

# APPRENTICESHIP & TRADES

## Trades & Industry Training

### Pre-Employment

Pre-Employment programs are offered on an open enrollment cost recovery basis in different trades areas including:

- Electrical
- Heavy Equipment Technician
- Plumbing
- Steamfitter/Pipefitter
- Welding

These 12 week long programs (360 hours) will be offered at varying times. They will provide first period apprenticeship shop and theory training.

### Admission Requirements

These vary with program. To qualify for the Apprenticeship Provincial exam, students must successfully complete the Pre-employment program.

### Certification

You will receive a Red Deer College Certificate of Completion upon successfully meeting the course requirements. The programs are recognized by the Apprenticeship Industry Training.

**Open Enrollment Programs** include:

- Transportation Safety Director
- Power Engineering
- Master Electrician
- Gas Process Operator
- Occupational Health and Safety
- Cross Connection Back Flow Prevention
- Woodworking
- Basic Welding

For more information call 403-342-3442 or <http://continuingeducation.rdc.ab.ca>

## Apprenticeship Training

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Phone: (403)342-3100 OR (888-475-1101) OR  
Alberta Learning, Apprenticeship and  
Industry Training (local regional office) at  
(403)340-5151.*

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

### The Programs

Red Deer College has 15 apprenticeship programs leading to journeyman status:

**Automotive Service Technician** - 4 years including four 8-week in-class sessions. Services and repairs automobiles and light trucks.

**Carpenter** - 4 years including four 8-week in-class sessions. Works with wood and wood substitutes in the construction of buildings and other structures.

**Cook** - 3 years including three 240 hours in-class sessions. Cooks prepare food in eating establishments including hotels, restaurants, institutions, trains and ships. Their major responsibilities are nutrition, food costs and sanitation.

RDC now offers all 3 periods of training.. The program operates on a Weekly Apprenticeship Training System (WATS) model providing technical training in short segments (one day a week) over an extended period of time (30 or 40 weeks), thereby enabling the apprentice to remain employed full time while training.

**Electrician** - 4 years including three 8-week and one 12-week in-class sessions. Installs, alters, repairs and maintains electrical systems to supply heat, light, power, controls and signals or fire alarms.

**Heavy Equipment Technician** - 4 years including four 8-week in-class sessions. Maintenance and repairs of heavy vehicles, other heavy industrial mobile and stationary equipment.

**Instrument Technician** - 4 years including two 8-weeks in the 1st and 2nd year and two 10-weeks in the 3rd and 4th years. Instrument technicians install, maintain and repair the measuring and control instruments used in industrial and commercial processing. RDC is offering 1st & 2nd years only.

**Locksmith** - 4 years including four 8-week in-class sessions or distance delivery. Installs, replaces, rebuilds, rearranges, repairs or readjusts locking devices or safes; makes keys; and circumvents locking devices.

**Millwright** - 4 years, including four 8 week in-class sessions. Millwrights install, maintain, repair and troubleshoot stationary industrial machinery and mechanical equipment in factories, production plants and recreational facilities. Red Deer College presently offers 1st & 2nd period training only.

**Parts Technician - Materials Technician**  
The new trade resulting from the merging of the Parts Technician trade and the Warehousing occupation has two branches: Parts Technician and Parts Technician - Materials Technician. The Parts Technician branch of the trade is a 3-year program with a technical training format of 6-8-6 weeks in its respective 1st, 2nd and 3rd periods. In the first year and two 6 week in-class sessions in the second and third year. Parts Technicians manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, industrial, recreational vehicle, jobbers, plumbing, electrical, etc. They may also be responsible for stock handling, warehousing, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling, depending on business areas. Red Deer College now offers all three years of training.

**Plumber** - 4 years including four 8-week in-class sessions  
 Installs piping, fixtures, appliances, equipment and controls for water, gases and sanitation purposes in residential and commercial establishments.

**Rig Technician** - 3 years, including three 4 week in-class sessions.  
 Rig Technicians operate oil and gas drilling rigs. There are three levels of training and each period of technical training consists of 4 weeks of in-class sessions. Graduates of the Rig Technician apprenticeship program are certified journeymen who will be able to take responsibility for personal safety and the safety of others, supervise, coach and train apprentices and floor hands and perform the duties of a Motorhand (Level 1), Derrickhand (Level 2) or Driller (Level 3). They also perform assigned tasks in accordance with quality and production standards required by Industry.

**Sprinkler Systems Installer** - 4 years including three 7-week in-class sessions  
 Installs and maintains fixed fire extinguishing systems.

**Steamfitter/Pipefitter** - 3 years, including three 8-week in-class sessions  
 Installs and maintains piping, equipment and controls for hot water, steam, process and chemical systems in industrial and commercial establishments.

**Water Well Driller** - 2 years including two 6-week in-class sessions  
 Drills, installs and services water wells, and installs and services water well pumping systems.

**Welder** - 3 years including three 8-week in-class sessions  
 Joins metal by fusion using oxyacetylene flame, electric arc or other welding processes.

## Trade Careers - A Smart Choice

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

Trades careers have a lot going for the skilled men and women who work in them...lots more than most of them imagined when they first started out!

- many trades offer the right kind of challenge as they are highly technical, involve lots of math and sciences, and are changing quickly
- a trade career can lead to supervision, management, the professions and business entrepreneurship
- most tradespeople can write a 'Red Seal' exam and earn an Interprovincial Standards Red Seal on their journeyman certificate. This lets them work in most Canadian provinces and territories
- pay rates vary; generally they are good
- while some trades occasionally are affected by temporary economic slowdowns, the aging workforce means an overall increase in future demand for skilled tradespeople. Employers need people with the right skills!

## Learning a Trade

### Apprenticeship: The short story

An apprentice is someone learning a trade while he or she is employed.

Apprenticeship is a combination of on-the-job training, work experience and technical training in a trade.

Apprentices spend about 80% of the time learning on-the-job from a qualified tradesperson. The rest of the time they take technical training, usually at a college or technical institution. Depending on the trade and the region in Alberta, there may be other methods of delivery of technical training.

An apprenticeship program lasts 1 to 4 years, depending on the trade. From day one, apprentices earn money for their time on the job. First-year apprentices earn about half of a journeyman's wage. The pay increases as the training progresses.

When apprentices successfully complete their apprenticeship program, they graduate to certified journeymen. The Alberta Journeyman Certificate proves to themselves and to any future employer that they meet Alberta's high industry standards.

There are 50 apprenticeable trades in Alberta.

### Who can enter an apprenticeship program?

Age doesn't matter. You can enter apprenticeship during high school or any time after. Most first-time apprentices are in their late teens or early 20s.

To be an apprentice you need to:

- complete grade 12 (some trades don't require Grade 12, but many employers prefer to hire high school graduates), or
- write and pass an entrance exam, or
- take part in the Registered Apprenticeship Program (RAP) while you're still in high school, earning an income and credit toward your apprenticeship and your high school diploma.

In many cases, students who have taken certain Career and Technology Studies (CTS) program modules may receive credits toward an apprenticeship. The same applies for those who have taken certain kinds of post-secondary training. These credits can shorten the time it takes to complete an apprenticeship and become a certified journeyman.

A person who has previous training or work experience in a trade and wants to find out if they qualify for entry or advanced standing in an apprenticeship program may apply for a Prior Learning Assessment.

Alberta Learning is taking steps to increase the participation of Aboriginal people in the trades through its Enhancing Aboriginal Participation in the Trades Communication Initiative. Aboriginal people interested in becoming an apprentice to learn a trade may find useful information in the Step Into the Trades brochure and on the ThinkTrades website.

**'OK, I'm interested. What's next?'**

**Step One: Choose a trade**

Check the list of apprenticeable trades and narrow your choices (see Trades & Occupations). Get as much information as you can about your choices from school counsellors, the Internet, your local library, or your nearest Apprenticeship and Industry Training Office.

Next, talk to people working in the trades that interest you. Speak to their employers – maybe they'll let you 'job-shadow' to see what the day-to-day work is like. Ask lots of questions!

**Step Two: Find an employer**

Thousands of employers hire and train apprentices. But there's no getting around the fact that finding an employer to train you is the hardest part of the process. You must be employed to be an apprentice.

Many employers already know the apprenticeship training process. But take a copy of our brochure 'Training apprentices' to your interview in case you find one who doesn't. The brochure explains apprenticeship for employers. It's available from Apprenticeship and Industry Training Offices.

**Step Three: Apply**

Once you have an employer, download and print an Apprenticeship Application and Contract or contact any of our offices for an application. You and your employer complete the application/contract, and you return it to one of our offices. Then, we'll help you with Step Four.

**Step Four: The Apprenticeship Contract**

The application/contract is an agreement between you and your employer. It outlines who's responsible for what during your apprenticeship.

You are responsible for completing both your technical and on-the-job training.

Your employer is responsible for paying you a certain percentage of the journeyman wage rate, increasing your pay as you progress through training, training you on the job, and for allowing you to attend technical training.

Technical training can involve 4 to 12 weeks of classroom sessions annually. In some trades alternate delivery methods are available including distance learning, weekly apprenticeship training (attend classes one day a week), and Competency-Based Apprenticeship Training (CBAT).

**Year-by-year: Do it!**

To move from one year of apprenticeship to the next, and to receive your wage increases, each year you need to:

- have the required number of months of on-the-job training
- have the required number of hours of on-the-job training
- successfully complete technical training
- pass the industry exams
- ensure your record book is updated by your employer, and
- send your record book to the nearest Apprenticeship and Industry Training Office for a Certificate of Progress stamp

**How much does apprenticeship training cost?**

There is a tuition fee for technical training. Like all other adult learners, apprentices pay a portion of the cost of their training. The apprentice must pay the tuition fee to the educational institution before commencement of the class.

Tuition fees are presently under review and subject to change.

Tuition Fees for 2009/10 are:

**4 weeks class length**

Tuition	\$ 368.00
Shop/Material Fee	\$ 62.50
Student Association	\$ 17.00
Activity & Wellness Fee	\$ <u>20.00</u>
Total	\$ 467.50

**6 weeks class length**

Tuition	\$ 552.00
Shop/Material Fee	\$ 62.50
Student Association	\$ 25.50
Activity & Wellness Fee	\$ <u>20.00</u>
Total	\$ 660.00

**7 weeks class length**

Tuition	\$ 644.00
Shop/Material Fee	\$ 62.50
Student Association	\$ 29.75
Activity & Wellness Fee	\$ <u>20.00</u>
Total	\$ 756.25

**8 weeks class length**

Tuition	\$ 736.00
Shop/Material Fee	\$ 62.50
Student Association	\$ 34.00
Activity & Wellness Fee	\$ <u>20.00</u>
Total	\$ 852.50

**12 weeks class length**

Tuition	\$1,104.00
Shop/Material Fee	\$ 62.50
Student Association	\$ 51.00
Activity & Wellness Fee	\$ <u>20.00</u>
Total	\$1,237.50

Additional costs include student association, locker, parking and other facility fees, textbooks and other classroom materials. Apprentices who must travel to receive technical training are responsible for travel, accommodation and meals.

Financial assistance is available to apprentices in a variety of forms:

- Several scholarships are available for apprentices. Sources include Red Deer College, the Federal Government, and the Provincial Government
- Most apprentices are eligible for employment insurance (EI) while attending technical training.
- Based on need, financial assistance may be available to apprentices while attending training through Alberta Works - Apprenticeship Grant.

More information and applications are available at the Student Funding & Awards Office - Room 1101, by telephoning 403-342-3254 or by e-mailing financialaid@rdc.ab.ca.

How do apprentices register for technical training?

In May of each year, employers and apprentices receive a mailing from Apprenticeship and Industry Training that includes information about where and when training is available, and instructions on how to apply at each institute or college.

The apprentice, after consulting with their employer, applies directly to the institute or college before the training starts.

- Class registration is on a first-come, first-served basis. Early application is recommended because training space may be limited.
- The apprentice may need to pay either the full tuition fee or a deposit at the time of application.

The institute or college will verify the apprentices eligibility and provide written confirmation of registration to both the apprentice and the employer.

**For more information about Alberta's Apprenticeship Program**

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

# CERTIFICATE AND DIPLOMA PROGRAMS

Red Deer College offers diplomas and/or certificates, or both, in many different career areas:

- Automotive Service Certificate
- Business Administration
- Career & Academic Preparation
- Carpentry & Construction Certificate
- Computer Systems
  - Networking Certificate\*
  - Software Developer Certificate\*
  - Computer Information Systems Diploma\*
  - Network Systems Technology Diploma\*
- Disability & Community Studies (formerly Rehabilitation Services)
- Early Learning & Child Care (formerly Early Childhood Development)
- Educational Assistant (formerly Teacher Assistant)
- Financial Services Diploma
- Health Related Programs
  - Guided Practice Course
  - Health Care Aide
  - Refresher Program
- Hospitality and Tourism Management
- Kinesiology and Sport Studies
- Legal Assistant Diploma
- Motion Picture Arts
- Music
- Office Technology Certificate
- Open Studies (formerly General Studies)
- Pharmacy Technician
- Practical Nurse Diploma
- Professional Drivers Certificate
- Social Work
- Theatre Studies:
  - Acting (Performance)
  - Technical Theatre (Production)
- Transitional/Vocational Program
- Unit Clerk Program
- Virtual Assistant
- Visual Art

**\* Check the Academic Calendar on the web for program details.**

- Alternate Delivery
  - Communications
  - Disability & Community Studies (formerly Rehabilitation Services)
  - Educational Assistant (formerly Teachers Assistant)
  - High School Equivalency
  - Office Administration
  - Pharmacy Technician
  - Virtual Assistant
- Career Development Certificate Programs
  - Multimedia Web Developer
  - Professional Bookkeeping
  - Alberta Senior Citizens Housing Association/Red Deer College Certificate
  - Site Managers
  - Activity Coordinators
  - University of Alberta/Red Deer College Certificate
  - Occupational Health & Safety
  - English as a Second Language
  - Pre-Trades
- Other Training Opportunities
  - Aviation
  - Professional Accountant
  - Continuing Education (credit-free programming)

Two programs that can lead you to an education equivalent to Alberta High School, and prepare you to go on to other programs at the College:

- Career and Academic Preparation
- Open Studies

Employment readiness and job skills training are available:

- Trades Introduction Programs
- Transitional/Vocational

Programs in trades lead to journeyman status:

- Apprenticeship Training

The College offers support courses for Sky Wings Aviation Academy:

- Aviation

Continuing Education offers a wide range of credit-free courses, seminars, workshops, and other programs.

# Automotive Service Certificate

## Contact

Jim Peden  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

## One Year Certificate

### The Program

This Certificate provides students with the knowledge, skills and experience to enter automotive service occupations. Students will learn basic skills in repairing, maintaining and overhauling a motor vehicle. Students will also learn skills for success in the workplace (communication skills, computer literary, customer service, team work and conflict management). The program covers the complete content of the First Period of Automotive Service Apprenticeship technical training. Graduates will be eligible to challenge the First Period Automotive Services Technician apprenticeship exam.

Once employed, graduates of the Certificate may continue their education by enrolling in Automotive Service Technician apprenticeship. When indentured as an apprentice, the time at Red Deer College may be used as a credit towards apprenticeship. Other graduates will find employment in jobs in automotive service, parts, small engine repair, sales, RV repair, and repair of agricultural machinery.

## Admission Requirements

1. 50% in Math 10 (Pure) or 50% in Math 20 (Applied) or Math 23 and 50% in English 10 or 50% in English 23  
OR
2. College Board Placement Test
  - a minimum score above the 43rd percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2 on a writing sample.
  - a minimum score above the 53rd percentile on the Math component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus).

## Program Content

### Fall Term

- EMP 101 Employment & Communications I
- AUTO 101 Tools and Safety
- AUTO 102 Brakes
- AUTO 103 Electrical I
- AUTO 104 Welding
- AUTO 105 Powertrains and Drivelines
- AUTO 106 Basic Transmissions
- AUTO 180 Practicum I

### Winter Term

- EMP 102 Employment & Communications II
- AUTO 107 Steering and Suspension
- AUTO 108 Wheel Alignment
- AUTO 109 Engine Fundamentals
- AUTO 110 Electrical II
- AUTO 181 Practicum II

## Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.0.

### Program Cost Estimates - 2009/2010

Tuition	\$3,940.50
Student Association Fees	\$ 157.25
Fees	\$1,400.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 400.00
Total	\$5,937.75

# Down to Earth

We are **committed** to minimizing the impact we have on our environment and operating in an environmentally **sustainable**, green manner.

The RDC Green Campus Task group would welcome your ideas and suggestions. If you would like to get more involved in these activities, please call for more information.



green campus



when you get here you understand

For more information  
[www.rdc.ab.ca/greencampus](http://www.rdc.ab.ca/greencampus)  
 403.342.3247

# Business Administration

## Chairperson

Bob Black  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

The department offers both a Business Administration Diploma and Management Certificate program as well as on site courses for the Athabasca University Bachelor of Management program.

## Two-Year Diploma

### Business Administration Diploma

This two-year program provides a broad background in accounting, finance, human resource management, information technology, marketing, economics, statistics, management, law, and policy. Two majors are offered: Accounting and Marketing. A General Diploma without a Major is also offered.

The Business Administration Diploma may be completed in two years if a student proceeds through their program of study by completing five (5) courses per semester, as set out under "Program Content" below. Alternatively, students may choose to take fewer (from one to four-courses per semester) in order to accommodate other obligations, such as work, family or a slower academic pace.

### Related Careers

The Business Administration program prepares you for a wide range of careers in different business and public sector organizations.

Students are encouraged to select one of the Majors. Students may select the Accounting or Marketing Major, as they enter Year 2, or they may choose to graduate with the General Diploma. Often, the specialized skills acquired in a major will facilitate a graduate's successful entry into the work force in a position that relates directly to their Major.

### Transfer Features

Red Deer College has agreements with the following groups regarding course credits toward these programs:

- Society of Management Accountants of Alberta
- Certified General Accountants Association of Alberta
- Purchasing Management Association of Canada
- Athabasca University - Business Administration Diploma graduates will receive up to 2 years of credit toward the 3-year Bachelor of Management Degree, 4-year Bachelor of Management or 4-year Bachelor of Commerce (post-diploma) program.
- University of Lethbridge - Business Administration Diploma graduates may complete the Post-Diploma Bachelor of Management Degree which is offered in Calgary, Edmonton and Lethbridge. A 3.0 GPA is required for admission.
- Okanagan College - Business Administration Diploma graduates will receive 2 years of credit toward the 4-year Bachelor of Business Administration degree.
- Lakeland College - Business Administration graduates meeting the admission requirements will be eligible for direct admission to Lakeland's Bachelor of Applied Financial Services program.
- NAIT, SAIT, MacEwan, Mount Royal College - Business Administration graduates may receive up to two years of credit towards the Bachelor of Applied Business Administration degree.

## Admission Requirements

### Business Administration Diploma

#### 1. High School Diploma

Minimum average of 60% with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

Minimum average of 65% with no mark below 50% in:

- a. ELA 30-2
- b. Mathematics 30 (Applied),

OR

Minimum average of 62.5% with no mark below 50% in one of the following combinations:

- a. ELA 30-1 and Mathematics 30 (Applied) **OR**
- b. ELA 30-2 and Mathematics 30 (Pure)

#### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts and have a minimum average of 60% with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure),

OR

Minimum average of 65% with no mark below 50% in:

- a. ELA 30-2
- b. Mathematics 30 (Applied),

OR

Minimum average of 62.5% with no mark below 50% in one of the following combinations:

- a. ELA 30-1 and Mathematics 30 (Applied) **OR**
- b. ELA 30-2 and Mathematics 30 (Pure)

Mature students not meeting these standards should consider applying for admission to the Management Certificate Program.

### Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30-1 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required. COMM 150 will not be accepted for credit as an option for the Business Administration Diploma.

### Computing Skills

Students entering the program should have a working knowledge of file management and word processing. It is recommended that students without this prerequisite knowledge complete CMPT 071 and CMPT 083, or a course that includes these modules prior to taking BADM 207.

**Note: The sequence of courses is under review and subject to change.**

### Program Content

#### All BADM Students - Year 1

ACCT 102	Introductory Accounting I
ACCT 103	Introductory Accounting II
BADM 110	Introduction to Management
BADM 111	Introduction to Statistics
BADM 132	Introduction to Marketing
BADM 207	Advanced Microcomputer Applications
BUS 303	Introduction to Organizational Behaviour
COMM 250	Business and Workplace Writing
ECON 100	Introduction to Business Microeconomics
ECON 101	Introduction to Business Macroeconomics

#### Accounting Major - Year 2

ACCT 104	Managerial Accounting OR
ACCT 204	(Strongly Recommended)
ACCT 209	Intermediate Financial Accounting I
ACCT 210	Intermediate Financial Accounting II
BADM 260	Introduction to Finance
BADM 270	Business Policy
BADM 281	Human Resource Management
BUS 311	Legal Foundations of the Canadian Economy
Two options	(choose from ACCT 205, ACCT 206, ACCT 211, ACCT 212)

Open Option \*

#### Marketing Major - Year 2

ACCT 104	Managerial Accounting
BADM 260	Introduction to Finance
BADM 270	Business Policy
BADM 281	Human Resource Management
BUS 311	Legal Foundations of the Canadian Economy
Four Options	(choose from BADM 204, BADM 238, BADM 240, BADM 241, BADM 242, BADM 243, BADM 249, BADM 251)
Open Option *	

#### General Diploma - Year 2

ACCT 204	Managerial Accounting
BADM 260	Introduction to Finance
BADM 270	Business Policy
BADM 281	Human Resource Management
BUS 311	Legal Foundations
Four Business Options	(choose from list below)
Open Option *	

#### Business Options:

ACCT 205	Cost Accounting
ACCT 206	Auditing
ACCT 209	Intermediate Financial Accounting I
ACCT 210	Intermediate Financial Accounting I
ACCT 211	Personal Taxation
ACCT 212	Corporate Taxation
BADM 204	Interpersonal Relations
BADM 232	Business Technology
BADM 233	Programming for the Web
BADM 234	Web Design
BADM 235	Applied Database Development
BADM 238	Electronic Commerce
BADM 240	Personal Selling
BADM 241	Advertising
BADM 242	Marketing Research
BADM 243	Marketing Surveys
BADM 249	Events Management
BADM 251	Entrepreneurship
BADM 253	Project Management
BADM 261	Financial Management
BADM 262	Investments
BADM 280	Industrial Relations
BADM 290	Work Practicum
BADM 320	Selected Topics in Management
BADM 321	Selected Topics in Management

BUS 305	Organization Theory and Design
BUS 307	Intro to Business Statistics II
FINS 180	Financial Products & Services

\*The open option may be a business or a non-business course approved by the department.

**Notes:** Notes 1-7 refer to equivalent courses that may be taken in lieu of various specified courses. Students may receive credit for only one of each equivalency. Students considering university transfer or an accounting designation should consult with an academic advisor or their chairperson regarding these courses.

- 1 ACCT 202 is equivalent to ACCT 102 plus ACCT 103
- 2 ACCT 204 is equivalent to ACCT 104
- 3 ECON 201 is equivalent to ECON 100
- 4 ECON 202 is equivalent to ECON 101
- 5 BUS 306 is equivalent to BADM 111
- 6 BUS 310 is equivalent to BADM 260 and is acceptable as a prerequisite for BADM 270.
7. BADM 170, BADM 107, BUS 358, CMPT 261 and CMPT 170 are not accepted for credit towards the Business Administration Diploma

#### Program Cost Estimates - 2010/2011

##### Year 1

Tuition	\$3,727.50
Student Association Fees	\$ 148.75
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,966.25

##### Year 2

Tuition	\$3,834.00
Student Association Fees	\$ 153.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$5,077.00

#### Program Readmission

See page 10.

#### Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.



### **Athabasca University - Bachelor of Management (Post Diploma)**

Business Administration diploma graduates will receive up to 2 years (60\*) towards the 3 year (90\*) Bachelor of Management program. Red Deer College and Athabasca University have entered into an agreement whereby most of the remaining courses required to complete this degree program are offered in a classroom setting at Red Deer College. Students may complete the program in one year of full-time study or may progress on a part-time basis.

If you are interested in pursuing this option on completion of your diploma, contact the Registrar's Office for additional information on courses being offered at the College.

## **Business Commerce Society**

The purpose of the Business Commerce Society is to facilitate interaction among Business Administration and Bachelor of Commerce transfer students, faculty members and the business community through a variety of social, academic and recreational sports activities. Students in these programs or planning to enter these programs, are encouraged to become members.

## **Management Certificate**

This program is designed for students who work full-time and study part-time. The Certificate permits part-time students to earn a college credential. You must complete eight business courses as outlined below to be awarded the certificate.

\* Full-time admission may be considered for mature students or those requiring a one year program for funding.

### **Admission Requirements**

There are no formal admission requirements. The English and Mathematics requirements for the Business Administration Diploma programs are highly recommended, but not required.

### **Program Content - Eight Courses**

- 1 Accounting Course (except ACCT 075)
- 1 Computing Course (3 or 4 credits)
- BUS 303 - Organizational Behaviour
- 1 Economics Course
- 4 Business Options

Courses are to be selected from those listed under "Program Content" for the Business Administration Diploma. Also, Red Deer College Continuing Education course work may be used for up to two course equivalents. Generally, forty five hours of approved Continuing Education courses will be considered equivalent to one three credit Business Option course. Exceptions to the above are to be approved by the Department.

### **Computing Skills**

Students entering the program should have a working knowledge of word processing and spreadsheet software. Students without the prerequisite knowledge can take CMPT 261, or CMPT 170 for credit toward their Management Certificate. BADM 107 is not accepted for credit in the Management Certificate. It is recommended that students with requisite computing skills take BADM 207.

### **Business Administration Diploma or Financial Services Diploma after the Management Certificate**

Students wanting to advance their studies in business administration or financial services are able to apply the Management Certificate courses to the two-year Business Administration or Financial Services Diploma; however, course selection should be given careful consideration as part of the overall planning for the Management Certificate. Where possible, it is recommended that students meet the English and Math requirements of the diploma program. Students who do not meet the English requirement may be required to take a college placement test before registering in a written communications course. (Students with 60% or greater in English 30-1 will be exempt from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 prior to registering in the required diploma course COMM 250. Students should take the placement test early in the event that COMM 150 is required. COMM 150 is not accepted for credit as an option in the Management Certificate, the Business Administration Diploma, or the Financial Services Diploma.

## Program Content – Eight Courses

- 1 Accounting Course (except ACCT 075)
- 1 Computing Course (3 or 4 credits)
- BUS 303 - Organizational Behaviour
- 1 Economics Course
- 4 Business Options

Courses are to be selected from those listed under “Program Content” for the Business Administration Diploma or Financial Services Diploma. It is recommended that students choosing ACCT 102 Introductory Accounting I also take, as an option course, ACCT 103 Introductory Accounting II. Students entering the Management Certificate program without requisite computer skills and who are planning on applying to the Business Administration Diploma or Financial Services Diploma are highly recommended to take CMPT 071 and CMPT 083, or a course that includes these modules as a prerequisite to BADM 207.

For students planning to ladder into the Business Administration Diploma program or Financial Services Diploma, Continuing Education courses will not be accepted for credit.

Students who have completed the Management Certificate program and successfully fulfill the graduation requirement for the Business Administration Diploma or Financial Services Diploma will be granted the Business Administration Diploma or Financial Services Diploma only.

### Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

### Program Cost Estimates 2009/2010

(costs reflect 2 classes per term)

Tuition	\$2,769.00
Student Association Fees	\$ 110.50
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 900.00</u>
Total	\$3,819.50

## Career & Academic Preparation

### Chairperson

Renate Scheelar  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

The Career and Academic Preparation (CAP) program gives adult students an opportunity to

1. upgrade academic skills
2. acquire a High School Equivalency Diploma that is accepted by other colleges and universities in Alberta and by most employers
3. upgrade to meet entrance requirements for vocational, career, and university programs
4. develop teamwork skills, work with others, practice problem-solving, and develop effective study skills
5. prepare for entry to the workplace or a chosen career
6. create a portfolio of identifiable skills.

### Program Delivery

You can learn in a traditional, classroom setting with an instructor, or take courses in the CAP Learning Centre by independent, self-study with instructor guidance and/or tutor support.

### Courses by Independent Study

Some courses in our program may be taken as 1-credit modules (Computing).

Most of our academic subjects are available as flexible, accessible and supported learning in the CAP Learning Centre.

### Admission Procedures

1. Placement Assessments. The Career and Academic Preparation program will arrange testing to help place you in the appropriate level of courses. Assessments are not required for current CAP students or students who have been out of school or college for less than one year.

2. Placement interview. You will meet with a Career and Academic Preparation advisor to review the assessment results and your career goals. The advisor will help you create a Learning Plan and register you into appropriate courses based on the assessment, your prior learning, and your career goals.

**Note:** Transcripts will be required if you have attended high school or another post-secondary institution.

### Program Content

The Career and Academic Preparation program offers high school equivalency in all academic disciplines. These courses are accepted in place of Alberta Education courses for admission and prerequisite purposes at Red Deer College. The following describes the course numbering system:  
 40/50 Levels -Pre-high school refresher courses (English, Mathematics)  
 75 Levels -Grade 10/11 in high school  
 85 Levels -Grade 11 in high school  
 90/95/96 Levels -Grade 12 in high school

### Expenses

You will have to buy your own textbooks. Textbooks range from \$80.00 to \$150.00 per course. In addition, a graphing calculator is required for your Math 85 and Math 96 courses. It will cost approximately \$160.00.

### Graduation Requirements

Since most post-secondary programs have special requirements for the admission of mature students, it is strongly recommended that students contact an Academic Advisor or Department Chair in specific program areas to determine how best to meet these entry requirements.

**Few programs require mature students to possess a complete high school diploma.** For those students who wish to receive a high school equivalency diploma, the Career and Academic Preparation program will grant a High School Equivalency Diploma if the student has not received one previously. Students must apply to the Registrar to receive this diploma.

Red Deer College High School Equivalency Diploma Requirements:

You must have 5 courses in order to qualify. (2 of the 5 courses must be completed at Red Deer College)

These must include:

1. ENGL 090 or ENGL 095
2. Mathematics 075 or higher
3. Biology 075 or Chemistry 075 or Physics 075 or higher
4. Social Studies 090 or Social Studies 095
5. One other course of at least 2 credits course that is not a prerequisite to any of the required courses listed above courses (eg Accounting, Computing).

**Note:** Students going on to any degree program or to a technical institute are responsible for checking on the Admission Requirements of their future program. Consult with an Academic Advisor in the Information Centre.

**Program Cost Estimates - 2009/2010**

Fall

Tuition	\$1,491.00
Student Association Fees	\$ 59.50
Activity & Wellness Fee	\$ 20.00
Books/Materials	<u>\$ 480.00</u>
Total	\$2,050.50

Winter

Tuition	\$1,704.00
Student Association Fees	\$ 68.00
Activity & Wellness Fee	\$ 20.00
Books/Materials	<u>\$ 480.00</u>
Total	\$2,272.00

# Carpentry and Construction Certificate

**Contact**

Gary Halvorson  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

**One Year Certificate**

**The Program**

This Certificate provides students with the knowledge, skills and experience to enter occupations in the carpentry sector. Students will learn terminology and basic skills in wood working and carpentry, including use of tools, how to work with concrete forming, floor and wall framing, roofs, windows and doors, blueprint reading, shop drawing, applied mathematics and safety. Students will also learn skills for success in the workplace such as communication and job search skills, customer service, team work and conflict management. The program covers the complete content of the First Period and a portion of second year Carpentry Apprenticeship technical training. Graduates may be eligible to challenge the First Period Carpentry apprenticeship exam.

Once employed, graduates of the certificate program may continue their education by enrolling in Carpentry Apprenticeship. When indentured as an apprentice, the time at Red Deer College may be used as a credit towards apprenticeship. Other graduates will find employment in the carpentry and wood working industry such as residential, commercial and industrial construction, general carpentry, manufacturing of wood products and related businesses.

**Admission Requirements**

1. 50% in Math 10 (Pure) or 50% in Math 20 (Applied) or Math 23 and 50% in English 10 or 50% in English 23

OR

2. College Board Placement Test
  - a minimum score above the 43rd percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2 on a writing sample
  - a minimum score above the 53rd percentile on the Math component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus).

**Program Content**

**Fall Term**

- EMP 101 Employment & Communications I
- CARP 100 Carpentry Trade Introduction
- CARP 103 Blueprints I
- CARP 105 Trade Mathematics I
- CARP 107 Carpentry Projects
- CARP 120 Construction Safety I
- CARP 180 Carpentry Practicum I

**Winter Term**

- EMP 102 Employment & Communications II
- CARP 104 Blueprints II
- CARP 106 Trade Mathematics II
- CARP 108 Carpentry Projects II
- CARP 110 Building Procedures
- CARP 121 Construction Safety II
- CARP 181 Carpentry Practicum II

**Graduation Requirements**

You must pass all courses and achieve a minimum cumulative GPA of 2.0.

**Program Cost Estimates - 2009/2010**

Tuition	\$4,153.50
Student Association Fees	\$ 165.75
Fees	\$1,400.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 650.00</u>
Total	\$6,409.25

# Computer Information Systems Diploma

## Chairperson

Brian McLachlin  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## Two-Year Diploma

### The Program

Computer technology enables people - from cellular phones to MP3 players to gaming systems and business applications. Technology is embedded in all aspects of our daily lives. Information technology (IT) professionals create these technologies. Computer Information Systems (CIS) graduates have the skills to develop software applications for today's new technologies.

### Related Careers

Career opportunities in the IT field continue to grow and expand, both nationally and internationally. CIS graduates are well positioned to take advantage of this increased market demand for IT skills because they are well prepared with the knowledge-base and skill-sets necessary to successfully engage in an exciting, challenging, and well-compensated futures.

#### Types of positions:

##### Software Developer

- Client Server Applications
- Enterprise Computing
- Mobile Applications
- Advanced Web Development

##### Systems Analyst

- Program and Application Design

##### Database Administrator

Most graduates will integrate into their IT profession as a software developer or systems analyst. With experience and proven ability, students may advance into information technology management and/or specialized areas of technology such as database administration.

The CIS program will be applying for accreditation by the Canadian Information Processing Society (CIPS), an organization representing computing professionals in Canada. This accreditation provides graduates of the program with national recognition towards a CIPS Information Systems Professional (ISP) designation.

### Learning Outcomes

Graduates of the CIS program will possess the following skills and knowledge:

1. Analyse business problems and develop Information Technology solutions
2. Use online resources to investigate and analyse potential solutions
3. Participate in the implementation of projects individually and/or within a team environment
4. Develop and deploy desktop, web-based, mobile and distributed applications
5. Plan and navigate development processes through the software lifecycle stages
6. Develop interactive websites
7. Write SQL statements to manipulate data and databases
8. Consider the impact of network technologies on applications
9. Practice industry standard codes of conduct
10. Complete relevant documentation, activity reports, project plans, and proposals
11. Consider the international context within the work environment
12. Identify and engage in learning that is responsive to the workplace and that advances career path
13. Practice effective interpersonal communication skills in the following situations:
  - presentation skills
  - client interaction
  - conflict resolution
  - teaching (clients and co-workers)
  - leading small teams
  - cultural sensitivity

### Transfer Features

#### Red Deer College

Depending on electives chosen, graduates of the CIS program may apply up to 6 of 8 required courses towards a Management Certificate from Red Deer College. Required courses for the CIS program that also meet requirements for the Management Certificate program include COMM 250, ITEC 170, BADM 204, BADM 253, and two Business Options.

This Certificate is offered by the Business Administration Department at Red Deer College. Students must complete eight business courses approved by the Business Administration program Chairperson to be awarded a Management Certificate.

Please contact an academic advisor for details regarding this program and/or the Chairperson of the Business Administration Department.

#### Athabasca University

Holders of a CIS diploma will be awarded 60 credits towards the 120 credit Bachelor of Science in Computing and Information Systems Degree (Post Diploma).

Graduates of the Computer Information Systems diploma may receive up to 39 credits for IT core courses. Students may also get additional credit for non-IT diploma courses. Students may apply this credit to a Bachelor of Arts - Information Systems degree or a Bachelor of Science - Computing Information Systems degree.

Students may work toward a degree through Athabasca's distance education programs. This may be done on a part-time basis.

#### University of Lethbridge

Students may complete a two year (20 course) Post-Diploma B.Sc. Degree in Computer Science. Graduates of the Computer Information Systems diploma may also apply to complete the 2 year Post-Diploma Bachelor of Management Degree.

#### NAIT/SAIT

Graduates of the Computer Information Systems diploma may apply to complete the 2 year Post-Diploma Bachelor of Applied Information Systems Technology at NAIT or the Bachelor of Applied Technology Information Systems at SAIT.

## Admission Requirements

### A. Academic Requirements

1. **High School Diploma** with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

50% in ELA 30-1 & 65% in Mathematics 30 (Applied) with either Physics 30 or Chemistry 30 or Science 30 with a minimum mark of 50%

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum make of 50% in Mathematics 30 (Pure)

OR

a minimum mark of 65% in Mathematics 30 (Applied) and either Chemistry 30 or Physics 30 or Science 30 with a minimum mark of 50%

AND

### B. Other Requirements

All CIS students must have a laptop computer that is using Microsoft Windows as the operating system. Please contact department Chair for minimum specifications

## Recommendations

Applicants are also expected to have working skill sets in at least the following areas of workstation management and operations through course work and/or industry experience:

- word processing
- e-mail communications
- internet research and download
- file and print management
- basic operating systems literacy

Applicants requesting further information, skill assessment, and/or learning support courses (CMPT 083, 086, 087, or 089) should contact an academic advisor and/or the Information Technology Department Chairperson for assistance.

## Communications Course

### Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 254. Students should take the placement test early in the event preparatory work (COMM 150) is required. Students needing to do COMM 150 will have the opportunity to complete all the Communications requirements within the two year time frame.

### Program Content

#### Term 1, Year 1

ITEC 100	IT Service Desk
ITEC 105	Discrete Mathematics
ITEC 120	Computer Networking
ITEC 150	Structured Programming
ITEC 153	Visual Programming
ITEC 156	Object Oriented Programming
ITEC 170	Systems Analysis and Design

#### Term 2, Year 1

COMM 250	Business and Workplace Writing
ITEC 115	Operating Systems
ITEC 140	Desktop Operating Systems
ITEC 160	Web Design
ITEC 163	Web Client
ITEC 166	Web Server
ITEC 175	Object Oriented Analysis and Design
ITEC 180	Career Skills
ITEC 190	Project I

#### Term 3, Year 2

BADM 204	Interpersonal Skills
BADM 253	Project Management
ITEC 264	Mobile Applications
ITEC 280	IT Profession
Business Option	
Business Option	

#### Term 4, Year 2

ITEC 251	Data Structures
ITEC 254	Advanced Java
ITEC 257	Extensible Markup Language
ITEC 261	Advanced Web Programming
ITEC 267	Distributed Applications

ITEC 271	Database Server Configuration
ITEC 274	Structured Query Language
ITEC 290	Project II
IT Option	

### Term 5 (Spring Term), Year 2

ITEC 193	Practicum <b>OR</b>
ITEC 196	Work Experience <b>OR</b>
ITEC 293	Practicum <b>OR</b>
ITEC 296	Work Experience

**Note:** One of ITEC 193, ITEC 196, ITEC 293, or ITEC 296 is required for graduation. This course can be taken at the end of the student's first or second year.

### Program Electives

As part of the graduation requirements for a Diploma in Computer Information Systems, students are required to pass a minimum of three different elective courses. One course must be from the Information Technology department. Two courses must be from the Business department.

With prior written approval from the department chair, a Science course may be substituted for a Business elective course.

Should a student possess any other course(s) and/or credentials not listed above for which they wish to have considered for advanced credit, please contact the Information Technology Department Chairperson

### Program Cost Estimates - 2009/2010

#### Year 1

Tuition	\$3,727.50
Student Association Fees	\$ 148.75
Fees	\$ 20.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 870.00
Total	\$4,806.25

#### Year 2

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 80.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 765.00
Total	\$4,650.50

### Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# Early Learning & Child Care

## (formerly Early Childhood Development)

### Chairperson

Toni Lachance

E-mail: inquire@rdc.ab.ca

Local calls: 403-342-3400

Toll Free: 1-888-732-4630

### One-Year Certificate

### Two-Year Diploma

The importance of the early years in a child's development is well established. There is a critical need for a variety of programs for children and families and for trained staff to ensure children's developmental needs are being met. The Early Learning & Child Care Program trains professionals to work with children from birth to eight years, with some related preparation for working with children from eight to twelve years of age. Throughout the program, there is an emphasis on developing caring relationships with children and families.

A one-year certificate and/or a two-year diploma can help prepare students for a rewarding career. This program is designed to provide students with the opportunity to gain knowledge and develop competencies in such areas as child development, interpersonal relations, curriculum content, family studies, exceptional children, and program management.

Focus is placed on the integration of theory and practice. This is accomplished by an extended practicum in a variety of early learning and care program environments.

### Related Careers

Graduates of the Certificate program in Early Learning & Child Care may find employment in a variety of positions:

- early childhood caregivers in child care programs
- instructional assistants in kindergarten programs and primary grades
- teachers in a nursery school
- caregivers in school-age care programs
- family day home providers

As well as the above, other opportunities for employment for Diploma graduates include:

- day care directors and administrators
- family support workers/visitors
- child care program coordinators (in a women's shelter, for instance)
- family support workers
- instructional assistants to children with special needs in preschool or school programs

### The Program

Red Deer College offers a one-year certificate and a two-year diploma program in Early Learning & Child Care. Each course you take focuses on a different topic important to those who work with young children - everything from child development, to guiding behavior, to planning snacks and bulletin boards, to planning and participating in play experiences, to interacting with children who have special needs.

The ELCC department operates in partnership with college and community programs serving children from birth to twelve years of age. Students work in practicum placements in these programs as a method of integrating theory and practice. There are two practicum courses in each of the ELCC programs. By the end of the Diploma Program, students assume many of the responsibilities related to preschool care and education in their practicums.

### Outreach (Alternate) Delivery

The Outreach Program in Early Learning & Child Care offers the opportunity to study at the college level, to continue working, and to remain in your community for most of the experience. There are several methods of Outreach Delivery: Alternate (Blended) Delivery based at Red Deer College, On-site Delivery based in Wetaskiwin for the certificate program, and on-line delivery for the second year diploma program.

Certificate Alternate (Blended) Delivery courses are based in Red Deer and combine the strengths of print-based independent study materials, with computer-facilitated support, as well as on-site classroom delivery three Saturdays throughout the Semester. On-site Certificate Delivery in Wetaskiwin uses a traditional classroom setting. A three-hour class is held once a week in the evening over the course of the term.

All the Diploma courses are provided "on-line". These are offered on a rotational basis.

A complete cycle of ELCC courses can be completed through part-time study over a four-year period or less. This multi-delivery approach is highly effective in meeting the diverse needs of adult students.

Students with an ELCC Diploma may transfer to related fields in some university programs. Students wishing to transfer to these universities should seek information on additional admission requirements from the institution.

Students can enter the program in September or in January and can register as part-time or full-time students.

## Admission Requirements

### A) Academic Requirements Certificate Program

1. **High School Diploma** with a minimum mark of 50% in ELA 30-1  
OR  
a minimum mark of 65% in ELA 30-2

OR

2. **Mature Student**

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1  
OR  
a minimum mark of 65% ELA 30-2  
OR  
a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.

\***Note:** Government requires people who work directly with young children to have a current immunization record and a criminal record check. While not an admission requirement for the program, some practicum agencies and field placements may require Criminal Record Checks of students working in their organizations. Information about obtaining Criminal Record checks will be provided to students after they have been admitted to the program. Some programs may require medical examinations, as well.

### Part Time and Outreach Students

1. You may meet the requirements above
- OR
2. **Mature Students** may be admitted as conditional students to two ELCC courses in the certificate program. Upon the successful completion of these courses, and the recommendation of the Chairperson, they may be admitted to the Early Learning & Child Care Program.

### Diploma Program

1. **Early Learning & Child Care Certificate** with a minimum G.P.A. of 1.7, or consent of the Chair
2. Transferring students from another post-secondary institution will be required to present an equivalent academic program.

### Communications Course Placement Testing

ELCC students will be required to take a College Placement Test before registering in a written communications course (COMM 150 or COMM 254). The achieved test score will be used as an indicator of placement in COMM 150 or COMM 254. Students with 60% or greater in English 30 will be exempted from this test and qualify to register in COMM 254.

## Program Content

### Year 1 - Certificate Program

COMM 150	Fundamentals of College and Workplace Writing or
COMM 254	Human Services Writing
ELCC 201	Foundations of Early Childhood Development
ELCC 206	Child Development & Exceptionalities
ELCC 210	Practicum I
ELCC 211	Child Development
ELCC 212	Program Planning I
ELCC 213	Interpersonal Relations I
ELCC 215	Program Planning II
ELCC 217	Guiding Behavior
ELCC 218	Program Planning III
ELCC 220	Practicum II

Note: Students are encouraged to take COMM 254 if they qualify.

### Year 2 - Diploma Program

*ELCC 305	School Age Care
*ELCC 308	Family Support
*ELCC 309	Aboriginal Children & Families
ELCC 310	Practicum III
ELCC 313	Interpersonal Relations II
ELCC 314	Children in Society
ELCC 315	Program Administration
ELCC 317	Program Planning V
ELCC 320	Practicum IV
ELCC 321	Family Studies
ELCC 323	Program Planning IV
ELCC 325	Children With Special Needs

\*One of ELCC 305, ELCC 308, ELCC 309 or one other option approved by the Chair.

### Special Fees and Expenses

You should budget about \$975.00 per year for books and supplies. Practicum courses are usually in the Red Deer area, but you should expect some extra costs for travel, clothes, etc.

## Program Cost Estimates - 2009/2010

### Year 1

Tuition	\$3,727.50
Student Association Fees	\$ 148.75
Fees	\$ 90.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 975.00
Total	\$4,981.25

### Year 2

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 185.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 725.00
Total	\$4,715.50

## Graduation Requirements

A certificate will not be granted if a diploma has been awarded.

You must pass all first year courses to receive a certificate and pass all second year courses to receive a diploma.

# Educational Assistant

(formerly Teacher Assistant)

## Chairperson

Maria Cicman  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## One-Year Certificate

### Related Careers

Both full- and part-time jobs are available, with salaries varying widely across the province. See the school board in the area you plan to seek work for contract details. There is an increased demand for assistants to work with students with special needs.

Jobs include the following:

- classroom assistants at all levels from early childhood to adult education
- assistants to students with special needs including private agencies
- library assistants
- playground and lunch room supervisors

### The Program

Graduates assist teachers in both instructional and non-instructional tasks. This program will train you in a wide range of interpersonal and practical skills needed for such work.

Note: This program is also available through on-line delivery. Distance students require regular access to a computer with internet service. Please contact the program for details.

### Admission Requirements

#### A) Academic Requirements

##### 1. High School Diploma

A minimum mark of 50% in ELA 30-1

OR

a minimum mark of 65% in ELA 30-2

OR

##### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1

OR

a minimum mark of 65% in ELA 30-2

OR

a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample. Applicants who score between the 40th and 50th percentile will be considered for admission depending on the assessment under Other Requirements.

OR

complete at least three College-level courses with a minimum grade of D, and a minimum G.P.A. of 2.00.

OR

**3. You may be admitted** as a conditional part-time student. If you complete a total of three Educational Assistant courses with a minimum grade of D, and a minimum G.P.A. of 2.00, you will be admitted to the Educational Assistant Program.

Note: While not an admission requirement for the program, some practicum agencies and field placements may require Criminal Record Checks of students working in their organizations. Information about obtaining Criminal Record Checks will be provided to students after they have been admitted to the program.

Note: You should have a valid Standard St. John Ambulance Emergency Training Certificate, or equivalent Red Cross Certificate. Many employers prefer this training, but it is not an admission or graduation requirement.

### Program Content

Length of program: 10 months (September to June)

COMM 150	Fundamentals of College and Workplace Writing
CMPT 261	Introduction to Computing OR
CMPT 170	Microcomputer Applications
EDAS 111	Role of the Assistant
EDAS 114	Field Experience
EDAS 116	Human Relations
EDAS 151	Exceptionalities I
EDAS 152	Exceptionalities II
EDAS 153	Exceptionalities III
EDAS 160	Assisting the Language Learning Teacher
EDAS 161	Assisting the Math Teacher
EDAS 181	Field Practice
One Option	

Note: If they qualify, students are encouraged to replace COMM 150 with a 200 level COMM or ENGL.

Note: Students on academic warning or probation will not be placed in practicum (EDAS 181 or EDAS 114) until they have cleared this status.

Options: Students need one of EDAS 156, EDAS 157, EDAS 158, EDAS 159, EDAS 163, EDAS 164, EDAS 165, EDAS 166, EDAS 167 and EDAS 168. (You may receive credit for one option if you qualify for advance credit or prior learning credit). Additional credit may be received for course equivalencies.

### Program Cost Estimates - 2009/2010

Tuition	\$3,940.50
Student Association Fees	\$ 157.25
Fees	\$ 120.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,440.00</u>
Total	\$5,697.75

Books/Materials: Allow approximately \$120/course for textbooks.



### Special Fees and Expenses

EDAS 181, EDAS 114: \$50.00 each (for on-line delivery or on-campus)

All distance delivery courses have an additional fee of \$50.00

### Advanced Standing and Challenge Examinations

If you are applying for Advanced Standing in any Educational Assistant Course, please contact the Department for additional forms. Advanced standing or credit may be granted for courses in other departments. Advanced credit is not given for EDAS 181 Field Practice.

Courses not open to challenge: EDAS 114, EDAS 181

### Graduation Requirements

You must pass eleven compulsory courses and three optional credits, and achieve a minimum cumulative GPA of 2.00.

## Financial Services

### Chairperson

Bob Black  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

The Financial Services Diploma is a diploma offered by the Business Administration and Commerce Department.

### Two-year Diploma Financial Services Diploma

The Donald School of Business, Red Deer College, in partnership with the Investment Funds Institute of Canada (IFIC), and the strong support of local financial services providers, offers the Financial Services Diploma. This two-year diploma combines specific courses that address the required core competencies of entry and intermediate level financial services employees with courses that provide a background in business administration in the areas of accounting, finance and financial services, information technology, marketing, economics, statistics and business policy.

The Financial Services Diploma may be completed in two years if a student proceeds through their program of study by completing five (5) courses per semester. Alternatively, students may choose to take fewer (from one to four courses per semester) in order to accommodate other obligations, such as quality of work and family life or a slower academic pace.

### Related Careers

The financial services industry encompasses a wide range of sectors including banking, insurance, investment brokerages, financial planning, wealth management and mutual funds; however, from banks to brokerages, different employers generally focus on the same entry level core competencies, knowledge and attributes. As such, the Financial Services Diploma is designed to equip students with the specialized skills and knowledge to meet the demands of entry and intermediate level positions within the industry.

The Financial Services Diploma has been designed to prepare students with a broad business background and a solid foundation in financial services for a wide range of career opportunities within the industry. Careers in the financial services include investment advisor, personal financial services representative, account manager, loans officer; mortgage specialist, compliance officer, and branch manager to name just a few career directions.

### Accreditation

Investment Funds in Canada (FINS 281) is offered in conjunction with the IFIC and is the required course for those seeking to sell investment funds in Canada. At the completion of this course all students will write the qualifying IFIC exam and if they attain a grade of 60% or greater will be qualified to seek registration as an investment funds salesperson in Canada. Students taking FINS 281 have three opportunities to take the final IFIC exam provided that these attempts are proctored by an RDC finance or financial services instructor. FINS 286 (Insurance in Canada) is also offered in conjunction with the IFIC. In addition, Fundamentals of Personal Finance (FINS 284) is offered. This is the first of six courses required to earn the Personal Financial Planner (PFP™) designation. This course can also be used as a prerequisite for the Certified Financial Planner (CFP™) program offered by the Financial Planning Standards Council (FPSC), the pre-eminent international standards body for financial planning. Either of these designations are important milestones in a financial services career.

### Transfer Features

Financial Services Diploma graduates may complete the Post-Diploma Bachelor of Management Degree offered by the University of Lethbridge in Calgary, Edmonton and Lethbridge. A 3.0 GPA is required for admission.

### Admission Requirements

#### Financial Services Diploma

##### 1. High School Diploma

Minimum average of 60% with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

Minimum average of 65% with no mark below 50% in:

- a. ELA 30-2
- b. Mathematics 30 (Applied)

OR

Minimum average of 62.5% with no mark below 50% in one of the following combinations:

- a. ELA 30-1 and Mathematics 30 (Applied) **OR**
- b. ELA 30-2 and Mathematics 30 (Pure)

##### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts and have a minimum average of 60% with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

Minimum average of 65% with no mark below 50% in:

- a. ELA 30-2
- b. Mathematics 30 (Applied)

OR

Minimum average of 62.5% with no mark below 50% in one of the following combinations:

- a. ELA 30-1 and Mathematics 30 (Applied) **OR**
- b. ELA 30-2 and Mathematics 30 (Pure)

Note: Mature students not meeting these standards should consider applying for admission to the Management Certificate Program.

### Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30-1 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required. COMM 150 will not be accepted for credit as an option for the Financial Services Diploma.

### Computing Skills

Students entering the program must have a working knowledge of file management and word processing. It is recommended that students without this prerequisite knowledge complete CMPT 071 and CMPT 083, or a course that includes these modules prior to taking BADM 207\*.

\* Please note that these courses will not be recognized for credit in the program.

**Note: The sequence of courses is under review and subject to change.**

### Program Content

#### Year 1

ACCT 102	Introductory Accounting I
ACCT 103	Introductory Accounting II
ACCT 104	Managerial Accounting
FINS 180	Financial Products and Services
FINS 280	Financial Services Work Experience*
BADM 132	Introduction to Marketing
BADM 207	Advanced Microcomputers Applications
BUS 303	Introduction to Organizational Behaviour
COMM 250	Business and Workplace Writing
ECON 100	Introduction to Business Microeconomics
ECON 101	Introduction to Business Macroeconomics

#### Year 2

FINS 281	Investment Funds in Canada
FINS 282	Consumer Credit
FINS 286	Insurance in Canada
FINS 284	Fundamentals of Personal Finance
FINS 287	Advanced Financial Planning
FINS 270	Financial Services Selling
BUS 311	Legal Foundations of the Canadian Economy
BADM 260	Introduction to Finance
BADM 270	Business Policy
FINS 320/	Selected Topics in Financial
FINS 321	Services**

\*\* These courses are optional and extra to the diploma.

Notes: Notes 1-7 refer to equivalent courses that may be taken in lieu of various specified courses. Students may receive credit for only one of each equivalency.

Students considering university transfer or an accounting designation should consult with an academic advisor or their chairperson regarding these courses.

- 1 ACCT 202 is equivalent to ACCT 102 plus ACCT 103
- 2 ACCT 204 is equivalent to ACCT 104
- 3 ECON 201 is equivalent to ECON 100
- 4 ECON 202 is equivalent to ECON 101
- 5 BUS 306 is equivalent to BADM 111
- 6 BUS 310 is equivalent to BADM 260 and is acceptable as a prerequisite for BADM 270.
7. BADM 170, BADM 107, BUS 358, CMPT 261 and CMPT 170 are not accepted for credit towards the Financial Services Diploma.

**Program Cost Estimates - 2009/2010**

Year 1

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,070.00</u>
<b>Total</b>	<b>\$4,875.50</b>

Year 2

Tuition	\$2,875.50
Student Association Fees	\$ 114.75
Fees	\$ 300.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,150.00</u>
<b>Total</b>	<b>\$4,480.25</b>

FINS 281 and FINS 286 (Insurance in Canada) are offered in conjunction with the Investment Funds Institute of Canada (IFIC) which will require students to pay examination registration fees of approximately \$150 per course. These fees are subject to change without notice from the IFIC. FINS 284 is offered in conjunction with the Institute of Canadian Bankers and is subject to separate text book and examination fees, consult [www.icb.com](http://www.icb.com) for appropriate fees and costs.

**Graduation Requirements**

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

## Health Related Programs

**Chairperson**

Sheila McKay  
 E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

### ➤ Health Care Aide Program

**(formerly "Personal Care Attendant" Program)**

This program prepares the graduate to work in continuing care facilities (auxiliary hospitals and nursing homes) as well as in clients' homes to assist the client with activities of daily living.

Please check with the Registrar's Office for the dates of the next offering.

**Related Careers**

Health Care Aides may work in continuing care, in clients' homes or in hospital.

**The Program**

The HCA program consists of module learning as well as clinical practice supervised by a program instructor in a continuing care facility. Following the supervised clinical practice, students complete two (2) preceptored clinical experiences - one in a continuing care facility and one in the community. Students must pass all required courses in order to meet the requirements of the HCA program.

**Admission Requirements**

1. Successful completion of 5 Grade 10 subjects including Math (or equivalency testing)
- OR
- G.E.D.
2. Satisfactory score on the English component of the College Board Placement Test or the Test of Adult Basic Education on a 15 minute writing sample.

3. Immunization and testing records form to be completed prior to the CPR program start date.

Call RDC Test Centre for details on testing requirements.

Note: While not an admission requirement for the program, applicants are advised that they will be required to provide a Criminal Record Check to agencies where they will be placed for practicum experiences. The existence of a criminal record may prevent clinical placement, program completion and therefore, may affect employment prospects. It is each agency's or institution's decision to accept or reject a student for placement or observation experience based on the results of the criminal record check. Prospective students who have a criminal record should discuss the matter with the department Chair prior to applying for admission.

**Program Content**

HCA 120	HCA Theory I
HCA 121	HCA Theory II
HCA 122	HCA Supervised Clinical Practice
HCA 123	HCA Preceptored Clinical Practice

**Graduation Requirements**

Successful completion of all required courses.

## ➤ **Nursing Guided Practice Course**

(Credit free)

The Nursing Guided Practice course is designed to assist nurses who have graduated from an entry level nursing program within the past 3 years, who are Registered Nurses but have had the opportunity for little or no work as nurses since graduation. It will also assist Registered Nurses who wish to change their practice area. The course provides an opportunity for lab and preceptored practice in basic nursing areas thus facilitating competence and confidence in clinical practice.

### **Admission Requirements**

- Registered Nurse in Alberta
- Valid CPR certification at Basic Rescuer Level
- Current Immunization

**Note:** While not an admission requirement for the program, applicants are advised that they will be required to provide a Criminal Record Check to agencies where they will be placed for practicum experiences. The existence of a criminal record may prevent clinical placement, program completion, professional licensure and therefore, may affect employment prospects. It is each agency's or institutions decision to accept or reject a student for placement or observation experience based on the results of the criminal record check. Prospective students who have a criminal record should discuss the matter with the department Chair prior to applying for admission.

## ➤ **Nursing Refresher Program**

Through a brokering arrangement with Grant MacEwan Community College, Red Deer College offers the Nursing Refresher Program. The program is designed to meet the needs of previously Registered Nurses who have been away from practice for 5 years or more. It is designed to re-orient them in both theoretical knowledge and clinical skills to provide eligibility for registration.

Applicants must show proof of verification of eligibility with the College and Association of Registered Nurses of Alberta (CARNA).

## ➤ **Pre-Hospital Care Programs**

The Southern Alberta Institute of Technology (SAIT) offers the Emergency Medical Responder and Emergency Medical Technician-Ambulance programs on Red Deer College Campus. Students apply to and are registered with SAIT but attend classes in Red Deer. For information about the programs and to arrange for application, please contact SAIT at 1-877-284-7248.

# Hospitality and Tourism Management

## Chairperson

Brenda Hodgins  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## One-Year Certificate/Two-Year Diploma

Tourism, both in Canada and around the world is predicted to maintain a rapid pace of growth. This translates into continued demand for program graduates and increased opportunities for advancement within the Hospitality & Tourism industry. There are opportunities for professionally trained personnel in all areas of this "people business." Red Deer College and the hospitality industry have formed a partnership that benefits the student and the industry. Both partners contribute to all aspects of the program, from development to accreditation.

The program offers a one-year certificate and a two-year diploma in two areas of specialization:

1. Accommodation and Marketing Management
2. Food and Beverage Management

The certificate is designed to give the student the basic skills and knowledge required for entry-level and supervisory positions. The diploma is designed to prepare the student for management positions.

## Career and Employment Opportunities

One of the biggest benefits to graduates is the diversity of careers available, whether close to home or around the world. Red Deer College graduates have chosen careers such as Front Office Manager, Sales and Marketing Manager, Restaurant Manager, Food and Beverage Manager, Human Resources Manager, Event Coordinator and Entrepreneur.

Our graduates have earned positions with major hotel, food service and tourism operations throughout Canada and the World. Hong Kong, Great Britain, Switzerland, Mexico, Australia, the Cayman Islands and the United States are a few countries where our graduates have chosen to work.

## Transfer Features

The Hospitality and Tourism Program may provide graduates with advanced standing in various university degree programs:

- University of New Brunswick (Saint John)
  - Bachelor of Applied Management in Hospitality and Tourism
- University of Lethbridge
  - Bachelor of Management
- Athabasca University
  - Bachelor of Administration
  - Bachelor of Professional Arts, Communication Studies Major
- University of Calgary
  - Bachelor of Hotel and Resort Management
- Malaspina University College
  - Bachelor of Tourism Management
- Royal Roads University
  - Bachelor of Arts in International Hotel Management

Please contact the Chairperson for further information.

## Admission Requirements

### Academic Requirements

#### Certificate

##### 1. High School Diploma

OR

##### 2. General Equivalency Diploma

OR

##### 3. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, AND obtain a satisfactory mark (score of 50% or greater) on a test of basic English and Math administered by the College and a score of 2 or higher on a writing sample.

Note: While not an admission requirement for the program, some practicum agencies and field placements may require Criminal Record Checks of students working in their organizations. Information about obtaining Criminal Record Checks will be provided to students after they have been admitted to the program. Prospective students who have a criminal record should discuss the matter with the department Chair prior to applying for admission.

## Program Content

### 1. Accommodation and Marketing Management

#### Certificate

#### Fall & Winter Terms

- |          |   |
|----------|---|
| COMM 140 | Fundamentals of Workplace Communications            |
| HOSP 203 | Front Office Procedures                             |
| HOSP 204 | Guest Room Management                               |
| HOSP 206 | Hospitality Marketing                               |
| HOSP 208 | Hospitality Sales and Advertising                   |
| HOSP 213 | Computers   |
| HOSP 215 | Food Safety and Sanitation Management               |
| HOSP 220 | Basic Food Preparation                              |
| HOSP 221 | Basic Dining Room Service                           |
| HOSP 233 | Quality Service Integration                         |
| HOSP 240 | Hospitality Human Resource Management               |
| HOSP 241 | Strategic Career Development I                      |
| HOSP 243 | Workplace Safety and Responsibility                 |
| HOSP 244 | Introduction to Hospitality Services and Facilities |
| HOSP 313 | Advanced Computers for Hospitality                  |

#### Spring Term

- |          |                     |
|----------|---------------------|
| WKEP 230 | 1st Year Field Work |
|----------|---------------------|

**Diploma**

**Fall and Winter Terms**

HOSP 202	Introductory Accounting
HOSP 205	Security and Emergency Management
HOSP 214	Food, Beverage and Labor Cost Controls
HOSP 236	Hospitality Management Accounting
HOSP 242	Strategic Career Development II
HOSP 303	Convention and Event Management
HOSP 306	Accommodation and Restaurant Law
HOSP 308	Tourism Operations
HOSP 312	Hospitality Operations and Entrepreneurship
HOSP 318	Contemporary Hospitality Management Theory
HOSP 328	Electronic Marketing for Hospitality and Tourism
Option*	3 credits

**Spring Term**

WKEP 330 2nd Year Field Work

**Program Cost Estimates - 2009/2010**

Accommodation & Marketing Management

Year 1

Tuition	\$4,047.00
Student Association Fees	\$ 161.50
Fees	\$ 95.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,106.00</u>
Total	\$5,449.50

Year 2

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 30.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,250.00</u>
Total	\$5,084.50

**2. Food and Beverage Management**

**Certificate**

**Fall and Winter Terms**

COMM 140	Fundamentals of Workplace Communications
HOSP 206	Hospitality Marketing
HOSP 208	Hospitality Sales and Advertising
HOSP 213	Computers
HOSP 215	Food Safety and Sanitation Management
HOSP 220	Basic Food Preparation
HOSP 221	Basic Dining Room Service
HOSP 228	Bar and Beverage Management
HOSP 230	Introduction to Wine
HOSP 233	Quality Service Integration
HOSP 239	Food Purchasing and Production
HOSP 240	Hospitality Human Resource Management
HOSP 241	Strategic Career Development I
HOSP 243	Workplace Safety and Responsibility
HOSP 244	Introduction to Hospitality Services and Facilities

**Spring Term**

WKEP 230 1st Year Field Work

**Diploma**

**Fall and Winter Terms**

HOSP 202	Introductory Accounting
HOSP 205	Security and Emergency Management
HOSP 214	Food, Beverage and Labor Cost Controls
HOSP 226	Menu Planning and Design
HOSP 236	Hospitality Management Accounting
HOSP 242	Strategic Career Development II
HOSP 303	Convention and Event Management
HOSP 306	Accommodation and Restaurant Law
HOSP 312	Hospitality Operations and Entrepreneurship
HOSP 318	Contemporary Hospitality Management Theory
HOSP 322	Fine Dining Food Preparation
HOSP 320	Fine Dining Service
HOSP 321	Beverage Operations
Option*	3 credits

**Spring Term**

WKEP 330 2nd Year Field Work

\*Options may not include high school equivalency courses. If you plan to transfer to a university refer to the Alberta Transfer Guide.

**Graduation Requirements**

A student must pass all courses and achieve a minimum cumulative GPA of 2.0 to graduate from the certificate or diploma program.

**Program Cost Estimates - 2009/2010**

Food & Beverage Management

Tuition	\$3,940.50
Student Association Fees	\$ 157.25
Fees	\$ 150.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,100.00</u>
Total	\$5,387.75

Year 2

Tuition	\$3,834.00
Student Association Fees	\$ 153.00
Fees	\$ 30.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,125.00</u>
Total	\$5,182.00

**Special Fees and Expenses**

Field Work placements will require the student to pay for living expenses and have proper attire for the workplace.

Students participating in Food and Beverage Labs are required to provide their own uniforms and proper footwear.

# Kinesiology and Sport Studies

## Chairperson

Gord Inglis

E-mail: inquire@rdc.ab.ca

Local calls: 403-342-3400

Toll Free: 1-888-732-4630

## Two-Year Diploma Program

Kinesiology is the study of the science of movement. The Red Deer College Kinesiology and Sport Studies program offers 2-year diploma specializations in the following areas:

- Kinesiology and Sport Studies General
- Kinesiology and Sport Studies Adapted Physical Education
- Kinesiology and Sport Studies Coaching & Sport Performance
- Kinesiology and Sport Studies Fitness and Health Promotion
- Kinesiology and Sport Studies Sport Management

The diploma programs allow you to acquire knowledge and experience in either Adapted Physical Education, Coaching and Sport Performance, Fitness and Health Promotion, Sport Management or take the General Diploma pattern of courses. After completing the 2-year Diploma Program, you may transfer to a university to complete a 4-year Bachelor's Degree program (see Kinesiology and Sport Studies - University Transfer Programs, page 45).

## The Program

The objective of the diploma program is to educate and prepare qualified leaders in the field of Kinesiology and Sport Studies who are prepared for employment in related fields and agencies in the private and public sectors.

## Admission Requirements

### 1. Minimum average of 60% with no mark below 50% in:

- a. ELA 30-1
- b. Subject from Group A\* and/or C (for this program only, Math 30 (Applied) may also be used as one of these subjects)
- c. Subject from Group A\* or C
- d. Subject from Group C (Biology 30 recommended)
- e. Subject from Group B, C, or D (see "Alberta Grade 12 Course Groups", page 8)

\* Only one language other than English will be accepted

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school for at least one full year before the program starts, and have a minimum average of 60% with no mark below 50% in:

- a. ELA 30-1
- b. Subject from Group C (Biology 30 recommended)

**Note:** After completing your diploma and if you are applying to transfer to the Faculty of Kinesiology at the University of Calgary, you must present ELA 30-1, Biology 30, Mathematics 30 (Pure) and Chemistry 30 for admission. For the U of C - Exercise and Health Physiology Major - Mathematics 30 (Pure) (minimum grade of 70%) is required. Math 31 is recommended. For the U of C - Biomechanics Major - Mathematics 30 (Pure) (minimum grade of 70%) and Math 31 are required; Physics 30 is recommended.

**Note:** If you are applying to the University of Alberta Bachelor of Science Kinesiology (BScKin), admission to this program requires the following high school subject requirements - English Language Arts 30-1, Chemistry 30, Pure Mathematics 30, Physics 30, and one of Biology 30 or Physical Education 30 (5 credit).

## Program Content

### Diploma - Kinesiology and Sport Studies - General

This program is designed for students who wish to (1) complete the General Diploma or (2) continue on to complete a four year Bachelor's Degree. The General Diploma is the University of Alberta and University of Calgary Transfer Programs pattern of courses.

General Diploma (transfer to Bachelor of Physical Education Degree at the University of Alberta)

#### Year 1

KNSS 200	Structural Anatomy
KNSS 201	Biomechanics
KNSS 204	Sociocultural Foundations of P.E. Leisure & Sport
KNSS 210	Fitness and Wellness Theory & Practice
KNSS 240	Adapted Physical Education
KNSS 270	Leadership & Instruction in Physical Activity
KDNC 200	The Spectrum of Dance in Society
ENGL 210 or ENGL 219/ENGL 220	Literary Analysis & Expository Writing
Two Physical Activity Courses - KPAC/KDNC	

#### Year 2

PSIO 258	Elementary Physiology I
PSIO 259	Elementary Physiology II
KNSS 202	Physiology of Exercise
KNSS 203	Skill Acquisition & Performance
KNSS 205	History of Sport
KNSS 250	Intro to the Admin of Sport, Physical Activity, & Recreation Programs
Two Physical Activity Courses -KPAC/KDNC	
Two of:	
KNSS 209	Measurement and Evaluation
KNSS 244	Introduction to Nutrition Studies
KNSS 253	Psychological Sport Performance
KNSS 307	Growth and Development
PSYC 260	Basic Psychological Processes

- One of:
- KNSS 220 Introduction to Athletic Therapy
  - KNSS 260 Introduction to Coaching Theory
  - KNSS 280 Introduction to Outdoor Education\*
  - KNSS 299 Directed Studies in Kinesiology and Sport Studies
  - INTD 240 Integrated Arts Approach to Movement

\* KNSS 280 includes a one week camp during the fourth week in August. For 2010/2011 KNSS 280 starts Monday, August 30th, 2010.

General Diploma (transfer to Bachelor of Kinesiology Degree at the University of Calgary).

**Year 1**

- KNSS 200 Structural Anatomy
- KNSS 201 Biomechanics
- KNSS 204 Sociocultural Foundations of P.E. Leisure & Sport
- KNSS 210 Fitness and Wellness Theory & Practice
- KNSS 240 Adapted Physical Education
- KNSS 270 Leadership & Instruction in Physical Activity
- KDNC 200 The Spectrum of Dance in Society

Two Approved Options  
Two Physical Activity Courses - KPAC/ KDNC or KNSS 280\*

**Year 2**

- PSIO 258 Elementary Physiology I
- PSIO 259 Elementary Physiology II
- KNSS 205 History of Sport
- KNSS 209 Measurement and Evaluation
- KNSS 244 Introduction to Nutrition
- KNSS 307 Growth and Development
- BIOL 217 Introduction to Cell Biology

Two Physical Activity Courses - KPAC/ KDNC or KNSS 280\*

Two of:

- One Approved Option
- KNSS 203 Skill Acquisition & Performance
- KNSS 220 Introduction to Athletic Therapy
- KNSS 250 Intro to the Admin of Sport, Physical Activity, & Recreation Programs

- KNSS 253 Psychological Sport Performance
- KNSS 260 Introduction to Coaching Theory
- KNSS 299 Directed Studies in Kinesiology and Sport Studies
- INTD 240 Integrated Arts Approach to Movement

Note: Approved options should be selected after consultation with an Academic Advisor and considering the major you will choose upon transferring.

Recommended Approved Options are: ENGL 219 and/or PSYC 260.

Students interested in pursuing the Pedagogy Major at the U of C should discuss, with an Academic Advisor, requirements for admission to this program at U of C prior to commencement of their RDC Kinesiology program.

\* KNSS 280 includes a one week camp during the fourth week in August. For 2010/2011 KNSS 280 starts Monday, August 30th, 2009.

**Diploma - Kinesiology and Sport Studies - Adapted Physical Education**

The Adapted Physical Education Program is designed for students who wish to (1) complete a diploma with a focus in adapted physical education (2) pursue the university transferable program of studies in the area of Kinesiology and Sport Studies or the University of Calgary Bachelor of Community Rehabilitation Program.

The 2-year Adapted Physical Education program is designed so that the students will acquire the knowledge, skills and attitudes in preparation for a career in the area of adapted physical education program development and delivery.

**Course Selection**

**Year 1**

- KNSS 200 Structural Anatomy
- KNSS 201 Biomechanics
- KNSS 204 Sociocultural Foundations of PE Leisure and Sport

- KNSS 210 Fitness and Wellness Theory & Practice
- KNSS 240 Adapted Physical Education
- KNSS 270 Leadership and Instruction in Physical Activity
- KDNC 200 The Spectrum of Dance in Society
- Approved Option
- Approved Option
- Two Physical Activity Courses - KPAC/KDNC

**Year 2**

- PSIO 258 Elementary Physiology I
- PSIO 259 Elementary Physiology II
- KNSS 250 Intro to the Admin of Sport, Physical Activity, & Recreation Programs
- KNSS 299 Directed Studies in Kinesiology and Sport Studies
- INTD 240 Integrated Arts Approach to Adapted Physical Education
- DACS 203 Individual Intervention (or approved option if taken in year 1)
- DACS 207 Values and Issues

Three of:

- BIOL 217 Intro to Cell Biology (required for U of C transfer students)
- KNSS 202 Physiology of Exercise (U of A transfer only)
- KNSS 205 History of Sport
- KNSS 209 Measurement and Evaluation
- KNSS 244 Introduction to Nutrition
- KNSS 253 Psychological Sport Performance
- KNSS 307 Growth and Development
- Two Physical Activity Courses - KPAC/ KDNC (KPAC 290 recommended)
- PSYC 260 Basic Psychological Processes

The diploma program requires the completion of the above listed courses or acceptable replacement courses.

Acceptance into the Adapted Physical Education Diploma Program is limited by quota based on a minimum GPA of 2.0, Directed Study placement availability and an interview.



Students normally apply to this diploma program starting December 1 of their first year of studies in the Kinesiology and Sport Studies Program.

### **Diploma - Kinesiology and Sport Studies - Coaching & Sport Performance**

This Diploma Program is designed for students who wish to (1) complete a diploma with a focus on Coaching & Sport Performance or (2) pursue the university transferable program of studies in the area of Kinesiology and Sport Studies.

The 2-year Coaching & Sport Performance program is designed so that the students will acquire the necessary knowledge, skills and attitudes required to coach select individual or team sports.

#### **Course Selection**

##### **Year 1**

KNSS 200	Structural Anatomy
KNSS 201	Biomechanics
KNSS 204	Sociocultural Foundations of PE Leisure & Sport
KNSS 210	Fitness and Wellness Theory & Practice
KNSS 240	Adapted Physical Education
KNSS 270	Leadership & Instruction in Physical Activity
KDNC 200	The Spectrum of Dance in Society

Approved Option

Approved Option

One Physical Activity Course - KPAC/KDNC

One of:

KPAC 290 Metabolic

Conditioning

KPAC 321 Applied Resistance Training

An Advanced KPAC

##### **Year 2**

PSIO 258	Elementary Physiology I
PSIO 259	Elementary Physiology II
KNSS 202	Physiology of Exercise (U of A transfer only)
KNSS 250	Intro to the Admin of Sport, Physical Activity, & Recreation Programs
KNSS 253	Psychological Sport Performance
KNSS 260	Intro to Coaching Theory
	KNSS 299 Directed Studies in Kinesiology & Sport Studies

One of:

KNSS 203	Skill Acquisition & Performance
KNSS 220	Introduction to Athletic Therapy

One of:

BIOL 217	Intro to Cell Biology (required for U of C transfer students)
KNSS 205	History of Sport
KNSS 209	Measurement and Evaluation
KNSS 244	Introduction to Nutrition (recommended for U of C transfer students)
KNSS 307	Growth and Development

One of:

KPAC 290	Metabolic Conditioning
KPAC 321	Applied Resistance Training
	An Advanced KPAC

The diploma program requires the completion of the above listed courses or acceptable replacement courses. The Coaching Diploma also requires the completion of First Aid and CPR.

Acceptance into the Coaching Diploma Program is limited by quota based on a minimum GPA of 2.0, Directed Study placement availability and an interview.

Students normally apply to this diploma program starting December 1 of their first year of studies in the Kinesiology and Sport Studies Program.

### **Diploma - Kinesiology and Sport Studies - Fitness and Health Promotion**

This Diploma Program is designed for students who wish to (1) complete a diploma with a focus on Fitness and Health Promotion or (2) pursue the university transferable program of studies in the area of Kinesiology and Sport Studies.

The 2-year Fitness and Health Promotion Program is designed so that the students will acquire the necessary knowledge, skills and attitudes required to plan and instruct fitness classes, perform a variety of fitness testing protocols, counsel individuals and groups regarding fitness programs and establish and operate fitness programs in industry, clubs and communities.

#### **Course Selection**

##### **Year 1**

KNSS 200	Structural Anatomy
KNSS 201	Biomechanics
KNSS 204	Sociocultural Foundations of PE Leisure & Sport
KNSS 210	Fitness and Wellness Theory & Practice
KNSS 240	Adapted Physical Education
KNSS 270	Leadership & Instruction in Physical Activity
KDNC 200	The Spectrum of Dance in Society

Approved Option

Approved Option

One Physical Activity Course - KPAC/KDNC

KPAC 290 Metabolic Conditioning

##### **Year 2**

PSIO 258	Elementary Physiology I
PSIO 259	Elementary Physiology II
KNSS 202	Physiology of Exercise (U of A transfer only)
KNSS 209	Measurement & Evaluation
KNSS 244	Introduction to Nutrition
KNSS 250	Intro to the Admin of Sport, Physical Activity, & Recreation Programs
KNSS 299	Directed Study
KPAC 321	Applied Resistance Training

Two of:

KNSS 203	Skill Acquisition and Performance
KNSS 205	History of Sport
KNSS 253	Psychological Sport Performance
KNSS 307	Growth and Development
BIOL 217	Intro to Cell Biology (required for U of C transfer students)
PSYC 260	Basic Psychological Processes
	Two Physical Activity Courses - KPAC/ KDNC
BUS 201	Introduction to Business
BADM 132	Introduction to Marketing

The diploma program requires the completion of the above listed courses or acceptable replacement courses. The Fitness and Health Promotion Diploma Program also requires the following certifications:

AFLCA - Alberta Fitness Leadership Certification Association certification in one of the four specialties: Older Population, Aerobic, Aquatic, Resistance

Training (AFLCA Certification includes CPR) OR the NCCP Level I Weightlifting - Instructional Stream  
 AFLCA group exercise OR the NCCP Level I Weightlifting - Instructional Stream  
 Athletic First Aid (Standard First Aid accepted) and CPR Level B or C.  
 CSEP-CPT (Certified Personal Trainer) Certification  
 These certifications are available through the Kevin Sirois Fitness and Resource Centre at Red Deer College at a cost of approximately \$60-\$150 per certification. Acceptance into the Fitness and Health Promotion Diploma Program is limited by quota based on a minimum GPA of 2.0, Directed Study placement availability and an interview.

Students normally apply to this diploma program starting December 1 of their first year of studies in the Kinesiology and Sport Studies Program.

### Diploma - Kinesiology and Sport Studies - Sport Management

This program is designed for students who wish to (1) complete a diploma with a focus on sport management or (2) pursue the university transferable program of studies in the area of Kinesiology and Sport Studies.

The 2-year diploma program in Sport Management is designed to provide knowledge and practical skills so that the graduate of this program can work in a variety of sport management settings. Employment positions may include: planning and directing programs and activities in clubs, leagues, and summer camps; civic or provincial sport governing organizations or a variety of other sport, recreation and fitness agencies.

Students will acquire administration and leadership skills necessary for the planning, designing, marketing and implementing of sports programs, as well as instruction and analytical skills necessary for teaching and coaching.

### Course Selection

#### Year 1

KNSS 200	Structural Anatomy
KNSS 201	Biomechanics
KNSS 204	Sociocultural Foundations of PE Leisure & Sport
KNSS 210	Fitness and Wellness Theory & Practice
KNSS 240	Adapted Physical Education
KNSS 270	Leadership & Instruction in Physical Activity
KDNC 200	The Spectrum of Dance in Society

Approved Option

Approved Option

Two Physical Activity Courses - KPAC/  
KDNC

#### Year 2

PSIO 258	Elementary Physiology I
PSIO 259	Elementary Physiology II
KNSS 250	Intro to the Admin of Sports, Physical Activity, & Recreation Programs
KNSS 299	Directed Studies in Kinesiology & Sport Studies

One of:

KNSS 205	History of Sport
KNSS 253	Psychological Sport Performance

Four of:

ACCT 202	Introductory Financial Accounting
BUS 201	Introduction to Business
BADM 132	Introduction to Marketing (no U of C transfer)
BUS 303	Introduction to Organizational Behavior (if not taken in year 1)
BUS 311	Legal Foundations of the Canadian Economy
ECON 201	Introduction to Microeconomics
ECON 355	Sports Economics

One of:

KNSS 202	Physiology of Exercise (U of A transfer only)
KNSS 203	Skill Acquisition and Performance
KNSS 205	History of Sport
KNSS 209	Measurement and Evaluation
KNSS 220	Introduction to Athletic Therapy

KNSS 244	Introduction to Nutrition
KNSS 253	Psychological Sport Performances
KNSS 260	Introduction to Coaching
KNSS 280*	Introduction to Outdoor Education
BIOL 217	Intro to Cell Biology (required for U of C transfer)
INTD 240	Integrated Arts Approach to Movement
Two Physical Activity Courses - KPAC/ KDNC	

\*KNSS 280 includes a one week camp during the fourth week in August. For 2010/2011 KNSS 280 starts Monday, August 30th, 2010.

The diploma program requires the completion of the above listed courses or acceptable replacement courses.

Acceptance into the Sport Management Diploma program is limited by quota based on a minimum GPA of 2.0, Directed Study placement availability and an interview. Students normally apply to this diploma program starting December 1 of their first year of studies in the Kinesiology and Sport Studies Program.

### Program Cost Estimates - 2009/2010

#### General

##### Year 1

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 60.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,915.50

##### Year 2

Tuition	\$3,621.50
Student Association Fees	\$ 144.50
Fees	\$ 60.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,105.00</u>
Total	\$4,970.50

### Graduation Requirements

You must complete all courses with a minimum cumulative grade point average of 2.0 with no grade less than D in any course to receive the Kinesiology and Sport Studies Diploma.

# Legal Assistant Diploma

## Chairperson

Diana Gillespie  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## Two-Year Diploma

### Related Careers

Legal assistants often find work in law offices, governments, financial institutions, and oil and gas companies. They work under a lawyer's supervision, taking over many routine legal and administrative responsibilities.

Specific examples of Legal Assistant duties include handling real estate transactions; preparing common forms of wills, estates, and probate work, collection work, and litigation and corporate work. Legal Assistants may also perform general office and clerical duties, especially in the beginning.

Students may become members of the Alberta Association of Professional Paralegals. Apply to the Association.

### The Program

In this two-year program you will learn procedures involved in legal practice, basic knowledge of legal rights and principles, and secretarial skills. You will also gain practical experience in a law office.

### Admission Requirements

#### A) Academic Requirements

##### 1. High School Diploma

OR

##### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts and have a minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.

**Note:** It is to your advantage to have basic keyboarding skills before beginning the Program.

**Note:** While not an admission requirement for the program, some practicum agencies and field placements may require Criminal record checks of students working in their organizations. Information about obtaining Criminal Record Checks will be provided to students after they have been admitted to the program.

### Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required.

### Program Content

#### Year 1

COMM 250 Business and Workplace Writing

LAW 102 Beginning Keyboarding

LAW 105 Introduction to the Canadian Legal System

LAW 110 Litigation I

LAW 111 Real Estate I

LAW 112 Corporate Law

LAW 115 Contracts

LAW 120 Litigation II

LAW 121 Real Estate II

LAW 125 Intermediate Keyboarding

LAW 126 Legal Information Processing I

LAW 130 Personal Injury

#### Year 2

LAW 202 Workplace Success Strategies

LAW 230 Litigation III

LAW 231 Real Estate III

LAW 232 Real Estate IV

LAW 233 Commercial Law

LAW 234 Estate Planning

LAW 236 Legal Information Processing II

LAW 240 Litigation IV

LAW 242 Applied Problem Solving

LAW 244 Estates Administration

LAW 245 Family and Domestic Law

LAW 246 Criminal Procedure

LAW 250 Work Experience\*

\* The work experience requirement (practicum) is to be completed during May and June following the second year. A minimum of 210 hours (full time) is needed for your practicum. The Department will help you find a suitable placement in Alberta. Practicum work is evaluated and graded. Normally, you must be eligible to graduate by June 30 to take part in a practicum.

### Program Cost Estimates - 2009/2010

#### Year 1

Tuition \$3,727.50

Student Association Fees \$ 148.75

Activity & Wellness Fee \$ 40.00

Books/Materials \$1,065.00

Total \$4,981.25

#### Year 2

Tuition \$4,153.50

Student Association Fees \$ 165.75

Fees \$ 55.00

Activity & Wellness Fee \$ 40.00

Books/Materials \$1,145.00

Total \$5,559.25

### Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# Motion Picture Arts

## Contact Persons

Dr. Dale Wheeler  
 Larry Reese  
 Don Armstrong  
 E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

## The Program

The Applied Degree in Motion Picture Arts enables students who have completed two years of post-secondary theatre studies (or equivalent) to expand and apply their primary theatre training to the rapidly growing motion picture, television and multimedia industries. The two years of completed theatre studies is followed by a program year (3rd year) of intensive theory and hands-on instruction culminating in an advanced certificate in Performance or Production. Students may then choose to go on to the final (4th year) which is a credited mentored work experience the equivalent of two four-month terms or the opportunity to complete a substantial motion picture project. The program has two streams: the Production Stream and the Acting Stream.

## Related Careers

The motion picture industry is a major contributor to the North American economy and is at the forefront of the digital revolution. The producers of feature films, television series and commercials seek gifted storytellers, actors, artists and technicians with strong backgrounds in the dramatic arts. Existing theatre programs provide a solid foundation for advanced study in narrative motion picture acting and production. The MPA program provides students with the specific skills and experience they need to gain an advantage in this highly competitive industry.

Graduates of the Production Stream will apply their broad-based understanding of the nature of production to pursue multiple job tracks as their careers progress. Typically, graduates will begin employment at entry levels in various areas of the industry, including cinematography, camera operation, digital editing, production design, sound recording, production management, and special effects. Some graduates may choose to act as self-employed contractors in their own creative business ventures.

Acting Stream graduates will be prepared to audition for performance roles in feature films, movies of the week, series television, commercials, and voice-overs.

With experience and proven ability, graduates from both streams may also advance into entrepreneurial roles as directors, writers, and producers, supervising content creation in a wide variety of current and emerging media.

## Admission Requirements

1. You must have successfully completed 2 years of a post-secondary Theatre Studies Diploma Program (or equivalent) with a minimum 2.00 GPA. Other related post-secondary credits and/or equivalent experience will be considered.
- AND
2. You must complete a successful audition and/or interview/portfolio. Further guidelines regarding audition/interview expectations are available at [www.rdc.ab.ca/performing\\_arts](http://www.rdc.ab.ca/performing_arts).

## Program Content

### Production Stream

Year 3	
MPA 301	Motion Picture Fundamentals I
MPA 302	Motion Picture Fundamentals II
MPA 303	Motion Picture Business/Career Path
MPA 304	Screenwriting Techniques
MPA 305	Motion Picture Directing
MPA 311	Motion Picture Technology

MPA 315	Motion Picture Production I
MPA 316	Motion Picture Production II
MPA 320	Motion Picture Projects I
MPA 321	Motion Picture Projects II

### Program Cost Estimates - 2009/2010

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 960.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 250.00
Total	\$5,015.50

### Acting Stream

Year 3	
MPA 301	Motion Picture Fundamentals I
MPA 302	Motion Picture Fundamentals II
MPA 303	Motion Picture Business/Career Path
MPA 304	Screenwriting Techniques
MPA 305	Motion Picture Directing
MPA 312	Audition Techniques
MPA 317	Motion Picture Acting I
MPA 318	Motion Picture Acting II
MPA 320	Motion Picture Projects I
MPA 321	Motion Picture Projects II

### Program Cost Estimates - 2009/2010

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 960.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 170.00
Total	\$4,935.50

## Graduation Requirements

You must pass all of the required Year 3 courses in the Production or Performance Stream with a GPA of 2.00 to receive the Advanced Certificate in Motion Picture Arts.

# Music

## Chairperson

Dr. Dale Wheeler  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## Related Careers

Music is one of the largest and fastest-growing industries in North America. The following is a short list of opportunities in this field:

**Performance:** Solo, small and large ensembles (eg. bands, orchestras) music theatre accompanying,

recording musician, artist, studio conductor.

**Composition:** Song writing, arranging, transcription, film scoring, computer-generated music.

**Merchandising:** Promotion/publicity, management, music sales, budgeting/ accounting, copyright.

**Technology:** Recording engineer, sound technician, equipment maintenance and set up, concert hall technical director.

**Teaching:** Private and group instruction in a home studio, private and group instruction in music academies, colleges, and universities.

## One-Year Music Preparatory Program

The one-year Music Preparatory Program is designed to:

- 1) provide an opportunity for students who have a general interest in music and wish to broaden their knowledge and skills;
- 2) provide an entry-level opportunity for students who are considering a career in music and intend on pursuing the Music Diploma program but have limited formal music training.

In this program you will learn the fundamentals of reading, writing, hearing, and performing music. Through classroom instruction and private lessons you will gain valuable knowledge and will sharpen your playing skills. Optional participation by audition in small and/or large ensembles will allow you to further develop your performance abilities.

The program has three main components:

### 1) Core Classes

All students are required to take classes in music rudiments and aural skills, introductory music history, basic piano, and communications. These courses will provide fundamental training in the basics of music.

### 2) Primary Instrument Study

Each semester of the program you will take private lessons on the instrument on which you had a successful entrance audition. Lessons are available on most standard instruments (subject to instructor availability). Current options include:

Voice	Classical Piano
Woodwinds	Jazz Piano
Brass	Classical Guitar
Percussion	Electric Guitar
Strings	Brass Guitar

Private instruction on instruments such as Organ or in areas such as Conducting or Composition may be available to qualified students.

### 3) Optional Classes

Depending on your interests, course load and performance abilities, a variety of music ensembles are open to all students on the basis of audition.

**Note:** Completion of the Preparatory Program does not guarantee admission into the Music Diploma Program.

Students who wish to pursue the two-year Music Diploma program at Red Deer College after completing the Music Preparatory program will be required to re-audition on their primary instrument. Since there is some overlap in course requirements between the two programs, students who complete the Music Preparatory program will have already fulfilled some of the requirements for the Music Diploma.

## Admission Requirements

### A) Academic Requirements

1. **High School Diploma** with a minimum mark of 50% in ELA 30-1 or ELA 30-2

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.

AND

### B) Other Requirements

**1. Audition:** College music study assumes that an acceptable standard of proficiency in an instrumental or vocal area has already been acquired. You must declare a principal instrument (eg. guitar, voice, piano, etc.) when you apply and present a playing audition on this instrument. You will continue to pursue lessons on this instrument during your time in the program. The audition consists of the following elements:

- a. A polished performance of two contrasting pieces of your choice that demonstrate your playing or singing abilities.

- b. A demonstration of technical skills appropriate to your instrument (eg. vocalises for singers; scales, chords, arpeggios, long tones, tonguing, etc. as appropriate for pianists and other instrumentalists).
- c. Aural tests (eg. recognition of chord qualities and melodic intervals, clapback of rhythmic patterns).
- d. Playing or singing a short unfamiliar excerpt at sight.
- e. A brief interview to discuss your musical background, interests and goals.

**2. Theory placement test:** This written test covers key signatures, major and minor scales, triads, intervals, meter and rhythm, and common musical terms. A score of 80% or greater is required. Students with Royal Conservatory Grade II Rudiments (or equivalent) are exempt. Requests for exemption should be directed to the Assessment & Test Centre.

**Note:** The audition requirements and the theory placement test are the same for both the Music Preparatory program and the Music Diploma program. The results of these will determine the appropriate program placement.

Further guidelines regarding audition expectations and the theory placement test are available at [www.rdc.ab.ca/performing\\_arts](http://www.rdc.ab.ca/performing_arts)

### Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 256. Students should take the placement test early in the event preparatory work (COMM 150) is required.

### Program Content

MUSI 194	Introductory Music Theory I
MUSI 195	Introductory Aural Skills I
MUSI 196	Introductory Music Theory II
MUSI 197	Introductory Aural Skills II
MUSS 145/ MUSS 145	Secondary Instrument Study (Private Lessons) (repeated for credit)
MUSI 233	Introduction to Music History
MUSI 241/ MUSI 242	Basic Piano I & II (Students with Gr. 4 Piano from the Royal Conservatory or equivalent are exempt. Requests for exemption should be directed to the Assessment & Test Centre).
COMM 191	Oral Communications
COMM 256	Writing Skills for the Fine Arts* (ENGL 219, ENGL 210 or ENGL 200 may be substituted if you have English 30)

\* See "Communications Course Placement Testing" above.

Other approved music options may be selected providing you have the necessary prerequisites and the courses fit your timetable.

### Two-Year Music Diploma Program

The two-year Music Diploma may be taken for general interest or to help prepare you for a professional career in music. In today's world, musicians are required to be highly-trained, well-rounded, and versatile. The Music Diploma program provides you with a solid core of essential courses while allowing you the option to focus on particular areas of interest. Our unique blend of traditional and contemporary courses provides you with the utmost flexibility in pursuing career choices. The Music Diploma is designed to:

- 1) provide a solid foundation of transferable courses for those students who wish to use the Diploma as a stepping stone towards a 4-year university degree;
- 2) provide valuable skills and hands-on experience for those students who may choose to pursue more immediate interests in the music industry, in the pop/rock field, or in private teaching.

The program has four main components:

#### 1) Core Classes

All students are required to take classes in music theory, aural skills, music history, music merchandising, basic piano, and communications.

#### 2) Primary Instrument Study

Each semester of the program you will take private lessons (MUSP) on the instrument on which you had a successful entrance audition. Lessons are available on the most standard instruments (subject to instructor availability).

Current options include:

Voice	Classical Piano
Woodwinds	Jazz Piano
Brass	Classical Guitar
Percussion	Electric Guitar
Strings	Bass Guitar

Private instruction on instruments such as Organ or in areas such as Conducting or Composition may be available to qualified students.

### 3) Ensembles

You will participate in at least one MUSE performance ensemble each semester. The expectation is that you will remain in the same ensemble for an entire year. Ensemble credits gained as a Music Preparatory student do not count towards fulfilling this requirement.

### 4) Specialized Options

You will choose an additional 6 credit hours of music course options in consultation with your music faculty advisor that allow you to pursue individual areas of interest. Some examples of possible options and course combinations include:

#### Performance

MUSI 397	Performance Practicum
MUSI 401	Graduation Recital

#### Composition

MUSI 361/MUSI 362	Composition I & II
MUSI 398	Theory Practicum

#### Merchandising

MUSI 321	Music Business: Career & Products
MUSI 322	Music Business: Performance

#### Music Technology

MUSI 280/	Recording Studio
MUSI 282	Technology I & II

Note: The Merchandising courses, as sanctioned by the National Association of Music Merchants, are transferable to a number of NAMBI institutions offering "Music Merchandising/Business of Music" degree. Students are required to enroll in MUSI 321 and MUSI 322 to qualify for transferability. Those interested can obtain specific information from the Music Merchandising course instructor.

### **Transfer Features**

Graduates of the Music Diploma may be able to pursue university degree studies in a variety of areas. These include baccalaureate degrees in Music, Arts, Education as well as a number of more specialized areas such as Music Merchandising and/or Music Therapy. Individual courses in the Music Diploma program can be transferred to most North American universities on a course-by-course basis.

Transfer arrangements are different at each university and you are advised to consult the Alberta Transfer Guide, your Chairperson, Academic Advisors and the university to which you will transfer for more information.

The University of Lethbridge: Red Deer College enjoys a block transfer arrangement whereby Music Diploma graduates who have a GPA of 2.50 and have majored in classical piano, classical voice, classical guitar or an orchestral instrument may be accepted into the Post-Diploma B.Mus./B.Ed program at the University of Lethbridge. Students who wish to pursue a more general music and education combination may also choose the B.A. (Music)/B.Ed. route.

Students considering this option are advised to consult the appropriate calendar information from the University of Lethbridge as soon as possible (available in print and online) to ensure that they are fully aware of all requirements. They are also advised to begin an early dialogue with admissions personnel in the University of Lethbridge Music Department.

#### National Association of Music Merchants

Affiliated Music Business Institutions: Our affiliation with NAMBI provides transfer for our Music Merchandising courses and practica to approximately 30 other member schools in the USA. A list of these institutions can be found at [www.wiu.edu/users/mimusba/nambi/schools](http://www.wiu.edu/users/mimusba/nambi/schools).

### **Admission Requirements**

#### **A) Academic Requirements**

**1. High School Diploma** with a minimum mark of 50% in ELA 30-1 or ELA 30-2

OR

#### **2. Mature Student**

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education

(written off campus) and a score of 2-3 on a writing sample.

AND

#### **B) Other Requirements**

**1. Audition:** College music study assumes that an acceptable standard of proficiency in an instrumental or vocal area has already been acquired. You must declare a principal instrument (eg. guitar, voice, piano, etc.) when you apply and present a playing audition on this instrument. You will continue to pursue lessons on this instrument during your time in the program. The audition consists of the following elements:

- a. A polished performance of two contrasting pieces of your choice that demonstrate your playing or singing abilities
- b. A demonstration of technical skills appropriate to your instrument (eg. vocalises for singers; scales, chords, arpeggios, long tones, tonguing, etc. as appropriate for pianists and other instrumentalists).
- c. Aural tests (eg. recognition of chord qualities and melodic intervals, clapback of rhythmic patterns).
- d. Playing or singing a short unfamiliar excerpt at sight.
- e. A brief interview to discuss your musical background, interests and goals.

**2. Theory placement test:** This written test covers key signatures, major and minor scales, triads, intervals, meter and rhythm, and common musical terms. A score of 80% or greater is required. Students with Royal Conservatory Grade II Rudiments (or equivalent) are exempt. Requests for exemption should be directed to the Test & Assessment Centre.

Note: The audition requirements and the theory placement test are the same for both the Music Preparatory program and the Music Diploma program. The results of these will determine the appropriate program placement. Further guidelines regarding audition expectations and the theory placement test are at [www.rdc.ab.ca/performing\\_arts](http://www.rdc.ab.ca/performing_arts).

**Communications Course Placement Testing**

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 256. Students should take the placement test early in the event preparatory work (COMM 150) is required.

**Program Content**

**Year 1**

- MUSI 257/ Comprehensive Music
- MUSI 258 Theory I & II
- MUSI 259/ Comprehensive Aural and
- MUSI 260 Keyboard Skills I & II
- MUSE 201/202 Symphonic Winds I & II
- or
- MUSE 205/206 Jazz Ensemble I & II
- or
- MUSE 217/218 Chamber Choir I & II
- MUSP 145/ Principal Instrument
- MUSP 245 Study I & II (Private Lessons)
  
- MUSI 233 Introduction to Music History
- MUSI 241/ Basic Piano I & II
- MUSI 242 (Students with Gr. 4 Piano from the Royal Conservatory or equivalent are exempt. Requests for exemption should be directed to the Test & Assessment Centre).
  
- COMM 191 Oral Communications
- ENGL 219 Language & Literature
- or
- COMM 256 Writing Skills for the Fine Arts\*

\* See "Communications Course Placement Testing" above.

Note: COMM 256 is not transferable.

**Year 2**

- MUSI 346/ Comprehensive Music
- MUSI 347 Theory III & IV
- MUSI 348/ Comprehensive Aural and
- MUSI 349 Keyboard Skills III & IV
- MUSExxx Performance Ensemble (4 credits)
  
- MUSP 360/ Principal Instrument
- MUSP 460 Study III & IV
- MUSI 321 Music Business: Career and Products
  
- or
- MUSI 322 Music Business: Performance

Note: Students who wish to attend the NAMM Winter Show in Los Angeles are required to enroll in MUSI 321.

**Year 1 or 2**

Choose one of the following music history classes:

- MUSI 202 History of Medieval, Renaissance & Baroque Music
  
- MUSI 301 History of Classical and Romantic Music
  
- MUSI 302 History of Post-Romantic & 20th Century Music

AND  
Music Options (6 credits)

Note: Options should be selected after consultation with your music faculty advisor. These options will allow you to pursue a specific focus within the music area.

**Program Cost Estimates - 2009/2010**

<b>Year 1</b>	
Tuition	\$3,727.50
Student Association Fees	\$ 148.75
Fees	\$ 320.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,045.00</u>
<b>Total</b>	<b>\$5,281.25</b>
<b>Year 2</b>	
Tuition	\$3,834.00
Student Association Fees	\$ 153.00
Fees	\$ 870.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,045.00</u>
<b>Total</b>	<b>\$5,942.00</b>

Note: For each semester add \$160 if taking MUSP private lessons and \$360 if taking MUSP private lessons.

Note: In addition to tuition and course fees, you should budget each year for the following: music scores (approximately \$100.00), instrument purchase (if necessary), instrument maintenance (strings, reeds, drum heads, etc. approximately \$150.00), plus textbooks and materials (approximately \$750.00).  
Note: MUSI 321 - special materials fee of \$550. for the NAMM field trip.

**Graduation Requirements**

You must pass all courses for Year 1 and 2 and achieve a minimum cumulative GPA of 2.0.

Note: Those students considering a transfer to the Post-Diploma B. Mus./B.Ed. at the University of Lethbridge should be aware that a minimum GPA of 2.50 is required for admission.



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# Networking Certificate

## Chairperson

Brian McLachlin  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## One Year Certificate

People are enabled by computer technology - from cellular phones to MP3 players to gaming systems and business applications. Technology is embedded in all aspects of our daily lives. Networking Certificate graduates support many of today's new technologies.

## Related Careers

Career opportunities in the Information Technology (IT) field continue to grow and expand, both nationally and internationally. Networking Certificate graduates will be positioned to take advantage of this increased market demand for IT skills because they are well prepared with the knowledge-base and skill-sets necessary to successfully engage in an exciting IT career in either business or industrial environments. A career in IT will appeal to applicants who are looking for exciting, challenging, and well-compensated futures.

Types of positions: entry-level positions in:

- desktop support - configuration, setup, maintenance, trouble shooting and updates (hardware)
- network support - servers, Local Area Network maintenance
- IT service desk - providing support for hardware and software

With experience and proven ability, students may advance into specialized areas of technology. Many courses in the Networking Certificate program help to prepare students to write certification exams from the Microsoft Certified System Administrator credential, the Disco Certified Network Administrator credential, and the following CompTIA exams: A+, Network+, Server+, and Wireless+.

## Learning Outcomes

Graduates of the Networking Certificate will possess the following skills and knowledge:

1. troubleshoot common software and hardware problems in a network environment
2. use online resources to identify solutions
3. participate in the implementation of projects individually and/or within a team environment
4. install, configure, and troubleshoot devices in a network
5. configure, maintain and troubleshoot routing protocols between routers.
6. control network access firewalls and ACLs
7. provide common network Help Desk support
8. configure, maintain and repair desktop systems
9. manage a network environment using debugging tools and scripting
10. write structured software programs
11. practice industry standard codes of conduct
12. complete relevant documentation and activity reports
13. practice effective communication with clients including cultural sensitivity
14. identify and engage in learning activities that are responsive to the workplace.

## Admission Requirements

### A) Academic Requirements

**1. High School Diploma** with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

50% in ELA 30-1 & 65% in Mathematics 30 (Applied) with either Physics 30 or Chemistry 30 or Science 30 with a minimum mark of 50%

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in Mathematics 30 (Pure)

OR

a minimum mark of 65% in Mathematics 30 (Applied) and either Chemistry 30 or Physics 30 or Science 30 with a minimum mark of 50%.

AND

### B) Other Requirements

All Networking Certificate students must have a laptop computer that is using Microsoft Windows as the operating system. Please contact department Chair for minimum specifications.

## Recommendations

Applicants are also expected to have working skill sets in at least the following areas of workstation management and operations through course work and/or industry experience:

- word processing
- e-mail communications
- internet research and download
- file and print management
- basic operating systems literacy.

Applicants requesting further information, skill assessment, and/or learning support courses (CMPT 083, 086, 087 or 089) should contact an academic advisor and/or the Information Technology Department Chairperson for assistance.

## Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required. Students needing to do COMM 150 will have the opportunity to complete all the Communications requirements with the two year time frame.

## Program Content

### Term 1

COMM 250	Business and Workplace Writing
ITEC 100	IT Service Desk
ITEC 105	Discrete Mathematics
ITEC 110	Computer Hardware
ITEC 120	Computer Networking
ITEC 122	Wireless Technology
ITEC 150	Structured Programming
ITEC 153	Visual Programming

### Year 2

ITEC 115	Operating Systems
ITEC 124	TCP/IP
ITEC 126	VOIP
ITEC 128	WAN
ITEC 130	Security I
ITEC 140	Desktop Operating Systems
ITEC 145	Server Configuration
ITEC 180	Career Skills
ITEC 190	Project I

### Term 3 (Spring Term)

ITEC 193	Practicum OR
ITEC 196	Work Experience

Should a student possess any other course(s) and/or credentials not listed above for which they wish to have considered for advanced credit, please contact the Information Technology Department Chairperson.

### Program Cost Estimates - 2010/11

Tuition	\$3,727.50
Student Association Fees	\$ 148.75
Fees	\$ 320.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,045.00</u>
Total	\$5,281.25

### Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# Network Systems Technology

### Chairperson

Brian McLachlin  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

### Two Year Diploma

People are enabled by computer technology - from cellular phones to MP3 players to gaming systems and business applications. Technology is embedded in all aspects of our daily lives. Information Technology (IT) professionals create these technologies. Network Systems Technology (NST) graduates manage and support today's new technologies including wireless and mobile devices.

### Related Careers

Career opportunities in the Information Technology (IT) field continue to grow and expand, both nationally and internationally. NST graduates will be well positioned to take advantage of this increased market demand for IT skills because they are well prepared with the knowledge-base and skill-sets necessary to successfully engage in an exciting, long-term, professional IT career in either business or industrial environments. A career in IT will appeal to applicants who are looking for exciting, challenging, and well-compensated futures.

In addition to desktop support, help desk, and network support the program prepares students to be Network or Systems Administrators with skills in:

- wireless networks
- heterogeneous networks including VOIP
- web servers
- security systems
- database administration

The NST program will be applying for accreditation by the Canadian Technology Accreditation Board, and the Association of Science and Engineering Technology Professionals (ASET), an organization representing technology professionals in Alberta.

Many courses in the Network Systems Technology program help to prepare students to write certification exams from the Microsoft Certified System Administrator credential, the Cisco Certified Network Administrator credential, some of the exams in the Cisco Certified Network Professional credential and the following CompTIA exams: A+, Network+, Server+, Linux+, Wireless+, and Security+.

### Learning Outcomes

Graduates of the NST will possess the following skills and knowledge:

1. troubleshoot common software and hardware problems in a network environment
2. use online resources to investigate and analyse potential solutions
3. participate in the implementation of projects individually and/or within a team environment
4. anticipate, analyse and develop solutions to increase network efficiency
5. plan and implement security protocols
6. design, implement and manage a network
7. integrate heterogeneous systems
8. configure, maintain and repair desktop systems
9. consider the international context within the work environment
10. write structured software programs
11. practice industry standard codes of conduct
12. complete relevant documentation, activity reports, project plans, and proposals
13. identify and engage in learning activities that are responsive to the workplace and that advances career path
14. practice effective interpersonal communication skills in the following situations:
  - presentation skills
  - client interaction
  - conflict resolution
  - teaching (clients and co-workers)
  - leading small teams
  - cultural sensitivity

### Transfer Features

#### Red Deer College

Depending on electives chosen, graduates of the NST program may possess up to 5 of 8 required courses towards a Management Certificate from Red Deer College. Required courses for the NST program that also meet requirements for the Management Certificate program include COMM 250, ITEC 170, BADM 204, BADM 253 and a Business Option.

This Certificate is offered by the Business Administration Department at Red Deer College. Students must complete eight business courses approved by the Business Administration program Chairperson to be awarded a Management Certificate.

Please contact an academic advisor for details regarding this program and/or the Chairperson of the Business Administration Department.

#### Athabasca University

Holders of a NST diploma will be awarded 60 credits towards the 120 credit Bachelor of Science in Computing and Information Systems Degree (Post Diploma).

Graduates of the NST diploma may receive up to 39 credits for IT core courses. Students may also get additional credit for non-IT diploma courses. Students may apply this credit to a Bachelor of Arts - Information Systems degree or a Bachelor of Science - Computing Information Systems degree.

Students may work toward a degree through Athabasca's distance education programs. This may be done on a part-time basis.

#### University of Lethbridge

Graduates of the NST diploma may apply to complete the 2 year Post-Diploma Bachelor of Management Degree.

#### NAIT/SAIT

Graduates of the NST diploma may apply to complete the 2 year Post-Diploma Bachelor of Applied Information Systems Technology at NAIT or the Bachelor of Applied Technology Information Systems at SAIT.

### Admission Requirements

#### A) Academic Requirements

**1. High School Diploma** with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

50% in ELA 30-1 & 65% in Mathematics 30 (Applied) with either Physics 30 or Chemistry 30 or Science 30 with a minimum mark of 50%

OR

#### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in Mathematics 30 (Pure)

OR

a minimum mark of 65% in Mathematics 30 (Applied) and either Chemistry 30 or Physics 30 or Science 30 with a minimum mark of 50%.

AND

#### B) Other Requirements

All Networking Certificate students must have a laptop computer that is using Microsoft Windows as the operating system. Please contact department Chair for minimum specifications.

### Recommendations

Applicants are also expected to have working skill sets in at least the following areas of workstation management and operations through course work and/or industry experience:

- word processing
- e-mail communications
- internet research and download
- file and print management
- basic operating systems literacy.

Applicants requesting further information, skill assessment, and/or learning support courses (CMPT 083, 086, 087 or 089) should contact an academic advisor and/or the Information Technology Department Chairperson for assistance.

### Communications Course

#### Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required. Students needing to do COMM 150 will have the opportunity to complete all the Communications requirements with the two year time frame.

### Program Content

#### Term 1, Year 1

COMM 250	Business and Workplace Writing
ITEC 100	IT Service Desk
ITEC 105	Discrete Mathematics
ITEC 110	Computer Hardware
ITEC 120	Computer Networking
ITEC 122	Wireless Technology
ITEC 150	Structured Programming
ITEC 153	Visual Programming

#### Term 2, Year 1

ITEC 115	Operating Systems
ITEC 124	TCP/IP
ITEC 126	VOIP
ITEC 128	WAN
ITEC 130	Security I
ITEC 140	Desktop Operating Systems
ITEC 145	Server Configuration
ITEC 180	Career Skills
ITEC 190	Project I

#### Term 3, Year 2

BADM 204	Interpersonal Skills
BADM 253	Project Management
ITEC 170	Systems Analysis and Design
ITEC 264	Mobile Applications
ITEC 280	IT Profession
	Business Option

## Term 4, Year 2

ITEC 220	Network Design and Architecture
ITEC 230	Security II
ITEC 241	Unix Administration
ITEC 271	Database Server Configuration
ITEC 290	Project II
IT Option	
IT Option	

## Term 5 (Spring Term), Year 2

ITEC 193	Practicum OR
ITEC 196	Work Experience OR
ITEC 293	Practicum OR
ITEC 296	Work Experience

**Note:** One of ITEC 193, 196, 293 or 296 is required for graduation. This course can be taken at the end of the student's first or second year.

## Program Electives

As part of the graduation requirements for a Diploma in Network Systems Technology, students are required to pass a minimum of three different elective courses. Two courses must be from the Information Technology department. One course must be from the Business department.

With prior written approval from the department chair, a Science course may be substituted for a Business elective course.

Should a student possess any other course(s) and/or credentials not listed above for which they wish to have considered for advanced credit, please contact the Information Technology Department Chairperson.

## Program Cost Estimates - 2010/11

Tuition	\$3,727.50
Student Association Fees	\$ 148.75
Fees	\$ 320.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,045.00</u>
Total	\$5,281.25

## Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# Office Technology Certificate

## Chairperson

Deb Kindopp  
E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

The Office Technology Certificate Program may be taken on a full- or part-time basis.

## One Year Certificate

An administrative assistant is the cornerstone of the modern office. This person is adept at utilizing current computer software and technology and has learned how to be a life-long learner!

The Office Technology Certificate Program provides students with the software training to be competitive in a continuously changing field. In addition to well-defined keyboarding skills, you will gain basic bookkeeping knowledge, oral and written communication knowledge, training in office procedures and you will have the opportunity to grow personally and professionally through a personal leadership course. A practicum placement in an office setting provides you with an opportunity to combine your newly developed skills and knowledge with on-the-job-training. You will be qualified for entry-level office positions.

## Related Careers

There is an on-going local and national demand for well-trained office personnel, especially in the growing business community of Central Alberta. Employers have expressed a strong interest in hiring one-year college graduates. Graduates will find work in both small and large centres.

## The Program

If you have curriculum concerns, you are invited to see the Office Administration Program Chairperson or a member of the Office Administration faculty about a suitable program of study.

## Transfer Features

The Office Technology Certificate transfers to all Office Administration Diploma Programs in colleges in Alberta.

Completion of the Office Technology Certificate grants 6 credits towards the Virtual Assistant Certificate.

Completion of the Office Technology Certificate grants 30 credits (one year) towards a Bachelor of Professional Arts Degree, Communication Major, at Athabasca University.

Two Office Technology Certificate courses are equivalent to courses offered from the Canadian Institute of Bookkeeping as part of their Certified Bookkeeper credential. See additional information regarding this program at [www.cibcb.com](http://www.cibcb.com).

Graduates may complete a second year of training in the [Online Office Administration Diploma](#). Through a collaboration among Keyano College, Red Deer College and SAIT, you can complete an Office Administration Diploma entirely online. Apply at [www.keyano.ca](http://www.keyano.ca), phone Keyano College toll free 1-800-251-1408 or contact Gina Langager, Chairperson, at (780) 791-8952 or [gina.langager@keyano.ca](mailto:gina.langager@keyano.ca).

## Admission Requirements

### A) Academic Requirements

1. 50% in ELA 30-1 or 65% in ELA 30-2

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program commences, and have a minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test and a score of 2-3 on a writing sample

**Note:** While not an admission requirement for the program, some practicum agencies and field placements may require Criminal Record Checks of students working in

their organizations. Information about obtaining Criminal Record Checks will be provided to students after they have been admitted to the program.

## Program Content

### Year 1 Fall Term

OADM 100	Information Processing I
OADM 110	Document Processing I
OADM 126	Basic Accounting
OADM 130	Office Systems I
COMM 150	Fundamentals of College and Workplace Writing

### Year 1 Winter Term

OADM 101	Spreadsheet Fundamentals
OADM 102	Computer Essentials
OADM 111	Document Processing II
OADM 131	Office Systems II
OADM 135	Introduction to Industry Sectors
OADM 160	Personal Leadership

### Year 1 Spring Term

OADM 170	Practicum
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### Program Cost Estimates - 2009/2010

Tuition	\$4,153.50
Student Association Fees	\$ 165.75
Fees	\$ 35.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,000.00</u>
Total	\$5,394.25

## Recognition of Prior Learning/ Experience

The Office Administration Department recognizes that learning is a lifelong process. Students may receive Recognition of Prior Learning in some courses where the learning of skills, knowledge or competencies has been acquired through work, formal and informal education or training, or self study. Recognition of Prior Learning is applicable in OADM 110, OADM 111, OADM 100, OADM 101, and OADM 123. Application forms for Recognition of Prior Learning are available through the Registrar's Office. Students with a keyboarding speed of 30 n/wam should apply for Prior Learning Assessment in OADM 110.

## Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# Open Studies

(formerly General Studies)

### Chairperson

Renate Scheelar  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

Open Studies is a program that allows you to begin your studies on a full- or part-time basis. The Open Studies program lets you take courses and explore different options in order to help you make educational and career decisions. If you need more than two academic areas of high school-level courses, you must apply to the Career and Academic Preparation Program.

### Purposes of Open Studies

1. You may design a program of studies to suit your interests and needs. Open Studies is not tied to any one career, so you can take courses which appeal to you if you have the proper prerequisites. Please note that some courses are program specific and may not be available to Open Studies students.
2. If you do not meet admission requirements to certificate, diploma or university programs, you may complete those requirements and then apply to these programs.
3. If you require a high school equivalency math course from the CAP program as part of your Open Studies program and have been out of high school math for more than one year, you will be **required** to take a math placement test prior to registering for the CAP math course.

## Admission Requirements

### 1. No mark below 50% in:

- a. ELA 30-1 or ELA 30-2
- b. Three subjects from Group A, B or C
- c. One subject from Group A, B, C or D

OR

### 2. High School Diploma

OR

### 3. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have no mark below 50% in:

- a. ELA 30-1 or ELA 30-2
- b. Subject from Group A or C (See "Alberta Grade 12 Course

Groups," page 10 of calendar)

**Note:** If you need three or more high school level subjects, you must apply to the Career and Academic Preparation Program.

OR

### 4. A recommendation from an Academic Advisor

### Program Cost Estimates - 2009/2010

Tuition	\$3,195.00
Student Association Fees	\$ 127.50
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,412.50

## Program Readmission

See page 10.

# Pharmacy Technician

## Chairperson

Rock Folkman

E-mail: inquire@rdc.ab.ca

Local calls: 403-342-3400

Toll Free: 1-888-732-4630

## One-Year Certificate

Technicians have worked in the pharmacy field for many years, but only on-the-job training was available. In 1976, Red Deer College began a training program to more fully prepare technicians for their tasks.

Our graduates have been very well received by pharmacists and employers, and the responsibilities given to them have greatly expanded. This program should be of interest if you would like an officially recognized training period, followed by interesting and varied job opportunities in the pharmacy field.

## Related Careers

Graduates work in hospitals, community pharmacies and related pharmaceutical fields, under a Pharmacist's supervision.

Duties include:

- preparing medication for dispensing
- compounding pharmaceuticals
- preparing aseptic products
- inventory control
- purchasing
- merchandising
- record keeping as required under such acts as the Food and Drug Act
- narcotics control
- third party billing
- drug distribution
- prepacking pharmaceuticals
- computer processing
- clerical and other duties as necessary

## The On-Campus Program

15 courses

3 terms

10 months (September to June):

- 8 months at Red Deer College
- 2 months of practicum
  - Community Pharmacy (140-160 hrs, 4 week block)
  - Hospital Pharmacy (140-160 hrs, 4 week block)

## The Distance Program

**Note: This is a part-time program.**

15 courses

2 1/3 years

7 terms

- 2 months of practicum
  - Community Pharmacy (140-160 hrs, 4 week block)
  - Hospital Pharmacy (140-160 hrs, 4 week block)

To participate in the distance program, students must have access to a computer with Internet and e-mail capabilities. Distance students must also arrange for an approved examination proctor.

Lab courses are at the RDC campus.

## Transfer Features

Pharmacy Technician courses taken at Red Deer College are not transferable for credit toward a Bachelor of Science Degree in Pharmacy at the University of Alberta.

## Fast-Track Option

A fast-track option may be available to students interested in taking an accelerated distance program. This program allows students to take 2 first year courses and 2 second year courses each term. Therefore 4 courses per term in fall, winter and spring terms. Lab courses are taken here at RDC in spring term (May & June). This requires a commitment for 2 weeks in May and 2 weeks in June. Students then complete their hospital and community pharmacy practicums and the communications course in fall term of the second year. Therefore the "fast track" program is usually completed in 1 year plus 1 term. We advise prospective students to apply to the program and once accepted let the Pharmacy Technician Program Assistant know via email if they would like their name added to our list of students interested in fast tracking. "Fast tracking", if available, will be accommodated on a first come-first served basis following an applicant's acceptance into the pharmacy technician program.

## Admission Requirements

### A) Academic Requirements

#### 1. High School Diploma with no mark below 60% in:

- a. Biology 30
- b. Chemistry 30 or Science 30
- c. ELA 30-1 or ELA 30-2
- d. Mathematics 30 (Pure) or Mathematics 30 (Applied)
- e. Computer literacy (including intro word processing, spreadsheet). Testing available at Red Deer College.
- f. Keyboarding 30 nwpm. Testing available at Red Deer College.

OR

#### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts with no mark below 60% in:

- a. Biology 30
- b. Chemistry 30 or Science 30
- c. ELA 30-1 or ELA 30-2 or a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.
- d. Mathematics 30 or Mathematics 30 (Pure) or Mathematics 33 or Mathematics 30 (Applied) or a minimum score at the 60th percentile for the Math component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus).
- e. Computer literacy (including intro word processing, spreadsheet). Testing available at Red Deer College.
- f. Keyboarding 30 nwpm. Testing available at Red Deer College.

AND

**B) Other Requirements**

(to be submitted after application and transcripts)

1. Knowledge of the Pharmacy Technician career (forms provided by the College). Pharmacy experience is an asset.
2. Two letters of reference from educators or employers, or both (forms provided by the College).
3. A one- to two-page handwritten essay giving your reasons for choosing a Pharmacy Technician career.
4. A medical and personal health review completed before starting the program (forms provided by the College).
5. Include relevant pharmacy experience and prior learning on your application.

Note:

- Pharmacy Technician employers may require that you be bondable.
- Part time students may be accepted with the approval of the program chairperson

Note: While not an admission requirement for the program, applicants are advised that they will be required to provide a Criminal Record Check to most agencies where they will be placed for practicum experiences. The existence of a criminal record may prevent clinical placement, program completion, professional licensure and therefore, may affect employment prospects. It is each agency's or institution's decision to accept or reject a student for placement or observation experience based on the results of the criminal record check. Prospective students who have a criminal record should discuss the matter with the department Chair prior to applying for admission.

**Program Content**

**On Campus Program**

**Fall Term**

PHAR 110	Pharmacy Practice I
PHAR 120	Dispensing I
PHAR 130	Pharmacy Laws and Agreements
PHAR 140	Pharmaceutical Calculations
PHAR 161	Computer Skills
PHAR 180	Pharmacology I

**Winter Term**

COMM 140	Fundamentals of Workplace Communications
PHAR 111	Pharmacy Practice II
PHAR 121	Dispensing II
PHAR 151	Hospital Pharmacy
PHAR 155	Aseptic Technique
PHAR 171	Community Pharmacy
PHAR 181	Pharmacology II

**Spring Term**

PHAR 191	Retail Pharmacy Practicum
PHAR 192	Hospital Pharmacy Practicum

**Distance Program**

**Year 1**

**Fall - Term 1**

PHAR 110	Pharmacy Practice I
PHAR 140	Pharmaceutical Calculations

**Winter - Term 2**

PHAR 130	Pharmacy Laws and Agreements
PHAR 181	Pharmacology II

**Spring - Term 3 (Red Deer Campus)**

PHAR 120	Dispensing I (Lab)
PHAR 161	Computer Skills

**Year 2**

**Fall - Term 4**

PHAR 111	Pharmacy Practice II
PHAR 180	Pharmacology I

**Winter - Term 5**

PHAR 171	Community Pharmacy
PHAR 151	Hospital Pharmacy

**Spring - Term 6 (Red Deer Campus)**

PHAR 121	Dispensing II (Lab)
PHAR 155	Aseptic Technique

**Year 3**

**Fall - Term 7**

COMM 140	Fundamentals of Workplace Communications
PHAR 191	Retail Pharmacy Practicum (140-160 hrs)
PHAR 192	Hospital Pharmacy Practicum (140-160 hrs)

**On Campus Program Cost Estimates**

**2009/2010**

Tuition	\$4,153.50
Student Association Fees	\$ 165.75
Fees	\$ 160.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,250.00</u>
Total	\$5,769.25

**Fees and Expenses**

Practicum Expenses - These vary depending on where your practicum is. Placements are made all over Alberta, with only a few in Red Deer. The department will try to let you choose the area so your living expenses will be low, if possible. Minimum costs will be two months board and room, relocation costs, and travel to and from the workplace. You will need proper clothing for working with the public in a professional setting.

Material and Special Fees: PHAR 110, PHAR 111, PHAR 130, PHAR 140, PHAR 151, PHAR 171, PHAR 180, PHAR 181, PHAR 190, COMM 140

\$50 (each distance delivery only)

**Graduation Requirements**

You must pass all courses.

Due to the changing nature of pharmacy and health care, students must complete the program within 4 academic years from the term to which they were first admitted. Students will be required to repeat courses that don't meet this requirement. If you have any questions regarding this requirement, consult the Department Chairperson.

# Practical Nurse Diploma Program

## Chairperson

Sheila McKay  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

## Two Year Diploma

This program delivered over two academic years prepares the graduate to become a Licensed Practical Nurse (LPN) following graduation and successful completion of the Canadian Practical Nurse Registration Exam. As a LPN, the graduate will provide nursing care in a variety of health care settings, such as hospitals, the community and other health care agencies.

## Admission Requirements

In order to be admitted to the program the student must:

1. meet the following academic requirements:
  - 60% in ELA 30-1
  - 60% in a level Biology 30
  - 60% in one of the following: Math 20 (Pure), Math 20 (Old), Applied Math 30 or Math 33 (old) OR 70% in Math 20 (Applied) or Math 23 (old)
2. Immunization to be completed prior to program start date.

## Additional Requirements

In addition to the above requirements the student must provide evidence of current CPR certification at the Health Care Provider Level. You must recertify each year.

Note: While not an admission requirement for the program, applicants are advised that they will be required to provide a Criminal Record Check to agencies where they will be placed for practicum experiences. The existence of a criminal record may prevent clinical placement, program completion, professional licensure and therefore, may affect employment prospects. It is each agency's or institution's decision to accept or reject a student for placement or observation experience based on the results of the criminal record check. Prospective students who have a criminal record should discuss the matter with the department Chair prior to applying for admission.

## Program Content

### Year 1 Fall Term

COMM 191	Oral Communication
PN 216	Anatomy, Physiology & Microbiology
PN 217	Adult Health Assessments
PN 218	Nursing Science I - Foundations
SOCI 260	Sociological Concepts & Perspectives
Or	equivalent 3 credit humanities, social science or science course)

### Year 1 Winter Term

PN 225	Pathophysiology
PN 226	Applied Pharmacology
PN 227	Nursing Science II - Advanced Skills
PN 228	Growth & Development Across the Lifespan
PN 229	Continuing Care Practicum

### Year 1 Spring Term

ENGL 219	Language & Literature
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## Year 2 Fall Term

PN 231	Mental Health
PN 235	Nursing Science III - Medical/Surgical Nursing
PN 237	Acute Care Practicum
PN 236	Health Education

## Year 2 Winter Term

PN 242	Pediatric Nursing
PN 243	Maternity Nursing
PN 246	Community Nursing
PN 247	Nursing Science IV - Transition to Graduate
PN 248	Focused Practicum
PN 249	Comprehensive Practicum

## Program Cost Estimates - 2009/2010

Year 1	
Tuition	\$4,366.50
Student Association Fees	\$ 174.25
Fees	\$ 80.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$2,007.50</u>
Total	\$6,668.25
Year 2	
Tuition	\$3,834.00
Student Association Fees	\$ 153.00
Fees	\$ 115.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,975.00</u>
Total	\$6,117.00

## Graduation Requirements

You must pass all required courses and achieve a minimum cumulative GPA of 2.0.



# Professional Driver Certificate Program

## Coordinator

Ric Bolton  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## The Program

The Professional Driver Certificate program consists of classroom learning and one-on-one behind the wheel training. Each student will also complete a supervised practicum with a driver coach. Successful completion of all components is necessary in order to meet the program requirements.

This program prepares the graduate to work as a professional truck driver. Graduates will have the competencies, skills, and experience necessary for success in entry-level, professional driver positions in the trucking and transportation industry. In addition to the Professional Driver Certificate from Red Deer College, graduates will be eligible for a CTHRC certificate (Canadian Trucking Human Resources Council) and the Alberta Infrastructure and Transportation Professional Driver Endorsement on the Class 1 Licence.

## Admission Requirements

1. Currently holds a valid Alberta Class 5 drivers license. Must produce license and authorize college to check status at time of application and throughout program
2. Must be 18 years of age at time of application
3. Provide evidence that National Safety Code medical requirements for class 1 drivers license have been met at the time of enrolment
4. Present driver abstract at time of application showing:
  - no more than five demerit points
  - license has not been suspended within 12 months of course registration
  - no criminal code driving related convictions within 5 years of the application

5. Has at least Alberta Grade 10 or equivalent
6. Has met minimum essential skill requirements as determined by the Professional Driver Pre-employment TOWES \*
7. Has sufficient English language proficiency to meet RDC admission requirements (TOEFL score of 550 on the paper test or 213 on the computer based test, or Level 5 of RDC ESL Certificate, or equivalent (LINC level 8/9)
8. Criminal Record Check

Call RDC Test Centre for details on testing requirements.

Note: Applicants need to be aware that:

- a. In order to drive in the United States, candidates must be aware that a criminal record may disallow them from crossing the international border
- b. The minimum age for a commercial driver in the United States is 21 years
- c. In order to drive in the United States drivers will be subject to pre-employment and random drug tests pursuant to US regulations
- d. Some trucking companies have hiring policies requiring highway drivers be 19-21 years of age or older

\* Students will meet the standard required by CTHRC for earning your wheels: Reading Text; Document Use 1, Numeracy 1). The Professional Driver pre-Employment TOWES is the property of the Canadian Trucking Human Resources Council (CTHRC)

## Program Content

DRIV 110	Classroom
DRIV 120	Classroom and Supervised Practicum

## Program Cost Estimates - 2009/2010

Tuition	\$3,408.00
Student Association Fees	\$ 119.00
Supplies	\$ 100.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 250.00
Total	\$3,917.00

# Social Work

## Chairperson

Brenda Joyce

E-mail: inquire@rdc.ab.ca

Local calls: 403-342-3400

Toll Free: 1-888-732-4630

## Two-Year Diploma

The mission of the Social Work Diploma Program at Red Deer College is to prepare the student for employment as a social worker and to provide a foundation for further post-secondary education by introduction to and integration of: practice skills, theoretical knowledge base, and application of social work ethics and values. The Program fulfills its' mission through promotion of ethical practice, social and economic justice, respect for and acceptance of diversity among peoples, and relationship building.

Social workers are trained to 'help people help themselves'. The focus of social work is on the interactions between people and their social environment. The program looks at how to help people meet the demands of daily life. It looks at how social work seeks to improve people's problem-solving and coping skills, and links them with systems that offer resources, services, and opportunities.

## Related Careers

Social Work Diploma graduates can expect job opportunities in both public and private agencies. You may work, directly or indirectly, with people having problems with finances, employment, child neglect, foster care, alcohol or drug dependency, marital and family conflict, young offenders, and individual emotional problems.

## The Program

Objectives of the program are:

1. To provide a two-year diploma program in Social Work that will prepare students with the knowledge, skills, and attitudes needed for jobs in beginning social work positions.
2. To prepare students to continue their education in a Bachelor of Social Work program.

## Transfer Features

The Red Deer College Social Work Diploma can be transferred to the Faculty of Social Work, University of Calgary (programs in Calgary and Edmonton, and Learning Circles Program offered at Red Deer College); the University of Victoria; Thompson Rivers University (Kamloops); University of Regina.

## Admission Requirements

### A) Academic Requirements

1. **High School Diploma** with no mark below 50% in:
  - a. ELA 30-1 or ELA 30-2
  - b. Social Studies 30

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.

AND

### B) Other Requirements

1. Once it has been determined that you have met the academic requirements in (A) above, you will be mailed a package of materials which includes (a) a personal profile/questionnaire, and (b) three confidential reference request forms. All students are required to complete this questionnaire and arrange for their references to be forwarded to the College in order to have a complete admissions package.
2. You are required to complete a minimum of 100 hours of volunteer or employment in a related social service field. The purpose of the volunteer work is exposure to the human services field. It is recommended that volunteer hours be completed with one organization when possible. Your main function must involve contact with people, and one reference form needs to be completed by the supervisor of the

volunteer work. Please contact the Social Work program directly at 403-342-3304 to discuss the applicability of volunteer opportunities and/or employment for your application.

3. An interview with a Social Work faculty member is required as part of admission. Once your completed package is received by the College, you will be contacted for this interview. The majority of your work or volunteer experience must be completed prior to your interview with a Social Work faculty member.

**Note:** While not an admission requirement for the program, most practicum agencies may require Criminal Record Checks of students working in their organizations. Other agencies may require that instituted orientation programs specific to their agency be undertaken. Students should be prepared for approximately \$50 to \$75 in extra expense when placed in these agencies.

Increasingly, social work practice in many social services agencies requires workers to work extended hours of operation. Many agencies now provide a variety of programs associated with their services that operate on evenings or weekends. Students need to be prepared to work during non traditional business hours if placed in these agencies.

**Note regarding university transfer:** While students may enter the SOWK Diploma program without ELA 30-1, those intending to transfer to a university program are advised to complete ELA 30-1 before entering the program. This will enable you to take university transferable English courses in your first year. Students who enter the program without ELA 30-1 may take English 30 (or equivalent) upon admission to Social Work but may not complete the Diploma within four terms. ELA 30-1 is not credited toward Diploma requirements.

**Program Content**

**Year 1 Fall Term**

English or Communication Option\*

PSYC 260	Basic Psychological Processes
SOCI 260	Sociological Concepts and Perspectives
SOWK 201	Introduction to Social Works Methods I
SOWK 204	Social Work Ethics in Practice
SOWK 208**	Field Work

**Winter Term**

English or Communication Option\*

PSYC 261	Social and Individual Behaviour
SOCI 261	Social Institutions and Process
SOWK 202	Introduction to Social Works Methods II
SOWK 207	Social Services History, Function and Structure
SOWK 209**	Field Work II

**Year 2 Fall Term**

SOWK 301	Social Work Methods III
SOWK 303	Social Work Methods IV - Working with Groups
SOWK 306	Social Work Administration
SOWK 308**	Field Work III
SOWK 312	Social Problems and Issues In Social Work

Option \* (3 credits)  
Option \* (3 credits)

**Winter Term**

SOWK 304	Social Work Methods V - Working with Communities
SOWK 307	Social Policy
SOWK 309**	Field Work IV
SOWK 313	Social Work in Health Care Settings

Option\* (3 credits)

\* One of your three options must include one of PSYC 353, PSYC 355 or PSYC 357. This course may be taken in either the fall or winter term in second year. Options may not include high school equivalency courses. If you plan to transfer to a university, choose courses which are transferable

\*\* Following individual student program planning, students have the option to complete Field Placement in Year 1 and/or Year 2 during the Winter and Spring Terms.

**Program Cost Estimates - 2009/2010**

Year 1	
Tuition	\$4,260.00
Student Association Fees	\$ 170.00
Fees	\$ 40.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 900.00</u>
Total	\$5,410.00

Year 2	
Tuition	\$4,260.00
Student Association Fees	\$ 170.00
Fees	\$ 40.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 900.00</u>
Total	\$5,410.00

**Readmission**

See page 10.

**Graduation Requirements**

You must pass all course requirements and achieve a minimum cumulative GPA of 2.00

# Software Developer Certificate

## Chairperson

Brian McLachlin  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## One Year Certificate

People are enabled by computer technology - from cellular phones to MP3 players to gaming systems and business applications. Technology is embedded in all aspects of our daily lives. Software Developer graduates write software applications for many of today's technology.

## Related Careers

Career opportunities in the Information Technology (IT) field continue to grow and expand, both nationally and internationally. Software Developer Certificate graduates will be positioned to take advantage of this increased market demand for IT skills because they are prepared with the knowledge-base and skill-sets necessary to successfully engage in an exciting IT career in either business or industrial environments. A career in IT will appeal to applicants who are looking for exciting, challenging, and well-compensated futures.

Types of positions - entry-level programmer with skills in software applications including:

- web development
- desktop (Windows) applications
- user interface design
- IT service desk - providing support for hardware and software.

Most graduates will integrate into their IT profession as a software developer or help desk analyst. With experience and proven ability, students may advance into specialized areas of technology. Many courses in the Software Developer Program help to prepare students to write certification exams from the Microsoft Certified Software Developer credential and the CompTIA Network+ exam.

## Learning Outcomes

Graduates of the Software Developer Certificate will possess the following skills and knowledge:

1. given design specifications, develop algorithms
2. use online resources to identify solutions
3. participate in the implementation of projects
4. develop and deploy desktop and web-based applications
5. navigate development processes through the software lifecycle stages including testing
6. interact effectively with operating systems and services
7. write structured and object oriented programs that interact with databases
8. develop interactive websites
9. consider the impact of Local Area Network technology on applications
10. provide common Help Desk support
11. practice industry standard codes of conduct
12. complete relevant documentation and activity reports
13. practice effective communication with co-workers including cultural sensitivity
14. engage in learning activities that are responsive to the workplace.

## Admission Requirements

### A) Academic Requirements

**1. High School Diploma** with no mark below 50% in:

- a. ELA 30-1
- b. Mathematics 30 (Pure)

OR

50% in ELA 30-1 & 65% in Mathematics 30 (Applied) with either Physics 30 or Chemistry 30 or Science 30 with a minimum mark of 50%

OR

### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in Mathematics 30 (Pure)

OR

a minimum mark of 65% in Mathematics 30 (Applied) and either Chemistry 30 or Physics 30 or Science 30 with a minimum mark of 50%.

AND

### B) Other Requirements

All Software Developer Certificate students must have a laptop computer that is using Microsoft Windows as the operating system. Please contact department Chair for minimum specifications.

## Recommendations

Applicants are also expected to have working skill sets in at least the following areas of workstation management and operations through course work and/or industry experience:

- word processing
- e-mail communications
- internet research and download
- file and print management
- basic operating systems literacy.

Applicants requesting further information, skill assessment, and/or learning support courses (CMPT 083, 086, 087 or 089) should contact an academic advisor and/or the Information Technology Department Chairperson for assistance.

## Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required. Students needing to do COMM 150 will have the opportunity to complete all the Communications requirements with the two year time frame.

## Program Content

### Term 1

ITEC 100	IT Service Desk
ITEC 105	Discrete Mathematics
ITEC 120	Computer Networking
ITEC 150	Structure Programming
ITEC 153	Visual Programming
ITEC 156	Object Oriented Programming
ITEC 170	Systems Analysis and Design

### Term 2

COMM 250	Business and Workplace Writing
ITEC 115	Operating Systems
ITEC 140	Desktop Operating Systems
ITEC 160	Web Design
ITEC 163	Web Client
ITEC 166	Web Server
ITEC 175	Object Oriented Analysis and Design
ITEC 180	Career Skills
ITEC 190	Project I

### Term 3 (Spring Term)

ITEC 193	Practicum OR
ITEC 196	Work Experience

Should a student possess any other course(s) and/or credentials not listed above for which they wish to have considered for advanced credit, please contact the Information Technology Department Chairperson.

### Program Cost Estimates 2010/11

Tuition	\$4,260.00
Student Association Fees	\$ 170.00
Fees	\$ 40.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 900.00</u>
Total	\$5,410.00

### Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00

# Theatre Studies in Acting, Technical Theatre Production

## Chairperson

Dr. Dale Wheeler  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## Two-Year Diploma (Acting or Technical Production)

### The Program

This Program offers two streams or majors: Acting and Technical Production. Each has differing admission requirements and career goals.

All streams have components of class theory, studio training and practical work (practicums). Practicums are assigned to students so that, as members of the resident theatre company, students can integrate their acting and technical in the production of a season of live theatre.

### Related Careers

Arts and Culture are growth industries in North America. There are many career opportunities in theatre, expanding careers in film and television and the cultural industry generally for which study in theatre forms a strong working traditional base.

### Transfer Features

Theatre Studies at Red Deer College has over a decade of experience in transferring students to university liberal arts study and to theatre training schools in North America.

Theatre Studies graduates often accumulate credits to transfer into year two of B.A., B.Ed., or B.F.A. studies at a variety of Universities. Red Deer College does have an agreement with the University of Lethbridge which allows our Acting and Technical students to be admitted to the 2-year Post-Diploma B.F.A. (Dramatic Arts). Graduates of both Acting and Technical Production Streams are eligible to apply for the 3rd and 4th years of the Advanced Certificate and Applied Degree in Motion Picture Arts at Red Deer College.

## Service Courses

The Department of Theatre Studies offers a selection of university transfer courses for students in other College programs.

All Drama students should consult with the Department to plan credit banking for future registration in the Theatre Studies program. (See "Credit Banking," below.)

## Admission Requirements

### A) Academic Requirements

#### Acting Majors

1. **High School Diploma** with a minimum mark of 50% in ELA 30-1

OR

#### 2. Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1

AND

### B) Other Requirements

To be accepted to the acting program you need to have a successful audition.

Further guidelines regarding audition expectations are available at [www.rdc.ab.ca/performing\\_arts](http://www.rdc.ab.ca/performing_arts).

## Technical Production Majors

### A) Academic Requirements

1. **High School Diploma** with a minimum mark of 50% in ELA 30-1 or ELA 30-2

OR

#### 2. Mature Student

You must be 19 years of age or older and out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1 or ELA 30-2.

AND

### B) Other Requirements

To be accepted to the technical production program, you need to have a successful interview. Further guidelines regarding interview expectations are available at [www.rdc.ab.ca/performing\\_arts](http://www.rdc.ab.ca/performing_arts)

## Career Goals

**Acting Graduates** pursue opportunities in the industry as performers, directors, educators and administrators in theatre, film and television.

Graduates may also choose to transfer credits and resume experience to B.A., B.Ed., B.F.A. or specialty study elsewhere in leading education centres or apply to continue your training at Red Deer College as part of our Applied Degree in Motion Picture Arts.

**Technical Production Graduates** are prepared to enter the workforce at junior levels in stage and production management, in theatre light and sound or stagecraft. You may also choose to transfer credits and resume experience to B.F.A. or specialty study elsewhere in design or technology, or apply to continue your training at Red Deer College as part of our Applied Degree in Motion Picture Arts.

## Program Content

### Theatre Acting Major

#### Year 1

DRAM 201	Play Analysis
DRAM 203	Introduction to Dramatic Movement
DRAM 204	Singing for the Stage
DRAM 205	Acting Practicum I
DRAM 224	Intermediate Movement for the Actor
DRAM 347	Introduction to Oral Communication
DRAM 350	Introduction to Acting
DRAM 353	Scene Study I
ENGL 210 or ENGL 219/ENGL 220	
PSYC 260**	Basic Psychological Processes
PSYC 261**	Social and Individual Behaviour

\*\* Another course may be substituted with permission of the Department.

**Year 2**

DRAM 202	Introduction to Theatre Art
DRAM 305	Acting Practicum II
DRAM 309	Career Path Tutorial
DRAM 354	Senior Acting
DRAM 324	Advanced Movement for the Actor
DRAM 442	Studies in Oral Interpretation
One Approved Option	

**Program Cost Estimates - 2009/2010**

Year 1	
Tuition	\$4,047.00
Student Association Fees	\$ 161.50
Fees	\$ 220.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$5,518.50
Year 2	
Tuition	\$2,343.00
Student Association Fees	\$ 93.50
Fees	\$ 100.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,000.00</u>
Total	\$3,576.50

**Technical Theatre Major**

**Year 1**

DRAM 201	Play Analysis
DRAM 206	Introduction of Sound for the Theatre
DRAM 207	Introduction to Theatrical Properties
DRAM 208	Introduction to Theatre Lighting
DRAM 210	Introduction to Stagecraft
DRAM 211	Drafting and Drawing for Theatre
DRAM 214	Stage Management and Production Process
DRAM 378	Stagecraft
COMM 191 or ENGL 210 or ENGL 219	

**Year 2**

DRAM 202	Introduction to Theatre Art
DRAM 314	Theatre Design
DRAM 315	Stagecraft Practicum I
DRAM 317	Advanced Technical Practicum II
DRAM 318	Advanced Technical Practicum III

OR

Approved Option (for B.F.A. transfer)	
DRAM 319	Career Path Tutorial
DRAM 493	Design Production Lab
Two Approved Options	
COMM 256*** or ENGL 220	

**Communications Course Placement Testing**

\*\*\*Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30 or ELA 30-1 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 256. Students should take the placement test early in the event preparatory work (COMM 150) is required.

**Program Cost Estimates - 2009/2010**

Year 1	
Tuition	\$3,088.50
Student Association Fees	
\$ 123.25	Fees
	\$ 360.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$2,121.00</u>
Total	\$5,732.75
Year 2	
Tuition	\$3,514.50
Student Association Fees	
\$ 140.25	Fees
	\$ 135.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 725.00</u>
Total	\$4,554.75

Technical Theatre majors should budget for:

Drafting tools & Art supplies	\$160.00
Scenography	\$ 30.00
Safety equipment	\$160.00
Tools	\$ 50.00

**Credit Banking**

Credit banking is when you accumulate credit toward certification in a certain College program, based on certain credit free learning experiences. Credit for practicum courses in the Theatre Studies Diploma program may be "banked" for production and performance activities that have been supervised directly by Drama Department staff. Certification in other related areas must be provided in writing by the staff member and approved by the Department Chairperson.

No more than one-third of practicum courses in the Diploma program can be accumulated through credit banking.

**Readmission**

See page 10.

**Graduation Requirements**

You must pass all courses, and achieve a minimum cumulative GPA of 2.00.

## Transitional/Vocational Program

### Program Coordinator

Janice Findlay  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

### The Program

This program offers employment readiness and job skills training to adults with developmental disabilities. If you spent most of your school years in Special Education classes or left school early because of educational difficulties, you may be interested in this program.

This program focuses on teaching useful work skills, attitudes and behaviours. You will be prepared for a job in the community through classroom instruction and on-site job training.

We will work with you in setting individual goals directed toward employment and increased independence.

### Admission Requirements

To be accepted into the program, you must

- \* be 18 years of age or over
- \* complete the application package and assessment
- \* have a personal interview with Department members
- \* have previous work experience, through vocational or pre- vocational work skill training OR a previous job
- \* a sincere desire to acquire employment skills through community based work experiences.

### Course Length

10 months (September to June)

### Program Content

#### 1. Jobsite Skills Training

You will be involved in Jobsite Skills Training three days a week providing you with the opportunity to work directly with employers and their staff within actual Red Deer businesses.

Training programs and placements are individualized to meet your learning needs, interests and employment goals. Instructors in the program work closely with you and the employer to assist in training and to provide feedback on your progress.

You will be involved in several placements throughout the year to help you best determine your most suitable employment option.

Work experience courses include:

TVOC 013	Jobsite Skills Training I
TVOC 017	Jobsite Skills Training II
TVOC 018	Block Practicum

#### 2. Classroom courses

Courses teach and review basic functional skills, attitudes, and knowledge related to employment and daily living. These include:

TVOC 010	Self Awareness
TVOC 011	Vocational Preparation
TVOC 012	Recreation and Community Living
TVOC 014	Interpersonal Skills
TVOC 015	Skills for Employment
TVOC 016	Skills for Independence

### 3. Employment Assistance Program

Following your Transitional Vocational Program year, you may choose to participate in a year of individualized employment support. An instructor will help you to maintain and stabilize the employment you already have, or assist you with another job search.

#### Program Cost Estimates - 2009/2010

Tuition	\$3,621.00
Student Association Fees	\$ 144.50
Fees	\$ 850.00
Activity & Wellness Fee	\$ 40.00
Total	\$4,655.50

Funding is provided through the Skills Investment Program, Alberta Employment and Immigration. Call Janice Findlay at (403)342-3113 for details.



# Unit Clerk Program

## Chairperson

Deb Kindopp  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 403-342-3400  
 Toll Free: 1-888-732-4630

## The Program

This program provides opportunities to develop the skills and attributes to efficiently operate in the management and coordinating position of a unit clerk. It is imperative that, as a key team player, the unit clerk has highly developed communication and interpersonal skills with proficiency in stress and time management. The program promotes and encourages extensive student involvement as most activities are interactive and the learning is experiential.

## Related Careers

This program prepares the graduate to work in hospital, long term care, and other health related institutional settings as a Unit Clerk or Unit Secretary to provide clerical support to patient care units. It includes instruction in computer applications, medical terminology, and the various roles of the Unit Clerk.

## Admission Requirements

### A) Academic Requirements

1. a. Three Grade 11 subjects including ELA 20-1 or ELA 20-2
- OR
- b. G.E.D. plus essay Writing Test (ELA 20-2 level writing ability)
2. Entrance Testing:
  - a. Typing speed of 20 wpm

### B) Other Requirements

Immunization Records to be completed prior to program start date.

Note: While not an admission requirement for the program, applicants are advised that they will be required to provide a Criminal Record Check to agencies where they will be placed for practicum experiences. The existence of a criminal record may prevent clinical placement, program completion, professional licensure and therefore, may affect employment prospects. It is each agency's or institution's decision to accept or reject a student for placement or observation experience based on the results of the criminal record check. Prospective students who have a criminal record should discuss the matter with the department Chair prior to applying for admission.

## Program Content

UNIT 100	Computer Skills
UNIT 101	Speed Building
UNIT 102	Medical Terminology
UNIT 103	Processing Medical Orders
UNIT 105	Preceptored Practice
UNIT 106	Exploring the Role of the Unit Clerk
UNIT 107	Essential Communication Skills for Unit Clerks

## Recognition of Prior Learning/ Experience

The Office Administration Department recognizes that learning is a lifelong process. Students may receive Recognition of Prior Learning in some courses where the learning of skills, knowledge or competencies has been acquired through work, formal and informal education or training, or self study. Recognition of Prior Learning is applicable in UNIT 100 and UNIT 101. Further information is available at <http://www.rdc.ab.ca/rpl/>. Application forms for Recognition of Prior Learning are available through the Registrar's Office.

## Program Cost Estimates - 2009/2010

Tuition	\$2,343.00
Student Association Fees	\$ 93.50
Fees	\$ 5.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 450.00</u>
<b>Total</b>	<b>\$2,931.50</b>

## Graduation Requirements

Successful completion of all required courses.

# Virtual Assistant Certificate

## Coordinator

Bev Pederson  
E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## The Program

Trends in telecommuting, the growth of the Internet, and corporate downsizing have contributed to the growth of the virtual assistant profession. This online program will provide opportunities for students to gain entrepreneurial skills, attitudes, technology skills and related knowledge to adapt to providing office services virtually from their home offices. Students will learn how to create and market a viable home-based business using their technological skills to contract office support to for-profit businesses and not-for-profit agencies. Optional specialization will allow students to select from other major support areas: Automated Accounting, Web Design, and Electronic Spreadsheets.

There are three intakes: beginning September, January and April of each year. Each course is 14 weeks in length.

## Related Careers

Certificate graduates are prepared to operate an office services home-based business. Graduates may also transfer into the Office Administration Online Collaborative Diploma.

## Transfer Features

Virtual Assistant Certificate courses will transfer to all Office Administration Certificate and Diploma Programs in colleges in Alberta. The amount of transfer credit will vary depending upon the program and college.

## Admission Requirements

### A) Academic Requirements

1. 50% in ELA 30-1 or 65% ELA 30-2
2. Keyboarding Speed of 30 net words per minute on 3, 3-minute timings with 3 or fewer errors on each timing. For testing off-campus, contact Admissions at 403-342-3400 or [admissions@rdc.ab.ca](mailto:admissions@rdc.ab.ca).

OR

### Mature Student

You must be 19 years of age or older, out of high school at least one full year before the program commences, and have a minimum mark of 50% in ELA 30-1 or ELA 30-2, or a minimum score at the 50th percentile on the English component of the College Board Placement Test and a score of 2-3 on a writing sample.

### B) Recommended

Note: While not an admission requirement for the program, in order to be successful students should have basic computer skills (able to function independently on basic computer software programs and able to carry out basic Internet navigation). Because of the entrepreneurial nature of Virtual Assistants, students should be independent learners who use time management skills to accomplish tasks.

## Program Content

### (Total of Nine 3-credit courses)

Core courses:

VA 100	Document Formatting
VA 110	Communication Skills
VA 120	Basic Bookkeeping for Home Business
VA 130	Starting a Virtual Assistant Business
VA 140	Office Management for Virtual Businesses
VA 150	Marketing Your Virtual Business
VA 160	Virtual Practicum
OADM 200	Desktop Publishing

Choose one of:

OADM 201	Electronic Spreadsheets
OADM 220	Automated Accounting
VA 170	Web Design

### Program Cost Estimates - 2009/2010

Tuition	\$2,875.50
Student Association Fees	\$ 114.75
Fees	\$ 410.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,000.00</u>
Total	\$4,440.25

Each course is \$391.25 plus the cost of textbooks.

## Recognition of Prior Learning/ Experience

The Office Administration Department recognizes that learning is a lifelong process. Students may receive Recognition of Prior Learning in some courses where the learning of skills, knowledge or competencies has been acquired through work, formal and informal education or training, or self study. Recognition of Prior Learning is applicable in VA 100, VA 110, VA 120, OADM 200, OADM 201, OADM 220 and VA 170. Application forms for Recognition of Prior Learning are available through the Registrar's Office at [admissions@rdc.ab.ca](mailto:admissions@rdc.ab.ca) or the Test Centre at [test.centre@rdc.ab.ca](mailto:test.centre@rdc.ab.ca)

## Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# Visual Art

## Chairperson

Jason Frizzell  
E-mail: inquire@rdc.ab.ca  
Local calls: 403-342-3400  
Toll Free: 1-888-732-4630

## Two-Year Diploma Program

For the past 30 years, successful graduates of the Red Deer College Visual Art diploma program have successfully transferred to most major colleges and art schools across Canada. Hundreds of Visual Art diploma students have earned their BFA degree and many are professional artists, teachers and professors.

## Related Careers

This program emphasizes the importance of a general foundation in art. Most related careers in art require further studies beyond two years, either at university or art college. Competition for employment in specialized art fields is very keen, making the strength of your basic education very important.

The following employment-related fields require a general art foundation, followed by more specialized training, ending in a four-year undergraduate degree or Master's degree.

Fine Art - sculpture, painting, ceramics, printmaking, photography, and drawing  
Crafts Design - ceramics, textiles, glass, and jewellery

Commercial Design - lay-out, illustration, display, model-making, and photography  
Environmental Design - architectural, urban, environmental, and industrial design

Photography - creative, commercial, industrial, and freelance

Art Education - secondary and post-secondary

Other - art galleries, framing shops, etc.

## The Program

The instructors in the Visual Art program are themselves practicing artists. Studios are fully equipped for ceramics, sculpture, painting, drawing, printmaking, and design.

The program offers you a concentrated visual arts foundation in a two year time span.

The first year emphasizes experience in drawing, painting, design, ceramics, sculpture, art history, and English. A broad range of visual experiences will help you form a visual arts vocabulary and master skills in composition and technical areas.

The second year of the program emphasizes creative growth and visual maturity in studio work. You will also be introduced to studies in the humanities.

## Transfer Features

After successfully completing the Visual Art program, you may transfer into the third year of Fine Art at the Alberta College of Art and Design, the University of Lethbridge (BFA), or a Bachelor of Fine Art program at any other Alberta University.

Transfer requirements vary from one university to another. See the Alberta Transfer Guide for detailed transfer policies.

## Admission Requirements

1. **High School Diploma** with no grade below 50% in ELA 30-1 or ELA 30-2  
OR

2. **Mature Student**  
You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum of 50% in ELA 30-1 or ELA 30-2, or a minimum of 50<sup>th</sup> percentile on the English component of the College Board Placement test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.

## Program Content

### Year 1

ART 101/ART 101	Visiting Artists
ART 201/ART 203	Art History I and II
ART 231/ART 233	Visual Fundamentals I & II
ART 241/ART 243	Drawing I and II
ART 251	Two Dimensional Studies-Painting I
ART 261	Three Dimensional Studies-Ceramics I
ART 281	Three Dimensional Studies-Sculpture I
English	One term course (level determined by entry qualifications)

### Year 2

ART 101/ART 101	Visiting Artists
ART 341/ART 343	Drawing III and IV
One-term academic option	
English	One-term course (diploma or university level)
Two-term University transfer academic option (preferably a 300 level Art History).	
Two electives from the following full-year studio courses:	
ART 351/ART 353	Painting II and III
ART 361/ART 363	Ceramics II and III
ART 375/ART 377/ ART 379	Printmaking (two will be offered each year)
ART 381/ART 383	Sculpture II and III

## Program Cost Estimates - 2009/2010

### Year 1

Tuition	\$4,792.50
Student Association Fees	\$ 191.25
Fees	\$ 285.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$2,175.00</u>
Total	\$7,483.75

### Year 2

Tuition	\$4,579.50
Student Association Fees	\$ 182.75
Fees	\$ 300.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$2,155.00</u>
Total	\$7,257.25

## Graduation Requirements

You must pass all courses and achieve a minimum cumulative GPA of 2.00.

# CAREER DEVELOPMENT CERTIFICATE PROGRAMS

## ► **Multimedia Web Developer**

This intensive five-month, full-time program develops real world skills in imaging, design, Internet authoring and multimedia development. It blends the requirement for production skills with the need for well-designed and relevant work in a variety of outputs including the Web, CD, DVD and print.

The emphasis in the program is placed on the development of original content. With this focus in mind, the program's major project is the development of a professional portfolio highlighting various works and accomplishments suitable for either job seeking or entrepreneurial promotion.

The digital media industry is both dynamic and progressive and requires individuals dedicated to innovative and creative designs that meet the marketing, advertising and design objectives of various clients. The Multimedia Web Developer Certificate program will provide those skills along with many others required to be a successful developer in today's competitive business world. Successful graduates will be qualified for self-employment or entry to mid level positions in a variety of professions including computer graphics designer, digital media integrator, and freelance media services.

## **Admission Requirements**

- High School completion is recommended
- Strong computer skills including Microsoft Windows
- Strong communication and interpersonal skills
- Fundamental drawing skills, artistic talent, a flair for creativity or experience with software used in the program are not required but are considered assets.
- A computer skills assessment and college entrance assessments may be required at the discretion of the Program Coordinator

## **Program Content**

- Fundamentals of Multimedia Design
- Adobe Fireworks Level I
- Adobe Photoshop Level I
- Adobe Photoshop Level II
- Adobe InDesign Level I
- Adobe Illustrator Level I
- Adobe Illustrator Level II
- Digital Video and Audio
- Adobe Dreamweaver Level I
- Adobe Dreamweaver Level II
- Adobe Dreamweaver Level III
- Adobe Flash Level I
- Adobe Flash Level II
- Portfolio Development
- Professional Development Workshops

## **Graduation Requirements**

The student must pass 12 of the 14 program courses with a minimum grade of 50%. In addition, students must have an 80% attendance rate in each course and the professional development workshops. Students are expected to complete the program within the twenty-two weeks that the program is scheduled.

## ► **Professional Bookkeeping Certificate Program**

The part-time Professional Bookkeeping Certificate Program will provide graduates with the knowledge and skills needed to successfully enter private practice as a Professional Bookkeeper or fulfill the requirements of a Bookkeeper position within a company. Every organization, large or small, requires someone with the right training to maintain and update its financial records. These bookkeeping professionals perform vital tasks for the companies they work for, including verifying and balancing receipts, posting debits and credits, recording transactions, completing payroll and GST requirements and creating financial reports for company owners and executives.

Today's business environment is constantly changing. Small business owners need and demand the highest standard of bookkeeping resources in the profession. Professional Bookkeepers can meet the challenge. The work of a Bookkeeper is interesting, stimulating and challenging. As essential members of their organizations, they are involved in many business activities on a daily basis. Their commitment and contribution generate opportunities for themselves and their organizations.

The convenient, part-time, two evening per week schedule offered in the Professional Bookkeeping Certificate Program will help individuals meet their educational and professional development goals in a way that is manageable with an individual's busy schedule.

### Admission Requirements

- Completion of grade 12 (or equivalent) and/or related work experience
- Strong interest in bookkeeping as a career
- Above average computer skills including Microsoft Windows and keyboarding
- A computer skills assessment and college entrance assessments may be required at the discretion of the Program Coordinator

### Program Content

- Bookkeeping I - Manual Bookkeeping for Service and Merchandising Businesses
- Computer Applications for Business
- Bookkeeping II - Simply Accounting Pro
- Bookkeeping III - Quick Books Pro
- Bookkeeping IV - Advanced Transactions

### Graduation Requirements

- A minimum grade of 60% on both mid-term and final examinations
- Successful completion of all courses with a minimum grade of 50%
- Successful completion of all assigned projects and labs
- Achieve 80% or greater attendance during classroom instruction.

Recruitment for certificate programs occurs year round. To have your name added to our prospective student database, call 403-356-4900 today. Prospective students will be automatically invited to program information sessions for their program of interest that normally occur 3-4 months before the start of the next offering.

Student financing and various scholarships and bursaries are available for all certificate programs.

For further information on the above programs or any Computer and Information Technology courses offered by Continuing Education, contact the Program Coordinator at 403-356-4900 or via e-mail at training@rdc.ab.ca

## ► Alberta Senior Citizens Housing Association/Red Deer College

- Site Managers Certificate
- Activity Coordinators Certificate

Red Deer College and Alberta Senior Citizens' Housing Association (ASCHA) have partnered to provide two seniors' housing certificate programs: one for Site Managers and the other for Activity Coordinators.

These are part-time programs that were specifically designed for the working person who is able to commit an average of 15 – 20 hours of class time per course over a two-year period. This arrangement allows you to remain employed while you complete the program on a part-time basis.

Program sessions begin in the spring of even-numbered years with courses held over the following two-year period. The next session begins in April 2004. The subsequent session will begin in spring, 2006.

### Admission Requirements

There are no formal admission requirements. Applicants may be currently employed in a seniors' housing facility or not currently employed at a seniors' facility, but interested in a career in this field.

### Program Content

Both programs consist of an orientation course and eight additional courses that will be delivered during spring and fall sessions for two consecutive years. The courses will be delivered in a variety of forms, such as in the classroom at RDC, on-site at other locations, home study, homework assignments, and on-line courses.

### Site Managers Program

This program is designed to build personal strengths in areas such as leadership skills, pertinent business theories and management practices that provide value to seniors' housing industry. The courses for this program are:

- Orientation: Learning to Learn
- Communication Skills\*
- Leadership and the Role of the Manager
- Interpersonal Relations
- Site Management
- Site Operations\*
- Human Resource Management
- Aging Process\*
- Common Medical Conditions\*

### Activity Coordinators Program

This program is designed to enhance your ability to creatively and effectively program activities that meet the needs of seniors' housing residents in a stimulating and safe environment. The courses for this program are:

- Orientation: Learning to Learn\*
- Communication Skills\*
- Recreation Programming
- Personal and Professional Development
- Leisure Education
- Site Operations\*
- Program Management
- Aging Process\*
- Common Medical Conditions\*

\*These courses are common to both programs.

### Graduation Requirements

Students must successfully complete all courses in their program to graduate and earn the certificate.

### Program Cost Estimate

For ASCHA members: \$2,500.00  
Non-members: \$3,400.00

(Note: Fees for the entire program do not have to be paid in advance. Fees are payable as each course is scheduled).

➤ **Occupational Health & Safety (with U of A)**

To receive your U. of A. O.H. & S. Certificate, you must have completed all 6 of the compulsory core courses, and 2 of the possible 8 elective core courses and 35 hours in elective enrichment courses (minimum 329 hours total). Courses/ seminars may not be offered every semester. Intended primarily for part-time students working in the field, the program will take approximately 2 to 3 years to complete. Please call the U. of A., at 1-800-808-4784 to register for the certificate or to receive a full listing of course selections at RDC call 403-342-3517.

N.B. These courses are open to anyone, in addition to those registered in and wishing to complete the entire Occupational Health & Safety Certificate Program.

**Admission Requirements**

Contact the U of A for admission requirements.

**Program Content**

6 Compulsory Core Courses:

- Introduction to Health & Safety Systems
- Management of Health & Safety Systems
- Fundamentals of Occupational Hygiene
- Applied Occupational Hygiene
- Health & Safety Legislation & Policy
- Organizational Behavior (Bus.303 at RDC)

8 possible elective core courses (any 2 out of these):

- Basis Train-the-Trainer
- Training and Development of the Workplace
- Fundamentals of Disability Management
- Fundamentals of Auditing
- Fundamentals of Ergonomics
- Interpersonal Communications in Business
- Risk Management and Communications -
- Safety Hazard Recognition, Evaluation & Control

35 hours of Elective Enrichment Courses (for complete listing see [www.extension.ualberta.ca/appliedsciences/prog\\_ohs.aspx](http://www.extension.ualberta.ca/appliedsciences/prog_ohs.aspx))

**Graduation Requirements**

You must pass all courses and receive a minimum of 50%.

➤ **English As A Second Language**

The English As A Second Language Certificate Program is for students who need to improve their English for general communication or academic study.

Successful completion of Level Five of the English As A Second Language Certificate will satisfy the language proficiency requirements for most Certificate and Diploma programs at Red Deer College. University Transfer programs may require additional English Language Proficiency assessment.

**Admission Requirements**

Level 1: Basic English (a TOEFL score of 300 or higher in a practice test is the equivalent of Basic English) OR a pass mark for Canadian Language Benchmark 3 in Speaking/Listening AND Reading/Writing.

Levels 2-5: Successful completion of previous level or placement testing.

**Program Content**

**Level 1:** A basic course for students who need to increase fluency and master basic grammar and sentence structures. Learn reading strategies to develop, build and analyse new vocabulary.

**Level 2:** Writing effective paragraphs by studying grammar, sentence structure and mechanics using a multimedia approach. Learn to understand and follow moderately complex readings by identifying factual and inferred details.

**Level 3:** Focussing on grammar and related skills required for writing paragraphs in a clear and effective manner. Small group discussions and presentatons are used to further expand fluency skills.

**Level 4:** A sophisticated study of grammar and mechanics needed to write effectively for business and academics. Oral presentations expand speaking opportunities as literature, procedures and problem solving situations are described and compared.

**Level 5:** The focus is on analysis of multimedia, and of writing, revising and editing to effectively express ideas for a variety of academic and business writing situations. High demands on fluency are made as students contribute to debates, meetings and other group interactions as well as individual projects.

**Graduation Requirements**

Students must successfully complete Level Five to earn the Certificate of Completion. A minimum of 65% for Speaking/Listening and for Reading/Writing is required to pass each level.

**Program Cost Estimates Per 15 week term**

International Students	
Registration Fee	\$ 100.00
Tuition	\$2,750.00
Books/Materials	\$ 200.00
Total	\$3,050.00
Canadian Residents	
Tuition	\$1,900.00
Books/Materials	\$ 200.00
Total	\$2,100.00

Canadian Residents may be eligible to receive Skills Investment Funding.

➤ **Pre-Trades**

See page 73.

# OTHER TRAINING OPPORTUNITIES

## ► Aviation

### Contact

Sky Wings Aviation Academy Ltd., Box 190, Penhold, AB T0M 1R0.  
Phone 403-886-5191, Fax 403-886-4279  
Toll Free: 1-800-315-8097  
Red Deer College, Certificate in Management Program, Box 5005, Red Deer, AB T4N 5H5  
Phone 403-342-2400

### The Program

Sky Wings Aviation Academy offers a two-year diploma in Aviation in partnership with Red Deer College. Academic courses for a Management Certificate are taken at Red Deer College. You will graduate with a strong background in business and subjects related to flight in modern high-performance transport aircraft.

You will receive a Commercial Pilot License at the end of the first year. In the second year, you will have the option of obtaining either a Multi-Engine Instrument Rating or a Flight Instructor Rating, along with a Single Engine Instrument Rating. You will also receive a Management Certificate from Red Deer College.

### Admission Requirements & Fee Structure

#### A. Academics

Successful completion of high school including the following courses or their equivalent. If you are unsure if your transcript will meet requirements, please contact us by telephone or fax.

Mathematics 30 (Pure) or Mathematics 30 (Applied)

English 30-1 or English 30-2

Accounting and Computer experience is recommended

Physics is an asset, but not required

Mathematics 31 is also recommended

#### B. Medical Fitness

Candidates must be cleared to Commercial Pilot Medical Standards (Category 1) by a Ministry of Transport Doctor. Call Sky Wings for a list of specified Doctors in your area.

#### C. Private Pilot's License

Applicants may be conditionally accepted into the program subject to being in possession of a medical at the time of registration. Sky Wings Aviation offers an accelerated six week private pilot course during the months of July and August or it may be completed by entering in September and enrolling in the private pilot course along with the normal academic course load.

#### D. Fee Structure

Fees will vary for individual students, however, an approximate figure of \$40,000.00 for the two years may be used for planning purposes.

Students will be required to make a deposit of \$500.00 to hold a position upon registration, and one of \$3,000.00 prior to the commencement of each semester. Subsequent course costs are payable midway through the term. Maximum funding available from Alberta Student Loans to qualified applicants is currently \$4,400.00 per semester. Out-of-province students may be eligible through their respective finance boards (ie. Saskatchewan, Manitoba, Ontario, etc.)

Some scholarships are available through Sky Wings.

#### E. How to Apply

Since, for practical purposes, each class is limited to 25 students, you are advised to apply as soon as possible to Sky Wings, complete and return the application form with a \$50.00 non-refundable fee. Applications should be submitted by April 1 for September, and by August 30 for classes starting in January. Late applications will be permitted as space permits. (Faxes are acceptable and fees may be paid by credit card.)

#### F. Duration

The Aviation Diploma program includes 2 semesters in each of two years. Each semester is fifteen weeks long. The academic part of the program will take approximately half the student's time, and the flying theory and flight instruction part of the program will take the other half of his/her time. The program can be structured for the individual and an accelerated curriculum can be arranged. Just contact the program coordinator and we can plan for your career needs.

### Communications Course Placement Testing

Students will be required to take a College placement test before registering in a written communications course. (Students with 60% or greater in English 30-1 will be exempted from this test.) Students who do not achieve a satisfactory mark in this test will be required to complete COMM 150 before they can register in the required course, COMM 250. Students should take the placement test early in the event preparatory work (COMM 150) is required.

**Program Content**

**Preparatory as required**

Flight training to Private Pilots License can be done  
Typing

Eight Business Administration courses are required for the Certificate in Business Administration. Refer to the Business Administration section of the calendar for details.

Sky Wings courses include:

Aviation 101	PDM, Navigation, Engines, Air Regs
Aviation 102	Commercial Pilot's License Flight Training
Aviation 201	Theory of Flight, Meteorology, Weight and Balance, Air Carriers
Aviation 202	Flight Training
Aviation 301	Instructional Technique, Airline Management, First Aid, Theory of Flight
Aviation 302 or 303	Multi-Engine Endorsement Flight Training
Aviation 401	Advanced Meteorology, Advanced Navigation, Instrument Flight Procedures, Crew Resource Management
Aviation 402	Multi-Engine Instrument Rating Flight Training

**Graduation Requirements**

Sky Wings will award a diploma if you pass all courses and achieve a minimum cumulative GPA of 2.00. You must also have obtained a Commercial Pilots License, and Instrument Rating and a Flight Instructor Rating or Multi Endorsement.

Upon completion you could receive:

1. Sky Wings Aviation Academy Diploma
2. Red Deer College Management Certificate

➤ **Continuing Education**

Continuing Education offers a wide range of courses, seminars and workshops designed to meet the needs of life long learners. These credit-free offerings provide opportunities for workplace skills development, career enhancement and personal growth.

Course guides are available in August and January. Please call 403 357-3663 Information is also available on the Web address: <http://extension.rdc.ab.ca>

The programs offered by Continuing Education are learner-centered and designed to be accessible, relevant, practical and convenient. Program Coordinators also provide customized "on-site" training programs for groups and businesses.

Continuing Education programming includes:

**Career Development Programming**

For Career Development Programming designation, a program must include measurable outcomes and be recognized by Alberta Learning as a program for which students are eligible to receive Students Finance Board funding. Often, Career Development programs will involve certification of learning by a body external to the college. See page 122 for a complete listing of Career Development Certificate Programs.

**Business and Industry Training**

Continuing Education provides training programs for learners wishing to upgrade their workplace skills. Programs are responsive to the changing needs of business and industry and help individuals and businesses keep current in their changing environments.

**Industrial & Trades Training**  
Phone 342-3517

- Waterwell Drilling
- Transportation Safety Director
- Journeyman/Tradesman Updating
- Oil & Gas Industry Related Courses
- Distance Delivery Trades Programs
- Programs – see page 72
- Pre-employment Trades

**Management Training**  
Phone 342-3216

- Leadership
- Human Resource Management
- Conflict Management
- Financial Management

**Computer Training – Phone 342-3433**

- Introductory Courses
- Application software
- Accounting, Project Management and AutoCAD
- Multimedia, Web Design and Digital Photography
- Customized Systems and Information Technology Training

**Arts Programming**

Continuing Education offers highly acclaimed programming in the Visual and Performing Arts. Excellent instructors and superb facilities provide unique learning opportunities for students.

**Visual Arts – Phone 342-3130**

- Summer Series – summer visual arts school for adults
- Hot Glass
- Year round arts programming

**Performing Arts – Phone 342-3526**

- Conservatory of Music
- Conservatory of Dance
- Adult Concert Band
- Clinics on Campus

**Summer Camps**

**Art Camps – Phone 342-3504**

- Musicamp Alberta
- Arts Trek
- Adventures in Summer Music
- Summerscapes
- College for Kids

**Science Camps – Phone 342-3504**



Sport Camps - Phone 342-3201

- Basketball
- Volleyball
- Hockey
- Soccer
- Combo Camps

Fitness & Lifestyle Programming

Phone – 342-3140

The Kevin Sirois Fitness Centre provides fitness and lifestyle courses, programs and services. Supported by a provincial “Be Fit for Life” grant, the KS Centre supports and encourages healthy lifestyles throughout Central Alberta through activities such as:

- leadership certification programs
- fitness & lifestyle appraisals
- Mobile Fitness Unit
- Cardiac Rehabilitation
- Worksite Wellness initiatives

General Interest Programming

Phone – 357-3663

- Language Training
- Human Services Programming
- Personal Growth

## ► **Professional Accountant Designation**

Students seeking a professional accounting designation (Chartered Accountant - C.A., Certified General Accountant - C.G.A.; or Certified Management Accountant - C.M.A.) must earn a university degree. Students may seek a business degree, focussing on accounting, by enrolling in the Business Administration Diploma program (Accounting major) or the Bachelor of Commerce program. The program description for the Diploma program is described on page 78; the Bachelor of Commerce is described on page 38.