



**Academic Calendar**  
**2022-2023**

**NORTHWESTERN  
POLYTECHNIC**



# IMPORTANT DATES 2022/2023

## ACADEMIC SCHEDULE

The following key dates and deadlines for the Academic Year apply to a majority of courses and programs offered at our Grande Prairie and Fairview campuses. Please review this information carefully and contact [studentinfo@nwpolytech.ca](mailto:studentinfo@nwpolytech.ca) if you have any questions.

## ACADEMIC TIMETABLE

Course start and end dates are detailed in the Timetable Search on NWP's website. For more detailed course information and for key dates, please visit [NWP.me/Timetable](http://NWP.me/Timetable).

## PROGRAM DATES

Course specific requirements along with program deadlines for withdrawals, refunds, etc., may be found under Admission Basics, Registration Basics, and Tuition and Fees. Students may also refer to Program Dates on the NWP's website for specific dates for each program.

For all apprenticeship programs, please refer to [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca) for the Technical Training Schedule.

## DATE TIPS

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

## JULY 2022

- 01** **Canada Day – Limited access to NWP buildings. Administrative offices are closed.**  
Institution year begins. Registration for September 2022 continues.
- 29** Deadline for applications for September 2022. Applications received after this date may not be processed for Fall admission.

## AUGUST 2022

- 01** **Heritage Day – Limited access to NWP buildings. Administrative offices are closed.**
- 29** **(FV)** First Day of Classes for most programs
- 30** **(GP)** Orientation to NWP
- 31** **(GP)** Program and Department Orientations

## SEPTEMBER 2022

- 01** **(GP)** First day of classes for most programs
- 05** **Labour Day – Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 13 \$** Last day to add or drop courses in most programs. Last day to pay Fall Semester fees. Students who have not paid Fall fees in full may have their registrations cancelled. Last day to opt out of the Student Health/ Dental Plan.
- 30** **National Day for Truth and Reconciliation**

## OCTOBER 2022

- 01** Application for 2023-24 opens for all programs.
- 10** **Thanksgiving Day – Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 11-14** **(GP)** Fall Break – No classes on GP campus except for apprenticeship and pre-employment.

## NOVEMBER 2022

- 11** **Remembrance Day – Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 25** Last day to withdraw from courses in most programs with a grade of "W".
- 30** Deadline for applications for January 2023. Applications received after this date may not be processed for Winter admission.

## DECEMBER 2022

- 12** Last day of classes in most programs
- 22** Last day of exams in most programs
- 23** Administrative offices are closed at noon.
- 25-31** **Holiday Break – Limited access to NWP buildings. Administrative offices are closed.**

## JANUARY 2023

- 02** **New Year's Day – Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 03** **(GP)** Orientation to NWP for newly registered students.  
**(FV)** First day of classes for most programs
- 04** **(GP)** First day of classes for most programs
- 10** Last day for the Registrar's Office to receive applications for repeat final exams for Fall Semester courses.
- 13 \$** Last day to add or drop courses with full refund in most programs. Last day to pay Winter Semester fees. Students who have not paid Winter fees in full may have their registrations cancelled. Last day for new registrants for Winter Semester to opt out of the Student Health/ Dental Plan.
- 24** Last day for deferred and repeat final exams for Fall Semester courses. Deadline to clear grades of "IN" for Fall semester courses.

## FEBRUARY 2023

- 20** **Family Day – Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 21-24** **(GP)** Winter Break – No classes on GP campus except for apprenticeship and pre-employment.  
**(FV)** Winter Break – No classes for Animal Health Technology students only.

## MARCH 2023

- 11** **(FV)** Convocation
- 30** Last day to withdraw from courses in most programs with a grade of "W".

## APRIL 2023

- 07** **Good Friday – Limited access to NWP buildings. No classes. Administrative offices are closed.**
- 12** Last day of classes in most programs
- 24** Last day of exams in most programs

## MAY 2023

- 01** **(GP)** Spring session classes normally begin on this day.
- 02 \$** Last day to add or drop courses with full refund in most programs. Last day to pay Spring Semester fees. Students who have not paid Spring fees in full may have their registrations cancelled.
- 04** Last day for the Registrar's Office to receive applications for repeat final exams for Winter and full year courses.
- 06** **(GP)** Convocation
- 15** Registration for 2023-24 begins for all full and part time continuing, new, and returning students.
- 19** Last day for deferred and repeat final exams for Winter and full year courses. Deadline to clear grades of "IN" for Winter and full year courses.
- 22** **Victoria Day – Limited access to NWP buildings. No classes. Administrative offices are closed.**

## JUNE 2023

- 30** Spring session ends and Institution year ends

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**ABOUT NWP**



## Message from the President

Welcome!

Get ready to Experience Northwestern Polytechnic!

You have the opportunity to be the first students to start with Northwestern Polytechnic and we are thrilled you chose to be part of our journey.

We are focused on the future as a responsive and innovative institution centred on academic excellence and delivering unparalleled experiences for you as our students. Our commitment to you is to engage, lead, and serve so that you will leave our institution prepared to contribute to the economic growth and entrepreneurial energy of our province.

There are many paths through this institution, and this calendar will help you find yours. Within these pages, you will see that whatever path you choose, you will be guaranteed quality post-secondary education from highly qualified instructors.

I wish you success every step of the way.

Justin Kohlman

## Calendar Statement

The official Northwestern Polytechnic Academic Calendar 2022-2023 is available online at [NWP.me/Calendar](http://NWP.me/Calendar). In the event of any discrepancies between this text and the Academic Calendar on our website, the website version will prevail.

Northwestern Polytechnic's Academic Calendar is an official document for students. Students should read this information carefully as they are expected to be familiar with Northwestern Polytechnic's rules, and to understand program requirements, prerequisites, and standards.

Students are individually responsible for the completeness of individual academic records and for ensuring they satisfy all graduation requirements of the program in which they are enrolled.

Programs and courses listed in the calendar are not necessarily offered each year. Some courses are available through various distance options. Please see [www.nwpolytech.ca](http://www.nwpolytech.ca) for details.

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

The Northwestern Polytechnic Academic Calendar is published by the Registrar's Office. If there are any questions regarding the interpretation of information included in this Calendar, please contact the Registrar at 780-539-2911.

## About Northwestern Polytechnic

Northwestern Polytechnic, previously Grande Prairie Regional College, was established in 1966 in Grande Prairie, Alberta, and includes campuses in Grande Prairie, as well as in Fairview, Alberta. Northwestern Polytechnic offers something for everyone with a variety of educational options including university transfer; diploma and certificate programs; apprenticeship and pre-employment trades training; and adult high school equivalency completion. Our credit programs include the areas of Liberal Arts, Science, Education, Physical Education, Nursing, Human Services, Fine Arts, Business, Technology, Academic Upgrading, Trades and Technical training, Agriculture and Environmental Sciences. Northwestern Polytechnic also offers baccalaureate degrees and master's degrees in collaboration with universities.

The highly qualified faculty, affordable tuition, small classes, personal contact and extensive scholarship and awards program offered by Northwestern Polytechnic attract students from a wide area. Northwestern Polytechnic has developed collaborative partnerships with other institutions to provide programming through our campuses that rapidly and effectively meets the varied needs of our learners.

In response to regional, community and industry demand, Northwestern Polytechnic also provides a range of customized non-credit pre-employment programming, skills development, safety training and community interest courses. The polytechnic is responsive to community and industry demand for specific training and programming.

Ideally located in northwestern Alberta, Northwestern Polytechnic helps meet the cultural, recreational, athletic and conferencing needs of the region in partnership with community and regional stakeholders. In Grande Prairie, the polytechnic offers athletic, music, art and science summer camps; and the Douglas J. Cardinal Performing Arts Centre is frequently the site of concerts, community music festivals, dance recitals, speakers' series and industrial seminars.

Northwestern Polytechnic strongly encourages and supports applied research and innovative scholarly activities that complement and enhance teaching and

learning in program areas and within industry sectors where its academic expertise enables such a contribution.

The polytechnic is dedicated to providing learners with access to high quality and diverse lifelong learning opportunities, and to the responsible educational, fiscal and environmental stewardship of resources. Northwestern Polytechnic operates under the Post-Secondary Learning Act and the Ministry of Advanced Education, Province of Alberta.

## STUDENT PARTICIPATION IN POLYTECHNIC GOVERNANCE

In accordance with the Post-Secondary Learning Act, representation on the Board of Governors includes two students nominated by the Students' Association. As many as ten students, elected by the Students' Association, are members of Academic Council, the academic decision-making body of the polytechnic. In addition, student representatives are normally included in most polytechnic committees and in departmental decision-making. Northwestern Polytechnic routinely seeks student input on a variety of topics that affect its community.

## FORMAL TRANSFER ARRANGEMENTS

### Alberta Council on Admissions and Transfer

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

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

Students wishing to transfer from Northwestern Polytechnic to another institution in the province should be in contact with their receiving institution, refer to the Transfer Guide and other transfer information available online, or contact the ACAT office directly. For more information on transfer credit, please visit

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

## COLLECTION AND PRIVACY OF STUDENT INFORMATION

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

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

All polytechnic policies and procedures are intended to comply with the Province of Alberta's Freedom of Information and Protection of Privacy Act. If students have questions or concerns about issues related to the privacy of their personal information or their ability to access information, they are advised to please contact the FOIP Coordinator at 780-539-2068.

## HOW TO RECEIVE INFORMATION

### Grande Prairie Campus

Student Services  
Northwestern Polytechnic  
10726 - 106 Avenue, Grande Prairie, AB T8V 4C4  
Phone: 780-539-2911 | Fax: 780-539-2888  
Toll Free: 1-888-539-4772

### Fairview Campus

Student Services  
Northwestern Polytechnic  
11235 - 98 Avenue, PO Bag 3000, Fairview, AB T0H 1L0  
Phone: 780-835-6605 | Fax: 780-835-6788  
Toll Free 1-888-539-4772

### Internet

#### [www.nwpolytech.ca](http://www.nwpolytech.ca)

Information about Northwestern Polytechnic's programs and events is provided on our website where students may also choose to apply online. Email us questions at [studentinfo@nwpolytech.ca](mailto:studentinfo@nwpolytech.ca)

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# DIRECTORY OF SERVICES

## Directory of Services

### ACADEMIC ADVISING

#### Grande Prairie Campus

780-539-2911 | Room H103, Student Services

Northwestern Polytechnic advisors are available to help students make informed choices about programs and courses. The Advising Team will assist students with navigating Northwestern Polytechnic paperwork, course and program options, and academic regulations and procedures. Advisors also help students interpret academic policies as well as their rights and responsibilities.

### ACADEMIC RECORDS AND REGISTRATION

#### Grande Prairie Campus

780-539-2981 | Room H103, Student Services

#### Fairview Campus

780-835-6605 | Room FAC131, Student Services

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

### ACADEMIC SUCCESS

#### Academic Success Centre

780-539-2017 | [asc@nwpolytech.ca](mailto:asc@nwpolytech.ca)  
Room F315, Learning Commons

The Academic Success Centre is available to all students who wish to improve their academic skills and ability to learn. Support for math, science, and writing and grammar are available. Students can drop into the Centre and/or book appointments online.

Multiple skill development and instructional workshops are available throughout the year. Workshop topics include time management, study skills, note taking skills, exam anxiety, and more!

For further information on the services we offer, please refer to the website at [NWP.me/ASC](http://NWP.me/ASC)

### Accessibility Supports and Disability Services

Grande Prairie Campus  
780-539-2017 | [asds@nwpolytech.ca](mailto:asds@nwpolytech.ca)  
Room F315, Learning Commons

Northwestern Polytechnic offers a variety of services and supports which help to equalize educational opportunities for students with disabilities. Accessibility Supports and Disability Services promotes and coordinates a variety of accommodations, on an individual case basis, to make a student's chosen program workable for them.

Northwestern Polytechnic strives to ensure a fair, equitable, and accessible environment for students with disabilities or medical conditions. The goal of providing academic accommodations is to establish an equitable playing field for all students within the postsecondary environment.

For further information on the services we offer, please refer to the Accessibility Supports and Disability Services website at [NWP.me/ASDS](http://NWP.me/ASDS)

### The Testing Centre

780-539-2212 | [examcentre@nwpolytech.ca](mailto:examcentre@nwpolytech.ca)  
Second Floor, Learning Commons

The Testing Centre functions as a part of the Northwestern Polytechnic Learning Commons in order to accommodate and supervise internal and external examinations. Our services include administering both paper-based and online academic and non-credit examinations.

The variety of examinations administered through our testing center includes post-secondary examinations, workforce development exams, and professional certification exams. We are proud to be a PearsonVUE-authorized Test Centre for online GED testing, and other clients.

For further information on the services we offer, please refer to the website at [NWP.me/Testing](http://NWP.me/Testing)

## ADMISSIONS

780-539-2911 | [admissions@nwpolytech.ca](mailto:admissions@nwpolytech.ca)  
Room H103, Student Services

The Admissions Team will assist applicants with information on admission requirements and application processes, advanced credit or transfer credit, and prior learning assessment.

## ALUMNI SERVICES

### Grande Prairie and Fairview

780-539-2067 | [alumni@nwpolytech.ca](mailto:alumni@nwpolytech.ca)  
[NWP.me/Alumni](http://NWP.me/Alumni)

Your connection with Northwestern Polytechnic doesn't end with graduation. Northwestern Polytechnic values our alumni family. Through communications, special events and recognition, we keep alumni connected to the institution and to one another. As lifelong members of a shared community, our Northwestern Polytechnic alumni family are valued stakeholders, contributing to and benefitting from the polytechnic's success and ambitions. Keeping in touch with our alumni also helps advance our mission of creating connections to knowledge, experience and community. For more information about Alumni services and to find out about all we offer our alumni, please visit [NWP.me/Alumni](http://NWP.me/Alumni) or contact [alumni@nwpolytech.ca](mailto:alumni@nwpolytech.ca).

## ATHLETICS

### Grande Prairie Campus

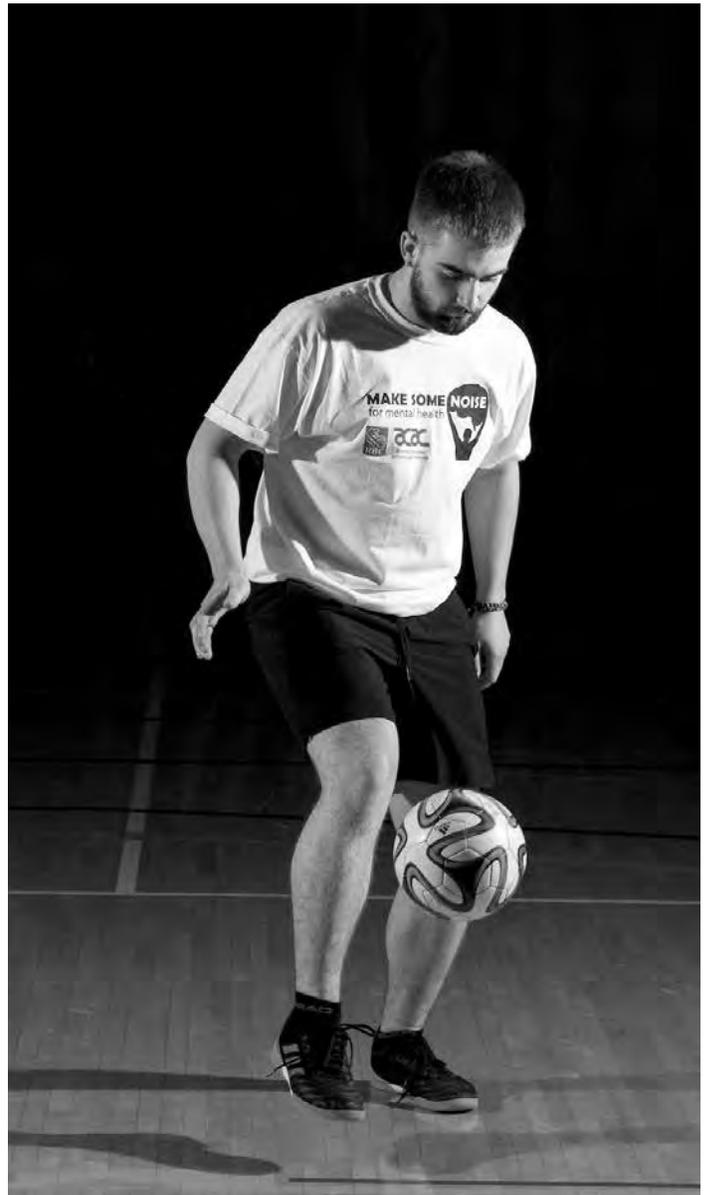
780-539-2063 | [wolves@nwpolytech.ca](mailto:wolves@nwpolytech.ca) | Room K111  
Along with the search for competitive excellence, is the strong push for academic excellence. Wolves Athletics' goal is to strive for personal excellence through academic and athletic success and to produce student-athletes who are prepared for the world after their competing days are completed.

Northwestern Polytechnic offers basketball, volleyball, cross country running, indoor track, futsal and soccer teams competing in the Alberta Colleges Athletic Conference (ACAC) and the Canadian Collegiate Athletics Association (CCAA).

Students participating in Wolves Athletics have the benefit of obtaining financial assistance through two types of athletics awards: the Alberta Athletic Award and the Wolfpac Award.

Wolves Athletics also contributes to the community by playing a major role in many sports camps, clinics, and tournaments. Coaches and student athletes play an integral leadership role in providing learning opportunities to the youth of Grande Prairie. Student athletes also benefit from these experiences by developing skills that transcend sport, skills such as leadership, resilience, and teamwork.

As part of the Athletics program, Northwestern Polytechnic hosts a number of tournaments and home events at its facilities. These events provide opportunities for student athletes to showcase their abilities while also providing opportunities for the community to be a part of enhancing the student experience.



# DIRECTORY OF SERVICES

## AWARDS AND FINANCIAL AID

financialaid@nwpolytech.ca

### Grande Prairie Campus

780-539-2845 | Room H103, Student Services

### Fairview Campus

780-835-6654 | Room FAC131, Student Services

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

To receive information about awards or financial aid, refer to our webpage at [NWP.me/FinancialAid](http://NWP.me/FinancialAid) or contact the Financial Aid Office directly.

## BOOKSTORE

### Grande Prairie Campus

780-539-2926 | Fax 780-539-2768 | Room G119

FALL AND WINTER HOURS: Monday to Thursday, 8:30am to 4:30pm, Friday 8:30am to 3:00pm

SPRING AND SUMMER HOURS: Monday-Friday 9:00am to 3:00pm (beginning end of March)

The Bookstore provides service to students during regular hours and offers extended hours during peak periods. Information on extended hours for each term is posted at the Bookstore. Required and recommended textbooks, supplies, Northwestern Polytechnic clothing, and other items are provided for students' convenience. The Bookstore accepts cash, VISA, MasterCard, and debit card with student identification.

## CAMPUS RECREATION

### Grande Prairie Campus

780-539-2436 | Room K111

[NWP.me/CampusRec](http://NWP.me/CampusRec)

Northwestern Polytechnic is committed to the development of students' immediate and life-long physical and emotional well-being. Northwestern Polytechnic Campus Recreation offers students a wide range of recreational and wellness activities from September through April, as well as May and June for Spring session students. Some activities include:

- Yoga
- Physical Fitness Classes (Barre, Spin, Functional)
- Paint Nights
- Snowshoe FUN
- Financial Literacy Seminar

- Nutritional Seminars
- Mental Health Training

Access to facilities and programming are included in the fees paid at time of registration. Some exceptions for special programs may apply. Northwestern Polytechnic students can enjoy free access to all Wolves Varsity Athletic home game events throughout the season. Go Wolves Go!

Recreational and competitive Intramural Sports Leagues are available throughout each semester of the academic year which provide the opportunity to play the sports you love, try something new, and socialize with your peers and friends. Campus Rec puts on several special events as well that are open to all students at little to no cost. Stay involved with event details by visiting our webpage and Facebook page.

Both Fairview and Grande Prairie campus students can participate in all virtual events.

Wellness starts here!

## CAMPUS SECURITY (See Security)

## CENTRE FOR TEACHING AND LEARNING

### Research and Innovation

### Grande Prairie Campus

780-539-2806 | [CTLrequests@nwpolytech.ca](mailto:CTLrequests@nwpolytech.ca)

The Centre for Teaching and Learning assists instructors in developing innovative teaching and learning opportunities in order to provide students with the best possible learning environments. The CTL encourages collaboration and scholarship, and connects faculty with the wider academic community. It provides training and technical support for many different software tools throughout Northwestern Polytechnic, including myClass and Zoom.

## CHILD CARE

### Building Blocks Day Care

780-539-2781

Northwestern Polytechnic has an outstanding day care facility right on the campus in Grande Prairie. The Day Care Facility, under the charitable umbrella of the On-Campus Day Care Society, serves students, staff, faculty, and community users by providing quality care to 110 children. It is in operation from Monday to Friday, 7:00 am to 6:00 pm, year round with the exception of specific holidays.

### Children's Centre Demonstration Day Care

780-539-2983

Northwestern Polytechnic's Children's Centre Demonstration Day Care is operated by the Department of Human Services. The Day Care has spaces for children ages 12 months to five years old. As a demonstration daycare, we view early childhood as an essential foundation for children's growth, development and learning. Children have the opportunity to learn about themselves and the world around them while enjoying innovative activities with a group of peers.

Our educators are carefully selected to provide the best practice model for the ELCC students working toward a career in Early Learning and Child Care. Providing families with a highly qualified and experienced team of educators creates the groundwork needed to help all children develop to their full potential. The program is full time, Monday through Friday, 7am - 6pm. Please contact us for more information.

## CONTINUING EDUCATION

780-539-2975 | CE@nwpolytech.ca | Room M105  
NWP.me/CE

Continuing Education provides affordable, flexible, and convenient training opportunities for individuals or organizations looking to upgrade their skills. Courses are available face-to-face, online, or at your location.

Offering an array of quality, industry-relevant employment training, Continuing Education has supported industry educational needs for over 50 years. Continuing Education can also accommodate and develop customized training to meet your organization's specific needs. Individuals looking to upgrade their skills to stay competitive in their current occupation, for a new career, or just

for fun, can take condensed daytime courses, evening, or weekend courses that are accommodating to the average work schedule. Instructed by industry experts, our courses will get you on the fast track to increasing your skills.

Course offerings include a wide variety of skill-building categories including:

- Business and Management
- Computer Software
- Industrial and Driver Training (including Class 1 and Class 3)
- Equipment Operator Training
- Occupational Health and Safety Training
- Personal Development
- General Interest

Additionally, Continuing Education also offers recreational vehicle training, youth safety courses, and educational summer camps.

Registration can be completed in-person, by phone or email, and online. For more information contact Continuing Education at 780-539-2975

## FACILITY BOOKINGS

### Grande Prairie Campus

780-539-2858 | rbookings@nwpolytech.ca  
Room H103, Student Services

### Fairview Campus

780-835-6714 | fairviewconferenceoffice@nwpolytech.ca  
Room FAC118A

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

For residence reservations, please see Residence.

## FINE ARTS CONSERVATORY

780-539-2909 | conservatory@nwpolytech.ca

The Conservatory is committed to nurturing the creative spirit of students of every age in the arts. The Conservatory offers private and class instruction for students of all ages and abilities. Our Conservatory staff is comprised of Fine Arts Department faculty, local professional musicians and artists, and selected advanced students.

# DIRECTORY OF SERVICES

## Music

This is our largest component of the Conservatory. We offer comprehensive, year-round music programming for students of all ages and abilities. This includes private lessons in piano, guitar, drums and percussion, winds and brass, voice, strings, theory, audio recording, and musicianship. We are very proud of the quality of instruction, and with hundreds of students registered, we boast the largest conservatory north of Edmonton. The Conservatory also provides community members with the opportunity to register in select choir groups serving children and adults (there may be fees and audition requirements depending on the group).

## Community

Community members are invited to audition for the Northwestern Polytechnic Concert Choir, Oriana Girls Choir, and Seraphina Women's Choir.

## FITNESS

### Grande Prairie Campus

Fitness Centre  
780-539-2007

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

In addition to being home to the Wolves Athletic Teams, the facility promotes healthy, active living to the polytechnic and surrounding communities. Access to the facilities are included in Students' Wellness fees. The Centre contains everything you will need for a complete workout.

## FOOD SERVICES

### Grande Prairie Campus

780-539-2950

The Pillars Marketplace, in Northwestern Polytechnic's cafeteria, offers students, staff, and guests a variety of food options, from snacks to full-course meals. For further information, please call 780-539-2950.

### Fairview Campus

780-835-6659

The Cafeteria features home-style cooking and meals for students, staff and guests. For further information, please call 780-835-6659.

## HEALTH SERVICES

In case of an emergency due to illness or injury:

### Grande Prairie Campus

Let the instructor, supervisor, or the residence manager know, Call GP Security: 780-539-2700 (24 hours/7 days a week), or call 911.

### Fairview Campus

Let the instructor, supervisor, or the residence manager know, Call Fairview Security: 780-835-6664 (24 hours/7 days a week), or call 911.

All campus or course-related injuries or incidents must be reported immediately after they occur. Incident Reports and, when required, WCB Reports should be sent to the Manager, Enterprise Risk: 780-539-2925.

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

The Grande Prairie Campus also has:

### Community Health Centre

Hours of Operation: Monday-Friday, 9am to 5pm  
10620 104 Avenue, Grande Prairie  
Same day appointments may be booked by calling:  
780-814-5800 after 8:30am.

The Fairview Campus also has:

Fairview Medical Clinic, and walk-in emergency room  
10624-110th Street, Fairview | 780-835-4255

## HOUSING ON THE GRANDE PRAIRIE AND FAIRVIEW CAMPUSES (See Residence)

## INCLUSIVE POST SECONDARY EDUCATION

780-539-2216 | [inclusiveeducation@nwpolytech.ca](mailto:inclusiveeducation@nwpolytech.ca)  
Room C207

Inclusive Post-Secondary Education (IPSE) is an agreement between Inclusion Alberta and Northwestern Polytechnic that creates opportunities for students with developmental disabilities to be fully included in programs of study and campus life, pursue career aspirations, develop lifelong friendships, gain independence, and build life-enriching experiences.

With support from on-site IPSE staff, students with developmental disabilities can enroll in programs and attend Northwestern Polytechnic courses as auditing students. IPSE staff work closely with students, classmates, course

instructors, and other polytechnic staff, offering support to maximize a positive experience for everyone. During summer months and at the end of their polytechnic journey, students are supported in finding meaningful full or part-time employment that reflects their career goals.

## INDIGENOUS PROGRAMS AND SERVICES

[NWP.me/IndigenousServices](http://NWP.me/IndigenousServices)

### Indigenous Liaison Coordinator

Grande Prairie Campus

780-539-2020

[IndigenousLiaisonCoordinator@nwpolytech.ca](mailto:IndigenousLiaisonCoordinator@nwpolytech.ca)

Room C208

The Indigenous Liaison Coordinator supports students throughout their educational journey. Students can expect that the Coordinator will champion Indigenous culture and ensure that it is celebrated and honoured within Northwestern Polytechnic. The Coordinator works with Nations, councils, communities, schools, and elders to create educational opportunities for students. The Coordinator will support students in finding and utilizing community resources to meet their needs.

### Circle of Indigenous Students

Grande Prairie Campus

780-539-2092

[oncampusfriendshipcentre@nwpolytech.ca](mailto:oncampusfriendshipcentre@nwpolytech.ca)

[NWP.me/CISGroup](http://NWP.me/CISGroup)

Room B205, On-Campus Friendship Centre

The Circle of Indigenous Students (CIS) is an elected executive that brings forward the collective voice of students at Northwestern Polytechnic. With the support of the Indigenous Coordinator, the Elder in Residence, and the On-Campus Friendship Centre Outreach Worker, the CIS works towards meeting the cultural needs of students. Throughout the year, the CIS will plan and host cultural gatherings and events, indigenous speakers and presenters, and traditional teaching opportunities. The CIS Executive also aims to promote and participate in various community events throughout the year.

### Elder in Residence

Grande Prairie Campus

780-539-2988

[oncampusfriendshipcentre@nwpolytech.ca](mailto:oncampusfriendshipcentre@nwpolytech.ca)

Room C202, On-Campus Friendship Centre

Northwestern Polytechnic brings cultural teachings and ceremony to the students, staff and faculty of North-

western Polytechnic through the Elder in Residence program. The Elder in Residence is available to students, staff and community members to share Indigenous Knowledge and Teachings, to aid in increasing cultural awareness and appreciation, and provide students with a sense of comfort, community and home.



### On-Campus Friendship Centre

Grande Prairie Campus

780-539-2092

[oncampusfriendshipcentre@nwpolytech.ca](mailto:oncampusfriendshipcentre@nwpolytech.ca)

Room B205

The On-Campus Friendship Centre (OCFC) is available to students through a partnership between Northwestern Polytechnic and Grande Prairie Friendship Centre. The Centre provides a warm and welcoming environment for all students to connect with other students, meet faculty and staff, and seek out existing polytechnic and community support for help adjusting to campus life and living in a new city.

### On-Campus Friendship Centre Outreach Worker

Grande Prairie Campus

780-539-2092

[oncampusfriendshipcentre@nwpolytech.ca](mailto:oncampusfriendshipcentre@nwpolytech.ca)

Room B205

The OCFC Outreach Worker offers support to students throughout their educational journey. The OCFC Outreach Worker will assist students in gaining access to Northwestern Polytechnic supports and will provide direction on accessing community supports and services.

# DIRECTORY OF SERVICES

## LEARNING COMMONS

### Grande Prairie Campus

780-539-2939 | [learningcommons@nwpolytech.ca](mailto:learningcommons@nwpolytech.ca)  
Room F205

As a member of the NEOS Library Consortium, the Learning Commons is able to offer students access to over ten million items, including books, magazines, newspapers, videos, music CDs, and other audiovisual materials.

Web-based subscription databases, the Internet, and interlibrary loan services provide global access to information sources. Students can receive help by calling, emailing, or utilizing the Learning Commons' chat function (available on the homepage).

Students have access to computers for word processing and presentation software, Internet searching, and email are available during all hours of operation. Colour and black and white printing is available.

The Learning Commons facility offers comfortable study areas for students that wish to work in groups or individually, and for those that are looking for a silent space to study. Students receive help with research through instruction sessions and one-on-one research appointments.

For further information on the services we offer, please refer to the website at [NWP.me/LearningCommons](http://NWP.me/LearningCommons)

### Fairview Campus

780-835-6641 | Fax 780-835-6782  
[learningcommons@nwpolytech.ca](mailto:learningcommons@nwpolytech.ca)

The Learning Commons space on Fairview Campus offers computers, printing services and study spaces. Staff are on hand and available virtually to answer all your questions. Print resources are shared between campuses and cover a wide range of interests that support your program needs. Topics include trades, animal health, equine, and agriculture to name a few. The united collections of Fairview and Grande Prairie provide students with a well-rounded resource base for research and program support.

## MENTAL HEALTH SERVICES

Grande Prairie Campus  
780-539-2069 | Room F307  
Hours: 8:30am – 4:30pm Monday – Friday  
After Hours Support: 1-855-649-8641  
[NWP.me/MentalHealth](http://NWP.me/MentalHealth)

To book an intake appointment, call the number above or visit Student Services.

Northwestern Polytechnic Mental Health Services offers professional short-term counselling for Northwestern Polytechnic students, free of charge. Counsellors provide a safe, confidential environment to support students' mental health. They also assist with referrals to community service providers when appropriate. Counselling services are available by appointment and may be delivered in person or via secure tele-health video conference for students at remote campuses. For after-hours support visit [mystudentsupport.com](http://mystudentsupport.com) or call 1-855-649-8641 to speak with a counsellor.

## PARKING

Northwestern Polytechnic allows members of the polytechnic community to drive, and park vehicles on its premises by issuing permits and visitor parking fees. Please visit [NWP.me/Parking](http://NWP.me/Parking) for information pertaining to parking passes such as pricing, how to purchase passes and refunds.

For any additional inquiries, please email: [parkingpass@nwpolytech.ca](mailto:parkingpass@nwpolytech.ca)

## RESIDENCE ON THE GRANDE PRAIRIE AND FAIRVIEW CAMPUSES

[NWP.me/Housing](http://NWP.me/Housing)

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

## **Grande Prairie Campus**

780-539-2802 | Fax 780-539-2924  
GPresidence@nwpolytech.ca

At the Grande Prairie campus, the Residence Department is responsible for on-campus residences and maintains an off campus housing list in Grande Prairie. Prospective students can apply online at **NWP.me/Housing**

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

Residence is located on the east side of the Northwestern Polytechnic campus. Currently there are accommodations for 362 students. Residence rates can be found on the Housing and Residence webpage at

#### **NWP.me/Housing**

Applicants are not guaranteed accommodation. All applications must be accompanied by a \$200 security deposit. Applications will be processed once the deposit is received. Current students with a deposit on file are expected to pay the \$50 amenities portion at the time of application.

First semester rent (September to December) is due in full by August 1, 2022. Second semester rent (January to April) is due in full by December 1, 2022.

All rents include utilities, wireless internet, Telus TV, and furnishings. Units have a full size stove, separate freezer, refrigerator, dining table and chairs, sofa, love seat, and coffee table. All bedrooms are fully furnished with a twin bed, drawers, desk, study chair, and built in closet shelving. Students need to bring bedding, toiletries, kitchen items, television, computer, food, cleaning supplies, and personal items.

### **On Campus Family Residence**

There are nine four bedroom family units. Residence rates can be found on the Housing and Residence webpage at **NWP.me/Housing**

All utilities, wireless internet, and Telus TV are included in the monthly rent. The security deposit for these units is \$400, and is payable ONLY after you have been assigned to a unit. In each unit, there is one bedroom that contains a queen size bed, the other bedrooms each have a twin bed. Bedrooms also contain desks, study chairs, drawers, and closet shelving. There is TV service in each bedroom and the living room. Each unit is furnished with a dining table and chairs, and a full size refrigerator, stove, and separate freezer. Families need to bring

living room furniture, bedding, toiletries, kitchen items, television(s), computer, food, cleaning supplies, laundry supplies, and personal items.

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

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

The Residence Department also maintains a comprehensive off-campus housing list available on the website at **NWP.me/Housing**

### **Summer Residence in Grande Prairie**

Summer residence is available on a month-to-month basis from May to mid-August. Prospective residents can apply online by going to **NWP.me/Housing**. New applicants must pay a \$200 security deposit at the time of application. Please contact the Residence Office for further information.

## **Fairview Campus**

780-835-6652 | Fax 780-835-6693  
FVresidence@nwpolytech.ca

On Northwestern Polytechnic's Fairview Campus, the Residence Department is responsible for the on-campus residence in Fairview. Contact the Fairview Residence Department directly about accommodations in the student residence.

### **On Campus in Fairview**

Residence is located on the southwest corner of the Fairview Campus. There are accommodations for 254 students. Residence rates can be found on the Housing and Residence webpage at **NWP.me/Housing**

Not all applicants are guaranteed accommodation. Applicants are required to submit a \$200 security deposit together with their application. Rent is due in full two weeks prior to program start date. Units are furnished and rent includes utilities. There are cooking and non-cooking units available. However, in all non-cooking units, there is a microwave, and in each dorm bedroom there is a mini fridge. Students need to bring bedding for twin beds, toiletries, kitchen items, food and personal items.

Individuals who require family residence should contact the Fairview Residence Department directly, as limited spaces are available.

# DIRECTORY OF SERVICES



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

Prospective students can apply online or download a Fairview Campus Residence Application at [NWP.me/Housing](http://NWP.me/Housing)

### **Summer Residence in Fairview**

Summer residence is available. Please contact the Residence Office for more information.

## **SCHOOL OF APPLIED RESEARCH**

Main Office: Room E401 Grande Prairie Campus  
780-539-2054 | [research@nwpolytech.ca](mailto:research@nwpolytech.ca)  
[NWP.me/Research](http://NWP.me/Research)

The School of Applied Research provides support services for students who want to engage in research, entrepreneurship, or applied learning. We offer workshops, industry and community internships, summer job placements, and other opportunities for networking and professional development. All students are welcome to access services to engage in applied learning and gain experience in the world of research and innovation.

## **SECURITY**

### **Grande Prairie Campus**

780-539-2700

or by using a Help Phone located around the Campus Room H101 | Available 24/7

### **Fairview Campus**

780-835-6664 | Room FAC 130 | Available 24/7

Campus Security is available 24/7 and all guards are trained in standard first aid. Security guards at Grande Prairie and Fairview can provide a Safe Walk Service around Campus. You can also call a guard if you are working late or during the weekend and they will periodically check on you with their Work Alone Service. For more information visit the website: [NWP.me/Security](http://NWP.me/Security) or download the Northwestern Polytechnic Safety App.

## **STUDENTS' ASSOCIATION**

[NWP.me/NWPSA](http://NWP.me/NWPSA)

### **Grande Prairie Campus**

780-539-2962 | [sa@nwpolytech.ca](mailto:sa@nwpolytech.ca) | Room G123

### **Fairview Campus**

780-835-6624 | Room FAC126

### **Online or Distance**

780-539-2962 | [sa@nwpolytech.ca](mailto:sa@nwpolytech.ca)

All credit and apprentice Northwestern Polytechnic students enjoy the benefits of membership with the Students' Association of Northwestern Polytechnic and pay Students' Association fees. This is a provincially designated organization that is dedicated to providing quality services and supporting Northwestern Polytechnic students. Although the Students' Association of North-

western Polytechnic often works in collaboration with the polytechnic to proactively address student needs, the Students' Association is an autonomous organization that is run by students, for students. The Students' Association of Northwestern Polytechnic represents student interests to the polytechnic and the greater community through representation and advocacy. The Students' Association also provides important services to students to enhance their post-secondary experience, such as the Student Health and Dental Insurance Plan, organizing on-campus clubs, and operating the student lounges - Howlers on the Grande Prairie campus and Notley Square on the Fairview campus.

## **Representation / Advocacy**

The Students' Association of Northwestern Polytechnic is governed by democratically elected student leaders. The Students' Council, is elected each fall and is the chief governing body. The Executive Council is elected each spring and serves in an operational governance capacity. In addition to student government, students at large have the opportunity to serve as active members on Northwestern Polytechnic's Academic Council ensuring student input is provided on important Northwestern Polytechnic decisions.

The Students' Association addresses student concerns, both locally and provincially, by lobbying independently and as a member of the Alberta Student Executive Council (ASEC) on issues such as financial aid, transferability and student supports.

## **Programs & Services**

The Students' Association of Northwestern Polytechnic is committed to enhancing the student experience. Students enjoy not only great on-campus events but are also offered a wide-range of services that benefit their experience at Northwestern Polytechnic. Some of the programs and services offered to students are:

- Hosting a Used Book Sale each semester (in-person or on-line)
- Offering support for student grievances
- Coordinating the Health and Dental Insurance Plan for students and their families
- Facilitating campus events such as "Take A Brain Break Week"

- Supporting student governance through the Executive Council and Students' Council
- Operating multi-purpose student spaces, Howlers Lounge in Grande Prairie and Notley Square in Fairview
- Organizing safe, fun, student-focused parties
- Offering fax, scan, and photocopying services
- Supporting and approving all student clubs
- Providing volunteer opportunities
- Offering co-curricular opportunities and credit
- Funding and co-funding scholarships
- Organizing contests and giveaways
- Hosting Orientation Week activities
- Facilitating student advocacy
- Offering student employment
- Facilitating Northwestern Polytechnic committee representation
- Supplying ATM service for student convenience
- Facilitating discounts for students within the community
- Coordinating the annual student nominated Awards of Excellence - Excellence in Teaching, Most Student Centered Staff, and Student Volunteer of the Year

The Students' Association of Northwestern Polytechnic consistently seeks student feedback and involvement to adapt and evolve our services and programs to meet student needs. Our office looks forward to each new semester and is here to support, listen to, and serve our members.

We welcome, and need, student feedback and suggestions. Reach out anytime to [sa@nwpolytech.ca](mailto:sa@nwpolytech.ca)

We hope you join us on our post-secondary journey at Northwestern Polytechnic. As our motto says "Steps to the Greater".

# DIRECTORY OF SERVICES

## STUDENTS' ASSOCIATION HEALTH AND DENTAL INSURANCE PLAN

780-539-2962 | [sa@nwpolytech.ca](mailto:sa@nwpolytech.ca)  
Room G123, Students' Association

The students of Northwestern Polytechnic decided by referendum that all full-time students enrolled at Northwestern Polytechnic require supplemental health and dental insurance. Following this mandate, the Students' Association is proud to provide the best value health and dental insurance plan available. The fees for the student plan are paid at the same time as all other fees, like tuition.

With the plan there is coverage for preventative measures, like teeth cleaning, and treatment measures including coverage for prescription drugs to a maximum of \$3,000.00 in the coverage year. Another important feature is that students on the plan have the option to add their spouse or dependents to the plan for a fee.

The required insurance can be provided from sources aside from the Students' Association, such as through the student personally or through an employer or a family member. If a student has alternate extended insurance coverage they can opt out of the Student Plan. The opt-out process includes showing proof of equivalent coverage prior to the posted and published opt-out deadline. For complete information on how to opt out, or coordinate the Student Plan with another existing benefit plan, please contact the Students' Association at the addresses list above. The deadlines are outlined under "Important Dates" on the Northwestern Polytechnic website.

## STUDENT RECRUITMENT

780-539-2228 | 1-888-539-4772, ext. 2228 | Room H103

The Northwestern Polytechnic Recruitment Team works to bring the polytechnic experience to the people, connecting with high schools and community groups throughout Alberta, British Columbia, Yukon, Nunavut, and the Northwest Territories. We believe in the importance of pursuing post-secondary education for anyone who wishes to better themselves or advance their career, and with the benefit of smaller class sizes coupled with high-quality, personalized instruction, Northwestern Polytechnic is an excellent place to do so. If you would like more information about Northwestern Polytechnic, or would like to arrange an individual or group information session, or a campus tour, please go to [NWP.me/ExperienceNWP](http://NWP.me/ExperienceNWP) or email [experience@nwpolytech.ca](mailto:experience@nwpolytech.ca).

## THEATRE

### Grande Prairie Campus

Douglas J. Cardinal Performing Arts Centre  
780-539-2442

The Douglas J. Cardinal Performing Arts Centre is a full-service theatre with 508 seats and professional-grade technical equipment. A team of professional Technicians supports the Theatre with over 100 performances and events, and over 40,000 audience members visiting the venue yearly. With events ranging from professional ballet performances to local folk artists, there is a show offered for everyone.

### Fairview Campus

Fred Speckeen Theatre  
780-835-6627

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

## VISITOR IN THE ARTS

### Grande Prairie Campus

For more information contact:

Fine Arts Office

780-539-2909 | [finearts@nwpolytech.ca](mailto:finearts@nwpolytech.ca)

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

## Admission Basics

### Grande Prairie and Fairview

780-539-2911 | [admissions@nwpolytech.ca](mailto:admissions@nwpolytech.ca)

### APPLICATION FOR ADMISSION

When applying to our institution, there is an \$80 non-refundable application fee for domestic students. For international students, the fee is \$150. For the application process to proceed, all transcripts or forms must be received and any pre-program assessments or interviews completed as required by admissions.

### ADMISSION REQUIREMENTS

#### General Admission

Admission requirements for programs are listed in the Entrance Requirements charts on the following pages and are described in greater detail at the beginning of each program description. If an applicant does not meet the admission requirements for their program of interest, they should contact the Admissions Office.

Home schooled students considering applying to Northwestern Polytechnic should contact the Admissions Office.

#### English Language Proficiency

The language of instruction and communication at Northwestern Polytechnic is English. Regardless of the country of origin or citizenship status, if an applicant's native language is not English, they must demonstrate proficiency in the English language before they will be considered for admission to any credit course or credit program. For more information, please see

[NWP.me/InternationalStudents](http://NWP.me/InternationalStudents)

#### University Transfer Admission

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

#### Degree Admission

Having the minimum admission requirements for entry into Northwestern Polytechnic university transfer programs is no guarantee that applicants will be accepted at their chosen university or into a degree program offered on site. Admission to the universities may vary from program to program and university to university. Quota

programs at the universities tend to have higher academic requirements for admission.

Universities have various admission requirements for high school graduates and for non-matriculated adult students. Carefully examine the admission requirements for the university and the program of choice.

#### Mature Student Admission

Admission requirements for adult students, 21 years of age or older on the first day of classes, to university transfer programs may include English 30-1 and up to three additional 30-level subjects, depending on the program to which applicants are seeking admission. A minimum grade of 50 percent is required in each course and applicants must have a minimum overall average of 60 percent. Placement assessments and a recommendation from an advisor in the Registrar's Office may be required. Contact the Admissions Office for more information.

#### Out-of-Province Student Admission

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

### HIGH SCHOOL AND POST-SECONDARY TRANSCRIPTS

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

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

If applicants are currently in Grade 12 outside of Alberta, they should arrange to have official high school transcripts sent, after June exams, from the Department of Education of their home province or their last high school. These official transcripts are to be sent directly to Admissions, Northwestern Polytechnic.

All transcripts submitted for admission purposes become the property of Northwestern Polytechnic and will not be released to, nor photocopied for applicants or anyone outside Northwestern Polytechnic.

### INTERVIEWS AND TESTING

Admission will only be considered when pre-program testing or interviews have been completed as required for program admission.

# ADMISSIONS

## IDENTIFICATION AND CLASSIFICATION OF STUDENTS

Mature students must be 21 years of age or older on the first day of classes, have been out of school for at least one full year, and do not have the regular admission requirements for their chosen program.

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

International students are not Canadian citizens nor Permanent Residents of Canada.

Special or Unspecified students are normally enrolled in a credit course load that departs from particular programs described in the calendar and are not working towards a specified certificate or diploma offered by Northwestern Polytechnic. They may be taking a combination of upgrading courses along with specific program courses.

Visiting students take credit courses to be applied by advanced agreement to a degree or diploma program at another institution. A letter of permission is recommended.

## SELECTION CRITERIA

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

## CONFIDENTIALITY

The personal information that applicants provide when they apply for admission to Northwestern Polytechnic will be collected under the authority of the Post-Secondary Learning Act and Statistics Act (Canada) and in accordance with the Freedom of Information and Protection of Privacy legislation of the Government of Alberta. Information collected is used to maintain institutional records in processing enrolment, monitoring academic progress, providing tax receipts, distributing related follow-up information, conducting polytechnic research, distributing awards, assessing graduation, fundraising, and maintaining contact with alumni.

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

Outside agencies may see information in a student's file only with the student's written permission. Northwestern Polytechnic will not release information on progress, attendance, etc., to sponsoring agencies without a signed release from the student giving Northwestern Polytechnic explicit permission to do so. Personal information and academic records will not be released to parents, spouse, guardian, or any other person or agency, without the student's written approval.

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

## Answers to Frequently Asked Questions

### WHEN CAN I APPLY?

Applications for September (Fall Semester) or January (Winter Semester) are accepted as early as October 1 of each year. Applications for Fall semester are typically accepted until July 30 and applications for Winter semester are typically accepted until November 30. Certain programs may have earlier application deadlines.

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

### HOW DO I APPLY?

Apply online at [NWP.me/Apply](https://www.nwpolytech.ca/apply)

### WHAT OTHER INFORMATION DO I NEED TO PROVIDE WITH MY APPLICATION?

Alberta high school and post-secondary students, who apply through their Apply Alberta account, will have their transcripts requested on their behalf by the Northwestern Polytechnic Admissions Team. If you are currently in classes, complete the information requested in the

Education section with your interim or expected grades. Include all completed and in progress classes, as well as those you are planning to take.

If you are currently attending or have previously attended another post-secondary institution, please ensure that you include this information in your application. We will expect to receive official copies of your academic transcripts from those institutions.

If you attended high school or a post-secondary school outside of Alberta, you will need to make arrangements for an official transcript to be sent directly to Northwestern Polytechnic once final grades are released at the end of the school year.

### DO I NEED AN ALBERTA STUDENT NUMBER AND HOW DO I GET ONE?

The Alberta Student Number (ASN) is a unique identifier for all Alberta learners which provides students with access to improved programs and services in the Alberta Education System. You are required to provide this information with your application form. If you have attended school in Alberta or previously created an ASN number, you can look up your ASN at [learnerregistry.ae.alberta.ca/](https://learnerregistry.ae.alberta.ca/)

If you are new to Alberta you may request an ASN when applying at [applyalberta.ca/](https://www.nwpolytech.ca/apply)



# ADMISSIONS

## WHAT DOES IT COST TO APPLY?

\$80 for domestic students.

\$150 for international students.

The application fee is non-refundable. You may pay by cheque, cash, direct debit, and money order, or by American Express, MasterCard, or Visa. Cheques and money orders must be made payable to Northwestern Polytechnic.

## WHEN WILL I BE ADMITTED?

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

Students who apply through their Apply Alberta account and attended an Alberta high school and/or post-secondary institution will have their transcripts ordered on their behalf by the Admissions team.

If you attended high school or post-secondary outside of Alberta, you will need to have your official transcripts forwarded as soon as possible.

## WHAT IS A CONDITIONAL ADMISSION?

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

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

## WHAT IF I AM NOT ADMITTED?

When completing the application form you have the option to include a second program of choice. If you are not admitted, you will be given the reason and offered assistance in choosing another program. For example, if you are missing a high school requirement, you may be offered an opportunity to be admitted to Open Studies. Admission to Open Studies gives you an opportunity to complete admission requirements for your chosen pro-

gram while starting other courses at the same time.

## HOW DO I REGISTER FOR COURSES?

You will receive information that will include the process for registration. Simply follow the instructions in your myNWP account.

## WHAT SHOULD I BE DOING WHILE I WAIT TO START AT NORTHWESTERN POLYTECHNIC?

Be sure that you have made all the financial arrangements to cover the cost of your tuition, fees, and living expenses. If you need to apply for a loan, loan applications are available on-line. See [NWP.me/FinancialAid](http://NWP.me/FinancialAid) for more information. You can apply for a student loan before you are offered admission.

Consider where you might be living during your time at Northwestern Polytechnic and apply for housing early. If you are interested in living in Northwestern Polytechnic Housing at either campus, be sure to check out Housing information in the Directory of Services or at

[NWP.me/Housing](http://NWP.me/Housing).

## IF I FAIL A COURSE REQUIRED FOR ADMISSION, CAN I STILL COME TO NORTHWESTERN POLYTECHNIC?

Yes! Many students register prior to receiving their final high school results. If you fail to pass a course required for admission to Northwestern Polytechnic, you must contact the Registrar's Office immediately. Northwestern Polytechnic offers high school equivalent courses. Normally, we would adjust your registration to help you pick up the missing high school requirement. Your admission may be modified to indicate you are an Open Studies student or an Upgrading student depending on the number of upgrading courses you require.

## WILL I KNOW WHAT TO DO WHEN I GET TO NORTHWESTERN POLYTECHNIC?

Students are invited to attend orientation which is a fun, informative event that helps new students ease into Northwestern Polytechnic life. This polytechnic-wide program provides an introduction to life on campus and offers short seminars on a variety of topics including money management, survival tips, deadline dates, GPA and other useful information.

## International Students

NWP.me/InternationalStudents  
international@nwpolytech.ca

### WHAT PROGRAMS ARE AVAILABLE TO INTERNATIONAL STUDENTS?

Most of our University Transfer programs, Certificates and Diplomas are available to international students. Programs that are not available include Apprenticeship programs, ThinkBIG Service Technician.

#### University Transfer, Certificate and Diploma Programs

For admission to our programs, some prerequisites must be met by all Northwestern Polytechnic students, including English Language Proficiency (ELP) requirements. On our website, you will find details about our programs and the requirements to gain admission, as well as the most up-to-date information on post-graduate work permits. As a public polytechnic, most of our Certificate and Diploma programs are currently eligible for Post-Graduation Work Permit (PGWP) applications if they are eight months or longer.

### Selection Criteria

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

### WHEN SHOULD I APPLY?

Northwestern Polytechnic operates on a two-semester system: Fall (September to December) and Winter (January to April). Our programs are designed to be started in the Fall semester. Although beginning in the Winter semester is sometimes possible, it may take longer to complete your program if you are missing pre-requisites from the Fall semester. Programs cannot be started in the spring session, and no classes are available during the summer.

If you are **applying for a study permit**, we recommend applying 4-6 months before the start of the semester. You can check the IRCC processing times for your country to determine if you have enough time to receive a study permit before the start of classes.





If you **have a valid study permit**, we recommend applying by July 30 for the Fall semester and by November 30 for the Winter semester. Applications received after these dates may not be processed in time for admission.

If you are **applying to the Nursing program**, the application deadline is March 1 and the document deadline is March 15. Applications and documents received after these dates may not be processed in time for admission.

## HOW DO I APPLY? HOW LONG WILL IT TAKE?

Complete an online application, pay the \$150.00 non-refundable application fee and you will be contacted with instructions regarding the required supporting documents.

- After all documents have been provided, if admissible an offer of admission will be sent to you via email.
- Once you have accepted the offer and paid the tuition deposit, your Letter of Admission will be issued. This letter can be used to apply for your study permit.

## Important Information

- Documents will not be reviewed for admission until an application has been received.
- All documents provided must be in English or come with certified translations.
- You will be notified if an IQAS assessment is required.
- During busy times of the year (August - September and December - January) processing times may increase.
- A completed Release of Information Consent Form is needed if you would like us to communicate with a third party about your application, admission, financial details, etc.

## WHEN AND HOW DO I HAVE TO PAY?

Admission to a program does not guarantee you a seat in that program. Once you have been admitted, and have proof of study permit approval, you will be given instructions on how to register for your courses.

Registration for new students opens in May of each year for both the Fall and Winter semesters. We strongly recommend that international students apply early, and register as soon as they are eligible to avoid being waitlisted in required courses. Waiting to register until the start of classes may result in students being waitlisted in

required classes for their program, and there is no guarantee a seat will become available in a required course.

## WHAT ARE THE HOUSING OPTIONS?

Northwestern Polytechnic offers on-campus housing. We strongly recommend submitting an online application as soon as you have been admitted to a program.

## DO I NEED HEALTH CARE COVERAGE?

Yes, all students require health insurance while studying at Northwestern Polytechnic and you are responsible for obtaining personal health care coverage. International students must have basic health care coverage from either the Alberta Health Care Insurance Plan (AHCIP), health care from another province, or health insurance from a private provider.

Students moving permanently to Alberta from another country or students with a valid study permit may be eligible for the Alberta Health Care Insurance Plan (AHCIP).

Full-time students in most credit programs at Northwestern Polytechnic may be automatically enrolled in, and be required to pay for, the Student Health and Dental Plan, which provides extended health and dental care coverage not covered under AHCIP. The plan can be opted out of if alternate coverage can be proven, and eligibility requirements are met.

## ENGLISH LANGUAGE PROFICIENCY (ELP)

The language of instruction and communication at Northwestern Polytechnic is English. Regardless of the country of origin or citizenship status, if an applicant's native language is not English, they must demonstrate proficiency in the English language before they will be considered for admission to any credit course or credit program. This includes online courses and part-time study. Requirements vary by program. For a full description of ELP requirements, please visit our website.

# ADMISSIONS

## ENTRANCE REQUIREMENTS FOR ADMISSION TO CAREER, TRADES, AND UPGRADING PROGRAMS

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

Program Name Campus Location	GRADE 10 ENGLISH & MATH	GRADE 11 MATH	GRADE 11 ENGLISH	GRADE 12 ENGLISH	GRADE 12 MATH	Additional Requirements and Competitive Selection Information
Academic Upgrading (GP)						Applicant must be ≥ 18 in the semester they enter the program.
Animal Health Technology (FV)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High school diploma with Chemistry 30, Biology 30 and one of Math 30-1 (50%) or Math 30-2 (65%). Applicants must have 40 hours of documented work experience in the field. See Program for more details.
Business Administration (GP)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		60% in Math 20-1 or 20-2, or 50% in Math 30-1 or 30-2.
Computer Systems Technology (GP)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50% in Math 30-1 and English 30-1.
Early Learning and Child Care (GP)				<input checked="" type="checkbox"/>		50% in English 30-1 or 30-2 or suitable score on admission assessment; police information check; Standard First Aid and CPR certificate.
Educational Assistant (GP)				<input checked="" type="checkbox"/>		60% in English 30-2 or 50% in English 30-1 or pre-admission assessment; Standard First Aid and CPR certificate; police information check.
Harley-Davidson® Technician (FV)	<input checked="" type="checkbox"/>					50% English 10-1 or 10-2, and Math 10C or 10-3
Health Care Aide (GP & FV)			<input checked="" type="checkbox"/>			English 20-1 or English 20-2 with a minimum 60% or English 30-1 or English 30-2 with a minimum 55% or deemed equivalent by completion of ACCUPLACER assessment.
Kinesiology (GP)				<input checked="" type="checkbox"/>		60% in: English Language Arts 30-1; Two subjects from Group A or C; One subject from Group C; One subject from Group B, C, Physical Education 30, or Rec Leadership Adv (CTS). Only one language other than English will be accepted. See Program for more details.
Motorcycle Mechanic (FV)	<input checked="" type="checkbox"/>					Plus Grade 10 Science; or pass apprenticeship entrance exam. See Program for more details or contact Student Services, Fairview.
Music, Performance (GP)				<input checked="" type="checkbox"/>		English 30-1 and Music 30 or equivalents; MU1000 or equivalent (or music theory placement); performance audition
Office Administration (GP)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		50% in English 30-1 or 30-2; 50% in Math 20-1 or 20-2 or 20-3
Parts and Materials Technician (FV)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Plus Grade 11 Science; or pass apprenticeship entrance exam – Contact Student Services, Fairview for details.

GP = Grande Prairie | FV = Fairview

Program Name Campus Location	GRADE 10 ENGLISH & MATH	GRADE 11 MATH	GRADE 11 ENGLISH	GRADE 12 ENGLISH	GRADE 12 MATH	Additional Requirements and Competitive Selection Information
Personal Trainer (GP)				<input checked="" type="checkbox"/>		English Language Arts 30-1 or 30-2; one subject from Group A or C or Physical Education 30 or Social Studies 30-1 or 30-2. See Program for more details.
Power Engineering (FV)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50% English 30-1 or 30-2; 65% in Math 30-1 or 70% in Math 30-2; and 65% in Chemistry 30 or Physics 30. See Program for more details
Practical Nurse (GP)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		60% in English 30-1, 70% in English 30-2, 50% in Math 30-1, 60% in Math 30-2, 60% in Math 20-1, 70% in Math 20-2. 60% in Biology 30 is also required.
Think Big Service Technician (FV)				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High school diploma. Canadian Citizenship or Permanent Residency required.
Unit Clerk (GP)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		High school diploma. 60% in English 30-1 or 65% in English 30-2; 50% in Math 20-1 or 20-2.
Visual Arts and Design (GP)				<input checked="" type="checkbox"/>		High school diploma or equivalent. 50% English 30-1
Welding, Pre-Employment	<input checked="" type="checkbox"/>					English 10-1 or English 10-2 and Mathematics 10C or Mathematics 10-3 and Science 10 or Science 14

Notes: Grade 11 Math requirements: Generally, Math 24 does NOT fulfill the requirements. The academic levels listed are subject to change from year to year. Northwestern Polytechnic reserves the right to suspend or cancel programs, or make other changes deemed necessary.



## ENTRANCE REQUIREMENTS FOR ADMISSION TO UNIVERSITY STUDIES PROGRAMS

<b>CLASSIFICATION OF ALBERTA EDUCATION COURSES:</b> Grade 12-level subjects required for admission have been grouped according to classification of Alberta Education courses. Students may contact the Admissions Office for further information on out-of-province and out-of-country equivalencies.						
<b>GROUP A (HUMANITIES)</b> <ul style="list-style-type: none"> <li>• Aboriginal Studies 30</li> <li>• Social Studies 30-1</li> <li>• 30 - Level Language other than English</li> </ul>	<b>GROUP B (FINE ARTS)</b> <ul style="list-style-type: none"> <li>• Applied Graphic Arts 35</li> <li>• Art 30</li> <li>• Art 31</li> <li>• Communication Technology Advanced, 5 credit</li> <li>• Dance 35</li> <li>• Drama 30</li> <li>• Music 30 (Choral/Instrumental/General), 5 credit</li> <li>• Music 35</li> <li>• Musical Theatre 35</li> <li>• Performing Arts 35</li> <li>• Technical Theatre 35</li> <li>• Theatre Arts 35</li> <li>• Other Group B subjects – contact Admissions</li> </ul>			<b>GROUP C (SCIENCES)</b> <ul style="list-style-type: none"> <li>• Biology 30</li> <li>• Chemistry 30</li> <li>• Computing Science Advanced Level CTS, 5 credits</li> <li>• Math 30-1 or Math 30-2</li> <li>• Mathematics 31</li> <li>• Physics 30</li> <li>• Science 30</li> </ul>		
<b>REQUIRED COURSES:</b> Admission requirements for Northwestern Polytechnic university transfer programs is based upon transfer to the University of Alberta. An overall average of 60% in five grade 12 subjects is required. If planning to transfer to a university other than U of A, be sure to inquire specifically about admission requirements for that institution.						
Program	1	2	3	4	5	Comments and Recommended Courses
B. Arts	Eng 30-1	Four subjects chosen from Aboriginal Studies 30, Biology 30, Chemistry 30, a Fine Arts (only one fine arts subject may be presented), Math 30-1 or Math 30-2, Math 31, Physics 30, Science 30, Social Studies 30-1, 30-level language other than English. Additional subjects may apply – contact Admissions				For Psychology, Math 30-1 or Math 30-2. For Economics and Mathematics, Math 30-1 and Math 31
B. Arts (Faculté Saint-Jean)	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang Arts 30	Eng 30-1	A or B	C	A or C	Social 30 and Math 30-1 or Math 30-2 recommended.
B. Arts in Recreation, Sport and Tourism	Eng 30-1	A or C	A or B	C	A, C or PE 30 or Rec Leadership Adv (CTS)	Only one language other than English accepted.
B. Commerce*	Eng 30-1	Math 31, Math 30-1	Biology 30, Chemistry 30, Physics 30 or Science 30	A	A, B or C	Group C (Science) is recommended to ensure appropriate prerequisite for the Science requirements of B. Commerce program for U of C.
B. Education**	Eng 30-1	A or C	A or C	A or C	A, B, or C Or PE 30 Or CTS Adv (5 Cr)	Math 30-1 required for majors/minors in Math and Sciences.

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

\*\* Admission will be granted to a student into the University Transfer Education program if the student presents the requirements as laid out above. However, each major/minor or chosen route (elementary or secondary) will require specific courses completed at high school to complete courses required within the degree. Math 30-1 or Math 30-2 is required for Elementary route students to complete the 6 credits of Math courses required within the program.

## Courses are grouped according to classification of Alberta Education courses

For High School course equivalencies from other provinces, refer to the document, High School Course Equivalents, under Admissions Entrance Requirements on our website.						
Program	1	2	3	4	5	Comments and Recommended Courses
B. Education (Faculté Saint-Jean)	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang Arts 30	Eng 30-1	A or B	C	A or C	
B. Fine Arts	Eng 30-1	A or C	A or C	A or C	A, B, or C	Only one Fine Art accepted. More than one language other than English may be accepted.
B. Kinesiology	Eng 30-1	A or C	A or C	C	B, C, or PE 30, Rec Leadership Adv (CTS)	Biology 30 is recommended. Only one language other than English will be accepted.
B. Music	Eng 30-1	A or C	A or C	A or C	A, B, or C	Audition, theory and aural skills placement assessment.
B. Science (General)	Eng 30-1	Math 30-1	C (not Science 30)	C (not Science 30)	A, B or C (not Math 30-2)	
B. Science (Faculté Saint-Jean)	Fr 30, 31, Lang et Lit 30, Français 30 or Fr. Lang Arts 30	Eng 30-1	Math 30-1	C (not Science 30)	C (not Science 30)	
B. Science in Kinesiology	Eng 30-1	Biology 30, PE 30, or Rec Leadership Adv (CTS)	Chemistry 30	Math 30-1	Physics 30	Minimum 70% average required.
B. Science in Nursing	Eng 30-1	Math 30-1 or Math 30-2 or Math 31	Biology 30	Chemistry 30 or Science 30	A, B, or C	Minimum of 60% is required as well as overall average of 65%.
Engineering	Eng 30-1	Math 30-1	Math 31	Chemistry 30	Physics 30	Minimum 60% admission average required
Pre-Professional: Chiropractic, Dentistry, Medicine, Optometry	Eng 30-1	Math 30-1	Biology 30	Chemistry 30	Physics 30	
Pre-Professional: Dental Hygiene, Medical Lab Science, Pharmacy, Occupational Therapy/ Physical Therapy Veterinary Medicine	Eng 30-1	Math 30-1	Biology 30	Chemistry 30	A, B, or C	

# REGISTRATION

## Registration Basics

### REGISTRAR'S OFFICE

#### Grande Prairie Campus

780-539-2981

#### Fairview Campus

780-835-6605

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

The best way to track grades and finances is to sign into the student's myNWP account. It is the official student information system and students are expected to monitor this account.

### STUDENT RESPONSIBILITY

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

### Availability of Courses

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

### REGISTRATION DEPOSITS

#### Fall Semester

Students are required to pay a non-refundable registration deposit at the time of registration for the academic year. This deposit will be applied to their account for Fall Semester fees. The registration deposit will not be refunded.

#### Winter Semester

Students beginning their studies in the Winter Semester must submit a non-refundable registration deposit at the time of registration. This deposit will be applied to their account for Winter Semester fees. The registration deposit will not be refunded.

### CONFIRMATION OF ATTENDANCE

All Grande Prairie campus students are expected to confirm their attendance for each semester by logging into their myNWP account. Attendance Confirmation can be found under the My Courses tab. If students fail to confirm, they may be dropped from their classes and charged a reinstatement fee to re-add their courses.

### RE-INSTATEMENT OF REGISTRATION FEE

A fee may be charged for re-instatement of registration for students who have had their registrations dropped.

### LATE REGISTRATIONS

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

### CANCELLED REGISTRATIONS

#### Withdraw from Courses or Program

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

Students are encouraged to consult with their program advisor or an advisor in the Registrar's Office. All withdrawals from Northwestern Polytechnic must be done in writing, normally on a Withdraw Form. Students will not be considered to have formally withdrawn unless they have provided written notice to the Registrar's Office. Forms are available from Student Services. Failing to pay tuition and fees is not considered an official withdrawal from a program or a course. Students may be held financially responsible for courses from which they fail to formally withdraw.

The deadline to drop courses is declared in Important Dates. It will normally be set at eight (8) instructional days including the first day of classes or the second day of classes for Spring and Summer courses. Students dropping within this time frame will have their registrations withdrawn and tuition and fees owing for the course or

program will be cancelled. If they drop a course or program after the declared drop date, they are held responsible for paying the fees and will receive a grade of "W" or "WF" depending upon the date of their withdrawal.

Students withdrawing from a course or program within the first 85 percent of instructional days will normally be assigned a grade of "W" and are considered to be withdrawn with permission. Grades of "W" do not negatively affect grade point averages (GPA). Students officially withdrawing after the withdrawal date but before the final examination shall receive a grade of "WF" which will affect their GPA.

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

Northwestern Polytechnic reserves the right to cancel any course. Students enrolled in the course(s) will be notified and, where an alternative course is not available, students will have tuition and fees credited to their accounts.

## WAITLISTS

Students are encouraged to register for classes as soon as possible to ensure a seat in both required and optional courses, as a student is not guaranteed a seat.

Students are able to waitlist in any course, regardless of whether or not the student is eligible for the course. A student is responsible for being aware of potential course pre-requisite and co-requisite requirements, as well as timetable conflicts. If a seat becomes available in the course, but there is a registration error, a student will not be able to register until the error is resolved. A student will only have until the seat expiry date to resolve the error.

Students are only allowed to register/waitlist in one section of a given course. If a student has registered/waitlisted in more than one section of the same course, the student will be removed from a section without notice.

Students are required to monitor their email regularly for important Northwestern Polytechnic communications, which includes waitlist information.

Students are not allowed to attend class while on the waitlist. To ensure timely program completion, students are recommended to meet with an Academic Advisor.



# FINANCING YOUR EDUCATION

## Financing Your Education

### FINANCIAL AID

#### Grande Prairie

780-539-2845

Fax 780-539-2888

#### Fairview

780-835-6654

Fax: 780-835-6788

financialaid@nwpolytech.ca

Toll Free 1-888-539-4772

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

### WHAT WILL IT COST?

#### Tuition and Fees

Refer to the Estimate of Fees for the current year available online under Financial Aid.

#### Living Costs (minimal expenses)

For a current standard monthly living allowance chart, please refer to Alberta Student Aid's website at:

<https://studentaid.alberta.ca/policy/student-aid-policy-manual/eligibility-for-student-loans-and-grants/allowable-costs/>

#### Books and Supply Costs

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

### HOW WILL YOU COVER THE COSTS?

Identify your sources of income:

- Parents
- Grandparents or relatives
- Savings from summer jobs
- Employment income
- Spouse
- Investments (i.e. RESP, RRSP, GIC, TFSA, Stocks, Bonds)

- Scholarships or bursaries

- Student loan

### STUDENT LOANS

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

### WHAT DO I NEED TO KNOW BEFORE I APPLY?

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

Student loans are available to full-time and part-time students, who are enrolled in post-secondary programs. The Academic Upgrading program is not eligible for student loans. By completing one loan application, Alberta residents will be considered for both Provincial and Federal loan monies, as well as government grants and bursaries. In most provinces, you can apply for a student loan before registering in your program of study. However, you must be registered in your program before your student loan funds are released.

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

Student loan applications for most provinces are available after June 1. Processing times vary from province to province and may take up to eight weeks. You are advised to apply early. Most provinces encourage students to complete an online application. Alberta residents can apply online at [studentaid.alberta.ca/](https://studentaid.alberta.ca/). Students from other provinces can visit the Financial Aid page of the Northwestern Polytechnic website for links to provincial student loan providers. The application will require various information including your tuition, fees, and book costs, and what resources you will have available to you for the academic year. You will also need to have filed your income tax for the previous tax year and know the figure on line 15000 of your previous year's income tax assessment.

## WHERE CAN I GET ASSISTANCE WITH MY STUDENT LOAN APPLICATION?

The Financial Aid office has computers available for accessing the online application. The Financial Aid team is here all-year-round to help you navigate the world of funding! No appointments necessary!

## IF I AM REGISTERED WITH NORTHWESTERN POLYTECHNIC AND ANOTHER INSTITUTION, WHAT DO I NEED TO CONSIDER?

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

## WHAT HAPPENS AFTER I APPLY?

The Government Student Aid office in the province you apply to (e.g. Alberta Student Aid, Student Aid BC) assesses your application and determines your eligibility. You will receive communication explaining how much money you will receive and when to expect each disbursement. If you have applied online, most provinces have an inquiry section of their website where you can check the status of your application. Budget your money accordingly so that you can make it through the academic year with the funds provided.

## OTHER IMPORTANT INFORMATION ABOUT STUDENT LOANS

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

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

When you stop being a full-time student, you will be required to make your first loan payment to your lender about six months after your last day of studies. Remember that it's extremely important to keep your address up-to-date with your lenders. Details on repayment assistance and repayment options are available through your lender(s). If you require assistance, the Financial Aid Office would be happy to help!

## PART-TIME BURSARY

Part-time post-secondary students may qualify for a part-time study grant. Eligibility is based on the student's (and their spouse's/partner's) line 15000 amount from the previous year's income tax assessment. Applications are available at the Financial Aid Office or online at [studentaid.alberta.ca/](http://studentaid.alberta.ca/).

## FUNDING FOR STUDENTS IN ACADEMIC UPGRADING

The Foundational Learning Assistance Program provides financially disadvantaged individuals with the opportunity to access the education and training they require to secure gainful employment. If eligible, students may receive grant funding for either full-time or part-time studies, which may include costs for tuition, books, and living allowance for the duration of their schooling.

## NORTHWESTERN POLYTECHNIC AWARDS PROGRAM

The awards lists are available online at [NWP.me/FinancialAid](http://NWP.me/FinancialAid). Be watchful of deadlines.

Scholarships are merit-based awards and are available to students who have completed consecutive Fall and Winter Semesters on a full-time basis. Deadlines vary and many of the scholarships do not require an application.

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

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



## Tuition and Fees

**Grande Prairie Campus**  
780-539-2981

**Fairview Campus**  
780-835-6605

### TUITION CONSULTATION

Northwestern Polytechnic policy on tuition ensures involvement of student representatives in working groups, committees, or other structures allowing students on-going input into budget developments affecting fees. All inquiries related to the consultation process, or requests for additional information about Northwestern Polytechnic tuition and fees, should be directed to the Registrar's Office.

### FEES AND DEPOSITS

Please note tuition and fees may be subject to change.

### SPONSORED STUDENTS

If a student is receiving funding from an outside agency that would like to be invoiced directly for the student's educational costs, the student must arrange to have the agency complete a Confirmation of Sponsorship form. This form is available in the Financial Aid Office or on the Financial Aid section of the Northwestern Polytechnic's website.

This form outlines which costs the sponsoring agency is willing to cover for a student (e.g. tuition, fees, books, supplies, and tuition deposit). It must be received by the fee payment deadline specified or the student may have their registration dropped. The student may also be charged a fee for the reinstatement of their registration. For more information, please refer to Important Dates.

### NON-REFUNDABLE REGISTRATION DEPOSITS

Students are required to pay a \$250 non-refundable deposit before or at the time of registration for the academic year. This deposit will be applied to their account toward tuition fees.

The registration deposit will not be refunded.

### WITHDRAWAL FOR NON-PAYMENT OF FEES

If students do not pay tuition and/or fees by the final fee payment due date, they may be withdrawn from their program and all courses, as outlined in the Academic Schedule policy. The Registrar's Office is responsible for official notification of withdrawal, for providing

information on whether or not reinstatement options are available, and, if applicable, for determining the deadline for reinstatement. Students will be charged a \$100 non-refundable reinstatement fee.

## APPLICATION FEES

If a student is applying to Northwestern Polytechnic, an \$80 non-refundable application fee must accompany their application. For international (visa) students, the fee is \$150 Canadian.

## TUITION FEES

Information on tuition and program fees is available in the Estimated Program Fees document available at [NWP.me/Tuition](http://NWP.me/Tuition). These amounts are subject to change without notice.

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

## PART-TIME FEES

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

## UNIVERSITY DEGREE PROGRAM FEES

Tuition fees for third and fourth year university level courses offered in collaboration with SAIT, the University of Alberta, and the University of Calgary are normally set at University rates. Other fees may apply.

## INTERNATIONAL TUITION

Tuition fees for International Students are assessed at three and one-half (3.5) times the domestic student rates. Further information is available at [NWP.me/Tuition](http://NWP.me/Tuition).

## MANDATORY NON-INSTRUCTIONAL FEES

### Mental Health Services Fee

\$8.00 per course

### Student Services Fee

\$30.00 per course (includes university-level courses offered in collaboration with SAIT and the University of Alberta).

### Wellness Fee

## GRANDE PRAIRIE CAMPUS

\$18.50 per course (includes university-level courses offered in collaboration with SAIT and the University of Alberta)

## FAIRVIEW CAMPUS

\$4.65 per week (credit students)

## APPRENTICESHIP PROGRAMS

\$4.65 per week

## PROGRAM FEES

### Course Auxiliary Fees

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

## BREAKAGE FEE

If students are registered in 1000-level Chemistry courses, a breakage fee of \$10.00 per course will be assessed. If students are registered in 2000-level or higher Chemistry courses, a breakage fee of \$20.00 per course will be assessed.

## LIBRARY FEE

\$10.00 per course (includes university-level courses offered in collaboration with SAIT and the University of Alberta)

## OTHER FEES

### Reinstatement Fee

Students withdrawn from their program and all courses due to nonpayment of fees greater than \$250.00 will be charged a \$100 non-refundable reinstatement fee to re-register in their courses.

### Audit Fees

Students who have permission to register as an audit student will generally be assessed 50 percent of the course tuition plus fees.

### Field Trip Fees

This fee varies by course and location of field trip.

## CHALLENGE EXAM

50% of course tuition + \$75.00 administration fee

## REPEAT FINAL EXAMINATION

\$50.00

## REAPPRAISAL OF FINAL EXAMINATION

\$50.00 (may be refunded if reappraisal results in a higher grade)

# TUITION AND FEES

## **PRIOR LEARNING ASSESSMENT**

50% of course tuition + \$75.00 administration fee

## **TRANSFER CREDIT ASSESSMENT**

\$50.00 – Domestic Student

\$100.00 – International Student

## **LETTER OF PERMISSION**

\$50.00

## **TRANSCRIPT FEE**

\$15.00

## **PARCHMENT REPLACEMENT FEE**

\$50.00

## **REPLACEMENT ID CARD**

\$20.00

## **APPRENTICESHIP FEES**

### **Administrative Fee**

\$140.00 per intake

### **Material and Service Fee**

\$77.00 per intake

## **FEE PAYMENT**

Please check program specific important dates located on our Northwestern Polytechnic website.

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

- Cheques or money-orders made payable to Northwestern Polytechnic
- Direct Debit
- Payments by credit card (American Express, MasterCard or VISA) may be made via Flywire online through the Financial Tab on a student's myNWP account or at **NWP.me/PayFees**
- Internet bill payment options available at most financial institutions, using Northwestern Polytechnic as the payee and the Northwestern Polytechnic Student ID number as the account number

All payments should include the student identification number.

If the fee payment deadlines cause undue hardship, students should speak with Student Services as there may be payment options available.

## **WITHHOLDING ACADEMIC RESULTS AND CREDENTIALS - FINANCIAL HOLDS**

Northwestern Polytechnic reserves the right to withhold the granting of official transcripts, and graduation documents to students who owe money to Northwestern Polytechnic or who have not returned Northwestern Polytechnic property such as textbooks, equipment or supplies. Students in these situations normally have a hold placed on their student accounts. While an account is on hold the student will not be permitted to register for other courses and will not receive transcripts or credentials.

If a student has applied to graduate and has not cleared outstanding accounts, they may not be allowed to participate in Convocation ceremonies and they will not receive graduation documents until their account is in good standing.

## **REFUNDS**

The deadline for students to drop Fall, Winter or Spring registrations for full tuition and fee refund is declared in Important Dates. Students withdrawn for disciplinary reasons shall be ineligible for fee refunds. Wherein Northwestern Polytechnic has a contract with an outside agency that agrees to cover a student's tuition and fees, the terms and conditions dealing with refunds may differ from polytechnic policy.

## **LOCKER FEES**

### **Grande Prairie Campus**

Lockers are available for rental online (payment by credit card only).

- Small lockers with a combination lock, \$10/year
- Medium lockers with a combination lock, \$25/year
- Large lockers with a combination lock, \$35/year

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

Students must clear out their locker at the end of the semester. Northwestern Polytechnic will not be responsible for any belongings left in the locker at the end of the rental period.

### STUDENT PRINTING

Printing is charged at a cost per sheet (each sheet represents 2 pages, when printed double-sided). Color printing is available at a higher cost than the default grayscale printing.

Students must procure printing credits. They may add to their printing balance at any time, by purchasing credits online using a credit card, or by purchasing credits in person at the Learning Commons or at Student Services (Grande Prairie Campus only).

### STUDENTS' ASSOCIATION FEES

For more information contact the Students' Association Office at 780-539-2962.

The Students' Association establishes their fees, which are assessed by the Northwestern Polytechnic upon registration. These fees are due and payable under the same terms and conditions as tuition fees.

### STUDENT HEALTH AND DENTAL PLAN

Northwestern Polytechnic assumes all students have basic health care coverage. Students registered in most full-time credit programs are enrolled in the mandatory extended student health and dental plan. A student may opt out of this plan if they can prove extended coverage by another plan. Full-time is defined for this purpose as nine or more credits of study. Please refer to eligibility requirements on the NWP SA website.

Students will be assessed health and dental fees at a rate based upon the semester in which they enrolled. For an additional charge, eligible students may add family members to the plan. Information pertaining to the premium and specific benefits can be obtained at the Students' Association office. Student Health and Dental Plan fees are due on the same date as other fees for the semester.

START DATE	EXTENDED HEALTH	DENTAL	TOTAL HEALTH FEES	OPT OUT DEADLINE
Sept	\$206.31	\$198.82	\$405.12	Sept 13, 2022
Jan	\$144.65	\$140.32	\$284.97	Jan 13, 2023

### Option to Waive Health and Dental Fees

Students who have extended health and dental coverage through another insurance plan may opt out of the plan online as per the dates listed. Students must opt out each year.

Please see [NWP.me/NWPSA](http://NWP.me/NWPSA) or call 780-539-2962 for more information.



# ACADEMIC REGULATIONS

## Regulations and Policies

For more information on Northwestern Polytechnic policies, please refer to **NWP.me/Policies**.

Northwestern Polytechnic is directed by a number of Academic and Administrative Policies and Procedures. These policies and procedures are developed by key stakeholders and are vetted by the internal polytechnic community (faculty, staff, and students) before they are approved and enacted. The policies are reviewed on a regular basis and adjusted as needed.

The Academic Policies are of particular importance to Northwestern Polytechnic students and will guide the academic decisions that are made in the process of taking a student from admissions to graduation or university transfer. These policies cover many areas, including admissions, advanced standing, course management, credit allocation, examinations, grading, reappraisals, graduation, student misconduct, and student rights and responsibilities.

Students are advised to consult and review the current policies that are available on the Northwestern Polytechnic website for all matters pertaining to their interactions with Northwestern Polytechnic and students are expected to be aware of how certain policies pertain to them. If a student requires clarification of a policy, they are encouraged to contact the persons or departments identified as being responsible for that policy.

### ADVANCED STANDING

Recognition of prior learning through course work completed elsewhere, or through work and life experience, may be awarded in one of three ways: Transfer Credit, Challenge Exams, or Prior Learning Assessment. Please refer to the academic policy on Recognition of Prior Learning on the Northwestern Polytechnic website.

Application forms for advanced standing are available from the Registrar's Office. All advanced standing decisions are coordinated through the Registrar's Office and are based on the policies listed below.

Credits earned through advanced standing may not be included in a current credit load for purposes of maintaining full-time student status. If a student is applying for a student loan or award and needs to be

in full-time attendance, it may be necessary for them to substitute other courses. Students are advised to check with Financial Aid. Credits earned through advanced standing will not be used to calculate grade point average (GPA) at Northwestern Polytechnic.

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

No more than half of the program credits can be obtained through advanced credit or challenge exams. Departments may consider exceptions.

### TRANSFER CREDIT

Transfer credit is a formal learning assessment that awards credit at one recognized higher education institution for courses completed at another. Transfer credit will normally be considered for courses in certificate and diploma programs. The authority to grant transfer credit for courses within the university transfer system belongs to the university awarding the degree.

If students are applying for transfer credit, they will need to provide copies of all academic transcripts. They may also need to provide course outlines for all courses in which credit is sought, or calendar descriptions if course outlines are not available.

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

If transfer credit is granted, this will be noted on the student's Northwestern Polytechnic transcript.

### CHALLENGE EXAMS

Some Northwestern Polytechnic programs allow students who demonstrate knowledge in the subject matter of a particular course to seek credit through challenge exams. Normally, only courses scheduled during the

current academic schedule may be challenged. The Challenge Examination fee is 50% of the regular tuition fee plus a \$75.00 administration fee.

The department will determine whether credit may be earned by challenge exam in a specific course. Challenge examinations will be set and graded by the department. Credits and grades earned through challenge examinations will be recorded on the student's transcript for the academic session in which the assessment has been completed and will be indicated on the student record as "E, Grade awarded by special assessment." Grades awarded by special assessment are not included in the calculation of a student's GPA.

Unsuccessful challenge attempts will not be recorded on the student's transcript.

## **PRIOR LEARNING ASSESSMENT AND RECOGNITION**

Prior learning assessment and recognition (PLAR) is a process for recognizing previous learning through acquired knowledge, skills, and competencies as a result of formal, informal, and non-formal learning and experience. Outcomes from these activities may be assessed and students may be awarded academic credit for Northwestern Polytechnic courses or be given unspecified credits which may count towards overall program outcomes.

Upon application to Northwestern Polytechnic, a completed PLAR application should be submitted to the appropriate department. If the department approves the PLAR application, the student will be assessed a non-refundable fee. Approval of the PLAR application does not guarantee credit will be awarded. The PLAR fee is 50% of the regular tuition fee plus a \$75.00 administration fee.

A PLAR assessment may include one or a combination of the following:

- Written challenge exam
- Oral exam or interview
- Performance assessment
- Practical/laboratory demonstrations
- Product assessment
- Portfolio assessment
- Special Project

PLAR credits and grades received shall be recorded on the student's transcript for the academic session in which the assessment has been completed and will be indicated on the student record as "E, Grade awarded by special assessment." Grades awarded by special assessment are not included in the calculation of a student's GPA.



# ACADEMIC REGULATIONS



## GRADING SYSTEMS

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

ALPHA GRADE	4 POINT EQUIVALENCE	DESCRIPTOR
A+	4.0	Excellent
A	4.0	
A-	3.7	Very Good First Class Standing
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D+	1.3	Poor*
D	1.0	Minimal Pass*
F	0.0	Fail
WF	0.0	Fail, withdrawal after the deadline

<b>AU</b>	Audit Course	No credit given, not included in calculation of the Grade Point Average (GPA)
<b>AUF</b>		Did not meet audit requirements
<b>CR</b>	Credit	Course requirements successfully completed, credit awarded
<b>IN</b>	Incomplete	Course requirements are not complete and that an extension has been granted. Students who fail to complete requirements by the approved extension day will receive an "F" in the course.
<b>IP</b>	In Progress	Assigned to the first term of a two-term course.
<b>IPF</b>	In Progress Fail	Assigned to the first term of a two-term course if the student failed the course after the completion of the second term of the course.
<b>IPW</b>	In Progress Withdraw	Assigned to the first term of a two-term course where the student earns a "W" in the second term of the course.
<b>NC</b>	No Credit	Course requirements not successfully completed, credit not awarded
<b>TR</b>	Transfer	Transfer credit awarded on the basis of successful completion of equivalent learning from another institution
<b>W</b>	Withdrawal	Withdrawal with permission; not calculated in GPA

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

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

## GRADE MARKS

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

## PERCENTAGE CONVERSION

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

PERCENTAGE CONVERSION	ALPHA GRADE
90-100	A+
85-89	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
55-59	D+
50-54	D
0-49	F

Instructors submitting grades as a percentage with a pass mark of 50 percent will use the above table. Courses with a pass mark higher than 50 percent will adjust the assigned letter grade to show failing marks. For example, if 85 percent is the pass mark and the student has a mark of 83 percent, the student would receive an "F" and no credits would be earned for the failing mark.

## AUDIT

Students must be granted permission to audit a course. Completed Audit Agreements with the signature of the instructor are required in order to process an audit. Registration for audit cannot be completed online and some courses are not open to audit students. Audit students may be permitted in Visual Arts courses after all credit students have been accommodated and if there are seats available. Students will not be permitted to audit a specific studio course more than once. If they wish to audit a travel course, it must be approved prior to travel.

If students are granted permission to audit a course, they will attend lectures and participate in classes only to the extent permitted by the instructor. Audit students are not typically responsible for graded work. Audits are recorded on an official transcript with a grade of AU with no credit granted. The deadline for students to change from credit to audit or audit to credit coincides with the add/drop date each semester, as indicated in the most recent Important Dates section of the website.

The Course Audit fee is 50% of the regular tuition fee plus fees. Refunds will not be given after the add/drop deadline. Please refer to the Tuition and Fees section for additional information.

## GRADES AND TRANSCRIPTS

### Official Grades

Grades are available on a student's myNWP account. Grades are subject to change. Students can generally expect grades to be official in mid-January for Fall Semester courses, mid-May for Winter Semester courses, and mid-September for Spring and Summer courses.

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

### Official Transcripts

To request official transcripts of an academic record, students will need to complete a Transcript Request Form. This form, along with other useful information regarding transcripts, can be found on Northwestern Polytechnic's website.

# ACADEMIC REGULATIONS

## **Co-curricular Transcript**

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

## **ACADEMIC STANDING**

When a student demonstrates a high level of academic achievement in the course of their studies, one or more of the following honours may be appropriate at the end of the Academic Year, or upon graduation. Please refer to the Recognition of Academic Achievement policy for complete details.

## **CREDENTIAL HONOURS**

Credential honours will be awarded to a student with a full program load, enrolled in contiguous semesters, who successfully completes the requirements for a credential with a minimum Program GPA of 3.3 in the minimum duration, based on the applicable Calendar.

## **First Class Standing**

Students who complete the above requirements over one Academic Year in the process of achieving a Certificate or Diploma will receive the "1st Class Standing" honour on their parchment and transcript.

## **With Distinction**

Students who complete the above requirements over both Academic Years in the process of achieving a Diploma will receive the "With Distinction" honour on their parchment and transcript.

## **PRESIDENT'S HONOUR ROLL**

The President's Honour Roll is awarded to a student enrolled in a minimum of 15 credits in both the Fall and Winter terms who, during an Academic Year, achieves a minimum grade point average of 3.5. All courses for the Academic Year, including work practica, must be successfully completed. To be eligible, students cannot have any failing grades in the Academic Year being processed. Qualifying students will receive a Letter of Academic Excellence from the President and their names will be presented to the Board of Governors.

## **UNSATISFACTORY STANDING**

### **Required to Withdraw**

Academic standing is regularly reviewed. In extreme cases, students may be asked to withdraw from Northwestern Polytechnic. If they are a full-time student, and they fail to achieve a minimum GPA of 1.0 for the academic year, they will be required to withdraw and will not be considered for readmission the following academic year. The Registrar's Office will notify students of this and the statement "Required to Withdraw" will appear on their Northwestern Polytechnic transcript.

After students have been out of Northwestern Polytechnic for at least one academic year following being required to withdraw from Northwestern Polytechnic or from another institution, they may apply to Northwestern Polytechnic. The application will be considered without penalty.

### **Appeals**

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

If students are approved for readmission, they will be asked to enter into a contract with Northwestern Polytechnic. Attendance, midterm performance, and regular appointments with their advisor will be monitored for the year. The Chairperson and the Registrar make the final decision regarding appeals. If students were asked to withdraw from another institution, they will need to follow this appeal process.

## **ACADEMIC STANDING AND ATHLETIC PARTICIPATION**

Students must be full-time to be considered eligible for Alberta Colleges Athletic Conference (ACAC) athletic participation. If students are participating on ACAC teams, they may be eligible to receive an athletic scholarship. Student athletes should speak to the Athletics Department to confirm eligibility.

## Examinations

Beginning and ending dates for the final exam period for programs with standard start and end dates are listed in Program Dates. Students are advised to take note of these dates and to be available for the duration of the examination period.

The Registrar's Office will publish the examination schedule for the Fall Semester examination period and for the Winter Semester examination period according to the Examination Policy. Students will find the Examination Schedule on their myNWP accounts.

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

The final examinations for Spring or Summer semester courses will normally be scheduled during the regular class time and will normally be given on the last day the course meets. The course outline will specify any extraordinary final examination details.

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

### EXAMINATION PROCEDURES

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

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

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

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

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

Electronic recording or transmitting devices or smart devices (e.g., cell phones, smart watches, and programmable calculators, etc.) will not normally be allowed during a final examination unless the instructor has specifically given permission to use these devices.\*

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

*\*Students with approved academic accommodations through Accessibility Services and Disability Supports (ASDS) are subject to the Exam Accommodation Procedures as per the Students with Academic Accommodation Policy.*

### DEBARRED FROM EXAMS

Students may be refused permission to write a final examination in a course on the advice of the instructor concerned, and with the concurrence of the Department Chairperson and the Registrar. This may happen when attendance requirements are specified in the course outline and when the student's absences do not meet the specific attendance requirements.

See course outlines for specific information related to final examination eligibility.

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

### DEFERRED EXAMS

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

To be considered for a deferred examination, students must notify the Registrar's Office within forty-eight hours (before or after) of the scheduled examination time of any missed or interrupted examinations.

# ACADEMIC REGULATIONS

Deferred examinations must be completed as outlined in the Examination Policy. The deadlines for completed deferred examinations are published in Important Dates. The final grade in the course will indicate that the grade was based on a deferred final examination.

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

## Obtaining a Reappraisal

### FINAL EXAM

If students believe a mistake has been made during the grading of a final examination, they should discuss the matter with the course instructor. If the instructor is not available or if they are not satisfied with the instructor's review, they may apply for a reappraisal by writing to the Registrar's Office as per the Grading Policy. The final grade students receive for the course may be lowered, raised, or left unaltered depending on the outcome of the reappraisal. A fee will be charged for each reappraisal. The fee will be refunded if the reappraisal results in a higher grade.

### FINAL GRADE

If students believe a mistake has been made during the calculation or reporting of their final grade, they should discuss the matter with the course instructor. If their instructor is not available, or if students are not satisfied with the instructor's review, they should apply in writing for a reappraisal of their final grade. Applications for reappraisal of final grade must be received by the Registrar's Office within ninety days (90) of the publication of final grades. Following the reappraisal, the final grade may be lowered, raised or left unaltered.

### REPEAT FINAL EXAMS

Students will be granted an opportunity for a repeat examination in a course when they have met the following conditions, set forth in the Examinations Policy:

1. The student has written the final examination in the course;
2. AND the final examination is worth forty percent (40%) or more of the final course grade;
3. AND the student has achieved a passing average on all other work in the course;
4. AND the grade of a final examination lowers a student's grade by three letter grade increments (e.g., A- to B-); or the grade on a final examination results in a failing grade in the course.

Completed "Applications for Repeat Final Examinations", including instructor's approval and signature, must be submitted to the Registrar's Office with applicable payment. The deadlines for application and completion of repeat final examinations are available in the Academic Schedule.

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

## Graduation

### BE RECOGNIZED AS A NORTHWESTERN POLYTECHNIC GRADUATE!

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

For information on the graduation ceremony, see Convocation on the website.

### APPLY TO GRADUATE

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

Their eligibility to graduate will normally be considered in accordance with requirements shown in the calendar of the year of First Admission and first enrollment, and in accordance with the Graduation Policy.

If students believe they qualify for a certificate or diploma, they must apply online through their myNWP account. There is no cost to completing the application to have their academic record reviewed and their graduation status evaluated. If students qualify for a Northwestern Polytechnic certificate or diploma, their official Northwestern Polytechnic transcript will be updated.

## **RESIDENCY REQUIREMENT**

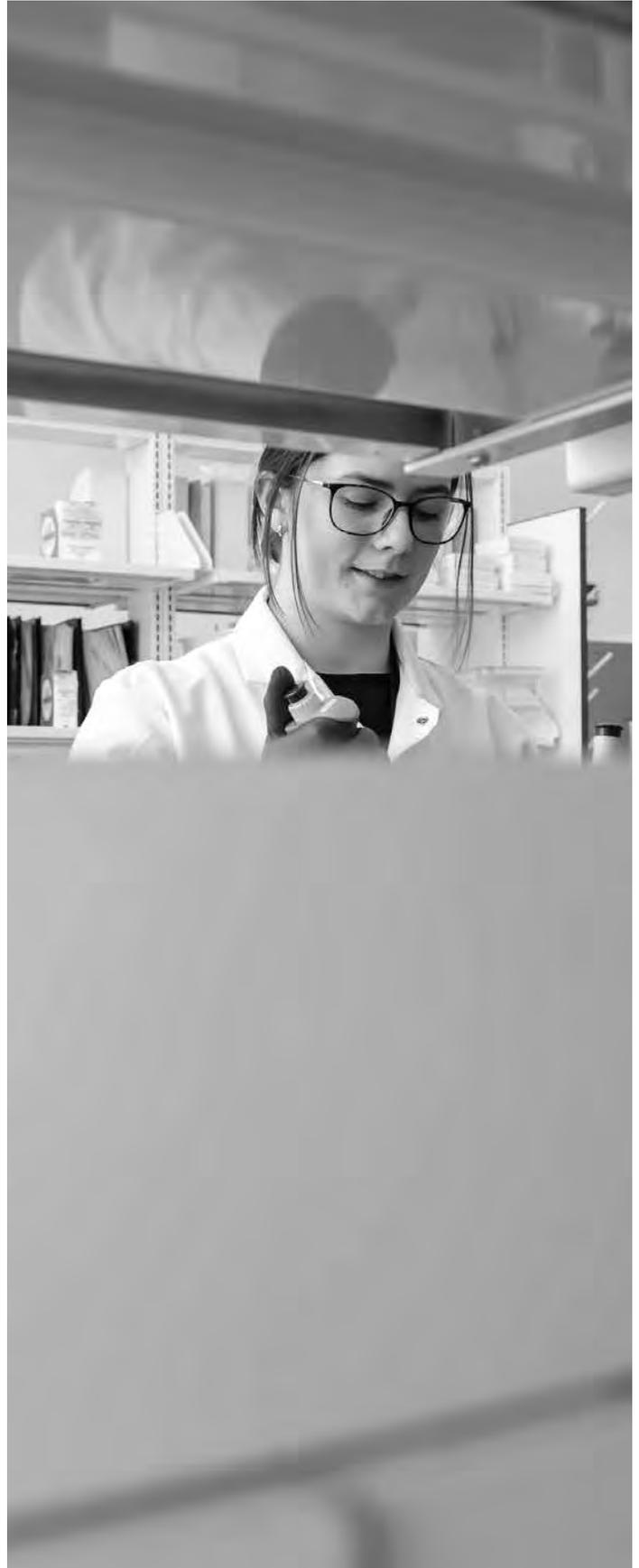
Students may transfer credits from another institution, or accumulate credits from advanced standing or challenge procedures, in order to fulfill program curriculum requirements. In order to graduate, students must complete 50 percent of the curriculum requirements of their program at Northwestern Polytechnic.

## **GRADE POINT AVERAGE REQUIREMENT**

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

## **WITHHOLDING ACADEMIC RESULTS AND CERTIFICATION**

If students have applied to graduate and have not cleared outstanding holds on their accounts, they may not be allowed to participate in Convocation ceremonies. They will not receive graduation documents until their account is in good standing.



# STUDENT CONDUCT

## Student Conduct

It is the student's responsibility to read, understand, and comply with Northwestern Polytechnic's Academic Policies, which are regularly reviewed, updated, and posted on the website. If students have any questions regarding these policies, please contact the Registrar's Office. Please see the Academic Policy on Student Rights and Responsibilities on the website [NWP.me/Policies](http://NWP.me/Policies)



## ATTENDANCE

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

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

## STUDENT RESPONSIBILITY

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

## DRESS

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

## ACADEMIC GRIEVANCE

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

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

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

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the Northwestern Polytechnic website.

## COPYRIGHT

Students must obey the Canadian Copyright Act. The Learning Commons provides copyright enquiry and clearance services.

## ACADEMIC DISHONESTY

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

For more information, refer to the Student Policies section of the website [NWP.me/Policies](http://www.nwpolytech.ca/Policies).

# UNIVERSITY TRANSFER

## University Transfer Basics

Northwestern Polytechnic university transfer programs are the first steps to degree completion. Our transfer programs provide the opportunity to begin university studies with the advantage of highly qualified faculty, low student-instructor ratio, a friendly supportive environment and affordable tuition fees.

### WHAT IS A UNIVERSITY TRANSFER PROGRAM?

University transfer programs are special programs offered at institutions in Alberta. A university transfer program allows students to begin university studies at Northwestern Polytechnic and then transfer to a university or a private university college to complete the degree.

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

### HOW DO I KNOW WHICH NORTHWESTERN POLYTECHNIC COURSES WILL TRANSFER?

Northwestern Polytechnic courses with approved transfer arrangements are identified in the Course Description section of the calendar. "UT" denotes that the course transfers to at least one degree granting institution in the province. Although we strive to provide up-to-date and accurate information in our Calendar, the Alberta Council on Admissions and Transfer (ACAT) is the final authority on transfer of courses. Students are ultimately responsible for checking the ACAT website for course transferability. The Alberta Transfer Guide lists specific details on approved course and program transfer agreements that Northwestern Polytechnic has with post-secondary institutions in Alberta.

The information in the Transfer Guide changes annually with additions, deletions and amendments. Students should consult the edition of the Transfer Guide that corresponds to the academic year in which they plan to take or completed the course. The Alberta Transfer Guide is accessible at [www.transferalberta.ca](http://www.transferalberta.ca). If students have questions about transfer agreements, they should contact the Alberta Council on Admissions and Transfer (ACAT) using the contact information provided on their website.

### WILL I GET THE CREDIT NOTED IN THE TRANSFER GUIDE?

Yes. If the university course listed as "equivalent" to the Northwestern Polytechnic course is appropriate to the degree program to which a student plans to apply, they will be guaranteed the transfer credit shown in the Guide. However, if the student changes to an unrelated program there may not be room in their new program for all previously completed courses. In addition, some universities specify a minimum grade for transfer credit. This information can be found in university calendars. To ensure full transferability to a specific university degree program, the course work completed must meet the stated program requirements of the university program to which students plan to apply.

### AM I GUARANTEED UNIVERSITY ADMISSION?

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

### WHAT UNIVERSITY TRANSFER COURSES SHOULD I TAKE?

The Calendar provides advice on courses students should consider for their university transfer program. The University Transfer section of the Calendar is, primarily, designed around the University of Alberta (U of A). If the U of A is the transfer destination, students use the Northwestern Polytechnic calendar, the Alberta Transfer Guide, and the current U of A calendar/website to plan their program and to verify transferability. If a student is planning on attending a different institution, they can use the Alberta Transfer Guide and the chosen transfer institutions calendar/website to plan their program and verify transferability. It is always recommended to consult with an Academic Advisor to help navigate this process.

The current calendar from the degree-granting institution a student ultimately wants to attend will provide specific information on admission, program and graduation requirements. As students review the university's calendar they should seek answers to the following questions:

- What courses are required?
- How many and what kinds of electives (options) are permitted?

- What courses are needed to meet the major requirements?
- How many junior courses can be taken for credit?
- How many courses (credits) can be transferred into the program?
- Will grades in university transfer courses be counted for promotion, probation, and graduation, or only for purposes of admission to the university?

Students will want to understand their program and the transfer guidelines. To successfully transfer, students are required to meet the admission and course requirements set out by the receiving institution. Their courses must be transferable, and must fit their program, and their academic standing must at least meet the minimum required by the institution. If the student is considering more than one institution, they should choose their courses wisely to ensure they meet program requirements for all institutions being contemplated. Students may not be able to gain admission to their first choice but they will have kept their options open.

Degree program requirements change from time to time so students should make sure they are using the most recent edition of the Northwestern Polytechnic calendar and the calendar from the degree-granting institution.

## WHO SHOULD I ASK IF I HAVE QUESTIONS?

If students have questions and wish to discuss their program or course selection, they are encouraged to consult with an Academic Advisor. If they are admitted to a university transfer program at Northwestern Polytechnic, they may consult with an advisor in the Registrar's Office or a certified Faculty Advisor. While the majority of university transfer programs at Northwestern Polytechnic are modeled on University of Alberta programs, students can successfully apply to transfer to degree-granting institutions elsewhere. If students are considering an out-of-province institution, they are welcome to discuss their plans and course choices with an Advisor.

## ALBERTA COUNCIL ON ADMISSIONS AND TRANSFER

For more information of Alberta Council on Admission and Transfer, please refer to [transferalberta.ca](http://transferalberta.ca)

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

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

Students wishing to transfer from Northwestern Polytechnic to another institution in the province should refer to the Guide and other transfer information available online. They can also contact the ACAT office directly.

## FORMAL TRANSFER ARRANGEMENTS

A number of the university transfer programs make reference to "junior" and "senior" courses. At the University of Alberta, for example, courses numbered from 100–199 are considered basic undergraduate or "junior" courses and normally have no university-level prerequisites. At the U of A, courses numbered 200 and above are considered "senior" courses. U of A courses numbered 200–299 may have 100-level prerequisites and are typically designed for students in the second year of a program. Courses numbered 300–399 may have 200-level prerequisites and are typically designed for students in the third year of a program. Course numbering and sequencing will vary, depending on the transfer institution and program structure at that institution.

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



**APPRENTICESHIP PROGRAMS**

## Apprenticeship

### GRANDE PRAIRIE AND FAIRVIEW

1-888-822-2250 | [apprenticeship@nwpolytech.ca](mailto:apprenticeship@nwpolytech.ca)

#### WHAT IS APPRENTICESHIP?

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

#### THE PROCESS

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

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

Apprentices will receive notification from AIT. The Training Catalogue provides a list of technical training opportunities available for the trade.

The apprentice will attend Northwestern Polytechnic on the start date specified online. Apprentices will be notified by Northwestern Polytechnic if the class dates or location are changed. Failure to attend may lead to cancellation of the registration.

#### MYTRADESECRETS

Online registration for apprenticeship is available at **NWP.me/MTS**. Full tuition and other fees are due and payable at the time of registration. Payments can be made via credit card.

#### FEES AND EXPENSES

In addition to tuition, apprentices also pay applicable Northwestern Polytechnic and Northwestern Polytechnic Students' Association fees and are responsible for required textbooks and course supplies.

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

What does Northwestern Polytechnic Offer?	
TRADE	CAMPUS LOCATION
Automotive Service Technician	Fairview
Carpenter	Fairview
Electrician	Grande Prairie
Gasfitter	Fairview
Heavy Equipment Technician	Fairview
Instrumentation and Control Technician	Grande Prairie
Industrial Mechanic (Millwright)	Grande Prairie
Motorcycle Mechanic	Fairview
Parts Technician	Grande Prairie
Plumber	Fairview
Steamfitter/Pipefitter	Fairview
Welder	Fairview/Grande Prairie
Welder – Wire Process Operator	Fairview/Grande Prairie



**CERTIFICATES AND DIPLOMAS**

## Academic Upgrading

### Certificate of Achievement in Grade 12 Equivalency

Duration: varies | Total Credits: varies

## GRANDE PRAIRIE

780-539-2960 | 1-888-539-4772, ext. 2960  
upgrading@nwpolytech.ca

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

### ADMISSION REQUIREMENTS

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

#### Placement Assessment

When do applicants write a placement assessment?

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

#### Transcripts

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

#### MATH

Students may register in the next higher level of mathematics (MA0120 or MA0130) if they achieved a mark of 60% or better in Alberta Education Mathematics 10C or Mathematics 20-1, within two years of admission to Northwestern Polytechnic.

#### ENGLISH

Students may register in the next higher level of English (EN0120, or EN0132, EN0130) if they achieved a mark of 60% or better in Alberta Education English 10-1 or 20-1, or equivalent, within two years of admission to Northwestern Polytechnic.

### SCIENCE

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

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

### SOCIAL STUDIES

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

### COURSES IN ACADEMIC UPGRADING

Academic Upgrading offers a broad range of courses in a variety of subject areas that span pre-high school to high school equivalency. All upgrading courses are identified as "HS" courses in the Course Descriptions section of the calendar. Look for upgrading courses in these subject areas: Biology (BI), Chemistry (CH), Computers (CP), English (EN), French (FR), Mathematics (MA), Physics (PC), Science (SC), and Social Studies (SL). Not all courses may be offered in the current year. Consult the timetable or the Department of Academic Upgrading for courses offered this year.

# ACADEMIC UPGRADING

**The Alberta Transfer Guide identifies the following Academic Upgrading courses as the equivalent of Alberta Education courses**

ACADEMIC UPGRADING	ALBERTA EDUCATION HIGH SCHOOL COURSE
BI0120, BI0130	Biology 20, Biology 30
CH0120, CH0130	Chemistry 20, Chemistry 30
EN0110, EN0120, EN0130, EN0132	English 10-1, English 20-1, English 30-1, English 30-2
FR0120, FR0130	French 20, French 30
MA0110, MA0120, MA0130, MA0131	Mathematics 10C, Mathematics 20-1, Mathematics 30-1, Mathematics 31
MA0113, MA0123, MA0133	Mathematics 10-3, Mathematics 20-3, Mathematics 30-3
MA0122, MA0132	Mathematics 20-2, Mathematics 30-2
PC0120, PC0130	Physics 20, Physics 30
SC0110, SC0130	Science 10, Science 30
SL0120, SL0130	Social Studies 20, Social Studies 30

## Additional Information

### CERTIFICATE OF ACHIEVEMENT IN GRADE 12 EQUIVALENCY

Students can apply for a Certificate of Achievement in Grade 12 Equivalency from Northwestern Polytechnic if they successfully complete (receive a passing grade in) English and either Mathematics or Social Studies as listed:

- English (EN0130 or EN0132) or an equivalent grade 12 level English course from another institution
- MA0130 or MA0132 or MA0133 or an equivalent grade 12 level Mathematics course from another institution or SL0130 or equivalent (Social Studies 30-2 is also acceptable).

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

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

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

If these requirements have been met, students can apply online through their myNWP accounts.



## Animal Health Technology

### Diploma

Duration: 66 weeks | Total Credits: 71

### FAIRVIEW

780-835-6630 1-888-539-4772, ext. 6630

aht@nwpolytech.ca

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

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

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



# ANIMAL HEALTH TECHNOLOGY

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

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

## ADMISSION REQUIREMENTS

For additional information on this program, please see Important Documents under Admissions on our website.

The applicant must have the following prerequisites:

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

## SELECTION CRITERIA

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

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

## PROGRESSION CRITERIA

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

## PROGRAM CURRICULUM

### First Year (34.5 credits)

#### FALL (16 WEEKS)

- AH112 Animal Behavior and Restraint (2.5)
- AH141 Anatomy and Physiology I (4.5)
- AH143 Animal Science (1.5)
- AH145 Office Communications and Management for the VT (3)
- AH172 Veterinary Terminology (1)
- AH173 Applied Mathematics (1)
- AH174 Laboratory Procedures and Microbiology (4.5)

#### WINTER (16 WEEKS)

- AH240 Advanced Anatomy and Physiology (2.5)
- AH242 Client Relations and Ethics for the VT (1)
- AH243 Laboratory and Exotic Animals (1.5)
- AH244 Nutrition (2.5)
- AH245 Parasitology (3.5)
- AH246 Animal Nursing I (1.5)
- AH248 Comprehensive Preparation and Discovery I (0.5)
- AH249 Hematology (3.5)

*\*This course is not a requirement of the Animal Health Technology program. Program students will receive credit extra to the diploma. This course is also open to community members.*

### Second Year (36.5 credits)

#### FALL (16 WEEKS)

- AH340 Anesthesiology (3)
- AH342 Laboratory Procedures II (3.5)
- AH343 Diagnostic Imaging (2.5)
- AH344 Applied Immunology (1.5)
- AH345 Clinical Procedures I (2)
- AH348 Animal Nursing and Surgical Assistance for the VT (4)

## WINTER (12 WEEKS)

- AH441 Dental Procedures (1.5)
- AH442 Animal Diseases (3)
- AH443 Theriogenology (3)
- AH445 Pharmacy and Pharmacology (3)
- AH446 Comprehensive Preparation and Discovery II (0.5)
- AH455 Clinical Procedures II (3)
- AH481 Field Trip (1)

## SPRING (6 WEEKS)

- AH447 Practicum (5)

**Option:** AH601 Introduction to Artificial Insemination Large Animal (1)\*

## GRADUATION REQUIREMENTS

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

## ADDITIONAL INFORMATION

### Special Requirements

1. Students of the AHT program are expected to follow a dress code as written in the Orientation Manual and AHT Policies and Procedures Manual provided upon registration.
2. Students are actively involved in animal care throughout the program. This will include several week-long rotations involving evenings, weekends and holidays. Students are on these rotations from September to April of each year.
3. Special requirements for students registered in an Animal Health Technology Program within the Province of Alberta now require that all students have an active student membership with the Alberta Veterinary Medical Association (ABVMA) under the Province of Alberta's Veterinary Act and General Regulation. It is the student's responsibility to submit application prior to attendance in the Fall. [abvma.ca/](http://abvma.ca/)

4. Students are required to purchase a stethoscope and nurse's watch. Clothing requirements are a white lab coat, scrubs (minimum 2 sets), coveralls, rubber insulated boots, and warm outer clothing for outside animal care rotations such as dog walking, lambing and calving.
5. There are numerous practicum sites from which to choose. Students may opt to gain their practicum experience at one of the following: small animal clinic, large animal clinic, mixed animal clinic, referral or emergency clinic, wildlife rehabilitation facility, or zoo. Salaries might not be paid to students for work performed during the practicum, and any relocation and housing expenses incurred are the responsibility of the student.
6. All students registered in the Animal Health Technology program are required to be immunized against Rabies. The Rabies vaccine series will be provided at Fairview Campus during the first year. Students who have received the rabies vaccination previously will be required to have titre checked for verification.

## POST DIPLOMA

### Pre/Post Graduation Affiliation

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

### Post-Diploma Degree Options

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

# BUSINESS ADMINISTRATION

## Business Administration

**Certificate** Duration: 30 weeks | Total Credits: 30

**Diploma** Duration: 60 weeks | Total Credits: 60

### **Diploma with Majors**

Duration: 60 weeks | Total Credits: 60

Majors: Accounting, Accounting and Investment Management, Financial Services, Management, Marketing

## GRANDE PRAIRIE

780-539-2900

1-888-539-4772, ext. 2900

business@nwpolytech.ca

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

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

### **Provincial Business Administration Pathways:**

Incoming transfer students might be eligible for the Provincial Business Administration Pathway if they have completed Business Administration coursework at Bow Valley College, SAIT, Keyano College, Lakeland College, Lethbridge College, MacEwan University, Medicine Hat College, NAIT, Norquest College, Northern Lakes College, Olds College, Portage College, Red Deer Polytechnic or Athabasca University in the last five years. Please contact an Academic Advisor in the School of Business for more information.

## **ADMISSION REQUIREMENTS**

### **Certificate Program Admission Requirements**

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

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

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

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

### **Diploma Program Admission Requirements**

Once students have passed all ten courses of the Certificate program and have a GPA of 1.3 or better, they may pursue a general diploma or specialize in one of the diploma majors: Accounting, Financial Services, Marketing, Accounting and Investment Management, or Management. If students have not successfully completed the Certificate requirements, they may apply in writing to the Department requesting special permission to register in the diploma program.

## **MATURE STUDENT ADMISSION**

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

## **PROGRESSION CRITERIA**

### **Full-time students in either the Certificate or Diploma program:**

A student who fails a required first year course(s) will be expected to re-enrol in the failed course(s) at the next available option.

A student who fails two or more courses in any semester will be placed on contractual departmental probation for the following semester. Failure to meet probationary requirements, as outlined in the probation contract, in each registered course may result in being disbarred from the final exam in any course in which probationary requirements are not met.

## **Contractual departmental probationary recommendations include:**

- Students on probation who failed **2** courses will be limited to a maximum of five courses per semester, in any semester, until the student has removed themselves from probationary status.
- Students on probation who failed **3 or more** courses will be limited to a maximum of three Business Administration (BA) courses per semester, in any semester, until the student has removed themselves from probationary status.
- If a student is on probation, the number of second year BA courses that can be taken will be limited to two per semester until the student has completed their BA certificate requirements.

## **WITHDRAW FROM PROGRAM**

A student who fails the same first year required course three times will be required to withdraw from the program. There will be no readmission to the program for one academic year.

A student who is full time and on probation for two consecutive semesters in an academic year will be required to withdraw from the program for one semester.

Full-time students with a grade point average of 1.0 or less for the academic year as specified by curriculum for each program will normally be required to withdraw and expected to sit out of Northwestern Polytechnic for one academic year.

## **GRADUATION REQUIREMENTS**

### **Certificate Graduation Requirements**

Students who successfully complete the program requirements will be eligible for a Certificate. If students meet these requirements, they may apply to graduate.

### **Diploma Graduation Requirements**

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

Students who successfully complete the program requirements will be eligible for a Diploma in Business Administration. If students meet these requirements, they may apply to graduate.

## **ADDITIONAL INFORMATION**

### **Options**

When choosing options to meet Diploma requirements, students are advised to select from the available Business Administration offerings.

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

### **Business Administration Co-op**

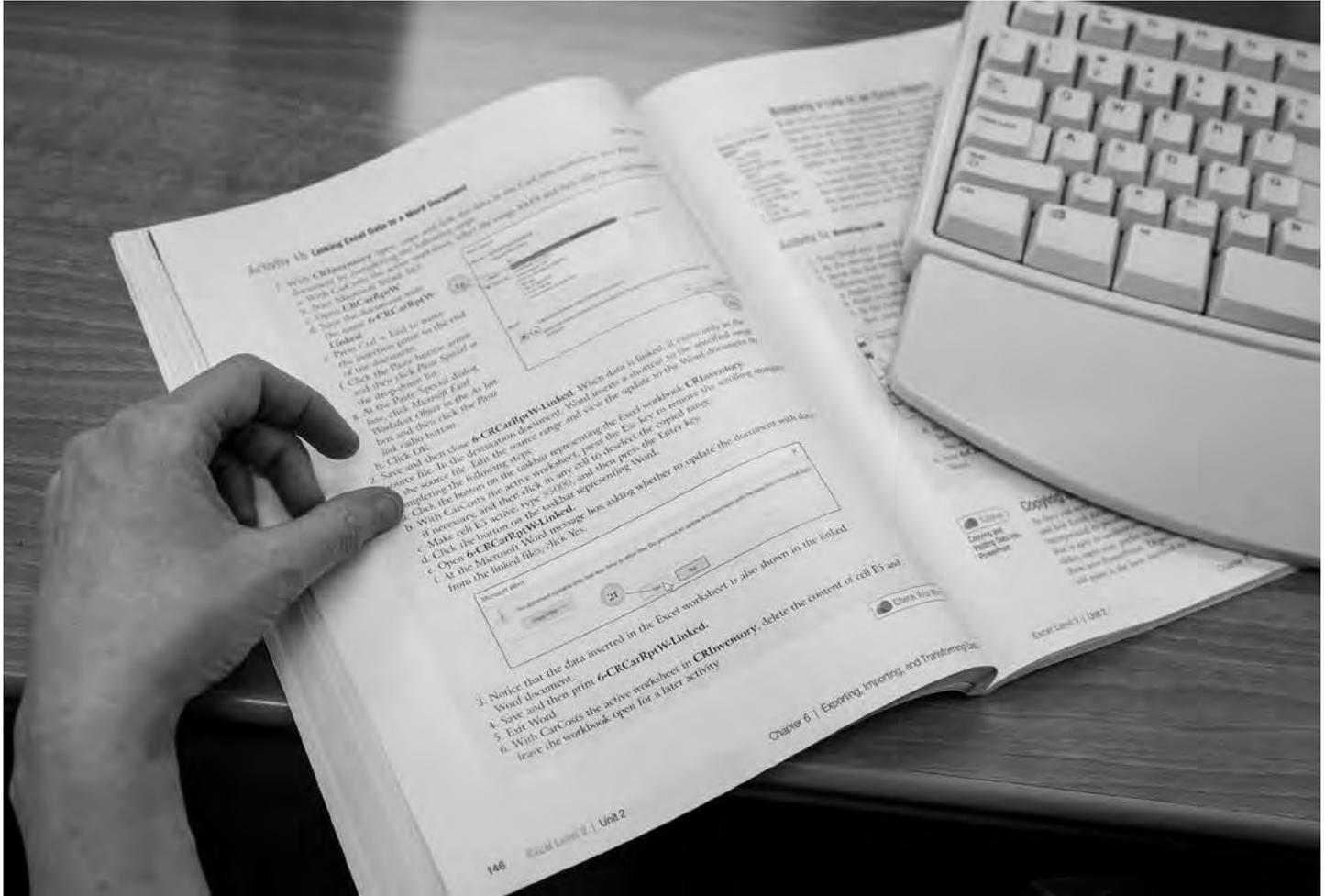
The Business Administration Co-op option provides students the opportunity to put classroom learning into practice in a paid work term in the business world. Acceptance into this Co-op is competitive and learners must complete the application process to be considered. Learners who secure a Co-op work term will complete full-time work over a four month period (minimum 420 hours total).

To be considered for the course, applicants must:

1. Be selected for participation in this course.
2. Be registered in the Business Administration Certificate Program at Northwestern Polytechnic.
3. Have completed the first semester required courses found within the Business Administration Certificate and registered in all remaining Business Administration Certificate courses for the Winter semester prior to the start of the work term.
4. Have a minimum of GPA of 2.5.
5. Intend to enroll in a Business Administration Diploma prior to the work term.

In order to progress to the work term, students must maintain a minimum GPA of 2.5, complete the Business Administration Certificate and be registered in courses within a Business Administration Diploma program for the next Academic Year. Failure to complete the Business Administration Certificate, or meet the additional requirements outlined prior to the work term will result in withdrawal from this course without refund.

# BUSINESS ADMINISTRATION



## UNIVERSITY TRANSFER

### University Transfer Credit for Business Administration Courses

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

The Bachelor of Business Administration degrees at Alberta institutions are normally four years and 120 credits of appropriate course work. Students must normally complete all degree requirements within eight years, beginning with the year admission to the program was granted.

Degree granting institutions may not consider grades of D and D+ sufficient to award transfer credit. Institutions that accept grades of D or D+ for transfer courses may specify that those courses do not fulfill prerequisite requirements to senior courses.

To receive maximum transfer credit, Business Administration Diploma graduates wishing to complete a

business degree are advised to enrol in post-diploma degree programs.

## POST DIPLOMA

780-539-2900

business@nwpolytech.ca

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

### Griffiths University

www.griffith.edu.au

### University of Lethbridge

www.uleth.ca

**Bachelor of Management** Post-Diploma

## Royal Roads University

www.royalroads.ca

### Bachelor of Commerce in Entrepreneurial Management

## Okanagan College

www.okanagan.bc.ca

### Bachelor of Business Administration

## Thompson Rivers University

www.tru.ca

### Bachelor of Business Administration

## Athabasca University

Athabasca University School of Business

888-449-6531

business.athabascau.ca

sb@athabascau.ca

### Bachelor of Commerce (4 years)

Diploma plus 4 semesters, 60 credits

### Bachelor of Management (3 years)

Diploma plus 2 semesters, 30 credits

### Bachelor of Management (4 years)

Diploma plus 4 semesters, 60 credits

## Business Administration Certificate

### PROGRAM CURRICULUM

#### First Year (30 credits)

- BA1010 Business Communications (3)
- BA1050 Business Mathematics and Statistics (3)
- BA1090 Introduction to Marketing (3)
- BA1110 Introduction to Accounting (3)
- BA1120 Principles of Accounting (3)
- BA1150 Introduction to Computers in Business (3)
- BA1380 Organizational Behavior I (3)
- BA1540 Introduction to Business Microeconomics (3)
- MG2000 Introduction to Management (3)
- One Approved Business Administration Option (3)\*

\*Recommended option BA2240 Human Resource Management

## Business Administration Diploma

### PROGRAM CURRICULUM

#### First year (30 credits)

- As per Business Administration Certificate curriculum

#### Second year (30 credits)

- BA2540 Introduction to Business Macroeconomics (3)
- Nine Approved Business Administration Courses (Up to two approved Non-Business elective courses)

## Business Administration Diploma - Accounting Major

### PROGRAM CURRICULUM

#### First year (30 credits)

- As per Business Administration Certificate curriculum

#### Second year (30 credits)

- BA2030 Finance I (3) or \*FN3700 Introduction to Corporate Financial Management (3)
- BA2110 Intermediate Accounting I (3)
- BA2120 Intermediate Accounting II (3)
- BA2130 Cost Accounting I (3)
- BA2140 Cost Accounting II (3)
- BA2540 Introduction to Business Macroeconomics (3)
- BA2620 Information Systems (3)
- Three Approved Options (9)

#### Recommended Options:

- BA2060 Statistics for Business (3) \*
- BA2160 Taxation (3)
- BA2500 Computer Applications for Accounting (3)
- LR3010 Legal Relations (3)\*

\*Note: Students interested in taking the SAIT collaborative BBA Degree in Accounting should choose LR3010, BA2060, and BA2240 for their option courses. Students pursuing this degree must also choose FN3700. Students are encouraged to consult with an advisor within the Business Department.

## Business Administration Diploma – Financial Services Major

### PROGRAM CURRICULUM

#### First year (30 credits)

- As per Business Administration Certificate curriculum

#### Second year (30 credits)

- BA2030 Finance I (3)
- BA2040 Investment Fundamentals (3)
- BA2070 Personal Selling (3)
- BA2540 Introduction to Business Macroeconomics (3)
- BA2700 Fundamentals of Personal Finance (3)
- BA2730 Personal Investing (3)
- BA2740 Insurance and Retirement (3)
- Three Approved Options\* (9)

#### Recommended Options:

- BA2230 Finance II (3)
- BA2310 Foundations of Real Estate Appraisal (3)
- BA2060 Statistics for Business (3)
- BA2160 Taxation (3)
- BA2240 Human Resource Management (3)
- BA2550 Computer Applications for Marketing (3)
- LR3010 Legal Relations (3)

## Business Administration Diploma – Management Major

### PROGRAM CURRICULUM

#### First year (30 credits)

- As per Business Administration Certificate curriculum

#### Second year (30 credits)

- BA2030 Finance I (3)
- BA2090 Project Management (3)
- BA2240 Human Resource Management (3)
- BA2540 Introduction to Business Macroeconomics (3)
- BA2910 Small Business Entrepreneurship (3)
- LR3010 Legal Relations (3)

- BA2000 Contemporary Issues in Business (3)
- Three Approved Options (9)

#### Recommended Options:

- BA2010 Advertising and Sales Promotion (3)
- BA2060 Statistics for Business (3)
- BA2070 Personal Selling (3)
- BA2160 Taxation (3)
- BA2190 Consumer Behaviour (3)
- BA2270 Business Ethics (3)
- BA2550 Computer Applications for Marketing (3)
- BA2700 Introduction to Personal Finance (3)
- BA2730 Personal Investing (3)
- BA2740 Insurance and Retirement (3)

*\*Note: Students interested in the SAIT collaborative BBA Degree in Management must complete BA2060. The remaining two Business Options may be chosen from BA2000, BA2010, BA2070, BA2270, BA2550, BA2700, BA2730, or BA2740.*

## Bachelor of Business Administration, Degree Completion

### Bachelor of Business Administration – Accounting Major and Management Major SAIT

Start your journey in a small, friendly environment at Northwestern Polytechnic, and stay to complete your Accounting or Management Degree!

Northwestern Polytechnic has launched a partnership with SAIT to provide students with the opportunity to complete a Bachelor of Business Administration Degree with either an Accounting or a Management major, face-to-face on our Grande Prairie Campus.

Please consult the Business Administration, Degree Completion section under the University Transfer programs.

## Business Administration and Commerce Professional Designations

The following professional institutes recognize Northwestern Polytechnic courses and programs. Acceptance of transfer courses is at the discretion of the receiving body. Transfer arrangements can and do change. Students intending to use Northwestern Polytechnic

courses for credit in professional institute programs are advised to check with the appropriate institute for the latest transfer information.

## **CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA (C.P.A)**

[cpacanada.ca/](http://cpacanada.ca/)

Students completing an undergraduate Accounting degree are able to enter the Professional Education Program (PEP) towards the C.P.A. designations. Holders of undergraduate degrees not in accounting are able to take a bridging program which gives them the pre-requisites for the PEP. Consult the CPA Canada website for further details.

## **ALBERTA ASSESSORS ASSOCIATION/UNIVERSITY OF BRITISH COLUMBIA**

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

The core education requirements towards becoming an Accredited Municipal Assessor of Alberta can be taken through the University of British Columbia through distance education. Some equivalent Northwestern Polytechnic courses may be taken in place of the UBC courses. For a table of equivalent Northwestern Polytechnic courses, visit the Sauder School of Business website - [sauder.ubc.ca/Programs/Real\\_Estate\\_Division/Credit\\_Programs\\_and\\_Professional\\_Development\\_Courses/Overview/Equivalencies\\_and\\_Transcript\\_Reviews](http://sauder.ubc.ca/Programs/Real_Estate_Division/Credit_Programs_and_Professional_Development_Courses/Overview/Equivalencies_and_Transcript_Reviews)

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

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

To become an ACCREDITED APPRAISER CANADIAN INSTITUTE (AACI™), students will need a university degree, and will need to complete courses through the University of British Columbia through distance education. Some equivalent Northwestern Polytechnic courses may be taken in place of the UBC courses. For a table of equivalent Northwestern Polytechnic courses, visit the Sauder School of Business website - [sauder.ubc.ca/Programs/Real\\_Estate\\_Division/Credit\\_Programs\\_and\\_Professional\\_Development\\_Courses/Overview/Equivalencies\\_and\\_Transcript\\_Reviews](http://sauder.ubc.ca/Programs/Real_Estate_Division/Credit_Programs_and_Professional_Development_Courses/Overview/Equivalencies_and_Transcript_Reviews)

## **SUPPLY CHAIN MANAGEMENT ASSOCIATION OF CANADA**

[scmanational.ca/](http://scmanational.ca/)

To enter the Supply Chain Management Professional (SCMP) Designation Program, students will need to have completed a business-related diploma or degree. Consult the SCMA website for further details.

## **APPRENTICESHIP AND INDUSTRY TRAINING BLUE SEAL PROGRAM**

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

If students have a valid Alberta Journeyman Certificate, Alberta Occupational Certificate or a valid recognized trade certificate they are eligible to apply for a Blue Seal Certificate. The Blue Seal Certificate certifies that the tradesperson has a high level of business knowledge along with the technical skills of their trade.

Many Northwestern Polytechnic courses can be applied towards the 150 hours of study needed to complete the Blue Seal Certificate. Consult the TradeSecrets web link provided above for more details.

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

It is the student's responsibility to contact the appropriate professional organization to confirm current professional requirements.

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

# CLASSIC HARLEY-DAVIDSON® POWERTRAIN

## Classic Harley - Davidson® Powertrain

**Certificate** Duration: 4 weeks | Total Credits: 3

### FAIRVIEW

780-835-6681 | 1-888-539-4772, ext. 6681  
h-dtrain@nwpolytech.ca

All employers value workers who have a broad-based education. In fact, employees with skills and knowledge of subject areas beyond their general studies can contribute to a constantly changing workplace. For this reason, we want to provide individuals with hands-on training of Classic Harley-Davidson® Motorcycles, enabling them to expand their ability and knowledge to confidently repair Classic models. Perhaps you have found yourself experiencing trouble riding through remote back country where CAA can't come to the rescue? Knowing the ins and outs of your Classic Harley-Davidson® will be beneficial, and lead to more confident adventures. Regardless of what brought you, this is an advanced program. Precision measuring, machining and a progressive knowledge of motorcycle repair is required.

### ADMISSION REQUIREMENTS

Harley-Davidson® Certificate, MCM Certificate, or MC Apprenticeship.

Due to the precision measuring components needed for this program, applicants who do not meet these requirements will be considered for admission on an individual basis. An interview may be required to determine suitability.

### PROGRAM CURRICULUM

#### First Year (3 credits)

- HD290 Harley-Davidson® Powertrain Theory (1)
- HD295 Harley-Davidson® Powertrain (2)



## Computer Systems Technology

**Certificate** Duration: 30 weeks | Total Credits: 30

**Diploma** Duration: 60 weeks | Total Credits: 60

## GRANDE PRAIRIE

780-539-2096 | 1-888-539-4772, ext. 2096

computing@nwpolytech.ca

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

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

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

### ADMISSION REQUIREMENTS

#### Certificate Program Admission Requirements

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

#### Diploma Program Admission Requirements

Successful completion of a Computer Systems Technology certificate program.

### GRADUATION REQUIREMENTS

#### Certificate Graduation Requirements

Students who successfully complete the certificate program requirements will be eligible for a Certificate in Computer Systems Technology. If students meet these requirements, they may apply to graduate.

#### Diploma Graduation Requirements

Students who successfully complete the diploma program requirements will be eligible for a Diploma in Computer Systems Technology. If students meet these requirements, they may apply to graduate.

### POST DIPLOMA

#### Post-Diploma Degree Program

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

#### ATHABASCA UNIVERSITY

athabascau.ca

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

(Post-Diploma) 4 years, 120 credits

Northwestern Polytechnic graduates with a Diploma in Computer Systems Technology may receive a maximum of 60 transfer credits toward this 120-credit degree. In addition to completing the degree directly with Athabasca University, you have an option to take a number of courses in a classroom setting at Northwestern Polytechnic. This degree program is a unique collaboration between Athabasca University and Northwestern Polytechnic. See the Computer and Information Systems program for details.

#### Year one and two, 60 credits

Successful completion of Diploma in Computer Systems Technology

#### Year three and four, 60 credits

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

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

# COMPUTER SYSTEMS TECHNOLOGY

## UNIVERSITY OF LETHBRIDGE

www.uleth.ca

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

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

## NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY (NAIT)

www.nait.ca

### Bachelor of Applied Information Systems

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

## SAIT POLYTECHNIC

www.sait.ca

### Bachelor of Applied Information Systems Technology

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

## Computer Systems Technology Certificate

### PROGRAM CURRICULUM

#### First Year (30 credits)

- CS1010 Introduction to Computing (3)
- CS1140 Introduction to Computing Science (3)
- CS1150 Elementary Data Structures (3)
- CS2000 Data Communications and Networking (3)
- CS2050 Network Systems, Management, and Security (3) or Approved Option (3)
- CS2210 Introduction to PC Hardware and Systems Configuration (3)
- CS2720 Formal Systems and Logic in Computing Science (3)
- Any 1000-level English (3)
- MA1200 Linear Algebra I (3)
- Departmentally approved Math or Computing Science course: ST1510 recommended (3)

## Computer Systems Technology Diploma

### PROGRAM CURRICULUM

#### First year (30 credits)

- As per Computer Systems Technology Certificate curriculum

#### Second year (30 credits)

- CS2010 Practical Programming Methodology (3)
- CS2290 Computer Organization and Architecture I (3)
- CS2910 Introduction to File and Database Management (3)
- CS3010 User Interfaces (3)
- CS3290 Computer Organization and Architecture II (3)
- Four approved Computing options (12)
- Approved Option (3)
- Approved Computing Options:
  - CS2040 Algorithms I (3)
  - CS2100 Computer Game Studies (3)
  - CS3060 Introduction to Image Processing (3)
  - CS3110 Introduction to Computer Graphics (3)
  - CS3120 Experimental Robotics (3)
  - CS3130 Telecommunications and Computers (3)
  - CS3610 Systems Analysis and Design (3)
  - CS3790 Operating Systems (3)
  - CS3990 Topics in Internet Technologies (3)
  - CS3995 Selected Topics in Computing Science (3)

# EARLY LEARNING AND CHILD CARE

## Early Learning and Child Care

**Certificate** Duration: 30 weeks | Total Credits: 30

**Diploma** Duration: 60 weeks | Total Credits: 68

GRANDE PRAIRIE | ONLINE

780-539-2750 | 1-888-539-4772, ext. 2750

humanservices@nwpolytech.ca

Early Learning and Child Care will prepare graduates for a career working with children from birth to age twelve, and their families. Research studies indicate that the first five years in the lives of children are the most critical in terms of their overall development. A commitment to this worthwhile profession will have long term benefits to young children, their families and the community in which they live and work.

Graduates of the program have excellent opportunities for employment in a variety of different early childhood settings including child care centers, family day homes, nursery schools, inclusive child care programs, kindergartens, and out-of-school programs. Diploma graduates of Early Learning and Child Care are highly sought after by employers and have excellent opportunities to advance in their careers.

Students may complete Early Learning and Child Care programs in a number of ways:

- Full or part-time study at regularly scheduled times on campus and in local practicum settings such as a child care centre, kindergarten classroom, or preschool.
- By distance education. All courses required to complete the Early Learning and Child Care curriculum are available by or online delivery.

Early Learning and Child Care Certificate graduates qualify for certification as a Child Development Worker through Alberta Children and Youth Services ([www.child.alberta.ca](http://www.child.alberta.ca)). Students with a Diploma qualify for certification as a Child Development Supervisor through Alberta Children and Youth Services.

### ADMISSION REQUIREMENTS

Students who are admitted to the program will receive information on recommended immunizations with their admission package. For student safety, it is recommended that immunizations are up to date. All students are required to submit a police information check, including a vulnerable sector clearance. This documentation must be provided a minimum of 2 weeks prior to the start of

classes. Late submissions may not be eligible to complete their practicums.

### Certificate Program Admission Requirements

To be accepted into this program, applicants must have an Alberta Education High School Diploma or equivalent with successful completion of English 30-1 or 30-2.

If applicants are 18 years of age or older and do not have these prerequisites, they should contact Admissions.

### Diploma Program Admission Requirements

Successful completion of the Early Learning and Child Care certificate program.

### PART-TIME STUDENT ADMISSION

Students may enrol in up to three courses without admission to the program. Students may be considered for admission to the program if they have successfully completed English 30-1 or English 30-2 (as per admission requirements) or a 3-credit Northwestern Polytechnic level English course. If they do not have the English requirement, they must register in HS1130 English as their first course.

### PROGRESSION CRITERIA

#### Practicum Progression Criteria

Practicum courses are an integral part of the Early Learning and Child Care program. In practicum, students put into practice the theory they have learned. Practicum is scheduled at meaningful intervals throughout the program and students must have a current Certificate in Standard First Aid in Child Care prior to the final practicum. Once students have completed the prerequisite requirements for a practicum, they must complete the practicum before proceeding to the next level of theory. Students will require department permission to proceed to the next level of theory without the appropriate practicum.

Due to a shortage of practicum placements, students may be required to attend one or more practicums outside of Grande Prairie, in the region. Practicums can also be set up in a student's home community. Practicum must be completed in Canada.

# EARLY LEARNING AND CHILD CARE



Students who fail any practicum course more than once will not be allowed to continue in the program.

## **Program Progression**

Student academic and practicum performance will be reviewed each semester or as required.

Students who fail two courses worth two or more credits in a semester will be placed on academic probation for the following semester.

Students who fail three courses worth two or more credits will be required to withdraw for one semester from the full-time program. Readmission to the program on a part-time basis will be subject to departmental review.

In order to progress in the program, students must achieve a minimum grade of C- in all Early Learning and Child Care courses.

If students have successfully completed the requirements for a Certificate in Early Learning and Child Care with a minimum grade point average (GPA) of 1.7 (C-), they may proceed to the Diploma program.

## **GRADUATION REQUIREMENTS**

### **Certificate Graduation Requirements**

To graduate with a Certificate in Early Learning and Child Care, students must successfully complete the program requirements with a minimum overall GPA of 1.7

(C-). Courses must be current within the last ten years. If students meet these requirements, they may apply to graduate.

### **Diploma Graduation Requirements**

To receive a Diploma in Early Learning and Child Care, students will need to successfully complete the prescribed two-year curriculum with a minimum cumulative GPA of 1.7. Courses must be current and taken within the last ten years. If students meet these requirements, they may apply to graduate.

### **ADVANCED STANDING**

Students with Child Development Worker Certification from Alberta Children and Youth Services may apply for Advanced Standing. Where Northwestern Polytechnic is unable to offer the student advanced credit based upon previous learning or experience, Northwestern Polytechnic will recommend courses the student may complete in the Early Learning and Child Care program that will facilitate their eligibility toward certification as a Child Development Supervisor from Alberta Children and Youth Services. Students wishing to qualify for an Early Learning and Child Care Diploma must complete all requirements for the diploma as stated.

## STATUTE OF LIMITATIONS ON ADVANCED STANDING

Courses, with the exception of HS1130, HS1000 or CD2080 or a post-secondary level communications or English equivalent course, must be current within the last ten years.

## POST DIPLOMA

### Degree Opportunities for Diploma Graduates

Early Learning and Child Care Diploma graduates may be eligible for admission to a number of degree completion programs. Students interested in pursuing degree opportunities are advised to consult directly with the appropriate college or university as transfer arrangements vary from one institution to another.

### ATHABASCA UNIVERSITY

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

#### Bachelor of Professional Arts (Human Services)

### MACEWAN UNIVERSITY

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

#### Bachelor of Applied Human Services Administration

### MOUNT ROYAL UNIVERSITY

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

#### Bachelor of Applied Child Studies

### UNIVERSITY OF VICTORIA

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

#### Bachelor of Arts in Child and Youth Care

## Early Learning and Child Care Certificate

This two-semester program will prepare students for employment in a variety of early childhood settings. Early Learning and Child Care Certificate graduates qualify for certification as a Child Development Worker through Alberta Children and Youth Services.

## PROGRAM CURRICULUM

### First Year (36 credits)

- CD1000 Child Development I (3)
- CD1011 Introduction to Early Learning and Child Care (2)
- CD1020 Health, Nutrition and Safety (2)
- CD1045 Practicum I (3)

- CD1050 Art, Music and Story (3)
- CD1100 Child Development II (3)
- CD1145 Practicum II (5)
- CD1330 Understanding Children's Play (3)
- CD1350 Supporting Children's Play (3)
- CD1370 Guiding Children's Behavior I (2)
- CD2070 Infant Toddler Care (2)
- HS1000 Interpersonal Communication (2)
- HS1130 English (3)

This two-semester program will prepare students for employment in a variety of early childhood settings. Early Learning and Child Care Certificate graduates qualify for certification as a Child Development Worker through Alberta Children and Youth Services.

## Early Learning and Child Care Diploma

The Diploma provides graduates with a greater variety of employment opportunities with young children and their families and more opportunity for advancement within the field of Early Learning and Child Care. Diploma graduates will be better prepared for administrative and supervisory positions within the field. They qualify for certification as a Child Development Supervisor through Alberta Children and Youth Services.

## PROGRAM CURRICULUM

### First year (36 credits)

- As per Early Learning and Child Care Certificate curriculum

### Second year (32 credits)

- CD2020 Environments for Young Children (2)
- CD2030 Administering Early Learning and Child Care Programs (2)
- CD2045 Practicum III (4)
- CD2050 Science, Math and Social Knowledge (3)
- CD2080 Interpersonal Communication II (2)
- CD2110 Working With Families (3)
- CD2120 School Age Care and Development (3)
- CD2145 Practicum IV (6)

# EARLY LEARNING AND CHILD CARE

- CD2380 Guiding Children's Behavior II (2)
- HS1217 Language and Literacy (2)
- HS2100 Supporting Inclusion in Early Learning Environments (3)

## Distance Options

### ELCC DISTANCE COURSES AVAILABLE THROUGH ONLINE LEARNING

#### Regional and Online Delivery

Once registered into online courses, students are provided with myClass access for course content. Students complete the courses independently with the support of a course instructor. It is recommended that students register for one online course at a time.

For Early Learning and Child Care students, it is anticipated that students are currently employed in the field of early learning and child care. If students are not working with young children THEY MUST HAVE ACCESS TO CHILDREN (e.g., preschool, kindergarten, day care centre or playschool).

**Students can take CD1045, CD1145, CD2045, CD2145 outside of Alberta, but within Canada, provided they show current WCB coverage and are employed in an accredited Early Learning environment.**

#### Program Admission and Course Registration

To be accepted into this program full time, applicants must have an Alberta High School Diploma or equivalent with 50% in English 30 or English 30-1, or 60% in English 30-2. A proficiency test in English, such as TOEFL or IELTS will be required for any students whose first language is not English. Access to a child care setting for the duration of the program is required. If applicants are 18 years of age or older and do not have these requirements, please contact Admissions. The Early Learning and Child Care distance courses are designed for students who do not have access to other forms of instruction. Online learning enables students to select their own hours and place of study. Each online student is assigned a course instructor for the duration of their course. Course instructors are available to provide students with support and guidance throughout the course and are available one evening a week, as per the contact hours specified for each course.

**With the exception of practicum courses,** online learn-

ing students can take the courses they need to complete the Early Learning and Child Care certificate and/or diploma program and to qualify for certification as a Child Development Supervisor through Alberta Children and Youth Services. Highly motivated students are able to achieve their goals while maintaining a busy lifestyle in their own community.

Students studying Early Learning and Child Care courses through online learning must meet the course pre-requisites before registering. Information on course pre-requisites is listed in the course description section of the Online Student Handbook. The Early Learning and Child Care online courses are designed for students with an adequate level of English proficiency, normally equivalent to grade 12 English. Students who choose to enroll in online courses and who are not proficient in oral and written English may find they are unable to successfully meet course expectations. **In order to progress in the program, students must achieve a minimum grade of C- on all Early Learning and Child Care courses.**

All available online courses are listed on the Northwestern Polytechnic website at [www.nwpolytech.ca](http://www.nwpolytech.ca). To register for an online course, students must first complete and submit the Application for Admission and application fee. Once the application and fee is processed, students can register by contacting the Online Assistant at [ELCCOnline@nwpolytech.ca](mailto:ELCCOnline@nwpolytech.ca) or 780-539-2983. Students can pay for course fees online with a credit card via Plastiq, or can send a cheque or money order to Northwestern Polytechnic. Students sending payment by cheque or money order will want to contact the Online Assistant to ensure payment has been received. For more information on admission and registration for the Early Learning and Child Care online courses, please refer to the Online Student Handbook.

#### ADDITIONAL INFORMATION

For additional information on the Distance Program, please see Important Documents under Admissions on our website.

## Educational Assistant

### Certificate

Duration: 36 weeks | Total Credits: 37

### GRANDE PRAIRIE

780-539-2750 | 1-888-539-4772, ext. 2750  
humanservices@nwpolytech.ca

The Educational Assistant program will enable graduates to work in educational settings under the supervision and direction of a teacher, providing support to students who require assistance in developmental, behavioural, and/or learning tasks. Graduates of the Educational Assistant program will be prepared to work with children in the school system from K-12, in both resource rooms and regular classrooms. Graduates will also be employable in a wide range of out-of-school settings such as early intervention, day care, Head Start, or as private educational supports.

Course work will provide students with the knowledge, skills and attitudes necessary to work effectively with children and teachers in diverse educational settings. Students will learn about human development, speech and language support, remedial math and reading, behavioural management, exceptionalities, interpersonal communication, and the roles and responsibilities of a paraprofessional in an educational setting.

Practicum is an integral part of this Certificate program and assures that students have the opportunity to apply theory to practice. Practicum in a community outside of Grande Prairie may be available and will be considered on an individual basis.

### ADMISSION REQUIREMENTS

To be accepted into this program, applicants must be 18 years of age or older (or receive special permission from the Department Chairperson) and have a high school diploma with 60% in English 30-2 or 50% in English 30-1.

Students must present a Standard First Aid Certificate and Cardiopulmonary Resuscitation Certificate (Basic Rescuer) prior to practicum. A Police Information check will be required from the RCMP prior to the first practicum as agencies require this of individuals who work in their organizations. Information about obtaining Police Information Checks will be provided to students after they have been admitted. For students' own personal health, they may wish to ensure that their immunizations are current.



# EDUCATIONAL ASSISTANT

## MATURE STUDENT ADMISSION

If applicants are without a high school diploma in English 30-1 or 30-2, they must arrange with the Registrar's Office for pre-admission assessment.

## PART-TIME STUDENT ADMISSION

Applicants may enrol in up to three courses without admission to the program. Applicants may be considered for admission to the program if they have successfully completed English 30-1 or English 30-2 (as per admission requirements) or a 3-credit post-secondary level English course. If applicants do not have the English requirement, they must register in HS1130 English as their first course.

## PROGRESSION CRITERIA

Student academic and practicum performance will be reviewed each semester as required. Students who fail two courses, worth two or more credits, in a semester will be placed on departmental probation for the following semester. Students who fail any practicum course more than once will not be allowed to continue in the program.

Students who fail three courses, worth two or more credits, will be required to withdraw for one full semester from the full-time program. Readmission to the program on a part-time basis will be subject to departmental review. In order to progress in the program, students must achieve a minimum grade of C- on all Educational Assistant courses.

## PROGRAM CURRICULUM

### First year (37 credits)

#### FALL AND WINTER

- HS1000 Interpersonal Communications (2)
- HS1102 Behavioural and Functional Assessment (3)
- HS1130 English (3)
- HS1202 Behavior Management Strategies (3)
- HS1203 Interpersonal Competence (1)
- HS1217 Language and Literacy (2)
- TA2100 Supporting Inclusion in the Classroom (3)
- HS2440 Human Development: Birth through Adolescence (3)
- TA1231 Speech and Language Interventions (2)
- TA1234 The Role of the Para-professional in the Classroom (2)

- TA1235 Practicum (1)
- TA1236 Remedial Reading and Mathematics (3)
- TA1367 Supporting Technology in the Classroom (2)
- Two of: TA1232 Exploring the Fetal Alcohol Spectrum (1) or TA1237 Exploring the Autism Spectrum (1) or TA1239 Intro to Mental Health in Schools (1)

#### Spring

- TA1238 Practicum (5)

## GRADUATION REQUIREMENTS

To complete the Certificate requirements, students must achieve a minimum grade of C- in all courses (with the exception of the practicum course in which a grade of CR is required). Students will need to complete the program requirements listed to qualify for a Certificate in Educational Assistant. It is recommended that prior to graduation, students participate in a Non-Violent Crisis Intervention training program.

If students meet these requirements, they may apply to graduate.

## ADDITIONAL INFORMATION

The Educational Assistant Program is offering an "Earn While You Learn" plan for students currently employed as an Educational Assistant (without certification). Students can begin working towards obtaining their certification while continuing to work in the field.

Course Offerings will vary from year to year. Courses will be offered via part time studies and evening and online courses. Credit can also be achieved through challenge exams and Prior Learning Assessment and Recognition. Students should contact the department for more information.

## Foundational Learning

### Certificate of Achievement

Duration: 30 weeks | Total Credits: 34-44

### GRANDE PRAIRIE

780-539-2845 | 1-888-539-4772, ext. 2845

financialaid@nwpolytech.ca

The Certificate of Achievement in Foundational Learning (CAFL) program is part of a comprehensive education and training strategy designed to enhance learners' skills and academic credentials as a means to expand their educational and career opportunities. The program is intended for students who have experienced barriers impeding their learning, and who wish to further their education in a supportive learning environment. Through personalized advising and instruction, the CAFL program equips students with the essential knowledge and in-demand skills required by employers and opens doors to future educational and career pathways.

Upon completion of the CAFL program, students may be eligible to enrol in any number of career-oriented certificates or diplomas offered at Northwestern Polytechnic or other educational institutions, and will receive a Certificate of Achievement in Foundational Learning from Northwestern Polytechnic.

### ADMISSION REQUIREMENTS

An individual must be 18 years of age or older at the start of the program, have a limited range of academic competencies and/or credentials, have insufficient English language skills to pursue training or employment in their field of choice, and have a demonstrated need for workplace essential and applied skills training.

Applicants will be selected in the order that they are received. Students must provide their Alberta Education Transcript, or equivalent, in support of the pre-requirement for a limited range of academic competencies and English language skills. English and Mathematics placement assessments may be required for placement at the appropriate levels in the program.

### PROGRAM CURRICULUM

The program comprises three key components: Essential Skills, Academic, and Applied Skills. Students will be placed at the appropriate level in English and Math and will have the option of completing one or two math courses each term depending on individual needs.

### Fall (15 weeks)

COURSE	COMPONENT	CREDITS
OA1231 Skills Building I	Applied Skills	1
AD0101 Study Tutorial	Essential Skills	5
ENO***	Academic	5
MA0***	Academic	5-10

### Winter (15 weeks)

COURSE	COMPONENT	CREDITS
CP0105 Computer Applications I	Applied Skills	3
AD0101 Study Tutorial	Essential Skills	5
ENO***	Academic	5
MA0***	Academic	5-10

### ADDITIONAL INFORMATION

#### Funding

Students may be eligible to receive income support as a full-time learner through the Alberta Works program. This funding may assist with tuition, books and supplies, childcare, and a living allowance. Please contact Financial Aid to discuss funding options.

# FRENCH AS A SECOND LANGUAGE

## French as a Second Language

### Certificate of Achievement

Duration: varies | Total Credits: 21

## GRANDE PRAIRIE

780-539-2788 | 1-888-539-4772, ext. 2788  
education@nwpolytech.ca

The French as a Second Language (FSL) Certificate of Achievement is designed for students in a Bachelor's degree program. Students should meet with an advisor to discuss how the course requirements for this certificate of achievement may fit in to their desired degree.

### ADMISSION REQUIREMENTS

Students wishing to begin their studies towards this Certificate of Achievement normally request admission to a university transfer program and will need to meet the admission requirements as stated. Additionally, all students will require successful completion of matriculation level French, i.e. French 30/Français 30. Students without this requirement may enrol in FR0120 and FR0130 to obtain this prerequisite.

### PROGRAM CURRICULUM

The mandatory courses specific to the FSL Certificate of Achievement may be completed within the requirements of a Bachelor's degree program.

#### French requirements - Minimum of 21 credits:

##### Introductory Requirements (6 credits)

- FR2110 and FR2120 First Year French (Intermediate level French I and II) or
- FR2210 and FR2240 First Year French for French Immersion/Francophone (Niveau Intermediaire I et II)

##### Advanced Requirements (12 credits)

- FR2970 and FR2980 Second year UT French (Advanced French I and II)
- FR2540 Introduction to Translation Theory and Practice: French – English – French
- FR3010 Introduction to French Literary Studies

##### Additional Requirements - 3 credits chosen from:

- FR2330 French Cultural Moments
- ED4450\* Teaching Second Languages in the Elementary School
- Approved Sr. French Course (3)

*\*May not be offered each semester. Please contact an Academic Advisor for options.*

### GRADUATION REQUIREMENTS

To qualify for a Certificate of Achievement in French as a Second Language, students will need to successfully complete the 21 credits of prescribed curriculum with a minimum of C- in all courses. When students have completed all program requirements, they may apply to graduate.

### ADVANCED STANDING

Recognition will be given for advanced standing for a maximum of 12 credits from approved university-level courses taken at a recognized post-secondary institution.



## Harley-Davidson® Technician

### Certificate of Achievement

Duration: 15 weeks | Total Credits: 17

### FAIRVIEW

780-835-6681 | 1-888-539-4772, ext. 6681

h-dtrain@nwpolytech.ca

The only authorized training centre in Canada for Harley-Davidson® motorcycles is located at our Fairview campus. In our 15-week program, we are committed to providing the finest training available, and in turn, the finest technicians possible for the many authorized Harley-Davidson® retailers across Canada. Our modern facilities are combined with top quality instruction and up-to-the-minute curriculum.

### ADMISSION REQUIREMENTS

- English 10-1 or 10-2
- Mathematics 10C or Mathematics 10-3

Although a high school diploma is not required for entrance to this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Applicants who do not meet these requirements will be considered for admission on an individual basis.

### SELECTION CRITERIA

Demand for this program is very high. An interview may be required to determine suitability. Preference will be given to those who:

- have academic achievement beyond the stated prerequisites.
- are actively involved in activities related to this field.
- can supply references documenting their experience, involvement, or potential in this field.

### PROGRAM CURRICULUM

#### First Year (17 credits)

- HD210 Harley-Davidson® Theory (7)
- HD260 Harley-Davidson® Shop (7)
- HD270 Harley-Davidson® Independent Study (3)

### GRADUATION REQUIREMENTS

Students must complete all required courses with a GPA of no less than 2.00 and no failing (F) grades. When students have completed all program requirements, they may apply to graduate.



# HEALTH CARE AIDE

## Health Care Aide

Government of Alberta Health Care Aide Provincial Curriculum Certificate Program

GRANDE PRAIRIE | FAIRVIEW

780-539-2750 | 1-888-539-4772, ext. 2750  
nursing@nwpolytech.ca



Health care aides (HCA) are an unregulated workforce that provide basic health services and support with daily living activities for clients who have medical conditions or major functional limitations. HCAs work under the direct or indirect supervision of a regulated health professional, such as a nurse, in a variety of settings including:

- home care
- assisted living facilities
- long-term care

The Government of Alberta HCA Provincial Curriculum-2019 is owned and managed by the Ministry of Health.

### ADMISSION REQUIREMENTS

The following requirements must be met to be eligible for entry into a licensed HCA program.

#### Academic English Language Arts (ELA)

- English 20-1 or English 20-2 or equivalent with a minimum score of 60% OR
- English 30-1 or English 30-2 or equivalent with a minimum score of 55% OR
- Deemed equivalent by completion of ACCUPLACER (assessment placement test)

*Note: Students who have not completed the ELA, 20-2 level requirement and achieved the minimum grade are subject to completing the ACCUPLACER assessment test. This can include students out of province, out of country or mature students that have been out of school for a significant length of time.*

#### English Language Proficiency (ELP)

Candidates where English is a Second Language (ESL) must meet the English Language Proficiency requirement in addition to the Academic English requirement. Equivalencies are as follows:

- Required Canadian Language Benchmark (CLB) of a minimum of 7 in each of the 4 language skills (speaking, listening, reading and writing) and not an average of 7; OR
- By completing high school in Canada. Studies must have been in English at an approved Canadian high school (grades 9, 10, 11, 12) with at least three consecutive years of full-time academic study; OR
- By completing a recognized post-secondary degree or diploma program in Canada. The program must have involved at least two full years of full-time, consecutive academic study in English.

#### Approved English Language Proficiency Tests

Tests benchmarked at a CLB 7 for all 4 language skills (speaking, listening, reading and writing). Official results must be submitted directly to the PSI.

1. International English Language Testing System (IELTS) Academic: 6 (no section score below 5.5);
2. Test of English as a Foreign Language Internet Based Testing (TOEFL iBT): 71;

3. Canadian English Language Proficiency Index Program (CELP) General: 7 (with no section score below 6); and
4. Canadian Language Benchmarks/Milestones Test (7 in each strand, not an average of 7).

#### Notes

**Test Currency:** results must have been obtained within two years of the start date of the program.

**Test Validity:** IELTS (Academic) and TOEFL results are valid for two years from the day of testing. Results that expire prior to the Start Date of the program will not be accepted.

#### Digital literacy

Candidates must possess knowledge of computer/technology tools to be successful in the program.

Candidates must:

- Be able to communicate, research and understand information
- Know how to use computer to surf web, email
- Be able to critically evaluate and understand how technology can affect one's behavior
- Be able to create, produce content and effectively communicate using email, media, internet

#### PROGRESSION CRITERIA

##### Academic Progression Criteria

A grade of 70% is the minimum passing grade for all the HCA courses.

In order to progress to into the clinical experience courses, HC1050, HC1080, and HC1090, students must successfully meet the minimum passing grades for each pre-requisite course.

#### PROGRAM CURRICULUM

##### First term, 18 credits

- HC1010 (3)
- HC1020 (3)
- HC1030 (4)
- HC1040 (5)
- HC1050 (3)

##### Second term, 18 credits

- HC1060 (5)
- HC1070 (5)
- HC1080 (5)
- HC1090 (3)

#### GRADUATION REQUIREMENTS

HCA students must achieve a minimum final grade of 70% in each course and pass the provincial HCA Examination to graduate from the HCA Program and receive the Northwestern Polytechnic/Government of Alberta HCA Provincial Curriculum Certificate.

An HCA student has three attempts to pass the provincial HCA examination (initial examination and two re-writes). Any fees associated with writing the provincial HCA examination will be the responsibility of the student. The HCA Fee Schedule can be found on the Alberta Health Care Aide Directory webpage [albertahcadirectory.com](http://albertahcadirectory.com) under the Provincial Exam page.

#### ADDITIONAL INFORMATION

##### Other Requirements for Students Admitted to HCA Program

##### HEALTH AND SAFETY REQUIREMENTS

All students admitted to the HCA Program must have the following items completed and submitted by August 1 after being admitted to the program:

- Police Information Check with Vulnerable Sector Clearance
- Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program.
- Standard First Aid
- CPR – BLS – Must be through Heart and Stroke – no other certificate will be accepted. Must be current for the year as of the date set out by the department. No exceptions.
- WHMIS
- COVID-19 Vaccination

There are also other forms that will be required by August 1 and those will be provided to students upon successful admission.

Standardized uniforms are required – information will be provided upon admission.

#### UNIVERSITY TRANSFER

##### Transfer from Other Government of Alberta Provincial HCA Curriculum Programs

Students can transfer to other Post-Secondary Institutions offering the Government of Alberta HCA Provincial Curriculum (2019). Up to 50 per cent of course credits or hours can be transferred from one HCA Program to another.

# KINESIOLOGY

## Kinesiology

### Diploma

Duration: 60 weeks | Total Credits: 60

## GRANDE PRAIRIE

780-539-2761 | 1-888-539-4772, ext. 2761  
peak@nwpolytech.ca

The Kinesiology Diploma prepares students for a variety of careers in sport, recreation, health, and wellness by providing a base of knowledge in areas of core competency in kinesiology as established by the Alberta Kinesiology Association. The development of knowledge and skills include both theoretical experience in a variety of settings and prepares students for employment in fitness centres, leisure centres, senior citizen/retirement complexes, colleges and universities, the private and business sector and provincial, national and international sport associations and events. Upon completion of a Kinesiology Diploma students may be eligible for transfer to degree programs in kinesiology and related fields.

### ADMISSION REQUIREMENTS

The Kinesiology Diploma requires passing grades and an overall average of 60 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English Language Arts 30-1
- Two subjects from Group A or C
- One subject from Group C (Biology 30 recommended)
- One subject from Group B, C, Physical Education 30 or Rec Leadership Adv (CTS)
- Only one language other than English will be accepted

### MATURE STUDENT ADMISSION

If applicants are 21 years of age or older, by the first day of classes of the term in which admission is sought and do not have a high school diploma, they may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the Kinesiology Diploma program requires passing grades and an overall average of 60 percent on the following Alberta Education high school courses or equivalents:

- English Language Arts 30-1, and

- One other 30-level subject from Group A or C (Biology 30 recommended)

Regardless of admission requirements, applicants must still have the high school prerequisites to the courses they require or wish to take in their program.

### PART-TIME STUDENT ADMISSION

Students may enrol in up to two courses without admission to the program. Upon successful completion of two courses, if students wish to continue in the program, they will be expected to apply to the program and meet all admission requirements. Once students have met all admission requirements and received admission to the program, they will be granted credit for courses successfully completed prior to admission.

### PROGRAM CURRICULUM

#### First year (30 credits)

- Junior English (3)
- PE1000 Structural Anatomy (3)
- PE1015 Essentials of Human Physiology (3)
- PE1120 Introduction to Human Movement (3)
- PE1030 Integrative Human Physiology (3)
- PE1040 Introduction to Sociocultural Aspects of Leisure and Sport (3)
- PE1090 Statistics, Measurement and Evaluation (3)
- PE1210 Introduction to Personal Physical Fitness (3)
- Activity Core (6) – see below

#### Second year (30 credits)

- DA1000 The Spectrum of Dance in Society (3)
- PE1050 Introduction to the Administration of Sport, Physical Activity and Recreation Programs (3)
- PE2000 Exercise Physiology (3)
- PE2030 Skill Acquisition and Performance (3)
- PE2040 Leisure and Sport in Canadian Society: Historical Perspectives (3)
- PE2060 Biomechanics (3)
- PE2400 Introduction to Sports Injuries (3)

- Activity Core (6) – see below

One of:

- PE2190 Research Methods in Kinesiology (3)
- PE3030 Psychology of Sport and Physical Activity (3)

## Activity Core Options

### (Check prerequisites before enrolling)

- PA1560 Movement Foundations in Fitness and Yoga (3)
- PE1410 Introduction to Individual Movement Skills (3)
- PE2450 Introduction to Coaching Theory (3)
- PE2930 Introduction to the Movement Activities of Children (3)
- PE2940 A Conceptual Approach to Physical Activity (3)
- PF1980 Leadership in Resistance Training (3)
- PF2980 Advanced Training Methodologies (3)
- PE2170 Human Growth and Motor Development (3)
- PE2070 Adapted Sport and Physical Activity for Diverse Populations (3)
- PF2900 Fitness Assessment and Advanced Counseling (3)
- PF2920 Certified Personal Trainer Exercise Prescription (3)

*Note: Students interested in obtaining CSEP-CPT certification must choose PF1980 and PF2900 in the Activity Core in Year 1 and PF2920 and one additional option in Year 2. Students must receive a grade of 60% or higher in both PF1980 and PF2900 to enter PF2920. For more information, speak to an advisor.*

## GRADUATION REQUIREMENTS

To graduate with a Diploma in Kinesiology students must successfully complete all program requirements. If students meet these requirements, they may apply to graduate.

## UNIVERSITY TRANSFER

Acceptance into any University program, once students have completed their studies at Northwestern Polytechnic, is normally based on their course selection and their academic standing. Courses vary from institution to institution and are often evaluated on a case-by-case basis. Early contact with the school students are applying to is encouraged and close consultation with a Northwestern Polytechnic Advisor is advisable.

All post-secondary Kinesiology programs are slightly different. Therefore students may be required to pick up courses, depending on where they apply. Most receiving institutions will transfer a maximum of 60 credits from Northwestern Polytechnic.

## University of Alberta

To be considered for admission to the University of Alberta as a transfer applicant, students must present a minimum GPA of 2.0 or equivalent based on a minimum of 24 transferable credits. Possession of a minimum GPA does not guarantee admission to the program. Applicants must also possess all High School admission requirements or equivalent.

Students who transfer with less than 24 transfer credits will be considered High School Applicants to the University and will require an overall average of 70% in the high school courses required for admission.

Students may complete up to two years (60 credits) of appropriate course work. The courses within the Kinesiology Diploma program are the required courses for the first two years of the Bachelor of Kinesiology with the University of Alberta.

## Other Universities

Please consult with an advisor for details on programs and requirements at other institutions.

## WORK EXPERIENCE

### Consider a Work Experience Option

After successfully completing the course work required for a student's selected program, a student is encouraged to enroll in ID2920 Interdisciplinary Work Experience for an additional 3 credits. Students will be placed with a work experience sponsor in a position that will give them 200 hours of practical experience in the field of kinesiology. Our work experience sponsors are local and regional employers who are dedicated and proven mentors.

# MOTORCYCLE MECHANIC

## Motorcycle Mechanic

### Certificate

Duration: 28 weeks | Total Credits: 26

Love the sound of a finely-tuned engine? Picture yourself in an exciting career as a Motorcycle Mechanic! As a Motorcycle Mechanic, graduates will repair and maintain many different brands and models of street, off-road, and dual sport bikes. This popular program can help students gain the required experience to land their first job.

Students will receive training in motorcycle charging, starting and ignition systems, four-stroke tuning and top end diagnosis, inspection and reconditioning procedures, transmissions, crankshaft repair and more. They will also be able to recognize and interpret parts, plus learn how to ship and receive parts and control inventory.

This program takes a hands-on approach to learning. With instructor approval, students can even bring in their own motorcycle for use in shop class! The work is demanding but very rewarding. Expanding students' horizons will ensure year-round employment.

The skills and experience students gain in this program will prepare and certify them for entry-level employment. It will also provide pre-apprenticeship opportunities for those who may be interested in pursuing apprenticeship.

### ADMISSION REQUIREMENTS

Although a high school diploma is not required as a prerequisite for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

- English 10-1, English 10-2 or equivalent  
and
- Math 10-C, Math 10-3 or equivalent

Applicants who do not meet these requirements may be admitted to the program but they will be required to pass the AIT apprentice entrance exam during the first semester if choosing to pursue an apprenticeship.

### FAIRVIEW

780-835-6727 | 1-888-539-4772, ext. 6727  
motorcycle@nwpolytech.ca

### SELECTION CRITERIA

Due to the popularity of the program, applicants seeking admission as a mature student will be admitted on a merit basis. Preference will be granted to those with previous mechanical experience, involvement in activities related to this field, and who have references in regard to achievements and potential in this industry. A letter outlining an applicant's research into this industry may be helpful. An interview to confirm an applicant's suitability for this program may be required.

### PROGRAM CURRICULUM

#### First Year (26 credits)

##### FALL (16 WEEKS)

- MCM100 Theory I (8)
- MCM150 Shop I (7)

##### WINTER (12 WEEKS)

- MCM200 Theory II (6)
- MCM250 Shop II (5)

### GRADUATION REQUIREMENTS

Students must complete all required courses with a grade point average of no less than 2.00 and no failing (F) grades. When students have completed all program requirements, they may apply to graduate.

### ADDITIONAL INFORMATION

#### Special materials required

At school, students will have tools available on a loan basis. Materials and supplies required are:

- Safety approved footwear
- Cotton coveralls or shop smock (acquired on campus)
- Welding gloves and welding beanie
- Safety glasses (mandatory)
- Clipboard and basic calculator
- Miscellaneous shop supplies (acquired on campus)
- Metal project (acquired on campus)
- Parts for personal shop projects

## Apprenticeship Opportunity

Students who have successfully completed the program and also completed an acceptable Alberta Apprenticeship Prior Learning Assessment Application may have the opportunity to challenge the Alberta Apprenticeship and Industry Training (AIT) first and second year Motorcycle Mechanic exams.

To register for technical apprenticeship training students must be indentured as an apprentice and eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship that is registered with AIT.

Apprenticeship information can be accessed by visiting [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).



# MUSIC

## Music

### Diploma with Major

Duration: 60 weeks | Total Credits: 60

Major: Performance

Music programs at Northwestern Polytechnic will help prepare students to pursue a career in music or to continue their studies at other educational institutions. Students will have the opportunity to specialize on an instrument, including voice, and to perform with talented musicians. Participation in Northwestern Polytechnic Ensembles is required of our programs, and performances in community productions or events is also encouraged.

Music students have access to our Fine Arts Recording Studio complex that consists of four individual studios, a digital lab/classroom with many modern workstations, and numerous well-equipped practice rooms. Music performances take place in the Collins Recital Hall, the Douglas J. Cardinal Performing Arts Centre or off campus.

The Fine Arts Department offers the music programs at the Grande Prairie Campus on a full-time or part-time basis during the day and evening.

Admission is based on the quality of an audition, a music theory prerequisite, and also academic entrance examinations as per institutional requirements.

Students of the Northwestern Polytechnic Fine Arts music programs have also successfully completed music degrees at institutions in Alberta and across Canada.

### Other Program Opportunities

If students are interested in other music programs, Northwestern Polytechnic offers courses towards:

- Bachelor of Music, University Transfer program
- Bachelor of Music/Bachelor of Education combined degree programs
- Bachelor of Arts, University Transfer music major/minor program
- Bachelor of Education, University Transfer music major/minor program

## GRANDE PRAIRIE

780-539-2909 | 1-888-539-4772, ext. 2909

finearts@nwpolytech.ca

### ADMISSION REQUIREMENTS

Applicants require an Alberta Education High School Diploma and the following:

- English 30-1
- Music 30 or consent of the department
- Royal Conservatory Level 8 Theory (previously Advanced Theory [2009]), Conservatory Canada Grade 4, or MU1000\*

*\*A performance audition is required before applicants are offered admission. Contact the Fine Arts Department to schedule an audition.*

### MATURE STUDENT ADMISSION

Students who have been out of school for one full year may also be admitted. Applicants must have English 30-1 or be admissible to EN0130 as determined by Northwestern Polytechnic placement assessments. If EN0130 must be taken in order to fulfill the English requirement, it must be taken in the first semester which means that first year requirements may not be completed within a year. In addition to the English requirement, applicants must have the equivalent of Royal Conservatory Level 8 Theory (previously Advanced Theory [2009]), Conservatory Canada Grade 4, or MU1000\*.

*\*Applicants who do not present successful completion of MU1000 or equivalent will be required to write a Music Theory Placement examination before registering in this program. Students who do not demonstrate the equivalent of Royal Conservatory Level 8 Theory skills will take longer to complete this program of study.*

## PROGRAM CURRICULUM

### First year (30 credits)

- Junior English (3), EN1201 recommended
- MU2091 Electronic Notation (3)
- MU1010 Introduction to Music (3)
- MU1250 Applied Music I (6)
- MU1510 Aural and Keyboard Skills I (3)
- MU1550 Music Theory I (3)
- MU1560 Music Theory II (3)
- MU1650 Introduction to World Music (3)
- Music Ensemble (3) chosen from
  - MU1400 Chorale Ensemble I
  - MU1410 Instrumental Ensemble I
  - MU1490 Jazz Ensemble I

### Second year (30 credits)

- MU1081 Music Technology I (3) or DD1082 Introduction to Video Production (3)
- MU2081 Music Technology II (3) or MU2570 Song Writing I (3)
- MU2250 Applied Music II (6)
- MU2510 Aural and Keyboard Skills II (3)
- MU2550 Music Theory III (3)
- MU2560 Music Theory IV (3)
- Music Ensemble (3) chosen from
  - MU2400 Chorale Ensemble II
  - MU2410 Instrumental Ensemble II
  - MU2490 Jazz Ensemble II
- One of
  - MU1021 Popular Music in the 20th Century (3)
  - MU2620 Women in Music (3)
  - MU2800 Introduction to the Study of Western Music History (3)
  - MU2830 Western Art Music History (3)
- Approved Option (3)

For students interested in music technology, an alternative sequence of courses for the Music Diploma – Performance is recommended. Below is the first and second year lay out of courses to accommodate this interest within the Diploma.

### First year (30 credits)

- MU1081 Music Technology I (3)
- MU2081 Music Technology II (3)
- Junior English (3), EN1201 recommended
- MU2091 Electronic Notation (3)
- MU1250 Applied Music I (6)
- MU1510 Aural and Keyboard Skills I (3)
- MU1550 Music Theory I (3)
- MU1560 Music Theory II (3)
- Music Ensemble (3) chosen from MU1400 Chorale Ensemble I, MU1410 Instrumental Ensemble I or MU1490 Jazz Ensemble

### Second year (30 credits)

- MU2250 Applied Music II (6)
- MU2510 Aural and Keyboard Skills II (3)
- MU2550 Music Theory III (3)
- MU2560 Music Theory IV (3)
- Music Ensemble (3) chosen from MU2400 Chorale Ensemble II, MU2410 Instrumental Ensemble II or MU2490 Jazz Ensemble II
- MU1010 Introduction to Music (3)
- MU1650 Introduction to World Music (3)
- One of:
  - MU1021 Popular Music in the 20th Century (3)
  - MU2620 Women in Music (3), MU2800 Introduction to the Study of Western Music History (3)
  - MU2830 Western Art Music History (3)
  - or MU2281 Music Technology III (3)
- Approved Option (3)

## GRADUATION REQUIREMENTS

Students will need to successfully complete the program requirements to graduate with a Diploma in Music, Performance. If students meet these requirements, they may apply to graduate.

## ADVANCED STANDING

Advanced standing for selected courses may be given at the discretion of the Fine Arts Department in accordance with Northwestern Polytechnic policy.

# MUSIC

## POST DIPLOMA

### Degree Programs

Acceptance into any university degree program once students have completed their studies at Northwestern Polytechnic is based on their audition, the depth of their musical experience and their academic standing. Option courses vary from institution to institution and are often evaluated on a course-by-course basis. Early contact with the institution to which students are transferring is encouraged and close consultation with a Northwestern Polytechnic Fine Arts advisor is suggested. All post-secondary Bachelor of Music programs are slightly different. An audition is normally required by each university and students should pay attention to specified audition dates published by each university. Students are advised to consult directly with the university they are interested in transferring their diploma to for these degree opportunities. Most receiving institutions will transfer a maximum of 60 credits from Northwestern Polytechnic. Bachelor of Music students are advised to take 9 credits of options for Music, Art or Science.

The Northwestern Polytechnic Diplomas give students flexible and varied musical experiences, but credit is often awarded on a case-by-case basis. Transfer admission to a Bachelor of Music or Bachelor of Arts, Music, or Post-Diploma program is based on audition and is considered on an individual basis.

Transfer opportunities exist within Alberta at the following universities:

#### **University of Alberta**

Augustana Faculty, University of Alberta

#### **University of Lethbridge**

Post-Diploma Bachelor of Music

Post-Diploma Bachelor of Music/Bachelor of Education

Post-Diploma Bachelor of Fine Arts-Multidisciplinary

#### **Concordia University College**

#### **King's University College**

#### **University of Calgary**



## Office Administration

**Certificate:** Duration: 30 weeks | Total Credits: 30

**Certificate with Majors:**

Duration: 30 weeks | Total Credits: 30

Majors: Basic Bookkeeping, Legal, Oil and Gas

## GRANDE PRAIRIE

780-539-2777 | 1-888-539-4772, ext. 2777

officeadmin@nwpolytech.ca

All students must complete the core curriculum of 18 credits and 12 credits through one of the specialized programs. These programs are designed to provide graduates with the critical employability skills required to succeed in the office. Graduates of the program attain professional knowledge and skills in communications, office professionalism, interpersonal relations, and office technology. Students in the Office Administration Certificate programs will develop superior office skills that are highly sought after by all employers.

Graduates have opportunities to enter and advance in careers such as office assistants, legal assistants, administrative assistants, bookkeeping assistants, accounting technicians, and receptionists.

### ADMISSION REQUIREMENTS

If applicants are entering the program directly from high school, they require a High School Diploma with the following Alberta Education courses or equivalents:

- English 30-1 or English 30-2, minimum grade of 50%
- Mathematics 20-1, 20-2, or 20-3, minimum grade of 50%

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

- English 30-1 or English 30-2, minimum grade of 50%
- Mathematics 20-1, 20-2, or 20-3, minimum grade of 50%

### MATURE STUDENT ADMISSION

If applicants are 21 years of age or older and do not meet any of the admission requirements for this program, they must attain a minimum score on an appropriate entrance test.

### PROGRESSION CRITERIA

In addition to the Academic Guidelines, the Department reserves the right to adhere to the following progression criteria:

- If a full-time student fails two courses in a semester, they will be placed on contractual departmental probation. They may be required to attend an additional writing and/or typing lab.
- If a full-time student fails three or more courses in any one semester, they will be required to withdraw from the full-time program for one full semester.

### Practicum Progression Criteria

Students will be eligible to enrol in OA1240, Work Experience, on the basis of:

- successful completion of five other OA courses,
- a minimum GPA of 2.3 in the most recently completed semester, and permission of the Practicum Instructor.

In granting permission to enrol in OA1240, the Practicum Instructor will take non-academic factors into consideration (attendance, interpersonal skills, etc.). Once on practicum, employment-level attendance and performance at the job site are required in order to receive credit for OA1240 Work Experience. A second placement will not normally be offered to students who do not receive credit for their first practicum.

### GRADUATION REQUIREMENTS

To be eligible to receive a Certificate in Office Administration, students must successfully complete all program requirements. If students meet these requirements, they may apply to graduate.

### ADVANCED STANDING

If students have completed high school career and technology studies courses, they may be eligible for transfer credit towards Office Administration Certificate courses. As well, some post-secondary courses or prior learning may transfer to Office Administration programs.

# OFFICE ADMINISTRATION

If students believe they have completed work experience equivalent to OA1240 Work Experience, they may apply for Advanced Standing in accordance with Northwestern Polytechnic Policy. Advanced Credit or Credit for Prior Learning for OA1240 must be approved before the end of the second week of classes.

## High School CTS Course Credit Available

If students have successfully completed courses in the Information Processing or Financial Management strands in the Career and Technology program of studies, they may be eligible for Advanced Standing in Office Administration. Student should inform their advisor, and the Department will assess courses on an individual basis.

## STATUTE OF LIMITATIONS ON ADVANCED STANDING

Students transferring into Office Administration with previous software training from other institutions should note that only software training successfully completed within the three years prior to admission will be considered for advanced standing or transfer credit.

## ADDITIONAL INFORMATION

### \*Skill Building Requirement

All students' keyboarding skills will be tested during the Department Orientation. Students who can demonstrate keyboarding skills at 40 net words per minute on a five minute timed test may choose to enroll in a 1.5 credit option. Students not keying at 40 net words per minute are required to enroll in one of OA1231 or OA1232, depending on their skills.

### Microsoft Office Certification

Microsoft Certification courses provide instruction and practice in the concepts required to successfully pass the Microsoft Office Certificate Exam. Students should be aware that there is an extra cost component attached to each Microsoft Office Certification Exam.

Microsoft Office Specialist certification enhances academic performance while providing students with a substantial advantage in their higher learning and workforce pursuits. Students who earn their Microsoft Office Specialist certification will be rewarded with heightened confidence and increasingly competitive academic and workforce environments. They will be qualified to meet greater challenges, possessing the knowledge and ability to be more productive and share information in a compelling, intuitive manner.

The Department of Business and Office Administration is authorized as a Microsoft Office Specialist Testing Centre. For more information visit us at [nwpolytech.ca](http://nwpolytech.ca).

## Office Administration Certificate

In the Certificate program students will gain over 400 hours of Microsoft Office instruction that will allow them to harness the full power of Microsoft Office. Graduates of this program will enter today's extremely challenging job market with the advantage of being certified as an expert user of Microsoft Office Word, Excel, Access, PowerPoint and Outlook. Graduates of this major will be highly sought after as Microsoft Office Specialists in numerous positions including office support, administrative assistant and government office clerks.

## PROGRAM CURRICULUM

### First Year (30 credits)

- OA1030 Business Communications I (3)
- OA1040 Business Communications II (3)
- OA1065 Word Core (3)
- OA1075 Word Expert\* (3)
- OA1145 Excel and Access (3)
- OA1155 PowerPoint, Advanced Outlook, and Remote Working Technologies\* (3)
- OA1215 Canadian Office Procedures I (3)
- OA1231 Skill Building I (1.5)
- OA1232 Skill Building II (1.5)
- OA1240 Work Experience (3)
- OA1275 Excel Expert\* (3)

*\*Includes MOS Certification Preparation and Challenge Opportunity*

## Office Administration Certificate - Basic Bookkeeping

The Basic Bookkeeping Certificate will give students an opportunity to complete courses that will qualify them as an introductory bookkeeper and will give students training that will lead to employment in a wide variety of positions. There is a high demand for bookkeepers, bookkeepers' assistants, accounts receivable/payable supervisors, payroll assistants, and accounting technicians. Employers are always looking for ambitious employees who have skills and training for these positions.

## PROGRAM CURRICULUM

### First Year (30 credits)

- OA1030 Business Communications I (3)
- OA1040 Business Communications II (3)
- OA1065 Word Core (3)
- OA1145 Excel and Access Core (3)
- OA1215 Canadian Office Procedures (3)
- OA1231 Skill Building I (1.5)
- OA1232 Skill Building II (1.5)
- OA1275 Excel Expert\* (3)
- OA1310 Bookkeeping I (3)
- OA1320 Bookkeeping II (3)
- OA1430 Sage 50 for Small Business (3) or  
OA1440 QuickBooks for Small Business (3)

*\*includes MOS Certification Preparation and Challenge Opportunity*

## PRACTICUM/WORK EXPERIENCE

### Consider a Work Experience Option

After successfully completing the course work required for a student's selected program, a student is encouraged to enrol in OA1240 Work Experience for an additional 3 credits. Students will be placed with a work experience sponsor in a position that will give them 120 hours of practical experience as a bookkeeper, accounts payable/receivable clerk, or payroll assistant. Our work experience sponsors are local and regional employers who are dedicated and proven mentors.

## Office Administration Certificate - Legal Office

The Legal Certificate program is designed for students who have chosen a career working in a legal office. Students master legal vocabulary, legal office procedures and legal relations. Graduates of this program will enter the work force as legal assistants, legal secretaries, court house office support and company legal department's legal assistants.

## PROGRAM CURRICULUM

### First Year (30 Credits)

- OA1030 Business Communications I (3)
- OA1040 Business Communications II (3)
- OA1065 Word Level I (3)

- OA1145 MS Excel Access Applications Level I (3)
- OA1215 Canadian Office Procedures (3)
- OA1231 Skill Building I (1.5)
- OA1232 Skill Building II (1.5)
- OA1240 Work Experience (3)
- OA1610 Legal Office Administration I (3)
- OA1620 Legal Office Administration II (3)
- LR3010 Legal Relations (3)

## Office Administration Certificate - Oil and Gas

The Oil and Gas Certificate program is designed for students who are considering a career in the petroleum and gas industry. Successful completion of this program will lead to entry-level positions in an office support or assistant position in the oil and gas industry.

## PROGRAM CURRICULUM

### First Year (30 credits)

- OA1030 Business Communications I (3)
- OA1040 Business Communications II (3)
- OA1065 Word Core (3)
- OA1145 Excel and Access Core (3)
- OA1215 Canadian Office Procedures (3)
- OA1231 Skill Building I (1.5)
- OA1232 Skill Building II (1.5)
- OA1240 Work Experience (3)
- OA1275 Excel Expert\* (3)
- OA1310 Bookkeeping I (3)
- OA1710 Oil and Gas Terminology (3)

*\*Includes MOS Certification Preparation and Challenge Opportunity*



## Office Administration - Canadian Certified Administrative Professional (CCAP)

The Department of Business and Office Administration provides you with the skills that employers seek, as well as the opportunity to earn credit towards a CCAP professional designation. Please note this is not a Northwestern Polytechnic credential but the below Northwestern Polytechnic courses may be taken to complete this professional designation. If you are interested in coming to Northwestern Polytechnic to work towards this external certification, you can apply to Office Administration by clicking the "Apply Now" button on the Northwestern Polytechnic website.

The Association of Administrative Professionals (AAP) is a chartered, non-profit, Canadian association. The AAP strives to provide administrative professionals the opportunity to learn, grow and thrive by encouraging all members to add to their individual competencies, advance their leadership skills, realize their value in the workplace and community and have confidence to excel in their careers.

The AAP offers the Canadian Certified Administrative Professional (CCAP) certificate and designation. The CCAP program is a certificate program for administrative professionals. In order to achieve the CCAP designation, candidates must meet all of the following requirements:

1. Be an AAP member for at least one year.
2. Enroll in the CCAP program.
3. Provide verification that you possess a minimum of five years' work experience in an administrative role or three years with a BA.
4. Provide verification that you also possess a good balance of the AAP core competencies, which are in the areas of business management, technology, leadership/organizational skills and communication/interpersonal skills.
5. Complete seven courses at an accredited university or college across Canada, consisting of three compulsory courses and four elective courses. Members enrolled in the CCAP program may complete some or all of their requirements with Northwestern Polytechnic as follows:

# OFFICE ADMINISTRATION

<b>AAP COURSES</b>	<b>NORTHWESTERN POLYTECHNIC EQUIVALENT</b>
<b>COMPULSORY COURSES</b>	<b>COMPULSORY COURSES</b>
Business English	OA 1040 – Business Communications II
Human Resources Management	BA 2240 – Human Resource Management
Organizational Behaviour	BA 1380 – Organizational Behaviour I
Supervision/Management Studies	MG 2000 – Intro to Management
<b>ELECTIVE COURSES</b>	<b>ELECTIVE COURSES</b>
<b>TECHNOLOGY / COMPUTER SKILLS</b>	<b>STUDENTS MUST TAKE ONE FROM THIS GROUP</b>
Computer technology – advanced courses in Excel, Access, etc.	OA 1075 – Word Expert OR OA 1155 – PowerPoint Expert OR OA 1275 – Excel Expert
Social Media	BA 2550 – Computer Applications for Marketing – Course is the same as for Website Design but credit can only be applied to one or the other and not both.
Website Design / Management	BA 2550 – Computer Applications for Marketing – Course is the same as for Website Design but credit can only be applied to one or the other and not both. <i>Prerequisite BA 1090 and BA 1150 are required or consent of instructor.</i>
<b>BUSINESS OPERATIONS</b>	<b>STUDENTS MUST TAKE ONE FROM THIS GROUP</b>
Business or Commercial Law	LR 3010 – Legal Relations
Economics	BA 1540 – Intro to Business MicroEconomics
Financial accounting	BA 1110 Introduction to Accounting OR OA 1310 AND OA 1320 – Bookkeeping
Marketing	BA 1090 – Intro to Marketing
Psychology	PY 1040 – Basic Psychological Processes OR PY 2410 – Social Psychology
Public relations	Not available at this time
Statistics	BA 2060 – Intro to Statistics for Business <i>Prerequisite BA 1050 is required or consent of instructor</i>
<b>PROJECT / EVENT MANAGEMENT</b>	<b>STUDENTS MUST TAKE ONE FROM THIS GROUP</b>
Event Management	BA 2090 – Marketing Project Management <i>Prerequisite BA 1090 is required or consent of instructor</i>
Project Management	Not available at this time

## CCAP RECERTIFICATION

CCAP graduates must complete a certification renewal process every three years, based on a credits system. Earn credits by completing professional development programs, attending AAP meetings and events, working in the administrative profession, community involvement and more. Earn 40 certification renewal credits in the three year renewal period to meet the criteria. For more information, visit [canadianadmin.ca/qaa-designation/re-certification/](http://canadianadmin.ca/qaa-designation/re-certification/) or contact the CCAP National Coordinator at [aap.national.coordinator@gmail.com](mailto:aap.national.coordinator@gmail.com).

# PARTS AND MATERIALS TECHNICIAN

## Parts and Materials Technician

### Certificate

Duration: 36 weeks | Total Credits: 49

### GRANDE PRAIRIE

780-539-2075 | 1-888-539-4772, ext. 2075  
partsmaterials@nwpolytech.ca

Parts and Materials Technicians are in high demand in north/central Alberta and this program is designed to provide the entry level technician an advantage in securing employment. Graduates of this program will qualify as third period apprentices in two trades, which will expand the availability of employment opportunities. The skills obtained in this course are highly sought after by prospective employers and will enable graduates to seek employment in a wide variety of job settings and locations.

Parts Technicians manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, industrial, recreational vehicle, jobber, plumbing, electrical, etc. Parts Technicians may be responsible for stock handling, identifying and cataloguing parts, and assemblies, as well as ordering, receiving, inspecting, sorting, pricing and selling, depending on business areas.

Student will learn to order parts and keep inventories, receive and store supplies in an organized system, update price lists and catalogues, and materials handling equipment. The specific duties a parts technician performs depend upon the size of the wholesale, retail, or warehouse distribution business and the types of parts involved. Some businesses specialize in one line of equipment, such as a particular line of automotive parts, others stock parts for several makes of machinery as well as a wide variety of hardware supplies.

Materials Technicians are involved in the movement of materials in a wide variety of industries including agricultural, forestry, health, manufacturing, mining, oil and gas, transportation, and wholesale/retail industries. Materials Technicians may be employed in many different settings and work with a wide variety of materials, and their duties and responsibilities can vary considerably from one job to another.

They are employed by organizations that produce, process, and use products such as office supplies, tools and equipment, food goods, textile products, farm equipment, or industrial supplies.

Student will learn to prepare, generate, pack and ship orders; process orders; operate electronic material identification tools and schedules; as well as purchasing, warehousing and inventory control.

### ADMISSION REQUIREMENTS

Although a high school diploma is not required as a prerequisite for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Course requirements are the same as with Alberta Apprenticeship and Industry Training (AIT) and include the following Alberta Education courses or equivalents:

- English 20-1 or English 20-2
- Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3
- One 20-level Science

Applicants who do not meet these requirements may be admitted to the course upon successful completion of the AIT Entrance Exam.

### PROGRESSION CRITERIA

Students who successfully complete Semester 1 will qualify to challenge the AIT Training First Period Exam for Parts and Materials Technician. These students will also continue on to Semester 2 and upon successful completion of the second semester will qualify to challenge both the Parts and Materials Technician AIT Second Period Exams. In addition, students who successfully complete semesters 1 and 2 will be placed in a work practicum for a four-week period.

# PARTS AND MATERIALS TECHNICIAN



## PROGRAM CURRICULUM

### First Year (49 credits)

#### SEMESTER 1 (16 WEEKS)

- PM1100 Material and Handling Equipment (10)
- PM1200 Material Handling and Warehouse Operations (7.5)
- PM1300 Safety Skills, Communication and Transportation (6.5)

#### SEMESTER 2 (16 WEEKS)

- PM2100 Automotive Parts Identification (11.5)
- PM2200 Heavy Duty Parts Identification (11.5)
- PM2300 Introduction to Inventory Management (1)

#### SEMESTER 3 (4 WEEKS)

- PM3100 Work Practicum (1)

## PRACTICUM/WORK EXPERIENCE

Our 36-week program includes a work experience to give students practical experience along with the theory and hands-on training. Students will be able to challenge the 1st- and 2nd-year apprenticeship exams, putting them well on their way to both Journeyman tickets.

## GRADUATION REQUIREMENTS

Students who successfully complete the required credits are eligible to receive a Certificate in Parts and Materials Technician. Once students have completed all program requirements, they may apply to graduate.

## APPRENTICESHIP OPPORTUNITY

To register for technical apprenticeship training students must be indentured as an apprentice eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship with them that is registered with AIT.

Apprenticeship information can be accessed by visiting the AIT website at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).

# PERSONAL TRAINER

## Personal Trainer

### Diploma

Duration: 60 weeks | Total Credits: 60

### GRANDE PRAIRIE

780-539-2761 | 1-888-539-4772, ext. 2761  
peak@nwpolytech.ca



The demand for educated and certified personal trainers has never been greater. The Personal Trainer program gives students the hands-on experience and specialized personal trainer knowledge they need to become a certified personal trainer able to sustain a lucrative personal trainer career.

Students will receive specialized training in one or more certifications, and be given the opportunity to gain valuable experience by completing a supervised practicum in this growing industry. The curriculum is rich with courses geared specifically toward preparing students to be very knowledgeable about the fitness industry and very competent in their personal skills. Students will not be required to repeat any training for which they have current certification.

The diploma program incorporates both theory and practical components. The theory courses, many of which are university transferable, provide the student with the background information necessary to understand the structure and function of the human body and its adaptations to exercise. The practicums provide an opportunity for students to network with local fitness businesses and shadow, interview, and be mentored by successful fitness professionals. The practicum experience also includes working with real personal training clients (assessing physical fitness levels, formulating, and delivering appropriate fitness programming, and conducting training sessions) in a 10 week supervised practicum.

### ADMISSION REQUIREMENTS

For admission into the Personal Trainer Diploma, an overall average of 50% in the following Alberta Education courses or equivalents is required. See Entrance Requirements tables for courses within groups A or C.

- English 30-1 or English 30-2
- One subject from Group A or C, or Physical Education 30, or one of Social Studies 30-1 or Social Studies 30-2. (Biology 30 is recommended)

## **MATURE STUDENT ADMISSION**

Students 21 years of age or older who do not meet the stated admission requirements must attain a minimum score on an appropriate entrance test before acceptance into the program is granted.

## **PART-TIME STUDENT ADMISSION**

Students may enrol in up to two courses without admission to the program. Upon successful completion of two courses, if students wish to continue in the program, they will be expected to apply to the program and meet all admission requirements. Once students have met all admission requirements and received admission to the program, they will be granted credit for courses successfully completed prior to admission.

## **PROGRESSION CRITERIA**

A full-time student in the Diploma program who fails one course in a semester will be placed on contractual departmental probation for the following semester. Failure to meet the probation requirements may result in forced withdrawal from the full-time program for one full semester.

A full-time student in the Diploma program who fails two or more courses in any one semester will be required to withdraw for one full semester from the full-time program. Readmission to the program will be subject to review.

## **PROGRAM CURRICULUM**

### **First year (30 credits)**

- PA1981 Instruction of the Basics of Aerobic Training (3)
- PE1000 Structural Anatomy (3)
- PE1015 Essentials of Human Physiology (3)
- PE1030 Integrative Human Physiology (3)
- PE1210 Introduction to Personal Physical Fitness (3)
- PE2060 Biomechanics (3)
- PE2420 Introduction to Nutrition for Exercise and Performance (3)
- PF1900 Group Exercise Fundamentals (3)

- PF1980 Leadership in Resistance Training (3)
- PF2900 Fitness Assessment and Advanced Counseling (3)

### **Second year (30 credits)**

- BA1040 Small Business Entrepreneurship (3)
- PE2000 Exercise Physiology (3)
- PE2400 Introduction to Sports Injuries (3)
- PE3030 Psychology of Sport and Physical Activity (3)
- PF1910 Fitness Practicum (3)
- PF2910 Advanced Fitness Practicum (3)
- PF2920 Certified Personal Trainer Exercise Prescription (3)
- PF2970 Fitness Management (3)
- PF2980 Advanced Training Methodologies (3)
- PF2990 Corrective Exercise Strategies (3)

## **GRADUATION REQUIREMENTS**

To graduate with a Personal Trainer Diploma students must successfully complete all program requirements. If students meet these requirements, they may apply to graduate.

Following completion of the Northwestern Polytechnic Personal Trainer Diploma, students will be prepared to write the CSEP-CPT National Exam and complete the CSEP-CPT Practical Exam.

To obtain CSEP-CPT certification, students must provide a copy of their official Northwestern Polytechnic transcripts stating that they have completed their Personal Trainer Diploma to the Canadian Society of Exercise Physiology (CSEP).

# POWER ENGINEERING

## Power Engineering

### Fourth Class Certificate

Duration: 27 weeks | Total Credits: 30

### Third Class Certificate

Duration: 26 weeks | Total Credits: 43

Curriculum is subject to changes in accordance with ABSA regulations and changes to the National SOPEEC syllabus.

A Power Engineer is a person skilled in the overall operation of a power (steam) plant or process. This includes operation of high and low pressure boilers and related areas such as: water treatment, pump operation, instrumentation, electricity, fuels and combustion, air compressors, maintenance, housekeeping and refrigeration. Provincial legislation requires the certification of employees before they assume responsibilities in heating and power plants.

With the instillation of the Power Lab, beginning in the 2019-20 Academic year, the program will be non-transferable. Students must register and take all the necessary components to ensure they will receive their reduced steam time from ABSA.

Students need to have a valid Fourth Class Certificate from ABSA as a prerequisite to the Third Class program. The program will offer 224 hours of labs to satisfy ABSA requirements for the Third Class certification under SOPEEC.

Applicants should have good manual dexterity and good hand-eye coordination since they will be required to operate switches and controls while monitoring instruments. Students should be aware that color blind testing, physical abilities, and communication skills may be required or tested for by some employers.

### ADMISSION REQUIREMENTS

*Admissions requirements are under review and subject to change*

For additional information on this Program, please see Important Documents under Admissions on our website.

Fourth Class Power Engineer Admission Requirements:

A high school diploma including at least:

- 50% in English 30-1 or English 30-2
- 65% in Mathematics 30-1 or 70% in Mathematics 30-2
- 65% in Chemistry 30 OR Physics 30

### FAIRVIEW

780-835-6637 | 1-888-539-4772, ext. 6637

powereng@nwpolytech.ca

Additional Requirements:

- Career Investigation Report (see important documents)

### SELECTION CRITERIA

Applicants who do not meet the requirements but have at least 60% minimum grades in prerequisites will be placed on a waitlist. After July 15th, the waitlisted applicants will be offered enrolment in order of date of application.

Applicants who meet all of the admission requirements will be admitted first then approved mature students will be admitted. Applicants on the waitlist will be admitted after July 15th by date of application until seats are filled.

### Third Class Power Engineering Admission Requirements:

Students must be certified as a Fourth Class Power Engineer.

### PROGRESSION CRITERIA

After successfully completing the Fourth Class Certificate of Competency, students have two options:

- Leave the program with their Fourth Class certification, or
- Continue on to the Third Class program

### GRADUATION REQUIREMENTS

Students completing all of the prescribed requirements with no failing grades, and a minimum of 65% in all courses and labs, and attending a minimum of 80% of all theory classes, will be eligible for a certificate in Power Engineering. Once students have completed all program requirements, they may apply to graduate.

### ADVANCED STANDING

This program is approved by Alberta Boiler Safety Association (ABSA), therefore advanced credit will not be allowed for core courses.

## ADDITIONAL INFORMATION

### Classroom and Study Hours

Students should expect to spend a total of 32 hours per week in class, including 4–6 hours in labs. Students can expect to study outside of class approximately 2–3 hours each evening and 6–8 hours each weekend.

The labs in both Third and Fourth Class programs are mandatory, with a 100% attendance that is mandated by ABSA. In the event a student misses a lab, they will be responsible for arranging and paying the associated fees. The Chair of the Automotive, Parts and Power Engineering Department shall determine if an individual is required to pay the fee.

### PRE/POST GRADUATION AFFILIATION

Students may apply for student membership and graduates may apply for full membership in the Institute of Power Engineers (IPE). Students and graduates must maintain their ABSA membership status to keep their Certificates in good standing.

## Power Engineering Certificate, Fourth Class

### PROGRAM CURRICULUM

#### Fourth Class (30 credits)

##### FALL (16 WEEKS)

##### Block 1 (11 weeks)

- POF401 Fourth Class, Part A1 (6)
- POF402 Fourth Class, Part A2 (4)
- POF403 Part A Power Lab (1)

##### Block 2 (5 weeks)

- POF407 Part B1 Power Lab (1)
- POF406 Fourth Class, Part B1 (6)
- POF425 Technical Communications I (1)

##### WINTER (11 WEEKS)

##### Block 3 (6 weeks)

- POF429 Controlled Plant Practicum (5)
- POF430 Practicum Independent Plant Report (1)

##### Block 4 (5 weeks)

- POF408 Fourth Class, Part B2 (4)
- POF437 Part B2 Power Lab (1)

## PRACTICUM/WORK EXPERIENCE

Practicum courses are an integral part of the Power Engineering program. In practicum, students put into practice the theory they have learned. A 6 week practicum (POF429) takes place January–February. Students gain practical experience in powerhouse/processing and high pressure steam. Salary will not be paid, and any relocation expense is the responsibility of the student. Students must have valid H2S and First Aid certificates prior to beginning POF429 Controlled Plant Practicum.

## Power Engineering Certificate, Third Class

### PROGRAM CURRICULUM

#### Third Class (43 credits)

##### Block 1 (5 weeks)

- POF301 Third Class, Part A1 (10)
- POF303 Power Lab Part A1 (1)

##### Block 2 (7 weeks)

- POF302 Third Class, Part A2 (10)
- POF305 Power Lab Part A2 (2)

##### Block 3 (7 weeks)

- POF311 Third Class, Part B1 (8)
- POF307 Power Lab Part B1 (2)

##### Block 4 (7 weeks)

- POF312 Third Class, Part B2 (8)
- POF308 Power Lab Part B2 (2)

# PRACTICAL NURSE

## Practical Nurse

### Diploma

Duration: 68 weeks | Total Credits: 73

### GRANDE PRAIRIE

780-539-2750 | 1-888-539-4772, ext. 2750  
nursing@nwpolytech.ca

The Practical Nurse program prepares students to be registered as a Licensed Practical Nurse. Graduates of this program are eligible to write the Canadian Practical Nurse Registration Exam (CPNRE). Various career opportunities for graduates exist within the Canadian health-care system. The program is approved by the Education Standards Advisory Committee with the College of Licensed Practical Nurses of Alberta (CLPNA).

All the courses in the Practical Nurse program are completed at Northwestern Polytechnic and healthcare agencies within or near Grande Prairie. Clinical placements may involve evening hours, night hours, and weekends. Students may be required to attend at least one clinical placement outside of Grande Prairie. Students are responsible for obtaining transportation to the clinical placements and for the costs of necessary travel and accommodations. Required clinical placements may be a distance of 150 kilometres or more from Grande Prairie.

Special qualities are required for the nursing profession. A potential student must be a caring individual who considers the dignity, individuality and worth of the patient, client, and family. The Canadian Council for Practical Nurse Regulators (CCPNR) provides information on the requisite skills and abilities needed to become a Licensed Practical Nurse in Canada. All interested applicants should review this document: [clpna.com/wp-content/uploads/2013/02/doc\\_CCPNR\\_CLPNA\\_Requisite\\_Skills\\_Abilities.pdf](http://clpna.com/wp-content/uploads/2013/02/doc_CCPNR_CLPNA_Requisite_Skills_Abilities.pdf)

Knowledge, skills, attitudes, behaviors, and judgements will be developed through a variety of structured and student-directed instructional delivery methods.

### ADMISSION REQUIREMENTS

All minimum admission requirements must be completed prior to the admission deadline.

International Applicants – please contact [international@nwpolytech.ca](mailto:international@nwpolytech.ca) for application deadlines and conditions.

All applicants must present with the following academic requirements or equivalents:

- English, one of:
  - English 30-1, minimum grade 60%
  - English 30-2, minimum grade of 70%
- Biology 30, minimum grade of 60%
- Mathematics, one of:
  - Mathematics 30-1, minimum grade 50%
  - Mathematics 30-2, minimum grade 60%
  - Mathematics 20-1, minimum grade 60%
  - Mathematics 20-2, minimum grade of 70%

English proficiency requirements – please see English language proficiency for details.

### Best Qualified

Applicants must be aware of three important deadlines (in subsequent order):

- February 1st – Applications Open
- September 1st – Application Deadline\*
- September 15th – Document Deadline

\*Applications received after September 1st may not be considered for admission.

Preference will be given to applicants who are best qualified as determined by an admission scoring system based on high school and post-secondary course grades. Should two or more applicants have the same score, the students will be ranked according to the earliest application date. Conditional letters of admission will be mailed to successful applicants. Qualified applicants not selected for admission will be placed on a waitlist according to score.

As per Northwestern Polytechnic policy, outlined in the admissions section of the calendar, “the institution, at its discretion, “may refuse admission to any applicant”.

Practicum agencies require Police Information Checks (PICs) of students working in their organizations. Information regarding PICs will be provided to students after they have been admitted.



## Admission of Indigenous Students

Two seats in the first year of the Practical Nurse program will be reserved for qualified applicants of Indigenous ancestry. The top two applications, based on the outcome of the approved scoring system chart, will be selected for offer of admission and will be assigned these reserved seats. If the designated applicants do not fill these reserved seats by November 1 of each year, the seats will be offered to the general applicant pool.

If you are applying as an Indigenous student, you may be required to present proof of Indigenous ancestry.

## OTHER REQUIREMENTS FOR STUDENTS ADMITTED TO THE PRACTICAL NURSING PROGRAM

### Health and Safety Requirements

All students admitted to the Practical Nursing program must be capable of completing responsibilities and activities as required in clinical practice. In order to successfully pass clinical practice courses, students must consistently demonstrate the essential competencies to safely provide nursing care to their assigned patient/client.

The CLPNA sets these competencies. If a student believes they may require assistance to be successful in the program, they are encouraged to contact an Academic Advisor in the Registrar's Office as soon as possible after admission for any accommodations that may need to be arranged.

Students must have the following items completed and submitted by December 1 after being admitted to the program:

- Police Information Check with Vulnerable Sector Clearance
- Immunization – some immunizations including Hepatitis B, may need to be initiated prior to the first day of the program.
- Standard First Aid
- CPR-BLS – must be through Heart and Stroke. No other certificate will be accepted. Must be current for the year as of the date set out by the department. No exceptions.
- COVID-19 Vaccination

# PRACTICAL NURSE

There are also other forms that will be required by December 1 and those provided to students upon successful admission.

Students are required to purchase a stethoscope and a penlight, and scissors in the practice setting. Standardized uniforms are required - information will be provided upon admission.

## PROGRESSION CRITERIA

### Academic Progression Criteria

A grade of C- is the minimum passing grade for all Practical Nursing courses in the program. For promotion from term to term in the program and for graduation, students must have successfully completed all the required Practical Nursing and non-Practical Nursing courses of the previous term.

A student with a GPA of 1.69 or lower must withdraw from the Practical Nursing program. Readmission to the program is subject to departmental review.

Students who withdraw or fail twice from a required practical nursing course will be withdrawn from the program and ineligible for re-admission.

### Clinical Progression Criteria

A student who is absent more than two clinical days in one clinical nursing course may need to make up the lost time before being allowed to continue in the program. Absences from the clinical site may result in the instructor being unable to evaluate the student's clinical performance. If clinical performance cannot be evaluated, a failing grade may be assigned in the course. Whenever a student's clinical performance is considered marginal in a nursing course, the student's total academic and clinical performance in the program is reviewed and considered in determining continuation in the program.

An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions of a site of a practicum/clinical placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.

## PROGRAM CURRICULUM

### Program Curriculum

#### FIRST YEAR (35 CREDITS)

- NP1205 Practical Nurse Theory I (3)
- NP1250 Health Assessment (3)
- NP1280 Communications in Nursing (3)
- NP1400 Nursing Across the Lifespan (3)
- NP1410 Practical Nursing Theory II (3)
- NP1450 Clinical Nursing Skills (3)
- NP1480 Medication Administration (3)
- NP1500 Anatomy and Physiology (6)
- NP1600 Pathophysiology and Pharmacology (6)
- Open elective (3)

#### Second Year (37 credits)

- NP2100 Practical Nursing Practice I (4)
- NP2110 Practical Nursing Theory III (3)
- NP2130 Maternity Nursing Theory (3)
- NP2150 Pediatric Nursing Theory (3)
- NP2200 Practical Nursing Practice II (3)
- NS2220 Indigenous Health in Canada (3)
- NP2230 Mental Health Nursing Theory (3)
- NP2250 Community Nursing Theory (3)
- NP2300 Practical Nursing Practice III (3)
- NP2350 Transition to Professional practice (1)
- NP2400 Practical Nursing Preceptorship (5)
- Open elective (3)

## ADDITIONAL INFORMATION

### Length of Time to Complete Program

The curriculum is designed to be taken over two years. Students should complete the Practical Nurse program within three years after initial admission to the program.

## ThinkBIG Service Technician

### Diploma

Duration: 80 weeks | Total Credits: 52

### FAIRVIEW

780-835-6727 | 1-888-539-4772, ext. 6727

hes@nwpolytech.ca



The ThinkBIG (Heavy Equipment) Service Technician program is the result of a unique partnership between Northwestern Polytechnic, Caterpillar Inc., world leader in the manufacture of heavy equipment, and Finning, Caterpillar's largest dealership worldwide. Northwestern Polytechnic is the only post-secondary institution in Canada to offer this globally recognized training, which is custom-formulated to meet Alberta Apprenticeship examination requirements.

The ThinkBIG program is a two year diploma program (80 weeks in length) located at the Northwestern Polytechnic Campus in Fairview, Alberta. Students gain advanced technical knowledge and hands-on skills directly related to Caterpillar equipment and upon graduation are ready to work anywhere Finning has opportunities – more than 40 locations across Alberta, B.C., Saskatchewan, NWT and the Yukon. Graduates are in exceptionally high demand.

This program consists of five 16-week blocks divided into 8 weeks of classroom theory and labs on campus, followed by a paid 8-week work practicum at a licensed Finning location.

The applicant should have a genuine interest in mechanical systems and a desire to understand the underlying

theoretical principles that govern machine operation and design. The work often involves analytical troubleshooting and problem solving in an active and physical work environment. Those who are considering this program should enjoy the challenge of working on some of the largest, most technologically advanced equipment in use today. Students must be Canadian residents and able to work in a physically demanding environment.

Finning will pay the tuition for this program for successful applicants and, upon commencement of the program, students will become employees of Finning. As employees of Finning, students will receive benefits as per Finning's benefits plan after completion of a three month waiting period.

In addition, Finning provides major financial support to students throughout the program. Each successful applicant will receive coveralls, books, apprenticeship exam fees, and personal protective equipment at no cost. Students must, however, provide their own CSA approved footwear.

At the end of the program, employment is not guaranteed with Finning, but every effort will be made to accommodate successful students.

# THINKBIG SERVICE TECHNICIAN

## ADMISSION REQUIREMENTS

- High School Diploma preferred
- Successful interview with Finning and Northwestern Polytechnic panel.
- Pass of Standardized Differential Aptitude testing.
- Canadian citizen or Permanent Resident (Landed Immigrant).
- Completion of a resume and a HES Career Investigation Report
- Pass of a Physical Demands Assessment as required by Finning Canada

Demand for this program is very high. Preference may be given to those who:

- have academic achievement beyond the stated prerequisites
- are actively involved in activities related to this field
- can supply references documenting their experience, involvement, or potential in this field.

## PROGRESSION CRITERIA

Students must pass both the school exams and the Heavy Equipment Technician apprenticeship exams in order to progress to the following semester.

## PROGRAM CURRICULUM

### First Year (29.5 credits)

#### FALL (16 WEEKS), BLOCK 1

- HES110 Introduction to Caterpillar Service Industry (2)
- HES121 Introduction to Machine Systems (3)
- HES131 Electrical Fundamentals (1.5)
- HES141 Hydraulic Fundamentals – Basics (2)
- HES190 Work Placement (2)

#### WINTER (16 WEEKS), BLOCK 2

- HES211 Starting and Charging Systems (2)
- HES221 Truck and Trailer Suspension and Steering (1.5)
- HES231 Air Brakes (2)
- HES241 Hydraulic Brakes (1.5)
- HES262 Electrical Circuits (1.5)
- HES290 Work Placement (2)

#### SPRING (8 WEEKS), BLOCK 3

- HES321 Engine Fuel Systems (3)
- HES331 Engine Fundamentals (4)
- HES362 Engine Diagnostics / Repair (1.5)

### Second Year (22.5 credits)

#### SUMMER (8 WEEKS), BLOCK 3

- HES390 Work Placement (2)

#### FALL (16 WEEKS), BLOCK 4

- HES410 Machine Hydraulic Systems (3.5)
- HES462 Off Road Machine Systems Diagnostics/Repair (1.5)
- HES490 Work Placement (2)
- HES511 Power Train II (3.5)

#### WINTER (16 WEEKS), BLOCK 5

- HES251 Air Conditioning Systems (1.5)
- HES421 Power Train I (4)
- HES440 On Highway Steering (1)
- HES562 On Highway Machine Systems Diagnostics/Repair (1.5)
- HES590 Work Placement (2)

The work Experience courses (HES190, HES290, HES390, HES490, and HES590) are taught at a licensed Finning location. (In the rare occurrence that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of Northwestern Polytechnic.)

## GRADUATION REQUIREMENTS

To be eligible to receive a ThinkBIG Service Technician Diploma students must complete all required courses with a GPA of no less than 2.7 and no failing grades. Once students have completed all program requirements, they may apply to graduate.

## APPRENTICESHIP OPPORTUNITY

Included is all the technical training required to meet the Alberta Apprenticeship requirements for Heavy Equipment Technician (HET). Students can challenge all the HET apprenticeship examinations and may achieve journeyperson status after the specified "time-on-the-job" requirements are met. Apprenticeship information can be accessed by visiting [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).

## Unit Clerk

### Certificate

Duration: 20 weeks | Total Credits: 26

### GRANDE PRAIRIE

780-539-2750 | 1-888-539-4772, ext. 2750  
nursing@nwpolytech.ca

#### **This program is suspended for the 2022-23 academic year.**

This intense 15-week full-time program is designed to prepare graduates for a future in the health care field in hospitals, health units, and clinics. Unit Clerks play a vital role in these workplace settings by managing information flow.

The program will provide students with the knowledge and skills to work in hospital or clinic settings in the role of a Unit Clerk. The courses provide a practical introduction to such topics as medical terminology, communication, office procedures, and processing of physician orders.

#### **ADMISSION REQUIREMENTS**

Students are required to present a High School Diploma with:

- minimum of 60% in English 30-1 or 65% in English 30-2
- 50% in Mathematics 20-1 or Mathematics 20-2.

Students without high school diploma requirements may have their application assessed on an individual basis.

#### **PROGRAM CURRICULUM**

##### **First Year (21 credits)**

- OA1030 Business Communications I (3)
- OA1215 Canadian Office Procedures I (3)
- OA1231 Skills Building I (1.5)
- OA1365 Introduction to Software Applications (3)
- OA2511 Medical Terminology I (3)
- UC1202 Work Role: Introduction (3)
- UC1208 Processing Client Records (3)
- UC1250 Introduction to Pharmacology (1.5)

#### **GRADUATION REQUIREMENTS**

To be eligible to receive a Certificate in Unit Clerk, students must successfully complete the prescribed curriculum. Once students have completed all program requirements, they may apply to graduate.

#### **ADVANCED STANDING**

Students who have completed a Certificate or Diploma in Office Administration or Dental Clerk within the last three years will normally receive advanced credit in the Unit Clerk program for OA1215, OA1231, OA1030 and OA1365.

#### **ADDITIONAL INFORMATION**

##### **Length of Time to Complete Program**

The curriculum is designed to be taken over 15 weeks. Students should complete the program within two years of initial admission to the program.

Application for an extension to the program, along with a plan for completion, must be submitted to the Department Chairperson for review by the Student Academic Review Committee.

## Unit Clerk Distance

#### **This program is suspended for the 2022-23 academic year.**

#### **PROGRAM CURRICULUM**

All of the courses within the Unit Clerk program are completed through online studies. Students, once registered, are provided with access to Moodle where they will access the courses.

# VISUAL ARTS AND DESIGN

## Visual Arts and Design

### Diploma

Duration: 60 weeks | Total Credits: 60

### GRANDE PRAIRIE

780-539-2909 | 1-888-539-4772, ext. 2909  
finearts@nwpolytech.ca

The Fine Arts Department at Northwestern Polytechnic is a great place to start a career in the visual arts. The Visual Arts and Design program and Bachelor of Fine Arts (BFA) University Transfer program, offer a balance of hands-on studio and lecture-based courses. The curriculum is designed to prepare students for advanced studies at a university or an art institute. Our alumni demonstrate success in a wide variety of careers and art-related professions including:

- Art Directors
- Craft artists (jeweler, potter, textiles...)
- Fine artists (painters, sculptors, illustrators...)
- Graphic designers, commercial and industrial designers
- Multi-media artists and animators
- Related cultural industries (art galleries, museums, curators, art historian, art education, art management...)

If students are interested in a career in contemporary visual art or just want to explore their potential, the Visual Arts and Design program is a great place to start.

### ADMISSION REQUIREMENTS

Northwestern Polytechnic does not require a portfolio for entrance into first year.

To be considered for admission to the Visual Arts and Design program, applicants will need to present an Alberta Education High School Diploma or equivalent, with English 30-1 or equivalent.

### MATURE STUDENT ADMISSION

Applicants may be considered for admission to the Visual Arts and Design program if they have been out of school for one full year, have English 30-1 or are admissible to EN0130 as determined by Northwestern Polytechnic placement assessments. Successful completion of EN0130 must be achieved in the first semester. If applicants do not present English 30-1 for admission, they may not be able to complete all requirements for the first year in two semesters.

### PROGRAM CURRICULUM

#### First year (30 credits)

- AR1010 Introduction to the History of Art I (3)
- AR1020 Introduction to the History of Art II (3)
- AR1360 Visual Fundamentals I (3)
- AR1370 Visual Fundamentals II (3)
- AR2410 Drawing I (3)
- AR2430 Drawing II (3)
- Junior English (6)
- DD1380 Design Fundamentals I (3)
- Approved Option (3)\*, normally chosen from 1000-level Studio Option or UT Option

#### Second Year (30 credits)

- AR3410 Drawing III (3)
- AR3430 Drawing IV (3)
- AR3705 Portfolio Development (3)
- 2000-Level Art History (6)
- Studio Options (12 credits)\*\*, chosen from 3000-Level Art (AR) or 2000-Level Digital Design (DD)
- Options (3 credits)\*

*\*Students should consult with an advisor to select an option that meets the requirements of their educational goal. Bachelor of Fine Arts students must take a university transferable (UT) option.*

*\*\*DD1160 paired with DD1170 will qualify as a 2000-level Studio Option.*

### GRADUATION REQUIREMENTS

Students must successfully complete the diploma curriculum outlined above to be eligible to receive a Diploma in Visual Arts and Design. Once students have completed all program requirements, they may apply to graduate.

### ADVANCED STANDING

Students wishing to apply for admission to the Visual Arts and Design program with advanced standing must have successfully completed one year of art study at the post-secondary level. Students must present an official

transcript of academic achievement, an art portfolio, and a letter of intent. Students may be interviewed prior to admission and their portfolio must be submitted prior to June 1 for the year in which they are applying.

The art portfolio should contain 15 to 20 current works (no older than 1.5 years) of original two-dimensional art. The artwork should be presented in a proper portfolio folder with the student's name on each piece and numbered on the front lower right corner. The portfolio may include both traditional and digital work. All digital work must be cross platform. Items in your portfolio should be specified in a printed reference sheet that includes a number of the art, date of the work, title of the piece, and medium. (Sample portfolio label: "Nature Redtones, Acrylic on Canvas, April 2012"). Northwestern Polytechnic will take every precaution to protect the student's portfolio but will not be responsible for unforeseen damage or loss of portfolios.

The student's letter of intent should be a one page statement about why they want to be in the Visual Arts and Design Program. The student may want to address their art background, areas of interest or activities in art, their career and educational goals, and anything else that they feel is important that Northwestern

Polytechnic should know about them as a prospective student. Short listed applicants may require a final interview with the selection committee. This will be set as early as possible after the portfolio review. A phone interview can be arranged if distance from Northwestern Polytechnic is a problem.

## ADDITIONAL INFORMATION

### Facilities

Visual Arts students work in an exciting and creative environment. Our facilities include a multi-use workshop; painting, drawing and sculpture studios with dedicated student work stations and a computer lab with static media and video editing capabilities.

The curriculum focuses on the basics of visual communication used in art and design. The courses are designed to develop students' ability to think critically and creatively, and to enhance their written and oral communication skills. First year courses introduce basic concepts through a mixture of hands-on studio and theory-based lecture and provide prerequisite skills for second year courses and a solid foundation for professional practice.



# WELDING, PRE-EMPLOYMENT

## Welding, Pre-Employment

### Pre-Employment Certificate

Duration: 12 weeks | Total Credits: 14

### GRANDE PRAIRIE

780-835-6682 | 1-888-539-4772, ext. 6682

welder@nwpolytech.ca



The Welding Certificate is in alignment with Welder, First Period curriculum outlined by Alberta Apprenticeship and Industry Training (AIT). This training includes:

- Flux core arc welding (FCAW)
- Gas metal arc welding (GMAW)
- Metal-cored arc welding (MCAW)
- Oxy-acetylene welding (OAW)
- Submerged arc welding (SAW)
- Shielded metal arc welding (SMAW)

This program includes:

- Basic joints, types of welds, welding symbols and weld faults, plus hands-on experience in safe work practices in shop and lab, hand tools and power tools, equipment setup, trades math, maintenance and troubleshooting.
- This is an intensive program offering about 1.5 times as much instruction as the regular apprenticeship program.

## ADMISSION REQUIREMENTS

- English 10-1 or English 10-2 and
- Mathematics 10C or Mathematics 10-3 and
- Science 10 or Science 14

Although a high school diploma is not required as a prerequisite for entrance into this program, students should be aware that some employers may require a high school diploma as a prerequisite for employment.

Applicants who do not meet these requirements may be admitted to the program but they will be required to pass the AIT Trades Entrance Exam during the first semester if choosing to pursue an apprenticeship.

## PROGRAM CURRICULUM

### First Year (14 credits)

- ITW10 Welding Safety and Tools (3)
- ITW11 Trades Math (2)
- ITW12 GMAW, FCAW, MCAW, SAW Theory (2)
- ITW13 Welding Technology (4)
- ITW14 Welding I Processes Practice (3)

## GRADUATION REQUIREMENTS

Students must complete all required courses with a GPA of no less than 2.00 and no failing (F) grades. If students have complete all of the requirements of the program, they may apply to graduate.

## ADDITIONAL INFORMATION

### Special materials required:

- Pencils
- Approved protective clothing (footwear and coveralls, etc.)
- Welder's gloves
- Welder's hat or beanie
- 2-3" Ring binders
- Approved safety glasses
- Ear plugs
- Calculator (non-programmable, with square root function)
- Lock

## APPRENTICESHIP OPPORTUNITY

Students who have successfully completed the program and also completed an acceptable Alberta Apprenticeship Prior Learning Assessment Application may have the opportunity to challenge the AIT first-year welder exam.

To register for technical apprenticeship training students must be indentured as an apprentice and eligible for training. Typically, students would be employed full-time with a company and have signed a contract of apprenticeship that is registered with AIT.

Apprenticeship information can be accessed by visiting the AIT website at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).



**UNIVERSITY TRANSFER**

## Arts

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree program

**Areas of Concentration:** Anthropology, Art and Design, Drama, Economics, English, History, Mathematics, Modern Languages and Cultural Studies, Music, Philosophy, Political Science, Psychology, Sociology

**Pre-Professional Programs:** Criminology, Journalism, Law (LLB), Social Work

### GRANDE PRAIRIE

780-539-2797 | 1-888-539-4772, ext. 2797  
arts@nwpolytech.ca

### **\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

Arts students at Northwestern Polytechnic choose from a wide selection of majors and study with highly qualified faculty. The small class environment provides an excellent foundation for a choice of transfer options to a four-year institution, such as the University of Alberta.

Many students with one to two years of course work in University Transfer, Arts at Northwestern Polytechnic have successfully transferred to universities both within the province and throughout Canada. Students wishing to begin their arts program at Northwestern Polytechnic and then transfer to an institution other than the University of Alberta are encouraged to consult with an Academic Advisor who can assist them with course selection and with the interpretation of university requirements.

The Bachelor of Arts degree at the University of Alberta is 120 credits of course work that includes common requirements, and a major subject of concentration. No minor is required, but students may declare a second major and/or one or more minors.

The University of Alberta requires, as do most other degree-granting institutions, that students complete at least half (60 credits) of degree requirements in courses offered through the University of Alberta, and that (normally) these will be the final (senior) courses in the program. This is called the Residency Requirement.

Normally, no more than 48 credits at the junior level (courses usually transferring to the University of Alberta at the 100 level) may be taken for degree credit. Students will not be permitted to take junior courses in the fourth year (last 30 credits) of the program; and they normally take junior level courses only in the first year of the program.

To complete this 120-credit degree in four years requires the completion of five courses per semester, over two semesters each year, or 30 credits per year for four years. Students may extend this program over a longer period of time or complete some course work during Spring and Summer Sessions at the University of Alberta and Northwestern Polytechnic. The University of Alberta will accept applications from a transfer student upon completion of a minimum of 24 university transferable credits.

### ADMISSION REQUIREMENTS

Admission to the University of Alberta Bachelor of Arts programs requires an overall average of 60 percent in the following five Alberta Education courses:

- English 30-1
- Four subjects chosen from Aboriginal Studies 30, Biology 30, Chemistry 30, a Fine Arts (only one Fine Arts subject may be presented), Mathematics 30-1 or 30-2, Mathematics 31, Physics 30, Science 30, Social Studies 30-1, 30-level language other than English.

Applicants pursuing a psychology major must present a minimum of Mathematics 30-2 in order to complete courses required within this major. Applicants considering a major in Mathematics must present Mathematics 30-1 and Mathematics 31. For a major in Economics, applicants must present Mathematics 30-1. Presentation of Mathematics 31 is recommended.

If a student plans to transfer to an institution other than the University of Alberta, the admission criteria may vary. Check with an Academic Advisor.

# UNIVERSITY TRANSFERS, ARTS

## MATURE STUDENT ADMISSION

Applicants who are 21 years of age or older and do not have a high school diploma may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta Bachelor of Arts program requires an overall average of 60% on the following two courses or their equivalents:

- English 30-1
- One other 30-level subject from Group A, B, or C as per the Classification of Alberta Education Courses.

Regardless of admission requirements, applicants must still have the 30-level subjects specified as prerequisite to the courses that they are required or elect to take in their program.

## Arts, University Transfer

### PROGRAM CURRICULUM

The Common Requirements are designed to give the foundation of a Bachelor of Arts degree, and students are encouraged to complete the majority of the common requirements for the degree in the first two years (60 credits) of their program.

The following is a list of common course requirements available at Northwestern Polytechnic. For course descriptions and prerequisites, check the Course Descriptions section of this calendar.

### Junior English (3 credits)

- EN1000 (6) or any one of: EN1050, EN1060, EN1111, EN1112, EN1210, EN1220, EN1230, EN1240 or EN1201

*\* although only 3 credits of Junior English is required, it is recommended to have two Junior level English courses completed\**

### One Language Other than English (LOE) (6 credits)

The Language Other than English requirement will be waived for students who have:

- successfully completed a 30 level Language Other than English in high school
- have been required to take an English Language Proficiency Test

Language courses may vary from year to year ( may not be offered every year).

- FR0120 and FR0130\*
- FR2110 and FR2120

- FR2210 and FR2240
- GR1200 and GR1300\*\*
- GR1500 (6)
- SP1110 and SP1120
- SP2110 and SP2120
- NT1521 and NT1522\*\*\*

*\* FR0120 and FR0130 will transfer for 6 university credits only if credit has not been received for French 30 or equivalent. FR0120 and FR0130 transfer to University of Alberta and may be used to fulfill this requirement as part of the minimum 24 transferable credits.*

*\*\* Transfer credit will be allowed only if students do not present a 30-level German high school course.*

*\*\*\* For transfer of NT1521 and NT1522 as a language, both courses must be taken, as it transfers as one 6 credit course to the U of A*

## REMAINING REQUIREMENTS

The remainder of a student's course selection at Northwestern Polytechnic will be made up of option courses from a number of areas of choice, along with the requirements for the chosen major. Below is a list of options available:

### Science Options

- Biology
- Chemistry
- Computer Science
- Earth Science
- Mathematics
- Physics
- Psychology chosen from PY1040, PY3752, or PY3810
- Statistics
- Zoology

### Fine Art Options

- Art, Art History
- Drama
- Music
- Writing, chosen from EN2940, EN2950 or EN3950

### Humanities Options

- History
- Philosophy
- English
- Languages (modern)

### Social Science Options

- Anthropology
- Economics
- Political Science
- Native Studies
- Psychology (not PY1040, PY3752, PY3810)
- Sociology
- Women's Studies



## **Non-Arts Course Requirement**

Students pursuing an Arts degree with the University of Alberta will be required to complete a minimum of 6 credits but no more than 18 credits in non-arts related courses. For a list of options to fulfill this requirement, speak with an Academic Advisor in the Registrar's Office.

## **ADDITIONAL INFORMATION**

### **Bachelor of Arts (B.A.) Majors and Minors Areas of Concentration**

Students may complete one to two years of Arts, University Transfer in the specific areas of concentration. The maximum curriculum available at Northwestern Polytechnic is articulated for each area.

Bachelor of Arts degree at the University of Alberta requires a minimum of 30 credits to a maximum of 48 credits at the senior level for the major. A minimum of 15 senior credits of the major must be completed at the University of Alberta, Faculty of Arts. Students must declare a major. No minor is required, but students may declare a second major and/or one or more minors.

Honours Bachelor of Arts programs are available at the University of Alberta and admission to these is usually at the second year level. If students are interested in this option, Northwestern Polytechnic can offer one year (30 credits) toward the Honours B.A. for some majors. Consult an Academic Advisor for further details.

## Anthropology

An exploration of the human experience from many perspectives, including physical characteristics, communication, society, and culture. A major in Anthropology offers a broad, holistic approach to the discipline yet allows specialization in one of the sub-areas: archeology, biological anthropology, social/cultural anthropology, and linguistic anthropology.

### PROGRAM CURRICULUM

#### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (18 credits) second Junior English recommended
- AN1010

#### Second Year

- AN2050 • AN2060 • AN2070
- Options (21 credits)

## Art & Design

Excellent facilities enable students to study visual fundamentals, painting, sculpture, drawing, printmaking, art history and computer technology with exceptionally qualified faculty. This curriculum listing applies only to the Bachelor of Arts at the University of Alberta. Students interested in art and design may also consider the Bachelor of Fine Arts program.

### PROGRAM CURRICULUM

#### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits) second Junior English recommended
- AR1010 • AR1020 • AR2410 and AR2430
- AR1360 and AR1370 recommended

#### Second Year

- Senior Art History and/or Art and Design studio courses (minimum of 9 to 12 credits)
- Options (24 to 27 credits)

## Drama

Students can complete Drama courses at Northwestern Polytechnic that will meet their first and/or second year Drama Major or Drama Minor requirements for BA, BEd, BFA degrees, depending on the university program they transfer to and which courses are offered at Northwestern Polytechnic in any given year. Students intending to complete a BFA with the U of A must consult with an advisor prior to course selection. Students are encouraged to consult with an advisor in the Registrar's Office at Northwestern Polytechnic, the Northwestern Polytechnic Drama Instructor, and with the receiving institution to determine the combination of courses that will serve them best.

Drama courses are of benefit to students considering careers in business, education, recreation, social work, politics, nursing, music, theatre, and film.

### PROGRAM CURRICULUM

#### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (12 credits) second Junior English recommended
- DR1020\* • DR1490\* • DR2310

#### Second Year

Refer to the University's Calendar or consult with an Academic Advisor in the Registrar's Office for second year course selection.

*\*Drama majors at the University of Alberta register for Drama 103 and 150. Students transferring to the University of Alberta with DR1020 and DR1490 cannot take Drama 103 or 150 for credit, therefore, will be considered to have satisfied the 103/150 requirements for Drama.*

*Students pursuing a Bachelor of Fine Arts, majoring in Drama, should consult with an Academic Advisor prior to course registration.*

## Economics

The study of how people make decisions to spend their incomes and time, and how people interact in a social setting to produce and distribute goods and services.

### ADMISSION REQUIREMENTS

If applicants are considering a major in Economics, they must present Mathematics 30-1. Presentation of Mathematics 31 is recommended.

## PROGRAM CURRICULUM

### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (6 credits) second Jr. English recommended
- EC1010                      • EC1020                      • MA1130
- MA1150                      • ST1510

### Second Year

- EC2810
- Senior Economics option (3 credits)
- Options (24 credits)
- MA1200 is required for the Honours route

## English

Students will learn critical appreciation of and analytical skills in reading and writing. Students will receive an integrated introduction to literary studies and will have the opportunity to compare their own attitudes and assumptions to “the best that has been thought and said” (Matthew Arnold).

## PROGRAM CURRICULUM

### First Year

- Junior English (3 credits)
- Second Junior Level English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (18 credits)

### Second Year

- Senior English (9 credits)    • Options (21 credits)

## History

How do societies grow and function? Why do people hold certain beliefs? Why is there war? Why do human relations take the form they do? Learn more about the great diversity of human life and experience.

## PROGRAM CURRICULUM

### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (9 credits) second Junior Level English recommended
- HI1110 and HI1120
- HI2600 recommended
- HI2610 recommended

### Second Year

- Senior History (6 credits)
- Options (24 credits)

## Mathematics

Bachelor of Arts students may major or minor in mathematics or may choose an Honours program in Mathematics. Students may also study Mathematics in a Bachelor of Science program.

## ADMISSION REQUIREMENTS

If applicants are considering a major in Mathematics, they must present Mathematics 30-1 and Mathematics 31.

## PROGRAM CURRICULUM

### First year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (9 credits) second Junior English recommended
- MA1130                      • MA1150
- MA1200                      • MA2250 recommended

## Modern Languages and Cultural Studies

### ONE LANGUAGE STREAM - FRENCH

There are many reasons students may choose to study the French language; personal satisfaction and growth, increased opportunity for travel, entrance to specific university faculties, or employment opportunities.

### PROGRAM CURRICULUM

#### First Year

- Junior English (3 credits)
- Options (21 credits) second Junior English recommended
- FR2110 and FR2120, or FR2210 and FR2240

#### Second Year\*\*

- FR2970 and FR2980      • FR2540
- FR3010                      • Options (18 credits)

*\*\*Students wanting to stay at Northwestern Polytechnic for a second year should consult with an Academic Advisor in the Registrar's Office.*

## Music

Northwestern Polytechnic faculty are well-known provincially and nationally. Graduates of this conservatory are well-represented province-wide in ensembles of "the best". Students will be involved in several public performances in an academic year. Students interested in Music may also consider the Bachelor of Music program.

### PROGRAM CURRICULUM

Refer to the University's Calendar for specific details.

## Philosophy

The study of philosophy develops skills of analytic and synthetic reasoning and writing, which have practical values for all careers.

### PROGRAM CURRICULUM

#### First Year

- Junior English (3 credits)
- Junior Philosophy (6 credits) PH 1010 and PH1020 recommended
- Language other than English (6 credits) (if required) or Options (6 credits)

- Options (15 credits) second Junior English and additional Philosophy courses recommended

#### Second Year

Refer to the University's calendar or consult an advisor for second year course selection.

## Political Science

The study of public policy: learn about power in society and how it is exercised and organized in government institutions as well as in groups and individuals seeking to influence policy.

### ADMISSION REQUIREMENTS

Social Studies 30-1 is recommended for students pursuing a major in political science.

### PROGRAM CURRICULUM

#### First Year

- Junior English (3 credits)      • PO1010 and PO1020
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (15 credits) second Junior English recommended

#### Second Year

- Senior Political Science, numbered 2000 or above (6 credits)
- Options (24 credits)

## Psychology

This is the scientific study of behaviour and mental processes. Students will explore the intricate relationship between environment, mind, and human activities.

Students planning on attending the University of Calgary should transfer after one year and take ST1510 or PY2110 equivalence at the University of Calgary.

Those students considering a Psychology major at another institution other than the University of Alberta should consult with an Academic Advisor.

### ADMISSION REQUIREMENTS

Students pursuing a psychology major must present Mathematics 30-1 or 30-2 in order to complete courses required in this program.

## PROGRAM CURRICULUM

### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (15 credits) second Junior English recommended
- PY1040                      • PY1050

### Second Year

- ST1510 or PY2110
- Psychology options (6 credits), chosen from PY3752, PY3580 or PY3810
- Psychology options (6 credits), chosen from PY2230, PY4390, or PY3410
- One option chosen from Computing Science (CS), Math (MA) or Statistics (ST), not including ST1510
- Options (12 credits)

## Sociology

The study of group life: its characteristics, changes, causes, and consequences. It combines scientific and humanistic perspectives in the study of urban and rural life, family patterns and relationships, social change, intergroup relations, social class, mass media and communications, health-seeking behaviour, as well as social movements and community responses to disasters – natural and created.

## PROGRAM CURRICULUM

### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- Options (18 credits) second Junior English recommended
- SO1000

### Second Year

Refer to University's calendar or consult with an advisor for second year course selection.

## Criminology, Pre-Professional

Behavioural sciences and humanities combine in this quota program, preparing students to seek entry to the second year of studies. There are additional admission requirements for this program: two letters of reference; a personal resume, noting volunteer and/or work experience in a related field; a written statement of personal career objectives; an interview.

Admission to the program at the University of Alberta is competitive. Students are advised to apply for second year and should take advantage of an admission offer as soon as possible. The Criminology Program has changed to encompass two streams. Students should apply to the Course-based/Regular Stream. Students interested in the Field Placement Stream should contact the Criminology Department at the U of A after application is made. Students who will not have the admission requirements after completion of the first year or who apply and are not offered admission, may enrol in a second year at Northwestern Polytechnic and apply for admission to third year at the University. A second year of study does not guarantee admission; students will still be required to be competitive. Students who are planning on doing a second year at Northwestern Polytechnic should consult with an Academic Advisor.

Consult the Criminology webpage on the U of A website for minimum Grade Point Average requirements.

## PROGRAM CURRICULUM

### First Year

- Junior English (3 credits)
- Language other than English (6 credits) (if required) or Options (6 credits)
- PY1040                      • PY1050                      • SO1000
- Options (15 credits), AN1010 recommended

### Second Year

- SO2250
- SO3270 (Note: SO2250 is a prerequisite for SO3270)
- Any two, chosen from PY2230, PY3330, PY3810, or PY4390
- Options (18 credits), SO2240, SO 3210, AN2500 and AN2070 are highly recommended



## Journalism, Pre-Professional

Northwestern Polytechnic can provide students with the course work required to apply for admission to the School of Journalism and Communications at the University of Regina. Students wishing to begin their studies towards this professional program normally request admission to University Transfer, Bachelor of Arts.

The Bachelor of Arts in Journalism and Communications is a four-year degree (120 credits) consisting of two years of pre-journalism done in a Faculty of Arts and then, following application and admission to the School of Journalism and Communications, two more years to complete the program. The last two years of this program are available (west of Ontario) only at the University of Regina. The application deadline is February 15 for the following Fall Semester.

## PROGRAM CURRICULUM

- English (Literature and Composition)
- Language Other than English
- Fine Arts
- Canadian History
- Canadian Political Science (above intro level)
- Humanities (History)
- Logic or Math
- Social Science (Economics and others)
  - Anthropology
- Natural Science (involving lab work)

Please consult with an Academic Advisor in the Registrar's Office for further details and discussion of course selection.

## Law (LLB), Pre-Professional

Admission to a Faculty of Law in Alberta requires a minimum of two years (60 credits) in a program of university studies leading to any recognized degree. In actual practice, very few applicants who do not present with a completed undergraduate degree are admitted to Faculties of Law. The Law School Admissions Test (LSAT) is mandatory for all applicants. For details on the Faculties of Law across Canada, refer to the current LSAT booklet.

Students wishing to begin their studies towards this professional program normally request admission to University Transfer, Bachelor of Arts.

## Social Work, Pre-Professional

Students wishing to begin their studies towards Bachelor of Social Work normally request admission to University Transfer, Arts for the first two years, 60 credits, of university studies. Admission to University Transfer, Arts, allows students to choose from a broad selection of liberal arts and social science courses.

Upon completion of 60 credits of appropriate course work, students can apply to the University of Calgary to complete this degree program.

See Arts, University Transfer, or Social Work in this calendar for more information.

# DEGREE COMPLETION, BUSINESS ADMINISTRATION

## Business Administration

### Collaborative Degree Completion Business Administration

SAIT: Accounting, Management

## GRANDE PRAIRIE

780-539-2900 | 1-888-539-4772, ext. 2900  
business@nwpolytech.ca

**For the 2022/23 Academic year, there will be no intake for the Bachelor of Business Administration - Management. This change will not impact students currently enrolled in the program. For more information, please contact Student Services at [studentinfo@nwpolytech.ca](mailto:studentinfo@nwpolytech.ca)**

Start your journey in a small, friendly environment at Northwestern Polytechnic, and stay to complete your Accounting or Management Degree!

**Northwestern Polytechnic has launched a partnership with SAIT to provide students with the opportunity to complete a Bachelor of Business Administration Degree with an Accounting major or a Management major, face-to-face on our Grande Prairie Campus.**

The Bachelor of Business Administration degrees at Alberta institutions are normally four years and 120 credits of appropriate course work. Students must normally complete all degree requirements within eight years, beginning with the year admission to the program was granted.

Degree granting institutions may not consider grades of D and D+ sufficient to award transfer credit. Institutions that accept grades of D or D+ for transfer courses may specify that those courses do not fulfill prerequisite requirements to senior courses.

### ADMISSION REQUIREMENTS

- Complete 2 years (60 credits) earning a Business Administration Diploma with a major in Accounting or Management depending on intended degree, at Northwestern Polytechnic with a minimum 2.3 cumulative GPA (67% or C+)
- Apply to SAIT to complete Years 3 and 4 of the BBA degree on campus at Northwestern Polytechnic
- Full or part-time study

The Bachelor of Business Administration (Accounting Major) is a post-diploma degree program preparing students for a successful career in the accounting industry, in both industry and public practice. The program is designed to align with the requirements needed to enter

the Chartered Professional Accountant (CPA) or Professional Education Program (PEP) programs.

The Bachelor of Business Administration (Management Major) is a post-diploma degree program preparing students for a successful career in a variety of positions and industries.

It is important for students who are planning to complete the SAIT Collaborative Program to work closely with a faculty advisor during the completion of the Business Administration Diploma. Certain option courses within the Business Administration Diploma are required by SAIT. If the Business Administration Diploma is completed without these required courses, they will still be required for degree completion.

### ADDITIONAL INFORMATION

#### WHY NORTHWESTERN POLYTECHNIC BUSINESS?

Small class sizes taught by knowledgeable, friendly, and caring instructors are some of the hallmarks of a Northwestern Polytechnic Business education. A Northwestern Polytechnic Business education is more than just a collection of courses. We prepare students to collaborate with others and apply cutting-edge business practices.

**"SAIT is pleased to partner with Northwestern Polytechnic to provide students in Grande Prairie with an innovative pathway to achieve a Bachelor of Business Administration degree, accounting major, through SAIT," said Brad Donaldson, SAIT Vice President, Academic. "Working together, we will ensure students are career-ready when they graduate – equipped with the applied education experience, critical thinking skills, and industry relevant knowledge employers demand of future accountants."**

# DEGREE COMPLETION, BUSINESS ADMINISTRATION

## Bachelor of Business Administration (Accounting), Degree Completion

### PROGRAM CURRICULUM

#### Third Year

- ACCT3010 External Auditing
- ACCT3020 Personal and Corporate Taxation
- PHIL1011 Critical Thinking
- ACCT4020 Accounting Theory
- ACCT4140 Internal Auditing and Controls
- ACCT4220 Advanced Management Accounting
- MNGT4070 Operations Management
- STAT4010 Research Methodologies
- \*Junior Humanities or Social Science electives (6 credits)

#### Fourth Year

- ACCT4410 Advanced Financial Accounting
- COMM3310 Presentations
- PHIL3010 Ethics
- MNGT2360 International Business
- MNGT4050 Strategic Management
- ACCT4118 or ACCT4130 – Accounting Elective
- \*Junior Science Elective
- \*Senior Humanities or Social Science Elective
- MNGT4990 Integrative Experience Elective (6 credits)

*\* Students should consult with a faculty advisor for approved Junior Science and Junior/Senior Humanities or Social Science electives*

Students should have completed FN3700, LR3010, BA2060, BA2500, BA2240 and BA2620 within the Business Administration Diploma program prior to starting Year Three of the SAIT collaboration. Students who have not completed these courses within the diploma should consult with a faculty advisor.

## Bachelor of Business Administration (Management), Degree Completion

### PROGRAM CURRICULUM

#### Third Year

- COMM3310 Presentation
- LDSH3050 Leadership
- MNGT3010 Continuous Improvement
- MNGT4020 Project Management II
- MNGT4070 Operations Management
- PHIL1011 Critical Thinking
- STAT4010 Research Methodologies
- MNGT2370 Principles of Supply Chain Management
- Junior Humanities or Social Science Elective (Northwestern Polytechnic course)\*
- Junior Humanities or Social Science Elective (Northwestern Polytechnic course)\*

#### Fourth Year

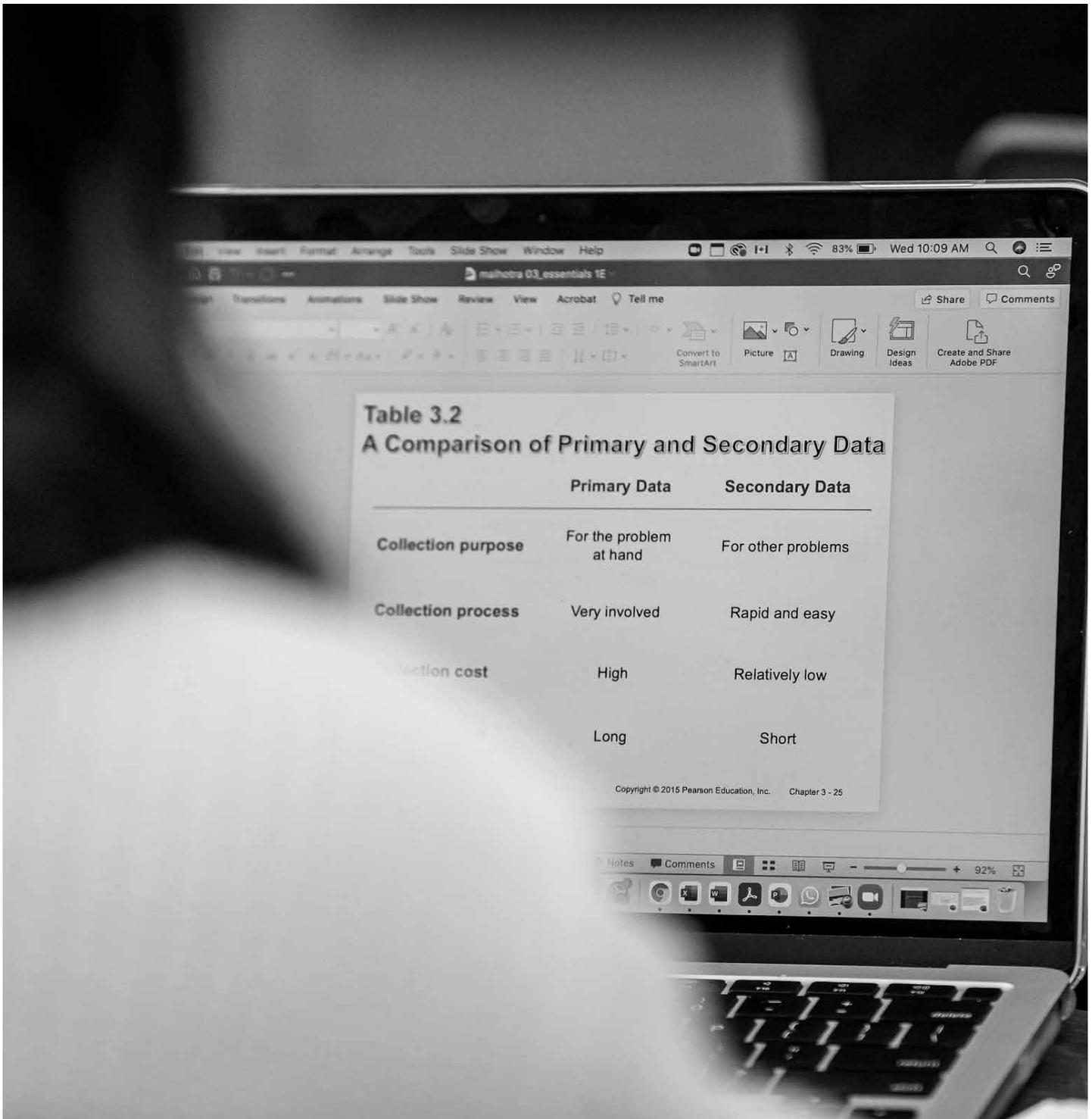
- MNGT3020 Conflict Management and Negotiation Skills
- MNGT2360 International Business
- MNGT3365 International Management
- MNGT4010 Change Management
- MNGT4050 Strategic Management
- MNGT4990 Integrative experience Elective (6 credits)
- PHIL3010 Ethics
- Senior Humanities or Social Science Elective (Northwestern Polytechnic course)\*
- Junior Science Elective (Northwestern Polytechnic course)\*

*\* Students should consult with a faculty advisor for approved Junior Science and Junior/Senior Humanities or Social Science electives.*

# DEGREE COMPLETION, BUSINESS ADMINISTRATION

Students should have completed BA2910, BA2060 and two Senior Business Elective within the Business Administration Diploma program prior to starting Year Three of the SAIT collaboration. Students who have not completed these courses within the diploma should consult with a faculty advisor.

For the 2022/23 Academic year, there will be no intake for the Bachelors of Business Administration - Management. This change will not impact students currently enrolled in the program. For more information, please contact Student Services at [studentinfo@nwpolytech.ca](mailto:studentinfo@nwpolytech.ca)



# UNIVERSITY TRANSFER, COMMERCE/MANAGEMENT

## Commerce/Management

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree programs

### GRANDE PRAIRIE

780-539-2900 | 1-888-539-4772, ext. 2900  
business@nwpolytech.ca

#### **\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

A number of options are available for students seeking a degree in business. Northwestern Polytechnic can offer students up to two years (60 credits) of course work toward the Bachelor of Commerce degree at the University of Alberta or toward the Bachelor of Management degree at The University of Lethbridge. Students can complete up to one year of course work towards the University of Calgary's Bachelor of Commerce. It is highly suggested to speak with an advisor if students are planning to transfer to Calgary. Within these degree programs, students may follow a general program or choose to develop a major (area of concentration). The specific majors available are listed along with the appropriate curriculum for each individual institution.

The Bachelor of Commerce and Bachelor of Management degrees at Alberta institutions are normally four years and 120 credits of appropriate course work. The Universities of Alberta, Calgary and Lethbridge have residency requirements that must be completed in order to graduate. Usually, the last (or senior) 60 credits of the degree taken at the university fulfills this requirement. Students must normally complete all degree requirements within eight years, beginning with the year admission to the program was granted.

Degree granting institutions may not consider grades of D and D+ sufficient to award transfer credit. Institutions that accept grades of D or D+ for transfer courses may specify that those courses do not fulfill prerequisite requirements to senior courses.

#### **ADMISSION REQUIREMENTS**

Admission to the University Transfer, Commerce program requires an overall high school average of 60 percent in the following five Alberta Education courses. Refer to the Classification of Alberta Education Courses:

- English 30-1
- Mathematics 30-1

- One of Biology 30, Chemistry 30, Mathematics 31, Physics 30, Science 30
- One from Group A (Language Other than English or Social Studies 30)
- One other 30-level, 5-credit course from Group A, B or C (refer to Admissions Chart)

If students plan to transfer to an institution other than the University of Alberta, the admission criteria may vary. Check with an Academic Advisor in the Registrar's Office.

#### **MATURE STUDENT ADMISSION**

Applicants who are 21 years of age or older and do not have a high school diploma may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta pre-professional year program requires an overall average of 60 percent on the following three courses:

- English 30-1
- Mathematics 30-1
- Group C Science subject

Although admission requirements have been adjusted for mature students, applicants must have the high school prerequisites to the courses that are required or taken in the program.

#### **PROGRESSION CRITERIA**

Northwestern Polytechnic graduates with a Diploma in Business Administration may receive up to 60 credits toward degree requirements. See Business Administration Program in the Certificate and Diploma section of this calendar for more information.

#### **PROGRAM CURRICULUM**

### **BACHELOR OF COMMERCE**

#### **University Transfer to University of Alberta**

The University of Alberta does not admit students directly into year one of the Bachelor of Commerce. Admission to the Faculty of Business is based on completion of a pre-professional year, with a minimum of 24 credits of

# UNIVERSITY TRANSFER, COMMERCE/MANAGEMENT

course work which must include the English, Economics, Mathematics, and Statistics courses listed in the curriculum for first year.

The following majors are available in the Faculty of Business: Accounting, Business Economics and Law, Business Studies, Decision and Information Systems, Distribution Management, East Asian Studies, Entrepreneurship and Family Enterprise, European Studies, Finance, Human Resource Management, International Business, Latin American Studies, Management Information Systems, Management and Organization, Marketing, Natural Resources, Energy and the Environment, Operations Management, and Retailing and Services. A Cooperative Education option, in all specializations, is available for students who are Canadian citizens or Landed Immigrants. Students can apply for this option on completion of the first two years (60 credits) of their program (application normally being made during year two).

## First Year

- EC1010 and EC1020
- MA1130
- Non-Business Electives (12 credits), can be chosen from any areas of interest in the Humanities, Sciences or Social Sciences
- Junior English (6 credits)
- ST1510\*

## Second Year

- AC3110 and AC3220
- FN3700
- MG3120
- OT3010
- Non-Business Electives (6 credits)
- EC2810
- LR3010
- MK3960

*Note: No more than 21 junior credits (100-level at the University) in non-Business electives may be used for credit toward the degree.*

*\*Students considering applying to both University of Calgary and University of Alberta should consider completing ST1510 in their first year. ST1510 satisfies the University of Alberta requirements for first year.*



## BACHELOR OF COMMERCE

### University Transfer to University of Calgary

Bachelor of Commerce transfer students must meet the pre-commerce requirements set out by the University of Calgary. The University offers seventeen different concentrations in this degree. Students considering transfer to University of Calgary, Haskayne School of Business, are encouraged to review the list of available concentrations, and information on admission and program requirements, available online at [haskayne.ucalgary.ca](http://haskayne.ucalgary.ca)

Students transferring to the University of Calgary are recommended to transfer after one year with Northwestern Polytechnic. Please consult with an advisor regarding transfer to the University of Calgary prior to registering. Transfer students must complete a minimum of 18 credits by the end of year one winter semester and must have 12 credits completed by the end of the Fall semester in year one.

#### First Year

- EC1010 and EC1020\*\*
- Junior English (3 credits)\*\*
- MA1130\*\*
- ST1510\* – must be taken in Fall\*\*
- MG3120\*\*
- Non-Business Options (12 credits)

*\*Students considering applying to both University of Calgary and University of Alberta should consider completing ST1510 in their first year. ST1510 satisfies the University of Alberta requirements for first year.*

*\*\*Transfer students must complete these 18 credits by the end of year one winter semester.*

## BACHELOR OF MANAGEMENT

### University Transfer to University of Lethbridge

The following majors are available in the Bachelor of Management program: Accounting, Computer Science, Economics, Finance, Indigenous Governance and Business Management, Agricultural Enterprise Management, General Management, Human Resource Management and Labour Relations, International Management, Marketing and Political Science.

Availability of courses for this transfer will vary dependent on the chosen major. Students interested in this program at the University of Lethbridge should consult with an Academic Advisor in the Registrar's Office.

Northwestern Polytechnic graduates with a Diploma in Business Administration may receive up to 60 credits toward degree requirements.

## BACHELOR OF COMMERCE/MANAGEMENT

### University Transfer to Athabasca University

Northwestern Polytechnic offers courses toward Bachelor of Management and Bachelor of Commerce degrees.

Students at Northwestern Polytechnic may have the opportunity to complete Athabasca University Commerce and Management Degree programs by choosing a combination of appropriate Northwestern Polytechnic University Transfer courses and Athabasca University courses online or by distance.

Northwestern Polytechnic graduates with a Diploma in Business Administration may receive up to 60 credits toward degree requirements.

Please consult with an Athabasca University Advisor, or refer to the University web site for program plans. Majors available in a Bachelor of Commerce include: General, Accounting, eCommerce, and Financial Services. Majors available in a Bachelor of Management include: General, Human Resource Management, Indigenous Nations and Organizations, and Marketing. For verification of this list, please consult the Athabasca University website, as changes may occur.

## BACHELOR OF BUSINESS ADMINISTRATION

**SAIT Collaboration opportunity! Stay in Grande Prairie to finish a Bachelor of Business Administration – Accounting.**

Please consult the Business Administration, Degree Completion section under the University Transfer programs for further details.

# UNIVERSITY TRANSFER, COMPUTING SCIENCE

## Computing Science

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree programs

### GRANDE PRAIRIE

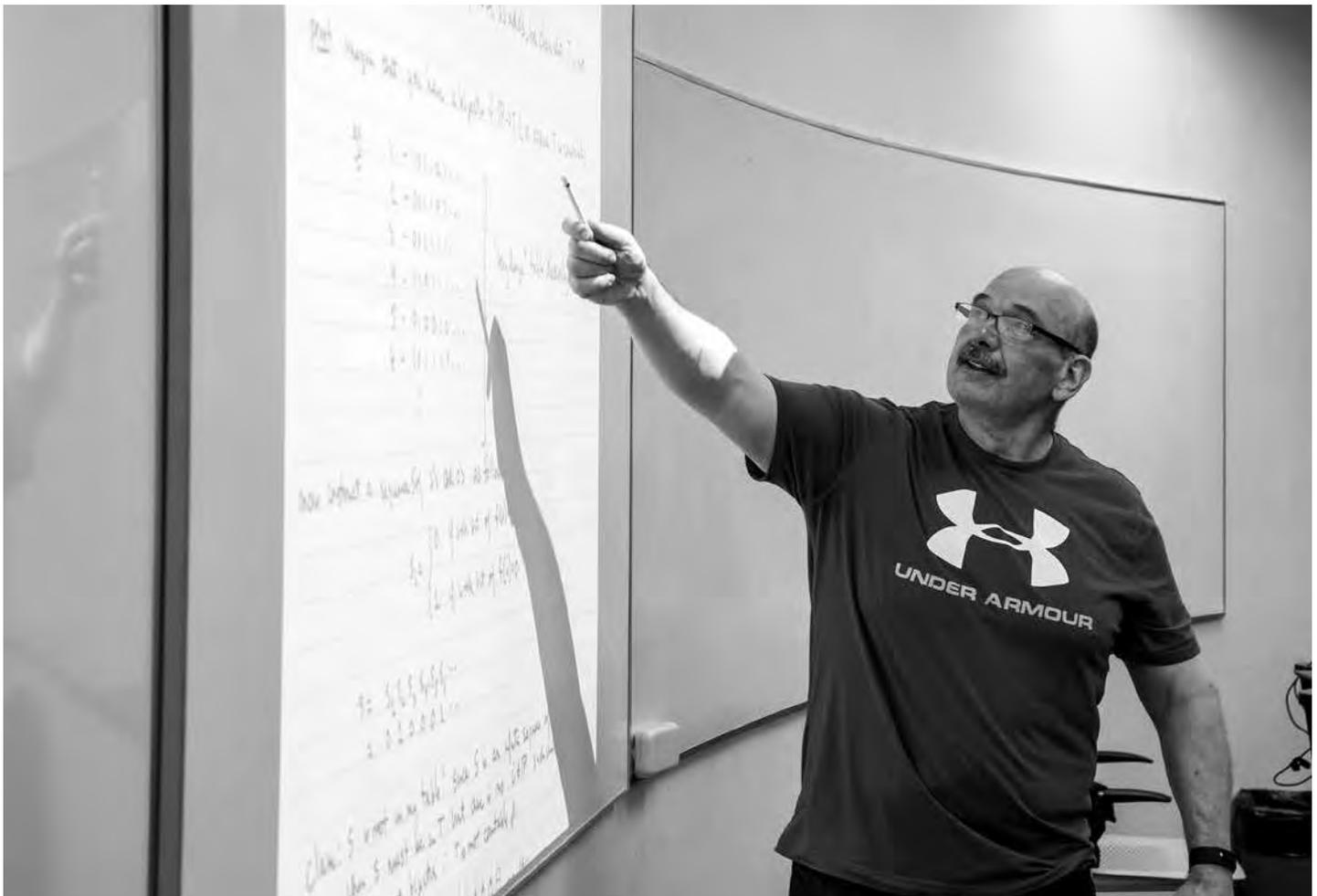
780-539-2096 | 1-888-539-4772, ext. 2096  
computing@nwpolytech.ca

**\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

Computing Science specialists are in demand as computer analysts, programmers, teachers, consultants and researchers. Computing Science programs at the University of Alberta offer a voluntary Science Internship Program (SIP) that gives students the opportunity to augment their studies with periods of paid, discipline-related work. The SIP is usually made available in the third year of the program. Interested students must apply to the program first and once admitted, may make application for the SIP.

The Bachelor of Science degree at the University of Alberta is a four-year, 120-credit degree. Students wishing to major in computing sciences should note that the major requires 36 to 48 credits of course work in computing science with no more than eighteen credits at the junior 1000-level.

The minor can be chosen from one of the Science areas, and then requires 24 to 36 credits in courses specified for the area with no more than 12 credits at the junior 1000-level. Students may choose their minor from a subject area in the Faculty of Arts, and must then fulfill that Faculty's requirements for the minor. Consult an Academic or Department Advisor for details.



# UNIVERSITY TRANSFER, COMPUTING SCIENCE

For Bachelor of Science degree requirements, a minimum of 18 credits must be taken from Faculty of Arts offerings. A maximum of 48 credits from Faculty of Arts offerings may be used for degree credit.

Students can complete one to two years, 30 to 60 credits, of course work in preparation for application to the University. Students may transfer up to a maximum of 60 credits from Northwestern Polytechnic.

## ADMISSION REQUIREMENTS

For admission to the specialization program at the University of Alberta, students must present a minimum 2.3 GPA on 18 credits in each preceding Fall/Winter and a minimum 2.3 GPA on all CMPUT courses successfully completed and eligible for transfer.

To be considered for admission as a transfer applicant, applicants must present a minimum of 24 transferable credits.

Admission to the University Transfer program in Computing Science requires a minimum overall average of 60 percent in the following five Alberta Education courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Mathematics 30-1
- One from Group A, B, or C
- Two from Group C (not Science 30)

It is essential that students check and plan to ensure completion of the appropriate prerequisites for the courses required in the program.

## MATURE STUDENT ADMISSION

If applicants are 21 years of age or older and do not have a high school diploma, they may still be eligible for admission as a Non-Matriculated Adult.

Admission to University of Alberta Bachelor of Science requires English 30-1 and an overall average of 60 percent on the following three courses or their equivalents: Mathematics 30-1, two of Biology 30, Chemistry 30, Mathematics 31, Physics 30. Although applicants may be admitted without a high school diploma, they must present the specific grade 12 subjects identified as prerequisites to the courses they are required or wish to take in their program.

## PROGRAM CURRICULUM

Recommended curriculum for U of A Specialization in Computing Science (Software Practice)

### First Year

- CS1140 and CS1150
- CS2720
- Junior English (6 credits)
- MA1130
- MA1150
- Science Options (6 credits)
- Art Option (3 credits)

### Second Year

- CS2010
- CS2040
- CS2290
- CS2910
- MA1200
- ST1510 and ST2520
- Options (9 credits), \* CS3290 recommended

*\*Options consist of Science options, Arts options, and other approved options. The options must satisfy at least 21 credits from Science and at least 12 credits from Arts.*

*\*Higher level CMPUT courses may require specific CMPUT, MATH or STAT courses as prerequisites. Therefore, prerequisites for higher level CMPUT courses must be considered when choosing options.*

Students should refer to the U of A program planners: [ualberta.ca/computing-science/undergraduate-studies/programs-and-admissions/specialization.html](http://ualberta.ca/computing-science/undergraduate-studies/programs-and-admissions/specialization.html).

Students are encouraged to meet with a Science Faculty Advisor or an Academic Advisor in the Registrar's Office when choosing their courses.

Students wanting to complete a Computing Science Specialization with a minor in Business should consider taking EC1010 and EC1020 in Year One.

## Computing and Information Systems

### Degree Completion Opportunity

Athabasca University, 4 years

### GRANDE PRAIRIE

780-539-2096 | 1-888-539-4772, ext. 2096  
computing@nwpolytech.ca

Students have an opportunity to complete a majority of this Athabasca University degree on site at Northwestern Polytechnic. Designed for students who wish to be applications oriented, the focus of this degree program is the use of computers in business, education and other application areas for processing, utilization, and management of information. The emphasis is applied and practical applications and concepts. The BSc CIS is a fully accredited four-year degree. Graduates will receive their Baccalaureate from Athabasca University.

### PROGRESSION CRITERIA

Northwestern Polytechnic graduates with a Diploma in Computer Systems Technology may be able to transfer all of their courses towards this degree.

### PROGRAM CURRICULUM

For current program and course information, please contact:

#### The School for Computing and Information Systems

Student Support and Program Advisor  
fst\_success@athabascau.ca  
1-800-788-9041, ext. 5064

### GRADUATION REQUIREMENTS

#### Athabasca University

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

Athabasca University governs the degree requirements and evaluates students' eligibility to graduate. Students must consult with Athabasca University to ensure they are meeting the University's graduation requirements for this degree.



# DEGREE COMPLETION, EDUCATION

## Education

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree program  
Elementary Route, Secondary Route

### University Transfer Combined Degrees

2 semesters and 30 credits may be completed at Northwestern Polytechnic toward a 5-year combined degree program

### Collaborative Degree Completion Teacher Education North (TEN)

University of Alberta, 4 years

### GRANDE PRAIRIE

780-539-2995 | 1-888-539-4772, ext. 2995  
education@nwpolytech.ca

### \*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.

Northwestern Polytechnic offers transfer programs to the University of Alberta or University of Lethbridge. A maximum of two years (60 credits) will prepare students to apply to second or third year of the Bachelor of Education degree program at the University of Alberta. A maximum of one year (30 credits) can be applied to the Combined Bachelor of Education Degrees programs at the University of Lethbridge.

When students have completed the Bachelor of Education degree or combined degree program, they will be eligible to apply to the Teachers' Certification Branch, Alberta Education for their teaching certificate.

Selection and completion of the appropriate courses for the program and a competitive grade point average (GPA) are required for successful transfer to the Bachelor of Education program of choice. For further information on current required GPA, please consult with an Academic Advisor in the Registrar's Office.

### For Transfer to University of Alberta

The University of Alberta Bachelor of Education program requires students to select either the Elementary Route (Kindergarten to Grade 6) or the Secondary Route (Grade 7 to Grade 12). Students who choose the Elementary Route, have the option of completing the University of Alberta Bachelor of Education degree on site at Northwestern Polytechnic. See the program listing for Teacher Education North (TEN), Collaborative Degree Completion, University of Alberta.

NOTE: Students planning on completing courses with Athabasca University towards the Bachelor of Education Teacher Education North Collaborative Degree

(TEN) must have begun any online AU course(s) by November 1st in the year prior to application to third year of the TEN program.

### ADMISSION REQUIREMENTS

Admission to this university transfer program requires an overall high school average of 60 percent in the following five Alberta Education courses. Refer to the Classification of Alberta Education Courses:

- English 30-1
- Group A or C (\*please read note)
- Two courses from Group A or C
- One course from Group A, B, or C (\*\*please read note)

*\*Admission will be granted to a student into the University Transfer Education program if the student presents the requirements as laid out above. However, each major/minor or chosen route (elementary or secondary) will require specific courses completed at high school to complete courses required within the degree. Math 30-1 or Math 30-2 is required for Elementary route students to complete the 6 credits of Math courses required within the program.*

*\*\* Beginning for the Fall 2020 intake: Physical Education 30 or an approved 30-level CTS course (5 credits) may be used in the place of a Group B course.*

While not an admission requirement for the program, students may be required to present a Criminal Record Check to those practicum agencies and field placements that require one of individuals working in their organizations.

Students planning to transfer to an institution other than the University of Alberta, will want to confirm the admission criteria for that institution.

Student will be granted admission to the University Transfer Education program if they meet the requirements listed above. However, this does not mean the student has been granted admission to Year two or three of the program. Successful admission to the Education program

in Year two and three is determined by the institution to which students are transferring. Admission at Northwestern Polytechnic is based around the rules of the University of Alberta. Students spend the first one or two years taking courses that work towards the program in hopes of receiving admission based on the Grade Point Average students gain while at Northwestern Polytechnic.

Check with an Academic Advisor in the Registrar's Office. Students planning to specialize in a particular subject area, need to present Grade 12 prerequisites basic to that subject area. Students planning on completing an Elementary Education transfer degree with the University of Alberta, or the Teacher Education North Collaborative program, will be required to present successful completion of Math 30-1 or Math 30-2.

## MATURE STUDENT ADMISSION

Students who are 21 years of age or older and do not have a high school diploma, may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta pre-professional year requires an overall average of 60 percent on the following two Alberta Education courses:

- English 30-1
- One other 30-level subject from Group A or C

Regardless of admission requirements, students must have the high school prerequisites to the courses they are required or wish to take in their program.

## ADDITIONAL INFORMATION

### Education Students Association, ESA

Students, who are enrolled in studies at Northwestern Polytechnic with the goal of becoming members of the teaching profession, should consider membership in the ESA. The objectives of this student group are intended to foster a professional attitude, establish contacts with the educational community, and further the objectives of the Alberta Teachers Association and members in developing career goals. In addition, the ESA arranges social events for its members to foster a sense of fellowship.

Executive members of ESA may be eligible for co-curricular recognition.

## Education-Elementary Route, University Transfer

The Elementary Route at the University of Alberta is a Generalist Major which requires students to take a variety of components from outside Education as part of the first 60 credits. The successful completion of Math 30-1 or Math 30-2 from high school is required to complete the Mathematics requirements required as part of the first two years.

Due to the nature of this program, it is highly recommended for students to speak with an Academic Advisor in the Registrar's Office prior to registration.

## PROGRAM CURRICULUM

- ED2510 (3 credits)
- CS2020 (3 credits)
- EP3020 (3 credits)

### Non-Education Courses:

- Language or Literature (6 credits), chosen from Junior English courses (1000-level) ,
- Language and Literature (3 credits), chosen from Senior English courses (2000-level or higher) (EN 2940, EN2950 and EN3950 will not fulfill this requirement)
- Mathematics (6 credits), chosen from Math, Statistics, or Computing Science (MA1600 and MA2600 recommended)
- Social Sciences (3 credits), chosen from HI2600, HI2610, HI3680 or HI3690
- Social Science (3 credits), chosen from approved courses in Economics, Anthropology, Sociology, History, Philosophy or Political Science
- Natural Sciences (6 credits), chosen from approved science courses in Biology, Chemistry, Physics, Earth Science, NS 1050, NS 1500, PE2420, PALE 200, PH2650, PE 1000, PE 1015,
- Fine Arts (6 credits), chosen from Art, Art History, Dance, Drama, or Music
- Physical Education (3 credits), chosen from approved PA or PE courses (PE2930 recommended)
- Health Education (3 credits), chosen from PE1100, PE 2200 or SO2710

# DEGREE COMPLETION, EDUCATION

- Aboriginal and Indigenous Histories and Cultures (3 credits), chosen from SO1000, AN2070, AN2500, AN2550, AN 2910, HI 3680, HI 3690, NT 1521/1522 (as NT 1521 is 6 credits, the other 3 credits would be used as a Non-Education option), NT 2030 or NT 2300
- Non-Education Options (9 credits)

No minors exist in the Bachelor of Education Elementary University Transfer Program.

## ADDITIONAL INFORMATION

Northwestern Polytechnic, in collaboration with the University of Alberta, offers students an opportunity to complete their degree locally. Through the Teacher Education North (TEN) initiative, students who successfully complete the first two years (60 credits) of required study may apply to the University to complete year three and four of Bachelor of Education Elementary Degree at Northwestern Polytechnic. For more information, refer to the Education, Degree Completion program listing.

## UNIVERSITY TRANSFER

Students may make application to transfer to the University of Alberta either into year two with 24 to 30 credits or more of appropriate course work or into year three with 60 credits and all required course work.

## Education-Secondary Route, University Transfer

The Secondary Route at the University of Alberta requires students to develop a major and minor area of specialization. Admission to the University of Alberta into this route is based on the declared Major, as well as the student's overall course work. Students are eligible to apply to the Faculty of Education for second year admission with 24 to 30 transfer credits or for third year admission with 60 transfer credits.

For the first two years (60 credits) of the program, it is recommended that students complete a minimum of 18 credits in their major and 9 to 15 credits of their minor, where possible. For a list of majors and minors available and the courses required, there is a Bachelor of Education Secondary Program Worksheet available to students through the Academic Advisors in the Registrar's Office.

Due to the nature of this program, it is highly recommended for students to speak with an Academic Advisor

in the Registrar's Office prior to registration. Certain high school courses will be required dependent on the major/minor chosen. See Admission requirements under the University Transfer Education section for more details.

## PROGRAM CURRICULUM

### First and Second Year

- CS2020 or equivalent
- ED2510
- Major (minimum of 18 credits)
- Minor (9 to 15 credits)
- EP3040
- Junior English (6 credits)

It is strongly recommended that English and ED2510 be taken in first year.

### Majors and Minors:

- Art
- Biological Sciences
- Business and Technology
- Career and Technology Studies
- Drama
- English Language Arts
- English as a Second Language (Minor only)
- General Sciences
- Instructional Technology (Minor only)
- Mathematics
- Music (the Minor in Music: Choral)
- Native Education (Minor only)
- Physical Education
- Physical Sciences
- Religious and Moral Education (Minor only)
- Second Languages
- Social Studies
- Special Education (Minor only)

Consult with an Academic Advisor regarding major and minor selection.

## Education, University Transfer Combined Degrees

### Transfer to University of Alberta

The University of Alberta offers a number of combined degree programs. Northwestern Polytechnic may offer one year to two years of full-time study, depending on a student's major, toward these Combined Degrees programs. Students interested in preparing for these combined degrees will normally apply for admission to Northwestern Polytechnic University Transfer programs as follows:

#### **Bachelor of Arts (Native Studies) / Bachelor of Education**

Apply to Bachelor of Arts and refer to this program section for details.

#### **Bachelor of Arts (Drama) / Bachelor of Education**

Apply to Bachelor of Arts and refer to this program section for details.

#### **Bachelor of Music / Bachelor of Education**

Apply to Bachelor of Music and refer to this program section for details.

#### **Bachelor of Kinesiology / Bachelor of Education (Elementary and Secondary)**

Apply to Bachelor of Kinesiology and refer to this program section for details.

#### **Bachelor of Science (Specialization in Science and Education) / Bachelor of Education (Secondary)**

Apply to Bachelor of Science and refer to this program section for details.

The University of Alberta determines the admission requirements to these combined degrees. The University also governs the degree requirements and evaluates students' eligibility to graduate. Students must consult with the University of Alberta to ensure their course selection meets the University's requirements for admission, transfer and graduation.

### Transfer to University of Calgary

University of Calgary has a Bachelor of Education degree with a rural focus. Students wanting to complete this degree remotely from rural settings are encouraged to contact the University of Calgary. Application for Year One is made to the U of C. Students interested in taking courses towards this program at Northwestern Polytechnic will need to have applied to the U of C and consulted with a U of C advisor. A letter of permission must be submitted in order for students enrolled at the U of C to

take courses with Northwestern Polytechnic while in this program. The University of Calgary offers the Bachelor of Education as an After Degree program (BEd/AD) called Master of Teaching. Admission to the program requires a completed Bachelor degree (e.g. Bachelor of Arts, Bachelor of Commerce, Bachelor of General Studies, Bachelor of Physical Education, or Bachelor of Science).

### Transfer to University of Lethbridge

The University of Lethbridge offers the Bachelor of Education only in combination with another degree. The possible combinations are:

- **Bachelor of Arts / Bachelor of Education**
- **Bachelor of Fine Arts / Bachelor of Education**
- **Bachelor of Management / Bachelor of Education**
- **Bachelor of Music / Bachelor of Education**
- **Bachelor of Science / Bachelor of Education**

These Combined Degree programs are minimum five years, 150 credits. Some combinations/majors require more than 150 credits. Northwestern Polytechnic offers one year (30 credits) toward these Combined Degree programs and may offer additional transferable course work depending upon a student's major. The University of Lethbridge Combined Degree programs do not have specific routes such as Elementary and Secondary. The specialty or major students develop is in the degree chosen to combine with the Bachelor of Education.

The University of Lethbridge determines the admission requirements to these combined degrees programs. The University also governs the degree requirements and evaluates students' eligibility to graduate. Students must consult with the University of Lethbridge to ensure their course selection meets the University's requirements for admission, transfer and graduation. For admission to the Faculty of Education, satisfactory completion of the Alberta Universities Writing Competency Test is required. There are certain conditions upon which students may be exempt from writing this competency test. For information on exemptions, refer to the current edition of the University of Lethbridge calendar. For assistance in course selection and program articulation, students should arrange to see an Academic Advisor in the Registrar's Office.

# DEGREE COMPLETION, EDUCATION

## Education, Degree Completion

### TEACHER EDUCATION NORTH (TEN), COLLABORATIVE DEGREE PROGRAM

Teacher Education North offers the third and fourth year of the University of Alberta, Bachelor of Education Elementary Degree in collaboration with Northwestern Polytechnic. The program is designed to prepare teachers to teach elementary school students. Teaching in northern rural schools and working with aboriginal students are the two themes integrated throughout the program and coursework.

Due to the nature of this program, it is highly recommended for students to speak with an Academic Advisor in the Registrar's Office regarding the selection of coursework in the first two years (60 credits) of this pro-

gram, in order to prepare students for application to the University of Alberta for Year Three. Successful completion of 6 credits of transferrable Mathematics courses is required. In order to complete this requirement, students must have completed Math 30-1 or Math 30-2 prior to enrollment in the University level Math courses.

### ADMISSION REQUIREMENTS

#### Transfer Students

Successful completion of the first two years and 60 credits of course weight transferable and applicable to a Bachelor of Education, Elementary, University of Alberta. A competitive GPA equivalent to a "C" or 65% is required but does not guarantee admission. Application opens October 1st of the previous academic year from desired start. It is highly recommended to apply as early as possible to allow for early application review and course assessment.



## Approved Undergraduate Degree

Degree holders must present a minimum of six credits in English Language or Literature and a competitive GPA.

## Application Process

Applicants apply directly to the University of Alberta for admission to year three of the Teacher Education North University of Alberta, Bachelor of Education program. Applicants can apply on line (click on Admissions) at [www.ualberta.ca/registrar/index.html](http://www.ualberta.ca/registrar/index.html) starting October 1st of the previous academic year. Students who have completed an undergraduate degree and are applying for an After Degree, must apply directly to the University of Alberta for assessment.

Admittance into the TEN program is reserved for those students who have demonstrated academic success in previous coursework, are highly committed to the teaching profession, and will be a positive reflection of Northwestern Polytechnic and the University of Alberta.

Applicants to the TEN program will be prescreened based on the GPA of their most recent 24 credits, provided these credits are transferable, non-repeated, and graded without breaking up a term. In March, the top applicants will be notified of qualification for an interview that will take place on the Northwestern Polytechnic Campus. In addition to participating in a short interview conducted by education professionals, applicants will be asked to complete a writing task.

Successful applicants to the TEN program will be offered admission in April. All applicants applying to the Bachelor of Education program at the University of Alberta are required to complete the Casper test as part of their application for the 2022/23 admission cycle.

Application forms can also be obtained by contacting:

## Undergraduate Student Services

### University of Alberta

1-107 Education Centre North  
Edmonton, Alberta T6G 2G5  
Phone 780-492-3659 | Fax 780-492-7533  
or

### Registrar Office

### Northwestern Polytechnic

10726 106 Avenue  
Grande Prairie, Alberta T8V 4C4  
Phone 780-539-2911 | Fax 780-539-2888

## Deadline for Application to the University of Alberta is March 1. Document deadline is June 15.

If applicants are presently attending another institution, they must provide the University of Alberta with two copies of their official transcripts with grades to date and a listing of their current term courses.

If applicants have completed a degree or are not currently attending elsewhere, they must provide the University of Alberta with two copies of the official and complete transcripts of their post-secondary studies.

On the application to the U of A, applicants should clearly indicate the Northwestern Polytechnic TEN program as Priority 1 and the Edmonton Campus Program as Priority 2. However, if students are admitted into Priority 1, they will not be assessed for admission into Priority 2. For students who want to be considered for admission to both campuses, it is recommended by the U of A for students to submit two applications: One for the TEN program and one for the Edmonton Campus program. This way, the student is assessed for admission in to both programs and can choose which they would like to pursue.

## PROGRAM CURRICULUM

### First and Second Year\*

- EP3020 (3 credits)
- ED2510 (3 credits)
- CS2020 (3 credits)

### Non-Education Required Elements\*:

- Language or Literature (6 credits), chosen from English courses at the 1000-level
- Language and Literature (3 credits), chosen from a Senior English (2000 level or higher) (EN 2940, EN2950 and EN3950 will not fulfill this requirement)
- Mathematics (6 credits), chosen from Math or Statistics (MA1600 recommended)
- Social Science (3 credits), chosen from HI2600, HI2610, HI3680 or HI3690
- Social Science (3 credits), chosen from approved Anthropology, Economics, History, Political Science, Philosophy, or Sociology
- Natural Science (6 credits), chosen from Biology, Chemistry, Earth and Atmospheric Sciences, Physics, PE2420 or PH2650

# DEGREE COMPLETION, EDUCATION

- Aboriginal and Indigenous Histories and Culture (3 credits) chosen from SO1000, AN2070, AN2500, AN2550, HI3680 or HI3690
- Fine Arts (6 credits), chosen from Art, Art History, Dance, Drama, or Music
- Physical Education (3 credits), any approved PA or PE course (PE2930 recommended)
- Health Education (3 credits), PE1100, PE2200 or SO2710
- Non-Education Options (9 credits)

Students without background in music are encouraged to take a music course prior to entry. While not required, the knowledge and skills gained may make the Curriculum and Instruction in Elementary School Music more accessible.

Students are encouraged to take courses in their first two years that promote background related to the main themes of the program: teaching in northern rural schools and working with Aboriginal children.

## **Third and Fourth Year**

Students are expected to attend as full-time students in year three and four. Third year students will complete four courses and a five-week field experience in the Fall Term, the Introductory Professional Term and five courses in the Winter Term. Students in fourth year will complete five courses in the Fall Term and two courses plus a nine-week field experience in the Advanced Professional Term.

The University of Alberta, Faculty of Education Teacher Education North Program, determines annually the specific University courses available at Northwestern Polytechnic for third and fourth year. The following is the proposed listing of courses for the year. This listing is subject to review and change by the University of Alberta.

## **Term One, Introductory Professional Term**

- EDEL321 Introduction to Curriculum and Instruction in Elementary School Physical Education
- EDEL394 Teaching in Northern Alberta Communities
- EDPS310 Managing the Learning Environment
- EDPY301 Inclusive Education: Adapting Instruction for Students with Special Needs
- EDFX325 Elementary Route Field Experience for the Introductory Professional Term

## **Terms Two and Three**

- EDEL305 Language Arts in the Elementary School
- EDEL316 Communication through Mathematics Education
- EDEL325 Curriculum and Instruction Music in Elementary Schools
- EDEL330 Curriculum and Instruction Science in Elementary Schools
- EDEL335 Curriculum and Instruction Social Studies in Elementary Schools
- EDEL496 Teaching Reading and Language Arts in a Cross Cultural Environment
- EDPY303 Educational Assessment
- LIS405 Canadian Children's Literature for Young People in Schools and Libraries
- NS210 Native Issues and Insights I

## **Term Four, Advanced Professional Term**

- EDEL302 Curriculum and Instruction Art in Elementary Schools
- EDPS410 Ethics and Law in Teaching
- EDFX425 Elementary Route: Generalist Field Experience for the Advanced Professional Term

## Engineering

### University Transfer

Maximum of 2 semesters and 40 credits transfer to 4-year degree program

**University of Alberta:** Chemical, Civil, Computer, Electrical, Engineering Physics, Materials, Mechanical, Mining, Petroleum

**University of Calgary:** Chemical, Civil, Computer, Electrical, Geomatics, Mechanical, Oil & Gas, Software

### GRANDE PRAIRIE

780-539-2096 | 1-888-539-4772, ext. 2096  
science@nwpolytech.ca

### \*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.

Students can complete one year of course work which prepares them for application for admission to year two Bachelor of Science in Engineering. With a concentration in Engineering, students will find careers in aerospace, agricultural, chemical, civil, computer, electrical, environmental, geological, industrial, materials, mechanical, metallurgical, mining, municipal, nuclear, or petroleum engineering, or engineering physics.

Students wishing to begin their science program at North-western Polytechnic with plans to transfer to an institution other than the University of Alberta are encouraged to consult with an Engineering Faculty Advisor who can assist them with the interpretation of university requirements.

### ADMISSION REQUIREMENTS

Admission to University Transfer in Engineering requires a minimum overall average of 60 percent in the following five Alberta Education courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Chemistry 30
- Mathematics 30-1
- Mathematics 31
- Physics 30

### ADMISSION OF INDIGENOUS STUDENTS

Three seats in the UT Engineering program will be reserved for qualified applicants of Indigenous ancestry. If the designated applicants do not fill these reserved seats by March 30th of the year, the seats will be offered to the general applicant pool. If applicants are applying as an Indigenous student, they may be required to present proof of Indigenous ancestry.

### MATURE STUDENT ADMISSION

If applicants are 21 years of age or older and do not have a high school diploma, they may still be eligible for admission as a Non-Matriculated Adult if they have an overall average of 60 percent in:

- Chemistry 30
- Mathematics 30-1
- Mathematics 31
- Physics 30

Mature students must present the grade 12 subjects specified as prerequisites to the courses required or chosen to complete program requirements.

### PROGRAM CURRICULUM

#### First Year

- CH1030 and CH1050
- EG1050
- EG1000 and EG1600
- EG1300
- MA1000 and MA1010
- MA1020
- PC1300 and PC1310
- EN1990

### UNIVERSITY TRANSFER

This program transfers to the Faculty of Engineering at the University of Alberta. Students are encouraged to refer to Faculty information in the University's calendar for further specifics.

Students planning to transfer to the University of Calgary, please speak with a Science Faculty Advisor prior to registration.

# UNIVERSITY TRANSFER, FINE ARTS

## Fine Arts

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree programs

*(Note that transfer is always based upon a portfolio submission)*

### **\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

The Fine Arts Department at Northwestern Polytechnic is a great place to start a career in the visual arts. The Visual Arts and Design program and the Fine Arts, University Transfer program, offer a fine balance of hands-on studios and lecture-based courses. The curriculum is designed to prepare students for advanced studies at a university or an art institute. Our alumni go on to success in a wide variety of careers and art related professions including:

- Art Directors, curators and other gallery and museum positions
- Art Historians
- Art Therapists
- Arts Management
- Craft artists (jeweler, potter, textiles...)
- Fine Artists (painters, sculptors, illustrators...)
- Graphic Designers, Commercial and Industrial designers
- Multi-media artists and animators

Students who wish to pursue a Bachelor of Fine Arts will want to consider enrolling in the Fine Arts, University Transfer program. Based upon completed studies at Northwestern Polytechnic, students will receive up to 60 credits of transfer toward their university degree.

### ADMISSION REQUIREMENTS

To be considered for admission to the Fine Arts, University Transfer program, students will require passing grades and an overall average of 60 percent in the following Alberta Education courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1, minimum 60 percent
- Three from Group A or C
- One from Group A, B, or C

## GRANDE PRAIRIE

780-539-2909 | 1-888-539-4772, ext. 2909

finearts@nwpolytech.ca

Northwestern Polytechnic does not require the submission of a portfolio for admission in to the first year of the transfer program; however, students applying for the Fine Arts, University Transfer program need to be aware that their admission to a university for degree completion will be subject to the admission and portfolio requirements of the institution to which they plan to transfer.

### MATURE STUDENT ADMISSION

Students 21 years or older who are seeking admission to the Fine Arts, University Transfer program and do not meet the requirements for admission are encouraged to consult with an Academic Advisor.

### PROGRAM CURRICULUM

#### First Year

- AR1010
- AR1020
- AR1360
- AR1370
- AR2410
- AR2430
- Junior English (6 credits)
- DD1380
- Approved Option (3 credits)\*, normally chosen from 1000-level Studio Option or UT Option

#### Second Year

- AR3410
- AR3430
- Senior 2000-Level Art History (6 credits)
- Senior 3000-Level Studio Options (12 credits)\*\*
- Options (6 credits)\*

\* Students should consult with an advisor to select an option that meets the requirements of their educational goal. Bachelor of Fine Arts students must take a university transferable (UT) option.

\*\*Students are advised to choose options that meet the requirements of the degree granting institution to which they plan to transfer. Advisors in Fine Arts will assist students with the selection of appropriate options. Students pursuing Art studies at the Alberta College of Art and Design require 18 credits in studio courses in addition to the drawing studios.



AR3705, Portfolio Development, is highly recommended but is not a university transferable course. Admission to most Art programs and institutions is normally dependent upon the evaluation of an applicant's portfolio. Students may choose to enrol in this course in order to develop their portfolio skills.

### **UNIVERSITY TRANSFER**

Acceptance into any program once studies at Northwestern Polytechnic are completed is normally portfolio based, the depth of the student's studio experience and their academic standing. Option courses vary from insti-

tution to institution and are often evaluated on a case-by-case basis. Early contact with the school students are applying to is encouraged and close consultation with a Northwestern Polytechnic Fine Arts Advisor is advisable. All post-secondary Art Programs are slightly different. Northwestern Polytechnic Visual Art Diplomas provides a flexible studio experience and a portfolio, but credit is often given on a case-by-case basis. Students may have to pick up options or extra studios depending on where they apply. Most receiving institutions will transfer a maximum of 60 credits from Northwestern Polytechnic.

# UNIVERSITY TRANSFER, FINE ARTS

## University of Alberta

Transfer admission to the University of Alberta, Bachelor of Fine Arts in Art and Design or Bachelor of Design, is based on portfolio and is considered on a case by case assessment. Students should consult with an advisor prior to registering for transfer to the UofA. Students are advised to take 9 credits of non-art options.

## University of Calgary

Transfer admission to the University of Calgary, Bachelor of Fine Arts, is portfolio based. Students may wish to take up to 12 credits of non-art options.

## University of Lethbridge

Transfer to University of Lethbridge is portfolio based. Students with a Visual Arts Diploma in Interactive Digital Design or Studio Practice may apply for admission to the Post-Diploma BFA (Art), Pre/Post-Diploma BFA (Art)/BEEd or Post-Diploma BFA (Multidisciplinary).

## Alberta University of the Arts

Transfer admission to Alberta University of the Arts is based on portfolio. Students are advised to focus on studio rather than non-art options.

Many students have also transferred successfully to other major Art Schools in Canada such as Ontario College of Art and Design, Emily Carr, Nova Scotia College of Art and Design, Vancouver Film School and Ryerson Polytechnic.

## Drama

Our Drama University Transfer courses are designed to prepare students for entrance into the second or third year of a four year program at the University of Alberta, University of Calgary or University of Lethbridge. Each university offers different Bachelor programs that accept Drama Major, Minor and Options courses from Northwestern Polytechnic. Each university differs somewhat as to the Drama Courses which are counted for Drama major credit and which are Options courses. Students are encouraged to consult with an advisor in Student Services at Northwestern Polytechnic and with the receiving institution to determine the combination of courses that will serve them best. For information on the BA Drama Major, please refer to the Arts and Education Section: Bachelor

of Arts (BA) Majors and Minors, Areas of Concentration.

## ADDITIONAL INFORMATION

### Drama courses\* available at Northwestern Polytechnic:

- DR1010 Introduction to Theatre Art
- DR1020 Play Analysis
- DR1200 Performance I
- DR1201 Production I
- DR1490 Introduction to the Dramatic Process
- DR1910 Introduction to Stagecraft
- DR1920 Topics in Stagecraft - Lighting and Sound
- DR1930 Topics in Stagecraft - Set Construction
- DR2080 Western Theatre History I
- DR2090 Western Theatre History II
- DR2200 Performance II
- DR2201 Production II
- DR2210 Portfolio in Dramatic Arts
- DR2230 Independent Performance Project
- DR2231 Independent Technical Project
- DR2234 Independent Performance Project, Extended (6)
- DR2235 Theatre Technical Practicum
- DR2236 Independent Technical Project Extended (6)
- DR2310 Scene Study I
- DR2320 Topics in Acting I - Voice
- DR2340 Topics in Acting II - Movement
- DR2910 Topics in Stagecraft: Properties, Construction and Management
- DR2912 Topics in Theatre Craft
- DR2920 Topics in Advanced Stagecraft I
- DR2930 Topics in Advanced Stagecraft II
- DR2950 Stage Management
- DR3210 The Creative Process of Drama
- DR3310 Scene Study II

*\*Please note that not all Drama courses may be available every year.*

## Kinesiology

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree program

### University Transfer Combined Degrees

Maximum of 4 semesters and 60 credits transfer to 5-year degree programs

Bachelor of Kinesiology/Bachelor of Education:  
Elementary Route or Secondary Route

## GRANDE PRAIRIE

780-539-2761 | 1-888-539-4772, ext. 2761  
peak@nwpolytech.ca

### **\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

Completion of Kinesiology programs makes graduates eligible for careers as educators or administrators in fitness centres, leisure centres, senior citizen/retirement complexes, colleges and universities, the private and business sector and provincial, national and international sport associations and events. Graduates will also be eligible for careers in athletic therapy, personal fitness training, recreational therapy, fitness consulting, and coaching. Students will have the option to also choose to complete physical education as a major or minor within a Bachelor of Education program. For details on Bachelor of Education refer to that section of this calendar and consult with an Academic Advisor.

Students wanting to pursue any of these Kinesiology programs apply to Northwestern Polytechnic for University Transfer, Bachelor of Kinesiology. On the application, students identify one of the programs and their application will be considered in accordance with the specifics of their program of choice to ensure they meet the University requirements when they transfer their studies.

### ADMISSION REQUIREMENTS

The Bachelor of Kinesiology requires an overall average of 70 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Two subjects from Group A or C
- One subject from Group C
- One subject from Group B, C, or Physical Education 30
- Only one language other than English will be accepted

### MATURE STUDENT ADMISSION

Students who are 21 years of age or older, by the first day of classes of the term in which admission is sought and do not have a high school diploma, may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the Bachelor of Kinesiology program requires an overall average of 70 percent on the following Alberta Education high school courses or equivalents:

- English 30-1, and
- One other 30-level subject from Group A or C (Biology 30 recommended)

Regardless of admission requirements, applicants must present the high school prerequisites to the courses required of the program and for courses they wish to complete as options in the program.

### PROGRAM CURRICULUM

The curriculum requirements are outlined in the recommended sequence. If students register in courses out of sequence, they will need to carefully ensure that they present the required prerequisites and co-requisites.

#### First Year

- Junior English (3)
- PE1000
- PE1015
- PE1030
- PE1040
- PE1090
- PE1120
- PE1210
- Activity Core (6) – see below

#### Activity Core Options

##### (Check prerequisites before enrolling)

- PA1560
- PE1410
- PE2450
- PE2930
- PE2940
- PF1980
- PF2980

# UNIVERSITY TRANSFER, KINESIOLOGY

## Second Year

- DA1000
- PE1050
- PE2000
- PE2030
- PE2040
- PE2060
- PE2070
- PE2400
- PE2170
- PE2190 OR PE3030

Consult with an Academic Advisor if planning to transfer after First Year of this program.

## UNIVERSITY TRANSFER

### Transfer to University of Alberta

This Northwestern Polytechnic University Transfer Program is designed to transfer to the Bachelor of Kinesiology (BKin) degree specifically. In order to qualify for admission to the BKin degree program, an applicant must obtain an admission grade point average (AGPA) of at least 3.0 on the most recent year (24 credits minimum). This AGPA is considered a subsidized transfer GPA and only applicable to those students who complete a full two years (60 credits) of coursework with Northwestern Polytechnic. Students who transfer with less than 60 credits from Northwestern Polytechnic will be assessed with the competitive GPA laid out by the U of A. Applicants must also possess all High School admission requirements or equivalent.

Students who transfer with less than 24 transfer credits will be considered High School Applicants to the University and will require an overall average of 70% in the high school courses required for admission.

Students may complete up to two years (60 credits) of appropriate course work for admission to year three of the Bachelor of Kinesiology program at the University of Alberta. Students may apply for admission for year two with 30 credits or more, or for year three if they have completed 60 credits. The University of Alberta Residence Requirement allows for a maximum of 60 credits transferable from other institutions.

The Bachelor of Kinesiology at the University of Alberta consists of 120 credits and has both a professional and discipline focus. Four areas of concentration provide specializations in professional areas of physical education, sport, health and well-being. Students normally select their area of concentration at the end of the second year of the program. The areas of concentration are: Adapted Physical Activity, Physical Activity and Health, Sport Performance, and Individualized Major.

## Kinesiology, University Transfer Combined Degree

### BACHELOR OF KINESIOLOGY / BACHELOR OF EDUCATION, COMBINED DEGREE

The Combined Bachelor of Kinesiology and Bachelor of Education Degree Program (BKin/BEd) is designed for students who want to pursue a career as a physical education teacher. Students in the BKin/BEd Combined Degree take a program of 150 credits over five years. During this five-year program, Kinesiology courses and Education courses are studied concurrently. Students who successfully complete this program are awarded both the Bachelor of Kinesiology Degree, and the Bachelor of Education Degree. Students apply for admission to the Bachelor of Kinesiology and are registered in that program for the first three years. Northwestern Polytechnic can offer students up to two years of appropriate course work for admission to year three at the University of Alberta. Students starting this program at Northwestern Polytechnic may apply for admission to the University for year two, after completing 30 credits, or for year three, after completing 60 credits.

Students intending to pursue this combined degree are advised to declare this intent in the first year, as the course selection and sequence must be carefully planned. When students register, they will need to indicate whether they are preparing for the Elementary or Secondary Route of the BKin/BEd program as the courses taken in each program are slightly different. The sequencing of courses does not allow for much flexibility throughout the five years. Consult the current University of Alberta Calendar and contact an Academic Advisor for assistance with registering in courses for this program.

### ADMISSION REQUIREMENTS

Our transfer program requires an overall average of 60 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English Language Arts 30-1
- Two subjects from Group A or C
- One subject from Group C
- One subject from Group B, C, Physical Education 30, or Rec Leadership Adv (CTS)
- Only one language other than English will be accepted

## PROGRAM CURRICULUM

### Combined BKIN/BED, Elementary Route

Consult with an Academic Advisor if planning to transfer after First Year of this program.

#### First Year

- ED2510                      • Junior English (6 credits)
- PE1000                     • PE1015
- PE1040                     • PE1410
- PE1210
- Mathematics (MA) Option (3 credits),  
MA1600 recommended
- Activity Core (3) – see below

#### Second Year\*

- PE1050                     • PE2000                     • PE2030
- PE2040                     • PE2060                     • PE2070
- PE2400                     • PE2930                     • PE3030
- Activity Core OR PE2170

#### Activity Core Options

##### (Check prerequisites before enrolling)

- PA1560                     • PE2450                     • PE2940
- PF1980                     • PF2980

### Combined BKIN/BED, Secondary Route

#### First Year

- ED2510                     • Junior English (6 credits)
- PE1000                     • PE1015                     • PE1040
- PE1120                     • PE1210
- Activity Core (3 credits) – see below
- Minor Course (3 credits) – see advisor

#### Second Year\*

- PE1050                     • PE2000                     • PE2030
- PE2040                     • PE2060                     • PE2070
- PE2940                     • PE3030
- Activity Core (3 credits) – see below
- Minor Course (3 credits) – see advisor

#### Activity Core

- DA1000                     • PA1560                     • PE1410
- PE2450                     • PE2930                     • PF1980
- PF2980

*Notes: PE2450 recommended as one of the activity core options. Students can only take one of PA1560 and PE1410.*

## UNIVERSITY TRANSFER

### Transfer to the University of Alberta

The combined degree is a competitive quota program at the University. Students wishing to apply to the BKin/BEd degree must present an admission grade point average (AGPA) of 2.0 on the most recent, minimum 24 credits. Possession of this minimum GPA does not guarantee admission to the program. Averages are competitive, so they may change through the admission cycle. Contact the Faculty of Kinesiology, Sport, and Recreation at the University of Alberta for up to date information regarding admission and transfer averages.

Applicants must also possess all High School admission requirements, or equivalent. Students are reminded that the University of Alberta requires a minimum grade of C- for transfer.

Students will need to meet the University's requirements for continuation in the Bachelor of Kinesiology program and for admission into the Faculty of Education. Students are encouraged to consult the University's Calendar for specific details.

Students who transfer with less than 24 transfer credits will be considered High School Applicants to the University and will require an overall average of 70% in the high school courses required for admission.

# UNIVERSITY TRANSFER, KINESIOLOGY (SCIENCE)

## Kinesiology (Science)

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree program

### GRANDE PRAIRIE

780-539-2761 | 1-888-539-4772, ext. 2761  
peak@nwpolytech.ca

**\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

The Bachelor of Science in Kinesiology degree program explores and studies the many aspects of human movement. Graduates with a Bachelor of Science in Kinesiology will be prepared for careers in these fields: active rehabilitation and exercise therapy; ergonomics; active health and fitness; biomedical applications; rehabilitation equipment and technology; and research.

Northwestern Polytechnic can offer students up to two years (60 credits) of appropriate course work in preparation for admission to year three of the Bachelor of Science in Kinesiology program at the University of Alberta in the Faculty of Kinesiology, Sport, and Recreation. Students may apply for admission for year two, after completing 30 credits (or more), or for year three after completing 60 credits. Students must present a competitive GPA.

### ADMISSION REQUIREMENTS

Admission to Bachelor of Science in Kinesiology requires a minimum average of 70 percent in the following Alberta Education high school courses. For course groups, refer to the Classification of Alberta Education Courses.

- English Language Arts 30-1
- Biology 30 or Physical Education 30 (5-credit)
- Chemistry 30
- Mathematics 30-1
- Physics 30

It is essential that applicants check and plan so that they have the appropriate prerequisites for the required courses in the program.

This program transfers to the Degree Program offered by the Faculty of Kinesiology, Sport, and Recreation at the University of Alberta. Students applying for the program at Northwestern Polytechnic will be offered admission to Kinesiology (Science), University Transfer and will choose courses appropriate for this degree.

### PROGRAM CURRICULUM

The curriculum requirements are outlined in the recommended sequence. If students register in courses out of sequence, they will need to carefully ensure that they have the required prerequisites and co-requisites.

#### First Year

- CH1010
- Junior English (6 credits)
- PE1015
- PE1040
- PE1210
- CH2610
- PE1000
- PE1030
- PE1090 or ST1510

#### Second Year

- MA1130 or MA1200
- PE1050
- PE2030
- PE2190
- PE3030
- PC1240
- PE2000
- PE2070
- PE2400
- PF2900

### UNIVERSITY TRANSFER

#### Transfer to University of Alberta

To be considered a transfer applicant for admission to Bachelor of Science in Kinesiology at the University of Alberta, students must present a minimum GPA of 2.0 on the most recent 24 credits of course weight in post-secondary study. Students are reminded that the University of Alberta requires a minimum grade of C- for transfer. Successful completion of transfer credits and a minimum 2.0 GPA does not guarantee admission to the University. The University of Alberta Residence Requirement allows for a maximum of 60 credits transferable from other institutions. Applicants must also present all high school requirements or equivalent.

Averages are competitive, so they may change through the admission cycle. Please contact the Faculty of Kinesiology, Sport, and Recreation for up to date information regarding admission and transfer averages.

## Music

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree program

### University Transfer Combined Degrees

Maximum of 4 semesters and 66 credits transfer to 5-year degree programs

Bachelor of Music / Bachelor of Education:  
Elementary Route or Secondary Route

### GRANDE PRAIRIE

780-539-2909 | 1-888-539-4772, ext. 2909  
finearts@nwpolytech.ca

**\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

The Music, University Transfer program is designed to prepare students for entrance into the third year of a four year program at the University of Alberta's Faculty of Arts, Edmonton and Augustana Faculty, Camrose. North-western Polytechnic can offer students up to 63 credits toward the Bachelor of Music Degree programs offered at these locations. Application to third year Bachelor of Music at the University of Alberta requires an audition or portfolio. For program guidelines and details on requirements, consult an Academic Advisor in the Registrar's Office. Admission to this University Transfer program will be considered only after a successful audition.

### ADMISSION REQUIREMENTS

Applicants require the following Alberta Education high school courses:

- English 30-1
- Any four of Social Studies 30-1, a 30-level language other than English, a second 30-level language other than English, Biology 30, Chemistry 30, Physics 30, Mathematics 30-1 or 30-2 or Mathematics 31, Science 30, one approved Fine Arts subject.

### Other Requirements:

- A performance audition is required before students are offered admission. Contact the Fine Arts Department to schedule an audition.
- Music Theory proficiency\*\*

*\*\*Applicants must present successful completion of MU1000 or Royal Conservatory Level 8 Theory, Conservatory Canada Gr. 4 or must pass a Music Theory Placement examination before being accepted to the program.*

### PROGRAM CURRICULUM

\*\*Students are advised to decide their Bachelor of Music route prior to Year 2. The three routes at the University are the General Route, the Performance Route, and the Composition and Theory Route.

#### First Year\*

- Junior English (6 credits)
- MU1250 (6)
- MU1510
- MU1550
- MU1560
- MU1650
- MU2800
- Music Ensemble (3 credits), chosen from MU1400, MU1410 or MU1490
- Option (3 credits) chosen from Music, Arts, Science

#### Second Year\*

- Language other than English (6 credits)
- MU2250 (6)
- MU2510
- MU2550
- MU2560
- MU2830
- Music Ensemble (3 credits), chosen from MU2400, MU2410, MU2490
- Options (6 credits) chosen from Music, Arts, Science

*\*To meet the Residency Requirement at the University of Alberta, students may only transfer 63 credits chosen from the 66 credits listed.*

# UNIVERSITY TRANSFER, MUSIC

## Music, University Transfer Combined Degrees

### BACHELOR OF MUSIC/BACHELOR OF EDUCATION, COMBINED DEGREE

The Combined Bachelor of Music and Bachelor of Education Degrees Program (BMus/BEd) is designed for students who want to pursue a career as a Music teacher. During this five-year program, Music Students take both Music courses and Education courses concurrently. Students who successfully complete this program are awarded both the Bachelor of Music Degree, and the Bachelor of Education Degree. Students apply for admission to the Bachelor of Music and are registered in that program for the first three years. Northwestern Polytechnic can offer students up to two years of appropriate

course work for admission to year three at the University of Alberta. Students starting this program at Northwestern Polytechnic may apply for admission to the University for year two, after completing 33 credits or for year three, after completing 66 credits.

Students intending to pursue this combined degree are advised to declare this in their first year and will need to plan their course selection and sequence carefully. Upon registration of courses, students will need to indicate whether they are preparing for the Elementary or Secondary Route of the BMus/BEd program as the courses taken in each program are slightly different and the sequencing of courses does not allow for much flexibility throughout the five years. Consult the current University of Alberta Calendar and an Academic Advisor for assistance in registering courses for this program.



## ADMISSION REQUIREMENTS

Applicants require the following Alberta Education high school courses:

- English 30-1
- Any four chosen from Social Studies 30-1, a 30 level Language other than English, a second 30 level language other than English, Biology 30, Chemistry 30, Physics 30, Mathematics 30-1 or 30-2 or Mathematics 31, Science 30, one approved Fine Arts subject (Music 30 preferred).

## MATURE STUDENT ADMISSION

- English 30 -1
- One other 30 level subject chosen from list above

### Other Requirements:

- A performance audition is required before an offer of admission is made. Contact the Fine Arts Department to schedule an audition.
- Student must present Piano Proficiency before entrance in to third year. Please consult with the U of A for further details.
- Interview
- Music Theory and Aural Skills Placement Exam\*\*

*\*\*Applicants who do not present MU1000 or Royal Conservatory Level 8 Theory, Conservatory Canada Gr. 4 will be required to write a Music Theory Placement examination before registering in this program. Students who do not demonstrate the equivalent of grade two theory skills will take longer to complete this program of study.*

## PROGRAM CURRICULUM

### Combined BMUS/BED, Elementary Route

Consult with an Academic Advisor if planning to transfer after First Year of this program.

#### First Year

- Junior English (6 credits)
- MU1250 (6 credits)
- MU1510
- MU1550
- MU1560
- MU2800
- MU1650
- MU1400 or MU1410
- Approved Non-Education Element Course\*

#### Second Year

- ED2510
- MU2250 (6 credits)
- MU2510
- MU2550
- MU2560
- MU2830
- MU2400 or MU2410
- Approved Non-Education Element Course\*
- Language other than English (6 credits)

*\*see advisor for details on course selection*

### Combined BMUS/BED, Secondary Route

#### First Year

- Junior English (6 credits)
- MU1250 (6 credits)
- MU1510
- MU1550
- MU1560
- MU1650
- MU1400 or MU1410
- Minor Subjects (6 credits)\*

#### Second Year

- ED2510
- MU2250 (6 credits)
- MU2510
- MU2550
- MU2560
- MU2400 or MU2410
- Language Other than English (6 credits)
- Minor Subjects\* (6 credits) OR MU1081 and Minor Subject\* (3 credit)

*\*Refer to the University of Alberta Calendar Faculty of Education section Chart 3 for list of minor choices and required courses or consult with an Academic Advisor. Consult with an Academic Advisor if planning to transfer after First Year of this program.*

## UNIVERSITY TRANSFER

### Transfer to the University of Alberta

The combined degree is a quota program at the University. To be considered for admission as a transfer applicant, students must present a minimum GPA based on a minimum of 24 transferable credits. For minimum GPA requirements, consult the U of A website. Possession of this minimum GPA does not guarantee admission to the program. Applicants must also possess all High School admission requirements, or equivalent. Students are reminded that the University of Alberta requires a minimum grade of C- for transfer.

# DEGREE COMPLETION, NURSING

## Nursing

### Collaborative Degree Program

University of Alberta, 4 years

## GRANDE PRAIRIE

780-539-2753 | 1-888-539-4772, ext. 2753

nursing@nwpolytech.ca

Northwestern Polytechnic offers students the option of pursuing a career in Nursing with the University of Alberta Collaborative Baccalaureate Nursing Program, a four-year Bachelor of Science in Nursing (BScN) Degree program. This program will prepare the student to be licensed as a Registered Nurse.

All the courses in the Bachelor of Science, Nursing program can be completed at Northwestern Polytechnic but students will be required to attend at least one clinical placement outside of Grande Prairie. Practica may involve evening and night hours and weekends. Students are responsible for obtaining transportation to practica placements and for the costs of necessary travel and accommodations. Required practica placements may be a distance of 150 kilometres or more from Grande Prairie.

Special qualities are required for the nursing profession. A potential student must be a caring individual who considers the dignity, individuality and worth of the patient, client, and family. Knowledge and skills will be developed through a variety of structured and student-directed instructional delivery methods. Students will gain practical experiences in nursing laboratories and in local and regional health care facilities.

Students in the degree program should refer to the University of Alberta calendar for full program articulation, degree guidelines and graduation requirements.

### ADMISSION REQUIREMENTS

#### High School Applicants

All applicants under 21 years of age must present a High School Diploma or equivalent and an overall average of 65 percent with no mark lower than 60 percent in any of the following:

- English 30-1
- Biology 30
- Chemistry 30 or Science 30
- Mathematics 30-1 or 30-2

- One of
  - Aboriginal Studies 30
  - Chemistry 30
  - Science 30
  - Mathematics 31
  - Physics 30
  - Computer Science – Advanced Level CTS (5 credit)
  - Social Studies 30-1
  - Physical Education 30
  - 30-level Language
  - Fine Arts course

#### Altus Suite / Casper Test

The Department of Nursing Education and Health Studies has implemented a situational judgement test for all applicants to the BScN program effective Fall 2021 admission onward.

The Casper Test (Computer-Based Assessment for Sampling Personal Characteristics) is part of the Altus Suite, and is a situational judgement test used by the Department of Nursing Education and Health Studies. Casper is an online test delivered through Altus Suite that assesses for the personal and professional characteristics we believe are important for successful students and graduates of the BScN program. It will complement the grade assessment we use for application screening.

All applicants to the Bachelor of Science in Nursing program at Northwestern Polytechnic are required to complete an online assessment (Altus Suite) as part of the application package. Successful completion of the Casper test, through Altus Suite, is mandatory in order to maintain admission eligibility. Please note, the Snapshot Assessment offered through Altus Suite is NOT required, only the Casper test portion of Altus Suite is required.

Altus Suite is external to the Northwestern Polytechnic application system. Applicants are required to first submit their application to Northwestern Polytechnic and

## DEGREE COMPLETION, NURSING

receive a student ID number, then register for Altus Suite. Casper test results are sent directly to Northwestern Polytechnic from the Altus Suite agency and should be received by the March 15th document deadline. Applicants with missing or incomplete Casper scores will not be considered for admission. Casper test results are valid for one admissions cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take it.

In order to take the Casper test, you will be responsible for securing access to a computer with audio capabil-

ities, a webcam, and a reliable internet connection on your selected test date. Casper can be taken practically anywhere that you can satisfy these requirements. No exceptions will be provided for applicants unable to take Casper online due to being located at sites where internet is not dependable due to technical or political factors. Specific Casper testing dates are listed on their website.

You can go to [takealtus.com](https://takealtus.com) to sign up for the Canadian Undergraduate Health Sciences test (CSPJ0202) and reserve a test date using your first and last name, your date of birth, a piece of government-issued photo



# DEGREE COMPLETION, NURSING

ID, and your Northwestern Polytechnic student ID number. You will be provided with a limited number of testing dates and times. Please note that these are the only testing dates available for your Casper test. There will be no additional tests scheduled. Please use an email address that you check regularly, as there may be updates to the test schedule.

Any questions about Casper testing or Altus Suite must be directed to the testing agency at support@altus.as.

## **Best Qualified**

Applicants must be aware of three important deadlines (in subsequent order):

- October 1st – Applications Open
- March 1st – Application Deadline
- March 15th – Document Deadline

*Applications received after March 1st may not be considered for admission.*

The very high demand for the program in the past few years has made it impossible to accept all applicants; therefore, preference will be given to applicants who are best qualified.

Only completed applications will be considered; therefore, all official transcripts must be received by the document deadline of March 15th. Applicants with a completed post-secondary university degree will be assessed on an individual basis.

Preference will be given to applicants who are best qualified as determined by an admission scoring system based on high school and post-secondary course grades. Should two or more applicants have the same score, the students will be ranked according to the earliest application date. Conditional letters of admission will be mailed to successful applicants. Qualified applicants not selected for admission will be placed on a waitlist according to score.

As per Northwestern Polytechnic policy, outlined in the admissions section of the calendar, "the institution, at its discretion, "may refuse admission to any applicant".

Practicum agencies require Police Information Checks (PICs) of students working in their organizations. Information regarding PICs will be provided to students after they have been admitted.

## **ADMISSION OF INDIGENOUS STUDENTS**

Four seats in the first year of the nursing program will be reserved for qualified applicants of Indigenous ancestry. The top four applications, based on the outcome of the approved scoring system chart, will be selected for offer of admission and will be assigned these reserve seats. If the designated applicants do not fill these reserved seats by March 30th of each year, the seats will be offered to the general applicant pool.

If applicants are applying as an Indigenous student, they may be required to present proof of Indigenous ancestry.

## **RE-ADMISSION**

If applicants have previously enrolled in a nursing program and stopped for any reason, their application to enter a Nursing program at Northwestern Polytechnic will be considered on an individual basis and contingent upon space being available in the program.

Students who started in the nursing program in the 2018/2019 academic year at Northwestern Polytechnic will not receive advanced credit for any of the courses previously taken, with the exception of NS1500, MI1330, English, and an elective, provided the minimum passing grade is achieved.

## **TRANSFER FROM OTHER NURSING PROGRAMS**

If students are currently enrolled in a nursing program at another institution and are applying to transfer into year two or three at Northwestern Polytechnic, they must have a GPA of at least 3.0, no previous failures in clinical courses, and meet the minimum pass requirements for each course. Official transcripts of all post-secondary study and a letter of support from the Chair or Dean of their current program are required before their application will be considered. The letter of support must clearly indicate that they are a student in good standing.

Admission is subject to the availability of seats. Applicants for years 2 and 3 of the nursing program will be considered for admission based on the following priorities:

- former Northwestern Polytechnic nursing students who have withdrawn in good standing and who apply within 12 months of their withdrawal
- students currently enrolled in the University of Alberta Collaborative Baccalaureate Nursing Program at one of the partner sites

- students currently enrolled in other nursing programs and who are in good standing.
- students not currently enrolled in a nursing program who have withdrawn from a previous nursing program are required to complete the readmission process. Admission is subject to the decision of the Department of Nursing Education and Health Studies.

If more than one qualified applicant fits one of the previous categories and are equally qualified for admission, priority will be established by date of application.

## OTHER REQUIREMENTS FOR STUDENTS ADMITTED TO NURSING

### Health and Safety Requirements

All students admitted to the Nursing program must be capable of completing responsibilities and activities as required in clinical practice. In order to successfully pass clinical practice courses, students must consistently demonstrate the essential skills and abilities to safely provide nursing care to their assigned patient/client. The guidelines for Registered Nurses are applicable to students in the Collaborative BScN Program. The College and Association of Registered Nurses of Alberta (CARNA) set these guidelines. If a student believes they may require assistance to be successful in the program, they are encouraged to contact an Academic Advisor in the Registrar's Office as soon as possible after admission for any accommodations that may need to be arranged.

Students must have the following items completed and submitted by August 1, after being admitted to the program:

- Police Information Check with Vulnerable Sector Clearance
- Immunization - some immunizations, including Hepatitis B, may need to be initiated prior to the first day of the program.
- Standard First Aid
- CPR-BLS - must be current for the year as of the date set out by the department. No exceptions.
- COVID-19 Vaccination

There are also other forms that will be required by August 1 and those will be provided to students upon successful admission.

Students are required to purchase a stethoscope and a penlight, and scissors in the practice setting. Standardized uniforms are required - information will be provided upon admission.

### Length of Time to Complete Years 1-3

The curriculum is designed to be taken over four years. Students should complete Years 1-3 of the program within four years after initial admission to the program.

### MATURE STUDENT ADMISSION

Students 21 years of age or over will be considered for mature student admission based on minimum overall average of 65 percent with no mark below 60 percent in each of the following:

- English 30-1
- Biology 30
- Chemistry 30 or Science 30
- One of Mathematics 31 or Mathematics 30-1 or 30-2

### PROGRESSION CRITERIA

#### Academic Progression Criteria

A grade of C+ is the minimum passing grade for the following courses: NS1500, NS1205, NS1160, NS1240, NS1250, MI1330, NS2200, NS2160. A grade of C- is the minimum passing grade for all other Nursing courses in the program. For promotion from year to year in the program and for graduation, students must have successfully completed all the required Nursing and non-Nursing courses of the previous year.

In order to progress to the Winter term of Year 1 of the BScN program, students must successfully meet the minimum passing grades for each course in Fall term. In order to progress to Year 2, students must successfully meet the minimal passing grades for all courses of Year 1.

A student with a GPA of 1.69 or lower must withdraw from the Nursing program. Readmission to program is subject to departmental review.

Students who withdraw or fail twice from a required nursing course will be withdrawn from the program and ineligible for readmission.

Students completing Year 3 apply to the University of Alberta for admission to Year 4. Admission to Year 4 and registration at the University of Alberta is contingent upon satisfactory academic standing in the first three

# DEGREE COMPLETION, NURSING

years of the program. Satisfactory academic standing is passing grades in all previous courses with a minimum cumulative GPA of 2.0 on the 4.0 scale. If these conditions are met, students will be granted block transfer for work completed at Northwestern Polytechnic. The University expects that electives and required courses in the support disciplines be completed in the recommended order. These courses require a minimum passing grade of C- for transfer approval.

**NOTE:** Students applying to the University of Alberta for admission outside of the block transfer are at the discretion of the University of Alberta for specific course transferability.

## CLINICAL PROGRESSION CRITERIA

Students must complete theory and practice components of nursing courses to receive credit. Students who have not received a pass in the clinical or laboratory portion of a nursing course are not given credit for the course and must repeat both the clinical and non-clinical portions of the course. The clinical component, explained in the course outline, must be completed for credit to be granted.

A student who is absent more than two clinical days in one clinical nursing course may need to make up the lost time before being allowed to continue in the program.

Absences from the clinical site may result in the instructor being unable to evaluate the student's clinical performance. If clinical performance cannot be evaluated, a failing grade may be assigned in the course. Whenever a student's clinical performance is considered marginal in a nursing course, the student's total academic and clinical performance in the program is reviewed and considered in determining continuation in the program.

An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions of a site of a practicum/clinical placement, if the instructor has reasonable grounds to believe that this is necessary in order to protect public interest.

## PROGRAM CURRICULUM

### Nursing, Degree Completion

#### First Year (35 credits)

- NS1160 (3)
- NS1205 (4)
- NS1240 (3)
- NS1250 (4)
- M11330 (3)
- NS1500 (6)
- NS2005 (3)
- NS2220 (3)
- Jr. English (3)
- Elective (3)

#### Second Year (33 credits)

- NS2115 (3)
- NS2160 (6)
- NS2200 (3)
- NS2210 (6)
- NS2240 (3)
- NS2250 (6)
- NS3110 (3)
- Elective (3)

#### Third Year (30 Credits)

- NS3005 (3)
- NS3210 (6)
- NS3230 (6)
- NS3250 (6)
- NS3270 (6)
- NS4005 (3)

#### Fourth Year (24 credits)

The following are University of Alberta courses for which students apply to and register with the University of Alberta as per the University of Alberta calendar. Students attend classes at Northwestern Polytechnic.

- NURS422 (3)
- NURS425 (6)
- NURS485 (12)
- INTD420 (3)

## Nursing Accelerated Program

Students who have completed all the required courses and electives identified in the third year of the curriculum may apply to an Accelerated Program. Students who qualify for admission to the Accelerated Program will register in NURS422, NURS425 and NURS485 in the Spring Term and the successive Fall Term. Acceptance into the Accelerated Program is based upon a competitive GPA.

The number of seats in the Accelerated Program is dependent upon clinical placement opportunities and instructor availability, and is not guaranteed.

## Open Studies

### GRANDE PRAIRIE

780-539-2911 | 1-888-539-4772, ext. 2911  
studentinfo@nwpolytech.ca

Students needing to complete specific subjects or the required average for the program of their choice, or students who have not chosen a particular program of studies, but who wish to take a variety of courses out of interest, may apply for Open Studies.

Students in Open Studies may be eligible to complete their admission requirements and start on other courses at the same time. Students should consult an Academic Advisor. Students admitted to Open Studies but who enrolled in two or more upgrading courses per semester will have their program of admission changed to Academic Upgrading. Students enrolling in nine credits of Open Studies are considered full-time and will have their applications reviewed by Admissions. If applicants wish to be a full-time student in Open Studies, they will need to meet admissions requirements listed.

### ADMISSION REQUIREMENTS

- High School Diploma or a minimum of eighteen years of age
- English 30-1

The necessary prerequisite courses for the university transfer or career program selected should normally be completed during the first year at Northwestern Polytechnic.

Regardless of admission requirements, students must still have the high school prerequisites to the courses they require or wish to take in their program.

### PART-TIME STUDENTS

Students who have not been admitted to another program and who are considering part-time studies are normally admitted to Open Studies.

### PROGRESSION CRITERIA

Students who have been admitted to Open Studies because they have an admission deficiency and either need to upgrade one or more high school subjects or use a university studies course as a substitution for admission to another program, continuation of studies will require that the deficiency is fulfilled in the first year. Failure to fulfill the deficiency may also affect any future financial assistance.

### PROGRAM CURRICULUM

Open Studies is a general program tailored to meet a student's upgrading requirements, the requirements of the career or university transfer program, or career goals. Students will be encouraged to consult with the appropriate department chairperson and/or an Academic Advisor for details.



# UNIVERSITY TRANSFER, RECREATION, SPORT AND TOURISM

## Recreation, Sport and Tourism

### University Transfer

Maximum of 2 semesters and 30 credits transfer to 4-year degree program

### GRANDE PRAIRIE

780-539-2761 | 1-888-539-4772, ext. 2761  
peak@nwpolytech.ca

The Bachelor of Arts in Recreation, Sport and Tourism is a four-year degree at the University of Alberta with Northwestern Polytechnic offering the first year of study. This degree offers a broad field of studies from sport tourism to mountain history, from fitness and active living programs to arts, culture and heritage.

### ADMISSION REQUIREMENTS

Students require an overall average of 60 percent in the following Alberta Education high school courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English Language Arts 30-1
- One subject from Group A or C
- One subject from Group A or B
- One subject from Group C
- One subject from Group A, C, Physical Education 30, or Rec Leadership Adv (CTS)
- Only one language other than English will be accepted.

This program transfers to the Degree Program offered by the Faculty of Kinesiology, Sport, and Recreation at the University of Alberta. Students applying for the program at Northwestern Polytechnic will be offered admission to University Transfer, Recreation, Sport and Tourism and will choose courses appropriate for this degree.

### MATURE STUDENT ADMISSION

If applicants are 21 years of age or older and do not have a high school diploma, they may still be eligible for admission as a Non-Matriculated Adult (NMA). Admission to the University of Alberta Bachelor of Recreation, Sport and Tourism program requires an overall average of 60 percent on the following Alberta Education high school courses:

- English Language Arts 30-1
- One other 30-level subject from Group A or C

Regardless of admission requirements, applicants must still have the high school prerequisites to the courses they require or wish to take in their program.

### PROGRAM CURRICULUM

The curriculum requirements are outlined in the recommended sequence. Students who register in courses out of sequence, will need to carefully ensure that they have the required prerequisites and corequisites. Students are encouraged to consult the University of Alberta's Calendar for specific details.

#### First Year

- PE1040
- PE1050
- PE1100
- PE2040
- PE2070
- Junior English (6 credits)
- Humanities, Social Sciences, Fine Arts / Languages or Open Options (9 credits)

### UNIVERSITY TRANSFER

#### Transfer to University of Alberta

To be considered for admission as a transfer applicant, applicants must present a minimum GPA of 2.0 or equivalent based on a minimum of 24 of transferable credits. Possession of this minimum GPA does not guarantee admission to the program. Averages are competitive, so they may change through the admission cycle. Please contact the Faculty of Kinesiology, Sport, and Recreation at the U of A for up to date information regarding admission and transfer averages.

Applicants must also possess all High School admission requirements, or equivalent.

Students who transfer with less than 24 transfer credits will be considered High School applicants to the University and will require an overall average of 70% in the high school courses required for admission.

## Science

### University Transfer

Maximum of 4 semesters and 60 credits transfer to 4-year degree program

### Pre-Professional Programs

2 to 4 semesters, 30 to 60 credits may be completed at Northwestern Polytechnic

### University Transfer Combined Degrees

2 semesters, 30 credits transfer to 5-year combined degree programs

Bachelor of Science (Specialization in Science and Education), Bachelor of Education (Secondary)

### GRANDE PRAIRIE

780-539-2096 | 1-888-539-4772, ext. 2096  
science@nwpolytech.ca

**\*Please note that sequencing is designed for transfer to the University of Alberta unless otherwise noted.**

### AREAS OF CONCENTRATION

#### Faculty of Agricultural, Life & Environmental Sciences

- Agriculture
- Animal Health
- Environmental & Conservation Sciences
- Forestry
- Human Ecology
- Nutrition & Food Science

#### Faculty of Science

- General
- Biochemistry
- Biological Sciences
- Cell Biology
- Chemistry
- Computing Science
- Earth & Atmospheric Sciences
- Geophysics
- Immunology & Infection
- Mathematics
- Neuroscience
- Paleontology
- Pharmacology
- Physics
- Physiology
- Psychology
- Statistics

A Bachelor of Science degree at the University of Alberta is normally a four-year, 120-credit, degree requiring a major and minor subject/area of specialization. In the Faculty of Science program, students may select a Bachelor of Science Honours, General, Specialization or a Major Program.

Bachelor of Science Honours programs are usually declared following completion of the first year (30 credits) of course work appropriate to a student's subject area and require a competitive GPA (3.0 or higher, depending on the subject area). For further details on Honours programs, consult the current University of Alberta Calendar, and/or an Academic Advisor.

Bachelor of Science Specialization or General Major programs are usually declared following completion of the first year (30 credits) of course work appropriate to a student's major, depending on the subject area. For further details on specialization and general major programs consult the current University of Alberta Calendar, and/or an Advisor.

The minor can be chosen from one of the Science areas, and then requires 24 to 36 credits in courses specified for the area with no more than 12 junior (1000-level) credits. Students may also choose a minor from a subject area in the Faculty of Arts, and must then fulfill that Faculty's requirements for the minor. Consult an Academic Advisor for details.

For B.Sc. degree requirements, a minimum of 18 credits must be taken from Faculty of Arts offerings; a maximum of 48 credits from Faculty of Arts offerings may be used for degree credit.

Students may transfer up to a maximum of 60 credits from other institutions into the Bachelor of Science degree program. Normally, no more than 42 credits at the junior 1000-level can be used for degree credit.

Many students, with one to two years of course work in University Transfer, Bachelor of Science at Northwestern Polytechnic, have successfully transferred to universities other than the University of Alberta. Students wishing to begin their science program at Northwestern Polytechnic with a view to transferring elsewhere are encouraged to consult with an Academic Advisor who can assist them with course selection and with the interpretation of university requirements.

# UNIVERSITY TRANSFER, SCIENCE

## ADMISSION REQUIREMENTS

Admission to University Transfer programs in Science requires a minimum overall average of 60 percent in the following five Alberta Education courses. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Mathematics 30-1
- One from Group A, B, or C (except Math 30-2)
- Two from Group C (except Science 30)

It is essential that applicants check and plan so that they have the appropriate prerequisites for the courses that are required in their program.

## MATURE STUDENT ADMISSION

Applicants who are 21 years of age or older and do not have a high school diploma, may still be eligible for admission as a Non-Matriculated Adult.

Admission to the University of Alberta Bachelor of Science Program requires an overall average of 60 percent on three of the following courses or their equivalents: Mathematics 30-1, and two of Biology 30, Chemistry 30, Mathematics 31, or Physics 30.

Regardless of admission requirements, applicants must present the grade 12 subjects specified as prerequisites to the courses they are required or wish to take in their program.

## Agriculture

With a Bachelor of Science degree in Agriculture, students will be prepared for a range of careers which include: agricultural production; agricultural projects and initiatives involving environmental challenges; management with government and financial institutions; educational roles / technology transfer (district agriculturists, home economists, agricultural representatives); work with international businesses / government agencies; research and development; and sales.

Northwestern Polytechnic can offer students a modified first year program in preparation to transfer to year two of the Bachelor of Science program in the Faculty of Agricultural, Life and Environmental Sciences at the University of Alberta where students can specialize in one of the following areas: Agricultural and Resource Economics, Animal Science, Crop Science, Range and Pasture Management, or Sustainable Agricultural Systems.

## PROGRAM CURRICULUM

### Agricultural and Resource Economics

- BI1070 or BI1080
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Options (9 credits), OT3010 and second biology recommended

### Animal Science

- BI1080 and BI2080
- 6 credits chosen from Organic Chemistry, Inorganic Chemistry
- EC1010 and EC1020
- Junior English (3 credits)
- MA1130
- ST1510
- Option (3 credits), second Junior English recommended

### Crop Science

- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- 6 credits chosen from BI1070, BI1080, BI2070, BI2080
- Science Options (6 credits), chosen from Organic Chemistry, Inorganic Chemistry or Physics

### Sustainable Agricultural Systems

- BI1080 and BI2080
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130
- ST1510
- Science Options (6 credits), chosen from BI1070, BI2070, Inorganic Chemistry, Organic Chemistry, Physics, ES1000

## Animal Health

The Bachelor of Science degree in Animal Health provides students with a strong background in basic life sciences with application in animal immunology and infection, animal physiology, nutrition, behavior and welfare, animal production and food processing. The program is of value to students seeking to pursue a career in the food animal production industry or in the field of companion animals. While registered in the Bachelor of Science Animal Health program, students are able to complete the requirements of the Pre-Veterinary Medicine programs at either the University of Saskatchewan or the University of Calgary.

Students planning on attending the University of Saskatchewan are encouraged to make contact with the university to discuss provincial eligibility.

## PROGRAM CURRICULUM

### Companion and Performance Animals Major

- BI1070 and BI1080
- CH1010 and CH1020 and CH2610
- Junior English (3 credits) • MA1130 or MA1200
- PY1040 • ST1510
- Option (3 credits), second Junior English recommended

### Food Animals Major

- BI1070 and BI1080
- CH1010 and CH1020 and CH2610
- Junior English (3 credits) • MA1130 or MA1200
- ST1510
- Option (6 credits), EC1010 and second Junior English recommended

### Food Safety & Quality Major

- BI1070 and BI1080
- CH1010 and CH1020 and CH2610
- Junior English (3 credits) • MA1130 or MA1200
- ST1510
- Option (6 credits), EC1010 and second Junior English recommended

## Environmental and Conservation Sciences

The Bachelor of Science degree in the field of the environment and conservation prepares students for an expanding number of challenging careers. Graduates have found work with government and non-government agencies or companies concerned with parks, nature reserves and centres, environmental education, recreational areas, fish and wildlife management, environmental policy analysis, rangelands management, land reclamation and ecotourism.

The five areas of specialization within the Environmental and Conservation Sciences program are conservation biology; environmental economics and policy; land rec-

lamation; human dimensions of environmental management; and wildlife and rangeland resources management.

Northwestern Polytechnic can offer students a year of study designed to prepare students to transfer to year two of a Bachelor of Science program in the Faculty of Agricultural, Life and Environmental Sciences in any of the previously mentioned specializations.

## PROGRAM CURRICULUM

### 30 credits chosen from:

- BI1080, BI2080
- CH1010
- EC1010
- Junior English (6 credits)
- MA1130
- ST1510
- Open Options (6 credits)

## Forestry

Students may choose a specialization in Forestry. The Forestry specialization develops graduates who appreciate the need to manage forested areas with due concern for all resources and who have the capability and knowledge to manage forested areas as integrated ecological entities. This specialization focuses primarily on forest management, the protection, manipulation, and use of the forest resource while ensuring sustainability and other social and cultural needs are met. The program of studies prepares students for careers as Registered Professional Foresters working in Government or industrial organizations or as consultants.

Northwestern Polytechnic can offer students a year of study designed for successful application to year two of Bachelor of Science in Forestry program in the Faculty of Agricultural, Life and Environmental Sciences at the University of Alberta.

## PROGRAM CURRICULUM

### 30 credits chosen from:

- BI1080 and BI2080
- CH1010
- EC1010
- Junior English (6 credits)
- MA1130
- ST1510
- Options (6 credits), EC1020 recommended

## Human Ecology

The Bachelor of Science program in Human Ecology offers two specializations providing graduates with varied and interesting career choices. Graduates from any of these programs meet the requirements for registration as Professional Home Economists.

Northwestern Polytechnic can offer students a modified first year program designed for transfer to the second year of the Bachelor of Science in Human Ecology in one of the two majors, in the Faculty of Agricultural, Life and Environmental Sciences.

### PROGRAM CURRICULUM

#### Family Science

Graduates in Family Science will be prepared for work with government, non-profit, and consulting agencies that offer family life education to individuals and groups. The work may range across and include community-based education: planning, evaluation concerning consumer issues, marriage preparation, parent education, and other initiatives aimed at fostering healthy family and preventing or minimizing dysfunction.

- EC1010 and EC1020
- Junior English (6 credits)
- Science Option (3 credits), chosen from Biology, Chemistry, Earth Science, Physics, Psychology (Faculty of Science), or PE2420
- PY1040 and PY1050
- SO1000 and SO2710
- ST1510

#### Clothing, Textiles and Material Culture

Graduates in the Textiles and Clothing Major will be prepared to seek careers in education, business, extension, and cultural agencies in areas such as textile science, textile and apparel design, textile conservation and curatorship, or consumer affairs.

- EC1010 and EC1020
- Junior English (6 credits)
- Science Option (6 credits), chosen from Biology, Chemistry, Earth Science, Physics, Psychology (Faculty of Science), or PE2420

- Social Sciences or Humanities Options (6 credits)
- ST1510
- Option (3 credits), OT3010 recommended

## Nutrition and Food Science

The Bachelor of Science Program in Nutrition and Food Science offers three majors or areas of concentration. Growing public awareness and involvement in decisions about food products has led to the expanding career opportunities for nutrition and food science professionals in areas such as research, policy making, production, testing, manufacturing, marketing, education, and communication in both the public and private sector.

Northwestern Polytechnic can offer students a year of study designed for transfer to the second year of the Bachelor of Science in any one of the three majors for Nutrition and Food Sciences in the Faculty of Agricultural, Life and Environmental Sciences at the University of Alberta.

### PROGRAM CURRICULUM

#### Food Science and Technology

- BI1070
- CH1010, CH1020
- CH2610
- PE2420
- Junior English (6 credits)
- MA1130
- ST1510
- Option (3 credits)

#### Nutrition Major

*\*See Dietician under Pre-Professional Programs*

#### Nutrition and Food Science General Major

- BI1070
- CH1010, CH1020
- CH2610
- PE2420
- ST1510
- Junior English (6 credits)
- Option (3 credits) chosen from AN1010, PY1040, EC1010, MA1130, SO1000 or PE1100
- Option (3 credits)

## General

### PROGRAM CURRICULUM

The General program for the Bachelor of Science has a curriculum of first year core courses that must include:

#### First year

- Junior English (6 credits)
- Options (6 credits) from junior courses in Computing Science, Mathematics or Statistical Science
- Options (6 credits) from junior courses in Chemistry or Physics
- Options (6 credits) from junior courses in Biological Sciences, Earth Sciences or Science Psychology (PY1040)
- Options (6 credits) from Arts or Sciences\*

*\*Students interested in a Business Minor must take EC1010 and EC1020*

## Biochemistry

### PROGRAM CURRICULUM

#### First year

- BI1070
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- Options (6 credits) chosen from Science or Art options
- Options (6 credits), chosen from Math, Statistics or Physics

## Biological Sciences

Students can prepare to enter the third year of the University of Alberta's Biology program by completing the first two years of the program at Northwestern Polytechnic.

The Honours and Specialization programs in the Biological Sciences offer a voluntary Industrial Internship Program (IIP), which gives students the opportunity to augment their studies with periods of paid, discipline related work. The IIP is usually made available to students in the third year of their program and students should apply for admission to the IIP prior to year three.

Graduates in the Biological Sciences from the various concentrations/disciplines may continue on with graduate studies, work in research and development at universities, medical schools, research institutes and

with private industries. Other career opportunities exist in agriculture, ecology/field work, forestry, laboratories, medicine, social policy, teaching and veterinary medicine (just to name some).

All students in the University of Alberta, Bachelor of Science Biological Sciences programs take a common core of courses for first year and follow the course sequence suitable to one of the three areas of concentration (for Specializations and Honours programs).

Continuation in the Specialization in Biological Sciences requires the completion of at least 24 credits in the previous fall/winter for most programs.

### PROGRAM CURRICULUM

#### Biological Science First-Year Core

- BI1070 and BI1080
- CH1010
- CH2610
- MA1130 or MA1200
- ST1510
- Art Options (6 credits) Junior English highly recommended
- Science Option\* (6 credits) CH1020 recommended

*\*Program specific courses are recommended*

### ECOLOGY, EVOLUTION AND ENVIRONMENTAL BIOLOGY

#### First Year

- Biological Sciences First-Year Core (ES1000 recommended towards science option)

#### Second Year

- BI2070
- BI2080
- BI2210
- MI2650 or BT2050
- MI2950
- GN2700
- BC2000
- Science Options (6 credits) ES1000 recommended
- Arts Options (3 credits)

## MOLECULAR, CELLULAR AND DEVELOPMENTAL BIOLOGY

### First Year

- Biological Sciences First-Year Core

### Second Year

- BC2000
- BI2070
- BI2080
- BI2010
- BT2050
- MI2650
- GN2700
- CH2630
- Science Options (3 credits) MI2950 recommended
- Arts Options (3 credits)

## INTEGRATED PHYSIOLOGY

### First Year

- Biological Sciences First-Year Core

### Second Year

- BI2070
- BI2080
- BI2010
- BC2000
- BC3200
- ZO2410
- ZO2420
- Jr. Physiology (3 credits) chosen from GN2700, MI2650, MI2950. BT2050
- Science Options (3 credits) GN2700, MI2650, MI2950, CH2630 are recommended courses
- Arts Options (3 credits)

*\*suspended majors from the U of A include Animal Biology, Microbiology, Evolutionary Biology and Plant Biology. These majors are fully captured within the three above listed majors. Students interested in pursuing these areas of concentration should consult the U of A website or speak with an Academic Advisor in the Registrar's Office.\**

## Cell Biology

A Bachelor of Science Degree in Cell Biology will provide students with the educational prerequisites and laboratory experience necessary for postgraduate or technical careers in cellular aspects of the discipline. The Honours and Specialization programs offer a voluntary Industrial Internship Program (IIP), an opportunity to augment studies with periods of paid, discipline-related work. The IIP is usually available to applicants after the completion of a minimum of 75 credits in good academic standing. Students are required to present 24 credits with a minimum 2.3 GPA in each preceding Fall/Winter.

## PROGRAM CURRICULUM

### First Year

- BI1070
- CH1010 and CH1020
- CH2610
- Junior English (3 credits)
- MA1130
- ST1510
- Science Options (6 credits) PC1240 and PC1260 recommended
- Art Option (3 credits), second Junior level English recommended

### Second Year

- BC2000
- BI2010
- BI2070
- CH2630
- GN2700
- MI2650
- Science Options (9 credits) MI2950 and BC3200 recommended
- Art Options (3 credits)



## Chemistry

Students can prepare for a career in education, medicine or industry by studying chemistry. With a Bachelor of Science degree students can work for government and industry laboratories in quality control, sales or technical service positions.

### PROGRAM CURRICULUM

#### First Year

- CH1010 and CH1020      • CH2610
- Junior English (3 credits)
- Arts Option (3 credits) second Junior English recommended
- MA1130                      • MA1150
- PC1240 and PC1260
- Science Option (3 credits)

## Computing Science

For information on programs in computing science, refer to Bachelor of Science, Mathematics; Computer Systems Technology, Certificate and Diploma; Computing Science, University Transfer sections of this calendar.

## Earth and Atmospheric Sciences

Earth and atmospheric sciences encompass the study of the atmosphere, and the surface and interior of the earth.

### PROGRAM CURRICULUM

#### Atmospheric Sciences

- CS1140                      • Junior English (6 credits)
- ES1000                      • MA1130 and MA1150
- MA1200                      • PC1240 and PC1260
- ST1510

#### Environmental Earth Sciences

- CH1010 and CH1020      • Junior English (6)
- ES1000                      • BI1080
- MA1130 and MA1150      • PC1240 and PC1260

## Geology

- CH1010 and CH1020      • Junior English (6 credits)
- ES1000                      • MA1130 and MA1150
- PC1240 and PC1260
- Arts or Science Option (3 credits)

*\*\*NOTE: Students planning a Geology or Environmental Earth Science major will still have to complete one year in a general science program at U of A prior to admission in to these programs\*\**

## Geophysics

Petroleum, mineral and exploration industries offer good opportunities for Geophysics graduates. With an advanced degree students may find a satisfying research career.

### PROGRAM CURRICULUM

- CH1010 and CH1020
- Art Options (6 credits) Junior level English recommended
- Approved Science Option (3 credits) CS1140 recommended for students with little or no computer knowledge
- MA1130 and MA1150      • MA1200
- PC1240 and PC1260

## Immunology and Infection

### PROGRAM CURRICULUM

#### First Year

- BI1070 and BI1080      • CH1010 and CH1020
- CH2610
- Art Options (6 credits) Junior level English recommended
- MA1130 or MA1200      • ST1510
- Science Option (3 credits)

#### Second Year

- BC2000                      • BI2010
- BI2070 and BI2080      • CH2630
- GN2700                      • MI2650 and MI2950
- Arts Options (6 credits)

## Mathematics

With a concentration in mathematics, students can choose employment in business, industry, government or education. Students can complete the first year of their program at Northwestern Polytechnic.

### PROGRAM CURRICULUM

#### Mathematics

- Approved Options (6 credits)
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- CS1140 and CS1150
- Approved Science Option (3 credits)

#### Computational Science (Mathematics)

- CS1140 and CS1150
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- Approved Options (9 credits)

#### Mathematics and Economics

Prepare for a career in economics with a B.Sc. Specialization in Mathematics and Economics. Complete the first year of the program at Northwestern Polytechnic and then transfer to the University of Alberta for degree completion.

- EC1010 and EC1020
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- ST1510
- CS1140 and CS1150 or Approved Science Options (6 credits)

#### Mathematics and Finance

Prepare for a career in financial advising and planning with a B.Sc. Specialization in Mathematics and Finance. Complete the first year of the program at Northwestern Polytechnic and then transfer to the University of Alberta for degree completion.

#### First Year

- CS1140 and CS1150
- EC1010 and EC1020
- Junior English (6 credits)
- MA1130 and MA1150
- MA1200
- ST1510

*\*\*NOTE: For a listing of Approved Options visit the U of A webpage or consult with an Academic Advisor\*\**

## Neuroscience (Honours Only)

Neuroscience is a broadly-based discipline covering all aspects of brain function. Some major areas are brain development, nerve cells and synapses, sensation and perception, learning and memory, control of movement, animal behaviour, cognitive psychology, and disorders of the nervous system. Students must maintain a 30 credit load per year and a minimum 3.3 GPA.

### PROGRAM CURRICULUM

#### First Year

- Junior English (6 credits)
- BI1070
- CH1010
- CH2610
- PC1240 and PC1260
- MA1130
- MA1150 or ST1510
- PY1040

## Paleontology

Paleontology draws on biological and geological knowledge to study the evolutionary history of life. Paleontologists usually work as research scientists and/or teachers in universities, museums and in government and industrial laboratories.

### PROGRAM CURRICULUM

- BI1070 and BI1080
- CH1010
- Junior English (6 credits)
- ES1000
- MA1130 or MA1200
- ST1510
- Science Option (3 credits)
- Arts Option (3 credits)

## Pharmacology

Careers are available in the pharmaceutical industry, government departments, universities, and research institutes.

### PROGRAM CURRICULUM

- BI1070
- CH1010 and CH1020
- CH2610
- Art Options (6 credits) Junior level English recommended
- ST1510
- Approved Science Options (9 credits), chosen from Biochemistry, Biology, Chemistry, Genetics, Math, Microbiology, Physics, Physiology, Statistics or Zoology.

Continuation and graduation from the University of Alberta Honours program in Pharmacology requires a minimum GPA of 3.3 on at least 30 credits taken in the preceding Fall and Winter Semesters and a minimum GPA of 3.3 in all science courses taken.

## Physics

Students can move into industry with a B.Sc. Specialization or Honours degree in Physics. Northwestern Polytechnic offers the first year of the B.Sc. Program.

### PROGRAM CURRICULUM

#### Physics or Astrophysics

- Art Options (6 credits) Junior level English recommended
- MA1130 and MA1150
- MA1200 and MA2250
- PC1240 and PC1260
- Science Options (6 credits) Chemistry or Earth Science recommended (CS1140 recommended for students with little or no computing background)

## Physiology (Honours Only)

Graduates in physiology are employed in government and pharmaceutical laboratories in the field of medical research. Students may also choose a career in teaching. The first year of this B.Sc. Program is offered at Northwestern Polytechnic.

### PROGRAM CURRICULUM

- BI1070
- BI2010
- CH1010 and CH1020
- CH2610
- Junior English (6 credits)
- ST1510
- Approved Science or Arts Options (6 credits), consult the University of Alberta for approved non-science options and suggested Arts options.

## Psychology

Study to become a psychologist and work in experimental, industrial or clinical psychology. The two-year transfer program starts students on the way to the Bachelor of Science Degree.

### PROGRAM CURRICULUM

#### First Year

- BI1070 and BI1080
- Junior English (6 credits)
- PY1040 and PY1050
- Approved Science Options (6 credits), chosen from Chemistry or Physics
- Approved Science Options (3 credits), chosen from Computing Science or Mathematics
- Science Option (3 credits)

#### Second Year

- ST1510\*
- Psychology Options (6 credits), chosen from PY3580, PY3752, or PY3810
- Psychology Options (6 credits), chosen from PY2230, PY4390 or PY3410
- Arts Option (6 credits), chosen from Anthropology, Economics, Political Science or Sociology
- Approved Science Options (9 credits)

For science options, it is recommended that students choose supporting courses from mathematics, statistics, computing science, physics, and the biological sciences.

*\*If a student is a psychology major transferring to the University of Calgary, they should delay taking statistics until they attend the University. Students transferring to the University of Alberta can take PY2110 in Year Two instead of ST1510.*

## Statistics

Business, industry, government, and teaching offer statisticians challenging positions

### PROGRAM CURRICULUM

#### First Year

- CS1140 and CS1150
- MA1130 and MA1150
- ST1510
- Approved Options (6 credits)
- Junior English (6 credits)
- MA1200

## Science Pre-Professional Programs

\*Admission to professional programs is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. An Academic Advisor can assist students with their course selection.

### Areas of Concentration

- Agriculture/Food Business Management
- Chiropractic
- Dentistry
- Forest Business Management
- Medical Laboratory Science
- Medicine
- Pharmacy
- Rehabilitation Medicine
- Pre-Veterinary Medicine
- Dental Hygiene
- Dietician
- Optometry
- Radiation Therapy

University Transfer Science Pre-Professional studies are designed to provide students with the requirements necessary to enter the first year of the following professional programs at an Alberta university or other universities in Canada.

Please be advised that the universities apply stringent quotas on admissions to the professional years of the following programs and that successful completion of the required pre-professional studies is no guarantee of admission.

It is advisable that a student's program be designed so it can also lead to the completion of an accredited degree. Be sure to check the calendar of the university that offers the degree in each of these programs and seek advice from an advisor regarding admission deadlines and application requirements.

Upon completion of appropriate course work in University Transfer Science with a competitive grade point average (GPA), students may be eligible for admission to a professional program at the designated university.

## Agricultural or Food Business Management

Graduates with a Bachelor of Science in Agricultural or Food Business Management are prepared for a varied and flexible range of careers, including: food production or manufacturing, research and development, financial management with government and private financial institutions, and work with businesses nationally and internationally.

### ADMISSION REQUIREMENTS

Admission to the Agricultural or Food Business Management programs requires the completion of 30 credits with a minimum of 24 transferable to the program. The minimum GPA for application is 2.3, with all admissions being competitive to the Faculty of Agricultural, Life and Environmental Sciences.

### PROGRAM CURRICULUM

#### Agricultural Business Management

- BI1070 or BI1080 or CH1010
- EC1010 and EC1020
- Junior English (6 credits)
- ST1510
- OT3010
- MA1130
- MK3960
- Option (3 credits)

#### Food Business Management

- BI1070 or BI1080
- EC1010 and EC1020
- MA1130
- OT3010 or MK3960
- CH1010, CH2610
- Junior English (6 credits)
- ST1510

## Chiropractic

In Canada, two post-secondary institutions offer four year Doctor of Chiropractic (DC) degree programs:

- the Canadian Memorial Chiropractic College (CMCC) in Toronto
- the Université du Québec in Trois Rivières (instruction in French).

The minimum entrance requirement is successful completion of at least three years of post-secondary education. Most entrants have a Bachelor of Arts or Bachelor of Science degree.

Admission to CMCC requires a grade point average (GPA) of at least 2.5 in 90 credits of undergraduate study. There are no specific course requirements but potential applicants are encouraged to study kinesiology, biology, psychology, anatomy, physical education and chemistry. Chiropractic colleges in the United States accredited by the Commission on Accreditation of the Council on Chiropractic Education (CCE) also are recognized by the College of Chiropractors of Alberta.

Students may complete either one or two years at Northwestern Polytechnic, and then transfer to the University of Alberta, or another university, for the remainder.

For current information about programs, admission requirements and mature student admission policies, please check post-secondary calendars or websites, and/or an Academic Advisor.

## Dental Hygiene

### ADMISSION REQUIREMENTS

The minimum requirement for admission to the Bachelor of Science Dental Hygiene Specialization is the satisfactory completion of 30 credits of transferable postsecondary work, of which 27 credits must be taken during one Fall / Winter academic year. A minimum grade of C- (or equivalent) is required in any transfer course.

### APPLICATION DEADLINE IS NOVEMBER 1

Students are advised to check the University of Alberta Faculty of Medicine & Dentistry for updated information regarding application deadlines, admission information and competitive admission averages: [ualberta.ca/school-of-dentistry/programs-and-admissions/dental-hygiene/bachelor-of-science-dental-hygiene.html](http://ualberta.ca/school-of-dentistry/programs-and-admissions/dental-hygiene/bachelor-of-science-dental-hygiene.html).

### PROGRAM CURRICULUM

#### Pre-professional Requirements\*

- Junior English (6 credits)
- CH1010
- CH2610
- BI1070
- Sociology (3 credits)
- Psychology (3 credits)
- Statistics (3 credits)
- Options (6 credits)

*\*Admission to professional programs is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. An Academic Advisor can assist them with their course selection.*

## Dentistry

Students will find private practice, teaching or research opportunities when they graduate from the Dentistry Program.

### ADMISSION REQUIREMENTS

Two years of appropriate University Transfer Science at Northwestern Polytechnic will allow students to apply to the University of Alberta's Faculty of Medicine and Dentistry, but space is limited. The minimum requirement for admission to the Doctor of Dental Surgery (DDS) is the satisfactory completion of 60 credits of transferable postsecondary work of which 30 credits must be taken during one Fall / Winter academic year. Students must also maintain a competitive GPA.

In addition, as admission to the Dentistry program is highly competitive, students are advised to design their program to lead to a Bachelor of Science degree. For further information, consult an Academic Advisor in the Registrar's Office.

### PROGRAM CURRICULUM

#### The pre-professional requirements to be included in the 60 credits are:

- Organic Chemistry (3 credits)
- General Chemistry (3 credits)
- Biology (3 credits) BI1070 required
- Junior English (6 credits)
- Statistics (3 credits)
- Introductory Biochemistry (3 credits)
- Microbiology (3 credits)
- Human Physiology (6 credits)\*

# UNIVERSITY TRANSFER, SCIENCE

Human Physiology courses that meet these requirements must be taken online with the U of A (Physiology 210) if students want to complete all preprofessional requirements in the first two years of study. Northwestern Polytechnic physiology courses do not meet this requirement.

## ADDITIONAL INFORMATION

Applicants must write the Canadian Dental Aptitude Test (DAT) and a Situational Judgement Test (SJT). For further information on the application process, deadlines, academic requirements, DAT and selection process, explore the Faculty of Medicine & Dentistry website:

<https://www.ualberta.ca/school-of-dentistry/programs-and-admissions/dentistry/index.html>

## Dietician

Earn the Bachelor of Science in Nutrition & Food Science, Dietetics Specialization. With this degree, graduates can go on to practice as a Registered Dietitian (RD). Students will gain both the knowledge and practical skills needed to practice as a Registered Dietitian or Registered Nutritionist.

Admission to this program guarantees students their Dietetic Internship, which is a requirement in order to become a Registered Dietitian.

To learn more about the career as a Registered Dietitian, visit the College of Dietitians of Alberta.

## ADMISSION REQUIREMENTS

Applicants to the Dietetics Specialization must present a Minimum Admission GPA of 2.7. Note that a competitive applicant will present a minimum of 3.0. Admission GPA is calculated on all course work completed in the two most recent terms of study (Fall/Winter) provided they contain a minimum of 24 credits. If those two terms contain less than 24 credits, then all course work in the term(s) prior will be included in the calculation until the minimum of 24 has been reached.

A letter of Intent and two letters of reference are required with the application.

For more information on this program, including important deadlines, please contact [questions.ales@ualberta.ca](mailto:questions.ales@ualberta.ca)

*\*Admission is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. An Academic Advisor can assist them with their course selection.*

## PROGRAM CURRICULUM

Northwestern Polytechnic offers students the pre-professional courses required for admission to this competitive program. All courses must be completed by the end of the Winter semester immediately prior to admission.

- BI 1070 • CH 1010 • CH 1020
- CH 2610 • Junior English (6 credits)
- PE 2420 • ST 1510
- Options (6 credits) chosen from pre-approved list

## Forest Business Management

The Forestry Business Management degree is intended to prepare students for careers as professional foresters and is for individuals planning careers focusing on forest practices, but who also demand specialized knowledge in business management practices. The Forest Business Management program prepares students for careers as Registered Professional Foresters.

## ADMISSION REQUIREMENTS

Admission to the Forest Business Management program requires the completion of 30 credits with a minimum of 24 transferable to the program. The minimum GPA for application is 2.3, with all admissions being competitive, to the Faculty of Agricultural, Life and Environmental Sciences.

## PROGRAM CURRICULUM

### Recommended First Year courses include:

- BI1080 and BI2080 • CH1010
- EC1010 and EC1020 • Junior English (6 credits)
- OT3010 • MA1130 • ST1510

## Medical Laboratory Science

The Bachelor of Science in Medical Laboratory Science is offered in the Faculty of Medicine and Dentistry at the University of Alberta. Medical laboratory technologists are healthcare professionals who aid in the diagnosis, treatment, prevention and monitoring of disease by testing blood, urine, body fluids and tissue. There are five disciplines in Medical Laboratory Science / Technology: Clinical Biochemistry, Hematology, Microbiology, Transfusion Science and Histotechnology.

## ADMISSION REQUIREMENTS

Those wishing to enrol in the BSc Medical Laboratory Science program must complete a pre-professional year before applying for admission. Students should take these courses as one year of full-time study. Preference will be given to those students who have completed the required 30 credits in one academic year. An applicant may not benefit from additional postsecondary courses. A minimum of 2.7 is required in pre-professional course work.

## PROGRAM CURRICULUM

### Pre-professional Requirements\*

- Junior English (6 credits)
- General Chemistry (6 credits)
- Organic Chemistry (3 credits)
- Biology (BI 1070 - Cell Biology) (3 credits)
- Biology (BI 2070 - Molecular Genetics and Inheritance) (3 credits)\*\*
- Biology, Genetics, Microbiology, or Zoology (3 credits)
- Statistics (3 credits)
- Option (3 credits) (any faculty)

*\*Admission to professional programs is very competitive. Students are advised to confirm pre-professional requirements prior to registering for classes. An Academic Advisor can assist them with their course selection.*

## ADDITIONAL INFORMATION

Application Deadline is March 1. Applicants to the Bachelor of Science in Medical Laboratory Science are advised to check the website: [uab.ca/MLS](http://uab.ca/MLS) or email [medlabsc@ualberta.ca](mailto:medlabsc@ualberta.ca) for updated information.

## Medicine

Family practice and over 30 specialties are open to the medical graduate.

## ADMISSION REQUIREMENTS

Students seeking admission to the Doctor of Medicine program at the University of Alberta should obtain a degree the year admission is sought, or already have completed a degree. Applicants applying must present a minimum GPA of 3.7.

## PROGRAM CURRICULUM

Regardless of the degree program, students are encouraged to complete the following courses in order to prepare to write the MCAT:

- Biology (6 credits)
- Biochemistry (3 credits), where possible students are encouraged to take a full year of Biochemistry (6 credits)
- General Chemistry (6 credits)
- Organic Chemistry (6 credits)
- Junior English (6 credits)
- Physics (6 credits)
- Statistics (3 credits)

## Optometry

In Canada four year Doctor of Optometry degree programs are available at the University of Waterloo and the University of Montreal.

## PROGRAM CURRICULUM

The average of all courses taken in your undergraduate studies are included in the overall calculation for admission. The entrance requirement is at least three years of a university science program with a competitive average in the following pre-requisites:

- Junior English (3 credits)
- Introductory Ethics (3 credits)
- Introductory Psychology (3 credits)
- General Biology (6 credits)
- Microbiology (3 credits)
- Physiology (Human or Mammalian) (6 credits)
- General Chemistry (3 credits)
- Biochemistry (3 credits)
- Organic Chemistry (3 credits)
- Calculus (3 credits)
- Statistics (3 credits)
- Physics (6 credits)

Courses in human anatomy, embryology, genetics, histology and linear algebra or geometry and trigonometry are recommended.

## Pharmacy

### ADMISSION REQUIREMENTS

The Doctor of Pharmacy is a four year program consisting of coursework and practice experiences. The minimum requirements for admission will be the satisfactory completion of 60 credits of university transferable work.

### PROGRAM CURRICULUM

#### Pre-professional Requirements

Northwestern Polytechnic can offer students up to 60 credits of university transfer credits towards admission to the PharmD program. Included in the core pre-requirements are 6 credits of Physiology, which must be completed online with the University of Alberta. It is highly recommended that students consult with an Academic Advisor if they are considering this program.

- General Chemistry (6 credits)
- Organic Chemistry (6 credits)
- Junior English (6 credits)
- Cell Biology (3 credits)
- Biochemistry (3 credits)
- Algebra or Calculus (3 credits)
- Statistics (3 credits)
- Microbiology (3 credits)
- Physiology (6 credits) \*must be taken online with U of A\*

Students are encouraged to consult with either an Academic Advisor or a Science Faculty Advisor for assistance in choosing appropriate courses.

### ADDITIONAL INFORMATION

For more information about the program at the University of Alberta, email [phstud@ualberta.ca](mailto:phstud@ualberta.ca)

## Radiation Therapy

Radiation therapists plan the technical aspects of radiation treatments and deliver therapy treatments to patients. They assess, monitor, document and respond to patients' physical and emotional needs during the treatment sessions. Radiation therapists also educate patients and their families about radiation treatments and potential side effects.

### ADMISSION REQUIREMENTS

Radiation Therapy is a competitive program.

### PROGRAM CURRICULUM

#### Pre-professional Year

- Junior English (3 credits), EN1201 Preferred
- BI1070
- CH1010 and CH2610
- ST1510
- PY1040 or SO1000
- BI2010
- MA1130
- PC1240 and PC1260

## Rehabilitation Medicine

### OCCUPATIONAL THERAPY

The Faculty of Rehabilitation Medicine at the University of Alberta offers a Master of Science in Occupational Therapy (MSc in OT) for those students interested in becoming Occupational Therapists.

### ADMISSION REQUIREMENTS

Minimum admission requirements include the completion of a four-year undergraduate degree from a recognized post-secondary institution with a GPA of at least 3.0 in the most recent 60 credits which must include one Statistics course (3 credits) and one Human Anatomy course (3 credits). Courses in Biology and Physiology and Anatomy are recommended.

### ADDITIONAL ADMISSION REQUIREMENTS

Applicants are required to submit a curriculum vitae in a pre-set format (available for download with the Online Application for Graduate Admission); two letters of recommendation, one of which MUST be from an Academic; personal statement letter (maximum two pages) describing the applicant's knowledge of occupational therapy and what the applicant can bring to the program.

### PHYSICAL THERAPY

The Faculty of Rehabilitation Medicine at the University of Alberta offers a Master of Science in Physical Therapy (MSc PT) for those students interested in becoming Physical Therapists.

### ADMISSION REQUIREMENTS

Completion of a four-year undergraduate degree from a recognized post-secondary institution is required. A minimum GPA of 3.0 is required but a GPA of 3.5 or higher on the most recent sixty credits of study is recommended

for a competitive application. Students must present the following pre-professional courses for admission:

- English (3 credits)
- Statistics (3 credits)
- Psychology (3 credits) – Sports / Exercise  
Psychology courses will not be acceptable
- Humanities / Social Science (3 credits)
- Human Anatomy (3 credits), must focus on HUMAN anatomy
- Human Physiology (6 credits), must focus on HUMAN physiology
- Human Movement (3 credits)\*
- Canadian Indigenous History (3 credits)\*\*

*\*Applicants who have completed a baccalaureate degree in Kinesiology/Human Kinetics or Physical Education/Activity will be considered to have completed the pre-requisite coursework for introductory human movement and will have met this requirement. Applicants who have completed undergraduate degrees in other areas should register PHER 351 online through the University of Alberta.*

*\*\* Completion of the University of Alberta's Massive Open Online Course (MOOC) Indigenous Canada is a requirement for admission. Please consult the University of Alberta's website for further details on alternative courses that will be considered to fulfill this requirement.*

## ADDITIONAL ADMISSION REQUIREMENTS

A minimum of 30 hours of volunteer or paid experience with individuals who have cognitive or physical disabilities at no more than 2 facilities; and a personal interview.

## SPEECH PATHOLOGY

The University of Alberta also offers a Master of Science program in Speech Pathology and Audiology. The recommended undergraduate background for admission is a Bachelor degree in Arts, Science or Education with a focus on Psychology and Linguistics. Students should speak with an Academic Advisor regarding courses required within their undergraduate degree.

## Pre-Veterinary Medicine

In the Western Canadian Provinces, Veterinary Medicine is available at the University of Calgary and at the Western College of Veterinary Medicine, University of Saskatchewan. Students considering veterinary school should consult [www.aavmc.org](http://www.aavmc.org) for detailed information

The Veterinary Medicine program consists of two years of Pre-Veterinary Medicine and four years of Veterinary

Medicine at either University. Applicants to the U of C must be Alberta residents. Admission to Veterinary Medicine is normally very competitive.

## Faculty of Veterinary Medicine, University of Calgary

### ADMISSION REQUIREMENTS

Applicants must be Alberta residents and have completed at least two academic years of full time study (minimum of 4 courses each semester). Students will be assessed on their best two full academic years, performance in their most recent year of undergraduate study, and completion of the 10 required courses.

To be considered for admission, students must present a minimum GPA of 3.0 on the 10 required courses listed below and an overall minimum GPA of 3.0 for the most recent year of undergraduate study.

### PROGRAM CURRICULUM

#### First and Second Year

- Biology (6 credits)
- General Chemistry (6 credits)
- Junior English (3 credits)
- Organic Chemistry (3 credits)
- Statistics (3 credits)
- Biochemistry (3 credits)
- Genetics (3 credits)
- Ecology (3 credits)
- Options (30 credits)

## Western College of Veterinary Medicine, University of Saskatchewan

### ADMISSION REQUIREMENTS

It is best to consult the University of Saskatchewan website for details on admission and pre-professional requirements for this program. Students who have not taken a full course load, 30 credits for an academic session, could be at a disadvantage when evaluating academic performance.

# UNIVERSITY TRANSFER, SCIENCE

## PROGRAM CURRICULUM

### First and Second Year

- Biochemistry (3 credits)
- Biology (6 credits)
- General Chemistry (6 credits)
- Junior English (6 credits)
- Genetics (3 credits)
- Mathematics or Statistics (6 credits)
- Microbiology (3 credits)
- Organic Chemistry (3 credits)
- Physics (3 credits)
- Options (21 credits)

## Science, University Transfer Combined Degrees

### BACHELOR OF SCIENCE

#### (SPECIALIZATION IN SCIENCE AND EDUCATION)

### BACHELOR OF EDUCATION

#### (SECONDARY), COMBINED DEGREE

The University of Alberta Faculties of Science and Education offer a combined degrees program that is more structured than a Bachelor of Science degree followed by a Bachelor of Education After-Degree (a six-year route). This combined degree program is less flexible in course choice and scheduling as it is designed to meet the minimum requirements of both degrees in five years. In addition, the program must meet teacher certification requirements within the five-year time frame. Students spend the first two years of this five-year program registered in Bachelor of Science. After completing first year at Northwestern Polytechnic, students apply to the University's Faculty of Science for admission to year two. Continuation in the combined degree program requires a GPA of at least 2.3 in each Fall/Winter of the five-year program.

To accommodate the variety in subject studies needed in secondary school teaching, students in the combined degrees program will select both a major and minor from the following areas:

#### Biological Sciences

Biology, Botany, Entomology, Genetics, Immunology and Infection, Marine Science, Microbiology, Neuroscience, Paleontology, Pharmacology, Physiology, Zoology

#### Physical Sciences

Astronomy, Chemistry, Mathematical Physics, Physics

#### Mathematical Sciences

Computer Science, Mathematics, Statistics and Applied Probability

## ADMISSION REQUIREMENTS

Admission to our programs in Science requires a minimum overall average of 60 percent in the following five Alberta Education courses or equivalents. For course groups, refer to the Classification of Alberta Education Courses.

- English 30-1
- Mathematics 30-1
- One from Group A, B, or C
- Two from Group C

It is essential that applicants check and plan so that they have the appropriate prerequisites for the courses that they require in their program.

## MATURE STUDENT ADMISSION

If applicants are 21 years of age or older and do not have a high school diploma, they may still be eligible for admission as a Non-Matriculated Adult.

Admission to the University of Alberta BSc Program requires English 301 and an overall average of 60 percent on the following three courses:

- Mathematics 30-1
- Two of Biology 30, Chemistry 30, Mathematics 31, Physics 30.

Regardless of admission requirements, applicants must still have the grade 12 subjects specified as prerequisites to the courses they are required or wish to take in their program.

## PROGRAM CURRICULUM

### Physical Sciences Major/Biological Sciences Minor

### Physical Sciences Major/Mathematical Sciences Minor

- BI1070 and BI1080
- CH1010 and CH1020
- Junior English (3 credits)
- MA1130 and MA1150
- PC1240 and PC1260
- ED2510

## Mathematical Sciences Major/Physical Science Minor

- BI1070 and BI1080      • Junior English (3 credits)
- MA1130, MA1150 and MA1200
- ST1510      • ED2510
- Science Options (6 credits), chosen from Chemistry or Physics

## Mathematical Sciences Major/Biological Sciences Minor

- BI1070 and BI1080      • Junior English (3 credits)
- MA1130, MA1150 and MA1200
- ST1510      • ED2510
- Physics or Chemistry at the 1000-level (6 credits)

## Biological Sciences Major/Mathematical Sciences Minor

### First Year

- BI1070 and BI1080      • CH1010 and CH2610
- Junior English (6 credits)      • MA1130 and MA1150
- ED2510      • EP3040

### Second Year

- BI2070 and BI2080      • BC2000
- Art Option (6 credits)
- Biology at a 2000-level (6 credits)
- MA1200      • MA2250      • ST1510

This specialization requires specific sequencing to stay at Northwestern Polytechnic for two years. Speak with an advisor prior to registering.

## Biological Science Major/Physical Sciences Minor

### First Year

- BI1070 and BI1080      • CH1010
- CH1020      • CH2610
- Junior English (6 credits)      • MA1130 and MA1150
- ED2510

### Second Year

- BI2070 and BI2080      • BC2000
- CH2630      • PC1240 and PC1260
- Biology at a 2000-level (6 credits)
- Arts Options (6 credits)

## ADDITIONAL INFORMATION

### Bachelor of Education Elementary and Secondary Routes

The University of Alberta also offers students a 4 year Bachelor of Education degree program, in either the Elementary or Secondary Routes. Students interested in pursuing the Secondary Route have the option to major and minor in separate science disciplines. Please refer to the Education section of this calendar for further information.



# DEGREE COMPLETION, SOCIAL

## Social Work

### University Transfer

Maximum of 2 semesters and 60 credits transfer to 4-year degree program

### GRANDE PRAIRIE

780-539-2911 | 1-888-539-4772  
arts@nwpolytech.ca



### ADMISSION REQUIREMENTS

#### Two years of university transfer courses prior to University of Calgary Virtual Learning Circles Program

Students can apply to Northwestern Polytechnic for the first two years (60 credits) of University Transfer, Arts course work (broad liberal arts and social science courses recommended). SW2010 Introduction to Social Work is mandatory for all incoming BSW students.

Students can apply to the University of Calgary for admission into third year of the program. Students will only be considered for admission in to third year if all 20 courses (including SW2010) have been successfully completed.

The remaining years three and four can be completed in the student's home community via online learning through the Virtual Learning Circles program. This program requires students to attend two one week block courses (in Edmonton or Calgary) completed each Winter term of their program. Practicums are completed in the local community in the Spring/Summer of their fourth year. This is a competitive program.

Admission to the Bachelor of Social Work Virtual Learning Circles program follows the basic admission requirements of the University of Calgary. Applicants require the equivalent of a minimum GPA of 2.3 but a higher GPA may be required to be competitive. All applicants are required to complete the University of Calgary online Application for Admission, and upload the Faculty of Social Work required supporting documents by March 1.

For more information, please visit:

[socialwork.ucalgary.ca/future-students/bachelor-social-work/bsw-program-options/virtual-online-bsw](https://socialwork.ucalgary.ca/future-students/bachelor-social-work/bsw-program-options/virtual-online-bsw)

The University of Calgary sets the admission requirements to this degree. The University also governs the degree requirements and evaluates students' eligibility for graduation. Students enrolled in university studies at Northwestern Polytechnic must consult with the University of Calgary to ensure their course selection meets the University's requirements for admission, transfer and graduation.

Admission occurs annually to the Fall term only. Deadlines are posted on the University of Calgary Faculty of Social Work webpage. For more information about the program, contact the Bachelor of Social Work Coordinator at 780-539-2964; the Department of Arts and Education at 780-539-2995; or contact the University of Calgary directly:

#### Faculty of Social Work, Virtual Learning Circles Central & Northern:

University of Calgary  
fswcnar@ucalgary.ca  
(780) 492-3888 | 1-844-492-1622

#### Two Year University Transfer to MacEwan University

Students may be eligible to stay up to two years at Northwestern Polytechnic towards the Bachelor of Social Work Program at MacEwan University. Years Three and Four of this program would be onsite at MacEwan University in Edmonton. It is recommended that students work closely with an Academic Advisor for Program Planning towards this route as courses required will differ from other Social Work program structures.

## Understanding Course Descriptions

### COURSE SELECTION AND AVAILABILITY

Students are responsible for the completeness and accuracy of their registration and for completion of the specified program requirements. This requires careful attention to course selection and compliance with prerequisite and corequisite requirements. Students in university studies are advised to use the details in the Calendar and the Alberta Transfer Guide ([www.transferalberta.ca](http://www.transferalberta.ca)) to ensure their course selection will fulfill university program requirements. Courses are subject to change if program revisions are required. Not all courses are offered every year. Consult a current timetable for courses offered this academic year.

### HOW TO UNDERSTAND COURSE DESCRIPTIONS

Courses are identified by a course code, followed by the course name, and a number identifying the credit value. Figures in parentheses indicate the number of lecture, seminar or laboratory hours per week. The UT label indicates that the course can be used for University Transfer, followed by the total number of hours and weeks. Students should pay particular attention to prerequisite and corequisite details and to course notes and transfer details that follow the course description. For example, BI1070 Introduction to Cell Biology 3 (3-1-3) UT 105 Hours 15 Weeks means the course is a Biology course in Cell Biology; it is a three-credit course meeting for three lecture hours, one seminar hour, and three laboratory hours per week for a total of 105 hours over 15 weeks; and it is transferable to one or more universities.

The lecture-seminar-laboratory hours are displayed for courses typically offered over the duration of the semester based upon a fifteen week term. When the number of weeks of study for a course typically extends beyond one semester in duration, for example EN1000 30 Weeks, or less than one semester, for example NS1910 7 Weeks, the lecture-seminar-laboratory hours per week have been adjusted for the number of weeks indicated.

Not all courses will be delivered in a typical semester-based (15-week) fashion. When courses are delivered online, in the region, for part-time access, or during spring and summer sessions, students can expect that

the number of contact hours per week may vary from the information displayed here. The total contact hours should be the same.

### 30-WEEK COURSES

30-week (two-term) courses are identified in the course descriptions and require special attention at the time of registration. 30-week courses are normally offered over fall and winter terms but may be offered over winter and spring or spring and summer. These courses are identified in the Timetable as part A and part B. Students must register in both the part A and the part B for all types of sections offered (lectures, labs, seminars, etc.) for the specific course.

Students must register in the same section for part A and part B of a course. For example, NS3690 is a 30-week course with a lecture and a lab component. If students choose NS3690A Lecture YA2 and Lab YL1 for fall semester, they must also register in NS3690B Lecture section YA2 and NS3690B Lab section YL1 in the winter semester.

Northwestern Polytechnic offers courses in a variety of subject areas. The Course Descriptions section of the calendar is organized alphabetically by course codes. The Course Codes table will help students search the course listings for subjects they may be interested in and for courses that meet their program requirements.

### LEVEL OF STUDY

**CE** courses are Continuing Education courses that provide opportunity for learning outside the certificate and diploma programs offered at Northwestern Polytechnic.

**HS** courses are Academic Upgrading courses with Junior or Senior High School Equivalency.

**UT/HS** courses, such as FR0120 and FR0130 are high school equivalent courses that have transfer to one or more of the Alberta universities.

**UT** courses are transferable to one or more of Alberta's degree-granting institutions. They may not be transferable to all Alberta universities.

# COURSE DESCRIPTIONS

## Course Codes

CODE	SUBJECT
AB	Arabic
AC	Accounting
AD	Skills Development
AH	Animal Health
AN	Anthropology
AR	Art
BA	Business Administration
BC	Biochemistry
BI	Biology
BT	Botany
CD	Early Learning and Child Care
CH	Chemistry
CP or CS	Computing or Computing Science
DA	Dance
DD	Digital Design
DR	Drama
EC	Economics
ED/EDCT	Education
EG	Engineering
EN	English
ES	Earth Science
EP	Educational Psychology
FN	Finance
FR	French
GN	Genetics
GR	German
HD	Harley Davidson®
HES	ThinkBIG Service Technician
HI	History
HS	Human Services
ID	Interdisciplinary Studies
ITW	Welding
LR	Legal Relations

CODE	SUBJECT
MA	Mathematics
MCM	Motorcycle Mechanics
MG	Management
MI	Microbiology
MK	Marketing
MU	Music
NS	Nursing
NT	Native Studies
OA	Office Administration
OR	Perioperative Nursing
OT	Organizational Theory
PA	Physical Activity
PALE	Paleontology
PC	Physics
PE	Physical Education
PF	Physical Fitness
PH	Philosophy
PM	Parts and Materials
PO	Political Science
POF	Power Engineering
PY	Psychology
PZ	Physiology
RL	Religion
SC	Science
SL	Social Studies
SO	Sociology
SP	Spanish
ST	Statistics
SW	Social Work
TA	Educational Assistant
UC	Unit Clerk
WS	Women's Studies
ZO	Zoology

TRANSFER LEGEND	
AF	Augustana Faculty, University of Alberta
AU	Athabasca University
CU	Concordia University College
CUC	Burman University (Formerly Canadian University College)
GMU	MacEwan University
KUC	King's University College
MRU	Mount Royal University
UA	University of Alberta
UC	University of Calgary
UL	University of Lethbridge
Other	Transfers in combination with other courses or to other institutions

\*An asterisk (\*) beside any transfer institution indicates important qualifying information that affects the transfer to that institution. Consult the Alberta Transfer Guide [transferalberta.ca](http://transferalberta.ca) for details.



## ARABIC

### **AB1110 3 (5-0-0) UT 75 Hours 15 Weeks** **Beginner's Arabic I**

This is an introductory language course for those beginning the study of Arabic language and culture. It is designed to offer an initial competency in speaking, listening, reading, and writing Arabic.

Notes: Students with an Arabic-speaking background should not register in this class.

Transfer: AU, UL, UC

## ACCOUNTING

### **AC3110 3 (3-0-2) UT 75 Hours 15 Weeks** **Introductory Accounting**

Postulates, principles, the accounting cycle, capital and income measurement, financial statement preparation and analysis; emphasis on reporting to shareholders, creditors and other external decision makers are topics covered in this course.

Prerequisites: EC1020

Transfer: UA, UC, UL, AU, AF, CUC, GMU, KUC, CU

### **AC3220 3 (3-0-0) UT 45 Hours 15 Weeks** **Managerial Information and Control Systems**

This course includes corporate goals, planning and control concepts, cost accumulation for pricing purposes and product costing.

Prerequisites: AC3110

Transfer: UA\*, UC, UL, AU, AF, CUC, GMU, KUC, CU

### **AC4600 3 (3-0-2) UT 75 Hours 15 Weeks** **Principles of Auditing**

This course examines the role of the external auditor and financial reporting, the role of the internal auditor and internal control, and operational auditing.

Prerequisites: BA2110

Corequisites: BA2120

Transfer: UC\*, AU, GMU, UL, CUC, CU, KUC, Other

## SKILLS DEVELOPMENT

### **AD0101 5 (0-0-5) 75 Hours 15 Weeks** **Study Skills Tutorial**

This is an individualized program of study skills, planned and supervised study time and tutorial assistance. Components of the course include developing study skills needed for success in college courses, managing and prioritizing study time and working on assignments and projects with supervised tutorial assistance for select courses.

# COURSE DESCRIPTIONS

## **AD0102 5 (0-0-5) 75 Hours 15 Weeks**

### **Workplace Essential Skills**

In this workshop-style course, learners will examine the rights and responsibilities of the worker as well as the employer in relation to current legislation (including Workers' Compensation, Employment Standards Code and Regulations). One focus will be to gain the attitudes, knowledge and skills related to workplace health and safety. Upon successful completion of agency exams, students will receive certificates from the Job Safety Skills Society. In addition, students will develop a resume specifically geared to obtaining part-time work while they are continuing their education.

## **ANIMAL HEALTH**

### **AH112 2.5 (2-0-2) 64 Hours 16 Weeks**

#### **Animal Behaviour and Restraint**

Normal animal behaviour and specific behaviour problems of different species and breeds will be covered. Students will learn about human-animal bonding and basic physiological requirements of animals. The ability to handle and restrain small and large animals is taught with emphasis on safety for patient and handler. Current Behaviour and Restraint modification guidelines and procedures will be discussed.

### **AH141 4.5 (5.5-0-0.5) 96 Hours 16 Weeks**

#### **Anatomy and Physiology I**

Students will develop proper anatomical and physiological terminology. Instruction of cellular biology and physiology will progress into an understanding of organization of cell into tissues, organs and body systems. A working knowledge of body systems will include basic components and functions, gross anatomical features, common abnormalities, interactions with other systems, surgical and diagnostic imaging considerations and location and/or palpation in live animals or cadavers. The student will learn the names, location and function of important anatomical structures in common domestic animal species with an emphasis on the application of practical anatomical knowledge required for mastery of subsequent courses in medical and surgical nursing, x-ray technology, etc.

### **AH143 1.5 (2-0-0) 32 Hours 16 Weeks**

#### **Animal Science**

Students will become familiar with the characteristics and purposes of various breeds of small and large animals and some of the non-traditional farm animals. Animal production systems and methods of individual identification for both large and small animals will be discussed.

### **AH145 3 (2.5-0-2) 72 Hours 16 Weeks**

#### **Office Communications and Management for the VT**

Students will develop communication and office skills to prepare them to work on the veterinary industry. Students will learn how to communicate effectively in both written and oral form. They will develop skills in office duties - basic financial transactions, filing, computer skills and inventory control. Students will develop a solid foundation of utilizing medical records to promote continuity of quality animal care.

### **AH172 1 (1-0-0) 16 Hours 16 Weeks**

#### **Veterinary Terminology**

Proper use of medical nouns, verbs and adjectives, includes background in root words and development of prefix, suffix and plural variations. Students will learn to provide definitions of medical terms and use correct abbreviations and symbols.

### **AH173 1 (1-0-0) 16 Hours 16 Weeks**

#### **Applied Mathematics**

Mathematical concepts that are frequently encountered by the Animal Health Technician will be covered and a working knowledge of common measurement systems and conversions is developed. Accurate calculations using correct notation and units are required.

### **AH174 4.5 (4.5-0-3) 120 Hours 16 Weeks**

#### **Lab Procedures and Microbiology**

Students will develop proficiency in care and use of lab equipment, performing dilutions, conversions and quality control. Features of bacteria, fungi and viruses are discussed and basic microbiological agents are covered. Students will learn to group bacteria and fungi according to staining results, morphology and characteristics. Practical microbiological procedures will be performed or discussed to help differentiate common microbiological pathogens. Important veterinary infectious diseases and their clinical signs, treatment and human health implications are discussed. Case studies will be used in presentation of course material.

## **AH240 2.5 (3.5-0-1) 72 Hours 16 Weeks**

### **Advanced Anatomy and Physiology**

Students will develop proper anatomical and physiology terminology. Instruction of cellular biology and physiology will progress into an understanding of organization of cells into tissues, organs and body systems. A working knowledge of body systems will include basic components and functions. The inflammatory process and tissue response to disease or injury will be covered briefly. Students will receive hands-on instruction on necropsy procedures for small and large animal species. Proper collection, handling, and submission of samples and transportation of dangerous goods is discussed or demonstrated.

**Prerequisites:** AH141 and AH174

## **AH242 1 (1.5-0-0.5) 32 Hours 16 Weeks**

### **Client Relations and Ethics for the VT**

Skills in personal management, professionalism, communications with clients, coworkers and employers will be taught. Students will learn to provide client education and grief counselling. The student is required to discuss relevant legislation and provisions with respect to ethics and jurisprudence. Discussion on codes of practice, animal rights are included.

**Prerequisites:** AH145

## **AH243 1.5 (1.5-0-1) 40 Hours 16 Weeks**

### **Laboratory and Exotic Animals**

Students will learn basic husbandry, common nursing care procedures and diseases of rabbits, rodents, birds, reptiles and other exotic animals. Human health implications of handling and working with these animals will be discussed. Students will gain a knowledge of regulations and protocols involved in working with laboratory and exotic animals. Discussion of Canadian Council on Animal Care Regulations is included.

**Prerequisites:** AH112, AH141, and AH172

## **AH244 2.5 (3-0-0) 48 Hours 16 Weeks**

### **Nutrition**

Instruction on basic nutritional requirements, nutrients, additives and preservatives is given. Variations in nutritional considerations for different physiological conditions and for small and large animals are discussed. Normal rations and indications for prescription or specialty diets will be identified. The student will learn to make recommendations to clients and educate them as to their animal's particular needs.

**Prerequisites:** AH172 and AH173

## **AH245 3.5 (3-0-2) 80 Hours 16 Weeks**

### **Parasitology**

Life cycles of significant nematodes, trematodes, cestodes, arthropods and protozoa are covered. Instruction includes pathogenesis of common veterinary parasites, treatment and control measures and human health implications. The students will learn to prepare samples and identify these parasites and their ova or oocysts using common laboratory techniques.

**Prerequisites:** AH141, AH173, and AH174

## **AH246 1.5 (1.5-0-1.5) 48 Hours 16 Weeks**

### **Animal Nursing I**

Proper identification, use, care and maintenance of all equipment is emphasized. Basic grooming procedures, hoof, nail, ear and eye conditions and care are taught. Students will learn about physical therapy, bandaging, splinting, casting, and wound healing. Recognition and treatment of complications of improper techniques are covered.

**Prerequisites:** AH112, AH141, AH143, AH145, AH172, AH173, AH174

## **AH248 0.5 (1-0-0) 16 Hours 16 Weeks**

### **Comprehensive Preparation and Discovery I**

All students will be given a review of the courses they have completed. Students will receive special presentations, guest speakers and discussion of cases or rounds on the clinic rotations when possible.

**Prerequisites:** AH112, AH141, AH143, AH145, AH172, AH173, AH174

## **AH249 3.5 (3-0-3) 96 Hours 16 Weeks**

### **Hematology**

Students are introduced to hematological procedures and will learn to identify normal blood parameters and cells. A review of the CBC in the lab and lecture will improve the student's ability to perform hematological tests. The student will learn to evaluate the erythron, leukon and hemostasis by recognizing and interpreting abnormal results and identifying possible causes of those results. Hemopoietic neoplasia is discussed. Case studies will be used extensively in presentation of course material.

**Prerequisites:** AH141 and AH174

# COURSE DESCRIPTIONS

## **AH340 3 (3.5-0-0) 56 Hours 16 Weeks**

### **Anesthesiology**

Instruction on the commonly used anesthetic agents will include their modes of action, human health implications and WHMIS considerations. Students will learn to perform a pre-anesthetic work up, calculate and administer pre-anesthetics, induce and maintain general anesthesia using different agents, techniques and systems. Monitoring of patients includes recognition of anesthetic stages and proper use of monitoring devices. Appropriate responses to anesthetic complications and emergencies will be covered. Appropriate analgesics and analgesic protocols will be discussed.

**Prerequisites:** AH141, AH174, AH240, AH242, AH246, and AH249

## **AH342 3.5 (3-0-3) 96 Hours 16 Weeks**

### **Laboratory Procedures**

Students will develop knowledge and skills covered in previous lab courses, as well as learning to collect, prepare and evaluate samples for clinical chemistry and cytology.

**Prerequisites:** AH141, AH174, AH240, AH242, and AH249

## **AH343 2.5 (2-0-3.5) 88 Hours 16 Weeks**

### **Diagnostic Imaging**

Students will learn the principles of radiography, fluoroscopy, ultrasonography and endoscopy. Identification, use, care and maintenance of equipment and supplies is covered with emphasis on safety. Students will learn to position patients, operate equipment and develop images that produce diagnostic quality results.

**Prerequisites:** AH141, AH240, and AH246

## **AH344 1.5 (2-0-0) 32 Hours 16 Weeks**

### **Applied Immunology**

A review of the purpose, functions and normal variations of the immune system is covered. Disorders of the immune system will be classified into broad categories and includes discussion of clinical signs, diagnostic procedures and treatment principles of some common immunological conditions. Students will learn the concepts and application of basic immunological tests and vaccination procedures. Principles of blood grouping and transfusions are covered.

**Prerequisites:** AH141, AH240, AH242, and AH249

## **AH345 2 (0-0-5.5) 88 Hours 16 Weeks**

### **Clinical Procedures I**

Review of skills learned throughout the program by performing the tasks and responsibilities of an Animal Health Technician in a clinic and pharmacy setting. The student will perform reception duties, book, admit and

discharge patients, perform laboratory tests, administer medications, monitor patients and discuss cases on rounds, maintain records, files and inventories and many other duties required of an Animal Health Technician in a private practice. The student is expected to demonstrate teamwork and cooperation at all times.

**Prerequisites:** AH141, AH173, AH240, and AH246

**Corequisites:** AH340, AH342, and AH348

## **AH348 4 (4.5-0-0) 72 Hours 16 Weeks**

### **Animal Nursing and Surgical Assistance for the VT**

Proper identification, use, care and maintenance of all equipment is continued. Administration of medications by different routes is taught. The student will learn techniques for venipuncture, catheterizations and urine and vaginal sample collection. Fluid therapy is covered in depth, instruction includes general nursing care of hospitalized patients, orphans, newborns, post-parturient dams, and principles of pain management. The student will be instructed on basic procedures such as vaginal exams, care of tracheotomy, pharyngostomy and chest tube sites, preparation of wounds and abscesses for treatment. The student will be able to discuss and/or perform all procedures covered and identify any common complications. Students will learn veterinary first aid procedures and emergency protocols. Humane euthanasia and maintenance of legal record and log books is covered. Identification, use, care and maintenance of surgical instruments, equipment and supplies is covered in detail. Students learn to prepare facilities, patients and equipment for surgical procedures with strict adherence to principles of sanitation and sterilization. Students will participate in surgical procedures as a surgical assistant and will learn to pass instruments, care for exposed tissue and provide suction or cautery. Students become responsible for post-operative cleanup of the patient, equipment and facilities and follow up with patient monitoring and surgical records.

**Prerequisites:** AH141, AH143, AH173, AH240, AH244, AH246, AH249

## **AH441 1.5 (2-0-1.5) 42 Hours 12 Weeks**

### **Dental Procedures**

Students are expected to use proper dental terminology and identify normal tooth anatomy, function, eruption and dental formula. Students learn to instruct clients on dental home care procedures. Common dental problems and diseases are covered with emphasis on small animal and equine patients. Proper use, care and maintenance of dental equipment is covered. Principles of dental radiog-

raphy are discussed. Proficiency in basic dental prophylaxis will be developed using live animals and cadavers.

**Prerequisites:** AH141, AH240, AH244, AH340, AH342, AH343, AH345, and AH348

### **AH442 3 (5-0-0) 60 Hours 12 Weeks**

#### **Animal Diseases**

Students will be able to discuss disease based on classification as metabolic, nutritional, inherited, toxic, endocrine or other. Common diseases of domestic animals will be discussed with respect to etiology, specific hosts, diagnostic techniques, treatment and prevention and human health implications.

**Prerequisites:** AH244 and AH342

### **AH443 3 (5-0-0) 60 Hours 12 Weeks**

#### **Theriogenology**

Principles of cell division and inheritance are discussed. A review of anatomical and hormonal components of male and female reproduction systems prepares students to learn about breeding behaviors and common diseases or conditions of the reproductive system in various animals. Techniques used to assess or manipulate reproduction in veterinary medicine will be discussed and/or demonstrated. Instruction on gestation and parturition will be the main focus.

**Prerequisites:** AH172, AH240, and AH248

### **AH445 3 (5-0-0) 60 Hours 12 Weeks**

#### **Pharmacy and Pharmacology**

Basic pharmacological principles are taught and students learn to recognize different groups of drugs and their basic actions. In the pharmacy, the student will become familiar with common veterinary drugs and their indications, administration and side effects or toxic actions. Legal implications of dispensing drugs and risks associated with off label or improper use are discussed. Students learn to prepare and dispense veterinary preparations and educate clients about their use.

**Prerequisites:** AH340, AH342, AH344, and AH348

**Corequisites:** AH442

### **AH446 0.5 (1-0-0) 12 Hours 12 Weeks**

#### **Comprehensive Preparation and Discovery II**

This course will cover preparation for the Veterinary Technicians National Exam (VTNE). Students will receive special presentations, guest speakers and discussion of cases or rounds on the clinic rotations when possible.

**Prerequisites:** AH340, AH342, AH343, AH344, AH345, AH348

### **AH447 5 (0-0-40) 240 Hours 6 Weeks**

#### **Practicum**

Students will be placed, individually, in an on-the-job training position with a private veterinary practice for six weeks. The student will be evaluated by the employer according to criteria determined by the Animal Health Technology Program.

**Prerequisites:** Successful completion of all courses in the AHT curriculum with a minimum GPA of 2.0.

### **AH455 3 (0-0-11) 132 Hours 12 Weeks**

#### **Clinical Procedures II**

Review of skills learned throughout the program by performing the tasks and responsibilities of an Animal Health Technologist in a clinic and pharmacy setting. The student will perform reception duties, book, admit and discharge patients, perform laboratory tests, administer medications, monitor patients and discuss cases on rounds, maintain records, files and inventories and many other duties required of an Animal Health Technologist in a private practice. The student is expected to demonstrate teamwork and cooperation at all times.

**Prerequisites:** AH340, AH342, AH343, AH345, and AH348

### **AH481 1 (0-0-30) 30 Hours 1 Week**

#### **Field Trip**

The field trip may include attendance at an animal care related conference and/or tour of veterinary clinics and related facilities. Students will be required to cover field trip personal expenses such as meals.

**Prerequisites:** AH340, AH342, AH343, AH344, AH345, AH348 and students must be enrolled in Second Year courses.

### **AH601 1 (9-0-9) 36 Hours 2 Weeks**

#### **Introduction to Artificial Insemination Large Animal**

This course will discuss and practice techniques of artificial insemination in cattle. Basic anatomy and procedures will be covered. Intended for private use.

## **ANTHROPOLOGY**

### **AN1010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introductory Anthropology**

This course studies mankind through primate and cultural evolution, symbolic systems, cultural theory and culture change.

**Transfer:** UA, UC, UL\*, AU, AF, CU, CUC, GMU, KUC

# COURSE DESCRIPTIONS

## **AN2050 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Biological Anthropology**

This course covers the basics of our origins and all the spectacular biological diversity we see around us in the modern human species, from an anthropological perspective. Students will be introduced to fundamental concepts in evolutionary theory, genetics, demography, and the various ways that human diversity has been understood and interpreted. This course is an exciting overview of humans, biologically, from our origins to who we are today.

Transfer: UA, AF, AU, UC, UL, GMU

## **AN2060 3 (2-0-1) UT 45 Hours 15 Weeks**

### **Introduction to Archaeology**

Basic principles of archaeology. Introduction to the nature, methods, and theory of anthropological archaeology, i.e. how archaeological remains are located, recovered, and interpreted. Emphasis in this course is on the principles of reconstruction of past societies from archaeological evidence.

Transfer: UA, UC, UL, GMU, KUC, AU, AF, CU

## **AN2070 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Social and Cultural Anthropology**

The comparative study of human society and culture, particularly nonwestern communities, with special attention to the family, social structures, economic and political institutions, religion, and processes of change.

Transfer: UA, UC, UL\*, AU, AF, CU, CUC, GMU, KUC

## **AN2190 3 (3-0-0) UT 45 Hours 15 Weeks**

### **World Prehistory**

An introductory archaeology course that provides an overview of New and Old World prehistory; spans the earliest origins of humans, the spread of anatomically modern humans, the development of hunting and gathering societies, the origins of food production, and the emergence of ancient urban societies.

Transfer: UA, UC, UL, AU, GMU, KUC, AF

## **AN2270 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Indigenous and Cultural Minorities in the Modern World**

This course examines the survival of indigenous and minority cultures in various societies. Anthropological perspectives on the relationships among race, class, culture and politics, and on genocide, ethnocide and the future of native peoples in the modern state are studied.

Transfer: UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **AN2460 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Circumpolar Ethnography**

The primary aim of this course is to introduce the peoples and cultures of the North Circumpolar Region through an ethnographic and anthropological study of the traditional cultures and contemporary peoples of the Circumpolar North. The focus will be on the comparative study of indigenous Arctic and sub-Arctic societies. It will examine both the archaeological and ethnological considerations of northern societies of the Old and New Worlds.

Prerequisites: A three-credit course in a Social Science

Transfer: UA\*, UC\*, UL, AU, KUC, GMU, AF\*

## **AN2500 3 (3-0-0) UT 45 Hours 15 Weeks**

### **North American Aboriginal Peoples**

This course is an ethnographic survey of First Peoples that focuses on the interplay between environment, economic, political, social and ideological systems and experience with the modern world.

Prerequisites: AN1010 or consent of the instructor

Transfer: UA\*, UC, UL, AU, AF, CU, GMU, KUC

## **AN2550 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Indigenous Peoples in Canada: Contemporary Issues**

This course covers an anthropological perspective on some current situations of Indigenous peoples in Canada.

Prerequisites: A three-credit course in Social Science

Transfer: UA, UC, UL, AU, AF, CU, CUC, KUC, GMU, Other

## **AN2910 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Race Relations**

This course examines views on the ideology of racism, which correlates human physical and socio-cultural attributes. The use of racism to organize, define and explain domination and competition is covered along with a comparative study of historical and contemporary forms of race relations in selected societies and at an international level.

Prerequisites: A three-credit course in a Social Science

Transfer: UA, UC, UL, AU, AF, CU, GMU, KUC, CUC

## **AN2920 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Fantastical Archeology: Ancient Aliens to Atlantis**

It is not always easy to separate fact from fiction in archeology, and the human past has served as fertile ground for fraudsters, charlatans, and pseudoscientists of many stripes. Through the close examination of case studies, we will critically examine some of the most persistent (and popular) myths and mysteries concerned with the archeological past. This course will demonstrate that a strong adherence to scientific investigation and

hard evidence can uncover facts about prehistory that are as interesting as the myths.

**Transfer:** CUC, UL, CU, AU, UA, AF, GMU, UC

### **AN3000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Ancient Mesoamerica Unearthed: From Olmec to Aztec**

This course is focused on an archeological exploration of the development of complex societies in Mesoamerica, with emphasis on subsistence and technology, architecture and art. Spanning several thousand years of history, we will look at the rise and fall of some of the most influential and popularly enduring societies and cultures that this vibrant part of the Americas produced, including the Olmec, Maya, Toltec, and Aztec, as well as their modern legacy.

**Transfer:** CUC, UL, CU, GMU

## **ART**

### **AR1010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to the History of Art I**

A survey of art from Prehistory to the Renaissance. This course increases the level of understanding and appreciation of visual art and art history methods.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC, Other

### **AR1020 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to the History of Art II**

This course provides a survey of visual arts, craft and architecture from the High Renaissance to 1850.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC, Other

### **AR1360 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Visual Fundamentals I**

A studio-based course with emphasis on the understanding of two and three dimensional design dynamics of visual form. A basic course where you will be introduced to various concepts and projects using a variety of art media. This course is the first part of a two-part course.

**Notes:** Audit restrictions may apply.

**Transfer:** UA\*, UC, UL, AU, CU, CUC, GMU\*, KUC, AF, Other

### **AR1370 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Visual Fundamentals II**

A studio-based course with emphasis on the understanding of two and three dimensional design dynamics of visual form. A basic course where you will be introduced to various concepts and projects using a variety of art media. The second part of the course will build upon the knowledge of Part I and study color theory.

**Prerequisites:** AR1360

**Notes:** Audit restrictions may apply.

**Transfer:** UA\*, UC, UL\*, AU, CU, CUC, KUC, AF, GMU\*, Other

### **AR1610 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Sculpture I**

An introductory level studio course that will introduce you to a variety of techniques and materials pertinent to sculpture. This course will stress basic design, concept and material relationships.

**Notes:** Audit restrictions may apply. This course is an open course without prerequisites. However, Fine Arts majors may require pre or corequisites to meet program requirements.

**Transfer:** UA, UL, AU, AF, CU, CUC, KUC, UC, GMU

### **AR1620 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Sculpture II**

Continuation of AR1610.

**Prerequisites:** AR1610 or consent of the department with portfolio.

**Notes:** Audit restrictions may apply.

**Transfer:** UA\*, UC, UL, AU, AF, CU, CUC, KUC, UC, GMU

### **AR2240 6 (0-0-6) UT 90 Hours 15 Weeks**

#### **Technical Internship**

An introductory internship course that will provide you with first hand experience in the production and installation of art exhibitions in a professional art gallery setting.

**Prerequisites:** Completion of 1st year studies and consent of the Department

**Transfer:** UC, UL, CU, KUC

### **AR2350 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Photography I**

An introductory studio course investigating the technical and conceptual aspects of digital photography as a contemporary art medium. Students will learn to use basic digital photographic equipment and to manipulate images.

**Prerequisites:** DD1380 and one of AR1370 or AR2430

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC\*, UL, AF\*, KUC

### **AR2410 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Drawing I**

An introductory level studio course designed to give you a foundation in drawing primarily through the use of monochromatic media. Emphasis will be placed on the principles and techniques of drawing while simultaneously exploring expressive uses of the medium. You may work from the still life, figure, and landscape situations, as well as experiment with a broad range of drawing media.

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU\*, KUC, Other

# COURSE DESCRIPTIONS

## **AR2430 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Drawing II**

Continuation of AR2410.

**Prerequisites:** AR2410

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **AR2560 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Art since 1945**

An in-depth investigation into the theory, practice, critical response and context of major North American and European art movements between 1945 and 1970.

**Prerequisites:** AR2810

**Transfer:** UA, UC, AF, AU, GMU, KUC\*, UL

## **AR2720 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Art of the 19th Century II**

This course will examine the art of the second half of the 19th Century. The primary focus will be on the developments which lead to the emergence of the modernist trends in painting with some discussion of sculpture and architecture as time permits.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

## **AR2810 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Twentieth Century Art I**

This course will cover the major developments in painting and sculpture which occurred during the final decades of the nineteenth century and the first half of the twentieth century.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **AR2830 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Canadian Art History II**

Art of Canada from the end of the 19th century to the present is examined.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **AR3130 6 (3-0-3) UT 180 Hours 30 Weeks**

### **Painting**

This course provides an introduction to the principles and techniques of studio painting. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** AR1370 and AR2430 or consent of the department with portfolio

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC, UL, AU, AF, CU, KUC, CUC, GMU

## **AR3380 3 (1.5-0-1.5) UT 90 Hours 30 Weeks**

### **Special Projects in Studio Disciplines**

Special projects in studio discipline not normally available under existing courses. The student and the instructor will determine the validity of the project.

**Prerequisites:** AR1370, AR2430 and one other senior studio course.

**Notes:** Students will provide a written, mutually agreed upon statement of intent about their proposal. The Fine Arts Department reviews and consents to the studio proposal before registration no later than June 1st.

**Transfer:** UA, UC, UL, AU, AF, CUC, CU, GMU, KUC

## **AR3410 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Drawing III**

Theory and practice of drawing at an intermediate level will be offered in this course.

**Prerequisites:** AR1370 and AR2430 or consent of the department with portfolio.

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU\*, KUC

## **AR3430 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Drawing IV**

This course provides a continuation of AR3410 integrating drawing with individual studio interests.

**Prerequisites:** AR3410

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU

## **AR3630 6 (3-0-3) UT 180 Hours 30 Weeks**

### **Sculpture**

This is a studio course for the student who is familiar with the basic element of and principles of three dimensional design. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** AR1370 and AR2430 or consent of the department with portfolio.

**Notes:** Audit restrictions may apply.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU

## **AR3705 3 (0-0-3) UT 45 Hours 15 Weeks**

### **Portfolio Development**

A senior course which involves the creation of portfolio and projects with a fine arts interdisciplinary focus in preparation for transfer to another institution or entrance into the workplace.

**Prerequisites:** AR1370 and AR2430

**Transfer:** CUC, UC, CU, AU, KUC, UL

## **AR4380 3 (0-3-0) UT 90 Hours 30 Weeks**

### **Intermediate Special Projects in Studio Disciplines I**

Studio based course at the intermediate level, independent study not normally available under existing courses. This course is geared towards the emerging artist who has developed and identified a personal working process through the previous course AR3380. The focus is on self-initiated projects and research supervised by an instructor.

**Prerequisites:** AR3380 and consent of the department

**Notes:** Students provide a written, mutually agreed upon statement of intent about their proposal. The Fine Arts Department reviews and consents to the studio proposal before registration no later than June 1st.

**Transfer:** UA, UC, AU, AF, CUC, UL, CU, GMU, KUC

## **AR4390 3 (0-3-0) UT 90 Hours 30 Weeks**

### **Intermediate Special Projects in Studio Disciplines II**

Studio based course at the intermediate level as independent study not normally available under existing courses for students who already have credit in AR4380. The focus is on self-initiated projects and research supervised by an instructor.

**Prerequisites:** AR4380 and consent of the Department

**Notes:** Students provide a written, mutually agreed upon statement of intent about their proposal. The Fine Arts Department reviews and consents to the studio proposal before registration no later than June 1st.

**Transfer:** UA, UC\*, AU, AF, CUC, UL, CU, GMU, KUC

## **BUSINESS ADMINISTRATION**

### **BA1010 3 (3-0-1) 60 Hours 15 Weeks**

This course focuses on principles of effective business communication, both written and spoken, including mechanics, style, tone, organization and APA style referencing. Specific topics include composing business letters, memoranda and emails; writing formal reports; principles of graphic design; and conducting effective business meetings.

### **BA1040 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Small Business Entrepreneurship**

As well as examining the formulation of business plans, this course examines the function of management concerned with organization, staffing, directing, and controlling. Objectives for effective management, such as profit, service, personnel and operation, are examined. Case analysis is used to integrate course material.

**Notes:** Credit will be granted for only one of BA1040 or BA2910.

BA1040 is restricted to Personal Trainer students only.

**Transfer:** GMU, CU\*

### **BA1050 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Business Mathematics**

This course emphasizes a range of mathematical calculations used in business. Students will be introduced to simple interest, compound interest, annuities, amortization and sinking funds. Practical applications will be emphasized in the course.

**Transfer:** AU, CUC, KUC, GMU, CU, Other

### **BA1090 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Marketing**

This course provides an introduction to the field of marketing. The principles of product, price, promotion, and place along with understanding customer's needs are covered.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, Other

### **BA1110 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Introduction to Accounting**

This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

**Notes:** BA1110 and BA1120 equal UT(3).

**Transfer:** UC, GMU, UL\*, AU, CUC, KUC, UA, AF, Other

### **BA1120 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Principles of Accounting**

The course provides further examination of accounting procedures and their underlying concepts and principles. Additional standards and problems of valuation, income measurement, and disclosure in financial statements are introduced.

**Prerequisites:** BA1110

**Notes:** BA1110 and BA1120 equal UT(3).

**Transfer:** UL\*, GMU, Other

### **BA1150 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Computers in Business**

This course is a practical introduction to the software applications most commonly used in business. Students will develop a basic working knowledge of a desktop operating system and a suite of business software applications that will include file management, word processing, spreadsheet, presentation and database management.

**Transfer:** UL\*, AU\*, CUC, GMU\*, CU, KUC, Other

# COURSE DESCRIPTIONS

## **BA1380 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Organizational Behavior I**

The organization of human productive energy is the central focus of this introductory course. Themes of balancing task, relationship requirements and the needs of the organization with those of the individual are stressed. Specific topics include: perception, personality, values, attitudes, motivation, group behaviour, and teamwork. **Transfer: UL, AU, GMU, CU, Other**

## **BA1540 3 (3-0-1) UT 60 Hours 15 Hours**

### **Introduction to Business Microeconomics**

The nature of microeconomic systems are examined in relation to the function of markets, market failure and consumer utility, the costs of production, pricing under competitive and monopolistic conditions, markets for the factors of production and selected topics in analysis and policy. Current economic problems will be discussed throughout the course.

**Prerequisites: Math 20-1 or 20-2 with 60% or Math 30-1 or Math 30-2 with 50%**

**Transfer: AU, UL, MRU, GMU, KUC, Other**

## **BA2000 3 (3-1-0) UT 60 Hours 15 Weeks**

### **Contemporary Issues in Business**

Through a seminar approach, this course explores the many ethical dimensions of business and includes a major group project for which class time is allotted.

**Prerequisites: BA1010, BA1090, BA1110, BA1150, and BA1380**

**Transfer: AU, GMU**

## **BA2010 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Advertising and Sales Promotion**

The course focuses on the formulation, implementation and evaluation of advertising and sales promotion programs. Highlighted are the practicalities of media selection, local resource availability, budgets, and measures of effectiveness.

**Prerequisites: BA1090**

**Transfer: AU, GMU**

## **BA2030 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Financial Management**

The objectives of financial management and financial decision making are explored in this course. The approach is practical in nature with an emphasis on cash flow analysis, working capital management, and financial planning.

**Prerequisites: BA1120 and BA1050**

**Transfer: UL, CUC, KUC, CU\*, GMU, Other**

## **BA2040 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Investment Fundamentals**

This course covers the basic principles of investment and taxation. The course explores the structure of personal taxation including the calculations of income deductions and credits. The fundamental investment concept of risk and return, and different types of investment products available in the market place are topics included in this course.

**Prerequisites: BA1050 and BA1110**

**Transfer: AU, GMU, UL**

## **BA2060 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Statistics for Business**

This is an introduction to the use of random variables, descriptive statistics, probability, the binomial and normal probability distributions, estimation, small and large sample theory, analysis of variance, tests of hypotheses, regression analysis, forecasting, time series and linear programming is provided. Practical applications are emphasized in the course.

**Prerequisites: BA1050**

**Transfer: AU, CUC, GMU, KUC\*, UL\*, CU**

## **BA2070 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Personal Selling**

This course is designed to familiarize students with the principles, concepts and terminology of personal selling. Lectures examine the sales process, paying particular attention to developing a relationship approach to the sales transaction. Students will participate in a marketing project that will allow them to experience the process of prospecting, presenting and closing the sale.

**Prerequisites: BA1090**

**Transfer: AU, GMU, UL**

## **BA2080 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Retailing and Merchandising**

The course examines the field of retailing and merchandising from a practitioner's point of view. Mixing lectures with case studies and the examination of existing retail sites, an understanding of the concepts of retailing, merchandising, store layout and design are developed. Some different approaches to retailing, customer services and entrepreneurship are also discussed. Guest lecturers will be used where appropriate.

**Prerequisites: BA1090 or consent of instructor**

**Transfer: UL, AU, CUC, GMU, KUC**

## **BA2090 3 (3-1-0) UT 60 Hours 15 Weeks**

### **Project Management**

This course provides a practical approach to project management. It explores terminology, technique, method, communication, and skill of effective and efficient actions. Emphasis to define the scope, plan the project, and design execution contribute to practical learning. An ongoing term project will apply the principles and knowledge integral to the successful administration of a project. Students navigate complexity, risk, challenges, and disruption to manage resources and time constraints to reach project milestones

**Prerequisites:** BA1010, BA1090, BA1110, BA1150, and BA1380

**Transfer:** GMU, AU, CUC, UL, Other

## **BA2100 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Not-for-Profit Marketing and Public Relations**

This course applies the basic marketing principles and practices to the operation of a Not-for-Profit Organization. Concepts covered include: forming a board, feasibility, management, the business plan, volunteer organization, lean marketing, business ethics, sponsorships, and fund raising. The course also explores the principles and practices of Public Relations as they apply to both the profit and not-for-profit sectors. Students participate in projects where they apply skills and knowledge learned in the course.

**Prerequisites:** BA1090

**Transfer:** GMU, UL, CU

## **BA2110 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Intermediate Accounting I**

The course is an in-depth examination of financial accounting topics. Recent developments in accounting valuation and income determination and the related disclosure practices and reporting procedures, as recommended by professional accounting associations and applied in business today, are emphasized. The primary focus is on a comprehensive treatment of assets and liabilities. Special topics are introduced where considered appropriate.

**Prerequisites:** BA1120

**Transfer:** UL, AU, CUC, KUC, GMU, Other

## **BA2120 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Intermediate Accounting II**

This course continues the in-depth examination of financial accounting introduced in BA2110. Issues in accounting valuation and income determination and the related disclosure practices and reporting procedures, as recommended by professional accounting associations and

applied in business today, are emphasized. The focus is on the capitalization of Canadian corporations and the individual reporting problems associated with corporate income taxes, pensions, leases and the Statement of Cash Flow. The application of accounting concepts to these special areas is discussed.

**Prerequisites:** BA2110

**Transfer:** UL\*, AU, CUC, GMU, KUC

## **BA2130 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Cost Accounting I**

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

**Prerequisites:** BA1120

**Transfer:** UL, GMU\*, KUC, CU, Other

## **BA2140 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Cost Accounting II**

This course is the second of a two part, in-depth course examining the concepts of cost and managerial accounting initiated in BA2130. Topics include the following: cost-volume-profit analysis, relevant costing and short-term decision making.

**Prerequisites:** BA2130

**Transfer:** UA\*, UL, AU, AF, CUC, KUC, GMU\*, CU, Other

## **BA2160 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Taxation**

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

**Prerequisites:** BA1120

**Notes:** This course cannot be taken for credit if credit has already been obtained in AC3010.

**Transfer:** UL, AU, CUC, KUC, GMU

## **BA2190 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Consumer Behavior**

The solution to marketing problems rests in sound analysis of consumer behavior. Using the case method, you will find a practical outlet for quantitative and qualitative consumer analysis tools. Cases will explore both goods and services marketing in both industrial and consumer environments.

**Prerequisites:** BA1090

**Transfer:** UL, AU, CUC, GMU, KUC

# COURSE DESCRIPTIONS

## **BA2200 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Marketing Research**

This course is designed to familiarize the student with current marketing trends and the use of analytical tools to solve real-world problems. A "hands-on" approach will be taken so that the student is able to research, formulate and apply contemporary marketing strategies in order to meet the clients needs.

**Prerequisites:** BA1050 and BA1090

**Transfer:** AU

## **BA2240 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Human Resource Management**

This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the legal aspects of HR, HR planning, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee relations, and health and safety.

**Transfer:** UA, UC\*, UL, AU, AF, CU\*, CUC, GMU, KUC, Other

## **BA2270 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Business Ethics**

This course examines business ethics from an organizational, managerial, and employee perspective. Ethical and moral aspects of business conduct by both individuals and the entire organization will be explored. To develop ethical reasoning and ethical leadership, students will discuss issues and debate various topics such as creating an ethical climate in an organization, honesty, environmental ethics, ethics in advertising and sales, financial management, personnel management, and changing expectations and public perceptions regarding corporate ethics and social responsibility.

**Transfer:** AU, UA, AF, UC, UL, GMU

## **BA2310 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Foundations of Real Estate Appraisal**

This course examines the theory and fundamentals underlying the valuation of real estate. Land rights, property utility, physical improvements, restrictive uses, and other factors that make up value are discussed. Approaches of appraisal are explored with a description of the three most common techniques of establishing value: the market approach, the cost approach and the income approach. Also the basic principles underlying real estate valuation such as the principle of highest and best use, the principle of substitution, the principle of contribution,

and the economic forces underlying real estate values are discussed.

**Prerequisites:** BA1050 or consent of instructor

**Transfer:** UA, AF, AU\*, GMU, UL

## **BA2500 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Computer Applications for Accounting**

Building on the theory and skills developed in BA1110 and BA1150, this course explores software used for financial accounting. Practical experience with accounting and tax software packages will familiarize the student with current programs and their capabilities. A review of relational database management systems will reveal the technology behind the most widely used accounting applications. A brief look at XML will introduce newly emerging accounting technologies.

**Prerequisites:** BA1110 and BA1150

**Transfer:** UC\*

## **BA2540 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Business Macroeconomics**

The nature of macroeconomic systems is examined in relation to markets, national income analysis, aggregate demand and supply, the function of money, commercial and central banking, monetary and fiscal policy, exchange rates and the balance of payments as well selected topics in analysis and policy. Current economy-wide issues will be discussed throughout the course.

**Prerequisites:** BA1540

**Transfer:** AU, UL, MRU, GMU, KUC, Other

## **BA2550 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Computer Applications for Marketing**

Using a popular website design template, students will build a functional business website and then integrate social media applications into the site. In addition, website and social media marketing theory, strategy, tactics, and execution will be covered. Intermediate level spreadsheet applications for marketing are also addressed.

**Prerequisites:** BA1090 and BA1150

**Transfer:** AU, UC\*, UL

## **BA2620 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Information Systems**

This course will examine how information systems are utilized by decision makers to achieve organizational goals. Governance and ethical issues related to IT are explored as well.

**Prerequisites:** BA1120 and BA1150

**Transfer:** AU, KUC, GMU\*, UL, Other

## **BA2700 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Fundamentals of Personal Finance**

The communication techniques and relationship skills, as well as the psychological characteristics that influence client behaviour are topics in this course. The course covers financial statement preparation and analysis from a personal perspective, and the cash and debt management that flows from these statements. This course reviews time value of money and economic concepts applicable to the principle subject areas of financial planning.

**Prerequisites:** BA1050

**Transfer:** AU, GMU, UL

## **BA2710 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Customer Service**

This course prepares students to focus on customer service. Topics include the understanding of the principles of customer service and relationship building, how to develop a positive philosophy of selling as determined by customer service principles, and the understanding of how relationship building, customer service and selling interrelate.

**Transfer:** GMU

## **BA2730 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Personal Investing**

This course offers an overview of the customers and products involved in the financial marketplace. It introduces the student to client objectives and types. Securities, financial markets, and investment portfolios are also examined. A review of mutual funds is done focusing on the different types of funds, their fees and services, and how to select a fund.

**Prerequisites:** BA1050

**Transfer:** AU, GMU, UL

## **BA2740 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Insurance and Retirement**

This course covers three main topics areas. The first topic, basics of insurance, will cover the concept of risk, the insurance industry, insurance contracts and group insurance. The second topic will cover retirement planning and management. Basics of estate planning, the final topic, will include intestacy, wills and power of attorney, probate and forms of property ownership, and family law.

**Prerequisites:** BA1050

**Transfer:** UC, AU, KUC, GMU, UL

## **BA2800 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Internet Business Concepts**

This course introduces the student to conducting business online. It starts with a general examination of the Internet and e-commerce. Students will also look at business-to-consumer, business-to-business, and Government-to-Society applications of the Internet. Specific business issues related to e-commerce are examined. The course concludes by looking at the future of the Internet. Prerequisites: BA1150 or an equivalent introductory computing course. Second year standing and a good working familiarity with the Internet is also recommended.

**Transfer:** UA, UC, AU, GMU, AF, UL\*, Other

## **BA2910 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Small Business Entrepreneurship**

This focus of this course is the establishment of small business enterprises and issues related to managing them. Managerial and strategic problems during the early years of business formation and growth are examined with emphasis on the entrepreneurial process, opportunity recognition, business planning, mobilizing resources and organization creation.

**Prerequisites:** BA1110 and BA1090

**Corequisites:** BA1120

**Notes:** Credit will be granted for only one of BA1040 or BA2910.

**Transfer:** GMU, CU\*

## **BA2920 3 (0-2-28) 450 Hours 15 Weeks Seminar/15 Weeks Work Experience**

### **Business Administration Co-op**

This unique, optional course provides students the opportunity to put classroom learning into practice in a paid, minimum 420 hour work term in the business world. The course involves 30 hours of pre-work activities that take place in the winter semester. The work term takes place from May to August after the completion of the first year of the Business Administration Diploma and is monitored and evaluated by the employer. See program description for eligibility criteria.

**Notes:** To be considered for the course, students must meet the eligibility criteria outlined in the Academic Calendar.

# COURSE DESCRIPTIONS

## BIOCHEMISTRY

### **BC2000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introductory Biochemistry**

An introduction to the fundamental principles of biochemistry, protein structure and function; lipids and the structure of biological membranes, nucleotides and the structure of nucleic acids, bioenergetics and the metabolism of carbohydrates, lipids, and nitrogen; the integration and regulation of cellular metabolism. This course is intended for students who require a one-term introduction to the fundamental principles of biochemistry and for students who intend to take further courses in biochemistry.

**Prerequisites:** CH1010 and CH2610

**Notes:** May not be taken for credit if credit has already been obtained in BC2030 or BC2050.

**Transfer:** UA, UC, UL, AU, CU, CUC, GMU, KUC\*, AF

### **BC3100 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Bioenergetics and Metabolism**

This course will enable rigorous study of the molecular mechanisms in bioenergetics and metabolism: principles of bioenergetics; reactions and pathways of carbohydrate, lipid and nitrogen metabolism, and their regulation; oxidative phosphorylation and photophosphorylation; carbohydrate biosynthesis in plants; the integration and hormonal regulation of mammalian metabolism.

**Prerequisites:** BC2000, CH1020, and CH2630

**Notes:** Students with grades of less than B- in prerequisite courses require consent of department. This course may not be taken for credit if credit has already been obtained in BC2030 and BC2050.

**Transfer:** UA, UL, AU, GMU, KUC\*, AF

### **BC3200 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Structure and Catalysis**

The relationships between structure and function in biological molecules will be illustrated in detail. The course covers the structure of proteins; techniques used to study proteins; contractile proteins and immunoglobulins as illustrations of protein function; enzyme catalysis' kinetics and regulation; structural carbohydrates and glycobiology; the structure of lipids; biological membranes and mechanisms of transport; molecular mechanisms in biosignalling.

**Prerequisites:** BC2000, CH1020, and CH2630

**Notes:** Students with grades of less than B- in prerequisite courses require consent of department. This course may not be taken for credit if credit has already been obtained in BC2030 and BC2050.

**Transfer:** UA, UL, AU, GMU, KUC\*, AF, UC, CUC, CU

### **BC3300 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Nucleic Acids and Molecular Biology**

This is a comprehensive introduction to the biochemistry of nucleic acids. The course will cover the structure and properties of nucleotides and nucleic acids; DNA-based information technologies; genes and chromosome structure; molecular mechanisms in DNA replication, repair and recombination; RNA metabolism; protein synthesis and targeting; the regulation of gene expression.

**Prerequisites:** BC2000, CH1020, and CH2630

**Notes:** Students with grades of less than B- in prerequisite courses require consent of department. This course may not be taken for credit if credit has already been obtained in BC2030 and BC2050.

**Transfer:** UA, UL\*, AU, KUC, AF

## BIOLOGY

### **BI0120 5 (4-0-2) HS 90 Hours 15 Weeks**

#### **Biology Grade 11 Equivalent**

The major concepts in this course include human systems (digestion; respiration; circulation; immune, excretory and motor systems); energy and matter exchange in the biosphere; population change; photosynthesis and cellular respiration.

**Prerequisites:** SC0110 (Science 10); EN0110 (English 10-1 or 10-2); MA0110 (Math 10C) or MA0113 (Math 10-3). A Student may register in BI0120 if the student has achieved a mark of 60% or better in Alberta Education Science 10 within the previous five years or consent of instructor.

### **BI0130 5 (5-0-2) HS 105 Hours 15 Weeks**

#### **Biology Grade 12 Equivalent**

The concepts in this course include nervous and endocrine systems; human reproduction and development; cell division, genetics, and molecular biology; populations and community dynamics.

**Prerequisites:** BI0120 (Biology 20); EN0120 (English 20-1 or 20-2); MA0110 (Math 10C) or MA0123 (Math 20-3). A student may register in BI0130 if the student has achieved a mark of 60% or better in Alberta Education Biology 20 within the previous four years or consent of instructor.

### **BI1050 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Organization and Diversity of Life**

A study of biological concepts and mechanisms illustrated by current examples of medical and environmental problems.

**Notes:** Bachelor of Science students will not receive credit for this course.

**Transfer:** UA\*, UC\*, UL, AU, AF\*, GMU, KUC\*, CUC, CU

## **BI1070 3 (3-1-3) UT 105 Hours 15 Weeks**

### **Introduction to Cell Biology**

All life functions are based on cells, and this course will provide an introduction to cell structure and function. Major topics will include the origin of life, the development of prokaryotic and eukaryotic cell lineage, energy conversions, the compartmentation of biochemical functions within a cell and communication from cell to cell. The genetic control of cell activities is examined through methods of molecular genetic analysis and their application in genetic engineering and biotechnology.

**Prerequisites:** Biology 30 and Chemistry 30

**Notes:** BI1070 and BI1080 can be taken in either order.

**Transfer:** UA, UC\*, UL, AU, AF, CU, GMU, KUC, CUC

## **BI1080 3 (3-1-3) UT 105 Hours 15 Weeks**

### **Introduction to Biological Diversity**

This course examines the major lineages of life on Earth. It provides an overview of evolutionary principles and classification, the history of life, and the key adaptations of prokaryotes, protists, fungi, plants, and animals. Laboratories survey the diversity of biological form and function, and introduce students to data collection and scientific writing.

**Prerequisites:** Biology 30

**Notes:** BI1070 and BI1080 can be taken in either order.

**Transfer:** UA, UC\*, UL, AU, AF, CU, GMU, KUC, CUC, Other

## **BI2010 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Cellular Biology**

The structure and functional dissection of a eukaryotic cell with emphasis on the techniques of modern cell biology. Detection of specific molecules at the ultrastructural level; plasma membrane structure and function; cytoskeletal involvement in intracellular transport, mitosis and cytokinesis; the endomembrane system, protein targeting, exocytosis and endocytosis; nuclear structure and function; cell cycle control and cancer.

**Prerequisites:** BI1070 and one 1000-level Chemistry

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC\*, MRU

## **BI2070 3 (3-1-3) UT 105 Hours 15 Weeks**

### **Molecular Genetics and Heredity**

The course covers chromosomal and molecular basis for the transmission and function of genes. The construction of genetic and physical maps of genes and genomes. Strategies for the isolation of specific genes. Examples of regulatory mechanisms for the expression of the genetic material in both prokaryotes and eukaryotes.

**Prerequisites:** BI1070

**Transfer:** UA, UC, UL, AU, CU, GMU, KUC, AF, CUC

## **BI2080 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Principles of Ecology**

Ecology is the scientific study of interactions between organisms and their environment in a hierarchy of levels of individuals, organizations, populations, communities and ecosystems. This course is designed to provide a comprehensive survey of general concepts that can stand alone or serve as preparation for advanced courses in ecology. Labs emphasize the collection, analysis and interpretation of data from ecological experiments to illustrate and complement the lecture material. Examples will be drawn from a broad range of organisms and systems.

**Prerequisites:** BI1080

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC, CUC, Other

## **BI2210 3 (3-0-0) UT 45 hours 15 weeks**

### **Mechanism of Evolution**

Discusses the major features of the evolutionary process, including the fossil record, basic population genetics, variation, natural selection, adaptation and speciation.

**Prerequisites:** BI1070 and BI1080

**Transfer:** AU, GMU, KUC, CU, CUC, UL, UA, UC, AF, Other

## **BOTANY**

## **BT2050 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Fundamentals of Plant Biology**

An overview of the diversity and biology of organisms traditionally included in the Plant Kingdom (algae, fungi, lichens, mosses, ferns, gymnosperms and flowering plants). Emphasis throughout the course is on the relationship between structural and functional innovations in plants and how these have influenced their reproduction and evolution in various ecosystems. Symbioses and co-evolutionary relationships between or among different kinds of plants, and with other groups of organisms, are also considered.

**Prerequisites:** BI1080

**Transfer:** GMU, CU, UL, UA, AU

# COURSE DESCRIPTIONS

## EARLY LEARNING AND CHILD CARE

### **CD1000 3 (3-0-0) 45 Hours 15 Weeks**

#### **Child Development I**

This is an introductory course providing insight into children's development from conception to age two. This course provides an overview of principles, domains, and major theories of children's development and influences on development during the prenatal and neonatal stages, as well as during infancy and toddlerhood. The relationship between theory and practice in infant-toddler programs is also examined.

### **CD1011 2 (2-0-0) 30 Hours 15 Weeks**

#### **Introduction to Early Learning and Child Care**

This course offers a broad overview of the field of early learning and child care. Students will investigate historical factors that have shaped early childhood theory and practice and will examine a variety of program models and their goals. The roles and responsibilities of the early childhood educator and determinants of quality early childhood programs are also discussed. This course also introduces students to some of the agencies and resources that support the professional growth of early childhood educators.

### **CD1020 2 (3-0-0) 30 Hours 10 Weeks**

#### **Health, Nutrition and Safety**

This course provides the knowledge, skills and attitudes required to provide for the basic health, safety and nutritional needs of young children. Requirements for healthy and safe early childhood environments will be identified. The nutritional needs of young children will be established and appropriate menu planning strategies explored. Developmentally appropriate practices and experiences for establishing healthful attitudes in young children are also included.

### **CD1045 3 (0-2-8) 126 Hours 15 Weeks Seminar,**

#### **12 Weeks Practicum**

#### **Practicum I**

This course introduces students to the field of early learning and child care. Students will observe and participate in a variety of early childhood settings and begin to integrate concepts and theories from course work with practical experience in the field. Students will attend regularly scheduled seminars throughout the practicum weeks.

**Prerequisites:** or **Co-Requisites:** CD1000, CD1050, and CD1330

**Notes:** Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.

### **CD1050 3 (3-0-0) 45 Hours 15 Weeks**

#### **Art, Music and Story**

A practical course which explores children's art, literature and music from a child-centred perspective.

### **CD1100 3 (4-0-0) 45 Hours 11 Weeks**

#### **Child Development II**

This course focuses on the physical, cognitive, creative, and psychosocial development of children from 2-6 years of age and factors that contribute to individual variations in development. Theoretical perspectives and research findings that contribute to our understanding of child development will be examined, as well as their implications for practice in Early Learning and Child Care settings.

### **CD1145 5 (0-2-32) 272 Hours 8 Weeks**

#### **Practicum II**

This is normally an eight week practicum in an early childhood setting. Students will have the opportunity to apply theory to practice in their work with young children. Students will spend time in the Children's Centre demonstration program as a component of this practicum and will attend weekly seminars throughout the practicum weeks.

**Prerequisites:** All courses in Year 1 must be completed prior to taking CD1145.

**Notes:** Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.

### **CD1330 3 (3-0-0) 45 Hours 15 Weeks**

#### **Understanding Children's Play**

This course provides an introduction to the central role of play in early learning and child care settings, with an emphasis on developmentally appropriate, culturally-sensitive practices. This course focuses on a number of topics including the nature, value, and types of play, as well as important theories and issues regarding play. Students will also learn about the role of the practitioner in play, including the use of appropriate observation and documentation to understand and support children's development through play.

### **CD1350 3 (4-0-0) 45 Hours 11 Weeks**

#### **Supporting Children's Play**

The adults' role in supporting young children's learning and development with an emphasis on a child-centred, play-based approach to curriculum planning will be examined in this course. Appropriate child centered routines, schedules, transitions and group times will also be discussed. The focus is on children from birth to age 6.

**Prerequisites:** CD1330 or consent of the department

## **CD1370 2 (3-0-0) 30 Hours 10 Weeks**

### **Guiding Children's Behaviour I**

This course is designed to help students understand children's behaviour and what it means to use a positive guidance approach in supporting children's social, emotional, and moral development. Environmental and developmental factors which influence behaviour are examined, as are the principles of the guidance approach and ways in which these principles can be applied in early learning and child care settings.

## **CD2020 2 (4.5-0-0) 30 Hours 7 Weeks**

### **Environments for Young Children**

This course focuses on how the child's physical environment supports social, cognitive, physical and emotional development through the early childhood years. Students will analyze specific components of high quality environments for young children and will learn important principles that can be applied to the design of indoor and outdoor play environments for preschool children.

**Prerequisites:** Successful completion of first year

**Notes:** Students must successfully complete CD2020 immediately prior to taking CD2145. Exception may be made for online students.

## **CD2030 2 (4.5-0-0) 30 Hours 6 Weeks**

### **Administering Early Childhood Education Programs**

Students examine the role of the administrator in Early Learning and Child Care Programs, including effective staff supervision, models and techniques for evaluating and motivating staff. Students will learn about funding available from all levels of government as well as services organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

**Prerequisites:** Successful completion of Year 1.

## **CD2045 4 (0-2-28) 182 Hours 7 Weeks Seminar,**

### **6 Weeks Practicum**

#### **Practicum III**

This is normally a six week practicum in a community early childhood setting such as a child care center, nursery school, kindergarten, family day home or a special placement such as a play program for children in a woman's shelter or an early intervention program. Students will attend weekly seminars throughout the practicum weeks.

**Prerequisites:** Certificate in ELCC, CD2050, HS1217, CD2380.

**Notes:** Number of practicum weeks and the structure of the practicum may be adjusted for regional and part-time students based upon practicum placement and student needs.

## **CD2050 3 (5.5-0-0) 45 Hours 8 Weeks**

### **Science, Math and Social Knowledge**

This course introduces students to science, mathematical and social knowledge. The course emphasis is on integrating social, physical and logical mathematical experiences in the preschool child's environment. Students learn to use developmentally appropriate curriculum to facilitate the young child's construction of knowledge in these areas.

**Prerequisites:** Successful completion of first year or consent of the department.

## **CD2070 2 (3-0-0) 30 Hours 10 Weeks**

### **Infant Toddler Care**

A practical course which examines the characteristics of quality programs for infants and toddlers and explores programming techniques which respond to the individual and group needs of children up to 36 months of age. The focus of this course is on developing an awareness of the critical importance of care and interaction in the lives of infants and toddlers.

## **CD2080 2 (4.5-0-0) 30 Hours 7 Weeks**

### **Interpersonal Communications II**

This course further explores the interrelationship between self concept, self awareness and communicative processes. Strategies for dealing with stress are examined.

**Prerequisites:** HS1000

## **CD2110 3 (6.5-0-0) 45 Hours 7 Weeks**

### **Working With Families**

This course focuses on a family centered approach to working with families in early childhood settings. Students will explore strategies for establishing and maintaining collaborative relationships with families and involving them in the care and education of their children.

**Prerequisites:** Successful completion of first year or consent of the department.

**Notes:** Students must successfully complete CD2110 immediately prior to taking CD2145. Exceptions may be made for online students.

## **CD2120 3 (5.5-0-0) 45 Hours 8 Weeks**

### **School Age Care and Development**

This course examines the developmental characteristics of children ages 6 through 12 years and the components of high quality out of school care programs. Students will acquire the knowledge and skills to ensure that the environment, experiences and interactions meet the needs of school age children.

**Prerequisites:** Completion of first year or consent of the department.

# COURSE DESCRIPTIONS

## **CD2145 6 (0-2-28) 254 Hours 15 Weeks Seminar, 8 Weeks Practicum Practicum IV**

Students will attend weekly seminars throughout the semester in preparation and support of this practicum. Students will design and operate an eight week program for preschool children. With the support of program instructors, students will be responsible for all aspects of a program for young children and their families.

**Prerequisites:** All first and second year courses in the Early Learning and Child Care curriculum and a First Aid/CPR certificate, or consent of the department.

**Notes:** Students must successfully complete CD2020 immediately prior to taking CD2145. Exceptions may be made for online students.

## **CD2380 2 (4-0-0) 30 Hours 8 Weeks Guiding Children's Behaviour II**

This course builds on CD1370 (Guiding Children's Behaviour I) and provides an in depth exploration of factors that influence children's behaviour, as well as guidance strategies practitioners can use to build children's social competence. Emphasis is placed on the importance of the adult-child relationship as the foundation for children's social, emotional and moral development. This course also offers strategies for coping with challenging behaviours, such as bullying and for working collaboratively with parents to resolve behavioural issues.

**Prerequisites:** Successful completion of all first year courses or by consent of department.

## **CHEMISTRY**

### **CH0120 5 (4-0-2) HS 90 Hours 15 Weeks Chemistry Grade 11 Equivalent**

Major concepts include: inorganic nomenclature; atomic structure, orbitals; ionic and covalent bonding, hydrogen bonding, metallic bonding, Van der Waal forces, ionization, electronegativity, VSEPR; solutions, stoichiometry, empirical formulas, percent composition, pH, molarity, equilibrium, Arrhenius acids and bases.

**Prerequisites:** SC0110 (Science 10); MA0110 (Math 10C). A Student may register in CH0120 if the student has achieved a mark of 60% or better in Alberta Education Science 10 within the previous five years or consent of the instructor.

### **CH0130 5 (5-0-2) HS 105 Hours 15 Weeks Chemistry Grade 12 Equivalent**

Course concepts include: thermochemical changes; electrochemical changes; chemical equilibrium focusing on acid-base systems; and chemical reactions of select

classes of organic compounds. Energy changes and safety are emphasized.

**Prerequisites:** CH0120 (Chemistry 20); MA0122 (Math 20-2), or MA0120 (Math 20-1). A Student may register in CH0130 if the student has achieved a mark of 60% or better in Alberta Education Chemistry 20 or equivalent within the previous four years or consent of the instructor.

### **CH1010 3 (3-1-3) UT 105 Hours 15 Weeks Introductory University Chemistry I**

Lectures include stoichiometry, atomic structure and bonding, states of matter and intermolecular forces, chemistry of the elements.

**Prerequisites:** Chemistry 30 or equivalent

**Transfer:** UA, UC, UL, AU, AF, CU\*, GMU, KUC\*, CUC\*, Other

### **CH1020 3 (3-1-3) UT 105 Hours 15 Weeks Introductory University Chemistry II**

Lectures include chemical kinetics, thermochemistry, thermodynamics, equilibrium, acids and bases, electrochemistry, and coordination chemistry.

**Prerequisites:** CH1010

**Transfer:** UA, UC, UL, AU, AF, CU\*, GMU, KUC\*, CUC\*, Other

### **CH1030 4.3 (3-1-1.5) UT 82.5 Hours 15 Weeks Introductory University Chemistry I**

Basic chemical concepts, atomic and molecules structure, chemical bonding, behaviours of liquids, solids and gases.

**Prerequisites:** Chemistry 30 or equivalent

**Notes:** Restricted to Engineering Students.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

### **CH1050 3.8 (3-1-1.5) UT 82.5 Hours 15 Weeks Introductory University Chemistry II**

Chemical kinetics and equilibria, acid-base and solubility equilibria, electrochemistry and thermodynamics.

**Prerequisites:** CH1030

**Notes:** Restricted to Engineering students.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

### **CH2110 3 (3-0-4) UT 105 Hours 15 Weeks Quantitative Analysis I**

The course includes the principles, methods and experimental applications emphasizing solution phase equilibria, titrimetry, volumetric laboratory skills and evaluation of experimental data. Includes examples of organic and inorganic analysis.

**Prerequisites:** CH1020

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **CH2130 3 (3-0-4) UT 105 Hours 15 Weeks Quantitative Analysis II**

This is a continuation of CH2110 emphasizing the principles, methods and experimental applications of separation techniques, atomic and molecular spectrometry,

electrochemistry and evaluation of experimental data. Includes examples of organic and inorganic analysis, and use of the analytical literature.

**Prerequisites:** CH2110

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **CH2610 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Organic Chemistry I**

The correlation of structure and chemical bonding in carbon compounds with the physical properties and chemical reactivity of organic molecules. Discussion will be based on functional groups with emphasis on hydrocarbons and derivatives that contain halogens, oxygen, sulfur and the hydroxyl group. Introduction to stereochemistry, three dimensional structure, reaction mechanisms, especially addition to double bonds, nucleophilic substitution and elimination reactions, and methods of structure determination. The study covers the functional group chemistry of alkanes, alkenes, alkynes, alcohols, ethers and sulfides.

**Prerequisites:** CH1010 or CH1030

**Notes:** Credit will be granted for only one of CH1610 or CH2610.

**Transfer:** UA, UC, UL, AU\*, AF, CU, CUC, GMU, KUC\*

### **CH2630 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Organic Chemistry II**

Continuation of the study of structural and chemical properties of the basic functional groups of organic compounds including aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives and amines. Illustration of these functional groups in natural products such as carbohydrates, amino acids and proteins, nucleic acids and lipids and discussion of the application of spectroscopic methods for structure determination in simple organic molecules.

**Prerequisites:** CH1610 or CH2610

**Notes:** Credit will be granted for only one of CH1630 or CH2630. Engineering students who take this course will receive 4.5 credits of transfer to UofA.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC, Other

### **CH2820 3 (3-0-4) UT 105 Hours 15 Weeks**

#### **Atomic and Molecular Structure**

An introduction to the quantum view of nature with applications to atomic and molecular structure. Methods to describe the quantum world are introduced, used to describe simple electronic, vibrational and rotational structure of model systems, and applied to the hydrogen atom, many electron atoms, simple diatomic molecules, and the electronic structure of polyatomic molecules.

The laboratory portion of the course consists of practical

applications enriching and illustrating the lecture material, and incorporates the use of computers as a routine aid to processing experimental results.

**Prerequisites:** CH1020 or CH1050; PC1240, and one 2000-level Chemistry course.

**Corequisites:** MA1150

**Transfer:** CU, AU, UL, GMU, KUC

### **CH3710 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Energetics of Chemical Reactions**

A study of the implications of the laws of thermodynamics for transformations of matter including phase changes, chemical reactions, and biological processes. Topics include: thermochemistry; entropy change and spontaneity of processes; activity and chemical potential; chemical and phase equilibria; properties of solutions; simple one- and two-compound phase diagrams. The conceptual development of thermodynamic principles from both macroscopic and molecular levels, and the application of these principles to systems of interest to chemists, biochemists, and engineers will be emphasized.

**Prerequisites:** CH1020 or CH1050 and MA1150 or MA1010.

**Transfer:** UA\*, UL, AU, CU, KUC, AF\*, GMU, UC\*, Other

### **CH3730 3 (3-1-3) UT 105 Hours 15 Weeks**

#### **Physical Properties and Dynamics of Chemical Systems**

A continuation of CH3710 in which the physical properties of chemical systems and the dynamics and energetics of chemical processes are discussed. Topics include: colligative properties; electrochemical cells and ion activities, implications for ionic equilibria; kinetic theory and transport properties of gases and liquids; surfaces and colloid chemistry; reaction dynamics, detailed mechanisms of chemical reactions, catalysis. The emphasis will be on the development of principles of physical chemistry and their application to properties and processes of interest to chemists, biochemists, and engineers.

**Prerequisites:** CH3710 or equivalent

**Notes:** This course may not be taken for credit if credit has already been received in CH2750

**Transfer:** UA\*, UL\*, AU, CU\*, GMU, KUC, AF\*, UC, Other

## **COMPUTING**

### **CP0100 3 (0-0-3) HS 45 Hours 15 Weeks**

#### **Introductory Keyboarding**

This course introduces students to computer hardware and the Windows operating system. The focus is on touch keyboarding to master alphabetic, numeric, and information copy.

# COURSE DESCRIPTIONS

## **CP0101 3 (0-0-3) HS 45 Hours 15 Weeks**

### **Advanced Keyboarding**

Students will continue to develop keyboarding skills by practicing touch keying. Emphasis will be placed on speed building while maintaining accuracy. In addition, students will be introduced to: the basics of word processing in order to create and format simple documents; the tools and methods used to obtain information from the internet; and email as a personal and business communication tool.

**Prerequisites:** CP0100 or proficiency keyboarding test with 15 net wpm.

## **CP0105 3 (0-0-3) HS 45 Hours 15 Weeks**

### **Computer Application I**

Beyond continuing to improve keyboarding skill, this overview course introduces principles and practices common in several software applications. Practical projects include document preparation, formatting, revision and storage.

**Prerequisites:** CP0101 or proficiency keyboarding test with 20 net wpm.

**Corequisites:** EN0100 or higher, or equivalent

## **CP0110 3 (0-0-3) HS 45 Hours 15 Weeks**

### **Computer Applications II**

This course includes not only advanced software applications but also the study of terminology and concepts related to computer hardware and software. Features and capabilities of computers will be assessed in relation to specific user needs.

**Prerequisites:** CP0105

## **COMPUTING SCIENCE**

## **CS1010 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Introduction to Computing**

This course provides an overview of computing science concepts for students with little or no programming background. Topics include representation of data, machine architecture, operating system concepts, properties of algorithms and computational problems, syntax of a high-level procedural programming language, basic data types and control structures. Students do introductory programming in this course.

**Notes:** This course can be taken prior to, or concurrently with, CS1140. It cannot be taken for credit if credit has been previously obtained in CS1140.

**Transfer:** UA, UC\*, UL\*, AU, AF, GMU, KUC, CUC, CU, Other

## **CS1140 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Introduction to Computing Science**

An introduction to Computing Science in which you learn to solve simple problems by writing small computer programs in JAVA. This course presents a high-level object-oriented computing model based on objects as well as primitive data types, control structures and methods. It will be limited to basic elementary algorithms and techniques for constructing elegant and robust solutions to simple problems. The laboratories will offer you the opportunity to translate concepts presented in lectures into interesting application programs.

**Prerequisites:** Mathematics 30-1 or equivalent and previous computer knowledge

**Notes:** Credit will be granted for only one of CS1140 or CS1000.

**Transfer:** UA, UL\*, AU, AF, CU\*, CUC, KUC, GMU\*, UC, Other

## **CS1150 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Elementary Data Structures**

The course provides a review of programming principles (specification, implementation and testing), and an extension of object-oriented concepts from CS1140 including data abstraction, modular program construction and program reuse. The emphasis is on dynamic data structures (e.g. lists, string, stacks, queues, tables), and their associated algorithms (e.g. recursion, traversal, sorting, searching, hashing).

**Prerequisites:** CS1140 or CS1000

**Transfer:** UA, UC\*, UL\*, AU, AF, CU\*, CUC, KUC, GMU, Other

## **CS2000 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Data Communications and Networking**

This course provides an introduction to computer communications and computer networks. Topics will include communication hardware and software, protocols, local area and wide area networks, and network management.

**Transfer:** AU, UL, KUC\*, CUC

## **CS2010 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Practical Programming Methodology**

This course introduces you to the principles, methods, tools, and practices of a professional programmer working in a rich programming environment. The lectures focus on the fundamental principles of programming methodology based on abstract data types and their implementations. The laboratories offer an intensive apprenticeship opportunity for the aspiring software developer. You will use the programming languages C and C++ and software development tools supported by the Microsoft Windows and UNIX programming environment.

**Prerequisites:** CS1150

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC, CUC

## **CS2020 3 (1.5-0-3) UT 67.5 Hours 15 Weeks** **Technology Tools for Teaching and Learning**

This course will provide education students with the basic skills for using the most common information technology tools currently applied in schools. The types of tools include Internet tools, digital media processing, multimedia/hypermedia presentations, spreadsheets, and databases. The course offers a number of advanced modules dealing with more complex topics in these areas plus additional tools such as those for editing digital video and sound.

**Transfer:** UA, UC\*, UL\*, AU, AF, GMU, KUC\*, CU, CUC

## **CS2040 3 (3-0-1) UT 60 Hours 15 Weeks** **Algorithms I**

The first course of a two course sequence on algorithm design and analysis stream, with the emphasis on the fundamentals such as searching, sorting and graph algorithms. Examples include divide and conquer, dynamic programming, greedy method, backtracking, and local search methods. Analysis techniques will be developed to aid in judging program efficiency.

**Prerequisites:** CS1150, CS2720, and MA1130

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC, CUC

## **CS2050 3 (1-0-3) UT 60 Hours 15 Weeks** **Network Systems, Management and Security**

This course will be of interest to students who want to learn how to implement, manage and troubleshoot network and server environments. Students will learn how to create and maintain network resources and develop network security policies and procedures. Topics will include network architectures and protocols (including wireless), network operating systems, Internet services, networking components (including network adapters, repeaters, hubs, switches, bridges, routers, gateways, firewalls and proxy servers), network virus protection, network backup and restoration, Windows and Linux management security.

**Transfer:** AU, KUC\*

## **CS2100 3 (3-0-1.5) UT 67.5 Hours 15 Weeks** **Computer Game Studies**

This course will act as a comprehensive introduction to the concepts and issues in new media technologies with an emphasis on computer games. Students will gain an appreciation of the broad range of perspectives which new media and games encompass, including graphics realism and aesthetics, culture, sociology, psychology, philosophy and literary studies. Ultimately, these will converge on discussions relating to current game designs

and development, as well as visioning directions and medium for the next generation of games.

**Transfer:** UA, AU, UL, AF\*, KUC

## **CS2210 3 (2-0-2) UT 60 Hours 15 Weeks** **Introduction to PC Hardware and Systems Configuration**

This course introduces the fundamentals of PC hardware. Students will open up machines, install devices such as hard drives, I/O cards, video cards as well as memory, CD/DVD ROM drives, install operating systems, explore a variety of different software packages, attach communications equipment and supporting software. Topics include system hardware (e.g. motherboards, processors, storage devices, memory), device drivers, operating systems (e.g. Windows, Linux), troubleshooting and maintenance of LAN (Local Area Network)-based PC, etc.

**Transfer:** CUC, KUC

## **CS2290 3 (3-0-3) UT 90 Hours 15 Weeks** **Computer Organization and Architecture I**

General introduction to number representation, architecture and organization concepts of von Neumann machines, assemble level programming, exception handling, peripheral programming, floating point computations and memory management.

**Prerequisites:** CS1150

**Transfer:** UA, UC, UL, AU, AF, GMU, KUC\*, CUC

## **CS2720 3 (3-1-1.5) UT 82.5 Hours 15 Weeks** **Formal Systems and Logic in Computing Science**

An introductory course to present the tools of set theory, logic and induction, and their use in the practice of reasoning about algorithms and programs. Basic set theory. The notion of a function. Counting. Propositional and predicate logic and their proof system will be studied. Inductive definitions and proofs by induction will be covered along with program specification and correctness.

**Prerequisites:** 1000-Level CST course

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **CS2910 3 (3-0-3) UT 90 Hours 15 Weeks** **Introduction to File and Database Management**

The course includes basic concepts in computer data organization and information processing; hardware, physical organization, and access methods for file storage; file I/O; introduction to database systems.

**Prerequisites:** CS2010

**Transfer:** UA, UC, UL, AU, AF\*, CU, GMU, KUC, CUC

# COURSE DESCRIPTIONS

## **CS3010 3 (3-0-2) UT 75 Hours 15 Weeks**

### **User Interfaces**

Formerly CT2020. This course is an introduction to the theory, design and programming of modern user interfaces. Topics will include: human factors; interaction design; usability; software development with graphical user interfaces (GUI) for computers, game consoles and mobile devices; input and output devices (including game controllers).

**Prerequisites:** CS2010

**Transfer:** UA\*, UC, UL, AU, KUC, AF, GMU

## **CS3060 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Introduction to Image Processing**

Introduction, history, and applications; scanning and quantization; visual perception; output devices; pattern recognition; feature extraction; decision theory; classification rules; data representation and formats; image enhancement and restoration; edge detection; segmentation and texture; correlation and registration.

**Prerequisites:** CS1150 or CS2010

**Transfer:** UA\*, UC, UL, AU, KUC, AF

## **CS3110 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Introduction to Computer Graphics**

Graphical input and output devices; segments; interactive input techniques; user interface design; windowing and clipping; 2D and 3D transformation; 3D modelling and viewing; hidden-line and hidden-surface removal.

**Prerequisites:** CS1150 or CS2010

**Transfer:** UA\*, UC, UL, AU, KUC, AF, GMU

## **CS3120 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Experimental Robotics**

A project-based course dealing with the design and implementation of behaviour-based robots to accomplish specific tasks. Students work in groups and are introduced to concepts in sensor technologies, sensor data processing, motion control, embedded system design, real-time programming and behaviour arbitration.

**Corequisites:** CS2290 or CS3290

**Transfer:** UA\*, UC, UL, AU, KUC, AF, GMU

## **CS3130 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Telecommunications and Computers**

Introduction to computer communication networks. Digital data and voice transmission. Protocols for error and flow control, media access for LANs and MANs, routing and condition control, interconnection of networks. Introduction to recent advances in networks.

**Prerequisites:** CS2010 and CS2000

**Transfer:** UA\*, UL, AU, KUC\*, AF, GMU

## **CS3290 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Computer Organization and Architecture II**

Digital circuits, combinational systems, memory, register transfer, control logic design, CPU design, and advanced topics on micro-architectures.

**Prerequisites:** CS2290

**Transfer:** UA, UC, UL, AU, AF, KUC\*, GMU

## **CS3610 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Systems Analysis and Design**

By means of lectures and CASE studies you will be introduced to the methods used by Systems Analysts in determining the information needs of an organization. A systems development life cycle will be discussed in detail.

**Prerequisites:** CS1140

**Transfer:** AU, KUC

## **CS3790 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Operating Systems**

You will be introduced to concepts and features commonly found in operating systems. Class discussion will concentrate on traditional operating system topics (processes, memory management, file systems, input/output) as well as distributed operating system topics (communication, synchronization, and distributed file systems). UNIX® will be studied as an example of traditional and distributed operating systems.

**Prerequisites:** CS1150

**Transfer:** UA\*, UC, UL, AU, KUC, AF\*, GMU

## **CS3990 3 (3-0-3) UT 90 hours 15 Weeks**

### **Web Based Internet Technology**

This course introduces students to various aspects of Internet and web technologies such as HTML/XHTML, CSS, XML, and Javascript/Java through research and project related assignments. The exact topics covered in this course will be at the discretion of the instructor.

**Prerequisites:** CS2010

**Transfer:** UA\*, UC, UL, AU, AF, GMU, CUC

## **CS3995 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Selected Topics in Computing Science**

The content of this course will include topics and issues which are currently of interest to the general computing community.

**Corequisites:** CS2010

**Transfer:** UA, AU, AF

## DANCE

### **DA1000 3 (2-0-2) UT 60 Hours 15 Weeks**

#### **The Spectrum of Dance in Society**

The course will present the theory and practice of dance as a human physical activity. Focus will be on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The study will include movement content, techniques, improvisation, and composition in a variety of dance forms including modern/creative, social, jazz, and folk dance.

**Notes:** Restricted to PEAK or Phys Ed major/minor students.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **DA1050 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Early Dance History**

This course will present a historical survey of dance in many forms leading up to the early 20th century.

**Transfer:** AU, CU, UL, UC, UA, GMU

### **DA1100 3 (2-0-2) UT 60 Hours 15 Weeks**

#### **Contemporary Dance I**

An introductory study of the techniques of contemporary dance. The focus is on discovering new performance awareness through study of Graham technique.

**Prerequisites:** Successful Audition.

**Transfer:** CU, UL, UC, KUC

### **DA1105 3 (2-0-2) UT 60 Hours 15 Weeks**

#### **Contemporary Dance II**

Further elementary study of the techniques of contemporary dance.

**Prerequisites:** DA1100. A successful audition is required if the prerequisite course was not completed in the term immediately preceding this course.

**Transfer:** AU, KUC

### **DA1200 3 (2-0-2) UT 60 Hours 15 Weeks**

#### **Ballet I**

An introductory study of ballet technique.

**Prerequisites:** Successful Audition.

**Transfer:** CU, UL, UC, KUC

### **DA1250 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Dance Aesthetics and Criticism**

Introduction to the practice of dance writing and creation through an aesthetic-comparative, critical and analytic lens.

**Prerequisites:** DA1100

**Transfer:** AU, KUC

## Digital Design

### **DD1082 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Introduction to Video Production**

This course provides exposure to the techniques, theories, and practices of video production. It is designed to improve and nurture students' creative potential through the video media. Students will learn how to direct with a camera, work with actors, story boarding, lighting, sound, and the production of a student video project.

**Notes:** Audit restrictions may apply.

**Transfer:** UL, AU, GMU, CUC, CU\*, KUC, Other

### **DD1085 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Documentary Filmmaking**

This course explores a survey of documentary film with exposure to both theoretical and practical aspects. The purpose of the course is to develop students' understanding of documentary filmmaking as an art form and to learn the filmmaking process. The course appeals to multi-disciplinary students looking to further their story telling skills, enhancing their ability to create visual texts, and improving students' creative potential. The course will look at the often-blurry line between fiction and non-fiction as well as consider many different styles and approaches to telling stories through the documentary genre. On the practical side, students will learn how to operate a camera, effectively shoot and execute interviews, cover events, plan a project, record professional quality sound in the Northwestern Polytechnic studios, and learn the editing process.

**Transfer:** UL, UA

### **DD1380 3 (2-0-4) UT 90 Hours 15 Weeks**

#### **Design Fundamentals**

A studio based introduction to the conceptual and practical concerns of design. Two dimensional design related studies.

**Transfer:** UA, AU, AF, KUC\*, UL

# COURSE DESCRIPTIONS

## **DD2082 3 (3-0-0) UT 45 Hours 15 Weeks** **Intermediate Video Production**

This course engages students in the techniques, theories, and practices of video production at an intermediate level. Building on the introductory skills taught in DD1082 (or other equivalent training), this course teaches students the detailed requirements of crew positions as well as challenges them to produce professional quality videos. It is designed to improve and nurture students' creative potential through the video media and guide students toward specialized skills. Students will work collaboratively to produce multiple video projects – engaging with all aspects of pre-production, production, and post-production. The course also includes the use of a professional audio studio as well as consultation with industry experts.

**Prerequisites:** DD1082

**Transfer:** UA\*, UL

## **DD2145 3 (0-0-3) 45 Hours 15 Weeks** **Field Placement**

This course seeks to develop an in depth appreciation and understanding of digital design as it relates to the commercial workplace. This will provide the student with practical experience in a working environment. This course may be taken in the second year.

**Prerequisites:** Completion of 1st year studies and consent of the department.

## **DD2180 3 (3-0-3) UT 90 Hours 15 Weeks** **Time-Based Multimedia I**

An exploration of aesthetics of time based arts and technology, as applied to the visual arts. This is a studio course that will focus on using and responding to traditional and new media tools for visual communication.

**Prerequisites:** DD1380 or DD1082, and AR1370 or AR2430

**Notes:** Audit restrictions may apply.

**Transfer:** UA\*, UC, UL, AU, AF\*, CU, KUC

## **DD2190 3 (3-0-3) UT 90 Hours 15 Weeks** **Time-Based Multimedia II**

This course is an exploration of the aesthetics of time based arts and technology as applied to the visual arts. This is a studio course and as such will focus on using and responding to traditional and new media tools for visual communication.

**Prerequisites:** DD1082 or DD1380, and AR1370 or AR2430.

**Notes:** Audit restrictions may apply.

**Transfer:** UA\*, UC, UL, AU, AF, CU, KUC

## **DD2260 3 (2-0-4) UT 90 Hours 15 Weeks** **Static Media, Vector**

Application of two-dimensional art elements applied to Digital Media: drawing, image manipulation, colour, composition and typography, using appropriate current software.

**Prerequisites:** DD1380, and AR1370 or AR2430

**Notes:** Audit restrictions may apply.

**Transfer:** UA\*, UL, AU, AF, Other

## **DRAMA**

### **DR1010 3 (3-0-0) UT 45 Hours 15 Weeks** **Introduction to Theatre Art**

The origins and development of theatre art; introduction to theatre aesthetics; group exploration of some of the craft and experience of theatre performance. Attendance at live theatre performances.

**Notes:** The Department will endeavor to arrange class attendance at the dress rehearsals of two local live theatre performances. Students unable to attend these rehearsals will be responsible for the admission cost of the performances.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU\*, KUC, Other

### **DR1020 3 (3-0-0) UT 45 Hours 15 Weeks** **Play Analysis**

How do you turn a play into a theatre production? Students will analyze play scripts and use their imaginations to suggest possible ways to stage the plays, paying attention to dramaturgy, design, directing, and acting. Students will also attend live theatre performances to analyse design and directing decisions in action.

**Notes:** The Department will endeavour to arrange class attendance at the dress rehearsal of two local live theatre performances. Students unable to attend these rehearsals will be responsible for the admission cost of the performances.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC, Other

### **DR1200 3 (0-0-6) UT 90 Hours 15 Weeks** **Performance I**

This is a production-based course where learning is centered on acting in a major drama production. Production will be determined by the instructor. Enrollment by audition and casting in the production.

**Prerequisites:** DR1490 and audition, or consent of instructor based upon audition.

**Notes:** The course will be compressed into 8-10 weeks to correspond with the rehearsal and run time for the show.

**Transfer:** UA\*, UL, AU, UC\*, KUC\*, AF, CU

## **DR1201 3 (0-0-6) UT 90 Hours 15 Weeks**

### **Production I**

This is a practical production-dependent stage tech course tied to the Mainstage Production. Students enrolled in this course will apply knowledge from DR1910 in assisting to mount, run, and take down the mainstage show.

**Prerequisites:** DR1910 or consent of instructor

**Notes:** The course will be compressed into 8-10 weeks to correspond with the rehearsal and run time for the show.

**Transfer:** UA\*, UL, AU, KUC\*, AF\*, UC\*, CU, Other

## **DR1490 3 (0-0-6) UT 90 Hours 15 Weeks**

### **Introduction to the Dramatic Process**

Speech and movement improvisation with an emphasis on imaginative development will be included. It will be an introduction to the process of acting and to dramatic form.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC, Other

## **DR2080 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Western Theatre History I**

This course explores the theory and context of European theatre from ancient Greece to the Renaissance. Topics include: setting the stage, development and craft of mise-en-scene and of the relationship between the stage and the audience.

**Prerequisites:** DR1020

**Transfer:** UA\*, UC\*, UL, AU, KUC, AF\*

## **DR2090 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Western Theatre History II**

This course explores the theory and context of European theatre from the Restoration to the 20th Century. Topics include: acting styles, architecture, conventions of production and performance, audience and historical context of theatre.

**Prerequisites:** DR1020

**Transfer:** UA\*, UC\*, UL, AU, KUC, AF\*

## **DR2200 3 (0-0-6) UT 90 Hours 15 Weeks**

### **Performance II**

Advanced acting role in the Drama Department Mainstage production. This course encompasses the rehearsal and performance process, which will be compressed into a 8 to 10 week period. Enrollment through audition process.

**Prerequisites:** DR1200, DR1490, DR1020, DR2310, second year standing, and audition

**Transfer:** UA\*, UC, UL, AU, AF

## **DR2310 3 (0-0-6) UT 90 Hours 15 Weeks**

### **Scene Study I**

(formerly DR3530) This is the study of acting, including the analysis and enactment of scripted scenes, and characterization.

**Prerequisites:** DR1490 or consent of instructor

**Notes:** Students with credit in DR3530 will not also receive credit for DR2310.

**Transfer:** UA, UC\*, UL, AU, AF, CU, KUC, Other

## **DR2320 3 (0-0-3) UT 45 Hours 15 Weeks**

### **Topics in Acting I: Voice**

The practical application of theory and technique to the practice of voice production and oral communication, building on breath and impulse.

**Prerequisites:** DR1490

**Transfer:** UA, UC, UL, AU, AF

## **DR2340 3 (0-0-3) UT 45 Hours 15 Weeks**

### **Topics in Acting II: Movement**

The practical application of theory and technique to the practice of movement on stage, building on breath, impulse, sound, and gesture.

**Prerequisites:** DR1490

**Transfer:** UA\*, UC, UL, AU, AF

## **DR3210 3 (0-0-4) UT 60 Hours 15 Weeks**

### **The Creative Process of Drama**

A practical course for education majors and those interested in using drama in a variety of educational contexts. Applies theory to the design, practice, and evaluation of drama projects and practices across the curriculum, with a particular focus on children and youth.

**Prerequisites:** DR1490 or consent of instructor

**Transfer:** UA\*, UC\*, UL, AU, AF, CUC, KUC, GMU, CU\*

## **DR3310 3 (0-0-6) UT 90 Hours 15 Weeks**

### **Scene Study II**

Advanced performance based study of acting including: the analysis and enactment of scripted scenes, character building techniques, and introduction to styles of acting.

**Prerequisites:** DR1490 and DR2310

**Corequisites:** DR2320 and DR2340

**Transfer:** UA, UC\*, UL\*, AU, AF

# COURSE DESCRIPTIONS

## ECONOMICS

### **EC1010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Microeconomics**

Students will examine how markets and governments determine which products are produced and how income is distributed in the Canadian economy. Topics include supply and demand, costs, and perfect and imperfect competition.

Transfer: UA, UC, UL, AU, AF, CU, CUC, GMU, KUC\*, Other

### **EC1020 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Macroeconomics**

Employment, inflation, international payments, monetary policy, and fiscal policy, all in the Canadian economy are topics explored in this course.

Prerequisites: EC1010

Transfer: UA, UC, UL, AU, AF, CU, CUC, GMU, KUC\*, Other

### **EC2810 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Microeconomic Analysis I**

The theory of consumer behavior; theory of production and cost, price and output determination under competition, monopoly and other market structures are presented.

Prerequisites: EC1010

Transfer: AU, UC, UL, CU, CUC, KUC, GMU, UA, AF, Other

### **EC3410 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Money and Banking**

The course explores the analysis of money and credit in the exchange process; the savings-investment process; commercial banking; financial intermediaries; financial markets; central banking.

Prerequisites: EC1020 or consent of instructor

Transfer: UA\*, UC, UL, AU\*, AF, CU, CUC, GMU, KUC

## EDUCATION

### **ED2000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Educational Psychology for Teaching**

This course is designed to provide students in Education with a working knowledge of important concepts and issues in Educational Psychology. Topics to be addressed include student development, learning and instruction, student abilities, and classroom motivation. The course will focus on information related to the practice of teaching.

Transfer: UA\*, UC\*, UL, AU, AF\*, GMU, KUC

### **ED2510 3 (3-0-4) UT 105 Hours 15 Weeks**

#### **Introduction to the Profession of Teaching**

An introductory investigation of the school context from the vantage points of students, teachers and others involved in education. The course includes 3 hours of

on-campus work each week and 30-40 hours of field experience in both elementary and secondary classrooms over the term.

Notes: Students are advised to free one half day in order to complete the field experience requirement. Restricted to Education students transferring to University of Alberta.

Transfer: UA\*, UC, UL\*, AU, AF\*, GMU, KUC, Other\*

### **ED2520 1 (0-0-3) UT 30 Hours 10 Weeks**

#### **Supplementary Preliminary Practicum**

A 30 hour observation course in which student teachers are assigned to a working teacher in a classroom setting. This course is intended to supplement the practicum experience offered in ED2510.

Prerequisites: ED2510

Notes: Restricted to Education students transferring to the University of Lethbridge. ED2520 will only receive transfer credit to the U of L when used in combination with ED2510.

Transfer: Other\*

### **ED2530 3 (3-0-6) UT 135 Hours 15 Weeks**

#### **Orientation to Teaching**

An introductory investigation of the school context from the vantage points of students, teachers, and others involved in education. The course includes 3 hours of on-campus work each week and 60-80 hours of field experience in both elementary and secondary classrooms over the term.

Notes: Students are advised to free one full day or two half days in order to complete the field experience requirement. Restricted to Education students transferring to U of L.

Transfer: UA, UC, UL\*, AF, CUC\*, KUC

### **ED4420 3 (1.5-1.5-0) UT 45 Hours 15 Weeks**

#### **Introduction to Counselling**

This course is an introduction to counselling and guidance services and is designed to appeal to students who plan to work in the fields of psychology and mental health, rehabilitation, education and other human-service occupations. Students will be exposed to a variety of theoretical perspectives in counselling and will be assisted in acquiring basic trans-theoretical micro counselling skills.

Prerequisites: EP3020 or EP3040 or PY1050 or equivalent

Transfer: UA, UC, UL, AU, AF, GMU

### **ED4450 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Teaching Second Languages in the Elementary School**

An introduction to theory and practice of teaching second languages in the elementary classroom. Focus is on curricular planning, teaching methods and techniques, materials and resources and assessment. Will include a

field placement in an off campus second language, immersion or bilingual classroom for one half day per week.

**Prerequisites:** Successful completion of the Introductory Year and a working knowledge of the language to be taught.

**Transfer:** UA

## **EDCT210 3 (0-0-3) UT/CE 40 Hours 15 Weeks**

### **Teaching Power Tools and Processes**

This course will provide training in how to teach basic power tool operations in all material areas (woods, metals, ceramics) within the context of grades 6 to 11. Emphasis will be on hazard identification, safe use and skill development as well as teaching strategies and safety instruction record keeping.

**Prerequisites:** Available for credit to those students already possessing Teaching Certificates. Available for audit to those possessing a Letter of Authority or candidates for a Letter of Authority.

**Notes:** Credit will be granted for post BEd students only in the Secondary Diploma program in the Faculty of Education at the U of A.

**Transfer:** UA\*

## **EDCT400 3 (3-0-0) UT/CE 39 Hours 15 Weeks**

### **Organizing for Instruction in CTS (Practical Arts/Industrial Arts)**

Organizing instruction in a Practical Arts shop has different requirements from the conventional classroom. This course is based on group discussion, research, and evaluation of best practices in the delivery of Practical Arts programs. Assignments and projects will be undertaken by the students.

**Prerequisites:** Teaching Certificate

**Transfer:** UA\*

## **ENGINEERING**

### **EG1000 1 (1-0-0) UT 15 Hours 15 Weeks**

#### **Orientation to the Engineering Profession I**

Definition, brief history, technical organization: formation and functions, qualifications for membership, ethics and obligations, branches and functions of engineering are presented.

**Notes:** Restricted to students in Engineering. Students with a grade less than C- in one or more fall term course are recommended to consult with the instructor or the department.

**Transfer:** UA, AF, CU, CUC, KUC

### **EG1050 3.8 (3-0-1.5) UT 67.5 Hours 15 Weeks**

#### **Engineering Design**

Engineering science and design problem solving using MATLAB.

**Notes:** Restricted to students in Engineering

**Transfer:** UA, UL, GMU, AF, Other

### **EG1300 4 (3-0-2) UT 75 Hours 15 Weeks**

#### **Engineering Mechanics I**

The course covers the equilibrium of planar systems. Analysis of statically determinate trusses and frames, friction, centroids and centres of gravity, forces and moments in beams, second moments of area are included.

**Corequisites:** MA1000

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU

### **EG1600 2 (1-0-3) UT 60 Hours 15 Weeks**

#### **Introduction to Engineering Profession, Design, and Communication**

Introduction to the engineering disciplines; fundamental design process; team work; communications; career fields; professional responsibilities of the engineer including elements of ethics, equity, concepts of sustainable development and environmental stewardship, public and worker safety and health considerations including the context of the Alberta Occupational Health and Safety Act.

**Prerequisites:** EN1990 or consent of instructor

**Notes:** Restricted to qualified students in Engineering Program.

**Transfer:** UA

### **EG2650 3.5 (2-1-3) UT 90 Hours 15 Weeks**

#### **Engineering Graphics**

Sketching, drafting and interpretation of pictorials and multi views of three-dimensional objects, visual design, introduction to scales, sectioning, and dimensioning are included in the course content. Computer aided drawing and design are a requirement in this course.

**Transfer:** UA, UL, AU, AF, CU, CUC, KUC

## **ENGLISH**

### **EN0080 5 (4.5-0-3) HS 112.5 Hours 15 Weeks**

#### **Basic English II**

This is a skills development course for high school level English competency. Emphasis is on basic writing skills, reading comprehension and vocabulary development. The course content focuses on the needs of each student (for grades seven to nine reading and writing levels).

**Prerequisites:** Appropriate English placement test score

### **EN0090 5 (4.5-0-3) HS 112.5 Hours 15 Weeks**

#### **Basic English III**

This is a skills development course for high school level English competency and a continuation of EN0080. Emphasis is on basic writing skills, reading comprehension and vocabulary development. The course content focuses on the needs of each student (for grades seven to nine reading and writing levels).

**Prerequisites:** EN0080

# COURSE DESCRIPTIONS

## **EN0110 5 (7.5-0-0) HS 112.5 Hours 15 Weeks**

### **English Grade 10 Equivalent**

In this course, students work to improve their reading comprehension by studying various genres including short stories, drama, poetry, and nonfiction. There will be opportunities for both oral and written expression (paragraphs and essays) with a focus on mastery of punctuation, grammar and sentence construction.

**Prerequisites:** EN0090 or equivalent English placement test score.

## **EN0120 5 (6-0-0) HS 90 Hours 15 Weeks**

### **English Grade 11 Equivalent**

This course includes a sampling of the major forms of literature. Both oral and written communication will be emphasized. Special attention will be paid to the planning, drafting and revising of the student essay.

**Prerequisites:** EN0110 or equivalent, or equivalent English placement test score.

**Notes:** A mark of 60 percent or better in Alberta Education English 10-1, or equivalent, within the previous two years will meet the prerequisite requirement for EN0120.

## **EN0130 5 (6-0-0) HS 90 Hours 15 Weeks**

### **English Grade 12 Equivalent**

This course includes a study of the five basic forms in literature: essays, short stories, novels, drama and poetry. Both oral presentations and written compositions are required – mainly essays and one major research paper.

**Prerequisites:** EN0120 or equivalent, or equivalent English placement test score.

**Notes:** A mark of 60 percent or better in Alberta Education English 20-1, or equivalent, within the previous two years will meet the prerequisite requirement for EN0130.

## **EN0132 5 (6-0-0) HS 90 Hours 15 Weeks**

### **English 30-2 Grade 12 Equivalent**

The emphasis will be on the practical use of English. Topics include communication skills, grammar and mechanics, business correspondence and meetings, research skills, critical analysis of technical documentation and other print, visual, and multimedia forms. This course is designed for students who do not require an advanced high school equivalent English.

**Prerequisites:** EN0110 with a grade of 70% or better or EN0120 placement test score.

**Notes:** A mark of 60 percent or better in Alberta Education English 20-1, or equivalent, within the previous two years will meet the prerequisite requirement for EN0132.

## **EN1000 6 (3-0-0) UT 90 Hours 30 Weeks**

### **Literature in English, Beginnings to the Present**

A close study of historically representative works which demonstrate the development, enlargement and experimentalism of literature in English, with some class time devoted to writing instruction. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** English 30-1 or equivalent

**Notes:** Students may take EN1000 to fulfill requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA, UC, UL, AU, CU, GMU, KUC, AF

## **EN1050 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Critical Analysis**

Introduces methods of critical analysis through a range of literature in English from different historical periods, regions, and genres.

**Prerequisites:** English 30-1

**Transfer:** UL, UC, AU, CUC, CU, KUC, UA, AF

## **EN1060 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Case Studies in Research**

Introduces methods of literary research as an in-depth process through one or more case studies.

**Prerequisites:** English 30-1

**Transfer:** UL, UC, AU, CUC, CU, KUC, UA, AF

## **EN1111 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Language, Literature, and Culture I: Prose Genres and Related Arts**

An introduction to the discipline of English and to the ways in which those in the discipline think about literature and language in various cultural contexts. Instruction in basic essay writing skills will also be included.

**Notes:** This course will fulfill 3 credits of requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA, UC, UL\*, AU\*, CUC, GMU\*, KUC, AF, CU\*, Other

## **EN1112 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Language, Literature, and Culture II: Poetry, Drama, and Related Arts**

A continuation of the investigation into the discipline of English and the ways in which those in the discipline think about and analyze literature and language in various

cultural contexts. Instruction in writing and researching will build on the basis skills taught in EN1111 or EN1131.

**Prerequisites:** Strongly recommended that students complete EN1111 before taking EN1112.

**Notes:** This course will fulfill 3 credits of requirements for most programs that specify 6 credits of first year or Junior English. Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA, UC, UL\*, AU\*, CUC, GMU\*, KUC, AF, CU, Other

## **EN1201 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Composition and Rhetoric**

This course will help students become more sophisticated users and producers of written texts. Instruction will include basic academic essay writing skills and the various rhetorical approaches used when addressing specific audiences. The main goals of the course are to help students integrate reading and writing and to become familiar with the conventions of college- (and university-) level writing. This includes producing coherent, logical texts that are relatively free of surface errors. To achieve these goals, the course encourages students to think critically, to read closely and analytically, and to compose responses to a variety of texts, both written and visual.

**Prerequisites:** English 30-1

**Notes:** Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA\*, UC, UL, AU, AF, CU\*, CUC, GMU, KUC, Other

## **EN1210 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Literature in Historical Perspective**

This course will introduce post-secondary students to English studies and the historical contexts that shape literature. Generally, a specific historical period will be covered and the development of various genres will be examined. Instruction will include essay writing skills. Because the course content will vary among instructors, it is strongly recommended that students consult an academic advisor or the Department of Arts and Education for more specific descriptions regarding the course focus.

**Notes:** Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** CU, UC, UL, AU, CUC, GMU, KUC\*

## **EN1220 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Texts and Contexts**

This course will explore a specific issue (to be determined by the instructor) using a variety of genres and media. Instruction will include essay writing skills. Because the course content will vary among instructors, it is strongly

recommended that students consult an academic advisor or the Department of Arts and Education for more specific descriptions regarding the course focus.

**Notes:** Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA, UC, UL, AU, GMU, KUC\*, AF, CU, Other

## **EN1230 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Literature in Global Perspective**

This course involves studies in literatures in English from around the world. Instruction will include essay writing skills.

**Notes:** Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA, UC, UL, AU, GMU, KUC\*, AF

## **EN1240 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Literary Analysis**

An introduction to the discipline of English and to the ways in which those in that discipline think about and analyze literary and everyday language practices. Various samples of literature will be examined in order to learn about the vocabulary used in literary studies. Instruction in essay writing will also be included.

**Notes:** Normally, no more than 6 credits of first year English or equivalent may be taken for credit.

**Transfer:** UA, UC, UL, AU, CUC, GMU\*, KUC\*, CU, AF, Other

## **EN1990 3 (3-0-0) UT 45 Hours 15 Weeks**

### **English for Engineering Students**

This course aims to develop the student's ability to provide effective oral and written information. It will focus on instruction in fundamental writing skills, including building effective sentences and paragraphs, and on learning to communicate clearly across a range of genres and media used in academic and professional contexts, including correspondence and presentations. Students will be introduced to the principles of information gathering, analysis, and citation.

**Prerequisites:** English 30-1 or equivalent

**Transfer:** UA

## **EN2060 3 (3-0-0) UT 45 Hours 15 Weeks**

### **The Short Story**

Representative works of writers illustrating the tradition of the short story in English are presented.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU, Other

# COURSE DESCRIPTIONS

## **EN2100 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Reading in Histories: History in Texts**

An introduction to the critical concepts and methods for reading literary texts historically which emphasizes the relationship between representation and history.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, AF, KUC

## **EN2180 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Textualities: Reading and Interpretation**

This course introduces the theories of reading and interpretation and the issues and debates surrounding the relationship between literary events and the reception of meanings as they bear on literary analysis.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, AF, KUC

## **EN2200 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Reading Politics: Gender and Sexuality**

The dynamics of gender and sexuality in literary and other cultural texts and the critical concepts and methods key to their study.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, AF, KUC, GMU, Other

## **EN2230 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Reading Politics: Empire and the Postcolonial**

An introduction to the dynamics of colonization and its resistances in literary and other cultural texts and to the critical concepts and methods key to their study.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, AF, GMU

## **EN2390 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Shakespeare**

Students will read various plays representing the range of Shakespeare's work.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC\*, UL, AU, CU, CUC, KUC, AF\*, GMU, CUC

## **EN2510 3 (3-0-0) UT 45 Hours 15 Weeks**

### **King James Bible as Literature I**

This course asserts the claim of the King James Bible to a supreme position in English literature in two ways: by regarding the KJB as encyclopaedic book of various genres, and by considering it as the single most important source of myth and symbols for English authors. The influence of writers ranging from Shakespeare to T.S. Eliot will be uncovered.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU\*, KUC, AF, GMU

## **EN2940 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Creative Writing: Poetry**

At an introductory level, this course emphasizes the principles and practices of writing publishable poetry. Students are encouraged to write in a variety of forms aimed at traditional publication or other markets.

**Prerequisites:** Six Credits of Junior English

**Transfer:** UA, UC, UL, GMU

## **EN2950 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Creative Writing, Prose**

At an introductory level, this course emphasizes the principles and practices of writing publishable prose. Students are allowed to write in various genres aimed at traditional publication or other markets.

**Prerequisites:** Six credits of Junior English and consent of instructor based on some demonstrated attempt at creative prose submitted to the instructor at least 9 days before the first class.

**Transfer:** UA, UC\*, UL, AU, AF, CU, GMU

## **EN3055 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Literature and Religion**

This course will address some closely linked topics in literature and religion mainly in the biblical tradition. Students will read selected biblical texts and works of literature from different historical periods. The focus will be on a wide variety of concepts such as self-knowledge, imagination and nature.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AF, KUC, AU, GMU

## **EN3080 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Aboriginal Literature in Canada**

An introduction to the study of literature written by Aboriginal writers in Canada.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL\*, AU, AF, CU, KUC

## **EN3180 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Women's Literary Tradition**

An examination of women's writing in English from the mid-nineteenth century to the present.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC\*, UL\*, AU, KUC\*, AF

## **EN3380 6 (3-0-0) UT 90 Hours 30 Weeks**

### **Shakespeare**

A comprehensive study of Shakespeare's life, times, and plays, with close attention to representative comedies, tragedies and histories, along with an investigation of traditional Shakespeare scholarship, performance-based criticism, and diverse new critical approaches. This is a

two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC, UL\*, AU\*, AF\*, CU, CUC, KUC, GMU, Other

**EN3390 3 (3-0-0) UT 45 Hours 15 Weeks  
Studies in Shakespeare**

Studies of representative plays, along with an investigation of traditional Shakespeare scholarship, performance-based criticism, and diverse new critical approaches.

**Prerequisites:** Six credits of Junior English

**Notes:** Students with credit in EN3380 will not also receive credit for EN3390.

**Transfer:** UA\*, UC, UL, AU, KUC, AF\*, GMU

**EN3400 3 (3-0-0) UT 45 Hours 15 Weeks  
Early Modern Literature and Culture**

Selected works from the English context.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, AF, KUC

**EN3470 3 (3-0-0) UT 45 Hours 15 Weeks  
Restoration and 18th Century Literature and Culture**

An examination of selected English texts written between 1660 and 1800.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC\*, UL, AU, CUC, KUC, AF\*

**EN3510 3 (3-0-0) UT 45 Hours 15 Weeks  
Romantic Poetry and Prose**

Studies in selected English works written between 1789 and 1830.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, CUC, GMU, KUC, AF

**EN3610 3 (3-0-0) UT 45 Hours 15 Weeks  
Early Twentieth Century American Novel**

Representative works of early twentieth century American novelists will be covered.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC, UL\*, AU, AF\*, CUC, GMU, KUC, Other

**EN3620 3 (3-0-0) UT 45 Hours 15 Weeks  
American Literature and Culture: Toward the Now - Later 20th and Early 21st Century**

A study of American writing since 1970, examining issues of language, power, gender, class, race, politics and significant moments in American culture and literary production.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, AF, KUC, UL, GMU, UC

**EN3650 3 (3-0-0) UT 45 Hours 15 Weeks  
Early Twentieth Century British Novel**

A study of representative works of major early modern British novelists including writers such as Hardy, Conrad, Lawrence, Joyce and Forster.

**Prerequisites:** Six credits of Junior English

**Transfer:** GMU, KUC\*, AU, CUC, UC, UA, AF, UL\*, Other

**EN3740 3 (3-0-0) UT 45 Hours 15 Weeks  
Canadian Literature: Modern 1925-1960**

This is a study of representative modern works by Canadian authors written mainly between 1925 and the 1960s. The course includes authors like Mitchell, Roy, Ross, Lawrence, O'Hagan, Davies, Atwood, Purdy, Lane, and Birney.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC\*, UL, AU\*, AF\*, GMU, KUC\*, CUC, Other\*

**EN3760 3 (3-0-0) UT 45 Hours 15 Weeks  
Canadian Literature: Contemporary and Postmodern, 1960 to Present**

A study of contemporary and postmodern works written since 1960 by Canadian authors like Laurence, Highway, Munro, Ondaatje, Urquhart, MacLeod, Vanderhaeghe, Crozier, Brand and Wayman.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC\*, UL, AU\*, AF\*, CU\*, CUC, GMU, KUC\*, Other

**EN3810 3 (3-0-0) UT 45 Hours 15 Weeks  
Postcolonial Literature**

An examination of both the writing and theorizing of literature in English from countries and former colonies of the British Empire.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA\*, UC, UL, AU, AF, KUC\*

**EN3830 3 (3-0-0) UT 45 Hours 15 Weeks  
Introduction to Popular Culture**

An examination of the theory and practice of popular culture including, but not limited to, the investigations of television, Disney, Hollywood, shopping malls, video games, music, sports, cyberspace, and "trash" fiction.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC, UL, AU, KUC, AF

**EN3890 3 (3-0-0) UT 45 Hours 15 Weeks  
Studies in Children's Literature**

This course examines children's literature in English in historical and contemporary contexts.

**Prerequisites:** Six credits of Junior English

**Transfer:** UA, UC\*, UL, AU, KUC, AF, CU\*

# COURSE DESCRIPTIONS

## **EN3950 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Intermediate Creative Writing: Fiction**

At an intermediate level, this course emphasizes the principles and practices of writing fiction. Students are encouraged to explore established and emerging forms and to focus on the production of a completed work of fiction.

**Prerequisites:** EN2950

**Notes:** Students without EN2950 must have 6 credits of junior English and the permission of the instructor to register.

**Transfer:** MRU, UC, UA\*, AF\*, AU, KUC, UL, GMU, CUC

## **EN3990 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Science Fiction and Fantasy**

This course explores the genres of science fiction and fantasy in literature, with some reference to works in translation. The two genres will be examined as intersecting literary modes, with particular attention given to their potential for transformative creation.

**Prerequisites:** Six credits of Junior English

**Notes:** Students who have taken this subject matter in EN4103 will not receive credit for EN3990.

**Transfer:** UA, UC\*, UL, AU, KUC, AF, GMU

## **EN4101 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Major Author Series**

A variable-content seminar on major authors such as Dickens, Faulkner, Hemingway, Joyce, Laurence, Austen, and the Brontes. Students may take different writer-versions of this course.

**Prerequisites:** Six credits of Junior English

**Notes:** Students may repeat EN4101 for credit providing they take a different author version of this course.

**Transfer:** UA\*, UC\*, UL, AU, AF\*, CU, KUC

## **EN4103 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Literary Genres Series**

A variable-content seminar course on specific literary themes or genres such as the Faust figure, the motif of survival in Canadian literature, the frontier as a recurrent idea in American literature, comedy, tragedy, Romanticism, Neoclassicism, and writing by women. Students may take different-genre, different-theme versions of this course.

**Prerequisites:** Six credits of Junior English

**Notes:** You may repeat EN4103 for credit providing you undertake a different topic each time you enroll.

**Transfer:** UA\*, UC\*, UL\*, AU, AF\*, CU, KUC, GMU

## **EDUCATIONAL PSYCHOLOGY**

### **EP3020 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Learning and Development in Childhood**

This course is designed to provide students in Education who expect to work with children (ages 0-12) with a working knowledge of important concepts and issues in Educational Psychology. Students will gain an understanding of how children from diverse backgrounds develop and learn how teachers provide appropriate learning opportunities to support academic, cognitive and moral development, culture and diversity, and psychological development.

**Transfer:** UA, UC, UL\*, AU, CU

### **EP3040 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Adolescent Learning and Development**

This course is designed to provide students in Education who expect to work with adolescents (ages 11-17) with a working knowledge of concepts and issues in Educational Psychology. Students will gain an understanding of how adolescents from diverse backgrounds develop and learn and how teachers provide appropriate learning opportunities to support academic, cognitive and moral development, culture and diversity, and psychological development.

**Transfer:** UA, UC\*, UL\*, AU

## **EARTH SCIENCE**

### **ES1000 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Planet Earth**

Introduction to the origin and evolution of the Earth and the solar system, and plate tectonics and the rock cycle. Simple energy balances and interactions between radiation and the atmosphere, oceans, ice masses, and the global hydrological cycle. Evolution of life, biogeography, and global climate in the context of geological time. The carbon cycle. Human interaction with the Earth. Mineral and energy resources.

**Notes:** Not available to students with credit in ES1010 or ES1020.

**Transfer:** UA, UC\*, UL, AU, AF, KUC, GMU, Other

## **FINANCE**

### **FN3700 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Introduction to Corporate Financial Management**

This course provides a general corporate framework for financial decision making. The course examines types of securities, basic methods of valuation, valuation and selection of physical and intellectual assets, operation of

asset markets, market efficiency, risk measures and risk reduction methods, financing policy, including choices between debt and equity financing.

**Prerequisites:** ST1510 or BA2060 and AC3110 or BA1120

**Corequisites:** ST1510 or BA2060 and AC3110 or BA1120

**Transfer:** UA, UC\*, UL, AU, AF, CU\*, GMU, KUC, Other

## FRENCH

### **FR0110 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **French Grade 10 Equivalent**

This course assumes little or no previous instruction in French. It introduces the beginner to basic vocabulary and grammatical structures and terminology. The laboratory facilitates the development of aural/oral skills through activities such as drills, directed conversations, songs, etc.

### **FR0120 5 (5-0-0) HS/UT 75 Hours 15 Weeks**

#### **Beginner French I Grade 11 Equivalent**

This is the entry-level course for students who have chosen French. Basic conversational vocabulary will be covered, as well as verbal structures including past tense. You will develop aural/oral skills through drills, directed dialogue and music.

**Notes:** FR0120 may transfer for 3 university credits only if credit has not been received for French 20.

**Transfer:** UA\*, UL\*, GMU\*, AF\*, CU, CUC, KUC, Other\*

### **FR0130 5 (5-0-0) HS/UT 75 Hours 15 Weeks**

#### **Beginner French II Grade 12 Equivalent**

This course will cover more detailed grammatical patterns, including verb tenses and their uses. Aural/oral skills will continue to develop through increased use of French in class and laboratory practice.

**Prerequisites:** FR0120 or consent of the Department

**Notes:** FR0130 may transfer for 3 university credits only if credit has not been received for French 30.

**Transfer:** UA\*, UC\*, UL\*, GMU\*, AF\*, CU\*, Other\*

### **FR2110 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Intermediate French I**

This first-year university course combines spoken and written French, and includes listening, comprehension, pronunciation, grammar, composition, and literature.

**Prerequisites:** French 30 or equivalent

**Notes:** Students with credit in FR1500 will not receive credit for FR2110.

**Transfer:** UA, UC\*, UL, AU, CU, CUC, GMU, KUC, AF, Other\*

### **FR2120 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Intermediate French II**

This course is a continuation of spoken and written French, and includes listening, comprehension, pronunciation, grammar, composition, and literature.

**Prerequisites:** FR2110

**Notes:** Students with credit in FR1500 will not receive credit for FR2120.

**Transfer:** UA, UC\*, UL, AU, CU, CUC, GMU, KUC, AF, Other\*

### **FR2210 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Niveau Intermediaire I: Expression Orale**

Ce cours intensif de première année universitaire est conçu pour les étudiants du programme d'immersion et de français langue première. Il vise à développer toutes les compétences orales et écrites, par l'emploi des méthodes et des stratégies pédagogiques, ainsi que l'usage des connaissances grammaticales, dans le cadre de la Francophonie.

**Prerequisites:** French 30, French 31, Français 30 or French language placement test

**Notes:** This is the recommended entry level course for French Immersion and Francophone students. Students with credit in FP1100, FR1100, FR1500 or FR2110 will not receive credit for FR2210.

**Transfer:** UA\*, UC\*, UL\*, AF, GMU, KUC\*, CU, AU

### **FR2240 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Niveau Intermediaire II: Expression Ecrite**

Ce cours intensif de première année universitaire est conçu pour les étudiants du programme d'immersion et de français langue première. Il vise à développer toutes les compétences orales et écrites, par l'emploi des méthodes et des stratégies pédagogiques, ainsi que l'usage des connaissances grammaticales, dans le cadre de la Francophonie.

**Prerequisites:** FR2210 or consent of the Department

**Notes:** This is the recommended entry level course for French Immersion and Francophone students. Students with credit in FP1110, FR1110, FR1500 or FR2120 will not receive credit for FR2240.

**Transfer:** UA\*, UC\*, UL\*, AU, AF, KUC

### **FR2330 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **French Cultural Moments**

This course uses the study of various intellectual, cultural, and historical manifestations to provide students with a window into the French world.

**Prerequisites:** FR2120 or equivalent, or consent of Department

**Transfer:** UA, UC, UL, AU, AF, GMU

# COURSE DESCRIPTIONS

## **FR2540 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Translation Theory and Practice:**

#### **French-English-French**

Students will become familiar with the basic linguistic differences and principles of translation between English and French. Through the acquisition of theoretical concepts, notions of contrastive linguistics, analysis and regular translations exercises, students will learn to transfer texts from French into English and from English into French. The course will be taught in French.

**Prerequisites:** FR2970 or consent of the Department

**Transfer:** UA, UC, UL, AU, AF, GMU

## **FR2970 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Advanced French I**

This second year university French course prepares the student to function in French in his/her daily and professional activities and to commence his/her studies in French literature and linguistics. The course develops oral and written skills as well as grammar and vocabulary.

**Prerequisites:** FR2120 or equivalent

**Transfer:** UA, UC, UL, AU, GMU, AF, Other

## **FR2980 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Advanced French II**

This second year university course complements FR2970 with the objective to further develop fluency in oral and written French through the study of grammar and vocabulary as well as through reading, composition and communicative activities.

**Prerequisites:** FR2970

**Transfer:** UA, UC, UL, AU, GMU, AF, Other

## **FR3000 3 (3-0-0) UT 45 Hours 15 Weeks**

### **French for Professionals**

Through the study of business topics and vocabulary, as well as work practices and language and technical skills, this course introduces French in various professional business contexts, such as banking, marketing, finance, human resources, and professional correspondences.

Students will acquire valuable terminology and expressions, and learn practical French business procedures including answering emails, writing business letters, and creating advertisements. More specifically, they will learn to communicate effectively in French in a variety of business situations while enhancing their competence in speaking, listening, reading, and writing.

**Prerequisites:** FR2120 or FR2240 or permission of the instructor.

**Transfer:** AU, UL, UC, GMU, UA

## **FR3010 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to French Literary Studies**

This is the study of French Literature as a discipline. The course is structured according to concepts, methods of analysis and problems of literary studies. Texts chosen from different periods and genres of French literature will be viewed in their socio-historical context and studied not only for themselves, but also for their specific value in assisting students to master techniques of textual analysis. Theoretical problems (what is literature?) and methodological problems (how can literature be studied, what are some of the approaches?) will be the center of focus.

**Prerequisites:** FR2980

**Transfer:** UA, UC, UL, AU, CUC, GMU, KUC, AF

## **FR3720 3 (3-0-0) UT 45 Hours 15 Weeks**

### **French Phonetics and Diction**

This course provides an introduction to the main features of Modern Standard French phonetics through contrastive study of vowel, semi-vowels, and consonants in French and English. Students will familiarize themselves with the various sounds and patterns of French and be able to explain the mechanisms involved in the articulation of the French sound system. They will use the International Phonetics Alphabet (IPA) to transcribe oral phrases and texts into phonetics symbols and learn to correct and improve their pronunciation of French.

**Prerequisites:** FR2970 or permission of the instructor

**Transfer:** UA, CU

## **GENETICS**

## **GN2700 3 (3-1.5-0) UT 67.5 Hours 15 Weeks**

### **Foundations of Molecular Genetics**

Basic concepts on the organization of genetic material and its expression will be developed from experiments on bacteria and viruses during the course.

**Prerequisites:** BI2070

**Transfer:** UA, UC\*, UL, AU, AF, CU, KUC

## **GERMAN**

## **GR1200 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Beginner German I**

This is the entry level course for students who have chosen German as their Language other than English (LOE). Basic conversational vocabulary will be covered, as well as structures in grammar. You will develop aural/oral skills through drills, directed dialogue and other communicative activities.

**Transfer:** UA\*, UC, AU, AF\*, GMU, KUC, UL\*

## **GR1300 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Beginner's German II**

This is the second part of the entry level course for students who have chosen German as their Language other than English (LOE). You will develop aural/oral skills through drills, directed dialogue and other communicative activities, and enhance your vocabulary and grammar structures.

**Prerequisites:** GR1200

**Notes:** Students with high school credit for German 30 will not receive transfer credit for GR1200/GR1300.

**Transfer:** UA\*, UC\*, AU, AF\*, GMU\*, KUC, UL\*

## **GR1500 6 (3-0-2) UT 150 Hours 30 Weeks**

### **First Year University German**

To further the students' oral and written communication skill in the German language and their knowledge of German grammar, vocabulary, literature and culture, with the emphasis being placed on the application of structures and vocabulary through compositions, conversation, oral presentations and discussion of literary reading selections. This is a two-term course identifiable on the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and Part B of all types of sections offered (lectures, labs, seminars) for this course.

**Prerequisites:** German 30 or equivalent

**Transfer:** UA\*, UC, UL, AU, AF, KUC, CU\*

## **HEALTH CARE AIDE**

### **HC1010 3 (4-0-0) 45 Hours 12 Weeks**

#### **HCA Role & Responsibility**

During this course, you will focus on the role and responsibilities of a health care aide working in a variety of employment settings. The focus of this course is to share information that will result in safe, ethical, and respectful care based on the needs of the client. Care that meets these standards is known as person-centred care. To meet the goal of person-centred care, the health care aide must be familiar with the provincial legislation that guides safe, ethical, and personalized care. In addition, knowledge of how to work as part of a health-care team is essential, as is the ability to follow your employers policy and procedures and your job description. The HCA is responsible for identifying, managing, and preventing potential environmental hazards in facilities and community-based settings and focusing on the client's safety as well as your own safety in different settings.

### **HC1020 3 (4-0-0) 45 Hours 12 Weeks**

#### **Human Body, Health, and Chronic Illness**

In this course, you will study the 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 evidence-informed 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 and the client's family through the process of a client's dying and death.

### **HC1030 4 (5-0-0) 60 Hours 12 Weeks**

#### **Communication and Documentation in the Health-Care Environment**

This course will focus on the role and responsibilities of the health care aide when communicating effectively as a member of the collaborative care team. Strong communication skills are an important part of being a successful health care aide. The health-care environment requires competent verbal, written, and electronic communication skills, which are part of digital literacy. This course will focus on professional communication with other team members, clients, and client's families; written communication, including documentation in clients records and report completion; problem-solving strategies; and handling conflict successfully. A focus on communicating effectively with clients from all cultures while demonstrating cultural competence and understanding the diversity of individuals will be included. Communication strategies for overcoming the challenges and barriers to communication between the client and caregiver caused by disease, illness, and aging in the client will also be discussed.

# COURSE DESCRIPTIONS

## **HC1040 5 (5.4-0-0) 75 Hours 14 Weeks**

### **Providing Person-Centred Care**

In this course, the learner will learn to support clients to maintain their independence and meet their care needs according to individual care plans. The learner will acquire the skills and knowledge needed to assist clients with daily grooming and hygiene and to assist clients to walk and use mobility aides and wheelchairs safely. The learner will learn several methods for carrying out client lifts and transfers, with a focus on client safety and comfort. Upon completion of the course, the learner will have an excellent baseline knowledge of standards for meeting client nutritional needs and strict guidelines in safe food handling as set out in minimum provincial expectations.

## **HC1050 3 (0-0-40) 80 Hours 2 Weeks**

### **Clinical Placement Experience I**

During this clinical placement you will experience the role of the health care aide by working under the direction of a regulated health-care professional. You will have the opportunity to work in a continuing care setting such as home care, supportive living (designated supportive living or DSL), senior lodges, long term care, and group homes.

**Prerequisites:** HC1010, HC1020, HC1030, HC1040

## **HC1060 5 (7.5-0-0) 75 Hours 10 Weeks**

### **Meeting Complex Care Needs**

This course builds on the foundational skills and concepts introduced in previous courses and also introduces new skills to the learner. Learners will have the opportunity to acquire the knowledge to learn advanced skills such as active and passive range-of-motion exercises, wound care, tube feeds, catheter care, ostomy care, specimen collection, and respiratory care. In addition, accurate measurement of vital signs is demonstrated, practiced, and assessed. This course will also assist learners to work safely within the legal roles and responsibilities of health care aides in this province while providing medication assistance. This course is included in the HCA Preparation for Employment provincial standard.

**Prerequisites:** HC1010, HC1020, HC1030, HC1040

## **HC1070 5 (7.5-0-0) 75 Hours 10 Weeks**

### **Special Activities for Clients with Various Health Conditions**

A central feature of this course is the extensive section on meeting the care and comfort needs of clients with a diagnosis of dementia. Learners 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, as well as caring for clients living with life-limiting illness, and who could benefit from hospice, palliative and end-of-life care. This course provides the information and skills needed to assist with these care assignments.

**Prerequisites:** HC1010, HC1020, HC1030, HC1040, HC1050

## **HC1080 5 (0-0-40) 160 Hours 4 Weeks**

### **Clinical Placement Experience II**

Under the direction of a regulated health-care professional, learners will work in a health-care setting such as continuing care or acute care, providing person-centred care and support for clients and their families.

**Prerequisites:** HC1010, HC1020, HC1030, HC1040, HC1050, HC1060, HC1070

## **HC1090 3 (0-0-40) 80 Hours 2 Weeks**

### **Consolidated Clinical Placement Experience**

Under the direction of a regulated health-care professional, learners will work in a health-care setting such as continuing care or acute care, providing person-centred care and support for clients and their families.

**Prerequisites:** HC1010, HC1020, HC1030, HC1040, HC1050, HC1060, HC1070, HC1080

## **HARLEY-DAVIDSON®**

### **HD210 7 (10-0-0) 150 Hours 15 Weeks**

#### **Harley-Davidson® Theory**

This course is the theory component for all elements provided in HD260.

### **HD260 7 (0-0-20) 300 Hours 15 Weeks**

#### **Harley-Davidson® Shop**

HD260 provides students current, hands-on technical training. The course consists of three 4-week modules which cover the following areas: Module 1 - Chassis; Module 2 - Electrical; Module 3 - Powertrain. Week 1 is general information, basic measurement, safety, tools, etc.

### **HD270 3 (0-5-0) 75 Hours 15 Weeks**

#### **Harley-Davidson® Independent Study**

The student will be required to complete the industry standard HDU Online modules. This includes PHD and PACE modules on varying aspects of Harley-Davidson® motorcycle repair (i.e. chassis, electrical, etc.). Students will be evaluated at the completion of each self-study module consisting of video and written materials.

## **HD290 1 (4-0-0) 16 Hours 4 Weeks**

### **Classic Harley-Davidson® Powertrain Theory**

This course will allow students to broaden their knowledge of the history and engineering changes to classic Harley-Davidson® Powertrains (1970-1995). This course will begin with a brief history of Harley-Davidson® motorcycles, then onto the theory behind HD295.

## **HD295 2 (0-0-26) 104 Hours 4 Weeks**

### **Classic Harley-Davidson® Powertrain**

This course has been created for individuals who wish to gain the skills and knowledge to work on Classic Harley-Davidson® V-Twin Powertrains, within the model-year range 1970-1995. The course provides an opportunity to learn engine machining skills, building Harley-Davidson® engines the "Old School" way.

## **THINKBIG SERVICE TECHNICIAN**

## **HES110 2 (3.5-0-3.5) 56 Hours 8 Weeks**

### **Introduction to Caterpillar Service Industry**

This course will introduce the student to Caterpillar's history as well as familiarizing the student with the CAT product line. Included with this will be information on safety, materials and tools as well as shop facilities and equipment. Another segment of this will familiarize the student with the Caterpillar Service Information System as well as computer operation.

## **HES121 3 (5-0-5) 80 Hours 8 Weeks**

### **Introduction to Machine Systems**

This course provides the foundation for the Heavy Equipment Service program. The student will be introduced to the major systems found on heavy equipment, the components that comprise these systems, their functions and service techniques.

## **HES131 1.5 (3-0-3) 48 Hours 8 Weeks**

### **Electrical Fundamentals**

This course will introduce students to basic electrical and electronic fundamentals. Topics included are: electrical circuits; electrical components, schematics and symbols; the use of test equipment and battery service and testing.

## **HES141 2 (3.5-0-3.5) 56 Hours 8 Weeks**

### **Hydraulic Fundamentals**

Basic principles of hydraulics, hydraulic oil, contamination control principles, basic systems and components are examined in this course. As well, the students are introduced to ISO schematics and symbology.

## **HES190 2 (0-0-40) 320 Hours 8 Weeks**

### **Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the institution.

## **HES211 2 (3.5-0-3.5) 56 Hours 8 Weeks**

### **Starting and Charging Systems**

This course examines 12 and 24 volt charging and 12, 24 and non-electrical starting systems. There is an emphasis on testing and troubleshooting.

## **HES221 1.5 (3-0-3) 48 Hours 8 Weeks**

### **Truck and Trailer Suspension and Steering**

Topics covered in this course include: the fundamentals and servicing of truck and trailer frames and suspension; wheels, tires and hubs; trailer landing gear; coupling units; trailer types and an introduction to trailer inspection as directed by the Commercial Vehicle Inspection Program; oxy-fuel heating and cutting; and preventive maintenance.

## **HES231 2 (3.5-0-3) 52 Hours 8 Weeks**

### **Air Brakes**

This course covers the fundamentals and operation of pneumatically actuated braking systems including component functions and diagnostics. A section on antilock brakes is included.

## **HES241 1.5 (3-0-2.5) 44 Hours 8 Weeks**

### **Hydraulic Brakes**

The topic covered in this course will be hydraulic brake systems including drum and disc brakes, brake boosters, parking brakes as well as electric brakes. The servicing of these systems will also be covered.

## **HES251 1.5 (3-0-3) 48 Hours 8 Weeks**

### **Air Conditioning Systems**

This course examines air conditioning systems found in on and off highway equipment. Systems, components, controls, service, troubleshooting and repair, and environmental stewardship are included topics.

## **HES262 1.5 (2.5-0-2.5) 40 Hours 8 Weeks**

### **Electrical Circuits**

Truck and machine electrical and accessory circuits are examined in this course.

# COURSE DESCRIPTIONS

## **HES290 2 (0-0-40) 320 Hours 8 Weeks**

### **Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of Northwestern Polytechnic.

## **HES321 3 (5.5-0-5.5) 88 Hours 8 Weeks**

### **Engine Fuel Systems**

With a focus on Caterpillar fuels systems, this course will examine: diesel fuel and storage, combination processes, starting aids, the fuel injection system, system service, fuel nozzles and injectors, tune-up and engine performance analysis, and emergency shutdown systems. Electronic fuel and engine management systems will be emphasized.

## **HES331 4 (7-0-7) 112 Hours 8 Weeks**

### **Engine Fundamentals**

Focusing on the Caterpillar engine product line, this course examines engine function, component, operation, and systems. This includes the disassembly, inspection, and reassembly of a running diesel engine.

## **HES362 1.5 (1-0-4) 40 Hours 8 Weeks**

### **Engine Diagnostics / Repair**

Primarily a lab-based course where the student's knowledge will be challenged and troubleshooting skills developed. Students will be required to successfully diagnose and repair engine faults in a real world setting.

## **HES390 2 (0-0-40) 320 Hours 8 Weeks**

### **Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of Northwestern Polytechnic.

## **HES410 3.5 (6-0-6) 96 Hours 8 Weeks**

### **Machine Hydraulic Systems**

This course is designed to teach the system operations and the testing and adjusting procedures for the pilot operated hydraulic system, the load sensing, pressure compensated (LSPC) hydraulic system, the electro-hydraulic system, and the hydrostatic system. Students will identify the system components, state the component function and trace the oil flow through the component. This section will be covered on different types of machines.

## **HES421 4 (7-0-7) 112 Hours 8 Weeks**

### **Power Train I**

This course will cover power train components that are mechanical power transfer units. These include clutches,

driveline, manual transmissions, transfer cases and drive axle assemblies. Also covered will be gear principles, transmission shifting and the servicing of the previous assemblies.

## **HES440 1 (2-0-2) 32 Hours 8 Weeks**

### **On-Highway Steering**

This course will cover the fundamentals of steering as well as service of steering systems. Also covered will be steering angles and alignment, and an orientation to vehicle inspection.

## **HES462 1.5 (1-0-5) 48 Hours 8 Weeks**

### **Off Road Machine Systems Diagnostics / Repair**

Primarily a lab-based course where the student's knowledge will be challenged and troubleshooting skills developed. Students will be required to successfully diagnose and repair off road machine systems in a real world setting.

## **HES490 2 (0-0-40) 320 Hours 8 Weeks**

### **Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the institution.

## **HES511 3.5 (6-0-6) 96 Hours 8 Weeks**

### **Power Train II**

Power train drives that have a hydraulic component to them will be covered in this course. Torque converters, gearing principles, power shift and automatic transmissions are covered in relation to operation, diagnostics and service procedures. Also included are hydraulic retarders, tracked equipment steering and undercarriage fundamentals and service. Final drive operation and service, differentials as applied to off-road will also be discussed. Wheeled equipment steering and suspension as well as off-road equipment accessories and attachments will be discussed in reference to off-road machines.

## **HES562 1.5 (1-0-5) 48 Hours 8 Weeks**

### **On Highway Machine System Diagnostics / Repair**

Primarily a lab-based course where the student's knowledge will be challenged and troubleshooting skills developed. Students will be required to successfully diagnose and repair on highway machine systems in a real world setting.

## **HES590 2 (0-0-40) 320 Hours 8 Weeks**

### **Work Placement**

Placement will occur at a licensed Finning location. In the event that a Finning placement is not available, the student will be required to arrange a practicum placement with the assistance of the institution.

## **HISTORY**

### **HI1110 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Early Modern World**

This course is designed as an introductory survey of global history and will provide a foundation for advanced study in history and related fields. It covers the major political, cultural, intellectual and economic developments of the world from the 15th century through the 18th century.

**Transfer:** UA\*, UC, UL\*, AU, AF\*, CUC, KUC\*, GMU, Other\*

### **HI1120 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Modern World**

This course is designed as an introductory survey of global history and will provide a foundation for advanced study of history and related fields. The course covers the major political, cultural, intellectual and economic developments of the world since the beginning of the 19th century to the present.

**Transfer:** UA\*, UC, UL\*, AU, AF\*, CUC, GMU, KUC\*, Other\*

### **HI2050 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Pirates and Piracy**

This course examines pirates and piracy in their political, economic, technological, and social context from antiquity to present. Particular attention will be paid to the role of the emerging state in defining, sanctioning, and punishing piracy; the role of race, gender, and class in the social world of the pirate; and the social memory and popular image of the pirate.

**Transfer:** UA, UL, UC, GMU, AU, MRU

### **HI2090 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Early Modern Europe**

The course covers the political, economic, social and cultural history of the European people between 1350 and 1815. The course will trace developments from the Renaissance and Reformation periods to the Age of Absolutism, and will probe the Enlightenment and the end of the Old Regime and birth of Revolutionary Europe.

**Transfer:** UA\*, UC, UL, AU, AF\*, KUC

### **HI2100 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Modern Europe**

The course covers the political, economic, social and cultural history of the European people during the last two centuries. The course will survey the age of Revolutions, the development of industrialized mass society and the imperialism and nationalism which culminated in the Great Twentieth Century wars. The course concludes with a study of the new Europe which has arisen from the ashes of 1945.

**Transfer:** UA, UC, UL, AU, GMU, KUC, AF

### **HI2370 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **History of the Canadian North**

Historical background to emergent political and economic/industrial issues in the Canadian North, including the Peace River region of Alberta. Topics include: the issue of northernness, history of Native people in the North, exploration and discovery, fur trade and missionaries, industrial development and settlement, issues of control today.

**Transfer:** UA, UC, UL, AU, AF, CU, KUC

### **HI2500 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **American History to 1865**

The history of the United States from colonial times to the end of the Civil War is covered. Through lectures and class discussions of selected readings, the course surveys development from distinct colonial societies to revolutionary and national consciousness along the Atlantic coast, internal expansion and commercial growth to the rise of racial and constitutional conflict and the Civil War catastrophe.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC, Other

### **HI2510 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **American History Since 1865**

The course covers the development of contemporary America from the period of Reconstruction after the Civil War to the present. Through lectures and class debates from prepared readings, you will examine and evaluate the American historical experience of western settlement, economic expansion and social crisis, racial conflict, imperial expansion, war, social protest and world power status.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC, Other

# COURSE DESCRIPTIONS

## **HI2600 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Canadian History 1500 to 1867**

Survey of development of economic, political and social aspects of the French and British periods to 1867 is included in the course. The course gives an understanding and appreciation of Canadian heritage, and provides foundation for advanced study in history and related studies.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **HI2610 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Canadian History 1867 to The Present**

This course analyses the problems, the institutions and the changing roles in Canada since Confederation, and provides a base and some tools for inquiry into Canadian affairs.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **HI2700 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to History of Islam**

Survey of the history of Islam from about 500 to 1917 which will provide a general overview of the rise and fall of the Islamic empire and its impact on the 20 and 21 centuries. Topics will include: Arabia before Islam, Muhammad's message, succession (Caliphate), wars of expansion, Umayyad and Abbasid periods, the decline and the resurgence of the Islamic empire during the Ottoman Empire, World War I, final dissolution of the Islamic Empire and western domination of the region.

**Transfer:** UA, UC, UL, AU, KUC, AF

## **HI2900 3 (3-0-0) UT 45 Hours 4 Weeks**

### **Islamic History in Action I: Cordova to Cairo**

This is a 4-week directed study course which includes required readings, discussions, written assignments and travel. Part of the course will take place on site for one week, and three weeks will be spent traveling from Cordova (Spain) to Cairo (Egypt) through Morocco and Tunisia. The combination of guided readings with assignments, direct observation of the major historical sites, and the cultural immersion will help students understand and appreciate the making of Islamic history up close and personal.

**Transfer:** UA, UL, AU, UC, AF

## **HI2940 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to the History of Western Science and Technology**

This course examines the history of science and technology from the earliest times to the 21st century. Although the Western tradition will be emphasized, consideration

will also be given to scientific and technological developments in other global civilizations.

**Transfer:** UA, UL, AU, AF, GMU

## **HI2950 3 (3-0-0) UT 45 Hours 4 Weeks**

### **Islamic History in Action II: Cairo to Istanbul**

This is a 4-week directed study course which includes required readings, discussions, written assignments and travel. Part of the course will take place on site for one week, and three weeks will be spent traveling from Cairo (Egypt) to Istanbul (Turkey) through Jordan, Syria and Lebanon. The combination of guided readings with assignments, direct observation of the major historical sites, and the cultural immersion will help students understand and appreciate the making of Islamic history up close and personal.

**Transfer:** UA, UL, AU, UC, AF

## **HI2981 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Human Conflict: The Path to Total War**

Students will be introduced to one of humanity's least attractive but most persistent and consequential activities. Through lectures and media presentations, the class will trace the conduct of war from ancient times to the end of the 19th Century. Interwoven with these topics will be special studies of military culture, the effects of war on societies, the rise of revolutionary warfare, and industrialized warfare in the colonial era.

**Transfer:** UA, UC, UL, AU, CU, CUC, KUC, AF

## **HI2982 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Human Conflict: The Deadliest Century**

Through lectures and media presentations, students will trace the conduct of war in the most deadly century in human history, the Twentieth. Interwoven with this topic will be special studies of military culture, the effects of war on societies, the practice of industrialized warfare, nuclear strategy and low-intensity conflict in the post-nuclear era.

**Transfer:** UA, UC, UL, AU, CU, CUC, KUC, AF

## **HI3220 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Russia in the 20th Century**

A historical survey of Russia in the Soviet period from the revolutions of 1917 to the fall of Gorbachev.

**Notes:** This course not open to students with credit in HI3200.

**Transfer:** UA\*, UC, UL, AU, AF\*

## **HI3570 3 (3-0-0) UT 45 Hours 15 Weeks**

### **The First World War**

This course examines the origin, causes and course of the First World War. Topics will include the military tactics,

strategy and technology employed during the war, as well as the conflict's political, social and economic effects of participant nations. The commemoration of the war will also be addressed.

**Transfer:** UA, MRU, AU, UL, UC, GMU

### **HI3670 3 (3-0-0) UT 45 Hours 15 Weeks** **The Second World War**

This course surveys the global history of the Second World War including causes, outcomes and the social memory of the war. Selected aspects of its military, political, social and economic effects of the war will be examined.

**Transfer:** UA, UC, MRU, AU, GMU, KUC, UL, AF

### **HI3680 3 (3-0-0) UT 45 Hours 15 Weeks** **The Native Aspect of Canada's History Before 1830**

The experience of native peoples in Canada's history from first European contact to the generation of the 1830's will be covered. Through lectures, case studies and discussion of selected readings, students examine and evaluate the interaction between European and native peoples during the colonial period in the light of the policies, interests and objectives of both native and newcomer groups. The course places special emphasis on Indian involvement in the fur trade, the development of European imperial and civilizing policies and the first attempts of native peoples to direct their destiny in the face of European incursion.

**Prerequisites:** HI2600 or HI2610

**Transfer:** UA\*, UC, UL, AU, AF\*, CU, CUC, KUC, Other

### **HI3690 3 (3-0-0) UT 45 Hours 15 Weeks** **The Native Aspect of Canadian History after 1830**

Developments in Canadian native peoples' history from the implementation of the reserves system to the present are presented. Through lectures, case studies and class discussions the class will examine the origins and assess the outcome of British and Canadian government policy towards native peoples, the birth of varied forms of resistance by native groups and the growth of modern native political movements.

**Prerequisites:** HI2600 or HI2610

**Transfer:** UA\*, UC, UL, AU, AF\*, CU, CUC, GMU, KUC, Other

### **HI3710 3 (3-0-0) UT 45 Hours 15 Weeks** **History of Women in Canadian Society**

Canadian women as affected by, and as contributing to the major social changes of the nineteenth and twentieth centuries.

**Transfer:** UA\*, UC, UL, AU, AF, KUC, GMU

### **HI4550 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Topics in the History of Canadian External Relations**

In general, this course examines Canada's diplomatic, political and cultural interrelationship with its two great mentors - Great Britain and the United States. More specifically, discussions will focus on the development of Canadian foreign policy (from Laurier to Mulroney) with particular emphasis on Canada's middle power role in global affairs during the Cold War period.

**Notes:** Some background in Canadian history is recommended.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

### **HI4680 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Topics in the History of Immigration and Ethnic Settlement in Canada**

Canada is a nation peopled by immigrants where ethnicity has played and continues to play an important role in the shaping of our society. This course examines the history of immigration and settlement of selected ethnic groups. In particular, the social, economic, and political experience of the Ukrainians will be used as a case study. Topics and themes include rural and urban settlement patterns; life and labour; Canadian nativism; the pressures of assimilation and integration, and the place of multiculturalism in a society that defines itself essentially as bicultural (English and French).

**Prerequisites:** Some background in Canadian History is recommended

**Transfer:** UA, UC, UL, AU, AF, CU, KUC

### **HI4980 3 (0-3-0) UT 45 Hours 15 Weeks** **Directed Studies in History**

An extended research field project with various historical themes depending upon site visited. Each student will develop a research proposal indicating goals of the study, procedure for evaluation and time to completion. The instructional content includes field studies, historiography tutorials and individualized research tutorials. Students will write a brief bibliographical essay and a comprehensive research discussion paper in order to complete the course.

**Prerequisites:** HI2981 and HI2982

**Notes:** In order to receive credit, students must present a current course syllabus to the U of A Department of History and Classics for review and approval.

**Transfer:** UA\*, UC, AU, UL, AF\*

# COURSE DESCRIPTIONS

## HUMAN SERVICES

### **HS1000 2 (3-0-0) 30 Hours 10 Weeks**

#### **Interpersonal Communications**

Students develop awareness of and skills for interpersonal communication. Self-understanding and growth is emphasized as a foundation upon which effective interpersonal communication skills are built.

### **HS1102 3 (3-0-0) 45 Hours 15 Weeks**

#### **Behavioural and Functional Assessment**

Students are introduced to the field of Applied Behaviour Analysis and to the wide variety of situations in which a behavioural approach can be useful. The course provides students with knowledge and practice of basic assessment skills essential to a behavioural approach.

### **HS1130 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **English**

A college level English course designed to improve the professional communication skills of students. Emphasis is given to the study of grammar and its application to essay writing, oral presentation and practical workplace communication.

**Transfer:** GMU, Other

### **HS1202 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Behaviour Management Strategies**

The course provides students with the tools needed to design, apply and evaluate both simple behaviour change and behaviourally based instructional programs. These strategies are applied to helping people develop skills needed to improve the quality of their lives and, more specifically, to improve their participation as members of their communities.

**Prerequisites:** HS1102

**Transfer:** GMU

### **HS1203 1 (4-0-0) UT 15 Hours 4 Weeks**

#### **Interpersonal Communication in the Workplace**

This course builds on the interpersonal communication skills from HS1000 and applies them to the development of skills for more complex situations including conflict management and communication in the work environment.

**Prerequisites:** HS1000

**Transfer:** GMU

### **HS1217 2 (4-0-0) 30 Hours 8 Weeks**

#### **Language and Literacy**

This course explores children's expressive and receptive language development as well as their construction of knowledge about the reading and writing process. Stu-

dents will examine ways in which preschool environments can support children in their attempts to understand and use the language system of their society. This course provides students with a solid foundation for facilitating preschool children's development in speaking, listening, reading and writing.

### **HS2100 3 (5.5-0-0) 45 Hours 8 Weeks**

#### **Supporting Inclusion in Early Learning Environments**

Various types of exceptionality are examined in this course. Resources, assessment procedures and inclusion of individuals with exceptionalities are explored. The roles of families and professionals are examined.

**Notes:** Students will not receive credit for CD2100 and HS2100.

### **HS2370 2 (2-0-0) 30 Hours 15 Weeks**

#### **Administration of Human Services Programs**

Students examine the role of the administrator in Human Services Programs, including effective staff supervision models and techniques for evaluating and motivating staff. Students will learn about funding available from all levels of government as well as service organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

**Prerequisites:** Successful completion of first year or consent of the Department

### **HS2440 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Human Development: Birth through Adolescence**

The purpose of this course is to familiarize the student with human development across the school years.

**Transfer:** GMU

## INTERDISCIPLINARY STUDIES

### **ID2010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Interdisciplinary Topics in Culture: Masterpieces and Practice**

This is an exploration of masterworks and common practices in the cultural history of European and American culture. An aspect of this exploration will be examining the ways in which these arts have influenced society at large, and how they have fit into the locations of study. Content changes each year but topics will typically include aspects of the visual arts, music and drama, or additional topics, such as a cultural history of a geographic area.

**Prerequisites:** Any college or university courses that deals with the history of a related topic, such as an art, dance, drama or music history course or consent of the Department.

**Notes:** May be repeated for credit when content varies. This course is normally offered as a travel study course. Students can expect additional expenses for travel and accommodation.

**Transfer:** UC, AU

## **ID2020 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Interdisciplinary Topics in Contemporary Media**

This course uses an interdisciplinary approach to explore on a rotating basis various topics that examine the relationship between various forms of mass media and popular culture, e.g. communication media, novels, comic books, films, video games, music videos and the internet. Course content will vary on a yearly basis depending on student interest and the availability of faculty and expertise.

**Transfer:** UA, UC, AU, UL, AF

## **ID2920 3 (2-0-0) 230 Hours 15 Weeks**

### **Interdisciplinary Work Experience**

This unique, optional course provides students the opportunity to put classroom learning into practice in a 200-hour work experience, where work experiences provide students with experience in a workplace setting related to the student's field of study and/or career goals. This course involves 30 hours of employment training activities. Students are responsible for securing an approved work-experience placement; the work experience is monitored and evaluated by the employer.

## **WELDING**

### **ITW10 3 (4.5-0-0) 54 Hours 12 Weeks**

#### **Welding Safety and Tools**

This course covers the safety and tools theory components of the AIT apprenticeship 1st period welder training.

### **ITW11 2 (3.5-0-0) 42 Hours 12 Weeks**

#### **Trades Math**

This course covers the Trades Math component of Alberta Apprenticeship Welder Training, 1st Period. Topics include: whole numbers and fractions, decimals, percentages and ratio, perimeters, areas, volumes, conversions and metric.

### **ITW12 2 (4-0-0) 48 Hours 12 Weeks**

#### **GMAW, FCAW, MCAW, SAW Theory**

This course covers the gas metal arc welding (GMAW), flux core arc welding (FCAW), metal-cored arc welding (MCAW), and submerged arc welding (SAW) theory components of Alberta Apprenticeship Welder Training, 1st Period. Topics include: power source feeders, filler metals, shielding gas, troubleshooting and maintenance.

## **ITW13 4 (6-0-0) 72 Hours 12 Weeks**

### **Welding Technology**

This course covers the welding technology and properties of metals components of the Alberta Apprenticeship Welder Training, 1st Period. Topics include: Electricity, Metal ID, Heat Treatment, Distortion, Hard Facing, Drawing Interpretation, Weld Symbols, and Weld Types.

## **ITW14 3 (0-0-12) 144 Hours 12 Weeks**

### **Welding I Processes Practice**

This course covers Wire Feed Processes and practical components of the Alberta Apprenticeship Welder Training, 1st Period.

## **LEGAL RELATIONS**

### **LR3010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Legal Relations**

A synoptic view of the Canadian legal system, with emphasis on underlying considerations of social policy. While considering the nature, sources, philosophy, and policy objectives of the law, selected topics from the fields of tort and contract will be analyzed.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **MATHEMATICS**

### **MA0060 5 (0-0-7.5) HS 112.5 Hours 15 Weeks**

#### **Basic Mathematics I**

This course is a modularized program of study which covers a review of reading, writing and rounding of whole numbers, if required, as well as whole number multiplication and division. Problem-solving is emphasized throughout, and squares, square roots, and the order of operations are introduced.

**Prerequisites:** Appropriate math placement test score and EN0080 placement.

### **MA0081 5 (0-0-7.5) HS 112.5 Hours 15 Weeks**

#### **Basic Mathematics II**

This course is a modularized program of study which covers whole numbers, decimals, fractions, integers, introduction to algebra, introduction to equations, metric measurement, dimensional geometry and problem solving.

**Prerequisites:** MA0060 or equivalent math placement test score

# COURSE DESCRIPTIONS

## **MA0091 5 (0-0-7.5) HS 112.5 Hours 15 Weeks** **Basic Mathematics III**

This course is a modularized program of study which includes a review of basic computational skills, ratio and proportion, percent; an introduction to exponents, basic operations on polynomials, equations, basic algebraic word problems; fundamentals of geometry, introduction to graphing and statistics.

**Prerequisites:** MA0081 or equivalent math placement test score.

## **MA0093 5 (0-0-7.5) HS 112.5 Hours 15 Weeks** **Math Essentials**

This course is a modularized program of study which covers basic computational skills, ratio and proportion, percent; an introduction to exponents; equations and formulas; fundamentals of geometry, introduction to graphing, and statistics.

**Prerequisites:** MA0081 or equivalent math placement test score.

## **MA0110 5 (0-0-7.5) HS 112.5 Hours 15 Weeks** **Mathematics Grade 10-C Equivalent**

This is a modularized course which covers measurement including surface area and volume, introduction to trigonometry, numbers, roots and exponents, polynomial multiplication and factoring, relations and functions, linear functions, and systems of equations.

**Prerequisites:** MA0091 or equivalent math placement test score.

## **MA0113 5 (0-0-7.5) HS 112.5 Hours 15 Weeks** **Mathematics Grade 10-3 Equivalent**

This is a modularized course which covers unit pricing and currency exchange; earning an income; measurement including surface area and volume; conversion between SI and imperial units and Celsius and Fahrenheit temperature scales; angles and parallel lines; scale drawing of polygon figures; and trigonometry of right triangles.

**Prerequisites:** MA0091 or MA0093 or equivalent math placement test score

## **MA0120 5 (6-0-0) HS 90 Hours 15 Weeks** **Mathematics Grade 20-1 Equivalent**

This course explores sequences and series, radical expressions and equations, quadratic equations and functions, linear and quadratic inequalities, linear-quadratic and quadratic-quadratic systems of equations, rational expressions and equations, absolute value functions, reciprocal functions, and trigonometry including the sine and cosine laws.

**Prerequisites:** MA0110 or equivalent math placement test score

**Notes:** You may register in MA0120 if you achieved a mark of 60 percent or better in Alberta Education Math 10-C, or equivalent, within the previous two years.

## **MA0122 5 (6-0-0) HS 90 Hours 15 Weeks** **Mathematics Grade 20-2 Equivalent**

Topics for this course include: inductive and deductive reasoning, spatial reasoning, properties of angles and triangles, acute triangle trigonometry, sine and cosine laws, radical expressions and equations, statistical reasoning, quadratic functions and quadratic equations, rates and proportional reasoning.

**Prerequisites:** MA0110 or equivalent math placement test score

**Notes:** You may register in MA0122 if you achieved a mark of 60 percent or better in Alberta Education Math 10-C, or equivalent, within the previous two years.

## **MA0123 5 (0-0-7.5) HS 112.5 Hours 15 Weeks** **Mathematics Grade 20-3 Equivalent**

This is a modularized course which covers slope and rate of change; graphical representation of a given data and a statistical reasoning to support the data; surface area, volume, and capacity of various shapes; trigonometry of right triangles and scale representations; financial services and personal budgets. Emphasis is placed on applications related to trades and domestic use.

**Prerequisites:** MA0113 or equivalent math placement test score

**Notes:** You may register in MA0123 if you achieved a mark of 60 percent or better in Alberta Education Math 10-C or Math 10-3, or equivalent, within the previous two years.

## **MA0130 5 (6-0-0) HS 90 Hours 15 Weeks** **Mathematics Grade 12 Equivalent (Pre-Calculus 30-1)**

This course explores polynomial, radical, rational, exponential and logarithmic functions, transformation and combinations of functions, trigonometry (including the unit circle, graphs, identities and equations), and permutations and combinations.

**Prerequisites:** MA0120, MA0132 or equivalent, or equivalent math placement test score, or 60% or better in Math 20-1 or 30-2 within the previous two years.

## **MA0131 5 (0-0-7.5) HS 112.5 Hours 15 Weeks** **Mathematics Grade 12 Calculus Equivalent**

This course includes limits of sequences, series and functions, secants and tangents, derivatives from first principles, chain rule, product rule, quotient rule, implicit differentiation, curve sketching, maximum and minima applications, related rates applications, antiderivatives and area, limits and derivatives of trigonometric functions.

**Prerequisites:** MA0120 or equivalent.

**Corequisites:** MA0130

## **MA0132 5 (6-0-0) HS 90 Hours 15 Weeks** **Mathematics Grade 12 Equivalent (Principles 30-2)**

This course explores set theory, counting methods, probability, rational expressions and equations, and functions

(polynomial, exponential, logarithmic and sinusoidal).

Prerequisites: MA0122 or MA0120 or equivalent, or equivalent placement test score, or Math 20-1 or 60% or better in Math 20-2 within the previous two years.

**MA0133 5 (0-0-7.5) HS 112.5 Hours 15 Weeks  
Mathematics 30-3 Equivalent**

This is a modularized course which covers linear relations, limits to measurement; statistics, probability and odds, properties of geometric figures, transformations, trigonometry of oblique triangles, planning for and owning a small business. Emphasis is placed on applications related to trades and personal use.

Prerequisites: MA0123 or greater than or equal to 60% in Math 20-3 in the last 2 years.

**MA1000 4 (3-2-0) UT 75 Hours 15 Weeks  
Calculus I**

This course covers coordinates, polar coordinates, analytic geometry, functions, transcendental functions, limits, continuity, derivatives and applications, Taylor expansion, Integration and applications.

Prerequisites: Mathematics 30-1 or equivalent and Mathematics 31 or equivalent

Notes: Credit will be granted for only one of MA1130, MA1140, or MA1000. Restricted to Engineering students.

Transfer: UA\*, UC\*, UL, AU, AF, CU, CUC, GMU, KUC

**MA1010 3.5 (3-1-0) UT 60 Hours 15 Weeks  
Calculus II**

The course includes applications of integration to lengths, areas, volumes and masses. Transcendental functions. Methods of integration, polar coordinates and parametric equations, vector functions and derivatives are explored.

Prerequisites: MA1000 or equivalent

Notes: Credit will be granted for only one of MA1150 or MA1010. Restricted to Engineering students.

Transfer: UA\*, UL\*, AU\*, AF, CU, CUC, GMU\*, KUC

**MA1020 3.5 (3-1-0) UT 60 Hours 15 Weeks  
Applied Linear Algebra**

Vectors and matrices, solution of linear equations, equations of lines and planes, determinants, matrix algebra, orthogonality and applications (Gram-Schmidt), eigenvalues and eigenvectors and applications, complex numbers will be covered in the course.

Prerequisites: MA1000 or equivalent

Notes: Restricted to Engineering students.

Transfer: UA, UC\*, UL\*, AU\*, AF, CU\*, GMU\*, KUC

**MA1130 3 (3-2-0) UT 75 Hours 15 Weeks  
Elementary Calculus I**

The course will include a review of analytic geometry; functions, limits, continuity; differentiation of elementary functions; applications to maxima, minima and rates; introduction to integration; Fundamental Theorem; numerical integration; and areas and other applications of the definite integral to areas.

Prerequisites: Mathematics 30-1 or equivalent

Notes: Credit will be granted for only one of MA1130, MA1140, or MA1000.

Transfer: UA\*, UC, UL, AU\*, AF, CU, CUC, KUC, GMU

**MA1150 3 (3-1.5-0) UT 67.5 Hours 15 Weeks  
Elementary Calculus II**

Applications of integration to areas, volumes, work force and arc lengths are included in this course. Differentiation and integration of exponential, logarithmic and trigonometric functions; techniques of integration; indeterminate forms and improper integrals.

Prerequisites: MA1130, MA1140 or MA1000

Notes: Credit will be granted for only one of MA1010 or MA1150.

Transfer: UA\*, UC\*, UL\*, AU\*, AF, CU, CUC, GMU, KUC

**MA1200 3 (3-1-0) UT 60 Hours 15 Weeks  
Linear Algebra I**

Systems of linear equations, vectors in n-space, vector equations of lines and planes, matrix algebra, inverses and invertibility, introduction to linear transformations, subspaces of n-space, determinants, introduction to eigenvalues and eigenvectors, the dot product and orthogonality, applications in a variety of fields.

Prerequisites: Mathematics 30-1 or equivalent

Notes: Credit will be granted for only one of MA1020 or MA1200.

Transfer: UA, UC\*, UL\*, AU\*, AF, CU\*, CUC, GMU, KUC

**MA1600 3 (3-1-0) UT 60 Hours 15 Weeks  
Higher Arithmetic**

Elementary Number Theory, Numeration Systems, Number Systems and Elementary Probability Theory are included in this course.

Prerequisites: Mathematics 30-1 or equivalent or Mathematics 30-2 or equivalent

Notes: This course is restricted to Elementary Education Students.

Transfer: UA, UC, UL, AU, AF, CU, GMU

**MA2140 3 (3-1-0) UT 60 Hours 15 Weeks  
Intermediate Calculus I**

Infinite series; plane curves and polar coordinates; vectors and three dimensional analytic geometry; partial derivatives will be explored.

Prerequisites: MA1150 or MA1010

Transfer: UA, UC, UL, AU, AF, CU, CUC, GMU, KUC, Other

# COURSE DESCRIPTIONS

## **MA2150 3 (3-1-0) UT 60 Hours 15 Weeks**

### **Intermediate Calculus II**

The course includes first order and second order linear differential equations with constant coefficients; curves, tangent vectors, arc length, integration in two and three dimensions, polar, cylindrical and spherical coordinates, line and surface integrals; Green's, divergence and Stoke's theorems.

**Prerequisites:** MA2140

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC, Other

## **MA2250 3 (3-1-0) UT 60 Hours 15 Weeks**

### **Linear Algebra II**

Vector spaces; inner product spaces; examples of  $n$ -space and the space of continuous functions. Gram-Schmidt process, QR-factorization of a matrix and least squares. Linear transformations, change of basis, similarity and diagonalization. Orthogonal diagonalization, quadratic forms. Applications in a variety of fields, numerical methods.

**Prerequisites:** One of MA1020 or MA1200, and one of MA1000 or MA1130.

**Notes:** Not offered every year.

**Transfer:** UA, UC, UL, AU, AF, GMU, KUC

## **MA2600 3 (3-1-0) UT 60Hours 15 Weeks**

### **Mathematical Reasoning for Teachers**

Reasoning and problem solving in the context of logic, algebra, geometry, and combinatorics.

**Prerequisites:** MA1600 or any 1000-level Math course

**Transfer:** MRU, AU, UA\*, UC, GMU

## **MOTORCYCLE MECHANICS**

### **MCM100 8 (10-0-0) 160 Hours 16 Weeks**

#### **Theory I**

Subjects include shop safety, hand tools, measuring tools, wheels and tires, brake system operation, frame and suspension operation, basic electricity and lighting systems, carburetion, two-stroke tuning, two-stroke top end rebuild, motorcycle assembly, PDI, storage procedures, final drive operation, inspection and maintenance, lubrication and cooling systems, safe use of oxyacetylene welding equipment, recognition and interpretation of motorcycle parts.

### **MCM150 7 (0-0-20) 320 Hours 16 Weeks**

#### **Shop I**

Subjects covered in Shop I include: shop orientation and safety, hand tools, measuring and machine tools, wheels and tires, brake systems, frame and suspensions, ba-

sic electricity, lighting systems, carburetion, two-stroke tuning, two-stroke top end rebuild, motorcycle uncrating and assembly, storage procedures, lubrication and cooling systems.

### **MCM200 6 (10-0-0) 120 Hours 12 Weeks**

#### **Theory II**

Subjects covered in Theory II include: charging, starting and ignition systems, four-stroke top end diagnosis, inspection and reconditioning, transmission operation, clutch and primary drive designs, two-stroke and roller bearing crankshaft inspection and repair, plain bearing crankshaft inspection.

### **MCM250 5 (0-0-20) 240 Hours 12 Weeks**

#### **Shop II**

Subjects covered in Shop II include: charging, starting and ignition systems, four-stroke tuning, four-stroke top end diagnosis, inspection and reconditioning procedures, transmissions, two-stroke and roller bearing crankshaft inspection and repair, plain bearing crankshaft inspection and repair and fuel injection.

## **MANAGEMENT**

### **MG2000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Management**

This is an introduction to the basic characteristics of Canadian business and management concepts. Through the review of the functions of management using a systems approach, modern management theory and practice are studied. The current issues of business ethics, environmental concerns, international management, women in management and political environment are reviewed.

**Transfer:** UA, UL, AU, AF, CU, CUC, GMU, UC\*, KUC

### **MG3120 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Applied Statistics for Business and Economics II**

Statistical inference for variance; statistical inference for the means; proportions and variances from two populations; analysis of variance; non-parametric statistics; joint probability distributions; marginal and conditional distributions; covariance; correlation and independence; contingency tables; simple linear regression; multiple linear regression; nonlinear regression; and time series analysis are topics covered in the course.

**Prerequisites:** ST1510

**Notes:** BA2060 is an acceptable prerequisite for students enrolling in MG3120 to fulfill a requirement in an Athabasca University Degree Program.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC\*

## MICROBIOLOGY

### **MI1330 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Medical Microbiology for Health Care Professionals**

Introductory course in medical microbiology designed for students enrolled in health care related programs. This course begins with basic information on microorganisms (bacteria, viruses, fungi, parasites and prions), the immune system, infection control, transmission of infection, epidemiology, antimicrobials, disinfection and sterilization. The later part of the course concentrates on infectious diseases caused by pathogenic microorganisms. Notes: Students not enrolled in the Nursing Program require consent of the department.

Transfer: UA, UL, AU, AF, CU\*, KUC, CUC

### **MI2650 3 (3-0-4) UT 105 Hours 15 Weeks**

#### **General Microbiology**

This course will focus on the structure and physiology of free-living and pathogenic bacteria. The diversity of their metabolic activities, the interaction of microbes with their environment, symbiotic relationships and cell-to-cell communication are major topics. Lectures and laboratory exercises are coordinated to explore topics in basic microbiology, environmental microbiology, molecular microbiology, and the production of economically or medically important products through microbial biotechnology.

Prerequisites: BI1070 and CH1610 or CH2610

Transfer: UA, UC, UL, AU, AF, CU, GMU, KUC

### **MI2950 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Infection and Immunity**

Introduces the principles and mechanisms of immunity in eukaryotes. Provides an overview of the major groups of infectious agents (virus, bacteria, parasites) and examines selected microorganisms within the context of the host response to pathogens and pathogen evasion strategies.

Prerequisites: (or corequisites) MI2650 and BC2000.

Transfer: UA, UC\*, UL, AU, KUC, AF, GMU

## MARKETING

### **MK3960 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Marketing**

This course explores all aspects of marketing, with a particular emphasis on the consumer, the "people" component of the definition.

Prerequisites: EC1010

Transfer: UA, UC\*, UL, AU, AF, KUC, GMU, CU

## MUSIC

### **MU1000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Rudiments of Music**

The fundamentals of music theory are approached through aural and written training.

Prerequisites: No previous knowledge of music is required

Notes: Recommended as a Fine Arts option for Bachelor of Arts.

Transfer: UA, UC\*, UL\*, AU, AF, CU, KUC

### **MU1010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Music**

An introduction to active music listening and music literature. Focus is on developing listening skills and awareness of musical style. A brief survey of Western art (classical) music is included.

Prerequisites: None. No previous musical knowledge or skills required

Notes: Recommended as a Fine Arts option for Bachelor of Arts.

Transfer: UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC

### **MU1021 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Popular Music in the Twentieth Century**

This course explores major movements in North American popular music. Topics include blues, jazz, hillbilly, country, musical theatre, folk, and rock music.

Prerequisites: No prerequisites, no musical knowledge or skill required.

Transfer: UA, UC, UL, AU, AF\*, CU, KUC, GMU

### **MU1081 3 (2-0-1) UT 45 Hours 15 Weeks**

#### **An Introduction To Music Technology**

This course will be an introduction to current concepts, techniques and tools in use for the creation, recording and production of music with technology. Through both lectures and labs, students will gain theoretical and practical knowledge of acoustics, digital audio theory, psychoacoustics, microphones, and recording, computer based recording techniques and software, an introduction to MIDI and virtual instruments, sound synthesis, digital signal processing and associated hardware.

Prerequisites: Music Theory Placement Exam (pass), or MU1000, or Royal Conservatory Level 8 Theory, Conservatory Canada Gr.4.

Notes: Audit restrictions may apply.

Transfer: UA, UC, AU, AF, CU, KUC, GMU, UL\*, Other

# COURSE DESCRIPTIONS

## **MU1083 3 (2-0-1) UT 45 Hours 15 Weeks**

### **Sound Design for Visual Media**

This course is an exploration of the elements of Sound Design for film, video, video games, theatre, visual arts or other multimedia presentation. Students will be introduced to the historical, theoretical and practical applications of creating Sound Design for moving image. The elements of soundtrack; dialogue, ambience, Foley, sound effects and music will be fully explored. Students will be required to design, record and sculpt Sound Designs for various projects that require synchronized sound to picture. The concepts of listening, analysis, composition, function and psychology of soundscapes will be covered; as will be the use of Sound Design as a tool for the multimedia creator to tell a story and enhance the drama or impact of their project. Students will also learn microphone techniques, location recording, workflow, software, editing and mixing techniques used in multimedia sound production for various delivery formats.

**Notes:** Previously DD1083

**Transfer:** UL\*, CUC, CU\*, AU

## **MU1211 3 (0.5-0-0) 15 Hours 30 Weeks**

### **Applied Music I**

This course provides private study in a principal instrument or voice. A brief performance for the faculty of the department is required at the end of each semester. This course is restricted to students in the Music Technology program. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Notes:** Audit restrictions may apply.

## **MU1220 3 (0.5-0-0) UT 15 Hours 30 Weeks**

### **Second Practical Subject I**

Private study of voice or a non-principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Royal Conservatory Level 8 Theory, Conservatory Canada Gr.4, or MU1000 or successful completion of a music theory placement exam.

**Notes:** Up until August 15th, this course is restricted to full-time students in Bachelor of Music and Bachelor of Music combined degree Programs. Students in other programs with the completed prerequisites may enroll after August 15th provided

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space is available. Transfer of this course outside of the music programs is not guaranteed. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

## **MU1240 3 (0.5-0-0) UT 15 Hours 30 Weeks**

### **Applied Music I**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Royal Conservatory Level 8 Theory, Conservatory Canada Gr.4, or MU1000

**Corequisites:** MU1400 or MU1410 is required for all Bachelor of Arts music majors/minors

**Notes:** Up until August 15th, this course is restricted to full-time music major/minors in students in Bachelor of Arts and Bachelor of Education Programs. Students in other programs with the completed prerequisites may enroll after August 15th provided space is available. Transfer of this course outside of the music programs is not guaranteed. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

**Transfer:** UA, UL, AU, AF, CUC, UC\*, Other\*

## **MU1250 6 (2-0-0) UT 60 Hours 30 Weeks**

### **Applied Music I**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Royal Conservatory Level 8 Theory, Conservatory Canada Gr.4, or MU1000 or successful completion of a music theory placement exam.

**Corequisites:** MU1400 or MU1410 is required for all Bachelor of Arts music majors/minors

**Notes:** Up until August 15th, this course is restricted to full-time music major/minors in students in Bachelor of Arts and Bachelor of Education Programs. Students in other programs with the completed prerequisites may enroll after August 15th provided space is available. Transfer of this course outside of the music programs is not guaranteed. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

**Transfer:** UA\*, UC\*, UL\*, AU, AF\*, CU, CUC, KUC, GMU\*

## **MU1400 3 (0-0-4) UT 120 Hours 30 Weeks**

### **Choral Ensemble I**

Students will gain experience performing choral literature from a variety of periods and genres. This is a two-term

course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Consent of the Department based on audition  
**Notes:** MU1400 or MU1410 is required for all Bachelor of Music and Bachelor of Music Combined degree students registered in MU1250, and a recommended Corequisite for other students registered in MU1240 or MU1250

**Transfer:** UA, UC, UL\*, AU, AF, KUC\*, GMU, Other\*

### **MU1410 3 (0-0-4) UT 120 Hours 30 Weeks** **Instrumental Ensemble I**

Students will gain experience performing ensemble literature from a variety of periods and genres. Students are required to participate in an ensemble related specifically to their field of study. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Consent of the Department based upon audition  
**Notes:** MU1400, MU1410 or MU1490 is required for all Bachelor of Music and Bachelor of Music Combined Degree students enrolled in MU1250 and a recommended corequisite for other students enrolled in MU1240 or MU1250.

**Transfer:** UA\*, UC, UL, AF\*, KUC, GMU, Other\*

### **MU1421 3 (0-0-3) UT 90 Hours 30 Weeks** **Electroacoustic Ensemble I**

This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance, scheduled for the second semester, and possibly a CD that represents the students' work. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Notes:** Restricted to Music Technology Diploma students. Students in other programs require consent of instructor. Audit restrictions may apply.

**Transfer:** UC, UL, UA, GMU, CU

### **MU1490 3 (0-0-4) UT 120 Hours 30 Weeks** **Jazz Ensemble I**

The jazz ensemble is a performing group consisting of brass, woodwind, string and percussion instruments that plays jazz band literature in at least two concerts per year. Students will gain experience performing ensemble literature from a variety of periods and genres. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Corequisites:** MU1400, MU1410 or MU1490 is required for all Bachelor of Music and Bachelor of Music Combined degree students registered in MU1250 and a recommended corequisite for students enrolled in MU1240 or MU1250.

**Transfer:** UA\*, UC, UL, AF\*, KUC\*, Other\*

### **MU1510 3 (0-0-3) UT 90 Hours 30 Weeks** **Aural and Keyboard Skills I**

This course explores the aural perception of materials covered in MU1550 and MU1560 through the practice of sight-singing, dictation and keyboard harmony. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Royal Conservatory Level 8 Theory, Conservatory Canada Gr.4, or MU1000 or successful completion of a music theory placement exam.

**Corequisites:** MU1550 or MU1560

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU\*

### **MU1550 3 (3-0-0) UT 45 Hours 15 Weeks** **Music Theory I**

This is a study of Common Practice harmony, including elementary analysis with discussion of elements of formal contrapuntal writing, chord progressions, and chorale textures.

**Prerequisites:** Royal Conservatory Level 8 Theory, Conservatory Canada Gr.4, or MU1000 or successful completion of a music theory placement exam.

**Transfer:** UA, UC, UL, AU, AF, CU, KUC, GMU

### **MU1560 3 (3-0-0) UT 45 Hours 15 Weeks** **Music Theory II**

This course continues the study of Common Practice harmony and elementary formal analysis.

**Prerequisites:** MU1550

**Transfer:** UA, UC, UL, AU, AF, CU, KUC, GMU

# COURSE DESCRIPTIONS

## **MU1650 3 (3-0-0) UT 45 Hours 15 Weeks** **Introduction to World Music**

This is an introduction to music of the world and to ethnomusicology, the study of music in a cultural context. Case studies of music from several cultures and continents will be examined. The development of listening skills is an integral part of this course.

**Prerequisites:** No prerequisites, no musical knowledge or skills required

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, KUC, GMU

## **MU2081 3 (2-0-1) UT 45 Hours 15 Weeks** **Music Technology II**

This course focuses on theoretical and practical considerations for the recording of professional audio in a state of the art recording studio. Through readings, lecture, labs and multitrack recording projects students will learn about the aesthetics of listening, recording studio design, room acoustics, analogue and digital recording techniques, Digital Audio Workstation software, plugins, automation, synchronization, microphone selection and placement techniques, stereo techniques, using out-board effects, editing, mixing, Pre and Post Production, managing recording sessions, cabling and the use of standard studio equipment.

**Prerequisites:** MU1081

**Notes:** Audit restrictions may apply.

**Transfer:** UA, AU, CU, KUC, AF, GMU\*, UC, UL\*, Other

## **MU2090 3 (3-0-0) UT 45 Hours 15 Weeks** **Woodwind Techniques I**

The course provides class instruction on clarinet and saxophone with a focus on pedagogical preparation for teaching instrumental music. No previous experience required.

**Prerequisites:** An ability to read music

**Transfer:** UA, AU, AF, CU, CUC, KUC, Other

## **MU2091 3 (1-0-2) UT 45 Hours 15 Weeks** **Electronic Notation**

This course will develop familiarity and skills with music notation software to allow students to present their works professionally in hard copy. Concepts and practices of engraving will be discussed.

**Prerequisites:** MU1000 or successful completion of a music theory placement exam or Royal Conservatory Level 8 Theory, Conservatory Canada Gr. 4.

**Notes:** Audit restrictions may apply.

**Transfer:** UL

## **MU2110 3 (3-0-0) UT 45 Hours 15 Weeks** **Woodwind Techniques II**

This provides a continuation of MU 2090 with a study of the flute, oboe and bassoon.

**Prerequisites:** MU2090

**Transfer:** UA, AU, AF, CU, CUC, KUC, Other

## **MU2120 3 (3-0-0) UT 45 Hours 15 Weeks** **Music Business**

This course will teach basic business concepts for the music professional to give them the resources to increase their potential, grow opportunities and manage their careers. Through readings, lectures and assignments; students will learn about networking, promotion, publicity, publishing, royalties, intellectual property, contracts, ethics, finance, legal entities, project management and how to seek funding for their projects. Utilizing modern promotion, distribution and sales models via the Internet and other methods of commerce for artists will also be discussed.

**Transfer:** CUC, CU, UL, UA, AU, KUC, GMU

## **MU2190 3 (2-0-1) UT 45 Hours 15 Weeks** **Acoustics**

This course is an introduction to the theories, concepts and practicalities of acoustics. Students will gain an understanding of key concepts of acoustics in relation to music making and production through examples and creative assignments. They will learn about the fundamentals of sound, measurement, speech, musical instruments, how sound travels in environments, psychoacoustics and perception, studio design and the acoustic treatment of spaces.

**Transfer:** CUC, CU, UL, UA, KUC, AU, GMU

## **MU2200 3 (3-0-0) UT 45 Hours 15 Weeks** **Percussion Techniques**

This course provides class instruction on percussion instruments with a focus on pedagogical preparation.

**Prerequisites:** An ability to read music

**Transfer:** UA, UC, AU, AF, CU, CUC, KUC

## **MU2211 3 (0.5-0-0) 15 Hours 30 Weeks** **Applied Music II**

This course provides private study in a principal instrument or voice. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students

must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1211

**Notes:** Restricted to students in the Music Technology program. Audit restrictions may apply.

## **MU2220 3 (0.5-0-0) UT 15 Hours 30 Weeks Second Practical Subject II**

Private study of voice or your principal instrument. Bachelor of Music students may use this course as a means of preparing to complete their Piano Proficiency Exam. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** Consent of the Department

**Notes:** Up until August 15th, this course is restricted to full-time students in Bachelor of Music and Bachelor of Music combined degree Programs. Students in other programs with the completed prerequisites may enroll after August 15th provided space is available. Transfer of this course outside of the music programs is not guaranteed. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

## **MU2240 3 (0.5-0-0) UT 15 Hours 30 Weeks Applied Music II**

Private study of voice or your principal instrument. A brief performance for the faculty is required at the end of each semester. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1240

**Corequisites:** MU2400 or MU2410 is required for all Bachelor of Arts music major/minors

**Notes:** Up until August 15th, this course is restricted to full-time music major/minors in students in Bachelor of Arts and Bachelor of Education Programs. Students in other programs with the completed prerequisites may enroll after August 15th provided space is available. Transfer of this course outside of the music programs is not guaranteed. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

**Transfer:** UA, UL, AU, AF, CUC, UC\*, Other\*

## **MU2250 6 (2-0-0) UT 60 Hours 30 Weeks Applied Music II**

Private study of voice or your principal instrument. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1250

**Corequisites:** MU2400 or MU2410

**Notes:** Up until August 15th, this course is restricted to full-time students in Bachelor of Music and Bachelor of Music combined degree Programs. Students in other programs with the completed prerequisites may enroll after August 15th provided space is available. Transfer of this course outside of the music programs is not guaranteed. Students should be prepared to pay for the use of a studio accompanist for juries, recitals, repertoire classes and private rehearsal sessions.

**Transfer:** UA\*, UC\*, UL\*, AU, AF, KUC, GMU

## **MU2281 3 (2-0-1) UT 45 Hours 15 Weeks Music Technology III: Live Sound Reinforcement and Capture**

This course focuses on learning how to work with live musicians by capturing and reproducing their performances to the best effect. Students will learn how to record and produce professional quality recordings of student, faculty and visiting artist events at Northwestern Polytechnic. Considerations relating to preamps, microphone selection and placement, live stereo and surround sound techniques, live to two track vs multitrack, dealing with live venue acoustics, audio restoration, mixing and mastering. Students will also learn how to set up and run a sound system for live performances with considerations for microphones, DJs stage monitoring, amplifiers and speakers, and using signal processing in a live situation. There will be readings and discussion around sound reinforcement theory, the various configurations used in music, multimedia, theatre, and more advanced multi-channel configurations at use today.

**Prerequisites:** MU2081 or permission of the department.

**Transfer:** UA, UC, GMU, UL\*

# COURSE DESCRIPTIONS

## **MU2291 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Music Technology IV**

Students will develop a critical understanding of the use of the recording studio as an instrument to capture the creativity of performing artists. They will be expected to further develop their understanding of the tools available to the audio engineer and work towards developing a professional level of production skills. Students will learn resources and how to do research to further develop their skills and understanding of audio and recording arts. There will be an introduction to the techniques, theories, and practices of audio and video synchronization. The emphasis will be on the production of well mixed and mastered recording projects. Students will be required to take part in recording projects with internal and external clients taking place in the Northwestern Polytechnic Recording Studios.

**Prerequisites:** MU2281

**Transfer:** UC, UA, GMU, UL\*

## **MU2391 3 (3-0-0) UT Pending 45 Hours 15 Weeks**

### **Composition, Film Scoring**

This course will introduce students to the theory and practical aspects of scoring synchronized music to films, video games and other multimedia. Students will learn about the history, theory, terms and workflow pertinent to working with synchronized music. Students will write and record music using a DAW with MIDI virtual synthesizers and live musicians in various styles to suit various dramatic and aesthetic sensibilities.

**Prerequisites:** MU1510, MU1560, MU1010, and MU1021

**Transfer:** UL

## **MU2400 3 (0-4-0) UT 120 Hours 30 Weeks**

### **Choral Ensemble II**

This is the second year of participation in Choral Ensemble. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1400

**Transfer:** UA\*, UC, UL\*, AU, AF, KUC\*, GMU

## **MU2410 3 (0-4-0) UT 120 Hours 30 Weeks**

### **Instrumental Ensemble II**

This is the second year of participation in an Instrumental Ensemble. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must reg-

ister in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1410

**Transfer:** UA\*, UC, UL, AF\*, KUC, GMU

## **MU2421 3 (0-0-3) UT 90 Hours 30 Weeks**

### **Electroacoustic Ensemble II**

This ensemble is an opportunity for students to work on performance skills and to showcase their electroacoustic and multimedia works. Small ensemble work will help students develop creative compositional and improvisational skills. Students experience the process of developing and executing a large scale multimedia performance scheduled for the second semester. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1421

**Notes:** Restricted to Music Technology Diploma students.

Students in other programs require consent of instructor. Audit restrictions may apply.

**Transfer:** AU, UA, GMU\*, UC, UL, CU

## **MU2490 3 (0-0-4) UT 120 Hours 30 Weeks**

### **Jazz Ensemble II**

This is the second year of participation in jazz ensemble. The jazz ensemble is a performing group consisting of brass, woodwind, string and percussion instruments that plays jazz band literature in at least two concerts per year. Students will gain experience performing ensemble literature from a variety of periods and genres. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1490

**Transfer:** UA\*, UC, UL, AF\*, KUC\*, GMU

## **MU2510 3 (0-3-0) UT 90 Hours 30 Weeks**

### **Aural and Keyboard Skills II**

The aural perception of materials covered in MU2550 and MU2560 through the practice of sight-singing, dictation and keyboard harmony is covered. This is a two-term course offered over fall/winter terms. It is identifiable in the Schedule of Courses (Timetable) with a Part A and a Part B. Students must register in both the Part A and

the Part B of all types of sections offered (sections, labs, seminars, etc.) for this course.

**Prerequisites:** MU1510 and MU1560

**Corequisites:** MU2550 and MU2560

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

### **MU2550 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Music Theory III**

The course is a continuation of the study of Common Practice harmony, including larger forms and writing in a variety of texture.

**Prerequisites:** MU1560

**Transfer:** UA, UC, UL, AU, AF, CU, KUC

### **MU2560 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Music Theory IV**

This course is a continuation of the study of Common Practice harmony including larger forms and writing in a variety of textures.

**Prerequisites:** MU2550

**Transfer:** UA, UC, UL, AU, AF, CU, KUC, GMU

### **MU2570 3 (1.5-0-1.5) UT 45 Hours 15 Weeks**

#### **Song Writing I**

An exploration of practice, design, and structures of song writing, including lyrics, melodies, harmonic progressions, and forms. In assignments, students will use a variety of techniques to unify those aspects into successful compositions.

**Prerequisites:** MU1550

**Transfer:** UL, GMU

### **MU2620 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Women in Music**

The role of women as creative musical forces in the Western art traditions of Europe and North America are explored from Hildegard of Bingen in the 12th century to current trends of the 21st century. This is a study of women's contribution to the field of music as composers, performers, pedagogues, scholars and patrons. An interdisciplinary approach reveals how social and cultural context have affected the artistic process for female musicians.

**Notes:** No prerequisites, no musical knowledge or skills required.

**Transfer:** UA, UL, AU, AF, UC, GMU

### **MU2640 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Topics in Popular Music**

This course provides the opportunity to study several aspects of popular music, and the society and culture that surrounds it. Topics may include politics and propaganda; issues of gender, sexuality and race; identity and counterculture; music lyrics, and video analysis.

**Prerequisites:** DD1021 or consent of instructor

**Transfer:** UA, UC, UL, AU, AF, GMU

### **MU2800 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to the Study of Western Art Music History**

A study of musical thought from classical Greek civilization and a historical survey of music from Medieval Period through the Renaissance. Students will be introduced to the musical terminology and concepts of the periods under study. They will develop skills of aural recognition, writing, research methods and correct bibliographic practices.

**Prerequisites:** MU1550

**Notes:** This course is intended for B. Mus. and B. Ed. Music majors and minors.

**Transfer:** UA, UC, UL, AU, Other

### **MU2830 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Western Art Music History**

An historical survey of music from the Baroque period (1600-1750) through to the music of the early part of the Romantic period (1850). Students will concentrate on the various styles and genres of the periods under study. They will further develop skills of aural recognition, writing, research methods, and correct bibliographic practices.

**Prerequisites:** MU1560

**Transfer:** UA, UC, AF, UL, Other

## **MILLWRIGHT**

### **MW101 7 (9-0-0) 148 Hours 16 Weeks**

#### **Millwright Theory**

This course is designed to introduce the students to the apprenticeship system, the millwright and Machinist industry, the types of equipment used and the terminology of the trade. Topics to be included are: apprenticeship orientation, safety, grinders, power saws, lathes, drilling and milling, limits and fits, and metallurgy.

### **MW102 4 (0-0-11) 176 Hours 16 Weeks**

#### **Millwright Shop**

This course is designed to develop the student's skill of applying theoretical knowledge. Students will be required to demonstrate competency by using millwright and machinist equipment as each theoretical component is covered throughout the course. Safety will be emphasized.

### **MW103 3 (4-0-0) 64 Hours 16 Weeks**

#### **Millwright Trades Math**

This course integrates academic math with the job of a Millwright and Machinist. Emphasis will be placed on the application of mathematical calculations in the Millwright and Machinist industry. Topics to be included are: measurements, ratios, triangles and tables. The student will be expected to apply this knowledge when participating in shop activities.

# COURSE DESCRIPTIONS

## **MW104 2 (3-0-0) 48 Hours 16 Weeks**

### **Millwright Applied Print Reading**

This course is designed to develop the student's skill of deciphering print into a variety of views. Topics to be included are: isometric views, orthographic views, sectional views and commercial shape. The student will be expected to apply this knowledge when participating in shop activities.

## **MW105 2 (1-0-2) 48 Hours 16 Weeks**

### **Millwright Alignment Rigging and Fasteners**

This course is designed to introduce the student to fasteners, rigging methods and alignment precision. Topics to be included are leveling tools, locking devices, tensioning and procedural lock out. The student will be expected to apply this knowledge when participating in shop activities. Safety will be emphasized.

## **PRACTICAL NURSE**

### **NP1205 3 (3-1-0) 60 Hours 15 Weeks**

#### **Practical Nurse Theory I**

Introduction to self as a learner, practical nursing in Canada, contemporary Canadian healthcare context, foundations of professional nursing, and a caring nursing practice.

**Corequisites:** NP1500, NP1250, NP1280

**Notes:** Available only to Practical Nursing students.

### **NP1250 3 (2-0-3) 75 Hours 15 Weeks**

#### **Health Assessment**

Introduction to the nursing process and development of assessment skills. Incorporates the use of clinical technologies necessary to conduct a thorough health assessment. Focus is on individual across the lifespan.

**Corequisites:** NP1500, NP1205, NP1280

**Notes:** Available only to Practical Nursing students.

### **NP1280 3 (3-0-0) 45 Hours 15 Weeks**

#### **Communications in Nursing**

Introduction to the role of communication in professional nursing. Incorporates oral communication, therapeutic communication techniques, and interprofessional communication. Focus is on communication for the nurse-client relationship.

**Prerequisites:** English 30-2 or equivalent

**Corequisites:** NP1500, NP1205, NP1250

**Notes:** Available only to Practical Nursing students.

### **NP1400 3 (3-1-0) 60 Hours 15 Weeks**

#### **Nursing Across the Lifespan**

Introduction to the principles of growth and development and the factors that influence growth and development. Focus is on nursing implications associated with the application of growth and development principles to client care.

**Prerequisites:** NP1205, NP1250, NP1280, NP1500

**Corequisites:** NP1410, NP1450, NP1480, NP1600

**Notes:** Available only to Practical Nursing students.

### **NP1410 3 (3-1-0) 60 Hours 15 Weeks**

#### **Practical Nursing Theory II**

Exploration of evidence-informed practice, scope of practice for practical nurses, and critical thinking. Focus is on incorporating the nursing process and nursing values into care for an individual with chronic illness.

**Prerequisites:** NP1205, NP1250, NP1280, NP1500

**Corequisites:** NP1400, NP1600, NP1450, NP1480

**Notes:** Available only to Practical Nursing students

### **NP1450 3 (2-0-6) 120 Hours 15 Weeks**

#### **Clinical Nursing Skills**

Development of skills for practical nursing. Focus is on skill attainment, clinical reasoning, clinical judgement, safe nursing practice, and safe client care.

**Prerequisites:** NP1205, NP1250, NP1280, NP1500

**Corequisites:** NP1400, NP1410, NP1480, NP1600

**Notes:** Available only to Practical Nursing students.

### **NP1480 2 (1-2-0) 45 Hours 15 Weeks**

#### **Medication Administration**

Development of mathematics for practical nursing practice. Focus is on calculating dosages for medication administration for clients across the lifespan.

**Prerequisites:** Mathematics 20-2 or equivalent, NP1205,

NP1250, NP1280, NP1500

**Corequisites:** NP1400, NP1410, NP1450, NP1600

**Notes:** Available only to Practical Nursing students.

### **NP1500 6 (6-0-0) 90 Hours 15 Weeks**

#### **Anatomy and Physiology**

Introduction to the structure, organization, and functions of the human body.

**Prerequisites:** Biology 30 or equivalent

**Corequisites:** NP1205, NP1250, NP1280

**Notes:** Available only to Practical Nursing students.

**NP1600 6 (6-0-0) 90 Hours 15 Weeks****Pathophysiology and Pharmacology**

Exploration of disordered physiological processes associated with disease or injury and the use of medications, including indications, effects, and mechanisms of action.

**Prerequisites:** NP1205, NP1250, NP1280, NP1500

**Corequisites:** NP1400, NP1410, NP1450, NP1480

**Notes:** Available only to Practical Nursing students.

**NP2100 4 (0-2-0) 210 Hours 15 Weeks****Practical Nursing Practice I**

Introduction to practical nursing practice. Focus is on nursing care of adult clients and their families in a continuing care facility.

**Prerequisites:** NP1400, NP1410, NP1450, NP1600

**Corequisites:** NP2110, NP2130, NP2150

**Notes:** Available only to Practical Nursing students.

**NP2110 3 (3-1-0) 60 Hours 15 Weeks****Practical Nursing Theory III**

Exploration of legal and ethical implications in practical nursing. Focus is on incorporating nursing values and ethics, the nursing process, and the scope of practice into care of an individual with acute illness.

**Prerequisites:** NP1400, NP1410, NP1450, NP1600

**Corequisites:** NP2100, NP2130, NP2150

**Notes:** Available only to Practical Nursing students.

**NP2130 3 (3-1-0) 60 Hours 15 Weeks****Maternity Nursing Theory**

Introduction to concepts, theories, and practices for practical nursing of maternity clients and their families. Focus on family-centred care and client teaching for childbearing families.

**Prerequisites:** NP1400, NP1410, NP1450, NP1480, NP1600

**Corequisites:** NP2100, NP2110, NP2150

**Notes:** Available only to Practical Nursing students.

**NP2150 3 (3-1-0) 60 Hours 15 Weeks****Pediatric Nursing Theory**

Introduction to concepts, theories, and practices for practical nursing of pediatric clients and their families. Focus is on family-centred care and client teaching for families with children.

**Prerequisites:** NP1400, NP1410, NP1450, NP1480, NP1600

**Corequisites:** NP2100, NP2110, NP2130

**Notes:** Available only to Practical Nursing students.

**NP2200 3 (0-0-36) 144 Hours 4 Weeks****Practical Nursing Practice II**

Application of practical nursing in an acute medical or surgical setting for nursing care of adult clients and their families. Focus is on acute variations of chronic illness in a hospital setting.

**Prerequisites:** NP2100, NP2110, NP2130, NP2150

**Notes:** Available only to Practical Nursing students.

**NP2230 3 (6-2-0) 60 Hours 7 Weeks****Mental Health Nursing Theory**

Introduction to practical nursing for mental health clients. Focus is on promotion of mental health, prevention and management of mental illness, and community resources.

**Prerequisites:** NP2100, NP2110, NP2130, NP2150

**Corequisites:** NP2250

**Notes:** Available only to Practical Nursing students.

**NP2250 3 (6-2-0) 60 Hours 7 Weeks****Community Nursing Theory**

Introduction to concepts, theories, and practices of community health nursing. Focus is on health promotion strategies for communities as clients.

**Prerequisites:** NP2100, NP2110, NP2130, NP2150

**Corequisites:** NP2230

**Notes:** Available only to Practical Nursing students.

**NP2300 3 (0-0-36) 144 Hours 4 Weeks****Practical Nursing Practice III**

Application of practical nursing theory in an acute medical or surgical setting for nursing care of adult clients and their families. Focus is on acute variations of injury or illness in a hospital setting.

**Prerequisites:** NP2100, NP2110, NP2130, NP2150

**Notes:** Available only to Practical Nursing students.

**NP2350 1 (4-0-0) 16 Hours 4 Weeks****Transition to Professional practice**

Introduction into career planning and preparation for graduate practice. Focus is on resume writing, job interview preparation, registration requirements, and developing a study plan for the licensure examination.

**Corequisites:** NP2300

**Notes:** Available only to Practical Nursing students.

**NP2400 5 (0-0-28) 225 Hours 8 Weeks****Practical Nursing Preceptorship**

A concentrated clinical practice experience for consolidation of practical nurse theory and practice. Focus is on Entry-Level Competencies and transition to graduate practice.

**Prerequisites:** NP2200, NP2300, NP2350

**Notes:** Available only to Practical Nursing students.

# COURSE DESCRIPTIONS

## NURSING

### **NS1160 3 (3-0-0) UT 45 Hours 15 Weeks** **Pathophysiology and Pharmacology I**

The focus is the application of human anatomy and physiology to the concepts of pathophysiology and pharmacology. The course focuses on alterations to normal physiology and introduces the concepts of pharmacokinetics and pharmacodynamics in relation to alterations in health.

**Prerequisites:** NS1500, NS1205

**Corequisites:** MI1330

**Notes:** Available only to Nursing students.

**Transfer:** UA, UA

### **NS1205 4 (2-2-0) UT 60 Hours 15 Weeks** **Foundations for Success in Nursing**

The course develops an understanding of self as a learner in a health professions context. It explores the foundations of professional nursing, relational practice and therapeutic communication. The course promotes reflection on personal perspectives and experiences to understand one's own attitudes, beliefs, and values. It fosters resilience and explores strategies for self-management and growth.

**Corequisites:** NS1500 and MI1330

**Notes:** Available only to Nursing students.

**Transfer:** UA, GMU

### **NS1240 3 (3-0-0) UT 45 Hours 15 Weeks** **Foundations of Nursing 1**

The course explores the meanings of health and healing. It highlights the diversity of beliefs, values, and perceptions of health. The course introduces the Canadian Health Care System, conceptual frameworks of health promotion, determinants of health, disease and injury prevention, and primary health care. The focus is on the nurse/client relationship in a relational practice context.

**Prerequisites:** NS1500 and NS1205

**Corequisites:** NS1250 and MI1330

**Notes:** Available only to Nursing students.

**Transfer:** UA

### **NS1250 4 (2-0-3) UT 75 Hours 15 Weeks** **Nursing Practice - Health Assessment & Nursing Process**

The focus is on the health assessment of the adult, and expected health assessment findings throughout the lifespan. The course provides a beginning foundation of the nursing process as framework for developing assessment skills and use of clinical technologies necessary for

determining client health status and provision of care. Course includes 15 clinical hours total.

**Prerequisites:** NS1500 and NS1205

**Corequisites:** NS1240 and MI1330

**Notes:** Available only to Nursing students.

**Transfer:** UA

### **NS1500 6 (6-0-0) UT 90 Hours 15 Weeks** **Anatomy and Physiology**

Introduction to the structure of the human body and an introduction to human physiology.

**Prerequisites:** Biology 30 or equivalent

**Notes:** Students not enrolled in the Nursing Program require consent of the department.

**Transfer:** UA, UA, UL, GMU

### **NS2005 3 (3-0-0) UT 45 Hours 15 Weeks** **Innovation, Systems Thinking and Leadership in Health Care**

An introduction to the concepts of innovation, health technology, systems thinking and relational leadership in a healthcare context. The course develops the knowledge, skills and values that foster personal capacity for innovation and relational leadership.

**Notes:** Students not enrolled in the Nursing Program require consent of the Department.

**Transfer:** UL, UA, AU, GMU

### **NS2015 3 (0-5.5-0) UT 39 Hours 7 Weeks** **Introduction to Nursing Theory II**

Focuses on health promotion and support to individuals in the pursuit of health throughout their lives. A variety of concepts from nursing and other disciplines will be integrated into the overall learning. Students will be initiated into nursing roles with individuals in the community, assisted living, and long-term care settings.

**Prerequisites:** NS1035, NS1055, and PZ1515

**Notes:** Available only to Nursing students

**Transfer:** UA

### **NS2025 6 (0-0-28) UT 196 Hours 7 Weeks** **Introduction to Nursing Practice**

This course introduces students to nursing practice. Practice focuses on individuals in community and long-term care settings.

**Prerequisites:** NS1035, NS1055, and PZ1515

**Notes:** Available only to Nursing students

**Transfer:** UA

### **NS2055 6 (4-8-4) UT 112 Hours 7 Weeks** **Community Nursing Theory**

Focus is on the philosophical and theoretical domains of nursing individuals, families and groups in the community across the lifespan. Students will also specifically explore

theory related to the nursing care of the child-bearing family. Community nursing management and intervention consistent with the principles of primary health care will be explored and fostered.

**Prerequisites:** NS2015, NS2025, and NS2150

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2060 6 (0-0-32) UT 224 Hours 7 Weeks**

### **Community Nursing Practice**

Students will have the opportunity to apply concepts of community health nursing. Nursing practice will include health assessment and interventions with child-bearing families. Students will develop competence in both family and community assessments, the use of therapeutic communication skills and the planning, implementation and evaluation of community nursing interventions.

**Prerequisites:** NS2150, NS2015, and NS2025

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2115 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Statistics and Knowledge Management**

An introduction to reading, understanding and interpreting commonly used statistics in published health sciences research. The course provides a hands-on approach to understanding measurement, sampling, and statistical analysis techniques commonly used in health care research. It introduces the concepts of information literacy, health data and big data in electronic datasets and the statistical techniques used to interpret these data in meaningful ways.

**Transfer:** UA

## **NS2150 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Pharmacotherapeutics in Nursing**

Focus on the mechanisms of action of drugs, their therapeutic uses and side effect profile. General principles related to drug absorption, distribution, metabolism, and excretion will be addressed. The nursing role in promoting optimal therapeutic regimens and in the management of side/adverse effects will be included.

**Transfer:** UA

## **NS2160 6 (3-0-0) UT 90 Hours 30 Weeks**

### **Pathophysiology and Pharmacology II**

The course explores selected episodic and chronic health alterations and the related pharmacological concepts. The focus is on applying foundational knowledge of pathophysiology and pharmacology to evidence-informed nursing practice.

**Prerequisites:** NS1160

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2200 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Foundations of Nursing II**

The focus is on evidence informed assessment and management of health challenges in both episodic and chronic illness. Aligns with concepts from NS 2160 and NS 2210 intentional clinical learning activities.

**Prerequisites:** NS1160, NS1240, NS1250

**Corequisites:** NS2160, NS2210

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2210 6 (1-0-2) UT 195 Hours 15 Weeks**

### **Introductory to Acute Care Nursing Practice I**

This practicum in acute care settings develops beginning knowledge, skills, and abilities to provide safe ethical patient care for adults with episodic and chronic health challenges. Intentional clinical learning activities integrate evidence-informed knowledge from NS 2200 and NS 2160. The focus is on assessment, clinical reasoning, care planning, and documentation in paper and digital formats.

**Prerequisites:** NS1160, NS1240, NS1250

**Corequisites:** NS2160, NS2200

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2220 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Indigenous Health in Canada**

This course is offered in response to the Truth and Reconciliation Commission of Canada: Calls to Action, and is the beginning step to culturally safe interaction and practice. Focus is on introducing students to a variety of historical realities and contemporary issues relevant to Indigenous health in Canada. Students will examine issues and contributions facing settler relations from a historical, contemporary and critical perspective, with a focus on health and well-being.

**Notes:** Students not enrolled in the Nursing Program require consent of the Department.

**Transfer:** UL, UA

# COURSE DESCRIPTIONS

## **NS2240 3 (3-0-0) UT 45 Hours 15 Weeks Foundations of Nursing III**

The focus on evidence informed assessment and management of health challenges in both episodic and chronic illness. Aligns with concepts from NS 2160 and NS 2250 intentional clinical learning activities.

**Prerequisites:** NS2200, NS2210

**Corequisites:** NS2160, NS2250

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2250 6 (1-0-12) UT 195 Hours 15 Weeks Introductory Acute Care Nursing Practice II**

This practicum in acute care settings further develops knowledge, skills, and abilities to provide safe ethical patient care for adults with episodic and chronic health challenges. Intentional clinical learning activities integrate evidence-informed knowledge from NS 2240 and NS 2160. The focus is on assessment, clinical reasoning, care planning, and documentation in paper and digital formats.

**Prerequisites:** NS2200, NS2210

**Corequisites:** NS2160, NS2240

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS2440 3 (3-0-0) UT 45 15 Weeks An Interdisciplinary Approach to Palliative Care**

This course examines the philosophy and approach of palliative care across the lifespan and the role of the interdisciplinary team in working with palliative patients in different settings. Participants will learn to assess palliative symptoms including pain, and how to effectively manage these symptoms. Students will learn to identify and address the psychological needs of the terminally ill patient and develop therapeutic communication skills for working with dying patients and their family members.

**Transfer:** AU

## **NS2710 3 (3-0-0) UT 45 Hours 15 Weeks Pain Assessment and Management**

This course offers an in-depth exploration of the multidimensional nature of pain, current pain theories and models and research-based knowledge and skills relevant for competence in pain assessment and management in nursing practice. An individualized, patient-centered and interprofessional team approach will be emphasized.

**Prerequisites:** NS1160 and NS1500 or equivalent or with instructor permission.

**Transfer:** UA, UL

## **NS3005 3 (3-0-0) UT 45 Hours 15 Weeks Health Policy, Health Care Organizations, Change Management**

The course builds upon the personal leadership foundations of NS2005. It explores the organization of health-care systems, concepts of healthcare management and care delivery models. The course provides an overview of healthcare policy and the roles of the nurse in influencing health policy, and facilitating change within healthcare systems.

**Prerequisites:** NS2005

**Notes:** Students not enrolled in the Nursing Program require consent of the Department.

**Transfer:** UL, UA, AU, GMU

## **NS3010 3 (3-0-0) UT 45 Hours 15 Weeks Nursing Research**

Introduction to the process of research through a comparative analysis of selected studies exemplifying different theoretical, methodological and analytical approaches. Emphasis is on the communicability of research, the needs of the research consumer, and the development of skills of critical appraisal.

**Prerequisites:** Statistics elective

**Corequisites:** Statistics elective

**Notes:** Credit will be granted for one of NS3690, or NS3010 and Statistics (3).

**Transfer:** UA, AU

## **NS3110 3 (3-0-0) UT 45 Hours 15 Weeks Evidence Informed Nursing Practice**

The course provides hands on approach to evidence-informed nursing practice. This includes formulating clinical questions, systematic searching of electronic databases, reading, interpreting and critically appraising health research. Emphasis is on developing thinking and information literacy skills necessary to be an astute research consumer, and using evidence to inform clinical decision making.

**Prerequisites:** NS2115

**Notes:** Available only to Nursing students

**Transfer:** UA

## **NS3210 6 (1-0-2) UT 162 Hours 6 Weeks Advanced Acute Care Nursing Practice I**

This acute care practicum builds on the concepts and intentional clinical learning from NS 2210 and NS 2250. The focus is on integrating prior learning to move towards providing comprehensive patient and family cen-

tered care and socialization to the role of the nurse in an acute care setting.

**Prerequisites:** NS2160, NS2240, NS2250

**Notes:** Available only to Nursing students

**Transfer:** UA

### **NS3230 6 (3-0-3) UT 180 Hours 6 Weeks Community Nursing Through the Lifespan**

The course covers theories, ethics and evidence-informed approaches to community health nursing including primary health care, population health, health maintenance and promotion, and disease and injury prevention. It includes exploration of concepts of community-based assessment, planning, intervention and evaluation with community-as-client. The practicum portion of the course includes a variety of community settings. Nursing practice will include health assessment and interventions for clients throughout the lifespan and care continuum.

**Prerequisites:** NS2160, NS2240, NS2250

**Notes:** Available only to Nursing students

**Transfer:** UA

### **NS3250 6 (0-0-2) UT 204 Hours 6 Weeks Advanced Acute Care Nursing Practice II**

The course provides opportunities for participants to integrate, consolidate, and expand concepts from previous learning to advance their professional nursing practice. Participants have the opportunity to consolidate learning and advance their clinical decision-making in a variety of acute care settings.

**Prerequisites:** NS3210

**Notes:** Available only to Nursing students

**Transfer:** UA

### **NS3270 6 (3-0-3) UT 180 Hours 6 Weeks Mental Health & Wellness in Nursing**

This course in mental health provides opportunities to acquire knowledge, skills, and attitudes to promote wellness, through safe, ethical nursing practice, in a variety of contexts. The focus will be mental well-being throughout the lifespan. Learning experiences will provide students an understanding of the mental health nursing process. Clinical hours listed are the total number of hours and will be offered over 6 weeks.

**Prerequisites:** NS2160, NS2240, NS2250

**Notes:** Available only to Nursing students

**Transfer:** UA

### **NS4005 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Leadership in Nursing & Interprofessional Practice**

The course prepares learners with the knowledge and capabilities for working within complex inter-professional environments in health care. It focuses on six key inter-professional competencies: patient/client/family/community-centred care, inter-professional communication, role clarification, team functioning, inter-professional conflict resolution and collaborative leadership. The course culminates with the application of knowledge to authentic scenarios and demonstration of effective collaborative teamwork.

**Prerequisites:** NS3005

**Notes:** Students not enrolled in the Nursing Program require consent of the Department.

**Transfer:** UL, UA, AU

### **NATIVE STUDIES**

#### **NT1521 3 (4-0-1) UT 75 Hours 15 Weeks**

##### **Introductory Cree I**

Introductory Cree I is a general introduction to Plains Cree (Y dialect) grammar and vocabulary with an emphasis in the practice in speaking and working in the language laboratory.

**Prerequisites:** No prior knowledge in Cree is assumed.

**Transfer:** UC, UL, AU, AF, UA\*, Other

#### **NT1522 3 (4-0-1) UT 75 Hours 15 Weeks**

##### **Introductory Cree II**

Introductory Cree II is a general introduction to Plains Cree (Y dialect) grammar and vocabulary with an emphasis in the practice in speaking and working in the language laboratory.

**Prerequisites:** NT1521

**Transfer:** UC, UL, AF, UA\*, Other

#### **NT2000 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Research & Writing in the Context of Indigenous and Settler Relations**

An introduction to research and writing skills through an introductory review of contemporary Indigenous and Settler decolonization.

**Transfer:** UA, UC, AU, AF, GMU

#### **NT2030 3 (3-0-0) UT 45 Hours 15 Weeks**

##### **Indigenous Ways of Knowing**

An introduction to Indigenous Peoples' philosophies and regeneration of ways of knowing, indigeneity, cultural and ceremonial life.

**Transfer:** UA, UL, UC, CU, AU, GMU

# COURSE DESCRIPTIONS

## **NT2300 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Indigenous Governance**

Introduction to indigenous governance and resurgence through contemporary perspectives on the political relationship between Indigenous peoples and the State in Canada.

**Transfer:** UA, UC, GMU, AU, UL

## **NT2400 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Indigenous Approaches to Community Research and Leadership Development**

Introduction to wise practice approaches of centering Indigenous cultures in community research and development. The course reflects on elements of successful Indigenous community economic development and the importance of developing Indigenous leadership in the creation of community capacity and sustainability.

**Transfer:** UA, UC, CU, UL, GMU

## **NT2500 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Administration for Indigenous Organizations**

Introduction to insights on Indigenous leadership and the creation and maintenance of organizations, projects, and programs. Examining elements of Indigenous management, policy making, and the embodiment of beliefs, values, and behaviours in the context of an organizational culture.

**Prerequisites:** MG2000

**Transfer:** UA, UC, UL, GMU

## **OFFICE ADMINISTRATION**

### **OA1030 3 (4.5-0-0) UT 67.5 Hours 15 Weeks**

#### **Business Communications I**

This course will help you develop editing, proofreading and writing skills for effective business communications. Upon completing this course, you will write and speak according to Standard English usage principles of word choice, spelling, sentence construction, grammar, punctuation and pronunciation. You will communicate with the English style that contributes to advancement in careers requiring excellent communication skills.

**Transfer:** GMU

### **OA1040 3 (4.5-0-0) 67.5 Hours 15 Weeks**

#### **Business Communications II**

The course applies the principles learned in OA1030 to the techniques of writing different types of letters, memos and short reports. It emphasizes oral communication, punctuation and proofreading skills.

**Prerequisites:** OA1030 or consent of instructor

**Notes:** Credit will be granted for one of OA1040 or OA2040.

### **OA1065 3 (3-0-1.5) 67.5 Hours 15 Weeks**

#### **Word Core**

This course focuses on the core skills necessary for production of professional business documents. Student will learn Word core level skills including: creating, printing, and editing documents, formatting characters, paragraphs, documents and sections; maintaining documents; writing tools; manipulating tabs and text within documents; merging; and special format characters.

### **OA1075 3 (3-0-1.5) 67.5 Hours 15 Weeks**

#### **Word Expert**

This course covers expert level concepts and techniques of Microsoft Word through lectures, demonstrations, and hands on practical applications. Emphasis will be placed on the production of professional business documents such as long documents, fill-in forms, merged documents including multi-page merged letters, and desktop publishing documents. Students will be expected to produce these professional business documents in a timed environment. Students will master the software concepts required to gain the Microsoft Certification - Word.

**Prerequisites:** OA1065

### **OA1145 3 (3-0-1.5) 67.5 Hours 15 Weeks**

#### **Excel and Access Core**

This course is intended to familiarize the student with the comprehensive use and professional application of computers in daily office activities. Students will be expected to develop a core level knowledge of Microsoft Excel and Access. This course also introduces the current operating system, computer terminology, electronic file management and business math concepts.

### **OA1155 3 (3-0-1.5) 67.5 Hours 15 Weeks**

#### **PowerPoint, Advanced Outlook, and Remote Working Technologies**

This course covers expert level concepts and techniques of PowerPoint and Outlook through lectures, demonstrations, and hands on practical applications. Students will master the software concepts required to gain the Microsoft Office Certification in PowerPoint and in Outlook. This course will also provide training in remote working technologies such as Zoom, Microsoft Teams, SharePoint, OneDrive and Adobe Acrobat.

**Prerequisites:** OA1145

## **OA1215 3 (3-0-2) 75 Hours 15 Weeks**

### **Canadian Office Procedures**

This modularized course covers the essential fundamentals of working in a professional office including: human relations, filing and records management, email records in Outlook, management of work, time, and resources, Outlook Tasks and Calendar, organizational office structure and office layout, telephone and front-line reception, scheduling using Outlook Calendar, Tasks and Journalizing using Outlook, reprographics; meetings and conferences, Outlook Contacts and Meetings, in-coming and out-going mail, volunteerism, professional development; and employment strategies and job success skills.

## **OA1231 1.5 (0-0-3) 45 Hours 15 Weeks**

### **Skill Building I**

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

## **OA1232 1.5 (0-0-3) 45 Hours 15 Weeks**

### **Skill Building II**

This course focuses on the development of keyboarding speed and accuracy through proven individualized skill building drills.

## **OA1240 3 (0-0-12) 120 Hours 10 Weeks**

### **Work Experience**

This course provides an opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over one semester is required. Students will complete an orientation to office information systems prior to the practicum. Students will work full shifts in a professional office with an experienced office manager. The office manager will act as supervisor and the student will follow the supervisor's work rotation.

**Prerequisites:** All other program requirements must be completed prior to beginning this course.

## **OA1275 3 (1.5-0-1.5) 45 Hours 15 Weeks**

### **Excel Expert**

This course covers expert level concepts and techniques of Microsoft Excel through lectures, demonstrations, and hands on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing and integrating data. Students will be prepared to successfully challenge the Mic-

rosoft Office Specialist Excel Certification Exam and attain this globally recognized certificate directly from Microsoft.

**Prerequisites:** OA1145

## **OA1310 3 (3-0-0) 45 Hours 15 Weeks**

### **Basic Bookkeeping I**

This course begins your career path as a professional bookkeeper and introduces you to basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, including journals, ledgers and preparation of financial statements is covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned, rather than memorized.

## **OA1320 3 (3-0-0) 45 Hours 15 Weeks**

### **Basic Bookkeeping II**

This course continues you along your career path as a professional bookkeeper and introduces you to basic bookkeeping principles, procedures and concepts as applied to a merchandising business. Bookkeeping for merchandising activities, cash control concepts and reporting petty cash, sales and receivables, cost of goods sold, inventory, property, plant and equipment, natural resources, intangibles, current liabilities, long-term liabilities and payroll are covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned, rather than memorized.

**Prerequisites:** OA1310

## **OA1365 3 (0-0-4.5) 67.5 Hours 15 Weeks**

### **Introduction to Software Applications**

This course is intended to familiarize the student with the use and application of computers in daily office activities. Students will be expected to develop a working knowledge of Microsoft Word, Excel, Access, and PowerPoint. This course also introduces the student to the Outlook, Windows, and computer terminology.

**Notes:** Not for credit in Office Administration

# COURSE DESCRIPTIONS

## **OA1430 3 (3-0-1.5) 67.5 Hours 15 Weeks**

### **Sage 50 for Small Business**

This is an introduction to Sage 50 Accounting (formerly Sage Simply Accounting), an integrated accounting software for small business. Students will complete practical applications involving basic to advanced concepts in the general journal, accounts payable, accounts receivable, payroll, inventory, orders, quotes, deposits, tax remittances, and bank reconciliations. Students will be expected to complete modules requiring conversion and setup of paper records to Simply Accounting. Upon completion of the course, students will have the skills to work in an office that uses all the basic applications of Sage Accounting.

**Prerequisites:** OA1310 or permission of instructor

## **OA1440 3 (3-0-1.5) 67.5 Hours 15 Weeks**

### **QuickBooks**

This is a comprehensive course teaching accounting concepts in a software environment. Students will use QuickBooks to go through step-by-step basics to complex tasks for service and merchandising businesses. Students will be exposed to subsidiary journals, accounting ledgers, and audit trail concepts. You will know QuickBooks and be able to use it in the workplace including advanced features such as year-end procedures, tracking time, job costing, integration with Excel and Outlook and other.

**Prerequisites:** OA1310

## **OA1510 1.5 (1.5-0-0) 22.5 Hours 15 Weeks**

### **Dental Sciences Terminology**

The dental sciences terminology course focuses on accurate spelling and pronunciation of orofacial anatomy and dental words, as well as identification and uses of abbreviations, symbols, pharmacological and orofacial terms for recording patient care. Preventive and restorative treatments are discussed, as well as the tooth histology and development.

**Corequisites:** OA1520 and OA1530

## **OA1520 3 (1.5-0-1.5) 45 Hours 15 Weeks**

### **Dental Office Procedures**

This course teaches the inner workings of a busy dental office and covers the information required for students to work in a dental office environment including dental and health care organizations, dental records, legal and ethical issues, confidentiality, conflict resolution, communication, nonviolent crisis intervention, emergencies, security, self-examination, team work and stress management.

## **OA1530 1 (0-0-1) 15 Hours 15 Weeks**

### **Dental Care and Third Party Billing**

This course covers the information required for dental office assistants to file Alberta Health Care billing, business functions related to the medical office, booking and scheduling, and different branches of dentistry and related specialties. This course will give students a full understanding of the job demands and essentials such as understanding Alberta's dental fee guides, codes, insurance company guidelines, billing procedures, and dental payment plans. Students will learn how to deal with estimates and general dental office procedures.

**Corequisites:** OA1510 and OA1520

## **OA1540 4 (0-4-24) 140 Hours 5 Weeks**

### **Dental Office Work Experience**

This course provides an opportunity for the student to work in a supervised office environment and apply skills and knowledge learned in the program. A minimum of 120 hours of work experience over 5 weeks. Students will complete an orientation to dental office information systems prior to the practicum. Students will work full shifts in a professional dental office with an experienced dental office manager. The office manager will work as supervisor and the student will follow the supervisor's work rotation.

**Prerequisites:** In order to be eligible for the practicum at the end of the program, students will need to present passing grades in OA1030, OA1215, OA1231, OA1365 and a minimum of C- in OA1510, OA1520, and OA1530.

## **OA1610 3 (3-0-0) 45 Hours 15 Weeks**

### **Legal Office Administration I**

This course is an introduction to legal office procedures. Upon completion, students will have a thorough knowledge and understanding of office procedures specific to a law firm including opening, closing and maintaining client files; preparing legal correspondence; using Outlook for incoming/outgoing messages, calendaring, and meeting set up; the mechanics of timekeeping and creating billing statements; and human relations. Students will also be introduced to the requirements under the Wills Act in relation to the creations of a valid will, power of attorney, and personal directive. Records and time management will also be emphasized.

## **OA1620 3 (3-0-0) 45 Hours 15 Weeks**

### **Legal Office Administration II**

This course is a continuation of OA1610 in regards to legal-related terminology, correspondence, and preparation of non-court and court documentation. The course

provides an introduction to the Canadian legal system, its history, the development and types of laws in Canada, and the Court system that enforces the law. Students will study the process and procedures involved in civil litigation including document management, trial preparation, and collecting judgement. The course is designed to utilize a project-based approach to completing legal activities.

**Prerequisites:** OA1610

## **OA1710 3 (3-0-0) 45 Hours 15 Weeks**

### **Oil and Gas Terminology**

This course provides students with an overview of oil patch activities, common terms, roles, industry professional and governmental organizations, and industry-related office procedures and processes. A lecture series will cover topics on how oil and gas is formed, found, developed, produced, refined, marketed, and accounted for.

## **OA2511 3 (3-0-0) 45 Hours 15 Weeks**

### **Medical Terminology I**

This course provides you with a background in medical terminology. It will assist you to recognize medical words by identifying Greek and Latin suffixes and prefixes, the root words, and combining forms. It will also assist you to correctly pronounce medical terms and to recall and interpret medical abbreviations.

## **ORGANIZATIONAL THEORY**

### **OT3010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Behaviour in Organizations**

The course examines the sociological and psychological bases of individual behaviour in organizations. Topics of individual psychology examined will include cognition, perception, attitude formation and change, personality structures and change, and motivation. The course will also investigate the behaviour of individuals in groups and organizations. In this context various aspects of group dynamics such as leadership, communication, interpersonal sensitivity, morale and satisfaction, and the formation and attainment of individual and group goals will be discussed.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC\*

## **PHYSICAL ACTIVITY**

### **PA1010 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Principles and Concepts of Physical Activity**

This course is an exploration of the principles and concepts that underlie movement of individuals and groups in a variety of settings. The focus of the course is on the

development of a conceptual understanding of movement, therefore a wide range of activities and their contexts will be examined and experienced.

**Notes:** Students not enrolled in Physical Education programs require consent of Department. University of Alberta will grant credit for only one of PA1010 or PE2940.

**Transfer:** UA\*, UC, UL\*, AU, AF, GMU

### **PA1110 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Basketball**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of basketball.

**Transfer:** UA, UC, GMU, CU, UL, AU, KUC, CUC, AF

### **PA1310 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Badminton**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of badminton.

**Transfer:** UA, UC, CU, CUC, UL, GMU, KUC, AF, AU

### **PA1350 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Tennis**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of tennis.

**Transfer:** UA, UC, UL, AF, KUC, AU

### **PA1370 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Volleyball**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of volleyball.

**Transfer:** UA, UL, AU\*, CU, CUC, KUC, UC, AF, GMU

### **PA1560 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Movement Foundations in Yoga and Fitness**

Utilizing yoga poses and principles, we will explore holistic perspectives, including body alignment, mind-body connection, body awareness, and breathing and apply these concepts to other fitness and lifestyle settings.

**Transfer:** CU, KUC, UL, UA, CUC

### **PA1820 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Indoor Wall Climbing**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of indoor wall climbing.

**Notes:** This course requires additional practice outside of the scheduled class times.

**Transfer:** UA, UC, UL, AU, AF

### **PA1980 3 (0-0-3) UT 45 Hours 15 Weeks**

#### **Instruction of the Basics of Resistance Training**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of resistance training.

**Transfer:** UA, UC, UL, AU, AF, GMU

# COURSE DESCRIPTIONS

## **PA1981 3 (0-0-3) UT 45 Hours 15 Weeks**

### **Instruction of the Basics of Aerobic Training**

Acquisitions of theoretical knowledge and personal skills used in the instruction of the basics of aerobic training.

Transfer: UA, UC, UL, AU, AF, GMU

## **PA3110 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Coaching Basketball**

Acquisition of theoretical knowledge and personal skills used in coaching the advanced skills and strategies of basketball.

Prerequisites: PA1110 or consent of the Department

Transfer: AU, CU, UA, AF

## **PA3370 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Coaching Volleyball**

Acquisition of theoretical knowledge and personal skills used in coaching the advanced skills and strategies of volleyball.

Prerequisites: PA1370 or consent of the Department

Transfer: UA, UL, AF, AU, CUC, CU, KUC, UC, GMU

## **PALEONTOLOGY**

### **PALE200 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Paleontology**

Students will learn the fundamental processes of how and what we know about the fossil record, with a special focus on dinosaurs. Topics include fossilization, fossil collection/curation, morphological analysis, organismal evolution, paleoecology, protection of fossils, speciation, stratigraphy, and taphonomy. Students learn how paleontological research determines the ages, behaviour, breeding, life cycles, physiology, sexes and other aspects of the biology of dinosaurs and other extinct animals.

Prerequisites: Biology 30 or equivalent or 1000-level science course or consent of instructor.

Transfer: UC, UA, KUC, UL, GMU

## **PHYSICS**

### **PC0120 5 (4-0-2) HS 90 Hours 15 Weeks**

#### **Physics Grade 11 Equivalent**

The topics include: linear and two dimensional velocity, acceleration, forces; vector versus scalar quantities from mathematical and graphical perspectives; Newton's three laws of motion; equilibrium forces, incline planes; centripetal force and acceleration, Kepler's three laws of planetary motion, Newton's law of gravity; work, power kinetic, gravitational potential and conservation of ener-

gy; transverse and longitudinal waves and interference of waves, resonance and Doppler effect.

Prerequisites: SC0110 (Science 10); MA0110 (Math 10C) or \*\*MA0123 (Math 20-3). Students may register in PC0120 if the student has achieved a mark of 60% or better in Alberta Education Science 10 within the previous five years or consent of the instructor.

Notes: \*\*When MA0123 (Math 20-3) is used as a prerequisite, the student cannot take PC0130.

### **PC0130 5 (6-0-2) HS 120 Hours 15 Weeks**

#### **Physics Grade 12 Equivalent**

The major concepts to be covered in this course include: momentum and impulse; electric forces and fields; current electricity; magnetic forces and fields; electromagnetic radiation (light); and atomic physics. Problem solving is highly emphasized throughout the course.

Prerequisites: PC0120 (Physics 20); MA0120 (Math 20-1) or MA0122 (Math 20-2). A Student may register in PC0130 if the student has achieved a mark of 60% or better in Alberta Education Physics 20 or equivalent within the previous four years or consent of the instructor.

Notes: \*\*If MA0123 (Math 20-3) was used as a prerequisite for PC0120, the student cannot take PC0130.

### **PC1240 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Particles and Waves**

Algebra-based course primarily for students in life, environmental, and medical sciences. It guides the students through two distinct types of motions: motion of matter (particles) and wave motion. Vectors, forces, bodies in equilibrium, review of kinematics and basic dynamics; conservation of momentum and energy; circular motion; vibrations; elastic waves in matter; sound; wave optics; black body radiation, photons, de Broglie waves. Examples relevant in environmental, life, and medical sciences will be emphasized.

Prerequisites: Physics 20 or equivalent, Mathematics 30-1 or equivalent. Physics 30 is strongly recommended.

Notes: Credit may be obtained for only one of PC1240 or PC1310. Transfer: UA, UC, AU\*, AF, GMU, KUC\*, CU\*

### **PC1260 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Fluids, Fields and Radiation**

This course is a continuation of PC1240 for students in life and medical sciences. Fluid statics and dynamics, gases, kinetic interpretation; electrostatics; currents and circuits; magnetic field; electromagnetic induction; nuclear radiation, its interaction with matter and application.

Prerequisites: PC1240

Notes: Credit may be obtained for only one of PC1260 or PC1300.

Transfer: UA, UC, AU\*, AF, GMU, KUC\*, CU\*

**PC1300 3.8 (3-1-1.5) UT 82.5 Hours 15 Weeks**  
**Wave Motion, Optics and Sound**

The course includes geometrical optics, optical instruments, oscillations, waves, sound, interference, and diffraction.

**Prerequisites:** Mathematics 30-1 or equivalent, Mathematics 31 and Physics 30

**Corequisites:** MA1000

**Notes:** Restricted to Engineering students only.

**Transfer:** UA\*, UC, UL, AU, AF\*, CU\*, GMU, KUC

**PC1310 4.3 (3-1-1.5) UT 82.5 Hours 15 Weeks**  
**Mechanics**

This course includes kinematics and dynamics of particles; gravitation; work and energy; linear momentum; angular momentum; systems of particles and introduction to dynamics of rigid bodies.

**Prerequisites:** MA1000 and EG1300

**Corequisites:** MA1010, PC1300

**Notes:** Restricted to Engineering students

**Transfer:** UA, UC, UL, AU, AF, CU\*, CUC, KUC

## PHYSICAL EDUCATION

**PE1000 3 (3-0-2) UT 75 Hours 15 Weeks**  
**Structural Anatomy**

Introductory study of human anatomy. Students learn structural and functional components of selected systems of the human body.

**Notes:** For Bachelor of Physical Education or Bachelor of Science in Kinesiology students only.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, KUC\*, GMU, Other

**PE1015 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Essentials of Human Physiology**

This main focus of this introductory course is cellular functions in the human body with special emphasis on systems that respond and adapt to exercise stress.

**Transfer:** UA\*, UC\*, UL, AU, AF, KUC\*, GMU, CU

**PE1030 3 (3-0-1) UT 60 Hours 15 Weeks**  
**Integrative Human Physiology**

The focus of this introductory physiology course is systemic functions in the human body with special emphasis on integration of these functions. Whenever possible, the responses and adaptations to exercise will be used as a foundation upon which the concept of integration will be discussed.

**Prerequisites:** PE1015

**Transfer:** UA\*, UC\*, UL, AU, KUC\*, GMU, AF\*, Other

**PE1040 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Introduction to Sociocultural Aspects of Leisure and Sport**

The course explores the study of play, physical education, recreation, sport and leisure as institutionalized ways in which society organizes and teaches attitudes and skills. It provides an introduction to the importance of sociocultural inquiry and the notion of being critical as an empowering process.

**Notes:** Students not enrolled in Physical Education Programs require the consent of department.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC\*

**PE1050 3 (3-0-1) UT 60 Hours 15 Weeks**  
**Introduction to the Administration of Sport, Physical Activity and Recreation Programs**

This course provides you with the basic skills required to successfully administer a sport and/or physical education program.

**Notes:** Students not in Physical Education or Education Programs require consent of department.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

**PE1090 3 (3-0-1) UT 60 Hours 15 Weeks**  
**Statistics, Measurement and Evaluation**

This course will introduce students to the concepts of validity and reliability as they apply to quantitative research, measurement and evaluation in physical education, sport, exercise science, and leisure contexts. The course will focus primarily on inferential statistical procedures that are used to organize, summarize, and interpret information.

**Transfer:** UA\*, AF\*, AU, UC\*, UL, MRU, GMU

**PE1100 3 (3-0-1) UT 60 Hours 15 Weeks**  
**Personal Health and Fitness**

This course is an individual-based analysis of physical fitness and personal health issues. The emphasis is on planning and managing your own lifestyle for health and well being.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

**PE1120 3 (2-2-0) 60 Hours 15 Weeks**

This course will take multidisciplinary approach to introduce students to fundamental movement skills and factors that impact human movement.

# COURSE DESCRIPTIONS

## **PE1210 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Introduction to Personal Physical Fitness**

This course examines the biological foundations of physical activity/exercise and the components of health-related physical fitness as compared to health, chronic disease and performance; and explores physical activity guidelines and exercise prescription for healthy adults.

**Transfer:** UA, AF, KUC, UL\*, UC\*, CU, CUC, AU, GMU

## **PE1410 3 (3-0-0) 45 Hours 15 Weeks**

This course is an introduction to movement skills in an individual sport and physical activity context.

## **PE2000 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Exercise Physiology**

The lecture, laboratory experience and supplementary readings are designed to promote an understanding of the physiological responses to acute and chronic exercise. Successful completion of the course requirements will enable one to understand the basic function of various physiological systems; describe the various physiological changes that occur during acute exercise and the various adaptations to different forms of exercise training and environmental influence; understand the basic ergometry and other laboratory instrumentation for evaluating physiological responses to exercise; and experience exercise stress in a laboratory setting as a participant and tester.

**Prerequisites:** PE1030

**Transfer:** UA, UC, UL, AU, CUC, GMU, KUC, AF

## **PE2030 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Skill Acquisition and Performance**

The course presents a psychological approach to understanding human motor behaviour. You will examine the processes involved in learning motor skills and controlling movement and the factors that influence acquisition and performance.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

## **PE2040 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Leisure and Sport in Canadian Society: Historical Perspectives**

An examination of the significant changes which have occurred in leisure and sport specifically over the last century and with particular reference to Canadian society.

**Prerequisites:** PE1040 or consent of the Department

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

## **PE2060 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Biomechanics**

The course presents a method of quantitative and qualitative analysis of human movement based on a knowledge of biomechanical principles.

**Prerequisite:** PE1000

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PE2070 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Adapted Sport and Physical Activity for Diverse Populations**

This is an introduction to current trends in theory and practice in adapted sport and physical activity for diverse populations. The course includes a survey of diverse populations and their implications for service delivery.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

## **PE2170 3 (3-0-0) 45 Hours 15 Weeks**

This course is a study of the sequential changes in physical growth and motor development with emphasis on individual differences.

**Prerequisite:** PE1120

## **PE2190 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Research Methods in Kinesiology**

This course will provide an introduction to research methods used in the field of Kinesiology. Emphasis will be placed on the application of research techniques commonly used in the discipline.

**Prerequisites:** PE1090

**Transfer:** CU, UL, KUC, UA, AU

## **PE2400 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Introduction to Sports Injuries**

The course provides an introduction to practical and theoretical concepts of sports injury. This includes an overview of athletic therapy and the prevention, assessment, acute management, and rehabilitation of injuries.

**Prerequisites:** PE1000 or equivalent

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PE2420 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Nutrition for Exercise and Performance**

The course examines the fundamental principles of nutrition and the effects it has in society, athletic performance and physical education. It includes an analysis of practical and theoretical concepts of nutrition and the effects that dietary intake has on exercise, body composition and athletic performance.

**Transfer:** UA, UC, UL, AU\*, AF, GMU, KUC

## **PE2450 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Coaching Theory**

This course introduces students to a variety of coaching topics of both a theoretical and a practical nature. Topics include Long Term Athlete Development principles, role of the coach, and coach responsibilities in structuring a team and program. Students will have the opportunity to gain National Coaching Certification Program (NCCP) certification.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU

## **PE2930 3 (0-3-0) UT 45 Hours 15 Weeks**

### **Introduction to the Movement Activities of Children**

This is a study of the free play and organized physical activities of school aged children in recreational, educational, and sport environments with an emphasis on physical literacy. Students will engage in practical physical activity and the observation of children.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PE2940 3 (0-0-3) UT 45 Hours 15 Weeks**

### **A Conceptual Approach to Physical Activity**

A study of the fundamental movement concepts that underlie the physical activities engaged in by youth of secondary school age.

**Notes:** University of Alberta will grant credit for only one of PA1010 or PE2940.

**Transfer:** UA\*, UC, UL\*, AU, AF, CU, CUC, KUC, GMU\*

## **PE3030 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Psychology of Sport and Physical Activity**

The course introduces the student to select psychological theory as it relates to sport and physical activity. Psychological constructs along with their theoretical perspectives will be viewed within a cognitive, emotional, social, and behavioral framework. An analytical approach is encouraged.

**Prerequisites:** PE1210

**Transfer:** UA, UL, AU, GMU, MRU, KUC, UC

## **PHYSICAL FITNESS**

## **PF1900 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Group Exercise Fundamentals**

This course focuses on the application of basic anatomy, physiology, and movement mechanics to health and fitness related exercise. Practicing basic fitness principles and the concepts as they apply to physical fitness. Understanding the concepts of leading group fitness classes with respect to music, movement, cueing, and current trends. Students completing this course will be prepared

to take AFLCA Exercise Theory and Group Fundamentals National examinations.

**Corequisites:** PE1210

**Transfer:** AF, CUC, AU

## **PF1910 3 (2-0-3) 75 Hours 15 Weeks**

### **Fitness Practicum**

A theoretical and practical course on techniques in fitness for individuals and groups.

**Prerequisites:** PA1981, PF1980 and PF2900.

**Notes:** This class is for students in the Personal Trainer Diploma program only.

## **PF1980 3 (1.5-0-3) UT 67.5 Hours 15 Weeks**

### **Leadership in Resistance Training**

A course in which students acquire both theoretical and practical knowledge using various forms of resistance training. Emphasis will be placed upon providing the student with leadership skills on resistance training techniques, lifting mechanics, program design and implementation.

**Transfer:** GMU, UL, UA, AF, UC, AU

## **PF2900 3 (1-0-3) UT 60 Hours 15 Weeks**

### **Fitness Assessment and Advanced Counseling**

Students will gain both theoretical and practical knowledge in fitness assessment and counseling techniques.

**Prerequisites:** PE1000 and PE1015

**Corequisites:** PE1030 and PE1210

**Notes:** Upon completion, students must pass both the written and practical final exams as a prerequisite to get credit for PF2900 and enter into PF2920 and PF1910. This class is for Personal Trainer students only.

**Transfer:** UA, AF, CUC, AU

## **PF2910 3 (2-0-4) 90 Hours 15 Weeks**

### **Advanced Fitness Practicum**

This course will involve students applying techniques in exercise testing and prescription for individuals/groups. Participants will be involved in integration seminars in the class and in practical experience at local fitness centres.

**Prerequisites:** PF1910, PF2920 and PF2980

**Notes:** This class is for Personal Trainer students only. This class has supplemental costs for evaluations and certifications.

# COURSE DESCRIPTIONS

## **PF2920 3 (3-0-1.5) UT 67.5 Hours 15 Weeks**

### **Certified Personal Trainer Exercise Prescription**

This course is designed to prepare students for CSEP–CPT Certification, the Canadian standard for the field of personal training. Students will gain both theoretical and practical knowledge in exercise prescription and counseling techniques. Students prepare for the CPT core competencies in counseling, motivation, and fitness, including exercise demonstration and technique, equipment selection, exercise prescription and modification, program design and planning. Upon completion, students will fulfill both the written and practical exams of the CSEP Health and Fitness Program, Personal Trainer Certification.

**Prerequisites:** PE1210 and PF2900

**Notes:** Students will be required to submit a transcript for PF2920 and the pre/corequisites to fulfill CPT Certification.

**Transfer:** CUC, AU

## **PF2970 3 (3-0-1) 60 Hours 15 Weeks**

### **Fitness Management**

This course provides foundations specific to administration and management of the fitness industry and personal training professionals.

**Prerequisites:** PF1910

## **PF2980 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Advanced Training Methodologies**

An examination of resistance training and supplementary strength and conditioning methodologies for general conditioning and sport specific conditioning. Emphasis on various strength training techniques, exercise mechanics, program designs and implementations as they relate to specific activities or sports. Topics will include current advanced training techniques such as periodization, Olympic Lifting, and/or plyometric training.

**Prerequisites:** PF1980 or consent of instructor

**Transfer:** CUC, AU

## **PF2990 3 (3-0-1) UT 60 Hours 15 Weeks**

### **Corrective Exercise Strategies**

This course examines human movement to identify movement dysfunction and increased risk potential. Emphasis will be on identifying sources of impairment through muscle and movement assessment techniques. Students will learn to apply corrective exercises to recovery from impairments, reduce injury potential, and improve performance.

**Prerequisites:** PE1000 and PE1210

**Transfer:** AF, CUC, AU

## **PHILOSOPHY**

## **PH1010 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Philosophy: Values and Society**

This is an introduction to the classical problems of philosophy through study and critical discussion of selected philosophical classics and contemporary works. Emphasis will be placed on questions of moral and other values and on the nature of society and justice.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC, Other

## **PH1020 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Philosophy: Knowledge and Reality**

This is an introduction to the classical problems of philosophy through study and critical discussion of selected philosophical classics and contemporary works. Emphasis will be placed on questions of the nature and extent of human knowledge and classic problems about the nature of reality and our place in it.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC, Other

## **PH1200 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Elementary Symbolic Logic**

This is an introduction to modern symbolic logic including sentential and predicate logic with an emphasis on the application of formal techniques to ordinary language.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC\*

## **PH1250 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Practical Logic**

Practical logic is the study of critical thinking in everyday contexts. This class is foundational to all aspects of life, including our professional and personal lives. Without critical thinking people may not be able to differentiate between mere opinion and knowledge, which makes them susceptible to holding false beliefs without the means to make corrections. Critical thinking skills teach us how to identify mistakes in reasoning and how to correct these mistakes. This course teaches students the basic concepts of informal logic required for critical thinking. These concepts include the components of arguments, how to analyze logical inferences, and how to evaluate persuasive language as it is often presented in politics, news, social media, business, and even around the dinner table. In addition, students will learn how to identify logical fallacies, how to recognize good evidence (scientific or otherwise), and how to have fruitful discussions with others about even the most contentious topics.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PH1600 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Philosophical Analysis of Contemporary Issues**

Philosophical analysis of contemporary problems of social concern. Topics may include abortion, sexual equality, our place in the natural environment, censorship, minority and majority rights, war and violence, medical ethics and cultural preservation.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC, GMU

## **PH2050 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to the Philosophy of the Mind**

This course is an introduction to the questions of what it means to be a person and to have a mind. The relationship of philosophical ideas to scientific investigations of mental phenomena will be studied. Topics may include the mind-body relationship, personal identity, computer models of mind, sensation and emotion, and consciousness.

**Transfer:** UA, UC, UL, AU, AF, GMU, KUC

## **PH2650 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to the Philosophy of Science**

This is an introduction to the central issues in contemporary philosophy of science. Topics may include theory of evaluation, paradigm shifts and theory change, laws of nature, causation and explanation, the rationality of science and its social and historical setting.

**Transfer:** UA, UC, UL, AU, AF, GMU, KUC

## **PH3000 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Feminist Philosophy**

This course will introduce students to the basic key concepts that are central to classical and contemporary philosophy. Through its capacity to question values, norms, and all forms of argumentation, philosophy has played a crucial role in the emergence of feminism. Some of the debates in feminist philosophy we may consider include argumentation theory, justice, equality, rights, social and political philosophy, theories of knowledge (including personal narratives), scientific methodology, the aims and purpose of the economy as a social institution, and the philosophy of pornography. No philosophy background is assumed for this course however, it is beneficial to have completed at least one social science or humanities course to prepare students to meet the reading and writing expectations.

**Transfer:** CU, UL, AF, UA, UC, CUC, AU

## **PH3330 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Professional Ethics**

This course will examine the roles and responsibilities of professionals, as well as ethical challenges they face. These challenges often involve balancing self-interest,

clients' interests, and the public good. At times they involve weighing clients' interests and clients' wishes (and their autonomy.) They may also involve efforts to resolve conflicts between the professionals' personal moral beliefs and their perceived duties as professionals. Challenges and issues will be explored through consideration of debates within specific fields (such as accounting, medicine, engineering, journalism and law) - often with relevance across professions. Controversies will also be investigated through study of general discussions of common concerns. Ethical concepts and outlooks will provide assistance in facing the challenges.

**Transfer:** AU, MRU, UC, UA, AF, UL, GMU\*

## **PH3550 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Philosophy of the Environment**

Major environmental issues, such as pollution, overpopulation, resource exhaustion, the rights of future generations and animal rights will be considered in regard to their ethical, aesthetic, or metaphysical ramifications.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PH3570 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Philosophy of Religion**

General topics in the Philosophy of Religion. Selections from the following will be studied: The concept of 'religion', the relationships between philosophy and religion, arguments for and against the existence of God, meaning and intelligibility in religious language, religion and morality, religion and the meaning of life, implications of the study of religion in the social sciences.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PH3860 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Philosophy and Health Care**

A philosophical examination of concepts and issues central to the knowledge and practice of health care. Topics may include: provision and allocation of health care resources, rights and responsibilities of patients and health care personnel, passive and active euthanasia, abortion, research and experimentation, disclosure of diagnosis and risks, death and suffering.

**Transfer:** UA, UC, UL, AU, AF, GMU

# COURSE DESCRIPTIONS

## PARTS AND MATERIALS

### **PM1100 10 (12.5-0-0) 200 Hours 16 Weeks**

#### **Material and Handling Equipment**

This theory course includes the identification and fundamentals of operation on major parts and components of engine, power train, electrical and hydraulic systems. There is also a section covering the identification and function of major auto body components.

### **PM1200 7.5 (9.5-0-0) 152 Hours 16 Weeks**

#### **Material Handling Warehouse Operations**

This theory course includes: an introduction to the parts and material technician (warehousing) industry. It will cover material handling procedures in all areas including shipping, receiving, storing, etc as well as measuring the efficiencies in these areas. Also included will be an introduction to parts catalogues, and the correct steps for their proper use. In addition a section on merchandising will cover concepts on correct methods of stocking and displaying parts.

### **PM1300 6.5 (8-0-0) 128 Hours 16 Weeks**

#### **Safety Skills, Communication and Transportation**

This theory course covers workplace safety as well as safe handling of hazardous materials in a parts and materials warehouse. In addition the course will cover proper communication skills which will provide parts and materials technicians the ability to offer quality customer service. The final segment of the course will deal with transportation and traffic as they relate to a parts or materials warehouse.

### **PM2100 11.5 (14.5-0-0) 232 Hours 16 Weeks**

#### **Automotive Parts Identification**

This theory course is an introduction to material handling equipment parts introduction, with a primary focus on electrical fundamentals, light duty brakes, steering suspension, wheels, tires and hubs. This course will include the fundamentals of operation for major components on material handling equipment as well as identification of standard stock items, bearings and seals. Measuring calculation and use of measuring tools will also be included.

### **PM2200 11.5 (14.5-0-0) 232 Hours 16 Weeks**

#### **Heavy Duty Parts Identification**

This theory course covers the identification and fundamental operation for parts and components relating to heavy equipment including trucks, off highway, agricultural, forestry, and oil and gas applications. There is also

a section on the proper operation and management of tool cribs.

### **PM2300 1 (1-0-0) 16 Hours 16 Weeks**

#### **Introduction to Inventory Management**

This theory course is an introduction to inventory control and measuring efficiencies in managing inventory.

### **PM3100 1 (0-0-40) 160 Hours 4 Weeks**

#### **Work Practicum**

Work Placement Evaluation completed by the on-site supervisor according to criteria determined by Northwestern Polytechnic Fairview Campus AST/Parts Department.

## POLITICAL SCIENCE

### **PO1010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Political Studies, Ideas and Forms of Government**

This course is an introduction to key political concepts such as power, authority, order, equality, freedom and justice. These concepts are examined as they are employed by different ideologies including liberalism, conservatism, socialism, communism, anarchism, feminism, postmodernism and religious fundamentalism. Political ideas and practices are also examined in the context of democratic, authoritarian and totalitarian forms of government. The role of the news media under different kinds of regime may also be considered.

**Notes:** Students who are taking or have taken PO1010 or PO1020 will not also receive credit for PO1030 at the UofA.  
**Transfer:** UA\*, UC, UL, KUC\*, AF, GMU, Other

### **PO1020 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Political Institutions, Processes and Problems**

This course is an introduction to the institutions, processes and problems of government emphasizing Canadian and other democratic governments. The course includes discussions of law, constitutions, civil liberties, public opinion, voting behaviors, electoral systems, political parties, interest groups, federalism and nationalism. This course offers an introduction to different fields of political study. Problems to be examined may include: political integration, the right to national self determination, humanitarian intervention, globalization, global warming, terrorism and other issues.

**Notes:** Students who are taking or have taken PO1010 or PO1020 will not also receive credit for PO1030 at the UofA.  
**Transfer:** UA, UC, UL, AU, AF, KUC, GMU, Other

## **PO1030 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Modern Political Issues**

This is an introduction to contemporary political issues and events. Topics vary but include matters of contemporary national and international concern such as the Quebec Question, Rights and Environmentalism.

Notes: This course is not intended for students majoring in political science.

Transfer: UA\*, UC, UL, AU, CU, CUC, GMU, KUC

## **PO2110 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Ancient and Medieval Political Thought**

This course presents a critical survey of Western political philosophy from ancient Greece to the Middle Ages. Political thinkers to be studied include Plato, Aristotle, Cicero, Augustine, Aquinas and Machiavelli.

Prerequisites: PO1010 or PO1020 or consent of Department

Transfer: UA\*, UC, UL, AU, AF, CUC, KUC, Other

## **PO2120 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Modern Political Thought**

This course presents and examines the political ideas of the great thinkers of the West from the times of Thomas Hobbes in the sixteenth century through the nineteenth century. Ideas to be given prominent consideration may include the consent of the governed, the limits of authority, rights, liberty, equality, democracy, property, entitlements of labour, the justifications of capitalism, history and technology. While attention will be given to the historical and cultural context of the views of thinkers, the course will focus on the significance of their ideas for us today. Political thinkers to be studied include Hobbes, Locke, Rousseau, Burke, Wollstonecraft, J.S. Mill, Hegel, and Marx and Engels.

Prerequisites: PO1010 or PO1020 or consent of Department

Transfer: UA\*, UC, UL, AU, AF, CUC, KUC, Other

## **PO2210 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to the Canadian Political Environment**

This course examines the cultural, social and economic context in which political actors in Canada seek to protect and advance their interests and power. Attention is given to divisions or cleavages as well as unifying elements. Topics will include language, culture, political culture, economic class cleavages, gender, ethnic diversity, political socialization and social movements, interest groups and Canada's external political environment provided by the United States and the rest of the world. This course, along with PO2220, Introduction to Canadian Political Institutions, Federalism and the Constitution,

constitutes a full year introduction to Canadian politics. The two courses provide preparation for further studies in Canadian politics at the post secondary level.

Transfer: UA, UC, UL, AU, CUC\*, KUC, AF, GMU\*, Other\*

## **PO2220 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Canadian Political Institutions, Federalism and the Constitution**

This course examines the workings of four branches of government at the national level, as well as, Canadian federalism and the Constitution. The course also explores efforts to change institutional arrangements to make them more democratic and more responsive to Western Canadians, people in Quebec and aboriginal peoples.

Transfer: UA, UC, UL, AU, CUC\*, KUC, AF, GMU\*, Other\*

## **PO2610 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to International Relations I: Security, War and Peace**

This is an introduction to the study of international relations with a focus on armed conflict, the pursuit of peace and related military matters. Topics may include the causes of war, the Cold War, arms control, post-Cold War military challenges, terrorism, international organizations, international law, international responses to domestic armed conflicts and the direction of Canadian defense policy.

Prerequisites: PO1010 or PO1020 or consent of Department

Notes: Students with credit in PO2600 will not also receive credit for PO2610. PO2610 taken with PO2620 will transfer to the University of Alberta.

Transfer: UA, UC, UL, AU, AF, CUC, KUC, GMU\*, Other

## **PO2620 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to International Relations II: Globalization, People and the Planet**

This course focuses on nonmilitary matters including free trade and world trade rules, economic disparities, population movements, the environment and the political significance of the communications revolution. Topics may include the future of the nation-state, free trade agreements, agricultural trade policy, global economic justice, developing world debt.

Prerequisites: PO1010 or PO1020 or consent of Department

Notes: Student with credit in PO2600 will not also receive credit for PO2620. PO2610 taken with PO2620 will transfer to the University of Alberta.

Transfer: UA\*, UC, UL, AU, AF, CUC, KUC, GMU\*, Other

# COURSE DESCRIPTIONS

## **PO2900 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Political Behaviour**

The course is an introduction to political behaviour as exhibited in both the public and private political world of the individual. Areas covered include behavioural theory and concepts in political science, individual and collective behaviour, theories of the political process, structures of power and authority, political culture and socialization, ideology, mass political participation, and electoral behaviour.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

## **PO3030 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Politics and the Media**

This is a critical examination of the roles and behaviour of the mass media in the political process with primary emphasis on the Canadian experience. Communications theories such as those of Innis and McLuhan, political propaganda, the mass media and elections, opinion formation, and selected Canadian communications policies are among the topics studied.

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

## **PO3230 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Local Government and Politics**

The political process as structured by formal governmental institutions focusing on local government in Canada and Alberta.

**Transfer:** UA, UC, UL, AU, AF, CU, KUC

## **POWER ENGINEERING**

### **POF301 10 (40-0-0) 200 Hours 8 Weeks**

#### **Third Class Part A1**

This course contains the math and science portion of the Third Class materials. In addition to mathematics, applied mechanics and thermodynamics, the student will learn basic chemistry, corrosion metallurgy and plant diagrams.

### **POF302 10 (28.5-0-0) 200 Hours 7 Weeks**

#### **Third Class Part A2**

This course will cover codes and legislation, combustion, piping and steam traps, electricity and controls, safety and fire protection. This course will also prepare the student to write the ABSA/SOPEEC exam for Third Class Part 2.

**Prerequisites:** POF301

### **POF303 1 (0-0-1.5) 8 Hours 5 Weeks**

#### **Power Lab Part A1**

Through the application of mathematics, applied mechanics and thermodynamics, students will investigate,

analyze, and reflect on what is taught in theory with the related labs. Students will demonstrate their knowledge and understanding of basic chemistry, corrosion metallurgy and plant diagrams. This course will allow students to obtain a reduction in the steam time required for their ABSA Certification.

**Prerequisites:** POF301

### **POF305 2 (0-0-9) 63 Hours 7 Weeks**

#### **Power Lab Part A2**

Students will utilize and apply codes and legislation, combustion, piping and steam traps, electricity and controls, safety and fire protection. This course will allow students to obtain a reduction in the steam time needed for their ABSA Certification.

**Prerequisites:** POF302

### **POF307 2 (0-0-12) 84 Hours 7 Weeks**

#### **Power Lab Part B1**

Students will learn to operate and detect any inconsistencies in the boilers, recognize and identify types of boilers and learn construction and design of special boilers. Additionally, students will learn the code requirements of boilers and pressure vessels, combustion of fuels, pumps, water treatment and high-pressure boiler operation.

**Prerequisites:** POF311

### **POF308 2 (0-0-10) 70 Hours 7 Weeks**

#### **Power Lab Part B2**

Students will receive hands on training that includes steam turbines, boiler operation, auxiliaries and condensers, gas turbine systems and internal combustion engines, cogeneration systems, compressors and refrigeration, heat exchangers and cooling towers, fired heaters and wastewater treatment, plant maintenance and administration.

**Prerequisites:** POF312

### **POF311 8 (23-0-0) 161 Hours 7 Weeks**

#### **Third Class Part B1**

The material covered in this course includes boilers, types of boilers, construction and design of special boilers, code requirements of boilers and pressure vessels, combustion of fuels, pumps, water treatment, and high-pressure boiler operation. This course will also prepare the student to write the ABSA/SOPEEC Third Class Part B1 exam.

**Prerequisites:** POF301 & POF302

### **POF312 8 (23-0-0) 161 Hours 7 Weeks**

#### **Third Class Part B2**

The topics covered in this course includes steam turbines, boiler operation, auxiliaries and condensers, gas turbine

systems and internal combustion engines, cogeneration systems, compressors and refrigeration, heat exchangers and cooling towers, fired heaters and wastewater treatment, plant maintenance and administration. This course will also prepare the student to write the ABSA/SOPEEC Third Class Part B2 exam.

**Prerequisites:** POF311

## **POF401 6 (8-0-2) 110 Hours 11 Weeks**

### **Fourth Class Part A1**

The first book will cover the science portion of steam, energy, thermodynamics, legislation and codes, safety and fire protection.

## **POF402 4 (5-0-3) 88 Hours 11 Weeks**

### **Fourth Class Part A2**

This course, along with the other 4th Class courses, will prepare the student to write the ABSA/SOPEEC Interprovincial examinations. The second book will cover the environment, materials/piping/welding, basic electricity, plant instrumentation and controls, boilers and boiler systems. Plant tours may also be included in this course.

## **POF403 1 (0-0-5) 55 Hours 11 Weeks**

### **Power Lab Part A1**

This is an introduction to power plant and heating plant design, layout and equipment. Students learn to start up and shut down boilers, and open/dismantle, and inspect plant equipment. Welding and related pipe labs are incorporated as well.

## **POF406 6 (22-0-0) 110 Hours 5 Weeks**

### **Fourth Class Part B1**

This course, along with the other 4th Class courses, will prepare the student to write the ABSA/SOPEEC Interprovincial examinations. The first part of 4B will cover lubrication, boiler safety devices, boiler operations, plant maintenance and water treatment.

## **POF407 1 (0-0-9) 44 Hours 5 Weeks**

### **Power Lab Part B1**

This lab will help the students work on the materials covered in the PE4B1 book. This will include working on heating boilers, safety devices, plant maintenance, lubrication and water treatment.

## **POF408 4 (15-0-4) 95 Hours 5 Weeks**

### **Fourth Class Part B2**

This course, along with the other 4th Class courses, will prepare the student to write the ABSA/SOPEEC Interprovincial examinations. The second book in Part B will cover pumps and compressors, prime movers, engines, heating,

cooling and building systems including vapor refrigeration and air conditioning systems, and types of plants.

## **POF425 1 (3-0-0) 15 Hours 5 Weeks**

### **Technical Communications I**

This course covers technical communication required by power engineers. Students are to explain effective communication techniques using drawings, flow charts, diagrams, written and verbal radio methods to describe documentation requirements for logbooks, work orders and related procedures utilizing file, date systems for revisions and updates. Resume development and interview techniques are included.

## **POF429 5 (0-0-40) 240 Hours 6 Weeks**

### **Controlled Plant Practicum**

A controlled practicum shall take place at a power plant that satisfies the minimum kilowatt capacity specified in the Power Engineers Regulations. The controlled practicum shall include a documented competency verification system. The competency verification system for a controlled practicum a written project report, line drawings of the plant, itemized task listings, projects/challenges, applicable at specific plant level, and attendance verification.

**Prerequisites:** Must be registered in Northwestern Polytechnic's Power Engineering Fourth Class program and have successfully completed POF401, POF402, POF403, POF406, POF407, and POF425 in the previous semester.

## **POF430 1 (1-0-2) 18 Hours 6 Weeks**

### **Practicum Independent Plant Report**

This assignment is written while out on practicum; a summarization of your plant practicum, it should contain the minimum: the plant drawing, your log book, the 3 timesheets, 3 student evaluations, and the other attachments provided on your handout for the course POF429. This report is due 3 days after the practicum is completed.

## **POF437 1 (0-0-5.5) 27.5 Hours 5 Weeks**

### **Power Lab II**

This course covers opening boiler and minor boiler maintenance procedures; inspection and operation of heating boilers and systems; inspection and maintenance of steam traps; disassembly of electric motors; operation of diesel generators, diesel engines, gas engines; and operation of basic refrigeration systems.

# COURSE DESCRIPTIONS

## PSYCHOLOGY

### **PY1040 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Basic Psychological Processes**

This first introductory course in psychology gives students an understanding of themselves and other people through the study of basic concepts, principles, theories, and methods used in the scientific study of behaviour. The course covers research methods in psychology, the biological bases of behaviour, neurophysiology, sensation, perception, learning, states of consciousness, memory and cognition.

**Notes:** This course is a prerequisite for most other psychology courses and is normally followed by PY1050.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **PY1050 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Social and Individual Behaviour**

This second introductory course in psychology follows PY1040 and gives students an understanding of themselves and other people through the study of basic concepts, principles, theories, and methods used in the scientific study of behaviour. The course covers biological and cognitive development, emotion and motivation, social psychology, personality theories, mental and behavioural disorders, treatment of mental and behavioural disorders, and stress and health.

**Prerequisites:** PY1040

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **PY2110 3 (3-0-1) UT 60 Hours 15 Weeks**

#### **Statistical Methods for Psychological Research**

The course provides: an application of statistical methods to psychological problems; description of data in terms of averages, measures of variability and measures of relationships; correlation and regression; problems of sampling theory and statistical tests of hypothesis. Greater emphasis will be placed upon understanding the relevant principles than upon performing the mathematical calculations.

**Prerequisites:** PY1040 and Mathematics 30 or equivalent or consent of instructor

**Notes:** Psychology majors cannot transfer this course to University of Calgary.

**Transfer:** UA\*, UC\*, UL\*, AU, AF, CU, CUC, KUC, GMU, Other

### **PY2230 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Developmental Psychology**

Biological, cognitive and social aspects of psychological development will be explored, with special emphasis on infancy, childhood and adolescence.

**Prerequisites:** PY1040 and PY1050 or equivalent

**Transfer:** UA\*, UC, UL, AU, KUC\*, CU, CUC, GMU, AF

### **PY3000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Psychology of Sex and Sexual Interactions**

This course examines human sexuality from biopsychological, developmental, behavioural, and psycho social perspectives. Students will learn about healthy and unhealthy sexuality and its potential psychological consequences on individuals and society.

**Prerequisites:** PY1040 and PY1050

**Transfer:** UA, AU, UC, UL, AF, KUC, GMU

### **PY3120 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Research Design and Methodology in Psychology I**

This course is designed as an introductory course in quantitative research methods and statistics in psychology. Its primary goal is to direct students' development in critical thinking skills. Students will be able to make independent judgments and decisions based on reason and evidence as opposed to authority, tradition or opinion. The course will cover topics such as using objective measurement-based and inferential research strategies to develop hypotheses, designing appropriate data collection tools, analyzing and interpreting descriptive and inferential statistical results, and writing research reports and proposals.

**Prerequisites:** PY1050 and one of PY2110 or ST1510 or permission of the instructor.

**Transfer:** UA, UL\*, AU, GMU, AF, UC\*, GMU, Other

### **PY3330 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Personality**

This course is an introductory survey of representative theoretical points of view and research relevant to the major problems of the study of personality.

**Prerequisites:** PY2230 or permission of the instructor.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **PY3410 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Social Psychology**

This course is an introduction to the study of how individuals view and affect one another in a social context. Topics covered include persuasion, prejudice, behaviour and attitudes, conformity, altruism, group influence, and attraction.

**Prerequisites:** PY2230 or permission of the instructor.

**Transfer:** UA, UC, UL, AU, GMU\*, KUC, AF

### **PY3470 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Psychology of Gender**

This course will involve a balanced coverage and critical analysis of both male and female issues. Material will be drawn from empirical research and conceptual discussions surrounding gender and gender roles. Examples of

topics include the impact of stereotypes of masculinity and femininity, and gender in relation to power relations, mental health, intelligence, sexuality, violence, and caregiving. Are men and women really all that different? If so, how significant are the differences? Implications of similarities and differences will be discussed.

**Prerequisites:** PY1040

**Notes:** Students transferring to UNBC must also present successful completion of PY1050 as a prerequisite to this course.

**Transfer:** UA, UC\*, UL, AU, AF, KUC, GMU

### **PY3500 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Psychological Disorders of Childhood and Adolescence**

Students will examine the developmental, cognitive, biological, and behavioural processes involved in the development of various psychological disorders of children and adolescents with emphasis on causality, assessment, and treatment.

**Prerequisites:** PY1040 and PY1050

**Transfer:** UA, AU, UL, UC, AF, KUC

### **PY3580 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Cognitive Psychology**

The general orientation of this course is the basic research perspective of the scientific definition, investigation, and modeling of the structures and processes of attention, perception, learning, memory, cognition, and consciousness. It is a course in the current established research traditions, theories, and paradigms of cognitive psychology.

**Prerequisites:** PY2230 or permission of the instructor.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

### **PY3600 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Health Psychology**

This is an introduction to the field of health psychology and will examine psychological factors that influence physical health and illness. Topics that will be explored are stress management, mind-body issues, health promotion and health compromising behaviours, coping with critical and chronic illness, psychoimmunology, and social factors in health and illness.

**Prerequisites:** PY1040 and PY1050

**Transfer:** UA, UC, CU, AU, CU, CUC, GMU, KUC, AF

### **PY3730 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Emotion and Motivation**

This course will be a survey and interpretation of theories and findings in the field of emotion and motivation. It is designed primarily for serious students of theoretical psychology and the behavioural sciences, students interested in their own intellectual growth and development, and students who wish to understand human behaviour.

This course will describe and evaluate the scientific method and the process of theory building in psychology, a selection of theories on motivation and emotions, and an application of these theories to individual behaviour.

**Prerequisites:** PY1040 and PY1050

**Transfer:** UA, UC\*, UL, AU, AF, KUC

### **PY3750 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **History of Psychology**

Psychology is a relatively young science but its history is varied, intriguing, and extends well beyond the first psychologists. From its roots in early philosophy, physiology, and medicine, through the dawn of evolutionary theories and radical behaviourism, to the cognitive revolution and modern neuroscience, we examine the trends, competing theoretical perspectives, and socio-political influences on the current discipline of psychology.

**Prerequisites:** PY1040 and Math 30 or equivalent or consent of the instructor

**Transfer:** UA, UC, UL, AU, AF, KUC, GMU

### **PY3752 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Brain and Behaviour**

This course is an introduction to the neural basis of sensation, movement, learning, memory, motivation and cognition as studies in both humans and other animals.

**Prerequisites:** PY2230 or permission of the instructor.

**Transfer:** UA, UC, UL, AU, AF, GMU, KUC

### **PY3755 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Neuropsychology: Intermediate**

This intermediate course in neuropsychology builds on the knowledge gained in previous courses in brain and behaviour and gives students a more in-depth understanding of the principles of neuropsychology and the science and practice of clinical neuropsychology. Students will learn the structure, the functional organization of the nervous system, and the role this organizational network plays in producing behaviours including sensory, motor, cognitive, and affective. In addition, students will be introduced to the neuropsychological diagnostic tools used to assess brain dysfunctions and disturbances.

**Prerequisites:** PY2750 or permission of the instructor

**Transfer:** GMU, CU, CUC, AU, UA, KUC

# COURSE DESCRIPTIONS

## **PY3810 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Learning and Behaviour**

This course is an introduction to the psychological theories of learning. Topics discussed will include the evolutionary context in which learning occurs, reflexes and fixed action patterns, sociobiology, the behaviourist theories of classical and operant conditioning, criticisms of the behavioural perspective, and criticism of the transitional memory theories. This course is the first of a pair of courses in the field and is generally followed by the advanced course in cognition, PY2580.

**Prerequisites:** PY2230 or permission of the instructor.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **PY3950 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Forensic Psychology**

This course is an overview of research, practice and policy issues in forensic psychology. Both criminal and civil forensic topics will be discussed, including the history of forensic psychology, ethical issues in forensic practice, police selection processes, theories of criminal behaviour, criminal profiling, jury selection, validity of eyewitness reports, abuse against women, child custody, insanity, and competency.

**Prerequisites:** PY1040 and PY1050

**Transfer:** UA\*, UC\*, UL, AU, GMU, KUC, AF\*

## **PY4060 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Theories of Counseling and Psychotherapy**

This course examines the basic premises and therapeutic processes that characterize various theoretical approaches to counselling and psychotherapy. Four major schools in psychology will be studied: Psychodynamic (Freudian, Jungian, & Adlerian), Behavioural and Cognitive-Behavioral, Humanistic (Rogerian, Gestalt, & Existentialism), and contextual and Systemic (Family, Feminist, & Multi-cultural). Emphasis is placed on critical analysis of the various approaches as well as self-reflection in relation to values, beliefs, assumptions about human nature, and the worldview.

**Prerequisites:** ED4420 or equivalent, and consent of the instructor.

**Transfer:** UA, UC, AU, UL, AF\*

## **PY4090 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Topics in Controversial Issues in Psychology**

In this course, students will have an opportunity to discuss, analyze, and debate a variety of contemporary and psycho-social controversial issues in the field of psychology and in our societies and cultures including

psychological diagnoses, therapy, gender identity, sexual behaviour, violence, religion, politics, the Self, intelligence, education, sex, drugs, and rock 'n' roll, and others. The topics covered will vary with the instructor who teaches the course, and students shall enjoy a great deal of latitude in selection of their topics.

**Prerequisites:** PY3390 or permission of instructor

**Transfer:** AU, UL\*, UC, GMU, UA

## **PY4110 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Advanced Statistical Analysis**

This is an advanced course in statistical analysis. It deals specifically with Multivariate statistical procedures, analysis, and interpretations. The course combines in class lectures and hands-on data analysis using the SPSS statistical package.

**Prerequisites:** PY2110 or ST1510 or equivalent, and consent of the instructor.

**Transfer:** UA, AU, UC, UL, AF

## **PY4220 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Violence Against Women**

This course will examine the extent, form and psychological impact of violence against women and will address the role that various social, cultural, political, and economic factors have on women's vulnerability and psychological experiences. Topics covered include different forms of violence against women; psychological trauma experienced as a result of this violence; issues of power and authority with regard to gender socialization and gender dynamics; the contributions of social institutions (e.g. sports; the media; schools; the workplace; the military; the medical, legal, and criminal justice systems) on the prevalence, form, and psychological impact of violence; the special vulnerability of girls, adolescents and women who are marginalized due to race, sexual orientation, ability, economic status, etc.

**Prerequisites:** One or more 3000-level psychology courses or permission of the instructor.

**Notes:** WS3000 or another Women's or Gender Studies course is recommended prior to taking this course.

**Transfer:** AU, UL, MRU

## **PY4350 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Clinical Psychology**

This course examines the theoretical, practical, professional, and research issues in clinical psychology. Emphasis will be placed on the various methods of assessment, evaluation and treatment modalities for individuals and groups.

**Corequisites:** PY3390

**Transfer:** UA, UC\*, UL, AU, AF\*

## **PY4390 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Abnormal Psychology**

This course focuses on understanding the concepts and theories underlying assessment, diagnosis and treatment modalities of various psychological disorders, with emphasis on the multimodal treatment approach.

**Prerequisites:** PY3330 or permission of the instructor.

**Transfer:** UA, UC, UL, AU, CU, CUC, GMU, KUC, AF

## **PY4410 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Advanced Topics in Social Psychology**

This advanced course in social psychology focuses on and provides students in-depth knowledge of topics in social psychology which may include the psychology of pop-culture, mass media, psychology of religion, cultural diversity, war and peace, persuasion and fear, and violence with emphasis on current research in each area. As topics may vary from year to year, it may be taken more than once for credit in different topics.

**Prerequisites:** PY2410 and six more senior psychology credits, or permission of the instructor

**Notes:** Additional and specific pre-requisites may be required depending on the topic.

**Transfer:** GMU, UL, CU, CUC, UA, KUC

## **PY4580 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Advanced Topics in Cognitive Psychology**

This advanced course in cognitive psychology focuses on and provides students in-depth knowledge of topics in cognitive psychology which may include reasoning and problem solving, decision making, intuition and meta-cognition, visual cognition, memory, language, knowledge transfer, conscious and non-conscious processes, the shaping of cognition, learning, human and computer information model. As topics may vary from year to year, it may be taken more than once for credit in different topics.

**Prerequisites:** PY2580 and six more senior psychology credits, or permission of the instructor.

**Notes:** Additional and specific pre-requisites may be required depending on the topic.

**Transfer:** GMU, UL, CU, CUC, KUC, AU

## **PY4690 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Principles of Psychological Assessment**

This course examines the psychometric assessment tools used in psychology and education. The issues around test construction, administration, and interpretation will be addressed. Measurement techniques, personality and situational factors that may influence the results and the use of psychological and educational tests in the decision making process and diagnosis will also be dis-

cussed. In addition, special attention will be given to the assessment of children and adults, minorities and those with special needs, and the use of assessment in career counselling. The ethical and the legal implication of the use of psychological tests will also be covered. Students will be introduced to several instruments that measure aptitude, achievement, interest, intelligence, and personality (objective and projective).

**Prerequisites:** PY1040 and PY1050 and permission of the instructor.

**Transfer:** UA, UL, AU\*, UC, AF\*

## **PY4730 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Introduction to Clinical Psychopharmacology**

This introductory course in psychopharmacology focuses on the groups of psychotropic drugs used in the treatment of psychological disorders. This course provides students the foundational knowledge of topics in clinical psychopharmacology including psychotropic drugs and their impact on neurotransmitters and hormones, the side-effect of psychotropic drugs, the short- and long-term consequences of the use of psychotropic drugs, and the clinical efficacy of the effect of psychotropic drugs on various mental disorders.

**Prerequisites:** PY3755 or permission of the instructor

**Transfer:** GMU, UL, CU, CUC, UA

## **PY4740 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Psychophysiological Recordings**

This advanced course in psychophysiology focuses on and provides students in-depth knowledge of the processes and instruments used in recording and studying a person's physiological responses to internal or external cognitive, emotional, and/or behavioural stimuli. Examining the physiological changes that accompany psychological or behavioural manipulation, as well as, the behavioural changes produced by manipulating physiological variables is essential for understanding the mind-body interaction.

**Prerequisites:** PY3755 or permission of the instructor

**Transfer:** GMU, CU, CUC, UA, UL, KUC, AU

# COURSE DESCRIPTIONS

## **PY4755 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Neuropsychology: Advanced Topics in Clinical Neuropsychology**

This advanced course in neuropsychology focuses on and provides students in-depth knowledge of topics in clinical neuropsychology which may include specific brain dysfunction and injuries, neuropsychological and psychiatric disorders, assessment, and rehabilitation with emphasis on current neuropsychological research. As topics may vary from year to year, it may be taken more than once for credit in different topics.

**Prerequisites:** PY3755 or permission of the instructor

**Notes:** Additional and specific pre-requisites may be required depending on the topic.

**Transfer:** GMU, CU, CUC, UL, UA, KUC, AU

## **PY4980 3 (0-3-3) UT 90 Hours 15 Weeks**

### **Individual Research**

This course is designed to enable students to participate in an ongoing faculty research project. Students will also gain experience conducting a literature review in a related research area, developing a research proposal, and submitting an application for ethics review. This course cannot be taken more than twice.

**Prerequisites:** One or more senior-level psychology courses relevant to the topic of research and permission of the instructor.

**Transfer:** UL\*, AU\*, MRU

## **RELIGION**

### **RL2500 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Theological Education of the Catholic Teacher**

Theological background for the Catholic School Teacher. Topics include reflection on many aspects of Catholic thought: God and faith, Biblical revelation and understanding of Church, moral and social teaching, liturgical practice, and the concerns of Catholic Education.

**Transfer:** UA, AF

## **SCIENCE**

### **SC0100 5 (5-0-0) HS 75 Hours 15 Weeks**

#### **Science and Society**

This course is meant to increase the pre-high school student's understanding of connections between science, technology and society. You will be introduced to basic ideas about science, technology, biology, chemistry, physics, ecology, scientific method, along with related social issues.

**Prerequisites:** MA0081 or MA0091 placement.

**Corequisites:** EN0090

### **SC0110 5 (6-0-1.5) HS 112.5 Hours 15 Weeks** **Science Grade 10 Equivalent**

This course provides an introduction to major concepts in biology, chemistry and physics. The four areas of study are Energy and Matter in Chemical Change, Energy Flow in Technological Systems, Cycling of Matter in Living Systems and Energy Flow in Global Systems.

**Prerequisites:** SC0100 or consent of the department; EN0090 or EN0110 placement; MA0091 or MA0093 or MA0110 placement.

### **SC0130 5 (5-0-1.5) HS 95 Hours 15 Weeks** **Science Grade 12 Equivalent**

This course studies the interaction of humans and their environment with an emphasis on evaluating and maintaining both personal and environmental health. The four units of study include Maintaining Health, Chemistry and the Environment, Electromagnetic Energy, Energy and the Environment.

**Prerequisites:** BI0120 (Biology 20 or Science 20), CH0120 (Chemistry 20 or Science 20), EN0120 (English 20-1 or 20-2) or EN0130 placement, and MA0110 (Math 10C) or MA0123 (Math 20-3) or MA0120 placement.

## **SOCIAL STUDIES**

### **SL0090 5 (5-0-0) HS 75 Hours 15 Weeks** **Social Studies Grade 9 Equivalent**

This course focuses on rights and responsibilities of citizenship and how people are impacted by political, economic, and legislative processes. Topics include early Canadian history, the parliamentary system, federalism, and current issues of concern to Canadians such as sovereignty and environment. Canada's participation in world affairs will also be investigated.

**Prerequisites:** EN0080

### **SL0120 5 (5-0-0) HS 75 Hours 15 Weeks** **Social Studies Grade 11 Equivalent**

This course explores the complexities of nationalism in Canadian and international contexts and includes study of the origins of nationalism and the influence of nationalism on regional, international and global relations.

**Prerequisites:** EN0110 or EN0120 placement test score; Social Studies 10

**SL0130 5 (5-0-0) HS 75 Hours 15 Weeks**  
**Social Studies Grade 12 Equivalent**

This course investigates the major episodes of twentieth century history from World War I to the present, and identifies the major focus and ideas which arose from these events, including key political and economic ideologies.

**Prerequisites:** SL0120 or consent of instructor

**Notes:** A mark of 60 percent or better in Alberta Education Social 20, Social 30-2, or equivalent, will meet the prerequisite requirement for SL0130.

## SOCIOLOGY

**SO1000 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Introductory Sociology**

This course examines the theory, methods, and substance of sociology. How societies and individuals are shaped and modified by culture, socialization, deviance, stratification, group processes, industrialization and social movements will be covered.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

**SO1010 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Canadian Society**

A study of development and structure of Canadian society, including such topics as French-English relations, multiculturalism, regionalism, nationalism, native rights and social inequality and conflict.

**Prerequisites:** SO1000 or equivalent

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

**SO1020 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Social Problems**

Analysis of the social construction of social problems, focusing on selected structural and behavioural problems such as inequality, substance abuse, family violence, pornography, mental and physical handicaps. Personal and societal responses and intervention attempts will be explored.

**Prerequisites:** SO1000 or equivalent

**Transfer:** UA\*, UC, UL, AU, AF, KUC\*, GMU

**SO2120 3 (3-0-0) UT 45 Hours 15 Weeks**  
**The Sociological Imagination**

What is society? How do we study it? An introduction to sociological theorizing. Focuses on the development of society and the study of society as a systematic enterprise.

**Prerequisites:** SO1000

**Transfer:** UA, UC, UL, AU, AF, KUC

**SO2240 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Sociology of Deviance and Conformity**

A study of the politics and social ramifications of conformity, deviance, and their relation to social change. The course examines how and why some behaviour patterns are defined as deviant or conformist, and factors that influence this. Many types of behaviour will be discussed.

**Prerequisites:** SO1000

**Notes:** Students transferring to University of Calgary will receive credit for only one of SO2240 or SO2250.

**Transfer:** UA, UL, AU, AF, GMU, KUC

**SO2250 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Criminology**

This is an introduction to the study and analysis of crime from a sociological perspective. The course attempts to answer a number of questions. How much crime is there in Canada? Who are the criminals and what are they like? Why do people engage in criminal behaviour? What are we doing to stop or at least reduce crime in our society?

**Prerequisites:** SO1000 or equivalent

**Notes:** Students transferring to University of Calgary will receive credit for only one of SO2240 or SO2250.

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC

**SO2410 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Social Psychology**

This is an introduction to the study of individual and group behaviour observed in social processes.

**Prerequisites:** SO1000 or equivalent, or PY1040 and PY1050

**Notes:** Credit will only be granted for one of SO2410 or PY2410.

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU\*, KUC

**SO2600 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Inequality and Social Stratification**

An introduction to the study of structured social inequalities and poverty, major theoretical approaches, and findings from key empirical studies, with emphasis on Canada.

**Prerequisites:** SO1000 or equivalent

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, KUC

**SO2690 3 (3-0-0) UT 45 Hours 15 Weeks**  
**Introductory Sociology of Globalization**

This course introduces various aspects of globalization and its impact on our lives at the local, national and international levels.

**Prerequisites:** SO1000

**Transfer:** UA, UC, UL, AU, KUC, AF, GMU

# COURSE DESCRIPTIONS

## **SO2700 3 (0-0-3) UT 45 Hours 15 Weeks**

### **Social Movements and Social Action**

This course will provide students with the historical and contemporary place of citizens in social change efforts. Social change is evolving, and the role of ideology, structure, organization and values is requisite knowledge. Current social movement activities in a northern and rural context will be highlighted, and students will engage in a social change effort through participatory and experiential learning opportunities.

**Prerequisites:** Introductory Social Science

**Transfer:** UA, UC, UL, AU, AF, KUC

## **SO2710 3 (3-0-0) UT 45 Hours 15 Weeks**

### **The Family**

The structure and function of the family system, historically and cross-culturally will be explored in this course. The family system in contemporary societies emphasizing its institutional characteristics and current trends will be a focus.

**Prerequisites:** SO1000 or equivalent

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **SO2800 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Human Sexuality**

An inquiry into ideas and behaviour of sexuality, and their personal, cultural, and societal implications.

**Prerequisites:** SO1000

**Transfer:** UA, UC, UL, AU, AF, CU, KUC, GMU

## **SO2950 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Autobiography**

In contemporary western culture the personal asserts itself vigorously through familiar modes of theatre, music, film, books, comics, and now, in a more accessible significance, technology. Facebook, YouTube, chat lines, and an array of similar outlets, indicate our search for referents of individual lives. This course opens a door to the varieties of representation of ourselves. It explores the meanings of autobiography, and how social contexts endorse, foster, inhibit, or valorize it.

**Prerequisites:** SO1000

**Transfer:** UC, UL, AU, MRU, GMU, KUC

## **SO3010 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Sociology of Gender**

An inquiry into contemporary and historical concepts, assumptions, and expressions of gender, and their political, personal, cultural, and social implications.

**Prerequisites:** SO1000

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **SO3150 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Introduction to Social Methodology**

The course includes research design, data collection, analysis and processing. You will be introduced to the variety of research methods used by social scientists. Topics include experimentation, survey techniques, field techniques, content analysis and historical methods.

**Prerequisites:** For Athabasca University, SO1000 and PY2110, or equivalents. For University of Alberta, SOC210, which is not offered at Northwestern Polytechnic.

**Transfer:** UA\*, UC, UL, AU, AF, CU, CUC, GMU, KUC

## **SO3210 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Youth, Crime, and Society**

Examination and attempted explanation of crime and juvenile delinquency, with an analysis of the social processes leading to youth criminal behaviour.

**Prerequisites:** SO2250 or consent of instructor

**Transfer:** AU, UL, UC, UA, AF, GMU

## **SO3270 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Criminal Justice Administration in Canada**

Topics will include the evolution and current theoretical and ideological basis of social policy and practice in the justice system; analysis of the operational practices of the criminal justice system; the law, police, court, correctional (rehabilitation and diversion); and special additional focus on the problems the system has in dealing with young and native persons.

**Prerequisites:** SO2250

**Transfer:** UA, UC, UL, AU, AF, KUC, GMU

## **SO3500 3 (3-0-0) UT 45 Hours 15 Weeks**

### **Sociology of Science and Technology**

The sociological study of science and technology integrating technical, social, economic and political empirics and theory. Examines the fundamental assumptions of science and technology and their role in addressing and impacting social and natural world issues. An overview of the ways social structures and processes shape, and are shaped by, scientific practice, technological innovation, and knowledge-building.

**Prerequisites:** SO 1000 or consent of instructor

**Transfer:** UL, UA, GMU

## **SO3630 3 (3-0-0) UT 45 Hours 15 Weeks**

### **The Sociology of Work and Industry**

Sociological analysis of the changing nature, content and meaning of work; the diversity of industrial contexts and organizational forms, the underlying economic forces (including global) that shape work and work contexts;

and the consequences for individuals and society from Canadian and comparative perspectives.

**Prerequisites:** SO1000

**Transfer:** UA, UL, AU, AF, KUC, GMU

### **SO3750 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Sociology of Aging**

The study of aging from biological, psychological and sociological perspectives. Includes aging in relation to the self-concept, family, religion, politics, health, retirement and leisure, housing, and attitudes toward death from a Canadian and comparative perspective. Critically examines Canadian social policies and programs, and institutional and community-based services.

**Prerequisites:** SO1000

**Transfer:** UA, UC, UL, AU, AF, KUC

### **SO3820 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **The Sociology of Health and Illness**

The sociological analysis of the social and cultural determinants of health, the distribution of health and illness in human populations and in Canadian society, the social psychology of health and illness; and the social organization and delivery of health care. A critical examination of environmental and occupational causes of illness, disease and disability, and of the medical-industrial complex.

**Prerequisites:** SO1000

**Transfer:** UA, UC, AU, UL, AF, KUC

### **SO4000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Sociology of the Internet**

The Sociology of the Internet addresses the use of digital media as part of everyday life, and how this technology contributes to patterns of human behaviour, social relationships, and concepts of the self. It applies sociological theory and method to the Internet as a source of information and communication, and examines the social implications of this technology on the new social networks, virtual communities, and ways of interaction that have arisen.

**Prerequisites:** SO3500 or permission of the instructor

**Transfer:** UA, AF, CU, AU, CUC, UL

## **SPANISH**

### **SP1110 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Beginner Spanish I**

An introductory Spanish course for students with no previous knowledge of the language. Students will be introduced to listening, speaking, reading and writing in Spanish. Students will learn basic vocabulary, common expressions for conversation and simple sentence struc-

tures, including how to ask questions and how to answer them in the present, the future and the past. The lab will emphasize pronunciation and comprehension practice, and reading and oral expression.

**Notes:** Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language; or by students with credit in Spanish 20 or its equivalent.

**Transfer:** UA, UC\*, AU, UL\*, AF, KUC

### **SP1120 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Beginner Spanish II**

Enables students to further their knowledge of Spanish in the four language skills of reading, writing, listening and understanding, and speaking. Student will continue to expand their grammatical and lexical knowledge in an Hispanic cultural context. The course will widen the range of contexts, expand student vocabulary and introduce complex sentence structure. In the lab, students will enhance their pronunciation, practice their listening comprehension and oral expression.

**Prerequisites:** SP1110

**Notes:** Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language; or by students with credit in Spanish 30 or its equivalent.

**Transfer:** UA, UC, UL\*, AU, AF, KUC

### **SP2110 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Intermediate Spanish I**

This is an intermediate course designed to build on basic knowledge and skills. We will review in depth some of the more difficult grammatical structures and further develop skills in reading, writing, listening, and speaking Spanish. We will also attain a deeper awareness of some of the social and cultural aspects of the Spanish-speaking world. By the end of the course, you should be able to communicate more effectively in both oral and written Spanish.

**Prerequisites:** SP1110 and SP1120 or Spanish 30 or the consent of department.

**Notes:** Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language.

**Transfer:** UA, UC, AU, AF, KUC, UL

# COURSE DESCRIPTIONS

## **SP2120 3 (3-0-2) UT 75 Hours 15 Weeks**

### **Intermediate Spanish II**

SP2120 is the continuation of SP2110. This is an intermediate course designed to build on basic knowledge and skills in the Spanish language. We will review in depth some of the more difficult grammatical structures and further develop skills in reading, writing, listening, and speaking Spanish. We will also attain a deeper awareness of some of the social and cultural aspects of the Spanish-speaking world. By the end of the course, you should be able to communicate more effectively in both oral and written Spanish.

**Prerequisites:** SP2110

**Notes:** Not to be taken by students with native or near native proficiency or those for whom Spanish is their first language.

**Transfer:** UA, UC, AU, AF, KUC, UL\*

## **STATISTICS**

### **ST1510 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Introduction to Applied Statistics I**

The course includes data collection and presentation, descriptive statistics. Probability distributions, sampling distributions, and the central limit theorem; point estimation and hypothesis testing; correlation and regression analysis; goodness of fit and contingency table.

**Prerequisites:** Mathematics 30-1 or equivalent or Mathematics 30-2 or equivalent

**Transfer:** UA\*, UC, UL, AU\*, AF, CU, GMU, KUC\*, Other

### **ST2520 3 (3-0-2) UT 75 Hours 15 Weeks**

#### **Introduction to Applied Statistics II**

Methods in applied statistics including regression techniques, analysis of variance and covariance, and methods of data analysis. Applications are taken from Biological, Physical and Social Science and Business.

**Prerequisites:** ST1510 or equivalent

**Transfer:** UA\*, UC\*, UL, AU, AF, GMU, KUC

## **SOCIAL WORK**

### **SW2010 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Introduction to Social Work**

This course is designed to create an environment in which students can begin to critically examine social work in its broadest terms. The purpose of the course is to enable students to reflect and examine their values, beliefs and feelings in relation to society of which they are members and to explore their present and potential roles and responsibilities as a social work practitioner. Students will examine dominant influences that affect decision-making and communication in society. The course will provide

an opportunity for students to relate and integrate these ideas with the philosophies and values of social welfare with a structural social work perspective.

**Transfer:** UA, UC\*, UL, AU, AF, GMU

### **SW2020 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Social Work**

This course is designed to create an inquiry-based approach to the critical examination of income security programs. This course will enable students to form an understanding of different income security programs, their utility and worth in a civilized society, and their potential roles as citizen and social work practitioners.

**Transfer:** UA, UC\*, AU, AF, UL

## **EDUCATIONAL ASSISTANT**

### **TA1231 2 (5-0-0) 30 Hours 6 Weeks**

#### **Speech and Language Interventions**

The role of an Educational Assistant involves assisting children who have delays in speech, language and communication. This course will provide students with specific techniques and intervention strategies to work with speech-language pathologists in supporting these children.

### **TA1232 1 (2.5-0-0) 15 Hours 6 Weeks**

#### **Exploring the Fetal Alcohol Spectrum**

The role of an Educational Assistant involves assisting children who have Fetal Alcohol Spectrum Disorder (FASD). This course will provide students with a basic understanding of the characteristics associated with FASD and possible prenatal alcohol-related effects and the issues and strategies relevant to supporting these children in the classroom.

**Notes:** This course will be offered in alternate years.

### **TA1234 2 (2-0-0) 30 Hours 15 Weeks**

#### **The Role of the Paraprofessional in the Classroom**

This course develops knowledge, skills and attitudes necessary for educational assistants to perform their roles and responsibilities as a member of an instructional team. Students are equipped to function effectively and professionally in a wide variety of educational settings from kindergarten through senior high school.

### **TA1235 1 (0-1-7) 61 Hours 5 Weeks Seminar,**

#### **8 Weeks Practicum**

##### **Practicum I**

This practicum consists of 45 hours of field work in a school setting and 5 hours of integration seminar on campus. Practicum gives students the opportunity to in-

tegrate the skills and knowledge learned in their courses with experience in classroom environments.

**Prerequisites:** TA1234 and nine (9) additional credits from the Educational Assistant Program or consent of Department.

**Notes:** Restricted to students admitted to Educational Assistant Certificate Program.

## **TA1236 3 (3-0-0) 45 Hours 15 Weeks**

### **Remedial Reading and Mathematics**

This course examines the educational assistant's role in supporting children who are experiencing developmental delays in language, literacy and mathematics. The focus is on the use of developmentally appropriate/age appropriate instructional strategies and materials that are designed to improve performance and understanding in the areas of speech, reading, writing, and mathematical reasoning.

## **TA1237 1 (2.5-0-0) 15 Hours 6 Weeks**

### **Exploring the Autism Spectrum**

The role of an educational assistant involves assisting children who have Autism Spectrum Disorder. This course provides students with a basic understanding of the characteristics associated with Autism Spectrum Disorder and the issues and strategies relevant to supporting these children in the classroom.

**Notes:** This course will be offered in alternate years.

## **TA1238 5 (0-1.5-35) 220 Hours 6 Weeks**

### **Practicum II**

This practicum consists of 6 weeks of fieldwork in a school setting and 15 hours of an integration seminar on campus. Practicum experience gives students the opportunity to integrate the skills and knowledge learned in their courses with practical experience in classroom environments. Northwestern Polytechnic instructors and school personnel will supervise and evaluate practicum students.

**Prerequisites:** All Educational Assistant course work or consent of the department.

**Notes:** Restricted to students admitted to Educational Assistant Certificate Program.

## **TA1239 1 (2.5-0-0) 15 Hours 6 Weeks**

### **Introduction to Mental Health in Schools**

The role of an Educational Assistant involves assisting children who have a variety of exceptionalities. This course will provide students with an basic understanding of mental health issues experienced by all children, including those frequently accompanying a variety of other exceptionalities.

## **TA1367 2 (2-0-0) 30 Hours 15 Weeks**

### **Technology in the Classroom**

This course provides students with the competence required to support children in their use of technology. It provides opportunities for students to acquire basic knowledge of computer software, peripherals, and assistive technology.

## **TA2100 3 (3-0-0) 45 Hours 15 Weeks**

### **Supporting Inclusion in the Classroom**

This course is an introduction to the characteristics of school-age exceptional learners and their education. Emphasis will be placed on the Educational Assistant's role in supporting the student with an exceptionality within the classroom. Specifically the following exceptionalities will be covered: learning disabilities, attention deficit hyperactivity disorder, emotional or behavioral disorders, communication disorders, auditory and visual impairments, low-incidence, multiple and severe disabilities, physical disabilities, and giftedness.

## **CO-OPERATIVE TRADES**

### **TO105 2 (4-0-0) 40 Hours 10 Weeks**

#### **Trades Related Studies**

This course is designed to provide a review of basic math and English as it relates to the trades.

### **TO110 9 (18-0-0) 180 Hours 10 Weeks**

#### **Trades Orientation**

This course is designed to help students develop attitudes, skills and knowledge consistent with employers' expectations for entry level employees within their trade, the development of appropriate communications and interpersonal skills and basic trade practices.

### **TO111 2 (4-0-0) 40 Hours 10 Weeks**

#### **Trades Safety**

This course provides basic training in fire safety and safe rigging practices. Certification is provided in WHMIS, CSTS, First Aid & H2S.

### **TO120 2 (4-0-0) 40 Hours 10 Weeks**

#### **CTO Theory**

This course is designed to provide students with ample information on the recognized Trades in Alberta. Additionally, students will learn to develop their skills in terminology and safe procedures of the chosen occupation. This course will be delivered concurrently with T0110.

# COURSE DESCRIPTIONS

## **TO121 1 (0-0-40) 200 Hours 5 Weeks**

### **CTO Industry Shop Placement**

This course will provide the student with employment related experience in an industry work site placement. The course will help develop foundation skills in a specific occupation.

## **UNIT CLERK**

### **UC1202 3 (3-0-0) 45 Hours 15 Weeks**

#### **Work Role Introduction**

This course is designed to introduce the student to a basic understanding of the role of the Unit Clerk in a variety of settings. Topics include health care organizations, legal and ethical issues, confidentiality, conflict resolution, communication, non violent crisis intervention, emergencies, security, self-examination, teamwork and stress management.

### **UC1208 3 (3-0-0) 45 Hours 15 Weeks**

#### **Processing Client Records**

This course provides students with the knowledge and skills necessary to manage client charts. Topics include basic medical records and charts; admission, transfer and discharge of clients; drug nomenclature; laboratory and diagnostic procedures; supplies and requisitions; common medical and surgical obstetrical procedures. Opportunities for processing physician orders will be provided.

### **UC1250 1.5 (3-0-0) 21 Hours 7 Weeks**

#### **Introduction to Pharmacology**

This course covers aspects of Pharmacology, which relate specifically to the hospital unit clerk. Course topics include: pharmacology vocabulary, routes of medication administration and measurement, and the twenty-four hour clock. The course content will focus on major drug groups and how they affect the various body systems, generic and trade names of common medications, and the classifications in which they belong. Along with unit clerk students, this course would also be beneficial to currently employed unit clerks, or those seeking employment in health related areas.

## **TRANSITIONAL VOCATIONAL**

### **VS100 5 (6-0-0) 96 Hours 16 Weeks**

#### **Independent Living Skills I**

Students will learn the skills necessary to cope with residential living while at Northwestern Polytechnic and community living after post-secondary. Topics covered include budgeting, food preparation, home care skills, responsible relationships and effective communication.

### **VS105 7 (0-0-20) 320 Hours 16 Weeks**

#### **Successful Living Skills Placement I**

This course provides onsite support for the development of successful independent living skills for those students living on-campus or for off-campus students who require additional support. This first term course will focus on adjusting to a post-secondary environment and independent living. Course elements include onsite application of the skills learned in VS100.

### **VS150 5 (6-0-0) 96 Hours 16 Weeks**

#### **Employment Training I**

This course prepares the student for entry into the competitive job market and development of basic work skills. Topics include work relationships and identification of positive work habits. Students will take work certification courses including First Aid, Customer Service, Job Safety, and WHMIS.

### **VS155 2 (0-0-24) 384 Hours 16 Weeks**

#### **Work Placement I**

This placement gives students an opportunity to apply Employment Training concepts in realistic part-time work situations. The focus will be on adapting to a work environment and explaining career options.

### **VS200 5 (6-0-0) 96 Hours 16 Weeks**

#### **Independent Living Skills II**

Students will develop and consistently demonstrate effective skills in the areas identified in VS100. Course content and emphasis will be on individualized learning goals, which enable the student to concentrate on the development of skills most critical for achieving independence. By the completion of the course, students will have prepared personalized plans for successful community living after post-secondary.

## **VS205 7 (0-0-20) 320 Hours 16 Weeks**

### **Successful Living Skills Placement II**

Continuation of Successful Living Skills Placement I. This second term course will focus on community involvement and accessing community resources leading to the development of personal networking skills. Course elements include onsite application of the skills learned in VS100 and VS200. Emphasis is placed on helping students identify the skills they will require for successful community living after post-secondary and to identify support options available to them in their home community.

## **VS250 5 (6-0-0) 96 Hours 16 Weeks**

### **Employment Training II**

Continuation of Employment Training I. Students will concentrate on skill development to support their specific work placement and continue to develop more general skills needed for effective functioning in the competitive work place. By the end of this course, students will prepare personalized career plans for after post-secondary.

## **VS255 2 (0-0-24) 384 Hours 16 Weeks**

### **Work Placement II**

Continuation of Work Placement I. This placement gives students an opportunity to apply Employment Training concepts in realistic part-time work situations. Emphasis will be on gaining experience leading to the student's employment goals after post-secondary where possible.

## **VS275 2 (0-5-40) 225 Hours 5 Weeks**

### **Community Living Placement**

In this placement students will participate in a 4-week simulation of full-time employment and community living. This will be followed by a one-week field trip/closing activity organized by the students. This placement will be conducted in Fairview where instructional support will be provided as required.

## **VS300 2 (0-0-40) 360 Hours 9 Weeks**

### **Field Placement**

This course is a 9-week, full-time work assignment in which students demonstrate their ability to successfully maintain employment without close supervision from program staff. This is a pass/fail course; a pass grade is required for graduation. The field placement may occur within a community of the student's choice.

## **WOMENS STUDIES**

### **WS3000 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Women's Studies**

This course introduces the field of women's studies, with emphasis on the theoretical foundations of feminist analysis and the diversity of debates within feminism. The primary focus surrounds issues of gender as a social, cultural and political construct and how this intersects with, for example, race, class and sexuality. The course is also an opportunity to explore the shared and diverse aspects of women's experiences and show how women's studies as an academic discipline challenges the methods, theories and knowledge of traditional disciplines.

**Transfer:** UA\*, UC, UL, AU, AF, CU, GMU

### **WS3500 3 (3-0-0) UT 45 Hours 15 Weeks**

#### **Women and Health**

A feminist perspective in health care including specific physical and psychological health issues unique to women's experiences will be examined. The perception and treatment of women within the modern health care system will be critically analyzed and alternative modes of health promotion for women will be studied. This course will emphasize women's ability to effect external change resulting in improved personal health and environmental life spaces.

**Transfer:** UA, UC, UL, AU, CU, CUC, KUC, AF

## **ZOOLOGY**

### **ZO2240 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Vertebrate Diversity**

This course is designed to provide students with an overview of the major lineages of vertebrate life, with an emphasis on evolution relationships, and unique characteristics and adaptations of the major groups.

**Prerequisites:** BI1080

**Transfer:** UA, UC\*, AF, KUC, UL

### **ZO2250 3 (3-0-3) UT 90 Hours 15 Weeks**

#### **Comparative Anatomy of the Vertebrates**

The course includes comparative anatomy of the vertebrates with special emphasis on the mammals.

**Prerequisites:** BI1080

**Transfer:** UA, UC, UL, AU, AF, CU, CUC, GMU, KUC

# COURSE DESCRIPTIONS

## **ZO2410 3 (3-1-0) UT 60 Hours 15 Weeks**

### **Animal Physiology I, Homeostasis**

Survey of physiological systems that regulate levels of gases, food, energy, temperature, water and ions. Examples from invertebrates and vertebrates.

**Prerequisites:** BI1070

**Transfer:** UA, UC\*, UL, AU, AF, CU, CUC, GMU, KUC, Other

## **ZO2420 3 (3-1-0) UT 60 Hours 15 Weeks**

### **Animal Physiology II, Intercellular Communications**

Endocrinology, immunology and neural, sensory, motor and reproductive physiology. Examples from invertebrates and vertebrates.

**Prerequisites:** BI1070

**Transfer:** UA, UC\*, UL, AU, AF, CUC, GMU, KUC, Other

## **ZO2500 3 (3-0-3) UT 90 Hours 15 Weeks**

### **Survey of the Invertebrates**

The course covers classification, functional morphology, and life cycles of the major invertebrate groups: Protozoa, Porifera, Cnidaria, Platyhelminthes, Nematoda (and other pseudocoelomates), Echinodermata, Annelida, Mollusca and Arthropoda (with the Crustacea being emphasized). Laboratories are correlated to the lecture material with major dissections and living/preserved demonstration materials.

**Prerequisites:** BI1080

**Transfer:** UA, UC, UL, AU, AF, CU, GMU, KUC

## Glossary of Terms

Please note that the definitions that follow are general. More specific explanations of these terms as they are used at Northwestern Polytechnic may be found throughout this Calendar.

### ACADEMIC SCHEDULE

A schedule of events and deadlines important to students and prospective students, covering the period of Northwestern Polytechnic's academic year, July 1 to June 30.

### ACADEMIC YEAR

The term used to describe the twelve-month period from July 1 of one year to June 30 of the following year.

### ADMISSION OR READMISSION

Acceptance of a person (who has formally applied to attend Northwestern Polytechnic) into a specified program.

### ADMISSION REQUIREMENTS

Sometimes called Entrance Requirements, are the academic background necessary for admission to a particular program of studies. Some examples of admission requirements are a high school diploma, letters of reference, and Mathematics 30.

### ADMISSION TEST

An entry test designed to determine a person's competency level in a specific subject and may be used to determine admissibility to a program.

### ADVANCED STANDING

Refers to the practice of assessment of prior learning through Transfer Credit, Challenge Exam, Approved Equivalent Northwestern Polytechnic Course, and/or PLAR.

### ADVISOR

Sometimes called an academic advisor, program advisor, or admissions advisor who may be a faculty member or a Registrar's Office staff member who helps students select courses that will satisfy graduation requirements for the student's program.

### ALBERTA RESIDENT

A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been continuously residing in the Province of Alberta for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year

residence period shall not be considered broken where the admission office is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a full-time student. Applicants on study permit cannot establish residence during a period as a full-time student in an Alberta secondary or postsecondary institution because a stay under study permit is considered to be a visiting period.

### ALUMNUS

A former student or graduate of Northwestern Polytechnic.

### APPROVED EQUIVALENT NORTHWESTERN POLYTECHNIC COURSE

The recognition of equivalent coursework completed at Northwestern Polytechnic that replaces a required course for a program.

### AUDIT

An audit (AU) is the marking used on a transcript to show that a credit course was taken on a not-for-credit basis. A student may receive an instructor's permission to register in a course on a not-for-credit basis. It is expected that the student will attend classes regularly but will not normally be expected to participate in assignments or examinations.

### CALENDAR

An annual publication of academic regulations, schedules, programs of study and course descriptions.

### CERTIFICATE

The recognition awarded to a student who has completed all the requirements of a designated program that is normally completed within one academic year.

### CHALLENGE EXAM

A comprehensive written exam used by the student to demonstrate knowledge and competencies specific to a course.

### CO-CURRICULAR TRANSCRIPTS

An official record of approved learning activities outside of the classroom.

### CONTINUING STUDENT

A student enrolled in one or more semesters of the previous academic year.

### CONVOCATION

The ceremony to celebrate with those students who successfully completed their programs and satisfied Northwestern Polytechnic's graduation requirements.

# GLOSSARY OF TERMS

## **COREQUISITE**

The requirement, usually a course, students must take at the same time they are taking another course.

## **COURSE LOAD**

The number of courses a student is expected to take while in attendance in a given semester of a program.

## **CREDIT**

The quantitative measure or weight assigned to the "amount of learning" a student receives through a combination of lectures, tutorials, labs etc.

## **CREDIT COURSE**

A course that carries credit toward a certificate, diploma, or program of studies.

## **DEFERRED FINAL EXAMINATIONS**

An examination written by a student, in accordance with Northwestern Polytechnic policy, subsequent to the regular time of writing.

## **DEPARTMENT**

The administrative unit of Northwestern Polytechnic responsible for the academic functions of a program of study.

## **DIPLOMA**

The recognition awarded to a student who has completed all the requirements of a designated program that is normally completed within two academic years.

## **DISTANCE LEARNING**

Gives students an opportunity to take courses in their own communities. These may be taken online or through video conferencing from our satellite campuses.

## **ELECTIVE**

Electives, sometimes called options, refer to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

## **ENTRANCE REQUIREMENTS**

Sometimes called Admission Requirements, is the academic background necessary for admission to a particular program of studies.

## **FALL SEMESTER**

Sometimes referred to as the Fall Term or Fall Session, this is the period of the academic year which runs from September to December.

## **FEES**

The dollar value set, normally annually, by the Board of Governors and used in the calculation of instructional fees. Fees quoted normally include tuition and other charges for instruction and do not normally include textbook charges.

## **FULL COURSE LOAD**

The maximum numbers of courses assigned by a given program.

## **FULL-TIME STUDENT**

A student who is registered (enrolled) in a minimum of 9 credits, in one semester, for a program.

## **GRADE POINT AVERAGE (GPA)**

A measure of a student's weighted average obtained by dividing the total number of grade points earned by the total credits attempted.

## **GRADE POINT**

A weighted value assigned to the grade a student receives in a course, obtained by multiplying the grade received by the course credits. This value is used in calculating grade point average.

## **HIGH SCHOOL EQUIVALENT**

Academically equal to high school diploma, subject or course.

## **IELTS**

International English Language Testing System.

## **IN PROGRESS (IP)**

The grade assigned to the first term of a course that spans two consecutive terms.

## **INCOMPLETE (IN)**

An interim grade assigned when term work is deferred for legitimate reasons.

## **INTAKE**

Defines when students may start a program that is not offered on a semester format.

## **INSTRUCTOR**

Sometimes called a faculty member or teacher qualified to teach at Northwestern Polytechnic.

## **INSTRUCTIONAL DAY**

Any day classes are held.

## **INTERNATIONAL STUDENT**

A student who is not a Canadian citizen or Permanent Resident.

## **JUNIOR LEVEL COURSES**

Courses intended for students in their first year of study, typically numbered from 1000 to 1999. Junior Level courses normally fulfill prerequisite requirements for senior courses in the same subject.

## **JUNIOR ENGLISH**

Junior English is normally refers to university transfer (UT) English courses. Junior English courses would be those English courses without a prerequisite.

## **MATURE STUDENT**

Sometimes referred to as an Adult Student, or Non-matriculated Adult, is normally a student who is 21 years of age or older. Admission requirements for mature students may be adjusted for certain programs.

## **MYNWP**

A secure website where students can check their course schedules, register for classes, pay fees, check grades, and more.

## **NEW STUDENT**

A student who is attending a program for the first time.

## **NON-CREDIT COURSES**

Courses not recognized for credit towards a Northwestern Polytechnic certificate, diploma, degree or program of studies.

## **OPTION**

Options, sometimes called electives, refer to courses in a specific program that are not prescribed by the curriculum and in which the student is allowed a choice.

## **PARCHMENT**

The award received for successful completion of a curriculum of studies that is recognized by a certificate or diploma.

## **PART-TIME STUDENT**

A student who enrolls in one or two courses (normally fewer than nine credits) in a semester.

## **PLACEMENT ASSESSMENT**

An assessment to determine the student's level of academic competence in a particular subject like English or Mathematics.

## **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

The process used to recognize knowledge and competencies acquired through informal and non-formal learning.

## **POLICY**

A policy serves as the authority for Northwestern Polytechnic. All policies are regularly reviewed, updated, and posted on the Northwestern Polytechnic website. Students are expected to familiarize themselves with Northwestern Polytechnic policies and visit Student Services when they need clarification.

## **PRACTICUM**

A course of study involving supervised practical work experience.

## **PREREQUISITE**

A course that must be successfully completed before another course can be taken.

## **PROGRAM**

An approved group of related courses leading to a diploma or certificate.

## **REGISTRATION**

The process of selecting courses that are to be taken by a student in a term or session, usually in accordance with a specific program curriculum.

## **REQUIRED COURSES**

Often called compulsory or core courses, these are specific courses in a program that must be completed to meet graduation requirements in a program.

## **REQUIRED TO WITHDRAW**

A student who is no longer permitted to attend Northwestern Polytechnic for a specified period of time. Students will be required to withdraw if their current year GPA is below 1.0. The Northwestern Polytechnic transcript will carry a notation "Required to Withdraw".

## **RESIDENCY REQUIREMENT**

The minimum number of Northwestern Polytechnic courses or credits that must be completed to fulfill a program's requirement or meet graduation requirements.

## **RETURNING STUDENT**

A student who is returning to Northwestern Polytechnic after an absence of a minimum of one academic year.

# GLOSSARY OF TERMS

## **SECTION CODE**

The code that follows the course number that is used to distinguish different sections of the same course offered on different days and times in a given semester.

## **SEMESTER**

Often known as an academic session or term. Each academic year at Northwestern Polytechnic is divided into periods of time called semesters. At Northwestern Polytechnic, the Fall and Winter Semesters each last fifteen weeks and are referred to as major semesters.

## **SENIOR LEVEL COURSES**

Courses intended for students in their second or third year of study. These courses are typically numbered 2000 to 4000 and normally have specific junior-level prerequisites.

## **SPRING SEMESTER**

Sometimes referred to as the Spring Term or the Spring Session, this is the period of the academic year which runs from May to June.

## **STATUTE OF LIMITATIONS**

An assigned time period in which one course is still acceptable towards program requirements.

## **SUMMER SEMESTER**

Sometimes referred to as the Summer Term or Summer Session, this is the period of the academic year which runs from July to August.

## **TOEFL**

Test of English as a Foreign Language.

## **TRANSCRIPT**

A statement or report card of a student's entire official academic record bearing the original signature of an authorized member of the Registrar's staff and the official seal of Northwestern Polytechnic.

## **TRANSFER CREDIT**

Recognition of formal learning completed at another institution as it appears on an official transcript.

## **UNIVERSITY TRANSFER COURSES**

Courses delivered by Northwestern Polytechnic and recognized for credit by Alberta universities as listed in the Alberta Transfer Guide published annually by the Alberta Council on Admissions and Transfer.

## **VISA STUDENT**

A student studying on visa while in Canada.

## **WINTER SEMESTER**

Sometimes referred to as the Winter Term or Winter Session, this is the period of the academic year which runs from January to April.

## **WITHDRAWAL**

The voluntary cancellation of registration in a course or a full semester of courses by a student who completes and submits to the Registrar's Office a "withdrawal" or "change in registration" form. Normally there is a period where withdrawn registrations are "dropped" from a student's registration and no academic record is retained on the student's transcript. The deadlines for students to have registrations "dropped" or "withdrawn (with permission)" are normally noted in the Academic Schedule.

## **WITHDRAW WITH PERMISSION**

A withdrawal that results in a final grade of "W". Normally the deadline to withdraw and receive a grade of "W" is identified in the Academic Schedule.





# DEGREE COMPLETION AT NWP

NWP has a number of collaborations with major institutions within Alberta. Through these collaborations, students have the opportunity to complete their degree in Grande Prairie. These collaborations are as follows:



## **BACHELOR OF SCIENCE IN NURSING**

### **UNIVERSITY OF ALBERTA**

This collaboration, with the University of Alberta, allows students to complete a Nursing degree while staying in Grande Prairie. Students spend the first three years of this program as NWP students before applying for Year Four as a University of Alberta student on the NWP campus.



## **BACHELOR OF EDUCATION ELEMENTARY TEACHER EDUCATION NORTH**

### **UNIVERSITY OF ALBERTA**

This collaboration, with the University of Alberta, allows students to complete an Education degree, focused on Elementary Education, while staying in Grande Prairie. Students spend the first two years of this program as a NWP student prior to applying to the University of Alberta to complete the degree on our campus.



## **BACHELOR OF SOCIAL WORK**

### **UNIVERSITY OF CALGARY**

Students spend the first two years of this program as a NWP student prior to applying for Year Three with the University of Calgary Learning Circles program.



## **BACHELOR OF BUSINESS ADMINISTRATION, ACCOUNTING MAJOR**

### **SAIT**

This collaboration, with SAIT, allows students to complete a BBA, accounting major while staying in Grande Prairie. Students will take the Business Administration Diploma in the first two years at NWP before applying to Year Three with SAIT. Students will then take Years Three and Four SAIT courses on the NWP campus.





### **Grande Prairie**

10726 106 Avenue

Grande Prairie, AB T8V 4C4

780.539.2911 / 1.888.539.4772

[studentinfo@nwpolytech.ca](mailto:studentinfo@nwpolytech.ca)

### **Fairview**

11235 98 Avenue PO Bag 3000

Fairview, AB T0H 1L0

780.835.6600 / 1.888.999.7882

[studentinfo@nwpolytech.ca](mailto:studentinfo@nwpolytech.ca)