***		3
Block 2			
TRDC2002	Therapeutic Recreation: Program Design	45:0:0	3
TRDC2003	Therapeutic Recreation: Program Leadership	45:0:0	3
LEAD2000	Team Leadership and Professionalism	45:0:0	3
Elective	***		3
Block 3			
RPRT2001	Therapeutic Recreation Practicum II	0:0:320	11

Courses marked with (O) are available as [Open Studies](#) courses.

Electives in the Therapeutic Recreation Diploma program

*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.

Electives, or cross-over domain options, are provided to enhance or specialize the student's learning in their post-secondary program.

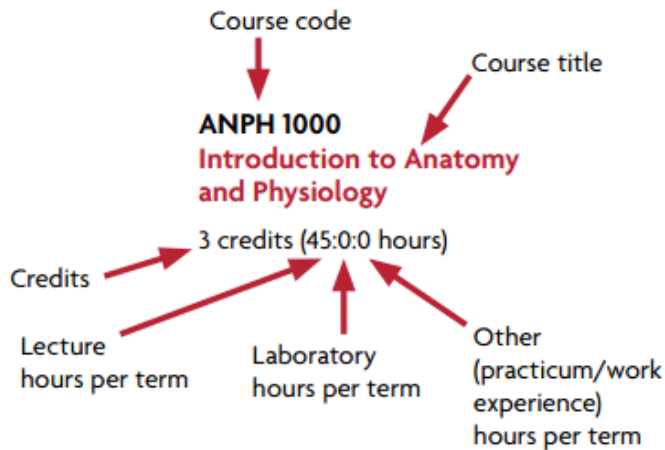
A student may choose any University Transfer course from NorQuest College. Students may also apply for [transfer credit](#) for

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 options.

The following section is a complete alphabetical listing of courses (by course code) for all NorQuest College programs.

Understanding Course Descriptions



ABST1000 - Aboriginal History and Culture

3 credits (0:45:0 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.

ABST1010 - Restorative Justice

3 credits (0:45:0 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.

ABST2200 - Aboriginal Studies 020

5 credits (0:125:0 hours)

Study Aboriginal people from a Canadian and Alberta perspective. Expand your knowledge of policies, legislation, conflict, and cultural change.

ABST3300 - Aboriginal Studies 030

5 credits (0:125:0 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.

ADDT1000 - Addictions: Strategies for Treatment and Prevention

3 credits (0:45:0 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.

ADVO1002 - Orthopaedic Pathology and Related Nursing Interventions

16 credits (35:210:0 hours)

Examine major pathology and conditions affecting the musculoskeletal systems and acquire the skills required for clinical practice in the speciality area of orthopaedics.

Prerequisite: ADVO 1101

ADVO1101 - Foundations of Anatomy and Physiology for Orthopaedics

6 credits (0:90:0 hours)

Study advanced anatomy and physiology specific to orthopaedics.

ADVO1103 - 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.

AHAN1000 - Adult Health Assessment for Nurses

4 credits (15:45:0 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.

ANPH1000 - Introduction to Anatomy and Physiology

3 credits (0:45:0 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.

ANPH1001 - Anatomy and Physiology I

3 credits (0:45:0 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.

ANPH1002 - Anatomy and Physiology II

3 credits (0:45:0 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

ANPH1004 - Functional Anatomy

3 credits (0:45:0 hours)

Learn the essential concepts of functional anatomy including terminology, the movements of joints during various activities, and biomechanical principles.

Prerequisite: ANPH 1000

ASCL1000 - Assisting Clients I

3 credits (45:0:0 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.

ASMD1000 - Assisting with Medication Delivery for Health Care Aides

2 credits (0:30:0 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.

BCND1000 - Assisting with Basic Care Needs

9 credits (100:35:0 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

BCRO1000 - English Bridge: Aboriginal Perspectives

5 credits (0:125:0 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.

BCRO1010 - English 10-1 Prep: Aboriginal Perspectives

5 credits (0:125:0 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 10-1.

BCRO1020 - English 10-2 Prep: Aboriginal Perspectives

5 credits (0:125:0 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 10-2 or Employment Preparation programs.

BCRO1050 - Aboriginal Employment Enhancement I

5 credits (0:125:0 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/drivers licence.

BCRO1055 - Aboriginal Employment Enhancement II

5 credits (0:125:0 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.

BHCA1100 - Listening and Speaking for Success in Health Careers

5 credits (25:100:0 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.

BHCA1101 - Reading and Writing Strategies and Development for Health Careers

5 credits (0:125:0 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.

BHCA1102 - Intercultural Communication for Health Careers

2 credits (0:50:0 hours)

This course is designed to help participants develop basic intercultural awareness and later competence for working in a variety of Canadian health-care contexts.

BHCA1103 - Medical Terminology for Health Careers

2 credits (0:50:0 hours)

This course focuses on medical terminology and the development of the communication skills needed in the health-care sector.

BIOL3300 - Biology 030

5 credits (0:125:0 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.

BUSD1010 - Business Communications I

3 credits (15:45:0 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.

BUSD1020 - Business Communications II

3 credits (15:45:0 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.

BUSD1040 - Small Business Management

3 credits (0:45:0 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.

BUSD1050 - Business Math and Statistics

3 credits (15:45:0 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.

BUSD1090 - Introduction to Marketing

3 credits (0:45:0 hours)

Study the basics relating to the field of marketing. Learn the principles of product, price, promotion, and place, along with understanding customers' needs.

BUSD1110 - Introduction to Accounting

3 credits (30:45:0 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.

BUSD1120 - Principles of Accounting

3 credits (30:45:0 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

BUSD1150 - Introduction to Computers in Business

3 credits (30:45:0 hours)

COURSE DESCRIPTIONS

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.

BUSD1380 - Organizational Behaviour I

3 credits (0:45:0 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.

BUSD1510 - Economics

3 credits (15:45:0 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.

BUSD2000 - Seminar in Business Policy

3 credits (15:45:0 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.

BUSD2010 - Advertising and Sales Promotion

3 credits (0:45:0 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

BUSD2030 - Finance I

3 credits (0:45:0 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

BUSD2070 - Personal Selling

3 credits (0:45:0 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. You will participate in a marketing project that will allow you to experience the process of prospecting, presenting, and closing the sale.

Prerequisite: BUSD 1090 or consent of the instructor

BUSD2080 - Retailing and Merchandising

3 credits (0:45:0 hours)

Examine the field of retailing and merchandising from a practitioner's point of view. Mixing lectures with case studies and the examination of existing retail sites, you will develop an understanding of the concepts of retailing, merchandising, 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

BUSD2090 - Marketing Strategy

3 credits (15:45:0 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.

BUSD2100 - Not-for-Profit Marketing and PR

3 credits (0:45:0 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

BUSD2110 - Intermediate Accounting I

3 credits (30:45:0 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

BUSD2120 - Intermediate Accounting II

3 credits (30:45:0 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

BUSD2130 - Cost Accounting I

3 credits (30:45:0 hours)

This is the first of a two-part, in-depth course examining the concepts of cost and managerial accounting. Major topics include the following: cost-volume-profit-analysis, relevant costs and short-term decision making, responsibility accounting, standard costing and variance analysis, and product costing and cost flow.

Prerequisite: BUSD 1120

BUSD2140 - Cost Accounting II

3 credits (30:45:0 hours)

This is the second of a two-part, in-depth course examining the concepts of cost and managerial accounting initiated in Cost Accounting I. Topics include the following: cost-volume-profit analysis, relevant costing, and short-term decision making.

Prerequisite: BUSD 2130

BUSD2160 - Taxation

3 credits (30:45:0 hours)

Learn the basic principles of the Canadian income tax system, structure of the Income Tax Act, and the application of rules and procedures surrounding the determination of tax liability. Both individual and corporate taxpayers are considered.

Prerequisite: BUSD 1120 or consent of the instructor

BUSD2190 - Consumer Behaviour

3 credits (0:45:0 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

BUSD2200 - Marketing Research

3 credits (0:45:0 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.

BUSD2230 - Finance II

3 credits (0:45:0 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

BUSD2500 - Computer Applications for Accounting

3 credits (30:45:0 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.

BUSD2550 - Computer Applications for Marketing

3 credits (30:45:0 hours)

Using popular business applications software, you will learn and apply sound principles of visual design. Term projects will include the production of promotional documents—e.g., web pages and brochures. In addition, you will learn the marketing applications of spreadsheet and database programs.

Prerequisites: BUSD 1090 & BUSD 1150

BUSD2620 - Accounting Information Systems

3 credits (0:45:0 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

BUSD2710 - Customer Service

3 credits (0:45:0 hours)

COURSE DESCRIPTIONS

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.

BUSD2810 - Internet Marketing

3 credits (0:45:0 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.

BUSD3010 - Legal Relations

3 credits (0:45:0 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.

BUSD4600 - Auditing

3 credits (30:45:0 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

BUSN1152 - Medical Terminology

6 credits (30:60:0 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

BUSN1154 - Medical Orders

3 credits (0:45:0 hours)

Learn about and practise processing medical orders in a hospital setting. You will work with orders for admissions, transfers, diagnostics tests, medical treatments, medications, and pre- and post-operative treatments.

Prerequisite: BUSN 1152 with a minimum mark of C+

BUSN1156 - Business Communications Skills for Unit Clerks

3 credits (0:45:0 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.

BUSN1161 - Work Experience for Unit Clerks

3 credits (0:0:150 hours)

This four-week work experience placement will give you hands-on practice in an active hospital unit or in a long term care environment.

Prerequisites: BUSN 1190, BUSN 1192, BUSN 1152, BUSN 1154 & BUSN 1156. Students must have a minimum of a C+ in both BUSN 1152 & 1154.

BUSN1165 - Keyboarding

1 credit (15:0:0 hours)

Develop your keyboarding technique and enhance your keyboarding skills while increasing your speed and accuracy.

BUSN1166 - MS Word

5 credits (30:50:0 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.

BUSN1167 - MS Excel

3 credits (30:15:0 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.

BUSN1171 - Business Office Procedures

3 credits (30:15:0 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.

BUSN1173 - Business Communications I

3 credits (15:30:0 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.

BUSN1178 - Databases and Presentations

3 credits (30:15:0 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 1165 and BUSN 1166; or BUSN 1164

BUSN1179 - Professional Relations

3 credits (30:15:0 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.

BUSN1180 - Advanced Excel and Outlook Foundations

3 credits (30:15:0 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

BUSN1184 - Work Experience for Administrative Professionals

3 credits (0:0:150 hours)

Practise your technical and employability skills in a real workplace setting.

Prerequisite: Successful completion of all courses in the Administrative Professional program.

BUSN1186 - Accounting Basics

3 credits (30:15:0 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.

BUSN1188 - Event Management

3 credits (30:15:0 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.

BUSN1190 - Hospital Organization and Procedures

6 credits (30:60:0 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.

BUSN1191 - 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.

BUSN1192 - Medical Applications

3 credits (30:15:0 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

BUSN1193 - Business Communications II

3 credits (30:15:0 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

BUSN1194 - Introduction to Software Applications for Unit Clerks

5 credits (30:45:0 hours)

Get a solid introduction to basic computer skills in Word, Windows, Excel, Outlook, and Internet applications. Learn how to apply these skills in a medical setting with realistic exercises and assignments.

COURSE DESCRIPTIONS

BUSN1221 - Business Math

3 credits (30:15:0 hours)

Explore a range of mathematical calculations used in business. Practical applications are emphasized in this course.

BUSN1222 - Business Research and Writing

3 credits (30:15:0 hours)

Develop skills in research, report writing, and preparation of business proposals and business cases.

Prerequisites: BUSN 1173 & BUSN 1193

BUSN1223 - Organizational Behavior

3 credits (15:30:0 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.

BUSN1224 - Integrated Software Applications

3 credits (30:15:0 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

BUSN1225 - Medical Terminology I

3 credits (30:15:0 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.

BUSN1226 - Bookkeeping I

3 credits (15:30:0 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 1186 & BUSN 1221

BUSN1227 - Project Management Overview

3 credits (30:15:0 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.

BUSN1228 - Project Management Capstone Project

3 credits (30:15:0 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

BUSN1230 - Business Leadership Effectiveness

3 credits (30:15:0 hours)

Develop skills in supervising, managing, and leading a team. Polish your public presentation skills as you work through public speaking modules.

BUSN1231 - Desktop Publishing

3 credits (30:15:0 hours)

Learn skills with desktop publishing software and practise those skills by using the software to complete several projects.

BUSN1232 - An Introduction to MS Project

3 credits (30:15:0 hours)

This course covers introductory MS Project topics such as using Gantt charts, adding resources, and monitoring costs.

BUSN1234 - Customer Service

3 credits (0:45:0 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.

BUSN1235 - Medical Terminology II

3 credits (30:15:0 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 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: C+ pass in BUSN 1225

BUSN1236 - Bookkeeping II

3 credits (30:15:0 hours)

This course continues to expand the bookkeeping principles, procedures, and concepts as applied to a merchandising business.

Prerequisite: BUSN 1226

BUSN1237 - Microcomputer Accounting

3 credits (15:30:0 hours)

Explore software used for financial accounting. Through practical experience with accounting and tax software packages, become familiar with current programs and their capabilities.

BUSN1279 - Communications I

3 credits (0:45:0 hours)

Students develop their writing skills and learn to write paragraphs, essays, research papers, and business correspondence, with the emphasis on practical applications for writing.

BUSN1280 - Communications II

3 credits (0:45:0 hours)

Students learn to write and format a variety of business documents, such as letters, memos, proposals, instructions and procedures, and informal, semi-formal, and formal reports. The emphasis is on developing a practical approach to solving business communication problems. The course will consist of lectures, discussions, presentations, and individual and group assignments.

BUSN1288 - Payroll Administration

3 credits (30:15:0 hours)

This is an introductory course in payroll. Topics include employment standards, designation of individuals as employees or contractors, record-keeping requirements, payroll calculations, taxable and non-taxable benefits, payroll journal entries, reporting requirements, and employee termination.

BUSN1289 - Introduction to Taxation

3 credits (30:15:0 hours)

This course is a study of current tax legislation as it relates to individuals. Students gain the knowledge needed to prepare personal income tax returns. Topics include the determination of various income sources, tax deductions, and tax credits used in calculating the tax liability of individuals.

BUSN1290 - Accounting I

3 credits (30:15:0 hours)

Accounting I introduces the concepts and applications of financial accounting. Topics include accounting concepts and principles, the recording process, preparing financial statements, internal control, and cash and receivables.

BUSN1291 - Accounting II

3 credits (30:15:0 hours)

Accounting II topics include inventories, capital assets, current liabilities, owner's equity in partnerships and corporations, analyzing financial statements, the statement of cash flows, and accounting information systems. Emphasis is on problem solving and the application of financial accounting to real-life situations. Students gain experience in maintaining a manual accounting system.

BUSN1292 - Simply Accounting

3 credits (30:15:0 hours)

In this introduction to computerized accounting, students gain experience using Simply Accounting and basic knowledge of fully integrated microcomputer-based accounting system. Software modules include General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory, Services, and Project.

BUSN1295 - Work Experience

3 credits (0:0:15:0 hours)

Gain hands-on experience in this work experience placement in a suitable entry-level accounting role in industry, government, or public practice. Successful completion is subject to supervisor evaluation. Note that this work is unpaid.

BUSN1310 - Business Computer Applications

3 credits (45:0:0 hours)

This course begins with an overview of business computer applications used for file management (Windows), word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). Each application is then examined in greater depth with business topics stressed in the examples.

BUSN8000 - Business Essentials

5 credits (0:125:0 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.

CHEM3300 - Chemistry 030

5 credits (0:125:0 hours)

Study thermochemical changes, electrochemical changes, organic chemistry, acids, bases, and equilibrium

CLC1488 - Cree Language and Culture 10-3Y

5 credits (0:125:0 hours)

COURSE DESCRIPTIONS

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, 30-3Y) must be taken in sequence.

CLC2488 - Cree Language and Culture 20-3Y

5 credits (0:125:0 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, 30-3Y) must be taken in sequence.

CLC3488 - Cree Language and Culture 30-3Y

5 credits (0:125:0 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.

CMH2050 - Day Care 1

1 credit (0:25:0 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.

CMH3050 - Day Care 2

1 credit (0:25:0 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.

COMM1010 - Communicating Across Cultures

3 credits (0:45:0 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.

COMM1011 - Interpersonal Communications for Health-Care Professions

3 credits (0:45:0 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.

COMM1020 - Interpersonal Communications

3 credits (0:45:0 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

COMM1021 - Writing in Organizations

3 credits (0:45:0 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.

COMM1022 - Observation, Documentation, and Report Writing

3 credits (0:45:0 hours)

Learn how to gather and organize data and design and write a formal police report.

COMM1023 - Effective Presentations and Speech

3 credits (0:45:0 hours)

Learn how to prepare presentations. Learn and practise public speaking strategies.

COMM1024 - Observation, Documentation, and Report Writing in Human Service Careers

3 credits (0:45:0 hours)

Create accurate and appropriate documentation and records and learn to prepare reports using the documentation.

COMM1025 - Interpersonal Communications in Human Service Careers

3 credits (0:45:0 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.

COMM1030 - Human Relations

3 credits (0:45:0 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.

COMM1040 - Interviewing and Report Writing

3 credits (0:45:0 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.

COMM1100 - AUCT Communications

5 credits (0:125:0 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.

COMM180 - Interpersonal Relationships and Communication Skills

3 credits (0:0:0 hours)

COMM181 - Fundamentals of Written Communications

3 credits (0:0:0 hours)

COMM2011 - Therapeutic Communication for Health-Care Professions

3 credits (0:45:0 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. Transfer: AU

Prerequisite: COMM 1011

COMP1000 - Introduction to Computer Applications

3 credits (0:45:0 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.

COMP1001 - Computer Literacy - CONC

3 credits (0:45:0 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.

COMP1015 - Computer Skills and Communication

4 credits (60:0:0 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.

COMP149 - Basic Computer Skills for Human Service Workers

3 credits (0:0:0 hours)

COMP1900 - Computer Studies

5 credits (0:125:0 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.

CONC1000 - Interpersonal / Intercultural Skills - CONC

3 credits (0:45:0 hours)

Improve your interpersonal skills and intercultural understanding to the level required in a professional workplace.

CONC1005 - English for Employment - CONC

9 credits (0:135:0 hours)

Improve your speaking and listening skills through intensive application and practice. Reading and writing skills are based on the workplace environment.

CONC1015 - Introduction to the Canadian Workplace - CONC

7 credits (0:100:0 hours)

Develop your employment skills by learning marketable skills and exploring networking opportunities. Gain experience using current

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equipment and practices, and learn to use a job-related vocabulary.

COSL1000 - Community Service Learning

4 credits (30:30:0 hours)

Engage with your community through experiential learning. Apply theories learned in the classroom to real-life service projects. Learners will explore basic concepts and skills of experiential learning, including community benefit and community-based research methods. Projects will pair learners with community organizations for mutually beneficial outcomes.

COSW1000 - Introduction to Community Support Work

5 credits (0:75:0 hours)

Learn the roles of support workers within diverse communities. Identify the skills, knowledge, and practices necessary to implement effective support interventions and service resources in the local community.

COSW1010 - Social Policy, Legislation and Government Systems

2 credits (0:30:0 hours)

Focus on developing an introductory working knowledge of laws, policies, and government service-delivery agencies related to the community support practice in Aboriginal, immigrant/refugee, and the disabled communities.

COSW1020 - Leadership, Team Building and Organizational Behaviour

3 credits (0:45:0 hours)

Students examine and apply best practices of leadership in team and organizing work. Attention will be drawn to best practices specific to working in Aboriginal, immigrant/refugee, and the disabled communities.

COSW1025 - Community Support Work Practicum

3 credits (0:0:150 hours)

Gain comprehensive practical experience as you apply previously learned theory and practice in working with individuals, families, communities, and organizations.

COSW1030 - Helping Skills in the Immigrant and Refugee Context

3 credits (0:45:0 hours)

Learn the skills required to support new Canadians in accessing resources and community services in order to meet settlement needs and function effectively in their effort to integrate successfully as members of their communities.

COSW1040 - The Individual and Family in a Multicultural Context

3 credits (0:45:0 hours)

Focus on the role of the community support worker in serving immigrant families as they deal with challenges in such areas as parenting, parent-child relationships, spousal relationships, schooling, and role-reversals in the family. Learn the skills needed to assess, intervene, and support the individual and the family as they settle and integrate into their community.

COSW1050 - Aboriginal History, Identity and Culture

3 credits (0:45:0 hours)

Examine the historical foundations of Aboriginal culture. Study the key events that have impacted Aboriginal individuals, families, and communities. Focus on the application of Aboriginal cultural awareness and knowledge of Aboriginal history to community support practice.

COSW1060 - Community Development in Urban and Non-Urban Aboriginal Communities

3 credits (0:45:0 hours)

Examine the concepts and lived realities of community and community development from an Aboriginal perspective. Focus on developing working knowledge and skills in organizing and building communities and resources in support of Aboriginal individuals and families in both urban and rural settings. Students learn to apply practice methods such as group work, community engagement, and organization.

COSW1070 - Understanding Disability I

3 credits (0:45:0 hours)

Focus on developing working knowledge and skills in supporting disabled individuals and their families. Develop your skills in interviewing, advocacy, supportive counselling, conflict resolution, information and referral, and case management.

COSW1080 - Understanding Disability II

3 credits (0:45:0 hours)

Focus on developing working knowledge and skills in organizing and building communities and resources in support of disabled individuals and families. Students learn to apply practice methods such as group work, community engagement and organization.

CPNB1001 - Canadian Practical Nursing Bridge I: Nursing Foundations

4 credits (0:60:0 hours)

Canadian Practical Nursing Bridge I: Nursing Foundations

CPNB1002 - Canadian Practical Nursing Bridge II: Workplace Readiness

7 credits (0:111:0 hours)

Canadian Practical Nursing Bridge II: Workplace Readiness

CPRT1000 - Community Support Worker Practicum

7 credits (0:0:298 hours)

Gain comprehensive practical experience as apply previously learned theory and practice to work with individuals, families, communities, and organizations. All work practice situations will occur in a human service organization or agency.

CREE1010 - Cree Language and Culture 010

5 credits (0:125:0 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.

CREE1020 - Cree Language and Culture 020

5 credits (0:125:0 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.

CREE1030 - Cree Language and Culture 030

5 credits (0:125:0 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.

CRIS1040 - Crisis Intervention

3 credits (24:21:0 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.

CRIS2000 - Crisis Intervention Techniques

3 credits (0:45:0 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.

CSWN1000 - Community Support Work in Northern and Remote Communities

3 credits (0:45:0 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.

DDSP1000 - Developmental Disabilities and Special Populations

3 credits (0:45:0 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

DEMC1000 - Dementia Care Education

3 credits (0:45:0 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.

DEMC1001 - Guiding the Journey: An Interactive Approach to Dementia Care

2 credits (0:30:0 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.

DEMC1011 - Dementia Studies

3 credits (0:45:0 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.

DHPP1000 - Introduction to Child Care and Child Development

12 credits (24:156:0 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.

DHPP1001 - Food, Nutrition, and Health

4 credits (0:60:0 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.

DHPP1002 - Safety and Emergency Planning

4 credits (0:60:0 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.

DHPP1003 - Observation I

2 credits (0:15:30 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.

DHPP1004 - Learning Through Play

4 credits (0:60:0 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.

DHPP1005 - Literacy and Language Development

4 credits (10:50:0 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.

DHPP1006 - Business of a Day Home

8 credits (0:120:0 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.

DHPP1007 - Communications for Day Home Providers

4 credits (0:60:0 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.

DHPP1008 - Program Planning and Implementation

5 credits (10:60:5 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.

DHPP1009 - Observation 2

2 credits (0:5:55 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.

DHPP1010 - Practicum I

2 credits (0:15:25 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.

DHPP1011 - Computer Training

5 credits (45:30:0 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.

DHPP1012 - Professionalism and Ethics

4 credits (0:60:0 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.

DHPP1013 - Preparation for Work

4 credits (0:60:0 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.

ECEP1000 - Employment Preparation eCampus

2 credits (0:30:0 hours)

Research career opportunities and learn to write a strong resume and cover letter. Develop effective interview skills.

ECEX1000 - Excel Introductory/Intermediate eCampus

2 credits (0:35:0 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.

ECOL1000 - Outlook eCampus

2 credits (0:35:0 hours)

Send and receive, 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.

ECOS1000 - Office Supervisory Skills eCampus

2 credits (0:35:0 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.

ELA1104 - English Language Arts 10-2

5 credits (25:100:0 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 20-2.

ELA1105 - English Language Arts 10-1

5 credits (25:100:0 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 20-1.

ELA2104 - English Language Arts 20-2

5 credits (25:100:0 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 30-2.

ELA2105 - English Language Arts 20-1

5 credits (25:100:0 hours)

Build the foundations of literary theory, style appreciation, and analytical skills that are needed for English 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.

ELA3104 - English Language Arts 30-2

5 credits (25:100:0 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.

ELA3105 - English Language Arts 30-1

5 credits (25:100:0 hours)

Build on the knowledge you gained in English 10-1 and English 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.

EMPL1011 - Employment Preparation I - JOBS

3 credits (0:45:0 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

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special certification such as WHMIS, first aid, and fork-lift training, as appropriate for your career goal.

EMPL1015 - Employability and Safety Skills I

4 credits (30:30:0 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.

EMPL1020 - Workplace Culture

2 credits (0:30:0 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.

EMPL1100 - Employment Preparation I - CONC

3 credits (0:45:0 hours)

Prepare for employment through job research, market analysis, mock interviews, and resume writing.

ENGL1000 - Reading Enhancement

5 credits (0:125:0 hours)

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.

ENGL1002 - English Fundamentals

5 credits (0:125:0 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.

ENGL1007 - Communications 007

5 credits (0:125:0 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.

Corequisites: HUMN 1911, HUMN 1912, ELA 1104, ENGL 1022, ELA 1105 or ENGL 1021

ENGL1008 - High School English Prep

5 credits (0:125:0 hours)

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.

ENGL1010 - Reading and Writing Connection

5 credits (0:125:0 hours)

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.

ENGL1011 - Critical Reading and Writing: Prose

3 credits (0:45:0 hours)

The literary content of English 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

ENGL1012 - Critical Reading and Writing: Poetry and Drama

3 credits (0:45:0 hours)

The literary content of English 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 Shakespearian 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

ENGL1021 - English 010-1

5 credits (0:125:0 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.

ENGL1022 - English 010-2

5 credits (0:125:0 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.

ENGL1033 - English for Business

5 credits (0:125:0 hours)

English for Business is designed for students with business goals who are planning to enrol in Business Careers programs.

ENGL1090 - Reading and Writing Development Bel 1 - 90

4 credits (0:90:0 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.

ENGL1107 - Prep for College Writing

5 credits (0:125:0 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.

ENGL1108 - Prep for College Reading

5 credits (0:125:0 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.

ENGL1305 - English 30-1 Fast Track

5 credits (0:125:0 hours)

Create essays and reports. Represent ideas visually or through class presentations. Prepare to write the English 30-1 provincial diploma exam. Entrance is through initial placement at this level or the recommendation of your English 10-1 instructor.

ENGL1308 - English 30-1 Prep

5 credits (0:125:0 hours)

This course covers the material in English 10-1 and English 20-1, preparing you to enter English 30-1. Entrance is through initial placement at this level.

ENGL1309 - English 30-2 Prep

5 credits (0:125:0 hours)

Review materials taught in English 10-2 and English 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.

ENGL1311 - English Preparation

3 credits (30:45:0 hours)

Delivered in partnership with community centres, this flexible learning format allows students to improve their literacy skills in order to advance their education, employability skills, and career potential. Reading comprehension, writing skills, and basic interpretation skills are developed so that students are better prepared to transition into high school level humanities courses. Successful completion of this course allows progression to English 10.

ENGL1701 - Computer Writing

5 credits (125:0:0 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, from coming up with and organizing ideas, writing paragraphs and essays to the final revision and editing stage of writing.

ENGL1901 - Strategic Reading

5 credits (0:125:0 hours)

Improve your reading comprehension and speed. Learn strategies to improve your understanding of what you read and your ability to retain information.

ENGL1902 - Bridge W - Writing

5 credits (25:100:0 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.

ENGL1903 - Bridge L - Listening

5 credits (0:125:0 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.

ENGL1904 - Bridge R - Reading

5 credits (0:125:0 hours)

Increase your reading speed and comprehension by reading and discussing short stories, non-fiction, and poetry. Improve your reading

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skills in preparation for future English courses.

ENGL1906 - English Preparation

4 credits (0:90:0 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.

ENGL1950 - English Language Arts with an Aboriginal Focus

3 credits (0:65:0 hours)

This course assists Aboriginal learners starting from a grade equivalent of grades 8 to 10 in reading and writing to prepare to take English Language Arts courses at the high school level. Course materials and resources will be chosen to reflect Aboriginal realities, culture, and worldviews, with the academic focus based on Alberta Education curricular outcomes in English Language Arts. Students successfully completing this course will be prepared to enter English Language Arts 10-1 or English Language Arts 10-2.

ENGL2090 - Reading and Writing Development Bel 2 - 90

4 credits (0:90:0 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.

ENGL2201 - English 020-1

5 credits (0:125:0 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.

ENGL2202 - English 020-2

5 credits (0:125:0 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.

ENGL2510 - Scientific and Technical Writing

3 credits (0:45:0 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.

ENGL2550 - Introduction to Composition

3 credits (0:45:0 hours)

The 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 method of citation.

ENGL3301 - English 030-1

5 credits (25:100:0 hours)

Build on the knowledge you gained in English 10-1 and English 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.

ENGL3302 - English 030-2

5 credits (25:100:0 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.

ENGL9089 - English 089

3 credits (0:60:0 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 MacEwan College

ERCC1001 - Academic Upgrading Edmonton Remand Correctional Centre

5 credits (0:125:0 hours)

Academic Upgrading Edmonton Remand Correctional Centre

ESLG1037 - 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.

ESLG1038 - PNDIEN Exam Skills

2 credits (0:30:0 hours)

Learners will work on skills required to be successful in the Canadian Practical Nurse Registration Examination.

ESLG1043 - Speaking Clearly

3 credits (0:50:0 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+)

ESLG1044 - Writing Clearly

3 credits (0:50:0 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+)

ESLG1050 - Reading/Writing 50

6 credits (0:160:0 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.

ESLG1070 - Reading/Writing 70

6 credits (0:160:0 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.

ESLG1105 - Math Language Basics

3 credits (0:80:0 hours)

Study basic skills in place value, addition, subtraction, multiplication, and division. Use small and large numbers. Study the language of numbers (numeracy) and solve word problems in math.

ESLG1106 - Math Language Intermediate

3 credits (0:80:0 hours)

Study math skills and language skills relating to decimals, fractions, percentages, and proportions. Solve word problems in these skills.

ESLG1107 - Computer Competence Basic

3 credits (0:80:0 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.

ESLG1109 - Study Skills Basic

3 credits (0:80:0 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.

ESLG1110 - Study Skills Intermediate

3 credits (0:0:80 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.

ESLG1111 - Study Skills Advanced

3 credits (0:80:0 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.

ESLG1112 - Computer Competence Advanced

3 credits (0:80:0 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.

ESLG1113 - Interpersonal Communication

3 credits (0:80:0 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

COURSE DESCRIPTIONS

includes the culture of communications in various contexts in Canada.

ESLG1114 - Speaking Strategies

3 credits (0:80:0 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.

ESLG1127 - Practicum Training Workshops

2 credits (0:30:0 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.

ESLG1128 - PNDIEN ESL Support

10 credits (0:144:0 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.

ESLG1134 - TOEFL iBT Prep

3 credits (0:80:0 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 course is highly effective.

ESLG1135 - IELTS Prep

2 credits (0:50:0 hours)

Learn the structure of the International English Language System (IELTS) test, question types, and test-taking techniques. Enhance and improve your writing, listening, reading, and speaking skills through practice and content relevant to the IELTS test.

ESLG1150 - Effective Speaking for Nursing IEN

5 credits (0:70:0 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.

ESLG1151 - Effective Writing for Nursing IEN

5 credits (0:75:0 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.

ESLG1152 - Effective Listening for Nurses IEN

4 credits (0:65:0 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.

ESLG1153 - Effective Reading for Nursing IEN

5 credits (0:75:0 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.

ESLG1154 - Intercultural Communication for Nursing IEN

2 credits (0:30:0 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.

ESLG1155 - Medical Terminology for Nursing IEN

4 credits (0:60:0 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.

ESLG1230 - Integrated ESL CLB 1-2

3 credits (0:80:0 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.

ESLG1234 - Integrated ESL CLB 3-4

3 credits (0:80:0 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.

ESLG1256 - Integrated ESL CLB 5-6

3 credits (0:80:0 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.

ESLG1278 - Integrated ESL CLB 7-8

3 credits (0:80:0 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.

ESLG1288 - Integrated Child Care ESL CLB 3-4

3 credits (0:80:0 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.

ESLG1850 - Academic Enrichment for College/University

13 credits (0:320:0 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.

ESLG1860 - English for Academic Purposes - Reading and Writing

6 credits (32:118:0 hours)

This course assists students to acquire the language and academic skills they need to succeed in post-secondary studies. Students learn to read critically, analyze thoughts and ideas in texts, manage ideas and information, and evaluate texts for tone, purpose, style, and effectiveness. Students learn to respond to texts in writing and develop the writing skills needed to write effective essays at the college level. Advanced grammar points and academic vocabulary are taught in this course. Students successfully completing this course meet the English language proficiency requirement in reading and writing at Olds College.

ESLG1861 - English for Academic Purposes - Listening and Speaking

6 credits (32:118:0 hours)

This course prepares students with the language and academic skills they need to succeed in post-secondary studies. Students practise and develop their listening and speaking skills. Classroom activities, presentations, and academic lectures will challenge students to express multiple perspectives in their speaking. Students will work on the skills they need to effectively participate in group work and class discussions and to take notes on academic lectures.

ESLG1898 - English for Academic Purposes - Reading and Writing EAP II

4 credits (0:60:0 hours)

This course provides the foundation for language and academic skills students need to succeed in post-secondary studies. Students work on reading critically, analyzing thoughts and ideas in texts, managing ideas and information, and evaluating texts for tone, purpose, style, and effectiveness. Students develop the skills and understanding they need to write effective essays at the post-secondary level. Grammar and academic vocabulary are taught in this course.

ESLG1899 - English for Academic Purposes - Listening and Speaking EAP II

3 credits (0:45:0 hours)

This course provides the foundation for language and academic skills students need to succeed in post-secondary studies. Students strengthen their academic listening and speaking skills. Classroom activities, presentations, and academic lectures give students the opportunity to practise the communication skills required for participating in post-secondary class discussions, group work, and class presentations.

ESLG1900 - English for Academic Purposes - Reading and Writing EAP I

4 credits (0:60:0 hours)

This course prepares students with the language and academic skills they need to succeed in post-secondary studies. Students learn to read critically, analyze thoughts and ideas in texts, manage ideas and information, and evaluate texts for tone, purpose, style, and effectiveness. Grammar and academic vocabulary are also taught in

this course.

ESLG1901 - English for Academic Purposes - Listening and Speaking EAP I

3 credits (0:45:0 hours)

This course prepares students with the language and academic skills they need to succeed in post-secondary studies. Students practise and develop their listening and speaking skills. Classroom activities, presentations, and academic lectures will challenge students to express multiple perspectives in their speaking. The students will work on the skills they need to effectively participate in group work and class discussions and to take notes on academic lectures. This course is at a CLB 8/9 level.

ESLG2000 - Introduction to Public Transit

2 credits (0:50:0 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."

ESLG2001 - Transit Workplace Communication

2 credits (0:50:0 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

ESLG2002 - Customer Service Skills for Public Transit

3 credits (0:70:0 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."

ESLG2003 - Skills for Emergency Situations

3 credits (0:70:0 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

ESLG2004 - Final Steps in Transit Preparation

4 credits (0:110:0 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

ESLG2100 - Intercultural Communication for the Business Environment

2 credits (0:50:0 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.

ESLG2101 - Listening and Speaking for Success in a Business Career

5 credits (25:100:0 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.

ESLG2102 - Occupation-Specific Vocabulary Development for Business Careers

2 credits (0:50:0 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.

ESLG2103 - Reading and Writing Strategies and Development for Business Careers

5 credits (25:100:0 hours)

Develop the reading strategies, reading speed, and comprehension of business-related texts that you need for a career in business. 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.

ESLG2200 - Intercultural Communication for Health Professions

2 credits (0:50:0 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. Instruction in this essential skill begins in this course and continues to greater depth in the Practical Nurse Diploma for Internationally Educated Nurses (PNDIEN) program.

ESLG2201 - Speaking and Listening for Health Professions

5 credits (25:100:0 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.

ESLG2202 - Terminology for Health Professions

2 credits (0:50:0 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.

ESLG2203 - Reading and Writing for Health Professions

5 credits (0:125:0 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.

ESLG2210 - English for Nursing - Intercultural Communication

3 credits (0:75:0 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.

ESLG2211 - 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.

ESLG2212 - English for Nursing - Reading

3 credits (0:0:75 hours)

This course is designed to enhance the reading 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.

ESLG2213 - 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.

ESLG2214 - 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.

ESLG2215 - English for Nursing, Medical Terminology

2 credits (0:0:50 hours)

COURSE DESCRIPTIONS

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.

ESLS1000 - Listening/Speaking 100

7 credits (32:148:0 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.

ESLS1100 - Listening/Speaking 110

7 credits (32:148:0 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.

ESLS2000 - Listening/Speaking 200

7 credits (32:148:0 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.

ESLS2100 - Listening/Speaking 210

7 credits (32:148:0 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.

ESLS3000 - Listening/Speaking 300

7 credits (32:148:0 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.

ESLS3100 - Listening/Speaking 310

7 credits (32:148:0 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.

ESLS4000 - Listening/Speaking 400

7 credits (32:148:0 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.

ESLS4100 - Listening/Speaking 410

7 credits (32:148:0 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.

ESLS5000 - Listening/Speaking 500

7 credits (32:148:0 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.

ESLS5100 - Listening/Speaking 510

7 credits (32:148:0 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.

ESLS6000 - Listening/Speaking 600

7 credits (32:148:0 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.

ESLS6100 - Listening/Speaking 610

7 credits (32:148:0 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.

ESLS7000 - Listening/Speaking 700

7 credits (32:148:0 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, voicemail, 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.

ESLS7100 - Listening/Speaking 710

7 credits (32:148:0 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.

ESLS8000 - Listening/Speaking 800

7 credits (32:148:0 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.

ESLS8100 - Listening/Speaking 810

7 credits (32:148:0 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.

ESLW1000 - Reading/Writing 100

7 credits (32:148:0 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.

ESLW1100 - Reading/Writing 110

7 credits (32:148:0 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.

ESLW1134 - ESL Intermediate Reading and Writing

3 credits (30:45:0 hours)

Delivered in partnership with community centres, this flexible learning format allows English Language Learners to improve their reading and writing skills. In this class, the students will gain confidence and competency in understanding moderately complex texts, instructions of up to 10 steps, moderately complex forms and personal or business notes and documents. Students will improve their ability to write short compositions, fill out forms, and write personal or business emails. Intermediate level grammar points and vocabulary will be taught as well. Topics covered will be determined by the needs of the students in the class.

ESLW2000 - Reading/Writing 200

7 credits (32:148:0 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.

ESLW2100 - Reading/Writing 210

7 credits (32:148:0 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.

ESLW3000 - Reading/Writing 300

7 credits (32:148:0 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.

ESLW3100 - Reading/Writing 310

7 credits (32:148:0 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.

ESLW4000 - Reading/Writing 400

7 credits (32:148:0 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.

ESLW4100 - Reading/Writing 410

7 credits (32:148:0 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.

ESLW5000 - Reading/Writing 500

7 credits (32:148:0 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.

ESLW5100 - Reading/Writing 510

7 credits (32:148:0 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.

ESLW6000 - Reading/Writing 600

7 credits (32:148:0 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.

ESLW6100 - Reading/Writing 610

7 credits (32:148:0 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.

ESLW7000 - Reading/Writing 700

7 credits (32:148:0 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.

ESLW7100 - Reading/Writing 710

7 credits (32:148:0 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.

ESLW8000 - Reading/Writing 800

7 credits (32:148:0 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.

ESLW8100 - Reading/Writing 810

7 credits (32:148:0 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

COURSE DESCRIPTIONS

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.

FAID1005 - Standard First Aid/CPR

1 credit (0:15:0 hours)

Learn standard first aid and CPR from a certified instructor.

FAMV1000 - Domestic Violence and Prevention

3 credits (0:45:0 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.

FINM1001 - Financial Management

5 credits (0:125:0 hours)

Learn about the accounting cycle and accounting terminology. Prepare a set of books, financial statements, and budgets for both service and merchandising businesses.

FOCC1000 - Focusing on the Client

7 credits (0:105:0 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

FSCC1001 - Academic Upgrading Fort Saskatchewan Correctional Centre

5 credits (0:125:0 hours)

Academic Upgrading Fort Saskatchewan Correctional Centre

GEDE1301 - Prep for GED English

5 credits (0:125:0 hours)

Develop your reading comprehension and writing skills to prepare to write the GED exam.

GEDM1301 - Prep for GED Math

5 credits (0:125:0 hours)

Develop the basic Math skills needed for your chosen field. Prepare to write the GED exam.

GEDP1000 - GED Prep

3 credits (0:65:0 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.

GEDS1301 - Prep for GED Social Studies/Science

5 credits (0:125:0 hours)

Learn key strategies and social studies and science vocabulary to prepare you to write the GED exam.

GPLM1000 - GED Prep/Life Management

5 credits (0:125:0 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.

HCJP1610 - Human Relations and Ethics in the Criminal Justice System

3 credits (0:45:0 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.

HCS3000 - Workplace Safety Systems

1 credit (0:25:0 hours)

Students gain the attitudes, knowledge, and skills related to workplace health and safety and examine relevant legislation governing the workplace.

HCS3010 - Workplace Safety Practices

1 credit (0:25:0 hours)

Students explore workplace safety principles and practices and apply these principles and practices to a variety of contexts.

HEAS1000 - 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

HEED1000 - Health Education: Individual Health and Wellness

3 credits (0:45:0 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.

HEED1101 - Health Education: Personal Fitness I

3 credits (45:0:0 hours)

Prepare for the physical demands of policing and security-related occupations; learn about physical activity and health and wellness concepts.

HEED1102 - Health Education: Personal Fitness II

3 credits (45:0:0 hours)

Prepare for the physical demands of policing and security-related occupations; learn about physical activity and health and wellness concepts.

HHC0042 - Child Development: An Introduction

3 credits (0:0:0 hours)

HHC0044 - Introduction to ELCC

3 credits (0:0:0 hours)

HHC0046 - Developing through Play

3 credits (0:0:0 hours)

HHC0048 - Guiding Young Children's Behaviour

3 credits (0:0:0 hours)

HHC0058 - Literacy and Curriculum in the Early Years

3 credits (0:0:0 hours)

HHC0317 - Introduction to the Role of the Educator in ELCC Settings

8 credits (0:0:0 hours)

HHC0340 - Developmentally Appropriate Practices in

ELCC Settings: Practicum & Seminar

7 credits (0:0:0 hours)

HHC0341 - Introduction to the Role of the Education in ELCC Settings

7 credits (0:0:0 hours)

HLTH1001 - Computer and Employability Skills for Health Care Aide

5 credits (0:125:0 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.

HLTH1002 - Essentials for Health Care Aide

5 credits (0:125:0 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.

HLTH1010 - Essentials for Health Careers

5 credits (0:125:0 hours)

Essentials for Health Careers is designed to assist new practitioners in meeting the challenges in 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.

HLTH2002 - Assisting with Medication Delivery

1 credit (12:6:0 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

HLTH2004 - 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

HLTH2006 - Structure and Function of the Human Body - Health and Chronic Illness

3 credits (0:39:0 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

HLTH2010 - 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

HLTH2011 - Working Safely and Effectively as a Health Care Aide

3 credits (5:40:0 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.

HLTH2012 - Communication in the Health-Care Environment

2 credits (9:21:0 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

HLTH2013 - Providing Client Care and Comfort

4 credits (35:28:0 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 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

HLTH2014 - Meeting Complex Care Needs

3 credits (24:18:0 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

HLTH2015 - Special Activities for Diverse Clients

3 credits (2:47:0 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

HPCW1000 - The Helping Process in Community Support Work

3 credits (0:45:0 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.

HPRT1003 - Health Care Aide Clinical Practice

5 credits (0:0:200 hours)

Apply your knowledge and skills in a clinical practice experience.

Prerequisites: PCCA 1000, RRHB 1000, FOCC 1000, BCND 1000, SCAE 1000, SCSF 1000 & DEMC 1000

HUMN1911 - Humanities Prep 1

5 credits (25:100:0 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.

HUMN1912 - Humanities Prep 2

5 credits (25:100:0 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.

ICJP1257 - Investigating Techniques

3 credits (0:45:0 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.

ICJP1750 - Interviewing

3 credits (0:45:0 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.

ICSW1000 - Introduction to Community Support Work

3 credits (0:45:0 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.

ILIC1000 - Introduction to Law Enforcement/Intercultural Communication

5 credits (0:125:0 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.

INF1030 - Word Processing 1

1 credit (0:25:0 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.

INF1050 - Database 1

1 credit (0:25:0 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.

INF1060 - Spreadsheet 1

1 credit (0:25:0 hours)

Use basic functions and commands in spreadsheet software for general data manipulation and personal record keeping.

INF1070 - Digital Presentation

1 credit (0:25:0 hours)

Develop basic skills with tools used for computerized presentations involving text, data, graphics, sound, and animation.

INF2020 - Keyboarding

1 credit (0:25:0 hours)

Enhance your occupational-level keyboarding competence for all keystroke functions, using unedited, edited, and straight copy material.

INF2050 - Word Processing 2

1 credit (0:25:0 hours)

Use Microsoft Word commands and functions to produce mail-ready reports and correspondence including letters, memorandums, and tables, all from rough draft copy.

INF2060 - Electronic Publishing 1

1 credit (0:25:0 hours)

Use electronic publishing software to produce documents such as signs, announcements, brochures, newsletters, or other business applications.

INF2070 - Database 2

1 credit (0:25:0 hours)

Use all commands and functions of electronic database software that support effective and efficient database applications.

INF2080 - Spreadsheet 2

1 credit (0:25:0 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.

INF3060 - Word Processing 3

1 credit (0:25:0 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.

INFO1001 - Information Processing 1

5 credits (0:125:0 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.

INFO1002 - Information Processing 2

5 credits (0:125:0 hours)

Continue to develop skills in more complex business applications using Word, Excel, Access, and more.

INPC1000 - Interpersonal Communication 5/6

5 credits (0:125:0 hours)

Develop the skills you need to communicate effectively. Learn about body language, verbal tones, and written language.

IVTH1010 - Infusion Therapy for Nurses

4 credits (15:45:0 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.

JOBS1002 - Job Safety Skills - JOBS

3 credits (0:45:0 hours)

Learn essential skills for both personal and workplace safety.

JOBS1003 - Job Safety Skills - CONC

3 credits (0:45:0 hours)

Learn essential skills for both personal and workplace safety.

JOBS1100 - Interpersonal/Intercultural Skills - JOBS

3 credits (0:45:0 hours)

Improve your use and knowledge of interpersonal and intercultural skills to the level required in a professional workplace.

JOBS1110 - Computer Literacy - JOBS

3 credits (0:45:0 hours)

Master new skills through this introduction to word-processing operations, Internet research, and e-mail. Improve your keyboarding, grammar, and document-formatting skills.

JOBS1120 - English for Employment - JOBS

3 credits (0:45:0 hours)

Improve your listening, speaking, reading, and writing skills using a variety of materials. Improve your work-related reading and comprehension skills.

JOBS1130 - Job Skills - JOBS

3 credits (0:45:0 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.

JOBS1140 - Consumer and Applied Mathematics I - JOBS

3 credits (0:45:0 hours)

Develop the ability to accurately solve everyday problems related to money management, consumerism, budgeting, and work-related mathematical problems.

JOBS1150 - 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.

LAWC1000 - Criminal Law I

3 credits (0:45:0 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.

LAWC1010 - Criminal Law

3 credits (0:45:0 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.

LAWC1020 - Introduction to the Canadian Judicial System

3 credits (0:45:0 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.

LAWC1030 - Introduction to Security, Loss Prevention, and Investigative Techniques

3 credits (0:45:0 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.

LAWY1001 - Young Offenders and the Law

3 credits (0:45:0 hours)

Examine the underlying principles of the Youth Criminal Justice Act and its application to young offenders.

LEAD2000 - Team Leadership and Professionalism

3 credits (0:45:0 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

LGST1001 - Legal Studies

5 credits (0:125:0 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.

LINC1000 - LINC Literacy

16 credits (0:400:0 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.

LINC1001 - LINC 1

16 credits (0:400:0 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.

LINC1002 - LINC 2

16 credits (0:400:0 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.

LINC1003 - LINC 3

16 credits (0:400:0 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.

LINC1004 - LINC 4

16 credits (0:400:0 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.

LINC1005 - LINC 5

16 credits (0:400:0 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, or academic study, or everyday life. Learn about and practise essential skills to help you succeed at work and in your community.

LINC1114 - CLB 1 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand individual greetings, introductions, and goodwill expressions; understand very short, simple instructions, commands, and requests related to immediate personal needs; understand expressions used to attract attention and to request assistance in situations of immediate personal need; understand very simple information about highly familiar, concrete topics. It will also help students learn to use and respond to basic courtesy formulas and greetings; give brief, simple, common, routine instructions to a familiar person; make and respond to simple requests related to immediate personal needs (such as asking for assistance, or for the time, a price, or an amount); give basic personal information in response to direct questions from a supportive listener; ask for basic personal information.

LINC1118 - CLB 1 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand individual greetings, introductions, and goodwill expressions; understand very short, simple instructions, commands, and requests related to immediate personal needs; understand expressions used to attract attention and to request assistance in situations of immediate personal need; understand very simple information about highly familiar, concrete topics. It will also help students learn to use and respond to basic courtesy formulas and greetings; give brief, simple, common, routine instructions to a familiar person; make and respond to simple requests related to immediate personal needs (such as asking for assistance or for the time, a price, or an amount); give basic personal information in response to direct questions from a supportive listener; ask for basic personal information.

LINC1124 - CLB 1 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand short greetings and simple goodwill messages; understand very short, simple instructions for common, familiar everyday situations; get information from very short, simple, common formatted texts (such as simple sections of forms, maps, diagrams, sales receipts, or common universal traffic signs and civic symbols); recognize names, numbers, and some basic details in very simple, short texts related to everyday situations and

immediate needs. It will also help students learn to convey greetings or other goodwill messages by completing cards or other very short, simple standard texts; copy numbers, letters, words, short phrases, or sentences from simple lists or very short passages, for personal use or to complete short tasks; complete very short, simple or simplified forms that require only basic personal identification information; write a few words to complete a short, guided text or answer simple questions to describe a personal situation.

LINC1128 - CLB 1 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand short greetings and simple goodwill messages; understand very short, simple instructions for common, familiar everyday situations; get information from very short, simple, common formatted texts (such as simple sections of forms, maps, diagrams, sales receipts, or common universal traffic signs and civic symbols); recognize names, numbers, and some basic details in very simple, short texts related to everyday situations and immediate needs. It will also help students learn to convey greetings or other goodwill messages by completing cards or other very short, simple standard texts; copy numbers, letters, words, short phrases, or sentences from simple lists or very short passages, for personal use or to complete short tasks; complete very short, simple or simplified forms that require only basic personal identification information; write a few words to complete a short, guided text or answer simple questions to describe a personal situation.

LINC1200 - LINC Literacy B

8 credits (0:200:0 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 development activities.

LINC1201 - LINC 1 B

8 credits (0:200:0 hours)

Share your personal experience 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 healthcare workers, and use English for everyday needs.

LINC1202 - LINC 2 B

8 credits (0:200:0 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.

LINC1203 - LINC 3 B

8 credits (0:200:0 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.

LINC1204 - LINC 4 B

8 credits (0:200:0 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.

LINC1205 - LINC 5 B

8 credits (0:200:0 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 practise tasks from the workplace, academic study, or everyday life. Learn about practise essential skills to help you succeed at work and in your community.

LINC1214 - CLB 2 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand greetings, introductions, requests, goodwill expressions, and an expanding range of basic courtesy formulas; understand short, simple common instructions, commands, requests, and directions related to immediate personal needs; understand expressions used to make and respond to requests and warnings in situations of immediate personal need; understand simple information about familiar, concrete topics. It will also help students learn to use and respond to courtesy formulas and greetings; give short, simple, common, routine instructions to a familiar person; make and respond to simple requests related to common everyday activities; give very simple warnings and cautions; give expanded basic personal information to a supportive listener; ask for basic personal information; give basic descriptions of concrete, familiar objects in a few short words or phrases.

LINC1218 - CLB 2 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand greetings, introductions, requests, goodwill expressions, and an expanding range of basic courtesy formulas; understand short, simple common instructions, commands, requests, and directions related to immediate personal

needs; understand expressions used to make and respond to requests and warnings in situations of immediate personal need; understand simple information about familiar, concrete topics. It will also help students learn to use and respond to courtesy formulas and greetings; give short, simple, common, routine instructions to a familiar person; make and respond to simple requests related to common everyday activities; give very simple warnings and cautions; give expanded basic personal information to a supportive listener; ask for basic personal information; give basic descriptions of concrete, familiar objects in a few short words or phrases.

LINC1224 - CLB 2 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand short greetings and other goodwill messages; understand short, simple, clearly sequenced instructions for common, familiar everyday situations; get information from simple formatted texts (such as simple forms, maps, diagrams, signs, labels, tables, and schedules); get basic information from short, simple business or service notices; understand the purpose and some basic details in very simple, short texts related to everyday, familiar, personally relevant situations and topics. It will also help students learn to convey an expanding range of goodwill messages (such as thanks, apologies, congratulations, get well wishes, goodbyes, and sympathy) by means of standard cards or guided notes; copy a range of information, from simple lists or very short passages, for personal use or to complete short tasks; complete short, simple or simplified forms that require only basic personal identification or familiar information; write a few words to complete a short, guided text or answer simple questions to describe a personal situation.

LINC1228 - CLB 2 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand short greetings and other goodwill messages; understand short, simple, clearly sequenced instructions for common, familiar everyday situations; get information from simple formatted texts (such as simple forms, maps, diagrams, signs, labels, tables, and schedules); get basic information from short, simple business or service notices; understand the purpose and some basic details in very simple, short texts related to everyday, familiar, personally relevant situations and topics. It will also help students learn to convey an expanding range of goodwill messages (such as thanks, apologies, congratulations, get well wishes, goodbyes, and sympathy) by means of standard cards or guided notes; copy a range of information, from simple lists or very short passages, for personal use or to complete short tasks; complete short, simple, or simplified forms that require only basic personal identification or familiar information; write a few words to complete a short, guided text or answer simple questions to describe a personal situation.

LINC1314 - CLB 3 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand simple social exchanges, including styles of greetings, introductions and leave-taking; understand instructions and directions related to familiar, everyday

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situations of immediate personal relevance; understand expressions used in familiar everyday situations (such as requests, permission, and warnings); understand short, simple, descriptive communication about a person, object, situation, scene, personal experience, or daily routine. It will also help students learn to use a range of courtesy formulas and greetings in very short, casual, face-to-face interactions; give simple, common, routine instructions and directions to a familiar person; make and respond to an expanding range of simple requests related to everyday activities; give an expanding range of simple warnings, apologies and cautions; ask for and give information about immediate needs and some feelings related to common everyday activities; give simple descriptions of concrete objects, people, or experiences in a few short sentences.

LINC1318 - CLB 3 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand simple social exchanges, including styles of greetings, introductions and leave-taking; understand instructions and directions related to familiar, everyday situations of immediate personal relevance; understand expressions used in familiar everyday situations (such as requests, permission, and warnings); understand short, simple, descriptive communication about a person, object, situation, scene, personal experience, or daily routine. It will also help students learn to use a range of courtesy formulas and greetings in very short, casual, face-to-face interactions; give simple, common, routine instructions and directions to a familiar person; make and respond to an expanding range of simple requests related to everyday activities; give an expanding range of simple warnings, apologies, and cautions; ask for and give information about immediate needs and some feelings related to common everyday activities; give simple descriptions of concrete objects, people, or experiences in a few short sentences.

LINC1324 - CLB 3 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand short, personal social messages within predictable contexts of daily experience; understand short, simple, clearly sequenced instructions for familiar everyday situations; get information from simple formatted texts; get information from short business or service texts; understand the purpose, main idea, key information, and some details in simple, short texts related to everyday familiar and personally relevant situations and topics; access simple standard reference texts. Students will learn to convey short, personal, and informal social messages on topics related to familiar everyday situations; copy or record a range of information from short texts for personal use; complete short, simple forms that require basic personal or familiar information and some responses to simple questions; write short, simple business or service messages. Write a few sentences to describe a familiar person, object, place, situation, or event.

LINC1328 - CLB 3 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand short, personal social

messages within predictable contexts of daily experience; understand short, simple, clearly sequenced instructions for familiar everyday situations; get information from simple formatted texts; get information from short business or service texts; understand the purpose, main idea, key information, and some details in simple, short texts related to everyday familiar and personally relevant situations and topics; access simple standard reference texts. Students will learn to convey short, personal, and informal social messages on topics related to familiar everyday situations; copy or record a range of information from short texts for personal use; complete short, simple forms that require basic personal or familiar information and some responses to simple questions; write short, simple business or service messages. Write a few sentences to describe a familiar person, object, place, situation, or event.

LINC1414 - CLB 4 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand short social exchanges containing introductions, casual small talk, and leave-taking; understand common, sequentially presented instructions and directions related to familiar, everyday situations of personal relevance; understand short communication intended to influence or persuade others in familiar, everyday situations; understand short descriptive or narrative communication on topics of personal relevance. Students will learn to use a range of courtesy formulas and some casual small talk in short, one-on-one or small group interactions; participate in very short, simple phone calls; give a set of simple, common, routine instructions and directions to a familiar person; make and respond to a range of requests and offers; ask for and give information about needs and feelings related to common everyday activities; give brief descriptions of personal experiences, situations, or simple processes, such as getting goods or services.

LINC1418 - CLB 4 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand short social exchanges containing introductions, casual small talk, and leave-taking; understand common, sequentially presented instructions and directions related to familiar, everyday situations of personal relevance; understand short communication intended to influence or persuade others in familiar, everyday situations; understand short descriptive or narrative communication on topics of personal relevance. Students will learn to use a range of courtesy formulas and some casual small talk in short, one-on-one or small group interactions; participate in very short, simple phone calls; give a set of simple, common, routine instructions and directions to a familiar person; make and respond to a range of requests and offers; ask for and give information about needs and feelings related to common everyday activities; give brief descriptions of personal experiences, situations, or simple processes, such as getting goods or services.

LINC1424 - CLB 4 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand simple personal social

messages within predictable contexts of daily experiences; understand short, simple, clearly sequenced instructions and instructional texts for familiar everyday situations; get information from simple formatted texts; get information from short business or service texts; understand the purpose, main idea, key information, and specific details in simple, short texts related to everyday familiar and personally relevant situations and topics; access simple standard reference texts. Students will learn to convey short, personal, informal social messages on topics related to familiar everyday situations; copy or record an expanded range of information from short texts for personal use; complete simple forms that require basic personal or familiar information and some responses to simple questions; write simple business or service messages; write a short paragraph to describe a familiar situation, event, personal experience, or future plan.

LINC1428 - CLB 4 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand simple personal social messages within predictable contexts of daily experiences; understand short, simple, clearly sequenced instructions and instructional texts for familiar everyday situations; get information from simple formatted texts; get information from short business or service texts; understand the purpose, main idea, key information, and specific details in simple, short texts related to everyday familiar and personally relevant situations and topics; access simple standard reference texts. Students will learn to convey short, personal, informal social messages on topics related to familiar everyday situations; copy or record an expanded range of information from short texts for personal use; complete simple forms that require basic personal or familiar information and some responses to simple questions; write simple business or service messages; write a short paragraph to describe a familiar situation, event, personal experience, or future plan.

LINC1514 - CLB 5 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand the gist and some details in moderately complex common and predictable social exchanges; understand simple to moderately complex directions and instructions for generally familiar and relevant procedures; understand the gist and some details in moderately complex communication intended to influence or persuade in everyday personally relevant situations; understand information about familiar or relevant topics; understand descriptive or narrative monologues or presentations related to everyday, personally relevant topics or situations. Students will learn to participate in basic social conversations for some everyday purposes; participate in very short phone calls; give instructions and directions for everyday activities and processes; give and respond to informal requests, permission, suggestions, and advice; ask for and give information related to routine daily activities in one-on-one interactions; agree, disagree and give opinions in small group discussions or meetings; give presentations about sequences of events and incidents in the past, present, or future; or describe scenes, pictures or daily routines.

LINC1518 - CLB 5 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand the gist and some details in moderately complex common and predictable social exchanges; understand simple to moderately complex directions and instructions for generally familiar and relevant procedures; understand the gist and some details in moderately complex communication intended to influence or persuade in everyday personally relevant situations; understand information about familiar or relevant topics; understand descriptive or narrative monologues or presentations related to everyday, personally relevant topics or situations. Students will learn to participate in basic social conversations for some everyday purposes; participate in very short phone calls; give instructions and directions for everyday activities and processes; give and respond to informal requests, permission, suggestions and advice; ask for and give information related to routine daily activities in one-on-one interactions; agree, disagree, and give opinions in small group discussions or meetings; give presentations about sequences of events and incidents in the past, present, or future; or to describe scenes, pictures, or daily routines.

LINC1524 - CLB 5 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand simple to moderately complex personal and public social messages related to a familiar context; understand simple to moderately complex, step-by-step instructions and instructional texts for multistep procedures related to everyday situations; locate and use one or two pieces of information from moderately complex formatted texts; get information from simple to moderately complex business or service texts; understand simple to moderately complex descriptive or narrative texts on familiar topics; interpret information contained in formatted texts; access and locate basic information from reference sources. Students will learn to convey personal messages in short, formal and informal correspondence for a range of everyday social purposes; reduce short, factual, oral discourse to notes or messages; reduce a page of information to a list of important details; write short business or service correspondence for routine personal needs; complete forms requiring detailed personal information; write a paragraph to relate a familiar sequence of events or describe a person, object, or routine.

LINC1528 - CLB 5 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand simple to moderately complex personal and public social messages related to a familiar context; understand simple to moderately complex, step-by-step instructions and instructional texts for multistep procedures related to everyday situations; locate and use one or two pieces of information from moderately complex formatted texts; get information from simple to moderately complex business or service texts; understand simple to moderately complex descriptive or narrative texts on familiar topics; interpret information contained in formatted texts; access and locate basic information from reference sources. Students will learn to convey personal messages in short, formal, and informal correspondence for a range of everyday social

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purposes; reduce short, factual, oral discourse to notes or messages; reduce a page of information to a list of important details; write short business or service correspondence for routine personal needs; complete forms requiring detailed personal information; write a paragraph to relate a familiar sequence of events, or description of a person, object, or routine.

LINC1614 - CLB 6 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand common social exchanges; understand moderately complex directions and instructions for technical or non-technical tasks; understand moderately complex communication intended to influence or persuade in everyday personally relevant situations; understand short group interactions and discussions on familiar topics; understand descriptive or narrative monologues or presentations on generally familiar and relevant topics. Students will learn to participate in routine social conversations for everyday purposes; give sequential instructions and directions for everyday activities and processes; give and respond to informal and formal suggestions and indirect requests; ask for and give information in some detail; express opinions, feelings, obligation, ability, and certainty one-on-one and in small group discussions or meetings; give detailed presentations about sequences of events and incidents in the past, present, or future; describe simple processes, or describe or compare things such as people or places.

LINC1618 - CLB 6 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand common social exchanges; understand moderately complex directions and instructions for technical or non-technical tasks; understand moderately complex communication intended to influence or persuade in everyday personally relevant situations; understand short group interactions and discussions on familiar topics; understand descriptive or narrative monologues or presentations on generally familiar and relevant topics. Students will learn to participate in routine social conversations for everyday purposes; give sequential instructions and directions for everyday activities and processes; give and respond to informal and formal suggestions and indirect requests; ask for and give information in some detail; express opinions, feelings, obligation, ability, and certainty one-on-one and in small group discussions or meetings; give detailed presentations about sequences of events and incidents in the past, present, or future; simple processes, or descriptions or comparisons of things such as people or places.

LINC1624 - CLB 6 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand moderately complex social messages, instructions, and instructional texts for multistep procedures, understand information from formatted texts, business and service texts containing advice, requests, or detailed specifications; understand descriptive or narrative texts on familiar topics; interpret information contained in formatted texts; access, locate, and compare two or three pieces of information from online

reference sources. Students will learn to convey personal messages in short, formal, and informal correspondence for an expanding range of everyday social purposes; reduce short, factual oral discourse to notes or messages; reduce a page of information to an outline or summary; write short business or service correspondence for routine purposes, complete forms requiring detailed personal information; write one or two connected paragraphs to relate a familiar sequence of events, a story, a detailed description, or a comparison of people, things, routines, or simple procedures.

LINC1628 - CLB 6 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand moderately complex social messages, instructions, and instructional texts for multistep procedures, information from formatted texts; business or service texts containing advice, requests, or detailed specifications; understand descriptive or narrative texts on familiar topics; interpret information contained in formatted texts; access, locate, and compare two or three pieces of information from online reference sources. Students will learn to convey personal messages in short, formal, and informal correspondence for an expanding range of everyday social purposes; reduce short, factual oral discourse to notes or messages; reduce a page of information to an outline or summary; write short business or service correspondence for routine purposes, complete forms requiring detailed personal information; write one or two connected paragraphs to relate a familiar sequence of events, a story, a detailed description, or a comparison of people, things, routines, or simple procedures.

LINC1714 - CLB 7 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand moderately complex social exchanges; directions and instructions for technical or non-technical tasks; communication intended to influence or persuade in situations related to personal or general experiences; short group interactions, discussions, and meetings on generally familiar topics; extended descriptive or narrative monologues or presentations about personal experiences, general knowledge, or familiar work-related topics, even when some information is presented out of sequence. Students will learn to participate in less routine social conversations for many everyday purposes; participate in routine phone calls; give instructions and directions for technical and nontechnical tasks, procedures, and processes; give extended warnings, suggestions, recommendations, or advice; express and qualify opinions and feelings; express reservations, approval, disapproval, possibilities, and probabilities one-on-one and in small group discussions or meetings; give presentations about moderately complex processes to tell stories or to describe, compare, and contrast in detail two events, jobs, or procedures.

LINC1718 - CLB 7 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand moderately complex social exchanges; understand directions and instructions for technical or non-technical tasks; understand communication intended to influence or

persuade in situations related to personal or general experiences; understand short group interactions, discussions, and meetings on generally familiar topics; understand extended descriptive or narrative monologues or presentations about personal experiences, general knowledge, or familiar work-related topics, even when some information is presented out of sequence. Students will learn to participate in less routine social conversations for many everyday purposes; participate in routine phone calls; give instructions and directions for technical and nontechnical tasks, procedures, and processes; give extended warnings, suggestions, recommendations or advice; express and qualify opinions and feelings; express reservations, approval, disapproval, possibilities, and probabilities one-on-one and in small group discussions or meetings; give presentations about moderately complex processes, tell stories, or describe, compare, and contrast in detail two events, jobs, or procedures.

LINC1724 - CLB 7 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand moderately complex personal and public social messages; understand moderately complex instructions and instructional texts for multistep procedures related to familiar tasks, which may be specialized or technical; locate and use three or four pieces of information from moderately complex formatted texts; get information from moderately complex business and service texts containing assessments, evaluations, and advice; understand moderately complex extended descriptions, reports and narrations on familiar topics; interpret information contained in moderately complex formatted texts; access, locate, and integrate information from online reference sources. It will also help students learn to convey personal messages in formal and informal correspondence for an expanding range of social purposes; reduce short oral discourse to notes; reduce a text of up to about two pages to an outline or summary; write business or service correspondence for a range of routine and less routine purposes; complete extended forms requiring detailed personal information; write two or three connected paragraphs to relate a familiar sequence of events, make a comparison, or provide a detailed description of a person, system, routine, or procedure.

LINC1728 - CLB 7 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand moderately complex personal and public social messages; understand moderately complex instructions and instructional texts for multistep procedures related to familiar tasks, which may be specialized or technical; locate and use three or four pieces of information from moderately complex formatted texts; get information from moderately complex business and service texts containing assessments, evaluations, and advice; understand moderately complex extended descriptions, reports, and narrations on familiar topics; interpret information contained in moderately complex formatted texts; access, locate, and integrate information from online reference sources. It will also help students learn to convey personal messages in formal and informal correspondence for an expanding range of social purposes; reduce short oral discourse to notes; reduce a text of up to about two pages to an outline or summary; write business or service correspondence

for a range of routine and less routine purposes; complete extended forms requiring detailed personal information; write two or three connected paragraphs to relate a familiar sequence of events, make a comparison, or provide a detailed description of a person, system, routine, or procedure.

LINC1814 - CLB 8 Listening and Speaking - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand moderately complex social exchanges; understand extended multistep directions or instructions for technical or non-technical tasks; understand communication intended to influence or persuade in situations related to personal decisions or to work-related issues in their own field; understand group interactions about abstract and complex ideas on familiar topics; understand extended monologues or presentations on topics that are generally familiar and related to general knowledge or technical/work-related issues in their own field. Students will learn to participate in less routine social conversations for most everyday purposes; participate in brief professional phone calls; give instructions and directions for a broad range of technical and non-technical tasks, procedures, and processes; propose or recommend solutions to problems in a familiar area; give detailed information; express and qualify opinions or concerns; present solutions and options; indicate opposition or support for a stand in one-on-one interactions and small group discussions or meetings; give presentations to describe and explain structures, systems, or processes based on research.

LINC1818 - CLB 8 Listening and Speaking

8 credits (0:200:0 hours)

This course will help students understand moderately complex social exchanges; understand extended multistep directions or instructions for technical or non-technical tasks; understand communication intended to influence or persuade in situations related to personal decisions or to work-related issues in own field; understand group interactions about abstract and complex ideas on familiar topics; understand extended monologues or presentations on topics that are generally familiar and related to general knowledge or technical or work-related issues in their own field. Students will learn to participate in less routine social conversations for most everyday purposes; participate in brief professional phone calls; give instructions and directions for a broad range of technical and non-technical tasks, procedures, and processes; propose or recommend solutions to problems in a familiar area; give detailed information; express and qualify opinions or concerns; present solutions and options; indicate opposition or support for a stand in one-on-one interactions and small group discussions or meetings; give presentations to describe and explain structures, systems, or processes based on research.

LINC1824 - CLB 8 Reading and Writing - 4 Credit

4 credits (0:100:0 hours)

This course will help students understand moderately complex social messages; understand extended, moderately complex, multistep instructions and instructional texts for established (set) procedures related to specialized tasks; locate, integrate, and use three or four

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pieces of information from moderately complex formatted texts; get information from moderately complex business and service texts containing proposals, recommendations, and statements of rules, regulations, or policies; understand moderately complex extended descriptions, feature articles, reports and narrations; interpret information contained in moderately complex formatted texts; access, locate, and integrate several pieces of information from relevant online reference sources. Students will learn to convey personal messages in formal and informal correspondence; reduce oral discourse about established procedures into notes that can be used to write instructions; reduce a text of up to about two pages to an outline or summary; write business or service correspondence for an expanding range of purposes; complete an expanded range of forms, including extended application forms and workplace forms with preset formats; write three or four connected paragraphs to relate a historical event, provide a detailed description of a phenomenon, explain a procedure, or express and analyze opinions on a familiar abstract topic; write a paragraph to explain information in a table, graph, flow chart, or diagram.

LINC1828 - CLB 8 Reading and Writing

8 credits (0:200:0 hours)

This course will help students understand moderately complex social messages; understand extended, moderately complex, multistep instructions and instructional texts for established (set) procedures related to specialized tasks; locate, integrate and use three or four pieces of information from moderately complex formatted texts; get information from moderately complex business/service texts containing proposals, recommendations and statements of rules, regulations, or policies; understand moderately complex extended descriptions, feature articles, reports, and narrations; interpret information contained in moderately complex formatted texts; access, locate, and integrate several pieces of information from relevant online reference sources. Students will learn to convey personal messages in formal and informal correspondence; reduce oral discourse about established procedures into notes that can be used to write instructions; reduce a text of up to about two pages to an outline or summary; write business or service correspondence for an expanding range of purposes; complete an expanded range of forms, including extended application forms and workplace forms with preset formats; write three or four connected paragraphs to relate a historical event, provide a detailed description of a phenomenon, explain a procedure, or express and analyze opinions on a familiar abstract topic; write a paragraph to explain information in a table, graph, flow chart, or diagram.

LINC2001 - LINC 1 RDP

3 credits (0:75:0 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.

LINC2002 - LINC 2 RDP

3 credits (0:75:0 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.

LINC2003 - LINC 3 RDP

3 credits (0:75:0 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.

LINC2004 - LINC 4 RDP

4 credits (0:96:0 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.

LINC2005 - LINC 5 RDP

3 credits (0:75:0 hours)

Strengthen your listening and reading comprehension to speak and write clearly and effectively in social, workplace, or academic situations. Practice 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 practice essential skills to help you succeed at work and in your community.

LINC2032 - LINC Alternate Delivery Prep - 2 Credit

2 credits (0:50:0 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.

LINC2034 - LINC Alternate Delivery Prep

4 credits (0:100:0 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.

LINC2100 - LINC 1 to 4 Sat

4 credits (0:90:0 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. Practice your reading, listening, and speaking skills.

LINC2132 - LINC Alternate Delivery 1 - 2 Credit

2 credits (0:50:0 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.

LINC2134 - LINC Alternate Delivery 1

4 credits (0:100:0 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.

LINC2200 - Reading/Writing 1 to 4 Sum

3 credits (0:64:0 hours)

Improve your reading and writing 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.

LINC2201 - Speaking/Listening 1 to 4 Sum

3 credits (0:64:0 hours)

Discuss interesting topics based on real-life situations. Learn to use more challenging sentence structures when you speak. Improve your speaking by practicing 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.

LINC2232 - LINC Alternate Delivery 2 - 2 Credit

2 credits (0:50:0 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.

LINC2234 - LINC Alternate Delivery 2

4 credits (0:100:0 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.

LINC2332 - LINC Alternate Delivery 3 - 2 Credit

2 credits (0:50:0 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.

LINC2334 - LINC Alternate Delivery 3

4 credits (0:100:0 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.

LINC2432 - LINC Alternate Delivery 4 - 2 Credit

2 credits (0:50:0 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.

LINC2434 - LINC Alternate Delivery 4

4 credits (0:100:0 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.

LINC2532 - LINC Alternate Delivery 5 - 2 Credit

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2 credits (0:50:0 hours)

Strengthen your listening and reading comprehension so that you can speak and write clearly and effectively in social, workplace, or academic situations. Using authentic texts, you will 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.

LINC2534 - LINC Alternate Delivery 5

4 credits (0:100:0 hours)

Strengthen your listening and reading comprehension so that you can speak and write clearly and effectively in social, workplace, or academic situations. Using authentic texts, you will 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.

LINC3032 - LINC Comprehensive - 2 Credit

2 credits (0:50:0 hours)

This course is to meet the language learning needs of newcomers unable to attend full-time classes. The course can be a mix of face-to-face, synchronous, and asynchronous learning. Students are expected to study a minimum of 6 hours each week.

LINC3034 - LINC Comprehensive - 4 Credit

4 credits (0:100:0 hours)

This course is to meet the language learning needs of newcomers unable to attend full-time classes. The course can be a mix of face-to-face, synchronous, and asynchronous learning. Students are expected to study a minimum of 6 hours each week.

LINC3038 - LINC Comprehensive - 8 Credit

8 credits (0:200:0 hours)

This course is to meet the language learning needs of newcomers unable to attend full-time classes. The course can be a mix of face-to-face, synchronous, and asynchronous learning. Students are expected to study a minimum of 12.5 hours each week.

LPNC1000 - Practical Nurse Refresher Challenge

9 credits (45:90:0 hours)

You may challenge 10 of the 19 courses from the Refresher program. You will be awarded advanced credits for the courses you have successfully passed.

MAT1791 - Mathematics 10C

5 credits (0:125:0 hours)

Mathematics 10-C 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.

MAT1793 - Mathematics 10-3

5 credits (0:0:0 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.

MAT2791 - Mathematics 20-1

5 credits (0:125:0 hours)

The Math -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.

MAT2792 - Mathematics 20-2

5 credits (0:125:0 hours)

The Math -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.

MAT2793 - Mathematics 20-3

5 credits (0:125:0 hours)

The Math -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.

MAT3211 - Mathematics 31

5 credits (0:125:0 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.

MAT3791 - Math 30-1

5 credits (0:125:0 hours)

The Math -1 route is designed to prepare students for post-secondary programs that require advanced math skills or calculus. Topics include trigonometry, transformations, exponential, logarithmic, polynomial, radical functions and equations along with permutations,

combinations and the binomial theorem.

MAT3792 - Math 30-2

5 credits (0:125:0 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.

MAT3793 - Math 30-3

5 credits (0:125:0 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.

MATH1003 - ACSW/APS Math

5 credits (0:125:0 hours)

This course has been specifically designed for students in the Prep for 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.

MATH1004 - Apprenticeship Prep Math

8 credits (0:120:0 hours)

Develop your practical math skills to the level required for Alberta apprenticeship.

MATH1005 - Core Numeracy

2 credits (0:48:0 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.

MATH1006 - Functional Numeracy

2 credits (0:48:0 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.

MATH1007 - Prep for Practical Nurse Math

4 credits (0:100:0 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.

MATH1008 - Math Works

4 credits (0:88:0 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.

MATH1010 - Pre-Trades Math and Science

5 credits (0:125:0 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.

MATH1019 - Essential Math - 100

4 credits (0:100:0 hours)

This is a whole numbers course. Concepts covered include whole number addition, subtraction, multiplication, division, and place value.

MATH1020 - Math for Business

5 credits (0:125:0 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 included are fractions, decimals, percent, credit, and taxes, charts and graphs, finance, statistics, and financial analysis.

MATH1100 - Math Skills 1A

4 credits (0:88:0 hours)

Review numbers and learn place value. Practise adding, subtracting, and multiplying whole numbers. Solve word problems and learn math vocabulary.

MATH1101 - Math Skills 1B

4 credits (0:88:0 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.

MATH1190 - Pre-Trades Math and Science - 100

4 credits (0:100:0 hours)

This Continuing Education Pre-Trades course is designed for people

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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.

MATH1200 - Math Skills 2

4 credits (0:88:0 hours)

Review whole numbers. Learn about fractions and decimals.

MATH1201 - Pure Math 30 Prep

5 credits (0:125:0 hours)

Prepare for Pure Math 30 and Math 31. Learn about polynomials (factoring, functions, and equations), linear functions, systems of equations, relations and functions, quadratic equations and functions, rationals, exponents, radicals, and trigonometry.

MATH1202 - 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.

MATH1290 - Pre-Algebra 1 - 100

4 credits (0:100:0 hours)

Learn the basics of addition, subtraction, multiplication, and division of fractions and decimals. Review whole numbers, fractions, and decimals.

MATH1390 - Pre-Algebra 2 - 100

4 credits (0:100:0 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.

MATH1490 - High School Prep Math - 100

4 credits (0:100:0 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.

MATH1600 - Functional Math

5 credits (0:125:0 hours)

Become familiar with basic math skills. Review whole numbers. Study fractions and decimals, word problems, and math vocabulary.

MATH1903 - Essential Math

5 credits (25:100:0 hours)

Become familiar with basic math skills. Review operations with whole numbers. Study basic fractions, decimals, word problems, and math vocabulary.

MATH1904 - Pre-Algebra

5 credits (25:100:0 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.

MATH1905 - High School Prep Math

5 credits (0:125:0 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.

MATH3301 - Math 030-1

5 credits (0:125:0 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.

MATH3302 - Math 030-2

5 credits (0:125:0 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.

MATH3303 - Math 030-3

5 credits (0:125:0 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.

MATH3310 - Math 031

5 credits (0:125:0 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.

MATH9089 - Math 089

3 credits (0:60:0 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 MacEwan College.

MATP1100 - Pure Math 010

5 credits (0:125:0 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.

MEDA1001 - Medication Administration: Intramuscular and Intradermal Injections

1 credit (0:15:0 hours)

Acquire the knowledge and skills to safely administer medications to clients who require medication or treatments via the intramuscular or intradermal route.

MENH1000 - Introduction to Mental Health

3 credits (0:45:0 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.

MHNL1000 - Mental Health Nursing for LPNs

4 credits (0:30:0 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.

MPRT1001 - 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.

Prerequisite: All Mental Health Rehabilitation certificate theory and lab courses

MPRT2001 - 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.

Prerequisite: All Mental Health Rehabilitation diploma theory and lab courses

MRMA1000 - Math Refresher for Medication Administration

1 credit (0:15:0 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.

NASO1000 - Nasogastric Tube Insertion

1 credit (0:15:0 hours)

Acquire the knowledge and skills to safely insert, maintain, and remove a nasogastric tube. As well as 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.

NCOM1000 - Communications for Nursing

3 credits (0:45:0 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.

NFDN1001 - Nursing Foundations I: Introduction to Nursing

4 credits (15:45:0 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

NFDN1002 - Nursing Foundations II: Basic Nursing

7 credits (60:45:0 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

NFDN2003 - Nursing Foundations III: Medical-Surgical Nursing

9 credits (90:45:0 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

NFDN2004 - Nursing Foundations IV: Maternity Nursing

3 credits (0:45:0 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 child-bearing 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

NFDN2005 - Nursing Foundations V: Pediatric Nursing

3 credits (0:45:0 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

NFDN2006 - Nursing Foundations VI: Community Nursing

3 credits (0:45:0 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

NFDN2007 - Nursing Foundations VII: Mental Health Nursing

3 credits (0:45:0 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

NFDN2008 - Nursing Foundations VIII: Transition to Graduate Nursing

3 credits (0:45:0 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: NFDN 2004, NFDN 2005, NPRT 2101 & NPRT 2102 Co-requisites: NFDN 2006 & NFDN 2007

NPRT1001 - 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

NPRT2003 - 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 judgements 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

NPRT2004 - 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

NPRT2005 - Preceptor-Supervised Clinical Practice

9 credits (0:0:264 hours)

This acute care practicum consists 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.

NPRT2006 - Preceptor-Supervised Clinical Practice- Acute Care Medicine

4 credits (0:0:160 hours)

This acute care practicum consists of 4 weeks of clinical practice in an acute care medical unit.

Prerequisites: NFDN 2008, Current CPR Level C Health Care Provider Level, XBUS1017, XHLT1023, Updated Immunization record, Updated criminal record check

NPRT2007 - Preceptor-Supervised Clinical Practice- Acute Care Surgery

4 credits (0:0:160 hours)

This acute care practicum consists of 4 weeks of clinical practice in an acute care surgical unit.

Prerequisites: NFDN 2004, NFDN 2005, NPRT 2101 & NPRT 2102 Co-requisites: NFDN 2006 & NFDN 2007

NPRT2101 - 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-

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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

NPRT2102 - 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

NPRT2111 - Nursing 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: HEED 1000, NCOM 1000, NFDN 1002, PATH 1000 & PHAR 1000

NPRT2112 - 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: NFDN 2003, NPRT 2111, PATH 1000 & PHAR 1000

NPRT2113 - 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

NURS1040 - Applying Research to Nursing Practice

2 credits (0:30:0 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.

OTH3998 - Work Experience 35

5 credits (0:0:125 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.

PACE1900 - Career Exploration and Life Management

1 credit (0:20:0 hours)

Develop job search and workplace survival skills. Discover your particular learning style and learn how to use this knowledge to improve your marks.

PACE1903 - English Reading and Writing Skills

2 credits (0:40:0 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.

PACE1904 - Math - PACE

2 credits (0:40:0 hours)

Improve your math skills to prepare for high school credit courses or to qualify for workplace skill training.

PACE1906 - Computer Basics - PACE

2 credits (0:40:0 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.

PATH1000 - Pathophysiology for Health-Care Professions

3 credits (0:45:0 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.

Prerequisite: ANPH 1000 or ANPH 1001 & ANPH 1002

PATH1010 - Pathophysiology

3 credits (0:45:0 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.

Prerequisite: ANPH 100 or ANPH 1001 & ANPH 1002

PCCA1000 - Principles of Client Care

3 credits (12:33:0 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.

PHAR1000 - Basic Pharmacotherapeutics

3 credits (0:45:0 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 evidenced in medication therapy.

Prerequisite: ANPH 1002

PHRM1000 - Introduction to Pharmacy Practice

3 credits (0:45:0 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.

PHRM1001 - Pharmaceutical Calculations

3 credits (0:45:0 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.

PHRM1002 - Pharmacy Law and Ethics

3 credits (0:45:0 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

PHRM1003 - Pharmacotherapeutics I

3 credits (0:45:0 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 Corequisite: PATH 1010

PHRM1004 - Pharmacy Customer Service

3 credits (10:35:0 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

PHRM1010 - Community Prescription Processing Lab

3 credits (45:0:0 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.

PHRM1013 - Pharmacotherapeutics II

3 credits (0:45:0 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

PHRM1020 - Community Pharmacy Practice

3 credits (0:45:0 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

PHRM1030 - Community Pharmacy Lab

6 credits (90:0:0 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

PHRM1040 - Compounding Lab

3 credits (45:0:0 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

PHRM2005 - Pharmacy Management

3 credits (0:45:0 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

PHRM2006 - Medication Safety and Risk Management

3 credits (0:45:0 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

PHRM2010 - Institutional Prescription Processing Lab

3 credits (45:0:0 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

PHRM2020 - Institutional Pharmacy Practice

3 credits (0:45:0 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

PHRM2030 - Institutional Pharmacy Lab

4 credits (60:0:0 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

PHRM2040 - Sterile Products Lab

3 credits (45:0:0 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

PHRM2201 - 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 and Pre-practicum Assessments)

PHRM2202 - 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 and Pre-practicum Assessments)

PHYS3300 - Physics 030

5 credits (0:125:0 hours)

Master concepts related to momentum and impulse, electromagnetic radiation, and forces.

PLSC1001 - Introduction to the Canadian Judicial System

3 credits (0:45:0 hours)

Examine the principles, practices, and philosophy of the Canadian judicial system with emphasis on the criminal trial process.

PLSC1005 - Security Management and Loss Prevention

3 credits (0:45:0 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.

POLS1000 - An Introduction to Government and Politics

3 credits (0:45:0 hours)

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.

POLS1010 - Canadian Politics: Institutions and Issues

3 credits (0:45:0 hours)

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

PPRT1100 - 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.

PPRT1101 - 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.

PPRT2001 - 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. Pre-requisite: All PTAD theory and lab courses

Prerequisites: All PTAD theory and lab courses

PPRT2002 - Physical Therapy: Institutional Practicum

8 credits (0:0:240 hours)

During this 6 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

COURSE DESCRIPTIONS

communication skills are emphasized. Pre-requisite: All PTAD theory and lab courses

Prerequisites: All PTAD theory and lab courses

PRTD1020 - Graphic Communicaton Management Systems

3 credits (15:30:0 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

PRTD1021 - Understanding Graphic Communications in Today's World

3 credits (0:45:0 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.

PRTD1022 - Pre-Production Technology

3 credits (30:15:0 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.

PRTD1023 - Graphic Design Theory

3 credits (15:30:0 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.

PRTD1024 - Communication Design Technologies

6 credits (60:30:0 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.

PRTD1025 - Print Production Technology

9 credits (60:75:0 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

PRTD1026 - 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, 1021, 1022, 1023, 1024, 1025, & BUSD 1010

PRTD1042 - Print Materials

3 credits (0:45:0 hours)

Explore the properties, uses, and limitations of a variety of materials used in the printing industry. Emphasis is on paper: its characteristics, grades, and related calculations.

PRTD1164 - Mathematics for Printers I

3 credits (0:45:0 hours)

Learn the mathematics skills required for entry-level occupations in the graphics/print industry.

PRTD1165 - PC Basics

2 credits (30:0:0 hours)

Learn about computer fundamentals with emphasis on skills training. Practical skills include basic Windows and file-management procedures.

PRTD1173 - Pre-Press I

3 credits (45:0:0 hours)

Briefly explore film assembly. Learn the fundamentals of digital camera operations, half-tone and duotone techniques, and composite and colour proofing. Learn scanning and direct-to-plate imaging and plate making for offset printing presses.

PRTD1183 - Technical Communications I

3 credits (0:45:0 hours)

Develop your skills in technical writing and speaking to small groups. Practise the techniques of technical style in exercises and short assignments. Work on both individual and group projects.

PRTD1184 - Print Industry Studies I

3 credits (0:45:0 hours)

Gain a brief history and a broad overview of the graphic communication industry and the career opportunities that exist. Learn about the many roles and processes associated with the commercial print market, including the four printing classifications.

PRTD1185 - Typesetting I

4 credits (60:0:0 hours)

Gain a hands-on introduction to the Macintosh computer system. Recognize, interpret, and prepare tasks involving basic computerized typesetting processes. Learn through theory and practical assignments using electronic publishing equipment that is used in industry.

PRTD1187 - Press and Bindery I -DGC

3 credits (45:0:0 hours)

Learn about offset press systems and operations. Acquire basic skills in finishing processes. This course includes theory and hands-on training.

PRTD1191 - Print Service Coordination I

3 credits (0:45:0 hours)

Learn the interpersonal communication skills required of a customer service representative in the print media industry.

PRTD1201 - E-Graphics Layout for Publishing I

2 credits (30:0:0 hours)

Gain an introduction to production design skills using a current industry vector-based graphic software package on the Macintosh computer. Use various tools and palettes to complete print projects.

PRTD1202 - Pre-Flighting

2 credits (30:0:0 hours)

Acquire a basic understanding of how Macintosh works and how to solve common computer problems. Learn to proofread and repair files before output to ensure that all the elements comprising the pages are in the correct format for output to industry standard specifications for the print industry.

PRTD1266 - Press and Bindery II

3 credits (45:0:0 hours)

Focus on colour reproduction. Explore colour theory as it pertains to the press and bindery areas. Apply this knowledge to printing and finishing projects using the lab equipment and quality control tools.

Prerequisite: PRTD 1187

PRTD1273 - Pre-Press II

3 credits (45:0:0 hours)

Through a series of learning activities, you will build the skills required to complete two projects. Learn about image resolution and file management, and how they relate to various output devices.

Prerequisite: PRTD 1173

PRTD1285 - Typesetting II

4 credits (60:0:0 hours)

Acquire the knowledge and ability that will enable you to recognize, interpret, and prepare tasks involving basic computerized typesetting processes. Learn through theory and practical assignments, using electronic publishing equipment found in the industry.

Prerequisite: PRTD 1185

PRTD1286 - Web Production I

2 credits (30:0:0 hours)

Learn to conceptualize, create, and maintain websites suitable for use in multimedia projects, intranets, or publishing on the Internet. Use common design tools in the construction of websites.

PRTD1291 - Print Service Coordination II

3 credits (0:45:0 hours)

Increase your CSR skills by focusing on the complexity of the sales, planning, and marketing components of the print/graphics industries while learning to use your "print generalist" skills. Develop the ability to incorporate all aspects of client needs with production and distribution requirements.

Prerequisite: PRTD 1191

PRTD2301 - E-Graphics Layout for Publishing II

3 credits (45:0:0 hours)

Learn advanced skills in layout, design, and production, using a vector-based drawing program, a page layout program, and an image manipulation program on the Macintosh computer. The focus is on designing and producing mechanical artwork used for the production of publishing and presentation materials.

Prerequisite: PRTD 1201

PRTD2302 - Print Estimating I

3 credits (0:45:0 hours)

Learn about paper metrification and costing for paper and ink in sheet-fed applications.

Prerequisite: PRTD 1042

PRTD2303 - Printing Administration I

3 credits (0:45:0 hours)

Gain knowledge of the printing industry from an administrative perspective. Explore the classification of different print shops, typical organizational charts, the reason for their use, as well as the importance of quality control and ISO ratings.

Prerequisite: PRTD 1184

PRTD2304 - Printing Project I

4 credits (60:0:0 hours)

Apply your acquired knowledge and skills to various printing projects. The dynamics of a print shop are replicated to allow you to emulate working in a real print shop environment. Gain experience with the operation and maintenance of the DocuTech 135. This system is widely used in the print community, and you will acquire the skills to produce a variety of print requests.

Prerequisites: PRTD 1201, PRTD 1266, PRTD 1273, PRTD 1185 & PRTD 1285

PRTD2366 - Press and Bindery III

3 credits (45:0:0 hours)

Explore the aspects of more difficult and complex printing. Develop your skills in operating a two-colour press and larger format presses with registration systems and cylinder bearers. Learn about methods of printing and binding duplex and bookwork.

Prerequisite: PRTD 1266

PRTD2373 - Pre-Press III

3 credits (45:0:0 hours)

Continue to develop your skills in electronic imagery using Photoshop. Work through the print production process, from scanning to press proofs, mastering the procedure and technology at each stage.

Prerequisites: PRTD 1173 & PRTD 1273

PRTD2385 - Typesetting III

3 credits (45:0:0 hours)

Apply more complex layout formats in electronic publishing. Study typographic theory and apply it to multi-page documents. Incorporate such concepts as construction of geometrically complex documents, defining and applying style sheets, and the effective use of master pages.

Prerequisite: PRTD 1285

PRTD2386 - Web Production II

2 credits (30:0:0 hours)

Build on the skills you acquired in Web Production I. Using Adobe, Dreamweaver, and Flash in concert with other programs, you will develop more advanced web design and management skills.

Prerequisite: PRTD 1286

PRTD2400 - Print Production

7 credits (105:0:0 hours)

Apply the skills and knowledge you have learned in the Digital Graphics Communications program to print projects. The dynamics of a print shop are replicated to allow you to emulate real jobs. A work experience practicum will give you further opportunities to apply your skills in an industry setting.

Prerequisites: PRTD 2366 & PRTD 2304

PRTD2401 - E-Graphics Layout for Publishing III

3 credits (45:0:0 hours)

Enhance your skills in computer design, using drawing and page layout programs on the Macintosh computer. Focus on the technical side of designing and preparing files for printing from design to layout, comps, and pre-flighting. Learn how the design of your documents impacts the cost of reproduction.

Prerequisite: PRTD 1201

PRTD2402 - Printing Estimating II

3 credits (45:0:0 hours)

Use a problem-solving approach for estimating production time and costs associated with each production segment of a printed product. This course is a continuation of Printing Estimating I.

Prerequisite: PRTD 2302

PRTD2403 - Printing Administration II

3 credits (0:45:0 hours)

Recognize the importance of production scheduling, dockets, and related paperwork. Identify different print facilities from in-house facility management and outsourcing, to traditional and digital print shops. Explore various managerial responsibilities and attributes.

Prerequisite: PRTD 2303

PRTD2473 - Pre-Press IV

3 credits (45:0:0 hours)

Further develop your skills in electronic imagery on the Macintosh computer. Work through the print production process, from scanning to press proofs, and understand the procedures and technology of each stage. Develop skills and techniques used in the graphic arts industry.

Prerequisite: PRTD 2373

PRTD2484 - Printing Industry Studies II

2 credits (15:15:0 hours)

Through a work experience practicum in an industry setting, you will have the opportunity to enhance the skills you learned in the Digital Graphics Communications program. Through the preparation of portfolio work, you will prepare tools to aid in your search for employment.

Prerequisite: PRTD 1184

PRTD2485 - Typesetting IV

3 credits (45:0:0 hours)

Create more complex compositions using formatting in electronic publishing with Macintosh computers.

Prerequisite: PRTD 2385

PSYC1040 - Introduction to Psychology

3 credits (0:45:0 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.

PSYC1050 - Foundations of Human Behaviour

3 credits (0:45:0 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

PSYC1060 - Psychology for Health-Care Professionals

3 credits (0:45:0 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.

PSYC2010 - Developmental Psychology: Human Life Span

3 credits (0:45:0 hours)

Study the biological, cognitive, moral, emotional, and social changes that occur in an individual during the human lifespan. Transfer: UC

Prerequisites: PSYC 1040/1050 or equivalent

PSYC2353 - Psychology of Aging

3 credits (0:45:0 hours)

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

PSYC2450 - Abnormal Psychology- Psychiatric Conditions and Interventions

3 credits (0:45:0 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 1050, or PSYC 1060, or equivalent

PTMA1000 - Pharmacology Therapeutics and Medication Administration

6 credits (15:75:0 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

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skills are evaluated.

READ1001 - Reading Level 1

5 credits (0:125:0 hours)

Read to improve comprehension skills, vocabulary, and fluency.

READ1002 - Reading Level 2

5 credits (0:125:0 hours)

Read fiction, non-fiction, and a novel to build vocabulary and comprehension skills.

READ1003 - Reading Level 3

5 credits (0:125:0 hours)

Read fiction, non-fiction, short stories, and poetry to build vocabulary and comprehension skills.

READ1004 - Reading Level 4

5 credits (0:125:0 hours)

Read fiction, non-fiction, short stories, poetry, and a novel to prepare for entry to academic upgrading.

READ1101 - Reading Level 1

5 credits (24:96:0 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.

READ1102 - Reading Level 1B

5 credits (24:96:0 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.

READ1201 - Reading Level 2

5 credits (24:96:0 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.

READ1202 - Reading Level 2B

5 credits (24:96:0 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.

READ1301 - Reading Level 3

5 credits (24:96:0 hours)

Read to improve your comprehension skills, vocabulary, and fluency.

READ1302 - Reading Level 3B

5 credits (24:96:0 hours)

Read to improve your comprehension skills, vocabulary, and fluency.

READ1401 - Reading Level 4

5 credits (24:96:0 hours)

Read fiction, non-fiction, and functional selections to build your vocabulary and comprehension strategies.

READ1402 - Reading Level 4B

5 credits (24:96:0 hours)

Read fiction, non-fiction, and functional selections to build your vocabulary and comprehension strategies.

READ1501 - Reading Level 5

5 credits (24:96:0 hours)

Read fiction, non-fiction, and short stories to build your vocabulary and comprehension strategies.

READ1502 - Reading Level 5B

5 credits (24:96:0 hours)

Read fiction, non-fiction, and short stories to build your vocabulary and comprehension strategies.

READ1601 - Reading Level 6

5 credits (24:96:0 hours)

Read fiction, non-fiction, short stories, poetry, and a novel to prepare you for entry into academic upgrading.

READ9089 - Reading 089

3 credits (0:65:0 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 MacEwan College

RHAB1001 - Introduction to Rehabilitation

3 credits (0:45:0 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.

RPRT1001 - 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

RPRT2001 - Therapeutic Recreation Practicum II

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 diploma theory and lab courses

RRHB1000 - Roles and Responsibilities of the Health Care Aide

3 credits (12:33:0 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

SCAE1000 - Assisting with Specific Care Activities

3 credits (22:22:0 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

SCN1270 - Science 10

5 credits (0:125:0 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.

SCN2231 - Biology 20

5 credits (0:125:0 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.

SCN2796 - Chemistry 20

5 credits (0:125:0 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.

SCN2797 - Physics 20

5 credits (0:125:0 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.

SCN3230 - Biology 30

5 credits (0:125:0 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.

SCN3796 - Chemistry 30

5 credits (0:125:0 hours)

Study thermochemical changes, electrochemical changes, organic chemistry, acids, bases, and equilibrium. Prepare to write the provincial diploma exam.

SCN3797 - Physics 30

5 credits (0:125:0 hours)

Master concepts related to momentum and impulse, electromagnetic radiation, forces, and atomic physics. Prepare to write the provincial

diploma exam.

SCNC1000 - Apprenticeship Prep Science

8 credits (0:120:0 hours)

Develop the science skills you need to write the Trades Entrance Exam for apprenticeship.

SCNC1001 - Apprenticeship Prep Science-Lab

6 credits (90:0:0 hours)

Apply scientific theory in a science laboratory.

SCNC1010 - Science 010

5 credits (0:125:0 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.

SCNC1200 - Chemistry 30 Prep

5 credits (0:125:0 hours)

Master the major chemistry concepts taught in Science 10 and Chemistry 20.

SCNC1201 - Physics 30 Prep

5 credits (0:125:0 hours)

Master the major physics concepts taught in Science 10 and Physics 20.

SCNC1202 - Biology 30 Prep

5 credits (0:125:0 hours)

Master the major biology concepts taught in Science 10 and Biology 20.

SCNC1800 - Academic Science

5 credits (0:125:0 hours)

Strengthen your knowledge of the core areas in science. Develop problem-solving and decision-making skills. Learn key concepts in biology and chemistry.

SCSF1000 - Assisting with Specific Care Situations

3 credits (6:39:0 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

SKIL1000 - Applied Mathematics and Document Use

2 credits (0:30:0 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.

SKIL1005 - Interpersonal and Intercultural Skills

2 credits (0:30:0 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.

SKIL1010 - Job Safety Skills

1 credit (0:15:0 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.

SKIL1015 - Employment Preparation I

2 credits (30:0:0 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.

SKIL1020 - Computer Literacy

1 credit (15:0:0 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.

SKIL1025 - Job Skills

6 credits (90:0:0 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.

SKIL1030 - 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.

SKIL1035 - 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.

SKIL1050 - Career and Personal Assessment

5 credits (50:75:0 hours)

Learners will examine their own skills, aptitudes, and abilities and relate them to different job aspirations in Alberta. Learners will build a career portfolio to identify and prioritize transferrable skills and discover how these skills can apply to their short-term and long-term career goals. Learners will also develop a personal portfolio in which they will identify current and potential barriers to their success and also identify the resources and strategies they need to overcome these barriers. Finally, learners will complete a student learner plan for the remainder of their studies.

SKIL1051 - Job and Study Skills Assessment

3 credits (30:45:0 hours)

Learners engage in an intensive course assessing and building study strategies, computer skills, and lifelong learning attributes, and participating in hands-on practice of workplace skills. Through tasks in the lab, learners test a number of practical skills, and begin to develop skills in the areas of working with others, manual dexterity, problem solving, job-task planning, decision making, and critical thinking. These study and workplace skills will be related to and aggregated into the learner's portfolio.

SKIL1052 - Essential Skills Preparation

5 credits (50:75:0 hours)

Learners begin explicit practice of lifelong literacy habits, such as routinely reading the newspaper and communicating through email and social media. Learners also learn the fundamentals of organization for learning and work, such as maintaining a binder. Reading, writing, document use, digital literacy, numeracy, and thinking skills are introduced, based on the complexity levels outlined in HRSDC's Essential Skills framework.

SKIL1053 - Preparation for Humanities

5 credits (50:75:0 hours)

In Preparation for Humanities, learners develop their reading and writing skills, digital literacy, study skills, and metacognitive strategies in order to successfully transition into Academic Upgrading.

SKIL1054 - Communicating for Success

3 credits (30:45:0 hours)

Learners explore the soft skills that employers regard as critical to functioning in the workplace and maintaining employment. Learners also work on the essential skills of oral communication and thinking, while developing their intercultural competencies.

SKIL1055 - Preparation for Math and Science

3 credits (30:45:0 hours)

In Preparation for Math and Science, learners explore foundational concepts and key terms used in math and science in order to successfully transition into Academic Upgrading.

SKIL1102 - Functional Literacy 1B

4 credits (0:88:0 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.

SKIL1150 - Reading and Writing - Introduction

4 credits (50:50:0 hours)

This course is designed to support learners in developing reading and writing skills in practical ways that can be used in work, learning, and life. Learners will develop learning strategies that allow them to read and write better as they complete everyday, authentic literacy tasks designed to improve their communication skills. Authentic tasks and materials will be drawn from three career streams: Human Service Careers; Construction and Materials Handling; and Retail and Hospitality.

SKIL1151 - Applied Numeracy - Introduction

4 credits (50:50:0 hours)

Learners will work on basic applied math concepts as well as money math, measurement/calculation math, and some numerical estimation. The course will focus on traditional math skills, and these will be applied in documents and solving "real world" problems. Authentic tasks and materials will be drawn from three career streams: Human Service Careers; Construction and Materials Handling; and Retail and Hospitality.

SKIL1152 - Learning for Life

4 credits (50:50:0 hours)

Learners have opportunities to increase their literacy skills by focusing on important content that is often assumed to cause misunderstanding or stress in daily life. Learners choose four modules (each worth 1 credit) to complement areas of interest and address skill gaps. Module examples are Health Literacy Topics; Financial Literacy; Navigating in Alberta's Education System; Navigating in Technology Rich Environments; Developing Social Capital; Understanding Minority Communities; and Citizenship Roles and Responsibilities.

SKIL1153 - Career-Specific Options - Introduction

2 credits (25:25:0 hours)

Learners tailor their training to meet their needs. Learners use this time to achieve introductory short certifications and develop the expertise necessary for career development. Learners and instructors will match goals and training accordingly, building towards the learners' career goals.

SKIL1156 - Community Connections

2 credits (0:0:50 hours)

Learners use their acquired skills and knowledge to participate more actively in our community. The instructor and learner work together to design a series of community activities to support the learner's personal and career goals identified in the learner's portfolio. The activities will be designed to allow for both learner and facilitator reflection and feedback.

SKIL1201 - Functional Literacy 2

4 credits (0:88:0 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.

SKIL1202 - Functional Literacy 2B

4 credits (0:88:0 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.

SKIL1250 - Reading and Writing - Advanced

4 credits (50:50:0 hours)

This course is designed for students who have completed the Reading and Writing – Introduction course and have demonstrated academic progress that warrants working on higher level skills, or for those students exiting Pathways Preparation who are able to function at higher levels. Learners will build on reading and writing skills to become faster and more efficient at work, studies, and in everyday life. As their reading and writing skills advance, learners will have opportunities to work with a variety of texts to improve their practical, everyday skills, as well as their academic skills.

SKIL1251 - Applied Numeracy - Advanced

4 credits (50:50:0 hours)

This course further develops the numeracy skills introduced in the course Applied Numeracy – Introduction and continues the emphasis

on math concepts for real-world situations. Money math, measurement, and estimation skills will be studied further, and some basic concepts in budgeting, scheduling, and data analysis will also be introduced. The language of math will also be introduced, as this course prepares learners to enter Academic Upgrading math courses such as NorQuest College's Pre-Algebra course.

SKIL1252 - Communication and Collaboration

4 credits (50:50:0 hours)

Learners use strategies for communicating professionally at work and increase confidence in using these strategies. Learners choose four modules (each worth one credit). Module examples are Customer Service; Persuading; Influencing; Negotiating; Communicating for Safety; Decision Making; Clarifying; Conflict Resolution; Conversation Management; Clear Speech; and Talking with a Supervisor.

SKIL1253 - Career-Specific Options - Advanced

2 credits (25:25:0 hours)

Learners work on advanced certifications that are linked to specific employment tracks and workforce readiness. Learners gain training skills and continue to build the expertise necessary for career advancement.

SKIL1256 - Community Leadership

2 credits (0:0:50 hours)

Learners build leadership skills and social capital through initiating activities in our communities. The instructor and learner work together to design a series of community activities to enhance and demonstrate skill development and to further build the learner's portfolio.

SKIL1302 - Skill Development 3B

4 credits (40:60:0 hours)

Improve your oral and written communication skills for work, school, and home. Take part in an introduction to computer use.

SKIL1310 - Gaining Skills for Academics and Employment

3 credits (0:65:0 hours)

In this course, students enhance their reading, writing, use of workplace documents, and numeracy, all essential skills required for the academic world as well as the workplace. Essential skills are the skills that enable students to carry out life and work tasks. These skills will be developed using topics such as responding to a job advertisement, completing an application form, writing a memo, reading schedules, and much more.

SKIL1350 - Work Experience - LESP

11 credits (0:25:475 hours)

Learners explore the work environment while receiving support and

mentoring from College staff. Learners integrate classroom learning with employer expectations and acquire the skills necessary to be able to transition to paid and sustainable employment. Learners are placed in positions related to entry-level, intermediate-level, or advanced-level positions, as defined by the LES Pathways program.

SKIL1401 - Success Skills 4

4 credits (40:60:0 hours)

Improve your oral and written communication skills for work, school, and home. Learn to use Microsoft Word and email.

SKIL1402 - Success Skills 4B

4 credits (40:60:0 hours)

Improve your oral and written communication skills for work, school, and home. Learn to use Microsoft Word and email.

SKIL1501 - Success Skills 5

4 credits (40:60:0 hours)

Improve your language development through project work, technology, and extension activities.

SKIL1502 - Success Skills 5B

4 credits (40:60:0 hours)

Improve your language development through project work, technology, and extension activities.

SKIL1601 - Academic Skills 6

4 credits (40:60:0 hours)

Improve your language development through projects, presentations, and discussions. Gain confidence in technology through the use of Microsoft Office applications and Internet research.

SKIL1602 - Introduction to Social Studies

4 credits (40:60:0 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.

SOCI1000 - Introduction to the Study of Society

3 credits (0:45:0 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.

SOCI1002 - Addictions and Suicide Prevention

3 credits (0:45:0 hours)

Explore the issues of violence, abuse and addictions. Learn basic crisis intervention skills, including suicide intervention.

SOCI2373 - Sociology of Death and Dying

3 credits (0:45:0 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.

SOIS1000 - Social Issues: Models and Practices of Helping from an Anti-Oppressive Perspective

3 credits (0:45:0 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.

SOST1101 - Social Studies 010-1

5 credits (0:125:0 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.

SOST1102 - Social Studies 010-2

5 credits (0:125:0 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.

SOST2201 - Social Studies 020-1

5 credits (0:125:0 hours)

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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.

SOST2202 - Social Studies 020-2

5 credits (0:125:0 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.

SOST3301 - Social Studies 030-1

5 credits (0:125:0 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.

SOST3302 - Social Studies 030-2

5 credits (0:125:0 hours)

Write essays providing specific examples that support generalizations and explain issues. Use news magazines to access information about current affairs.

SOWK1010 - Introduction to Social Work

3 credits (0:45:0 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.

SOWK1020 - The Helping Process

3 credits (0:45:0 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

SOWK1023 - Social Work Field Education Laboratory I

2 credits (30:0:0 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-requisite: SOWK 1010, SOWK 1020, or permission of the Program Chair

SOWK1024 - Social Work Field Education Laboratory II

2 credits (30:0:0 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

SOWK1025 - 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

SOWK1030 - Assessment and Interviewing

3 credits (0:45:0 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 and SOWK 1020

SOWK1040 - Models and Practice from an Anti-Oppressive Perspective

3 credits (0:45:0 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 and SOWK 1020
Co-requisite: SOWK1030

SOWK2010 - Community Development

3 credits (0:45:0 hours)

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 and SOWK 1024

SOWK2020 - Social Work with Groups

3 credits (0:45:0 hours)

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 and SOWK 1024

SOWK2023 - Social Work Field Education Laboratory III

2 credits (30:0:0 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

SOWK2024 - Social Work Field Education Laboratory IV

2 credits (30:0:0 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 and SOWK 2030; or permission of the Program Chair Co-requisites: SOWK 2040, SOWK 2050, SOWK 2060, SOWK 2070; or permission of the Program Chair

SOWK2025 - 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

SOWK2030 - Social Work with Families

3 credits (0:45:0 hours)

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 and SOWK 1024

SOWK2040 - Social Policy

3 credits (0:45:0 hours)

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 and POLS 1010

SOWK2050 - Mental Health: A Multicultural Perspective

3 credits (0:45:0 hours)

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 and PSYC 1050

SOWK2060 - Violence and Addictions: Issues in Social Work

3 credits (0:45:0 hours)

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 and SOWK 2030

SOWK2070 - Social Work in Organizations

3 credits (0:45:0 hours)

Identify and understand the role of social workers as managers within

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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 and SOWK 2020

SSN1154 - Aboriginal Studies 10

5 credits (0:125:0 hours)

The course is based on perspectives and world views of Aboriginal peoples. It includes the study of traditions and history of Aboriginal peoples in Canada, and particularly in Alberta. Student learning outcomes provide opportunities to examine such topics as governmental structures, literature, the arts, and the sciences.

SSN2154 - Aboriginal Studies 20

5 credits (0:125:0 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.

SSN3154 - Aboriginal Studies 30

5 credits (0:125:0 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.

SST1771 - Social Studies 10-1

5 credits (0:125:0 hours)

Explore multiple perspectives on the origins of globalization and its impact. Gain the necessary skills to progress to Social Studies 20-1.

SST1772 - Social Studies 10-2

5 credits (0:125:0 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.

SST2771 - Social Studies 20-1

5 credits (0:125:0 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

SST2772 - Social Studies 20-2

5 credits (0:125:0 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.

SST3771 - Social Studies 30-1

5 credits (0:125:0 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.

SST3772 - Social Studies 30-2

5 credits (0:125:0 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.

SWPR1025 - Social Work Practicum I

6 credits (0:0:350 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.

SWPR2025 - Social Work Practicum II

6 credits (0:0:350 hours)

Apply previously learned theory and practice to work with individuals, families, groups, communities and/or organizations. Integrate practicum experience with classroom learning.

THPR2001 - Therapeutic Process I: Therapeutic Positioning and Postural Drainage

3 credits (15:30:0 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, RHAB 1001 & PATH 1010

THPR2002 - Therapeutic Process II: Therapeutic Modalities

3 credits (15:30:0 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, RHAB 1001 & PATH 1010

THPR2003 - Therapeutic Process III: Therapeutic Assessment Tools and Joint Mobility

3 credits (15:30:0 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

THPR2004 - Therapeutic Process IV: Therapeutic Mobility

3 credits (15:30:0 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, RHAB 1001 & PATH 1010

THPR2005 - Therapeutic Process V: Therapeutic Exercise

3 credits (15:30:0 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, RHAB 1001 & PATH 1010

THPR2006 - Therapeutic Process VI: Occupational Therapeutic Foundations

3 credits (0:45:0 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 2011 Co-requisite: COMM 1011

THPR2007 - Therapeutic Process VII: Occupational Assessments, Treatment Techniques, and Procedures

3 credits (15:30:0 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

THPR2015 - Therapeutic Positioning and Postural Drainage - Theory

2 credits (0:30:0 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.

THPR2016 - Therapeutic Positioning and Postural Drainage - Lab

1 credit (15:0:0 hours)

Participate in hands-on lab sessions to practise theoretical concepts learned in THPR 2015.

THPR2017 - Therapeutic Assessment Tools and Joint Mobility - Theory

2 credits (0:30:0 hours)

Study the fundamental concepts and theory related to therapeutic assessment tools and joint mobility. Learn about active and passive joint range of motion, goniometry, manual muscle testing, and muscle length testing.

THPR2018 - Therapeutic Assessment Tools and Joint

Mobility - Lab

1 credit (15:0:0 hours)

Participate in hands-on lab sessions to practise theoretical concepts learned in THPR 2017.

THPR2019 - Therapeutic Mobility - Theory

2 credits (0:30:0 hours)

Learn the fundamental concepts and theory related to therapeutic mobility, including proper lifting and transferring techniques, gait re-education, mobility aids, and wheelchair skills.

THPR2020 - Therapeutic Mobility - Lab

1 credit (15:0:0 hours)

Participate in hands-on lab sessions to practise theoretical concepts learned in THPR 2019.

THPR2021 - Therapeutic Modalities - Theory

2 credits (0:30:0 hours)

Explore the fundamental concepts and theory related to therapeutic modalities. Learn about the purpose of various therapeutic modalities in physical therapy treatment such as thermal therapy, cryotherapy, ultrasound therapy, and electrical therapy.

THPR2022 - Therapeutic Modalities - Lab

1 credit (15:0:0 hours)

Participate in hands-on lab sessions to practice theoretical concepts learned in THPR 2021.

THPR2023 - Therapeutic Exercise - Theory

2 credits (0:30:0 hours)

Learn the fundamental concepts and theory specifically related to therapeutic exercise including: active and resisted exercises, balance and flexibility exercises, cardiovascular exercise, and individual and group exercises.

THPR2024 - Therapeutic Exercise - Lab

1 credit (15:0:0 hours)

Participate in hands-on lab sessions to practise theoretical concepts learned in THPR 2023.

TPRT2002 - 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.

Pre-requisites: All Pharmacy Technician theory and lab courses

TRAN1001 - Financial Literacy and Numeracy I

3 credits (0:45:0 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.

TRAN1002 - Communication Technology

3 credits (0:45:0 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 practice job tasks using different kinds of communicative technology.

TRAN1003 - Employment Preparation

10 credits (16:129:0 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.

TRAN1004 - Recreation and Community Living I

5 credits (59:16:0 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.

TRAN1005 - 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.

TRAN1011 - Financial Literacy and Numeracy II

2 credits (0:30:0 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.

TRAN1012 - Career Management

3 credits (15:30:0 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.

TRAN1014 - Recreation and Community Living II

2 credits (0:30:0 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.

TRAN1015 - Human Relations II

3 credits (0:45:0 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.

TRAN1018 - 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.

TRAN1019 - Work Experience I I

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.

TRAN1040 - Finance and Life Management Skills I - TVP

3 credits (0:45:0 hours)

Learn the skills necessary to manage your finances, follow a budget, handle cash, and manage your time. Utilize vocabulary appropriate for financial situations and develop mathematical job-related skills.

TRDC1001 - Therapeutic Recreation: Program Planning and Implementation

3 credits (15:30:0 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

TRDC1002 - Therapeutic Recreation: Program Evaluation and Documentation

3 credits (15:30:0 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

TRDC2001 - Therapeutic Recreation: Client Assessment

3 credits (0:45:0 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

TRDC2002 - Therapeutic Recreation: Program Design

3 credits (0:45:0 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.

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Prerequisite: TRDC 2001

TRDC2003 - Therapeutic Recreation: Program Leadership

3 credits (0:45:0 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

TRDC2004 - 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.

Prerequisites: TRDC 2003, Permission of the Program Chair

UCBI1000 - Urinary Catheterization and Bladder Irrigation

2 credits (0:30:0 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.

UTRN1001 - University/College Preparation

5 credits (0:125:0 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.

WCSA1001 - Wound Care: Using a Standardized Approach

2 credits (0:30:0 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.

WELL1000 - Wellness Through Leisure

3 credits (0:45:0 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.

WMST2010 - An Introduction to Women's Studies

3 credits (0:45:0 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.

WORK1021 - 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.

WORK1023 - Work Experience III - APR

8 credits (0:0:365 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.

WORK1100 - Workplace Training I - CONC

9 credits (0:0:400 hours)

Continue developing work related skills in preparation for obtaining employment in your field of study.

WORK1201 - 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.

WORK1202 - Work Experience II - JOBS

4 credits (0:0:200 hours)

Continue developing job-related skills to prepare for employment in your chosen career.

WRIT1001 - Writing Level 1

5 credits (0:125:0 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.

WRIT1002 - Writing Level 2

5 credits (0:125:0 hours)

Work on writing sentences and paragraphs. Practise spelling, grammar, and punctuation.

WRIT1003 - Writing Level 3

5 credits (0:125:0 hours)

Practise a variety of simple and compound sentences. Write paragraphs, letters, and notes while learning how to punctuate and use grammar correctly.

WRIT1004 - Writing Level 4

5 credits (0:125:0 hours)

Work on sentence and paragraph structure to write narrative, descriptive, and opinion paragraphs.

WRIT1101 - Writing Level 1

4 credits (0:88:0 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.

WRIT1102 - Writing Level 1B

4 credits (0:88:0 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.

WRIT1201 - Writing Level 2

4 credits (0:88:0 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.

WRIT1202 - Writing Level 2B

4 credits (0:88:0 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.

WRIT1301 - Writing Level 3

4 credits (20:80:0 hours)

Write a variety of simple and compound sentences using past, present, and future verb tenses.

WRIT1302 - Writing Level 3B

4 credits (20:80:0 hours)

Write a variety of simple and compound sentences using past, present, and future verb tenses.

WRIT1401 - Writing Level 4

4 credits (20:80:0 hours)

Write notes, letters, journals, and short paragraphs while learning how to punctuate and use grammar correctly.

WRIT1402 - Writing Level 4B

4 credits (20:80:0 hours)

Write notes, letters, journals, and short paragraphs while learning how to punctuate and use grammar correctly.

WRIT1501 - Writing Level 5

4 credits (20:80:0 hours)

Work on sentence and paragraph structure to write narrative, descriptive, and informative paragraphs.

WRIT1502 - Writing Level 5B

4 credits (20:80:0 hours)

Work on sentence and paragraph structure to write narrative, descriptive, and informative paragraphs.

WRIT1601 - Writing Level 6

4 credits (20:80:0 hours)

Write descriptive, comparison and contrast, persuasive, and/or informative paragraphs. Learn to respond to works of literature.

YITX1001 - Foundational Reading

3 credits (10:53:0 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,

COURSE DESCRIPTIONS

identifying cause and effect and main ideas, and differentiating between fact and opinion. Improve your bank of sight words.

YITX1002 - Essential Reading

3 credits (10:53:0 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.

YITX1003 - Critical Reading

3 credits (10:53:0 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.

YITX1011 - Foundational Writing

3 credits (10:53:0 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.

YITX1012 - Essential Writing

3 credits (10:53:0 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.

YITX1013 - Critical Writing

3 credits (10:53:0 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.

YITX1020 - Enhanced Language

1 credit (6:24:0 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.

YITX1031 - Foundational Skills

1 credit (12:4:0 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.

YITX1032 - Essential Skills

1 credit (12:4:0 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.

YITX1033 - Critical Skills

1 credit (12:4:0 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.

YITX1040 - YIT Math

1 credit (0:30:0 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.