

# apprenticeship & trades

## Trades & Industry Training

### Pre-Trades

Pre-Trades programs are offered on an open enrollment cost recovery basis in the following trades areas:

- 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. These programs may have a work placement component which will increase the duration of the program.

### Admission Requirements

These vary with program. To qualify for the TQ - Apprenticeship trade qualification exam, educational requirements are as per apprenticeship criteria in each trade.

### Certification

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

### 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

*Mike Kulchisky, Dean, Office 817-G,  
Phone: (403)342-3100 OR (888-475-1101) OR*

*Alberta Learning, Apprenticeship and Industry Training (local regional office) at (403)340-5151.*

[www.tradesecrets.org](http://www.tradesecrets.org)

### The Programs

Red Deer College has 12 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 year for 2005/06.

**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.

**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.

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

**Steamfitter/Pipefitter** - 4 years, including four 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.org](http://www.tradesecrets.org)

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 2007/08 are:

**6 weeks class length**

Tuition	\$ 504.00
Shop/Material Fee	\$ 50.00
Student Association	<u>\$ 22.50</u>
Total	\$ 576.50

**7 weeks class length**

Tuition	\$ 588.00
Shop/Material Fee	\$ 50.00
Student Association	<u>\$ 26.25</u>
Total	\$ 664.25

**8 weeks class length**

Tuition	\$ 672.00
Shop/Material Fee	\$ 50.00
Student Association	<u>\$ 30.00</u>
Total	\$ 752.00

**12 weeks class length**

Tuition	\$1,008.00
Shop/Material Fee	\$ 50.00
Student Association	<u>\$ 45.00</u>
Total	\$1,103.00

Note: Student Association Fees are currently under review.

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:

- There are approximately 165 annual awards of \$1000 each for apprentice ship and occupational training programs.
- Most apprentices are eligible for employment insurance (EI) while attending technical training.
- Based on need, financial assistance may be available to apprentices while attending technical training.

For more information see [Scholarships and Awards](#) and [Financial Assistance](#).

**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.org](http://www.tradesecrets.org)



# 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 Certificate
- Computer Systems Technology
- 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
  - Unit Clerk Program
- Hospitality and Tourism Management
- Kinesiology and Sport Studies
- Legal Focus Certificate
- 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
- Virtual Assistant
- Visual Art

- Alternate Delivery
  - Communications
  - High School Equivalency
  - Legal Focus
  - Office Administration
  - Virtual Assistant
  - Pharmacy Technician
  - Disability & Community Studies (formerly Rehabilitation Services)
  - Educational Assistant (formerly Teachers Assistant)
- Career Development Certificate Programs
  - Microsoft Office Specialist
  - Multimedia Web Developer
  - Microsoft Certified Systems Administrator (MCSA)
  - 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

Gilbert Renaud  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 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 literacy, 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 - 2007/2008

Tuition	\$3,626.00
Student Association Fees	\$ 157.25
Fees	\$1,400.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 400.00
Total	\$5,623.25

# Business Administration

## Chairperson

Doug MacDormand  
E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)  
Local calls: 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, 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.
- 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 direct admission.
- Okanagan University 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, Grant MacEwan College, 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 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 word processing and spreadsheet software. Students without the prerequisite knowledge are required to take either BADM 170 or BADM 107 prior to taking BADM 207. Testing for computer skills is available through the Student Assessment office.

## Program Content

### All BADM Students - Year 1

ACCT 102	Introductory Accounting I
ACCT 103	Introductory Accounting II
ACCT 104	Managerial Accounting
BADM 110	Introduction to Management
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 209	Intermediate Financial Accounting I
ACCT 210	Intermediate Financial Accounting II
BADM 111	Introduction to Statistics
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 (choose from list below)

### Marketing Major - Year 2

BADM 111	Introduction to Statistics
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	(choose from list below)

### General Diploma - Year 2

BADM 111	Introduction to Statistics
BADM 260	Introduction to Finance
BADM 270	Business Policy
BADM 281	Human Resource Management
BUS 311	Legal Foundations
Five Open Options	(choose from list below)

### Open 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

A maximum of one non-business course approved by the department may be used as an open option.

Notes: Notes 1-6 refer to equivalent courses that may be taken in lieu of various specified courses. Students may receive credit for only one of each equivalency.

- 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 Students in the Accounting Major who intend to seek the Certified Management Accountant (CMA) designation should take BUS 310 in lieu of BADM 260. All other Accounting Major students and all students in other Business Administration majors or in the General Diploma are recommended to take BADM 260. 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 or Financial Services Diploma.

### Program Cost Estimates - 2007/2008

#### Year 1

Tuition	\$3,234.00
Student Association Fees	\$ 140.25
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,464.25

#### Year 2

Tuition	\$3,234.00
Student Association Fees	\$ 140.25
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,464.25

### Program Readmission

See page 10.

### Graduation Requirements

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

## **Athabasca University Courses**

Athabasca University offers a three-year Bachelor of Management Program primarily through Distance Education. Holders of a Business Administration Diploma from Red Deer College are eligible for up to two years credit towards this degree. 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.

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 for the "Management Certificate". 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 or Financial Services Diploma. GEOG 231 may be used as an option for Sky Wings Aviation students only. BADM 110 is strongly recommended as an option course for Sky Wings students. Please contact Sky Wings Aviation for further information regarding this recommendation. Also, Red Deer College Extension course work may be used for up to two course equivalents. Generally, forty five hours of approved Extension Services 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 BADM 170, CMPT 261, CMPT 170 or BUS 358 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. Testing for computer skills is available through the Student Assessment Office.

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

Students wanting to advance their studies in business administration are able to apply the Management Certificate courses to the two-year Business Administration 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 requirements may 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 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 required to take either BADM 170 or BADM 107 as a prerequisite to BADM 207. For students planning to ladder into the Business Administration Diploma program or Financial Services Diploma, Extension Services 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 2007/2008

(costs reflect 2 classes per term)

Tuition	\$2,548.00
Student Association Fees	\$ 110.50
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 900.00
Total	\$3,598.50

# Career & Academic Preparation

## Chairperson

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

The Career and Academic Preparation 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
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 by independent, self-study with instructor and/or tutor support. Most of our courses are offered at our Rocky Mountain House campus.

## 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 Independent Study (I/S) courses, subject to Chairperson approval.

## Admission Procedures

1. Placement Assessments. The college 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 an ADP staff member to review the assessment results and your career goals. You will be placed in courses at the appropriate level 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 adult education from basic skills levels to high school equivalency. 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 -Refresher courses (English, Mathematics, Science)  
 75 Levels -Grade 10 and 11 in high school  
 85 Levels -Grade 11 in high school  
 90/95/96 Levels -Grade 12 in high school

It is strongly recommended that all full-time students in the CAP program take the Learning and Working Cultures course, ADEV 062 and the Employability Skills course ADEV 065. These courses are intended to increase student success in the program as well as in future employment.

## 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 highly recommended for your math 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.

(2/5 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 two-five credit course that is not prerequisite to the 090/095 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 - 2007/2008

##### Fall

Tuition	\$1,372.00
Student Association Fees	\$ 59.50
Activity & Wellness Fee	\$ 20.00
Books/Materials	\$ <u>405.00</u>
Total	\$1,856.50

##### Winter

Tuition	\$1,568.00
Student Association Fees	\$ 68.00
Activity & Wellness Fee	\$ 20.00
Books/Materials	\$ <u>405.00</u>
Total	\$2,061.00

# Carpentry and Construction Certificate

#### Contact

Sam Church  
E-mail: inquire@rdc.ab.ca  
Local calls: 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 - 2007/2008

Tuition	\$3,822.00
Student Association Fees	\$ 165.75
Fees	\$1,400.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ <u>650.00</u>
Total	\$6,077.75

# Computer Systems Technology

## Chairperson

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

## Two-Year Diploma

### Related Careers

Career opportunities in the information technology (IT) field continue to grow and expand, both nationally and internationally. In the next 5 years this trend will increase because universities will be producing significantly fewer Computer Science graduates than in the past. Computer Systems Technology (CST) graduates will be uniquely 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 of either gender who are looking for exciting, challenging, and well-compensated futures.

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

The CST program is accredited 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.

### The Program

During the first year of study, students will be introduced to numerous computing technologies, tools, and methods in the design, construction, and management of

computing software and associated systems. Students will be introduced to programming with objects, GUI-based programming techniques, operating systems, introductory networking, LANs, web page and database design/programming, and introductory system analysis and design techniques. Students will also be introduced to selected business and communication related subjects.

During the second year of study, the analysis and design of information systems will be emphasized. Students will continue with selected business related subjects. In addition to these studies, students will also select either a programming or a networking major, depending on their area of interest and the career path of choice.

- The programming major emphasizes file based and client/server technologies. Students will learn the application of modern tools and techniques used in building these systems.

- The networking major emphasizes additional networking skills in the areas of WANs, Internetworking, TCP/IP, Protocols and Security.

Courses in the networking major are a modified version of the 3Com vendor-neutral NetPrep program. Students completing this major will possess the background necessary to write the Associate and Senior Network Specialist certificate exams from NACSE (National Association of Communication Systems Engineers) as well as the CompTIA Network+. Via selected project studies, students may also achieve the necessary background to write vendor-specific exams from Microsoft, Novell and Cisco.

NetPrep and Cisco courses completed outside of the CST program will be considered for advanced standing depending on where and to what level these course(s) were taken. Some minor upgrading (e.g. an extra lab project) may be

required to satisfy advanced standing. Please contact the CST Chairperson for further information.

All students in their second year of study will take part in a career skills course, along with a subsequent industry-based work experience course. This latter course engages the student as a member of an IT department in a development or support role, characteristics of a CST program graduate. These courses are normally offered to students in their graduating year.

Students should expect significant work outside of class time. On average, approximately one lecture hour translates into an additional hour of homework, each lab hour translates into three homework hours.

Students may wish to buy a personal computer to support their off-campus studies. For any questions/suggestions as to suitable computers and software to purchase, please contact any member of the CST department.

Students are advised to explore what is involved in a career of computer programming prior to starting the diploma. Computer programming and related disciplines make up a significant part of the diploma requirement and are the main entry-level career area for many graduates.

### Transfer Features

#### Red Deer College

Depending on electives chosen, graduates of the CST program may possess up to 7 of 8 required courses towards a Management Certificate from Red Deer College. Required courses for the CST program that also meet requirements for the Management Certificate program include COMM 252, CMPT 201, CSYS 118 and one of ACCT 202 or 102. Other CST program electives may also be used to meet requirements of the Management Certificate.

Students in Open Studies who are working towards CST may also complete some

courses towards this Certificate. Students of either group may wish to pursue this Certificate before, during or after the CST Diploma.

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.

Upon completion of all eight courses, students must fill out an Application to Graduate in Management Certificate to receive their Certificate. These forms are available in the Registrar's Office.

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

#### **Athabasca University**

Holders of a CST 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 Systems Technology Diploma may receive up to 39 credits for CSYS core courses. Students may also get additional credit for non-CSYS 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 Systems Technology Diploma may also apply to complete the 2 year Post-Diploma Bachelor of Management Degree.

#### **NAIT/SAIT**

Graduates of the Computer Systems Technology Diploma may apply to complete the 2 year Post-Diploma Bachelor of Applied Information Systems Technology.

#### **Out-of-Province**

Graduates of the Computer Systems Technology Diploma may receive up to a full block transfer to various post-secondary institutions in British Columbia (depending on graduation electives chosen). Please contact the CST Chairperson for further information.

### **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:

- a. Mathematics 30 (Pure)

OR

minimum mark of 65% in:

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

AND

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

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, CMPT 086, CMPT 087, or CMPT 089) should contact an academic advisor and/or the CST Chairperson for assistance.

#### **C) Recommendations**

Applicants are strongly recommended to having a fundamental working background in computer programming, through course work and/or industry experience. Examples of recommended programming platforms include Java, C/C++/C#, Visual Basic, Pascal, COBOL, or FORTRAN. A recommended course that introduces the fundamental of computer programming is CMPT 096.

### **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 252. 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**

#### **All CST Students - Term 1, Year 1**

COMM 252	Technical & Scientific Writing
CMPT 201	Programming: A Gentle Introduction to Computing
CSYS 118	Systems Analysis & Design
CSYS 231	Network Fundamentals
CSYS 232	Local Area Networks
Elective	

#### **All CST Students - Term 2, Year 1**

BADM 253	Project Management
CSYS 211	Business Application Programming I (Visual Programming)
CSYS 216	Computer Operating Systems & Architecture
Elective	
Elective	

**Programming Major - Term 3, Year 2**

- CSYS 111 Introduction to Programming
- OR
- CMPT 214 Introduction to Computing Science
- CSYS 213 Database Management Systems
- CSYS 224 Selected Topics
- CSYS 219 Data and Object Modelling

**Programming Major - Term 4, Year 2**

- CSYS 237 Career Skills
- CSYS 215 Business Application Programming II - Web Programming
- CSYS 113 Introduction to Data Structures
- OR
- CMPT 215 Elementary Data Structures
- CSYS 242 Special Projects I- Programming

**Networking Major - Term 3, Year 2**

- CSYS 111 Introduction to Programming
- OR
- CMPT 214 Introduction to Computing Science
- CSYS 213 Database Management Systems
- CSYS 224 Selected Topics
- CSYS 238 Wide Area and TCP/IP Networking Architectures

**Networking Major - Term 4, Year 2**

- CSYS 237 Career Skills
- CSYS 215 Web Programming
- CSYS 239 Network Security and Internetworking
- CSYS 243 Special Projects I - Networking

**All Majors Spring Term - Term 5, Year 2**

- CSYS 222 Practicum (Work Experience)

**Program Electives**

As part of the graduation requirements for a Diploma in Computer Systems Technology, students are required to pass a minimum of three different elective courses. One course from each of the following groups must be selected.

- Group A - Students must take one of the following Math related courses:
- BADM 111, BUS 306, or STAT 251 (see note 2)
  - MATH 202 (see note 1)
  - MATH 221
  - MATH 230
  - CMPT 272

- Group B - Students must take one of the following courses:
- BADM 204 or BUS 303 (see note 1)

- Group C - Students must take one of the following Business Courses:

- ACCT 102
- ACCT 202
- BADM 110
- BADM 132
- BADM 238
- BADM 251
- BUS 305
- BUS 311

- Group D - Students must take another Math or Business course from the following:

- BADM 110
- BADM 132
- BADM 238
- BADM 251
- BUS 305
- BUS 311
- CMPT 272
- MATH 202
- MATH 204
- MATH 221
- MATH 230

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

**Notes:**

- 1) Students wishing to maximize course transfer to post-diploma degree opportunities within most university undergraduate computing science programs should consider MATH 202 and BUS 303 as essential. Depending on the post-diploma degree direction, other Applied Science courses may also be of added benefit.

- 2) Credit will be granted for only one of BADM 111, BUS 306 or STAT 251.
- 3) Substitutions for COMM 252 include ENGL 210, ENGL 219, ENGG 215, ENGG 251. Any 200-level COMM course (except COMM 294 & COMM 271) is accepted as a replacement for COMM 252.

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 CST Chairperson.

**Program Cost Estimates - 2007/2008**

**Year 1**

Tuition	\$3,626.00
Student Association Fees	\$ 157.25
Fees	\$ 75.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,100.00</u>
<b>Total</b>	<b>\$4,998.25</b>

**Year 2**

Tuition	\$3,822.00
Student Association Fees	\$ 165.75
Fees	\$ 70.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,000.00</u>
<b>Total</b>	<b>\$5,097.75</b>

**Graduation Requirements**

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

# Disability and Community Studies

(formerly Rehabilitation Services)

## Chairperson

Doug Swanson

E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)

Local calls: 342-3400

Toll Free: 1-888-732-4630

## Two-Year Diploma

### The Program

The faculty of the Disability and Community Studies Program partners with students to develop professionals who work competently and effectively with persons with disabilities. Emphasis is given to ensuring that the graduating professional can effectively assist and enable individuals with disabilities to design and develop their own quality of life.

### Related Careers

This is a very exciting profession! The Disability and Community Studies Practitioner's roles are many: counselling, teaching, consulting, brokering, and advocating. You will have the opportunity to provide leadership in your community in advocating for the rights of persons with disabilities to live fully inclusive lives.

Graduating professionals find employment in a variety of private and government agencies. Employment is found in five basic domains: schools, vocational/employment programs, community programs, and residential living programs. Employment is found in many areas and the graduate is prepared to work effectively with individuals with many different disabilities, disorders, or conditions.

### Transfer Features

Having credit from other programs can earn advanced credit towards a diploma. Present your transcripts to the Registrar. Advanced credit applications will be assessed on a case-by-case basis. If you have completed part or all of the first year of an Alberta College Rehabilitation Program, you must also apply for a course by course transfer. Contact the chairperson for this assessment. Students

who have completed the Basic Skills Training Program (BST) prior to entering the program may receive credit for DACS 207.

Students wishing to transfer from RDC to another college program following completion of the first year, should contact the chairperson of that college's program early in the first year to determine accurate transfer requirements.

The diploma transfers to the Bachelor of Community Rehabilitation & Disability Studies degree program at the University of Calgary. The diploma is the first two years of the degree program. Students transferring to the U of C also need to meet the University's English entrance criteria and complete a college level, human science course (BIOL 201 is preferred). See program Chairperson for further information.

### Admission Requirements

- 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 no mark below 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.

Note: While not an admission requirement for the program, applicants are advised that they will be required to provide a Criminal Record Check to some agencies where they will be placed for practicum experiences. The existence of a criminal record may prevent clinical, practicum or field 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.

### Part-Time Students

Part-time students are accepted into the program. These students should meet with the Chairperson to arrange a schedule that meets their needs. Part-time students may begin their course of studies in Fall or Winter term.

Disability and Community Studies courses are now being scheduled in the evening. Students who do not meet the program Entrance criteria may enroll in these evening courses as a means of qualifying for acceptance into the Diploma Program. Please see the Chairperson for further information.

### Class Attendance

Attending classes regularly is essential.

### 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.

### Program Content

#### Year 1

DACS 201	Introduction to Exceptionality
DACS 202	Interpersonal Communication
DACS 203	Positive Behavior Support I
DACS 204	Supporting Inclusion
DACS 205	Health Care
DACS 207	Values and Issues
DACS 208	Block Practicum*
DACS 213	Counselling: The Helping Relationship
DACS 214	Positive Behaviour Support II
DACS 217	Growth and Development in Childhood
COMM 254	Human Services Writing

**Year 2**

PSYC 260	Basic Psychological Processes
DACS 309	Family Intervention
DACS 311	Fieldwork
DACS 312	Fieldwork
DACS 315	Community Organization
DACS 317	Rehabilitation in Adolescence and Adulthood
DACS 319	Human Sexuality and Sex Education
DACS 321	Recreation and Leisure OR KNSS 240 or INTD 240
DACS 322	Leadership in Human Services
DACS 324	Speech, Language, and Communication

One approved option (PSYC 261 or SOCI 260 are recommended for transferability)

**Program Cost Estimates - 2007/2008**

**Year 1**

Tuition	\$3,430.00
Student Association Fees	\$ 148.75
Fees	\$ 20.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 870.00
<b>Total</b>	<b>\$4,508.75</b>

**Year 2**

Tuition	\$3,332.00
Student Association Fees	\$ 144.50
Fees	\$ 60.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 765.00
<b>Total</b>	<b>\$4,341.50</b>

**Special Fees and Expenses**

\* Block Practicum: You will spend six weeks of your first year and three months of your second year in full-time work placements. DACS 208 is usually completed in the Red Deer area, but you may be allowed to go to agencies elsewhere for other placements. You should expect some extra costs for moving, travel, residence, clothes, etc. These costs are your responsibility.

**Graduation Requirements**

You must pass all courses, and present a valid St. John Ambulance Standard First Aid Certificate with C.P.R. (or Red Cross equivalent).

# Early Learning & Child Care

**(formerly Early Childhood Development)**

**Chairperson**

Toni Lachance  
E-mail: inquire@rdc.ab.ca  
Local calls: 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

- Early Learning & Child Care Certificate** with a minimum G.P.A. of 1.7, or consent of the Chair
- 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 - 2007/2008

#### Year 1

Tuition	\$3,430.00
Student Association Fees	\$ 148.75
Fees	\$ 90.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 975.00
Total	\$4,683.75

#### Year 2

Tuition	\$3,332.00
Student Association Fees	\$ 144.50
Fees	\$ 210.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 725.00
Total	\$4,451.50

### 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

Terry Card  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 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
- school secretaries
- library assistants
- audio-visual assistants
- media centre 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 attitudes and practical skills needed for such work.

Note: This program is available on campus and by distance learning. Distance students require regular access to a computer with internet service and a telephone. If a student resides outside of the Red Deer local calling area, a long distance calling package is required.

## 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 160	Assisting the Language Learning Teacher
EDAS 161	Assisting the Math Teacher
EDAS 181	Field Practice

Four Options

Note: If they qualify, students are encouraged to replace COMM 150 with COMM 254.

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

Recommended Options: EDAS 113, EDAS 151, EDAS 152, EDAS 153, EDAS 156, EDAS 157, EDAS 158, EDAS 159, and EDAS 162. (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 - 2007/2008

Tuition	\$3,528.00
Student Association Fees	\$ 153.00
Fees	\$ 155.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,260.00</u>
Total	\$5,136.00

Books/Materials: Allow approximately \$120/course for textbooks. Distance students also require access to a computer with internet service and if they reside outside of the Red Deer local calling area, a long distance calling package. Total course expenses depends on student location and number of courses per term.

### Special Fees and Expenses

EDAS 181, EDAS 114: \$50.00 each (for distance 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.

Courses not open to challenge: EDAS 114, EDAS 181

### Graduation Requirements

You must pass eight compulsory courses and four optional courses, and achieve a minimum cumulative GPA of 2.00.

# Financial Services

### Chairperson

Doug MacDormand  
E-mail: inquire@rdc.ab.ca  
Local calls: 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 Business Administration and Commerce department, in partnership with the Institute of Canadian Bankers, offers the Financial Services Diploma. This two-year diploma combines specific courses that address the core competencies of entry level financial services employees with courses that provide a broad background in business administration in the areas of accounting, finance, information technology, marketing, economics, statistics and 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 work, family or a slower academic pace.

Since 1967, The Institute of Canadian Bankers has been a leader in innovative and client-focused financial services training and education solutions. Partnering with The Institute of Canadian Bankers provides students with the advantage of additional accreditation in a competitive industry.

### Related Careers

The financial services industry is a broad industry encompassing many different services including banking, insurance, brokerages, financial planning, wealth management and mutual funds; however, from banks to brokerages, different employers generally focus on the same entry level core competencies and attributes. The Financial Services Diploma is designed to equip students with the specialized skills and knowledge to meet the demands of entry-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 industry include investment advisor, personal financial service representative, account manager, loans officer; mortgage specialist, compliance officer, and branch manager to name just a few career directions.

Through the ICB, students can choose a single stream of superior quality financial planning education leading to two of the most widely known financial planning designations, Personal Financial Planner (PFP™) and Certified Financial Planner (CFP™). The Fundamentals of Personal Finance (FINS 284) course is offered in year two of the diploma and is one of the courses leading to the PFP designation. Graduates from the ICB PFP™ program are eligible to write the exam for the internationally recognized CFP™. The ICB PFP™ program is accredited by Financial Planners Standards Council (FPSC) as an approved course of study leading to the Certified Financial Planner designation. Either of these designations is considered important to advancing a career in financial services industry.

## Accreditation

**Financial Services Diploma:** Graduation parchments will be issued to students achieving a minimum cumulative GPA of 2.00.

**Mutual Funds License:** Students who successfully complete the course requirements for FINS 281 Investment Funds in Canada (IFIC) are eligible to take the IFIC exam administered by The Institute of Canadian Bankers (ICB). Red Deer is an approved site for examinations. A minimum of 60% must be achieved on the IFIC examination in order to register for a mutual funds license. Students are allowed three attempts at the exam before having to repeat the course. FINS 281 is also a required course for the Financial Services Diploma.

**Associate, Institute of Canadian Bankers (ICB):** This accreditation is granted by ICB upon completion of seven ICB courses included in this diploma: FINS 180, FINS 281, FINS 282, FINS 283, FINS 284, FINS 285 and BUS 303 for which students will receive exemption for the ICB Organizational Behaviour course. In addition, students must complete one year of experience in financial services or complete the AICB Integrative Project.

**Certificate of Achievement - Mortgages and Consumer Credit Institute of Canadian Bankers:** This accreditation is granted by ICB upon completion of FINS 282, FINS 283, and FINS 285.

## Transfer Features

Transferability is currently under investigation.

## 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 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 must have a working knowledge of word processing and spreadsheet software. Students without the prerequisite knowledge are required to take either BADM 170 or BADM 107 prior to taking BADM 207. Testing for computer skills is available through the Student Assessment office.

## Program Content

### Year 1

ACCT 102	Introductory Accounting I
ACCT 103	Introductory Accounting II
ACCT 104	Managerial Accounting
FINS 180	Financial Products and Services
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 283	Residential Mortgage Lending
FINS 284	Fundamentals of Personal Finance
FINS 285	Financial Services Overview
FINS 270	Financial Services Selling
BADM 111	Introduction to Statistics
BADM 240	Personal Selling
BADM 260	Introduction to Finance
BADM 270	Business Policy

### Program Cost Estimates - 2007/2008

#### Year 1

Tuition	\$3,234.00
Student Association Fees	\$ 140.25
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,070.00</u>
Total	\$4,484.25

#### Year 2

Tuition	\$3,038.00
Student Association Fees	\$ 131.75
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,150.00</u>
Total	\$4,359.75

FINS 180, FINS 281, FINS 282, FINS 283, FINS 284 and FINS 285 are courses offered in partnership with The Institute of Canadian Bankers (ICB), and as such, have specific textbook requirements. Textbook prices are determined by the ICB, and may be subject to change. Delivery and distribution of textbooks is made upon confirmation of student enrollment in the course. To write the ICB Licensing Exam for FINS 281 Investment Funds in Canada the student must submit an Exam Request Form along with the \$125.00 exam fee plus \$10.00 shipping and handling. ICB must receive the Exam Request Form four weeks prior to the date of the actual exam. Exam fees are subject to change without notice.

**Notes:** Notes 1-6 refer to equivalent courses that may be taken in lieu of various specified courses. Students may receive credit for only one of each equivalency.

- 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 BADM 170, BADM 107, BUS 358, CMPT 261 and CMPT 170 are not accepted for credit towards the Business Administration Diploma or Financial Services Diploma.

### Graduation Requirements

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

# Health Related Programs

### Chairperson

Linda Moore Martin  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 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 classroom 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. Successful completion of the classroom portion, the supervised and the preceptored clinical experiences is necessary 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. Complete the required immunization.

Call RDC Assessment 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.

➤ **Unit Clerk Program (Secretary)**

Offered by Red Deer College with Bow Valley College Curriculum.

This program is offered when employer demand is sufficient. Please check with the Registrar's Office for the next offering.

**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 English 20 or 23

OR

- b. G.E.D. plus essay Writing Test (English 23 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 104	Roles and Concepts
UNIT 105	Preceptored Practice

**Graduation Requirements**

Successful completion of all required courses.

# Hospitality and Tourism Management

## Chairperson

Ron Lines  
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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

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
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**Program Cost Estimates - 2007/2008**

**Year 1**

Tuition	\$3,724.00
Student Association Fees	\$ 161.50
Fees	\$ 70.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,100.00</u>
Total	\$5,095.50

**Year 2**

Tuition	\$3,332.00
Student Association Fees	\$ 114.50
Fees	\$ 30.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,250.00</u>
Total	\$4,796.50

**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
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**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
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\*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 - 2007/2008**

**Food & Beverage**

Tuition	\$3,626.00
Student Association Fees	\$ 157.25
Fees	\$ 110.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,100.00</u>
Total	\$5,033.25

**Year 2**

Tuition	\$3,528.00
Student Association Fees	\$ 153.00
Fees	\$ 30.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,125.00</u>
Total	\$4,876.00

**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

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## Two-Year Diploma Program

Kinesiology is the study of the science of movement. The Red Deer College Kinesiology and Sport Studies program offers the 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 prerequisite. 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 & P.E. 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 2007/2008 KNSS 280 starts Monday, August 27th, 2007

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 250 Intro to the Admin of Sport & P.E. Programs
- 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 244 Introduction to Nutrition

- 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 2007/2008 KNSS 280 starts Monday, August 27th, 2007.

**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 & P.E. 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 (recommended for U of A transfer)
- KNSS 244 Introduction to Nutrition
- KNSS 253 Psychological Sport Performance
- KNSS 307 Growth and Development
- KPAC 3 credits
- 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	Aerobic Training
KPAC 321	Weight Training for Men and Women

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 203	Skill Acquisition & Performance
OR	
KNSS 220	Introduction to Athletic Therapy
KNSS 250	Intro to the Admin of Sport & P.E. Programs
KNSS 253	Psychological Sport Performance
KNSS 260	Intro to Coaching Theory (or approved option if taken in year 1)
KNSS 299	Directed Studies in Kinesiology & Sport Studies

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
KNSS 307	Growth and Development

One of:

KPAC 290	Aerobic Training
KPAC 321	Weight Training for Men and Women

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      Aerobic Training

### Year 2

PSIO 258	Elementary Physiology I
PSIO 259	Elementary Physiology II
KNSS 202	Physiology of Exercise (U of A transfer only)
KNSS 244	Introduction to Nutrition
KNSS 250	Intro to the Administration of Sport and P.E. Programs
KNSS 299	Directed Study
KPAC 321	Weight Training for Men and Women

Three of:

KNSS 203	Skill Acquisition and Performance
KNSS 205	History of Sport
KNSS 209	Measurement and Evaluation
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

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 specialities: Older Population, Aerobic, Aquatic, Resistance Training (AFLCA Certification includes CPR)

Athletic First Aid (Standard First Aid accepted).

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 205	History of Sport
OR	
KNSS 253	Psychological Sport Performance
KNSS 250	Intro to the Administration of Sports and Physical Education Programs
KNSS 299	Directed Studies in Kinesiology & Sport Studies

Four of:

ACCT 202	Introductory Financial Accounting
BADM 110	Introduction to Management
BADM 132	Introduction to Marketing
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 (recommended)
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
KPAC/KDNC (3)	

\*KNSS 280 includes a one week camp during the fourth week in August. For 2007/2008 KNSS 280 starts Monday, August 27th, 2007.

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 - 2007/2008

General

Year 1

Tuition	\$3,322.00
Student Association Fees	\$ 144.50
Fees	\$ 80.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,646.50

Year 2

Tuition	\$3,234.00
Student Association Fees	\$ 140.25
Fees	\$ 40.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,105.00</u>
Total	\$4,558.25

#### 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: 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. Full legal assistant status will require experience beyond the training provided by this program.

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.

AND

#### B) Other Requirements

Students will be required to submit an essay outlining their interest and expectations in the career of the Legal Assistant.

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 - 2007/2008

#### Year 1

Tuition \$3,430.00

Student Association Fees \$ 148.75

Activity & Wellness Fee \$ 40.00

Books/Materials \$ 965.00

Total \$4,583.75

#### Year 2

Tuition \$3,822.00

Student Association Fees \$ 165.75

Fees \$ 55.00

Activity & Wellness Fee \$ 40.00

Books/Materials \$ 945.00

Total \$5,027.75

### Graduation Requirements

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

# Motion Picture Arts

## Contact Persons

Darold Roles  
 Larry Reese  
 Don Armstrong  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 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 - 2007/2008

Tuition	\$3,332.00
Student Association Fees	\$ 144.50
Fees	\$ 880.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 250.00</u>
Total	\$4,645.50

### 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 - 2007/2008

Tuition	\$3,332.00
Student Association Fees	\$ 144.50
Fees	\$ 880.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 170.00</u>
Total	\$4,566.50

## 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

Darold Roles

E-mail: inquire@rdc.ab.ca

Local calls: 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 artist, studio musician, 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 192/	Rudiments of Music
MUSI 193	Theory and Aural Skills I & II
MUSS 145/	Secondary Instrument
MUSS 145	Study (Private Lessons) (repeated for credit)
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 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.

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 Merchandising Theory and Practicum I
- MUSI 322 Music Merchandising Theory and Practicum II

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
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.

### Year 2

MUSI 346/	Comprehensive Music
MUSI 347	Theory III & IV
MUSI 348/	Comprehensive Aural and
MUSI 349	Keyboard Skills III & IV
MUSE xxx	Performance Ensemble (4 credits)
MUSP 360/	Principal Instrument
MUSP 460	Study III & IV
MUSI 321	Music Merchandising Theory and Practicum I

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 - 2007/2008

#### Year 1

Tuition	\$3,430.00
Student Association Fees	\$ 148.75
Fees	\$ 320.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 795.00</u>
Total	\$4,733.75

#### Year 2

Tuition	\$3,528.00
Student Association Fees	\$ 153.00
Fees	\$ 870.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 750.00</u>
Total	\$5,341.00

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

# Office Technology Certificate

## Chairperson

Deb Kindopp  
E-mail: inquire@rdc.ab.ca  
Local calls: 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.

Four 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

- 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 - 2007/2008

Tuition	\$3,822.00
Student Association Fees	\$ 165.75
Fees	\$ 35.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,200.00</u>
Total	\$5,262.75

## 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, and OADM 101. 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](mailto:inquire@rdc.ab.ca)  
Local calls: 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 - 2007/2008

Tuition	\$2,940.00
Student Association Fees	\$ 127.50
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$4,157.50

## Program Readmission

See page 10.

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*For more information -*

**Please contact Alumni Relations**

phone: **(403) 342-3308**

toll free: **1.866.Alumni1 (258-6641)**

e-mail: **[alumni@rdc.ab.ca](mailto:alumni@rdc.ab.ca)**

# Pharmacy Technician

## Chairperson

Rock Folkman

E-mail: inquire@rdc.ab.ca

Local calls: 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

14 courses

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)

3 terms

## The Distance Program

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

14 courses

2 1/3 years

7 terms

### • 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.

## 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 nwp. 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 nwp. 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).

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

Tuition	\$3,822.00
Student Association Fees	\$ 165.75
Fees	\$ 160.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,250.00</u>
Total	\$5,437.75

### Fees and Expenses

Tuition - Regular full two-term College fees, plus Spring practicum course.

Distance Tuition - Regular tuition payable each term.

Books and Supplies - approximately \$1250.00

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.



The Web version  
is the official  
Academic  
Calendar



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# Practical Nurse Diploma Program

## Chairperson

Linda Moore Martin  
 E-mail: inquire@rdc.ab.ca  
 Local calls: 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 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)
  - 60% in ELA 30-1
2. Immunization and Testing Records Form 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 Basic Rescuer level C. You must be recertified in each year of the program.

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

**Total hours of theory and labs - 990 hrs**

**Total hours of clinical practice - 736 hours**

### Program Cost Estimates - 2007/2008

Year 1	
Tuition	\$4,018.00
Student Association Fees	\$ 174.25
Fees	\$ 80.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,750.00</u>
Total	\$6,062.25
Year 2	
Tuition	\$3,528.00
Student Association Fees	\$ 153.00
Fees	\$ 145.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,725.00</u>
Total	\$5,591.00

## Graduation Requirements

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

# Professional Driver Certificate Program

## Coordinator

E-mail: inquire@rdc.ab.ca  
 Local calls: 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 and a paid co-op work experience with a cooperating trucking company. 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 1 drivers license. Must produce license and authorize college to check status at time of application and throughout program
2. Must be a minimum of 18 years of age at time of application
3. Present driver abstract at time of application showing:
  - no more than five points
  - license has not been suspended within 12 months of course registration

- no criminal code driving related convictions within 5 years of the application
- 4. Has at least Alberta Grade 10 or equivalent
- 5. Has met minimum essential skill requirements as determined by the Professional Driver Pre-employment TOWES (Reading Text 2, Document Use 1, Numeracy 1)
- 6. 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).

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

## Program Content

DRIV 110	Classroom
DRIV 120	Classroom and Supervised Practicum
DRIV 130	Work Experience

## Program Cost Estimates - 2007/2008

Tuition	\$2,744.00
Student Association Fees	\$ 119.00
Supplies	\$ 25.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 125.00</u>
Total	\$3,053.00

# Social Work

## Chairperson

Brenda Joyce

E-mail: inquire@rdc.ab.ca

Local calls: 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, juvenile 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 ACCESS 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 work experience in a related social service field.

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, some 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 205	Function and Structure of Social Services
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 206 Function and Structure of Social Services II

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 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 306 Social Work Administration

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

\*\* Two-day field work practice per week.

**Program Cost Estimates - 2007/2008**

**Year 1**

Tuition	\$3,920.00
Student Association Fees	\$ 170.00
Fees	\$ 40.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 780.00
<b>Total</b>	<b>\$4,950.00</b>

**Year 2**

Tuition	\$3,920.00
Student Association Fees	\$ 170.00
Fees	\$ 40.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$ 735.00
<b>Total</b>	<b>\$4,905.00</b>

**Readmission**

See page 10.

**Graduation Requirements**

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

# E X P L O R E

## DISTANCE LEARNING AT RED DEER COLLEGE

**EARLY LEARNING CHILD CARE**  
Experience the joys of helping a child discover the world around them.

**VIRTUAL ASSISTANT**  
Enter the fast lane of the information super-highway and gain the skills to run your own online business.

**EDUCATIONAL ASSISTANT**  
Learn the skills to lend a helping hand to students in need.

**PHARMACY TECHNICIAN**  
Assist in the healing of your community.

**LOCKSMITH**  
Secure your future while providing peace of mind for others.

**CONTINUING EDUCATION COURSES**  
New career? Improved opportunities? Your solution for Technology, New Media and Microsoft Office training.

**TRANSPORTATION SAFETY DIRECTOR**  
Drive down a new career path and gain the skills you need to become a designated health and safety director.

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## eCAMPUS ALBERTA AT RED DEER COLLEGE

eCampus Alberta is a consortium of fourteen colleges and technical institutes, including Red Deer College, that has been established to increase access to high quality online learning opportunities. eCampus Alberta is committed to providing students with access to online courses and ease of transfer.

**REMOTE SENSING FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)**  
Dig your way into the mining, oil and gas, and forestry industries.

**ARTS AND CULTURAL MANAGEMENT**  
Turn your passion for arts and culture into a career as you shine the spotlight on this new opportunity.

**INTERNATIONAL COMMUNITY DEVELOPMENT**  
Take your place in the global community.

(403) **342-3230 or 357-3664**

[distance.learning@rdc.ab.ca](mailto:distance.learning@rdc.ab.ca)

[www.rdc.ab.ca/distance\\_learning](http://www.rdc.ab.ca/distance_learning)

# Theatre Studies in Acting and Technical Production

## Chairperson

Darold Roles  
E-mail: [inquire@rdc.ab.ca](mailto:inquire@rdc.ab.ca)  
Local calls: 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 - 2007/2008

#### Year 1

Tuition	\$3,724.00
Student Association Fees	\$ 161.50
Fees	\$ 120.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,050.00</u>
Total	\$5,095.50

#### Year 2

Tuition	\$2,156.00
Student Association Fees	\$ 93.50
Fees	\$ 100.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,000.00</u>
Total	\$3,389.50

### Technical Production 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 - 2007/2008

#### Year 1

Tuition	\$2,842.00
Student Association Fees	\$ 123.25
Fees	\$ 230.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$2,120.69</u>
Total	\$3,355.94

#### Year 2

Tuition	\$3,234.00
Student Association Fees	\$ 140.25
Fees	\$ 100.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$ 704.00</u>
Total	\$4,218.25

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: 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 - 2007/2008

Tuition	\$3,332.00
Student Association Fees	\$ 144.50
Fees	\$ 850.00
Activity & Wellness Fee	\$ <u>40.00</u>
Total	\$4,366.50

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



# Virtual Assistant Certificate

## Coordinator

Bev Pederson  
E-mail: inquire@rdc.ab.ca  
Local calls: 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. 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.

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

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 - 2007/2008

Tuition	\$2,646.00
Student Association Fees	\$ 114.75
Fees	\$ 450.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	<u>\$1,000.00</u>
Total	\$4,250.75

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 or the Test Centre at test.centre@rdc.ab.ca

## Graduation Requirements

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

# Visual Art

## Chairperson

Trudy Golley

E-mail: inquire@rdc.ab.ca

Local calls: 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 - 2007/2008

### Year 1

Tuition	\$4,410.00
Student Association Fees	\$ 191.25
Fees	\$ 285.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$2,175.00
Total	\$7,101.25

### Year 2

Tuition	\$4,214.00
Student Association Fees	\$ 182.75
Fees	\$ 300.00
Activity & Wellness Fee	\$ 40.00
Books/Materials	\$2,155.00
Total	\$6,891.75

## Graduation Requirements

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

# career development certificate programs

## ➤ Microsoft Office Specialist

The business world works on Microsoft Office. Certification will help advance your career by giving you a competitive edge, crucial for achieving and sustaining success. The Microsoft Office Specialist program is *the* premier certification for desktop applications and the globally recognized standard for demonstrating desktop computer proficiency. In order to be competitive in today's challenging work environment it is essential that employees have relevant, certifiable skills that employers will recognize as valuable to the productivity of their operations. Increasingly, today's job market is calling for workers from most professions to possess strong computing skills in a variety of applications. The comprehensive Microsoft Office Specialist program is offered in a part-time format that allows students to work while they enhance their education and earn valuable industry certification. The program is delivered in the evening during two, four hour sessions each week and is completed over a 34 week period.

### Admission requirements

- High School completion is recommended
- Admission interview
- Resume submitted at admission interview
- Strong basic computer and keyboarding skills
- Strong communication and interpersonal skills
- A computer skills test, keyboarding assessment and college entrance assessments may be required at the discretion of the Program Coordinator

### Program Content

- Keyboarding Development
- Windows XP Professional
- PC Troubleshooting and Maintenance
- Introductory Web Development
- Introduction to Desktop Publishing
- Resume Development and Interview Skills Workshop

- Microsoft Word 2003 Specialist
- Microsoft Word 2003 Expert
- Microsoft Excel 2003 Specialist
- Microsoft Excel 2003 Expert
- Microsoft Access 2003 Specialist
- Microsoft PowerPoint 2003 Specialist
- Microsoft Outlook 2003 Specialist

### Graduation Requirements

- Successful completion of all courses
- Successful completion of minimum of three Microsoft Office Specialist certification exams
- Minimum of 80% overall program attendance

## ➤ 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
- Admission interview
- Resume and/or portfolio – submitted at admission interview
- 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 Photoshop Level I
- Adobe Photoshop Level II
- Adobe Illustrator Levels I & II
- Macromedia Fireworks Level I
- Adobe InDesign and Acrobat Level I
- Macromedia Flash Level I
- Macromedia Flash Level II
- Macromedia Flash Level III
- Macromedia Dreamweaver Level I – Introduction to HTML and Web Development
- Macromedia Dreamweaver Level II – Advanced Web Development
- Introduction to Database Connectivity and Catalogue Site Creation
- Portfolio Development
- Professional Development Workshops

## Graduation Requirements

- Successful completion of all courses
- Minimum grade of 50% in each course
- Minimum of 80% overall program attendance

## ► Microsoft Certified Systems Administrator (MCSA) Network Support Analyst Certificate Program

The MCSA Network Support Analyst Certificate program is designed to advance your career by ensuring you have the skills to successfully manage and troubleshoot network system environments running on the Microsoft Windows operating system. Earning the Microsoft Certified Systems Administrator (MCSA) credential recognizes IT professionals who implement, manage, and maintain network and system environments based on the Microsoft Windows Server operating system. Whether you are new to the IT industry or a seasoned professional, you can pursue a training path and achieve MCSA certification with a focus on the latest technology - Microsoft Windows Server 2003.

Distinguish yourself from the crowd. Stay ahead in a competitive business environment. Reap the rewards of advanced skills and technical competence. Microsoft certification is internationally recognized as a hallmark of quality and expertise. Successful graduates of the MCSA program will have the ability to increase organizational productivity and customer satisfaction, and will enjoy enhanced recognition and an improved career path.

A Microsoft certification is the best way to show your employer, clients, and colleagues that you have the required knowledge and skills to succeed.

The new MCSA Network Support Analyst Certificate Program will train individuals to meet the needs of industry through advanced Microsoft Certified Technical training, Certified CompTIA training, Linux Administration training and training in non-technical workplace skills.

The days of technical employees spending all of their time without client are all but gone. Whether a business's clients are external or internal, the need for employees that can adapt to a variety of situations is

critical. Simply stated, the MCSA Network Support Analyst certificate program's blend of technical and non-technical skills will help students become more employable in the eyes of today's IT employers.

The MCSA program at Red Deer College is proud to offer:

- Microsoft and CompTIA certified instructors with extensive field experience
- Microsoft and CompTIA official curriculum
- Small class sizes
- State of the art training lab
- Work experience placements

### Admission Requirements

- Completion of grade 12 and/or entry level IT industry work experience is strongly suggested
- Entrance interview
- Resume - submitted at entrance interview
- Strong basic computer skills including Windows and basic networking
- A computer skills assessment and college entrance assessments may be required at the discretion of the Program Coordinator

### Program Content

- CompTIA Certification Training (A+ and Network+)
- Implementing and Supporting Microsoft Windows XP Professional
- Managing a Microsoft Windows Server 2003 Environment
- Maintaining a Microsoft Windows Server 2003 Environment
- Implementing a Microsoft Windows Server Network Infrastructure
- Implementing, Managing and Maintaining a Windows Server 2003 Network Infrastructure
- Comprehensive Red Hat Linux Administration
- Communication and Interpersonal Skills Workshop
- Quality Customer Service Workshop
- Employment Readiness Workshop
- Exam Preparation Study Labs and Projects

## Graduation Requirements

- Successful completion of all courses
- Successful completion of the A+ and Network+ certifications as well as Microsoft exam #70-270 and #70-290
- Successful completion of all assigned projects and labs
- Minimum of 80% overall program attendance

## ► 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 an Accounting Clerk/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
- Entrance interview
- Resume- submitted at entrance interview
- 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
- Microsoft Windows XP for Bookkeepers
- Microsoft Excel 2003 for Bookkeepers
- Bookkeeping II - Simply Accounting
- Bookkeeping III - Quick Books
- Bookkeeping IV - Advanced Transactions
- PC Troubleshooting, Maintenance and Security Workshop
- Resume and Interview Skills Development Seminar
- Microsoft Word 2003 Training

### Graduation Requirements

- Successful completion of all courses
- Successful completion of both final examinations
- Successful completion of all assigned projects and labs
- Minimum of 80% overall program attendance

Recruitment for certificate programs occurs year round. To have your name added to our prospective student database, call 342-3121 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 Trent Rix (Program Coordinator) at 342-3433 or via e-mail at trent.rix@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 session beginning Spring 2004)

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 72.

# 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, Management Certificate  
Program, Box 5005, Red Deer, AB T4N  
5H5  
Phone 403-342-3400

### 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 or 33  
English 30 or ELA 30-1 or English 33 or ELA 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 \$35,000.00 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 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 to complete the Management Certificate program. 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, Resume Preparation
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.

Through its  
**international focus,**

Red Deer College is committed to increasing the  
**skill and knowledge** of its learners and its community  
to become better integrated  
into the **global community**

- This includes:**
- Opportunities to study abroad
  - Providing global and international perspectives in its curricula
  - Hosting international learners on-campus
  - Assisting in the development of educational services in other countries

phone: 403.342.3587

e-mail: [international@rdc.ab.ca](mailto:international@rdc.ab.ca)

website: [www.rdc.ab.ca/international](http://www.rdc.ab.ca/international)

location: Room 2203

