

## PROGRAMS



# Addictions Counselling Diploma

## Academic Advising Office

Phone: 403.529.3819

## Colleen Hillock, Coordinator

Phone: 403.529.3813

E-mail: [chillock@mhc.ab.ca](mailto:chillock@mhc.ab.ca)

The program provides you with the competencies required for interventions appropriate to individuals, families, and communities experiencing a variety of compulsive behaviors such as substance abuse, gambling, and eating or sexual disorders.

This rigorous and unique program prepares you with knowledge of a range of dependencies and with multilevel intervention skills. After graduation you will be able to promote healthy lifestyles in urban and rural settings and with diverse populations. This program, which is the only one of its kind in Canada, equips you with strong community-based skills and the potential to enhance the protective factors related to the resilience of individuals, families, and communities. You will find the field appealing as a healthy, high functioning individual, or if you have experienced addictions in your own life and have achieved a level of stability and functioning that enables you to counsel others successfully. Due to the nature and demands of the addictions counselling profession, the program invites emotional involvement and an ongoing commitment to self-awareness as an integral component of the process of becoming educated as a professional addictions counsellor.

The Medicine Hat College Addictions Counselling Program meets the knowledge, skill and application competencies of The Canadian Addiction Counsellors Certification Federation (CACCF). The Medicine Hat College Addictions Counselling program is also approved by the CACCF and, as a result, graduates of the program are eligible for certification with CACCF and are also eligible for membership with The Addiction Professionals Association of Alberta (APAA).

## Career Opportunities

Graduates of the Addictions Counselling Program will be prepared to find work in private and public addictions agencies, educational and health institutions, the criminal justice system, women's shelters, and youth group homes. Graduates of the Addictions Counselling Program have found employment as:

- Harm Reduction/HIV/AIDS Counsellors
- Fetal Alcohol Syndrome Disorder Support Workers
- Suicide Prevention Counsellors
- Gambling Stabilization Counsellors
- Foster Care Support Workers
- Wellness Project Coordinators
- School Resource Workers
- Detox Workers
- Prevention Workers
- Early Intervention Counsellors
- Treatment Counsellors
- Addictions Educators
- Women's Shelter Counsellors
- Criminal Justice Workers
- Community Program Educators

## Admission Requirements

### High School Route

- ELA 30-1
- Biology 30 or Chemistry 30
- Two 30-level academic subjects
- One Grade 12 5-credit subject (excluding Special Projects)

### Mature Student Route

Limited number of seats are available for mature students who do not meet high school subject requirements but have personal or professional experience with Addictions. A letter should be submitted to [admissions@mhc.ab.ca](mailto:admissions@mhc.ab.ca). It is recommended mature students meet with an academic advisor or the program coordinator prior to submitting an application via this route.

### Transfer Route

Eight or more transferable courses or a completed two-year College diploma.

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

### Other admission considerations

- An interview and/or letter of intent may be required.
- If you have significant experience(s) with addictions you should be apprised of the need to have reached a level of stability and functionality that will allow you to undertake this program of studies and to counsel others.

## Program Requirements

### First Year

#### Fall

HLSC 200  
IDST 100

Introduction to Addictions Studies  
Introductory Communications for  
Helping Professions

PSYC 205  
Elective  
Elective

Principles of Psychology

#### Winter

HLSC 220  
HLSC 230  
SOCI 201  
Elective  
Elective

Introduction to Counselling  
Physiology and Processes of Addictions  
Introductory Sociology

### Second Year

#### Fall

HLSC 320  
HLSC 340  
HLSC 365  
Elective

Counselling II (Individuals and Groups)  
Assessment of Addictions  
Health Education and Promotion

# Addictions Counselling Diploma

One of:  
SOCI 203 Current Social Issues  
SOCI 325 Deviant Group Behaviour

Winter  
HLSC 350 Internship in Addictions Counselling

## Internship/Practicum

While every effort is made to accommodate your needs and preferences, you will likely travel out of Medicine Hat during the fieldwork semesters. Costs may be associated with travel and relocation and you are reminded to keep these in mind when calculating program costs. Placement decisions are based on your needs, placement/agency needs, and the outcome of placement interviews with agencies.

In order to ensure the protection of clients, students are required to provide proof of up-to-date child welfare and criminal record checks, at their expense, prior to entry into practicum placements. These documents need to be submitted to the Division of Science & Health, Health & Human Services administrative assistant. Students may be responsible for providing copies of the Alberta Children's Services Intervention Record Check and Police Information Check to practicum supervisors prior to starting placements. Students are obligated to inform the Program Coordinator immediately of any change in the status of your criminal record. Prior involvement with Alberta Children's Services or a criminal record may limit the practicum options available to you.

ALL students going to internships in Alberta Health Services (AHS) need to have your organizational requirements in place before proceeding into practicum.

These requirements include:

- proof of immunizations: Rubella is required as it is legislated by the Public Health Act. Students who are not immunized against Rubella may not complete a placement with AHS. Other immunizations are highly recommended and AHS strongly advises students are fully immunized in accordance with the "Standard for Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Programs".
- Signed AHS Oath of Confidentiality; this is generated upon completion of the mandatory Information and Privacy training.

Individuals with a history of addiction or dependency should note that placement agencies may require you to have a minimum two-year alcohol and other drug-free lifestyle prior to acceptance in an internship placement. The consequences of a prior criminal conviction on your status in the program will be examined and discussed on an individual basis.

## Field Placement Requirements

If your academic or personal behavior is questionable regarding the safe and professional delivery of client care you may be held back from a practicum placement. Should the program coordinator judge, in consultation with the program faculty, that there is evidence that you are professionally unsuitable or a risk to clients, the coordinator may prohibit you from attending or completing a practicum.

## Continuation Requirements

### Continuation in the Program

To be in good standing, you must:

- maintain a Grade Point Average (GPA) of 2.0
- achieve a grade of C or better in all HLSC courses
- achieve a C or better in all first and second year courses, including electives, prior to HLSC 350 (all are prerequisite courses)
- pass both theoretical and clinical components of HLSC courses in order to receive credit in these courses. Should you fail the practical component of an Addictions Counselling course you will not be allowed to register in further Addictions Counselling courses which include practical components. You are normally only permitted to repeat an HLSC course once.

As a student in the Addictions Counselling Program you are expected to exercise responsible conduct that reflects favourably on you as a developing professional, the program, and Medicine Hat College.

Questionable performance in relation to harming yourself or others and/or to the maintenance of the professional standards of the program may result in you being asked to leave the course/lab setting/internship placement at any time and you may receive a failing grade in the course.

If you have been absent from the program for one calendar year and are returning to complete a course, you will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation you may be required to successfully complete remediation in preparation to enter the practicum.

### Required Withdrawal

If you are dismissed from the program for academic or practice reasons (see Academic Probation) you may reapply for readmission after a lapse of a full year. If you are dismissed for a second time, you will not be readmitted.

## Graduation Requirements

### Diploma

You must complete all program requirements for first and second years with an overall GPA of 2.0 and no grade less than C in the HLSC courses.

### Notes

#### Time Limits for Program Completion

You are allowed four years to complete the Diploma, following the completion of the first addictions course.

# Addictions Counselling Diploma

## Transfer

Excellent transfer opportunities have been developed with:

### **Athabasca University**

The Addictions Counselling diploma transfers to Athabasca University's Bachelor of Professional Arts (Human Services) degree.

### **University of Calgary**

Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

### **University of Lethbridge**

Students with a minimum GPA of 3.0 are eligible to transfer into the University of Lethbridge's Post-Diploma Bachelor of Health Sciences-Addictions Counselling program.

### **Thompson Rivers University**

You are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

# Addictions Counselling/Social Work Dual Diplomas

## Academic Advising Office

Phone: 403.529.3819

## Colleen Hillock, Coordinator

Phone: 403.529.3813

E-mail: [chillock@mhc.ab.ca](mailto:chillock@mhc.ab.ca)

The Addictions Counselling/Social Work combined diplomas program facilitates the completion of two diplomas in three years. The combined program is distinct and students must follow a prescribed program over three years to successfully complete the two diplomas.

The three year program combines knowledge of the humanities and behavioural sciences, addictions and compulsive behaviours, social work theory and philosophy, and the development of practical skills through academic classroom study and fieldwork settings.

The dual program meets the theory, research, and skill competencies of The Canadian Addictions Counsellors Certification Federation (CACCF) and therefore graduates of the program are eligible for certification with CACCF.

Graduates of the program are also eligible for membership with The Addiction Professionals Association of Alberta (APAA) and the Alberta College of Social Workers (ACSW).

## Career Opportunities

Graduates of the Addictions Counselling/Social Work Dual Diplomas Program will be prepared to work in a broad range of public and private health, social, addictions, and welfare agencies, educational institutions, and the criminal justice system. Students will be prepared to work with individuals, families, groups and communities.

## Admission Requirements

### High School

- ELA 30-1 (minimum 60%)
- Biology 30 or Chemistry 30
- Two 30-level academic subjects
- One grade 12 5-credit subject (excluding Special Projects)

### Mature Student

Limited number of seats are available for mature students who do not meet high school subject requirements but have personal or professional experience with Addictions. A letter should be submitted to [admissions@mhc.ab.ca](mailto:admissions@mhc.ab.ca). It is recommended mature students meet with an academic advisor or the program coordinator prior to submitting an application via this route.

### Transfer Route

Eight or more transferable courses or a completed two-year College diploma.

## Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

## Other Admission considerations

- A current resume
- A personal profile questionnaire providing information related to your background and suitability for the program.
- One reference from a volunteer or workplace supervisor. (You must have a minimum of 100 hours volunteer or work experience in a social service environment.)

## Program Requirements

### First Year

#### Fall

ENGL 2xx Junior English  
HLSC 200 Introduction to Addictions Studies  
IDST 100 Introductory Communications for Helping Professions

PSYC 205 Principles of Psychology  
SLWK 100 Introduction to Social Work

#### Winter

HLSC 220 Introduction to Counselling  
HLSC 230 Physiology and Processes of Addictions  
PSYC 351 Developmental Psychology  
SLWK 101 Social Work Theories and Practice  
SOC 201 Introductory Sociology

### Second Year

#### Fall

ANTH 213 Contemporary Aboriginal Issues  
HLSC 320 Counselling II (Individuals and Groups)  
HLSC 340 Assessment of Addictions  
HLSC 365 Health Education and Promotion  
SLWK 102 Social Problems and Policies

#### Winter

PSYC 357 Human Development  
SLWK 211 Social Work with Mental Illness, Trauma and Addictions

#### One of:

SOCI 203 Current Social Issues  
SOCI 325 Deviant Group Behaviours

### Third Year

#### Fall

SLWK 206 Social Work Research and Leadership in Human Services  
SLWK 208 Social Work with Families  
SLWK 212 Practicum I

#### Winter

SLWK 209 Social Work with Communities  
SLWK 213 Practicum II

# Addictions Counselling/Social Work Dual Diplomas

## Practicum/Internship

You are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct, and availability of practicum sites.

Individuals with a history of addictions or dependency should note that placement agencies may require you to have a minimum two year alcohol and other drug free lifestyle prior to acceptance in an internship placement.

In order to ensure the protection of clients, you are required to provide up-to-date Alberta Children's Services Intervention Record Check and Police Information Check, at your expense, to your practicum supervisor prior to entry into practicum placements. You are obligated to inform the Program Coordinators immediately of any change in the status of either of these reports.

Should the program coordinator judge, in consultation with the program faculty, that there is evidence that you are professionally unsuitable or at risk to clients, the coordinator may prohibit you from attending or completing a practicum.

## Continuation Requirements

You must achieve a minimum of a "C" grade in all required courses.

As a student in the Addictions Counselling/Social Work Dual Diplomas program you are expected to exercise responsible conduct that reflects favourably on you as a developing professional, the program, and Medicine Hat College. Failure to do so could result in your dismissal from the program.

Questionable performance in relation to harming yourself or others and/or to the maintenance of the professional standards of the program may result in you being asked to leave the program at any time and you may receive a failing grade in any course you are registered in at that time.

If you have been absent from the program for one calendar year and are returning to complete a course, you will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation you may be required to successfully complete remediation in preparation to enter the practicum.

### Repetition of Courses

You may only repeat SLWK and HLSC courses once.

### Time Limits for Program Completion

You are allowed up to six years to complete the combined diplomas route.

## Graduation Requirements

In addition to the courses required for graduation your progress in the program will be reviewed each semester by the program faculty. Should you be found to be in academic difficulty or should your professional suitability be of concern, you may be referred for remedial assistance or, in extreme cases, asked to withdraw from the program.

You must achieve a minimum of a C grade in all courses in order to be eligible to graduate.

The Code of Ethics of the ACSW and the professional competencies of the CACCF will be used as a measure of professional behaviour and suitability.

## Transfer

The Addictions Counselling diploma and Social Work diploma transfer separately to universities in Alberta and British Columbia. Please consult with a MHC Academic Advisor regarding the transfer structures for these programs.

# Administrative Office Management Diploma

## Academic Advising Office

Phone: 403.529.3819

## Marla Middleton Freitag, Coordinator

Phone: 403.529.3988

E-mail: [mfreitag@mhc.ab.ca](mailto:mfreitag@mhc.ab.ca)

The Administrative Office Management Diploma is designed to provide you with the potential for obtaining a managerial, supervisory or leadership role in an office environment. In addition to technical office skills, you will learn management theory, supervision, human resource management, leadership, and group dynamics.

## Admission Requirements

### High School Route

- ELA 30-1 or ELA 30-2
- Math 10C
- Keyboarding speed of a minimum of 20 wpm with 90% accuracy is recommended

### Mature Student Route

- ELA 30-1 or ELA 30-2
- Math 10C.
- Keyboarding speed of a minimum of 20 wpm with 90% accuracy is recommended

### Transfer Route

Completion of a one-year Administrative Office Professional certificate program.

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

## Program Requirements

### First Year (Administrative Office Professional Certificate)

#### Fall

|           |                                   |
|-----------|-----------------------------------|
| APRO 108  | Keyboarding/Desktop Publishing I  |
| APRO 120  | Effective Speaking for the Office |
| APRO 125  | Office Communications I           |
| APRO 131  | Office Applications I             |
| APRO 140  | Bookkeeping I                     |
| APRO 180+ | Work Experience I                 |

+Includes customer service training

#### Winter

|          |                                   |
|----------|-----------------------------------|
| APRO 109 | Keyboarding/Desktop Publishing II |
| APRO 133 | Office Applications II            |
| APRO 145 | Bookkeeping II                    |
| APRO 155 | Office Communications II          |
| APRO 167 | Office Relations                  |

#### Spring

|          |                    |
|----------|--------------------|
| APRO 190 | Work Experience II |
|----------|--------------------|

### Second Year (Administrative Office Management) Fall

|           |   |
|-----------|---|
| MGMT 161  | Management Theory                       |
| MGMT 193  | Business Problems Software Applications |
| COMM 140  | Communications in the Workplace         |
| OMGT 235  | Work Experience III                     |
| Elective* |   |

#### Winter

|           |                           |
|-----------|---------------------------|
| MGMT 243  | Human Resource Management |
| MGMT 267  | Leadership Development    |
| MKTG 171  | Marketing                 |
| OMGT 237  | Work Experience IV        |
| Elective* |                           |

\*Elective choices from outside the list below must be pre-approved by the Program Coordinator.

### \*Electives

|            |                                  |
|------------|----------------------------------|
| ACCT 111   | Introductory Accounting I        |
| ACCT 113   | Introductory Accounting II       |
| ACCT 276** | Advanced Computerized Accounting |
| FNSV 210   | Personal Investing               |
| ITEC 190   | Web Development                  |
| MGMT 270   | The Entrepreneurial Experience   |
| MGMT 395   | Business Law                     |
| MKTG 315   | Science of Persuasion            |
| MKTG 325   | Evidence-Based Marketing         |
| MKTG 345   | Managing Marketing Relationships |
| MKTG 355   | Creating Brand Intelligence      |
| PSYC 205   | Principles of Psychology         |
| SOCI 201   | Introductory Sociology           |

\*\* Recommended Elective

## Continuation Requirements

Generally, prerequisite grades must be "C-" or higher; however, some classes require a higher grade. Check course descriptions for individual courses. In Administrative Office Professional courses and Administrative Office Management courses, you must have a minimum of a "C" grade as a prerequisite for the next level.

# Administrative Office Management Diploma

## Graduation Requirements

To successfully complete the **Administrative Office Management Diploma**, you must:

- Successfully complete the Administrative Office Professional certificate plus the 10 second year courses as outlined.
- Attain a minimum cumulative GPA of 2.0.
- Obtain no more than one D or D+ grade in the second year of the diploma.
- Obtain a minimum of "C" in OMGT 235 and OMGT 237.

## Transfer

### **Athabasca University**

30 credits from the Administrative Office Management diploma transfers to Athabasca University's Bachelor of Professional Arts (Communication Studies) degree.



# Administrative Office Professional Certificate

## Academic Advising Office

Phone: 403.529.3819

## Marla Middleton Freitag, Coordinator

Phone: 403.529.3988

E-mail: [mfreitag@mhc.ab.ca](mailto:mfreitag@mhc.ab.ca)

The Administrative Office Professional program will provide you with the necessary computer skills, office skills and practical on-the-job work experience required for employment in today's office.

After completing the Administrative Office Professional certificate program, you may enter the workforce, or, if you wish to increase your advancement opportunities and work responsibilities, you may consider taking the second year of either the Administrative Office Management Diploma or the Business Administration Diploma (Business Administration/Administrative Office Professional Major). If you wish to pursue one of these diploma programs, please ensure you have the admission requirements.

The Administrative Office Professional program develops employees for today's challenging and ever-changing business office. At graduation, you will have the knowledge and skills required for entry-level office jobs. You will be prepared to manage information in an office; organize and maintain paper and electronic files; manage projects; provide information by using the telephone, postal service, or e-mail; and perform bookkeeping and computer tasks. You will exhibit strong listening, written, oral and interpersonal skills and will be adept at working with others to achieve goals and objectives.

Besides gaining the most current office education, you will gain on-the-job work experience in a business environment. While enrolled in the program, you will complete an office work experience during your first semester and during your final semester.

This program provides practical skills that can be immediately applied to numerous job situations. We encourage you to combine your background in other fields with an Administrative Office Professional Certificate to enhance job prospects.

## Career Opportunities

Graduation from the Administrative Office Professional program will prepare you for office employment in numerous fields.

|                                |                     |
|--------------------------------|---------------------|
| Accounting                     | Government          |
| Agriculture                    | Insurance Agencies  |
| Automobile Dealerships         | Legal               |
| Banking                        | Medical             |
| Bookkeeping                    | News Industry       |
| Business                       | Oilfield Companies  |
| Computer Consultants           | Police and Security |
| Dental                         | Printers/Printshops |
| Education - School             | Real Estate         |
| Education - College/University | Retail              |

## Admission Requirements

### High School Route

- ELA 30-1 or ELA 30-2
- Math 10C
- Keyboarding speed of 20 wpm with 90% accuracy is recommended.

Or approval of the Coordinator

### Mature Student Route

- ELA 30-1 or ELA 30-2
- Math 10C
- Keyboarding speed of 20 wpm with 90% accuracy is recommended.

Or approval of the Coordinator

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 14 for further details.

## Program Requirements

### Fall

|          |                                   |
|----------|-----------------------------------|
| APRO 108 | Keyboarding/Desktop Publishing I  |
| APRO 120 | Effective Speaking for the Office |
| APRO 125 | Office Communications I           |
| APRO 131 | Office Applications I             |
| APRO 140 | Bookkeeping I                     |
| APRO 180 | Work Experience I*                |

### Winter

|          |                                   |
|----------|-----------------------------------|
| APRO 109 | Keyboarding/Desktop Publishing II |
| APRO 133 | Office Applications II            |
| APRO 145 | Bookkeeping II                    |
| APRO 155 | Office Communications II          |
| APRO 167 | Office Relations                  |

### Spring

|          |                    |
|----------|--------------------|
| APRO 190 | Work Experience II |
|----------|--------------------|

\* Includes customer service training during the semester, followed by work experience at the end of the semester.

## Continuation Requirements

Must have a minimum of a "C" grade in all courses.

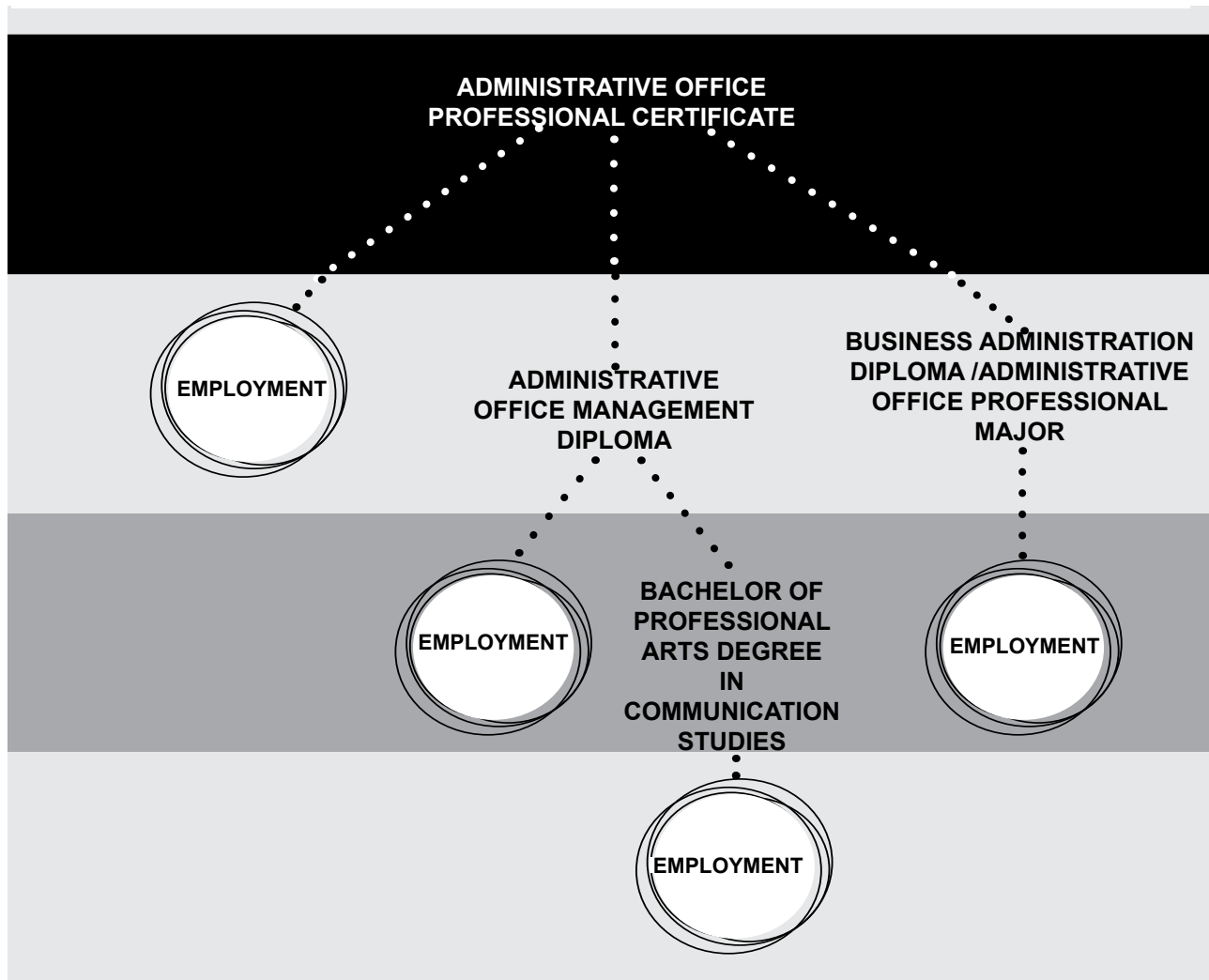
# Administrative Office Professional Certificate

## Graduation Requirements

To successfully complete this program you must:

- Complete 12 specific Administrative Office Professional courses (10 academic courses plus two work experience courses)
- Achieve keyboarding skills at a minimum of 45 wpm with 90% accuracy
- Attain a minimum cumulative GPA of 2.0

*After completing the Administrative Office Professional Certificate, you can pursue the following options:*



## Academic Advising Office

Phone: 403.529.3819

## Betty Koch, Coordinator

Phone: 403.504.3627

E-Mail: [bkoch@mhc.ab.ca](mailto:bkoch@mhc.ab.ca)

## This program is offered at both Medicine Hat and Brooks Campus Adult Basic Education

### What is it?

Classes in basic reading, writing and math, up to and including a Grade 9 level.

### Who is it for?

- Adults who don't read and write as well as they want to or need to
- Adults who need to upgrade their math skills
- Students wanting to go on to College Preparation classes

## College Preparation

College Preparation refers to all programs from Grade 10 to Grade 12. It is designed to meet your needs should you wish to upgrade your academic education, to complete your high school equivalency, or to meet the entrance requirements of other programs. Most College Preparation classes are offered in the following formats: traditional classroom, Open Learning, Distributed (Distance) Learning, and/or On-line Learning.

### High School Equivalency

As an adult, this program consists of a series of high school equivalent courses should you wish to upgrade your academic education to a level that will allow you to enter apprenticeship, technical, business, college or university programs.

### Combined Upgrading/University Transfer

If you are lacking specific subjects or the required average for the university program you wish to pursue, this program is for you. You can complete your admission requirements and start university courses at the same time. You will be permitted to register in as many matriculation courses as needed to complete requirements for admission to university transfer. You may apply for a matriculation diploma when you successfully complete your matriculation requirements by taking courses at the college. Should you be admitted to a combined program, you may not take 300 level university transfer courses until your matriculation deficiency is cleared. When you are in a Combined Upgrading - University Transfer program and you withdraw from prerequisite College Preparation courses, you will also be required to withdraw from all of the University Transfer courses.

## Admission Requirements

1. You must be 18 years or older.
2. An interview with an Academic Advisor is recommended.
3. If you have been away from school for four years or more, you may be asked to take the Medicine Hat College Math, Science and/or English Locator (Assessment). Contact a Medicine Hat College Academic Advisor at 403.529.3819.

## Further Information Related to College Preparation Studies

Plan your program taking into account outside activities and demands at home.

Instructors may move you up or down a level in a subject during the first month of classes if it is found that you are incorrectly placed.

If you are in University Transfer/Combined Upgrading, you are expected to complete necessary prerequisite courses during your first year at Medicine Hat College for the university program selected.

## Program Requirements

There are a number of levels of courses in this program. Those numbered 010 or 013 are beginning courses at the high school level in a particular discipline.

The 020 or 023 courses are designed for people who have some previous knowledge in a particular discipline. In some cases, they are beginning courses where only one course is required prior to the Grade 12 equivalent course.

The 030 and 033 courses are Grade 12 or equivalent courses.

### Equivalency Courses

Biology 020, 030

Chemistry 020, 030

Computers 010

English 010, 013, 020, 023, 030\*, 033

Master Student 100

Physics 020, 030

Science 009, 010

Social Studies 010, 020, 030, 033

Math 010R, 010FN, 010, 020FN, 020, 030FN, 030\*, 031

\*English 030 is accepted in place of Alberta Education's ELA 30-1 and MATH 030 is accepted in place of Alberta Education's Math 30-1 by Alberta's colleges, universities, and technical institutes as per the Alberta Transfer Guide.

NOTE: These are equivalent to high school courses but cannot be used for the completion of a Department of Education high school diploma. However, they may be used towards a high school equivalency diploma awarded by Medicine Hat College.

## Open Learning Centre

The Open Learning Centre provides you with an alternative to traditional in-class delivery. Open Learning is a combination of instruction, self-study and tutorial support. Open Learning courses are designed to meet your needs as the upgrading student who is unable to attend regular classes, requires flexible start dates, or requires courses that are not being offered in the traditional classroom format. You are expected to spend a minimum of five hours per week per course working in the Open Learning Centre. Students in Open Learning courses need to set goals, work independently and seek help from staff in order to do well. Instructors and tutors are available to work with you to ensure success.

# Apprenticeship

**Dennis Beaudoin, Dean, Trades & Technologies**

Phone: 403.504.3579

E-mail: [dbeaudoin@mhc.ab.ca](mailto:dbeaudoin@mhc.ab.ca)

The following information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For additional information about the apprenticeship systems contact:

**Apprenticeship Training Centre, Medicine Hat**

3021 Dunmore Rd SE

MEDICINE HAT, AB T1B 2H2

Phone: 403.525.3100

[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

Apprenticeship is an education and training system that teaches trade knowledge and skills through on-the-job training and formal instruction. About 80% of the instruction is done on-the-job training, provided by an employer, where the apprentice is supervised by a journeyman. The remaining 20% of the training involves formal instruction, provided by various post-secondary institutions.

Specific trade Information can be found at:

- Automotive Service Technician *page 86*
- Carpenter *page 94*
- Electrician *page 114*
- Heavy Equipment Technician *page 127*
- Plumber *page 145*
- Rig Technician *page 151*
- Steamfitter-Pipefitter *page 166*
- Welder *page 171*

## Admission Requirements

To become an apprentice, you must be a Canadian citizen, at least 16 years old, and have the education required for the trade you want to enter.

You must present a transcript of your school marks to the local apprentice office when you apply for apprenticeship. If you can not get a school transcript, you will have to write an entrance examination. If you do not pass this exam, you must take the necessary upgrading courses.

You must find suitable employment with an employer who is a journeyman or employs a journeyman in the trade of your choice. Once employed, apprenticeship application forms must be signed by you and your employer. These forms are available from the AIT regional offices.

If you think you have related work experience and/or training which could be credited toward your apprenticeship, discuss it with your employer and request credit on the application form.

Once your application for apprenticeship is approved and your school transcripts or entrance exam marks are recorded, final approval is given and contracts are drawn up.

Out of province students must contact a provincial Apprenticeship Office.

## What is RAP?

The Registered Apprenticeship Program is a modified apprenticeship program that permits a high school student to become an apprentice. A RAP apprentice accumulates hours of on-the-job training as credit towards his/her apprenticeship program and credit toward a high school diploma.

| PROGRAMS  | RECOMMENDED PATH<br>Alberta High School Diploma with:  | MINIMUM REQUIREMENTS<br>Successful Completion of:  |
|---|--|--|
| <b>GROUP 1</b>  |  |  |
| Carpenter<br>Welder   | <ul style="list-style-type: none"> <li>• English 30-2</li> <li>• Math 30-3</li> <li>• Physics 20 OR Chemistry 20 OR Science 20</li> <li>• Related Career and Technology Studies courses</li> </ul> | <ul style="list-style-type: none"> <li>• English 10-2</li> <li>• Math 10-3<br/>OR</li> <li>• A pass mark in all five Canadian (GED) tests<br/>OR</li> <li>• Entrance Exam</li> </ul> |
| <b>GROUP 2</b>  |  |  |
| Automotive Service Technician<br>Electrician<br>Heavy Equipment Technician<br>Plumber<br>Steamfitter-Pipefitter | <ul style="list-style-type: none"> <li>• English 30-2</li> <li>• Math 30-3</li> <li>• Physics 30 OR Chemistry 30 OR Science 30</li> <li>• Related Career and Technology Studies courses</li> </ul> | <ul style="list-style-type: none"> <li>• English 20-2</li> <li>• Math 20-3</li> <li>• Science 10<br/>OR</li> <li>• Entrance Exam</li> </ul>  |
| <b>GROUP 3</b>  |  |  |
| Rig Technician  | See Group 1  | *No minimum entrance requirements  |

# Apprenticeship

## How long is an apprenticeship training program?

Apprenticeship programs vary with each trade. The longest program runs for four periods of training (about four years). A period of training for each trade usually consists of two components – a specific number of hours of on-the-job training and a set amount of formal instruction. The formal instruction ranges from three to 12 weeks per period.

## How much does an apprentice earn?

Apprentices earn a percentage of the journeyman wage in their trade at the company with which they are employed. The wage varies from 40% to 90% of the journeyman's wage, depending on the trade and on how much training the apprentice has completed, and increases as the apprentice progresses from one level of training to the next. An employer must pay a RAP apprentice at least the basic minimum wage.

## Advancing through the Apprenticeship process.

To progress from one period of training to the next, an apprentice must:

- Successfully complete the formal instruction
- Have the required hours of on-the-job training and a satisfactory report from the supervisor
- Pass the apprenticeship examination for the period of training (70%)
- Have the record book stamped by the nearest Career Development Centre, Alberta Advanced Education – Apprenticeship and Industry Training (AIT)

The employer will:

- Update the apprentice's record book, recording the on-the-job training provided, hours worked, type of work performed and evaluating the apprentice
- Forward the record book to the nearest Career Development Centre, AIT for stamping

After completing these steps, an apprentice's wages should increase to the next level for that trade. The level may differ with each employer, but are based on the journeyman wage rate at that company.

An Alberta Journeyman Certificate is granted to an apprentice who:

- Completes the required hours of on-the-job training and receives a satisfactory report from the supervisor
- Successfully completes the formal instruction
- Passes all required examinations
- Has forwarded his/her record book to the Career Development Centre, AIT for completion

When an apprentice receives an Alberta Journeyman Certificate, he/she can use the term "certified" with the name of the trade, and journeyman wages should now be paid.

## Where can the Journeyman work?

The Alberta Journeyman Certificate is valid in Alberta and may be recognized in other provinces. If the journeyman holds a certificate in one of the Interprovincial Standards (Red Seal) trades and is interested in working in another province, they can write an Interprovincial Standards Program (Red Seal) exam. Journeymen who carry an Interprovincial Standards Red Seal on their provincial certificate do not have to write any further examinations to qualify for certification in any other province.

## Funding

Human Resources Development Centre may provide some financial support when you attend technical training courses. Contact your local Canada/Alberta Service Centre for more information. Other funding is available through Student Finance in the form of grants based on financial requirements.

## Tuition Fees and Expenses

Seats are filled on a first come first served basis. Tuition fees are applicable as per Provincial Government policy. Books and supplies vary with each trade and cost between \$450-\$750 per training period. A consumable materials fee is applicable to all apprenticeship students.

A \$100 non-refundable deposit is due upon registration. The balance of tuition is due two weeks prior to the first day of classes. Unpaid tuition will result in an automatic withdrawal from class and your seat will be offered to the next person on the waitlist. No refunds will be issued after the third day of classes.

Please check our website at [www.mhc.ab.ca/programsandcourses](http://www.mhc.ab.ca/programsandcourses) for up-to-date tuition and fees for apprenticeship programs.

## Continuation/Graduation Requirements

Advancement and graduation requirements for the following apprenticeship programs:

|                               |                        |
|-------------------------------|------------------------|
| Automotive Service Technician | Plumber                |
| Carpenter                     | Rig Technician         |
| Electrician                   | Steamfitter-Pipefitter |
| Heavy Equipment Technician    | Welder                 |

For each period (4-12 wks) of technical training completed at Medicine Hat College (MHC), Alberta Apprenticeship and Industry Training (AIT) specifies that "apprentices are required to achieve a minimum of 65% in each section of a course of studies and a minimum of 65% average in the course as a whole" (Apprenticeship General Operations Guide).

Following this standard and using MHC's Academic Standard Grading System (see Academic Regulations section of the MHC calendar), a student will be deemed to have passed their 4-12 weeks of training at MHC if they achieve a grade of C+ or greater, and if they achieve 65% or greater on each section within their 4-12 week training period.

Students' eligibility to proceed to the next period of technical training will be documented in each apprentice's record with Apprenticeship and Industry Training (AIT). Apprentices may access this information using their AIT login information at [www.tradesecrets.alberta.ca/mytradesecrets](http://www.tradesecrets.alberta.ca/mytradesecrets).

# Arts (B.A.) University Transfer

If you are interested in learning about people, society, cultures and the arts then a degree in one of the many areas of arts might be the right path for you. Our program is designed to prepare you to transfer to another institution after you have completed a maximum of 20 courses at Medicine Hat College. The remaining years of your Bachelor of Arts may be in a range of disciplines such as psychology, sociology, economics, history or English.

A Bachelor of Arts can be used as a pathway into professional, master's, or after degree programs such as Law, Rehabilitation Medicine or Education. Students intending to pursue professional programs can complete pre-professional requirements within the University Transfer Arts program. Students wishing to pursue a professional program are encouraged to seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

## Career Opportunities

|                             |                              |                 |
|-----------------------------|------------------------------|-----------------|
| Advertising                 | Government and Civil Service | Recreation      |
| Administration              | Industrial Relations         | Research        |
| Banking and Finance         | Languages and Linguistics    | Social Services |
| Counselling                 | Management                   | Urban Planning  |
| Consulting                  | Public Relations             |                 |
| Enforcement and Corrections | Publications and Printing    |                 |

## Admission Requirements

Refer to Admissions Chart on page 18

### First Year Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university they wish to transfer to and a program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Faculty of Arts

Phone: 780.492.4295 (Undergraduate Student Services)  
E-mail: [arts.undergrad@ualberta.ca](mailto:arts.undergrad@ualberta.ca)  
Website: [www.ualberta.ca/arts](http://www.ualberta.ca/arts)

Bachelor of Arts degrees offered in the areas of:

|                            |   |                               |
|----------------------------|---|-------------------------------|
| Ancient & Medieval History | Film Studies                            | Planning                      |
| Anthropology               | French                                  | Political Science             |
| Art & Design               | German                                  | Psychology                    |
| Classics                   | History                                 | Religious Studies             |
| Comparative Literature     | History of Art, Design & Visual Culture | Scandinavian                  |
| Criminology                | Human Geography                         | Science, Technology & Society |
| Drama                      | Latin American Studies                  | Sociology                     |
| East Asian Studies         | Linguistics                             | Spanish                       |
| Economics                  | Mathematics                             | Women's and Gender Studies    |
| English                    | Philosophy                              |                               |

Bachelor of Arts students at the University of Alberta are required to complete a major subject of concentration in addition to the Common Core Requirements.

Students interested in graduate studies (Master's Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts (Honors) degree. Please consult the University of Alberta Academic Calendar for program options and requirements.

# Arts (B.A.) University Transfer

## University Transfer

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Alberta Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## Athabasca University, Faculty of Humanities & Social Sciences

*Website:* [www.fhss.athabascau.ca/](http://www.fhss.athabascau.ca/)

Bachelor of Arts degrees offered in the areas of:

|                  |                     |                            |
|------------------|---------------------|----------------------------|
| Anthropology     | Humanities          | Psychology                 |
| Canadian Studies | Information Systems | Sociology                  |
| English          | Labour Studies      | Women's and Gender Studies |
| French           | Political Economy   |                            |
| History          | Political Science   |                            |

Bachelor of Arts Students through Athabasca University are required to complete a major subject of concentration in addition to the Arts and Science requirements.

## University Transfer

Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or an Athabasca University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## Athabasca University, Bachelor of General Studies (Arts & Science)

*Website:* [www.fhss.athabascau.ca/](http://www.fhss.athabascau.ca/)

The Bachelor of General Studies degree is a multidisciplinary program, which allows students to explore a variety of different subjects and interests to meet career and educational goals. Unlike other degrees offered by Athabasca University, the Bachelor of General Studies does not have a residency requirement, which means students may take the entire program through Medicine Hat College or through other educational institutions.

The Bachelor of General Studies degree requires the completion of 90 credits and is comparable to a three-year program. Students may specialize or diversify their course selection, subject to the following requirements. This degree allows students the freedom to develop their own intellectual and academic interests. This does not mean that course selection should be casual. Students are expected to ensure their vocational or personal needs are well defined. All courses transferred to this degree must be university-level credit as determined by Athabasca University faculty. Students are strongly encouraged to register in ENGL 255 early in their program. The English writing skills requirement is waived for students enrolling in the second undergraduate degree. Students complete the program regulations in effect at the time of their enrolment.

## University Transfer

Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or an Athabasca University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Arts (B.A.) University Transfer

## University of Calgary, Faculty of Arts

Phone: 403.220.3580 (*Arts Students' Centre*)  
E-mail: [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca)  
Website: [www.arts.ucalgary.ca](http://www.arts.ucalgary.ca)

Degrees offered by the Faculty of Arts, in the areas including:

|                                 |                                  |                        |
|---------------------------------|----------------------------------|------------------------|
| Ancient & Medieval History      | Film Studies                     | Law & Society          |
| Anthropology, Social & Cultural | French                           | Linguistics            |
| Archaeology                     | French & Italian                 | Linguistics & Language |
| Art-Art History                 | French & Spanish                 | Music                  |
| Canadian Studies                | Geography                        | Philosophy             |
| Communication & Culture         | German                           | Political Studies      |
| Communication and Media Studies | Greek & Roman Studies            | Psychology             |
| Dance                           | History                          | Religious Studies      |
| Development Studies             | International Indigenous Studies | Russian                |
| East Asian Language Studies     | International Relations          | Sociology              |
| East Asian Studies              | Italian Studies                  | Spanish                |
| Economics                       | Italian & Spanish                | Urban Studies          |
| English                         | Latin American Studies           | Women's Studies        |

Bachelor of Arts Students at the University of Calgary are required to complete the major-field requirements and any associated other requirements for the major field, in addition to the breadth requirements.

Students interested in graduate studies (Masters Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts Honours degree. Please consult the University of Calgary Academic Calendar for program options and requirements.

### University Transfer

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Calgary Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Lethbridge, Faculty of Arts and Science

Phone: 403.329.5106 (*Academic Advising*)  
E-mail: [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)  
Website: [www.uleth.ca/artsci](http://www.uleth.ca/artsci)

Degrees offered in the areas including:

|                         |                                     |                          |
|-------------------------|-------------------------------------|--------------------------|
| Agricultural Studies    | French                              | Native American Studies  |
| Anthropology            | French/Spanish                      | Philosophy               |
| Archaeology & Geography | General Major in the Humanities     | Political Science        |
| Art                     | General Major in the Social Science | Psychology               |
| Canadian Studies        | Geography                           | Religious Studies        |
| Dramatic Arts           | History                             | Sociology                |
| Economics               | Kinesiology                         | Urban & Regional Studies |
| English                 | Music                               | Women & Gender Studies   |

Bachelor of Arts students at the University of Lethbridge are required to complete a major program in addition to the Liberal Education List Requirements. The Liberal Education List Requirements consists of four courses from each of the following lists: List I (Fine Arts & Humanities), list II (Social Sciences), and list III (Sciences).

Students interested in graduate studies (Master's Degree/ PhD) also have the opportunity to complete an undergraduate thesis course. Please consult the University of Lethbridge Academic Calendar for program options and requirements.



# Arts (B.A.) University Transfer

## University Transfer

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## MacEwan University, Faculty of Arts and Science

*Phone:* 780.497.4505 (Faculty of Arts and Science Program Services)

*E-mail:* [artsandscience@macewan.ca](mailto:artsandscience@macewan.ca)

*Website:* [www.macewan.ca/wcm/SchoolsFaculties/ArtsScience/index](http://www.macewan.ca/wcm/SchoolsFaculties/ArtsScience/index)

Degrees offered in areas including:

|              |                   |            |
|--------------|-------------------|------------|
| Anthropology | History           | Psychology |
| Economics    | Philosophy        | Sociology  |
| English      | Political Science |            |

Bachelor of Arts Students at MacEwan University are required to complete a major, and a second major or one or two minors, in addition to the breadth requirements. Some majors at MacEwan University are competitive and require specific courses to be completed prior to admission to the major.

Students interested in graduate studies (Master's Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts - Honours degree. Please consult the MacEwan University Academic Calendar for program options and requirements.

## University Transfer

Students are encouraged to consult the MacEwan University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a MacEwan University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## Mount Royal University, Faculty of Arts

*Phone:* 403.440.2525 (Arts Academic Advising)

*E-mail:* [artsadvising@mtroyal.ca](mailto:artsadvising@mtroyal.ca)

*Website:* [www.mtroyal.ca/programscourses/facultieschoolscentres/arts/index](http://www.mtroyal.ca/programscourses/facultieschoolscentres/arts/index)

Degrees offered in areas including:

|                           |                  |                |
|---------------------------|------------------|----------------|
| Anthropology              | Criminal Justice | Policy Studies |
| Communication             | English          | Psychology     |
| * Broadcast Media Studies | History          | Sociology      |
| * Information Design      |                  |                |
| * Journalism              |                  |                |
| * Public Relations        |                  |                |

Bachelor of Arts students at Mount Royal University must complete a major field of study in addition to the General Education Requirement (GNED). The GNED requirement consists of 12 GNED courses, chosen from four different thematic clusters - Numeracy & Scientific Literacy, Values, Beliefs & Identity, Community & Society, and Communication.

Students interested in graduate studies (Master's Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts - Honors stream. Please consult the Mount Royal University Academic Calendar for program options and requirements.

## University Transfer

Students are encouraged to consult the Mount Royal University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a Mount Royal University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Arts (B.A.) University Transfer

## University of Regina, Faculty of Arts

*Phone:* 306.585.4137 (Arts Student Services)  
*E-mail:* arts.studentservices@uregina.ca  
*Website:* www.uregina.ca/arts/

Degrees offered in areas including:

|                                     |                         |                                  |
|-------------------------------------|-------------------------|----------------------------------|
| Anthropology                        | Geography               | Philosophy, Politics & Economics |
| Chinese                             | German                  | Police Studies                   |
| Classical & Medieval Studies        | Health Studies          | Political Science                |
| Cree Language Literacy              | History                 | Psychology                       |
| Economics                           | Human Justice           | Religious Studies                |
| Economics & Business Administration | Indigenous Studies      | Resource & Environmental Studies |
| Economics & Geography               | International Languages | Saulteaux Language Literacy      |
| Economics & History                 | Japanese                | Sociology                        |
| Economics & Society                 | Journalism              | Spanish                          |
| English                             | Linguistics             | Women's and Gender Studies       |
| Environmental Studies               | Philosophy              |                                  |

Bachelor of Arts students at the University of Regina are required to complete one or two majors as well as core requirements designed to achieve breadth.

Students interested in graduate studies (Master's Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts Honours program. Please consult the University of Regina Academic Calendar for program options and requirements.

### University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Regina Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Saskatchewan, College of Arts and Science

*Phone:* 306.966.4231 (Academic Advising)  
*E-mail:* student-advice@artsandscience.usask.ca  
*Website:* www.arts.usask.ca/

Degrees offered in areas including:

|   |                            |  |
|---|----------------------------|--|
| Anthropology                              | French                     | Philosophy                                   |
| Archaeology                               | Health Studies             | Political Studies                            |
| Art History                               | History                    | Psychology                                   |
| Business Economics                        | Indigenous Studies         | Regional & Urban Planning                    |
| Classical, Medieval & Renaissance Studies | Interactive Systems Design | Religion & Culture                           |
| Drama                                     | International Studies      | Sociology                                    |
| Economics                                 | Linguistics                | Sociology (Aboriginal Justice & Criminology) |
| English                                   | Modern Languages           | Studio Art                                   |
| Environment & Society                     | Music                      | Women's & Gender Studies                     |

# Arts (B.A.) University Transfer

Bachelor of Arts students at the University of Saskatchewan are required to complete a single major or interdisciplinary program as well as distribution requirements.

Students interested in graduate studies (Master's Degree/ PhD) also have the opportunity to work towards a Bachelor of Arts Honours program. Please consult the University of Saskatchewan Academic Calendar for program options and requirements.

## **University Transfer**

Students are encouraged to consult the University of Saskatchewan Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Saskatchewan Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Saskatchewan Transfer Database online to determine Medicine Hat College course equivalents.

# Automotive Service Technician Apprenticeship

## Lee Eiserman, Coordinator

Phone: 403.504.3577

E-mail: [leiserman@mhc.ab.ca](mailto:leiserman@mhc.ab.ca)

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 78.

The term of apprenticeship for an automotive service technician is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Automotive Service Technicians perform preventative maintenance, diagnose faulty operations, and repairs to automotive vehicles and light trucks.

Automotive service technicians adjust, test and repair engines, transmissions, steering systems, brake systems, drive trains, vehicle suspensions, electrical systems and air conditioning systems, and do wheel alignments. In large shops, they sometimes specialize in repairing, rebuilding and servicing specific parts (e.g., transmissions, engines, electrical components). In smaller shops, automotive service technicians may work on a wider variety of repair jobs.

Automotive service technicians begin by reading the work order and examining the vehicle. To locate the cause of faulty operation and repair it, they:

- use testing equipment, take the vehicle for a test drive, and/or refer to manufacturers' specifications and manuals
- dismantle faulty assemblies, repair or replace worn or damaged parts and
- reassemble, adjust and test the repaired mechanism

Automotive service technicians also may perform scheduled maintenance services such as oil changes, lubrications and tune ups; and advise customers on work performed, general vehicle conditions and future repair requirements.

## Working Conditions

Most automotive service technicians generally work a 40-hour, five-day week. The work is sometimes noisy and dirty.

There is some risk of injury involved in working with power tools and near exhaust gases.

## Skills and Abilities

The work is most rewarding for those who enjoy doing precise work that is varied and challenging. Also, they usually like on-the-job security and a feeling of independence.

To be successful in the trade, automotive service technicians need:

- good hearing, eyesight, and manual dexterity
- mechanical aptitude and interest
- the ability to use proper lifting techniques for items up to 25 kilograms
- the ability to keep up to date with changing technology;
- a working knowledge of electricity, electronics, and computers

The above information was copied from the tradesecrets website. For complete information on being an Automotive Service Technician check the website at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).

**Alberta Apprenticeship &  
Training Regional Office**  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

# Bachelor of Business Administration

## Mount Royal University

**Academic Advising**  
Phone: 403.529.3819

**Darren Howes, Coordinator**  
Phone: 403.504.3644  
E-mail: [dhowes@mhc.ab.ca](mailto:dhowes@mhc.ab.ca)

Mount Royal University and Medicine Hat College offer a degree completion program that enables graduates of Medicine Hat College's Business Administration Diploma and University Transfer (UT) Commerce program to complete Mount Royal's Bachelor of Business Administration (BBA) – General Management Major.

Students in this program are able to continue their management studies at the degree level while staying at Medicine Hat College and (after successful completion of the specific program requirements) receive their parchment from Mount Royal University. Admission to the BBA occurs after a student meets one of the two approved admission routes (see admission requirements). Application forms and fees are submitted to Medicine Hat College. Upon completion of the program, students are required to submit a graduation application to Mount Royal University.

Note for students completing the collaborative Bachelor of Business Administration Degree program: initiating appeals related to non-academic misconduct matters, academic matters, and course-related issues, are governed exclusively by Medicine Hat College. Students may therefore not access or utilize the appeal procedures of Mount Royal University.

## Admission Requirements

To apply to this program, applicants must meet one of two admission routes.

### **Route 1**

Graduates of Medicine Hat College's Business Administration diploma program with a major in Accounting, Management, Financial Services or Marketing. Equivalent business administration diplomas from other post-secondary institutions will not be considered.

- Completion of a minimum of twenty (20) required Business Administration courses and approved electives as specified in the MHC calendar
- Achievement of a minimum cumulative GPA of 2.0 in the diploma

### **Route 2**

- Completion of twenty (20) approved university transfer courses. 12 specific and 8 electives
- Achievement of a minimum cumulative GPA of 2.0.

The Bachelor of Business Administration partnership program at MHC is a competitive program so that the most academically qualified students are accepted first. Successful applicants register in the third year of the Bachelor of Business Administration program.

## Program Requirements

The Bachelor of Business Administration program at Medicine Hat College has specific course requirements based on the courses and major completed during a student's previous study and on the specific degree requirements. The total BBA – General Management Major requirements (over four years) include 40 courses made up of sixteen (16) required core business courses, ten (10) major courses, ten (10) general education courses, and four (4) electives. Depending on the diploma major taken at MHC, students will receive credit for up to twenty (20) courses in the BBA program.

All degree courses must be completed at MHC and recognition will not be given to equivalent courses taken at other post-secondary institutions.

## Bachelor of Business Administration – General Management Major

**The Bachelor of Business Administration program requirements vary for each student. Students must see an academic advisor to create their individualized program plan for Year 3 and Year 4. Failure to follow the individual student program outlined will result in not meeting graduation requirements.**

### Core Business Course Requirements

Over the total program of study of diploma courses and degree courses, students are required to complete seventeen (17) core business courses to achieve the BBA – General Management Major. The core courses are as follows:

|                       |                                  |
|-----------------------|----------------------------------|
| ACCT 113              | Introduction to Accounting II    |
| ACCT 215 or ACCT 3224 | Managerial Accounting I          |
| COMM 252              | Advanced Business Communications |
| ECON 201              | Principles of Microeconomics     |
| ECON 203              | Principles of Macroeconomics     |
| ENTR 4433             | Business Plan Development        |
| FINA 255              | Finance                          |
| INBU 3301             | Global Business Environment      |
| LSCM 3403             | Operations Management            |
| MGMT 161              | Management Theory                |
| MGMT 243              | Human Resources Management       |
| MGMT 263              | Organizational Behaviour         |
| MGMT 284              | Business Statistics I            |
| MGMT 395              | Business Law                     |
| MGMT 5333             | Strategic Management             |
| MKTG 171              | Marketing                        |

### General Education Requirements

Students in the BBA at MHC will meet the general education requirements as defined by Mount Royal University. General Education provides students with the opportunity to build their ability to think critically, develop their communication and mathematical skills, stimulate their capacities for creative, innovative thinking, and enrich their knowledge of the wider social, cultural, and natural worlds in which they live and work. The General Education program is organized around four thematic clusters which constitute groups or streams of courses:

# Bachelor of Business Administration

## Mount Royal University

### Numeracy and Scientific Literacy

These courses aim to develop an understanding of the nature and methods of subjects in the natural sciences, health sciences and computer science, as well as providing essential mathematical skills needed for study at the post-secondary level.

### Values, Beliefs and Identity

These courses provide the opportunity to critically explore the values, beliefs and ideas that shape human experience, including understandings and meaning expressed through art, music, literature, philosophy and critical thought. You will also have opportunity to study the various media through which cultural expression takes place.

### Community and Society

Through these courses you will explore the complex intersection of interests and relations that constitute social life - from local community to the globalized network of societies. By studying the interlocking of material, moral, and political factors affecting society at all levels, you will acquire knowledge and skills that help you understand and act in the world in which you are a citizen.

### Communication

These courses focus on the development of an undergraduate level of proficiency in written and oral communication across a range of media. They will help you develop a capacity for critical reflection on various media and their uses. Opportunity for study in languages other than English will be available in this thematic cluster.

Students will complete ten (10) General Education courses from four clusters. Each cluster has three tiers.

MHC has identified a number of courses that meet the requirements for each cluster and each level. Students may have completed some requirements within their diploma.

*Students are reminded to seek advising from MHC's student advisor for the MRU BBA for program direction and cluster selection. Failure to follow the individual student program outlined will result in not meeting graduation requirements.*

### Management Options

The degree has ten (10) available general management electives. Please see an academic advisor for course selection.

### Electives

Students may choose their electives from the lists of management options and general education courses. This list is subject to change at any time. Courses may have prerequisites. All students are responsible to ensure that they have the appropriate prerequisites before enrolling in their course. MHC's student advisor for the MRU BBA maintains current lists of courses in these categories suitable for the BBA.

## Continuation Requirements

MRU policies for academic progression and residency will apply to students in the Collaborative Program. MHC policies will apply for all other academic and non-academic issues and appeals.

## Graduation Requirements

To successfully complete the partnership Bachelor of Business Administration – General Management Major degree requirements, students must:

- Complete a minimum of twenty (20) required courses
- Have a cumulative GPA of at least 2.0 based on all the courses required for graduation.

Upon completion of the program, students will submit an application to graduate to Mount Royal University. Upon confirmation of graduation, students may attend convocation ceremonies at MRU and receive their parchment, or attend graduation ceremonies at MHC. If students wish to attend the MHC convocation ceremony, they must submit an MHC graduation application in addition to an MRU application. Students attending either institutions convocation ceremony will pay the respective institutions fees.

# Built Environment Engineering Technology (BEET) Diploma

**Academic Advising**  
Phone: 403.529.3819

**Clayton Bos, Coordinator**  
Phone: 403.529.3941  
E-Mail: [cbos@mhc.ab.ca](mailto:cbos@mhc.ab.ca)

The Diploma in Built Environment Engineering Technology program at Medicine Hat College is a multi-disciplinary program focusing on the core disciplines of the built environment; mechanical engineering technology, civil engineering technology and building design technology. This program focusses on the fundamental theories and concepts in these core disciplines while learning and applying current technology so that graduates are prepared to enter a professional career as an engineering technician.

Our approach to understanding and modelling the built environment makes the Built Environment Engineering Technology program unique in Canada. Sustainability concepts are introduced early and are then embedded into the Built Environment Engineering Technology program curriculum, recognizing that our built environment, as with its counterpart the natural environment, is a complex ecosystem. The program has been designed to develop critical thinking and problem solving skills to effectively apply technical and theoretical knowledge for a successful career as an engineering technician. The Built Environment Engineering Technology program takes a sustainable approach to product design and manufacturing; civil planning and infrastructure; and building design and construction and provides understanding of current industry practices.

In addition to developing standard engineering and architectural technical drawings, graduates will be able to use a variety of digital design applications; create three-dimensional objects; use 3D data capture technologies; create presentation graphics and animations; and use multimedia and immersive presentations to help industry promote their ideas and products.

## Career Opportunities

Meaningful and relevant employment prospects exist with consulting engineers; architects; land surveyors; oil and gas industry; mining and manufacturing companies; product & equipment design/manufacturers; process facilities; federal, provincial, and municipal governments. The multi-disciplinary engineering background developed in the program enables students to be employed in research, design, manufacturing and sales promotions. Students may become an important member of any team engaged in supplying the goods and services required by modern technology employers. Graduates of this program have been very successful in finding employment. Completion of the two-year program provides you with a Diploma in Built Environment Engineering Technology. Graduates can apply for membership in the Association of Science and Engineering Technology Professionals of Alberta (ASET). Guidelines for membership are found on their website at [www.aset.ab.ca](http://www.aset.ab.ca).

## Admission Requirements

### High School Route

High school diploma with:

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Physics 20

### Mature Route

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Physics 20

### Academic Transition Plan

For students that do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is an individualized program to meet these needs. See page 16 for further details.

## Program Requirements

### First Year

#### Fall

CADD 101 Drafting I  
CADD 121 CADD Applications I  
CADD 172 Sustainability & Systems Thinking I  
CADD 173 Construction Methods  
CADD 174 CADD Labs  
MATH 150 Technical Math

#### Winter

CADD 102 Drafting II  
CADD 122 CADD Applications II  
CADD 132 Mechanical Design I - Applied Physics  
CADD 151 Technical Communications  
CADD 161 Civil Design I - Civil Design Fundamentals  
CADD 182 Building Design I – Building Systems

### Second Year

#### Fall

BEET 201 Digital Design/Presentation  
BEET 231 Mechanical Design II  
BEET 261 Civil Design II  
BEET 271 Design Strategies  
BEET 281 Building Design II

#### Winter

BEET 232 Mechanical Design III  
BEET 242 Piping & Control Systems  
BEET 262 Civil Design III  
BEET 272 Technical Design – Capstone  
BEET 282 Building Design III

# **Built Environment Engineering Technology (BEET) Diploma**

## **Graduation Requirements**

To successfully complete this program students must:

- Attain a minimum cumulative GPA of 2.0
- Complete the program with no failures or incompletes in the required courses



# Business Administration Diploma

**Academic Advising**  
Phone: 403.529.3819

**Darren Howes, Coordinator**  
Phone: 403.504.3644  
E-Mail: [dhowes@mhc.ab.ca](mailto:dhowes@mhc.ab.ca)

The Business Administration Diploma program offers students the comprehensive training and education required to build interesting and rewarding careers in business and industry.

Many of the courses completed in the Business Administration program may be used for credit towards a variety of professional designations and university programs. Students interested in these possibilities, please consult with the Business Administration Academic Advisor.

The Business Administration program offers the following majors:

- Accounting
- Financial Services
- Marketing
- Management
- Business/Administrative Office Professional

All students will be admitted into a common first year. Students will declare a major prior to entering second year classes.

Students who enter the program in January can expect to take a minimum of 2.5 years to complete the program.

## Career Opportunities

Graduates with an **Accounting Major** are prepared to find work as a(n):

- Accounting Technician
- Accounts Payable or Accounts Receivable Clerk
- CPA Trainee
- Bookkeeper

Graduates with a **Financial Services Major** are prepared to find work as a(n):

- Financial Advisor
- Credit Officer
- Customer Service Representative
- Loans Officer
- Accounts Manager Trainee
- Personal Financial Services Officer

Graduates with a **Management Major** are prepared to find work as a(n):

- Management Trainee in Financial Institutions, Retail, Wholesale or the Hospitality Industries
- Project Coordinator
- Shipping and Logistics Clerk
- Production Scheduler
- Health Service Administrator
- Operations Manager
- Office Manager
- Entry Level Position in Human Resource Management such as Recruiter Trainer or Personnel Assistant

Graduates with a **Marketing Major** are prepared to find work as a(n):

- Promotions Coordinator
- Public Relations Assistant
- Event Marketing Representative
- Events Coordinator
- Merchandiser/Buyer
- Fundraiser for Not-For-Profit Agencies
- Researcher for Marketing Organizations
- Marketing Research Analyst

## Admission Requirements

### High School Route

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Two Grade 12 5-credit subjects with 50% or better

### Mature Student Route

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2

### Academic Transition Plan (ATP)

Students that do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

## Program Requirements

### First Year

#### Fall

|          |   |
|----------|---|
| ACCT 111 | Introductory Accounting I               |
| COMM 140 | Communication in the Workplace          |
| MGMT 263 | Organizational Behaviour                |
| MGMT 161 | Management Theory                       |
| MGMT 193 | Business Problems Software Applications |

#### Winter

|           |                                  |
|-----------|----------------------------------|
| ACCT 113  | Introductory Accounting II       |
| COMM 252  | Advanced Business Communications |
| ECON 201* | Principles of Microeconomics     |
| MGMT 243  | Human Resources Management       |
| MKTG 171  | Marketing                        |

\*ECON 201 and ECON 203 may be taken in any order

### Accounting Major

#### Second Year

##### Fall

|          |                                  |
|----------|----------------------------------|
| ACCT 211 | Intermediate Accounting I        |
| ACCT 276 | Advanced Computerized Accounting |
| FINA 255 | Finance                          |
| MGMT 284 | Business Statistics I            |
| MGMT 395 | Business Law                     |

# Business Administration Diploma

## Winter

|           |                                |
|-----------|--------------------------------|
| ACCT 213  | Intermediate Accounting II     |
| ACCT 215  | Managerial Accounting          |
| ECON 203* | Principles of Macroeconomics   |
| MGMT 268  | Business Intergration          |
| One of:   |                                |
| COMM 250  | Oral Communications            |
| MGMT 285  | Business Statistics II         |
| MGMT 326  | Management Information Systems |

*\*ECON 201 and ECON 203 may be taken in any order*

## Financial Services Major

### Second Year

#### Fall

|          |                           |
|----------|---------------------------|
| ACCT 219 | Taxation                  |
| FNSV 200 | Canadian Investment Funds |
| FINA 255 | Finance                   |
| MGMT 284 | Business Statistics I     |
| MGMT 395 | Business Law              |

#### Winter

|           |                                  |
|-----------|----------------------------------|
| ECON 203* | Principles of Macroeconomics     |
| FNSV 210  | Personal Investing               |
| MGMT 268  | Business Integration             |
| MKTG 345  | Managing Marketing Relationships |
| One of:   |                                  |
| COMM 250  | Oral Communications              |
| MGMT 285  | Business Statistics II           |
| MGMT 326  | Management Information Systems   |

*\*ECON 201 and ECON 203 may be taken in any order*

## Management Major

### Second Year

#### Fall

|           |                                |
|-----------|--------------------------------|
| ECON 203* | Principles of Macroeconomics   |
| FINA 255  | Finance                        |
| MGMT 270  | The Entrepreneurial Experience |
| MGMT 284  | Business Statistics I          |
| MGMT 395  | Business Law                   |

*\*ECON 201 and ECON 203 may be taken in any order*

#### Winter

|                   |                                  |
|-------------------|----------------------------------|
| COMM 253          | Human Relations in the Workplace |
| MGMT 267          | Leadership Development           |
| MGMT 268          | Business Integration             |
| One of:           |                                  |
| COMM 250          | Oral Communications              |
| MGMT 285          | Business Statistics II           |
| MGMT 326          | Management Information Systems   |
| Business Elective |                                  |

### Business Electives for Management Majors

ACCT 211, ACCT 215, ACCT 219, ACCT 276  
FNSV 200, FNSV 210,  
MGMT 326  
MKTG 280, MKTG 315, MKTG 325, MKTG 345, MKTG 355  
STAT 217

## Marketing Major

### Second Year

#### Fall

|           |                              |
|-----------|------------------------------|
| ECON 203* | Principles of Macroeconomics |
| FINA 255  | Finance                      |
| MGMT 284  | Business Statistics I        |
| MKTG 315  | Science of Persuasion        |
| MKTG 325  | Evidence-Based Marketing     |

*\*ECON 201 and ECON 203 may be taken in any order*

#### Winter

|          |                                  |
|----------|----------------------------------|
| MGMT 268 | Business Integration             |
| MGMT 395 | Business Law                     |
| MKTG 345 | Managing Marketing Relationships |
| MKTG 355 | Creating Brand Intelligence      |
| One of:  |                                  |
| COMM 250 | Oral Communications              |
| MGMT 285 | Business Statistics II           |
| MGMT 326 | Management Information Systems   |

### International Experience Elective

The Business Administration program offers MKTG 280 as an elective course. Students interested in an international experience see the Business Administration Coordinator for a course outline.

## Administrative Office Professional Major

*(This major does not transfer to Mount Royal University)*

This program is appropriate for students that wish to work in a technical position within a business office and also wish to develop a comprehensive perspective on business theory and practice. Many business disciplines are introduced including accounting, marketing, management, and economics. Students entering this major must meet the entrance requirements for Business Administration.

### First Year - Administrative Office Professional

See Administrative Office Professional Certificate for program selection. (page 75)

### Second Year - Business Administration

To change from the Business Administration program to the Administrative Office Professional program for the second year, students must apply to the Administrative Office Professional program in January for the following Fall semester. (Administrative Office Professional has a limited enrolment.)

#### Fall

|                    |   |
|--------------------|---|
| ACCT 111           | Introductory Accounting I               |
| MGMT 263           | Organizational Behaviour                |
| MGMT 161           | Management Theory                       |
| MGMT 193           | Business Problems Software Applications |
| Business Elective* | or MKTG 171                             |

# Business Administration Diploma

## Winter

|                                |                                  |
|--------------------------------|----------------------------------|
| ACCT 113                       | Introductory Accounting II       |
| COMM 252                       | Advanced Business Communications |
| MGMT 243                       | Human Resource Management        |
| Business Elective* or MKTG 171 |                                  |
| <i>One of</i>                  |                                  |
| ECON 201                       | Introduction to Microeconomics   |
| ECON 203                       | Introduction to Macroeconomics   |

## Administrative Office Professional Business Electives\*

|  |
|--|
| ACCT 215, ACCT 276                               |
| ECON 201, ECON 203                               |
| FINA 255   |
| FNSV 200, FNSV 210                               |
| MGMT 263, MGMT 267, MGMT 268, MGMT 284, MGMT 395 |
| MKTG 280, MKTG 315, MKTG 325, MKTG 345, MKTG 355 |

*\*with permission of the Program Coordinator, students may take an elective course from outside this list.*

## Continuation Requirements

Prerequisite grades must be "C-" or higher. For the Administrative Office Professional courses, students must have a minimum of a "C" grade (2.0) as a prerequisite for the next level.

## Graduation Requirements

To successfully complete the **Business Administration diploma in Accounting, Financial Services, Management or Marketing**, students must:

- Complete a minimum of 20 required Business Administration courses and approved electives
- Complete a minimum cumulative GPA of 2.0 (C grade)

To successfully complete a second diploma within the **Business Administration diploma in Accounting, Financial Services, Management or Marketing**, students must meet the MHC residency requirement and

- Complete 4 major specific courses
- Complete 4 additional courses approved by the department

To successfully complete the **Business Administration Administrative Office Professional** major, students must:

- Complete a minimum of 22 required Administrative Office Professional and Business Administration courses
- Complete a minimum cumulative GPA of 2.0
- Obtain at least a C grade (2.0) in Administrative Office Professional, and Administrative Office Management courses

## Transfer

### Degree & Post Diploma Programs

#### Mount Royal University

Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal's Bachelor of Business Administration (BBA) on-site at Medicine Hat College. This program will be of interest to Medicine Hat College's Business

Administration diploma graduates with majors in Accounting, Financial Services, Management and Marketing. For more information consult with a MHC Business Academic Advisor.

#### Athabasca University

The Business Administration diploma transfers to Athabasca University's Bachelor of Commerce, Bachelor of Management, and Bachelor of Professional Arts (Communication Studies) degrees. For more information consult with a MHC Business Academic Advisor.

#### University of Lethbridge

After completing the Medicine Hat College Diploma in Business Administration with majors in Accounting, Administrative Office Management, Financial Services, Management or Marketing, graduates may transfer into the Post-Diploma Bachelor of Management Program at the University of Lethbridge subject to qualifying restrictions. Consult with the MHC Business Academic Advisor, or the University of Lethbridge calendar or website for specific information about this program and GPA requirements.

#### Royal Roads

Graduates of the MHC Business Administration diploma (all majors) are eligible to enter into the third year of the Bachelor of Business Administration in Sustainability and International Business or the Bachelor of Commerce in Entrepreneurial Management degrees at Royal Roads University. To be eligible for this transfer students must also maintain a minimum cumulative GPA of 3.0.

#### College of the Rockies

Graduates of the Medicine Hat College Business Administration Diploma with a major in Accounting, Financial Service, Management or Marketing are eligible for acceptance into the Bachelor of Business Administration in Sustainable Business Practices Degree at College of the Rockies. For further information contact the Business Administration Academic Advisor.

### International Transfer Opportunities

#### Griffith University, Australia

Graduates are eligible to receive advance standing toward a Bachelor of Business or Bachelor of Commerce. For more information consult with a MHC Academic Advisor.

#### Montana State University - Northern

Montana State University-Northern, located in Havre, Mt., offers degree completion opportunities to graduates of the Business Administration diplomas in the management and marketing majors towards a Bachelor of Science degree in Business Administration. For further information contact the MSU-Northern Academic Advisor directly.

# Carpenter Apprenticeship

## Paul Schaan, Coordinator

Phone: 403.529.3978

E-mail: [pschaan@mhc.ab.ca](mailto:pschaan@mhc.ab.ca)

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 78.

The term of apprenticeship for a carpenter is 4 years (four 12-month periods) including a minimum of 1560 hours of on-the-job training and 8 weeks of technical training each year.

Carpenters construct, erect and repair buildings and other structures made of wood, wood substitutes, steel, and other materials.

Duties vary according to the type of job.

In residential jobs, carpenters crib the basement; build the house framework, walls, roof, exterior and interior finishes; and install doors, windows, flooring, cabinets, stairs, handrails, panelling, moulding, and ceiling tiles.

In commercial or industrial jobs, they build concrete forms, scaffolding, bridges, trestles, tunnels, shelters, towers, and other structures.

In maintenance jobs, they repair and remodel existing structures of all kinds.

Some carpenters specialize in one type of work such as framing, bench work or finishing work.

Most carpentry tasks involve:

- reading blueprints and/or getting instructions from a supervisor
- performing the layout, including selecting materials, planning sequences and methods of work, and measuring / marking materials to avoid costly mistakes or omissions
- cutting and shaping materials and joining them with nails, screws, bolts or glue
- checking completed units to be sure they are level, square, plumb and the right size, shape and location

Carpenters must work accurately and economically, and follow national and local building codes.

## Working Conditions

Carpenters may work alone, in teams or with helpers. Working conditions vary from one job to another. On some jobs carpenters work primarily indoors, are permanently employed and work a regular 40-hour week. On other jobs, they work primarily outdoors, are subject to seasonal unemployment, and routinely work overtime in peak periods.

There is some risk of injury from slips and falls, falling objects, and sharp hand and power tools.

## Skills and Abilities

The work is most rewarding for those who take pride in creating a variety of things with their hands and honing their expertise in woodcraft.

To be successful in the trade, carpenters need

- the ability to stand, crouch and kneel for long periods of time
- manual dexterity
- balance for working on scaffolding
- the ability to use proper lifting techniques
- the ability to solve arithmetic problems quickly and accurately
- the ability to get along well with others on a work team

The above information was copied from the tradesecrets website. For complete information on being a Carpenter check the website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

**Alberta Apprenticeship &  
Training Regional Office**  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

# Child and Youth Care Counsellor Diploma

**Academic Advising Office**  
Phone: 403.529.3819

**Dean Milne, Coordinator**  
Phone: 403.504.3610  
E-Mail: [dmilne@mhc.ab.ca](mailto:dmilne@mhc.ab.ca)

The mission statement of Medicine Hat College's Child & Youth Care Counsellor program is to provide students with transformational learning opportunities, professional development, and foundational theoretical practice in preparing them to support the lives of vulnerable children, youth, and families.

The Child and Youth Care Counsellor diploma is a comprehensive two-year program that prepares students to work with vulnerable children, youth, and families. These children and youth may have suffered physical, sexual, or emotional abuse, neglect, failure, family breakdown, and may have behavioral and/or learning difficulties.

Preparation for a career in Child and Youth Care Counselling demands a commitment to learning the essential components of developing healthy, caring relationships. The dynamics of abuse and neglect and the treatment of those issues are explored through courses in professionalism, children and the law, psychology, treatment methods, counselling skills and caring for at-risk youth. Education in group process, family dynamics, and ethics is also offered to enhance personal development and growth.

Students will spend considerable time in lab and field placement settings as well as in the classroom.

The Child and Youth Care Counsellor Program (CYCC) has identified five (5) program wide learning outcomes to prepare students for personal and professional success: Professional Practice, Communication, Self, Theoretical Knowledge, and Assessment and Intervention. In the CYCC curriculum, students will gain knowledge, skills, and competency related to these outcomes.

## Career Opportunities

Child and Youth Care Counsellor graduates are in demand across Canada. The scope of potential employment opportunities open includes group homes; residential treatment centres; institutional settings; young offender settings; school liaison work; child development assistant (school setting); outreach/street programs; mental health centres; family and community based programs; therapeutic foster care; and, day treatment programs.

## Admission Requirements

### High School Route

60% or greater in each of:

- ELA 30-1 or a minimum of 70% in ELA 30-2
- One 30-level academic subject
- Three grade 12 5-credit subjects (maximum of 5 credits of CTS courses)

### Mature Student Route

- ELA 30-1 or ELA 30-2 (minimum 60%)
- One 30-level academic subject

### Transfer Route

- ELA 30-1 or ELA 30-2
- Eight courses from an accredited post-secondary institution with a minimum of a "C" grade.

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

### Pre Program Requirements

Along with the academic requirements, students must also meet ALL of the following non-academic requirements:

Upon acceptance, and prior to the first day of practicum, students are asked to submit:

- CPR and First Aid Certificates
- Police Information Check (You are obligated to inform the Program Coordinator immediately of any change in the status of your criminal record.)
- Intervention Record Check

## Program Requirements

### First Year

#### Fall

|             |   |
|-------------|---|
| CYCC 111*   | The Profession of Child and Youth Care                    |
| Junior ENGL |   |
| IDST 100    | Introductory Communications for Helping Professionals     |
| KNES 281    | Introduction to Movement Activities of Children and Youth |
| PSYC 205    | Principles of Psychology                                  |

#### Winter

|             |  |
|-------------|--|
| CYCC 120    | Practicum I  |
| CYCC 122    | Working with Vulnerable Children, Youth and Families |
| CYCC 125    | Fundamental Skills in Counselling                    |
| Junior ENGL |  |
| MICO 191    | Introduction to Microcomputers                       |
| PSYC 351    | Developmental Psychology                             |

# Child & Youth Care Counsellor Diploma

## Second Year

### Fall

|           |  |
|-----------|--|
| CYCC 230* | Practicum II   |
| CYCC 233  | Legal and Cultural Issues Regarding Children and Youth |
| CYCC 235  | Counselling Theories and Practice                      |
| CYCC 237  | Youth Care Practice with Families                      |
| PSYC 357  | Human Development                                      |

### Winter

|          |  |
|----------|--|
| CYCC 232 | Mental Health & Substance Abuse Issues |
| CYCC 240 | Practicum III                          |
| CYCC 245 | Assessment and Intervention            |
| PSYC 385 | Introduction to Abnormal Psychology    |

\*All Child and Youth Care Counsellor students are expected to participate in a 1 1/2 day retreat.

## Practicum

The program has a major practicum component. During the first year, students will observe different agencies while gaining information about many others. This experience assists in determining a successful placement in the second year. As part of an integration of practice and theory, students are in practicum placements two days (15 hours) per week for the entire second year of the program. Students will apply for practicum placements and through an interview process must show a high level of commitment and professional suitability to the agency. Students may be placed outside of Medicine Hat for the second year practicum.

As stated in the Child & Youth Care Association of Alberta's Code of Ethics, it is the professional responsibility of members to maintain their personal, physical and emotional well-being. Students are expected to meet the physical demands of meeting clients in their own life space, and to always maintain healthy, professional boundaries. Should the program coordinator judge, in consultation with faculty, that there is evidence that students are professionally unsuitable or a risk to clients, the coordinator may prohibit you from attending or completing a practicum.

## Continuation Requirements

In order to be considered a continuing student of record in the Child and Youth Care Counsellor Program, students must:

- maintain a minimum of a C grade in all Child and Youth Care Counsellor (CYCC) courses
- maintain a minimum cumulative GPA of 2.0 or better in all courses required to complete the program
- complete all prerequisite courses before moving on to the next core CYCC courses

Students that are no longer students of record in the CYCC program may apply for readmission to the program. Students may repeat courses only at the discretion and with the permission of the Child and Youth Care Counsellor Program Coordinator.

Students that have been absent from the program for one calendar year and are returning to complete a course, students will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation students may be required to successfully complete remediation in preparation to enter the practicum.

## Graduation Requirements

All courses outlined in the calendar must be completed with an overall GPA of 2.0 or higher.

## Transfer

### Athabasca University

Graduate of the Child and Youth Care Counsellor diploma are eligible to transfer 60 credits to Athabasca University's Bachelor of Professional Arts (Human Services) degree.

### Grant MacEwan University

Graduates of the Child and Youth Care Counsellor Program are eligible for transfer 60 credits to the Bachelor of Child and Youth Care.

### Thompson Rivers University

Graduates of the CYCC program are eligible to receive transfer of 60 credits to the Bachelor of Health Science or the Bachelor of General Studies.

### University of Calgary

Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

### University of Victoria (Pending)

Graduates of the Child and Youth Care Counsellor Program are eligible to apply to the University of Victoria School of Child and Youth Care for completion of a Bachelor in Child and Youth Care.

### Vancouver Island University

Graduates of the Child and Youth Care Counsellor Program are eligible to apply to Vancouver Island University in Nanaimo to their Bachelor of Arts in Child and Youth Care.

## International Transfer Opportunities

### Griffith University, Australia

Graduates with a diploma in Child and Youth Care Counsellor are eligible to receive advance standing toward a Bachelor of Human Services degree at Griffith University in Australia. For more information, consult with a MHC Academic Advisor.

# Commerce/Management (B.Comm; B.Mgmt; BBA) University Transfer

Success in business rests on a strong foundation of basic business concepts in areas such as accounting, financial services, marketing, human resources, and more. If you are planning to pursue a degree in Commerce, Business Administration, or Management, MHC offers degree completion in collaboration with Mount Royal University, as well as several university transfer options,

A Bachelor of Commerce, Management or Business Administration can be used as a pathway into professional, master's, or after degree programs such as Law, Chartered Professional Accountant (CPA) or Certified Human Resources Professional (CHRP). Students wishing to pursue a post-graduate program are encouraged to seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

## Career Opportunities

|                                   |                              |
|-----------------------------------|------------------------------|
| Accountant                        | Financial Analyst            |
| Advertising and Account Executive | Human Resources Professional |
| Banking and Investing Manager     | Marketing Manager            |
| Economic Development Officer      | General Manager              |

## Admission Requirements

Refer to Admissions Chart on page 18

### First Year Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university they wish to transfer to and a program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Alberta School of Business

*Phone:* 780.492.5773 (Bachelor of Commerce Program Office)  
*E-mail:* [ugradbus@ualberta.ca](mailto:ugradbus@ualberta.ca)  
*Website:* [www.ualberta.ca/business](http://www.ualberta.ca/business)

Bachelor of Commerce, with majors in:

|                             |                                 |   |
|-----------------------------|---------------------------------|---|
| Accounting                  | European Business Studies       | Marketing                                   |
| Business Economics and Law  | Finance                         | Natural Resources, Energy & the Environment |
| Business Studies            | Human Resource Management       | Operations Management                       |
| East Asian Business Studies | International Business          | Retailing and Services                      |
| Entrepreneurship and Family | Latin American Business Studies | Strategic Management and Organization       |
| Enterprise                  | Management Information Systems  |   |

Admission to the Alberta School of Business Bachelor of Commerce program at the University of Alberta occurs after completion of a pre-professional year, which must include a minimum of 24 transferable credit units (8 courses) and designated pre-requisite courses. Admission is competitive.

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Alberta Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Commerce/Management (B.Comm; B.Mgmt; BBA) University Transfer

## Athabasca University, Faculty of Business

*Phone:* Toll free - 1.800.468.6531  
*E-mail:* [business-support@athabascau.ca](mailto:business-support@athabascau.ca)  
*Website:* [business.athabascau.ca](http://business.athabascau.ca)

Bachelor of Commerce, with majors in:

|            |         |
|------------|---------|
| Accounting | Finance |
| E-Commerce | General |

Bachelor of Management, with majors in:

|                                      |                           |
|--------------------------------------|---------------------------|
| General                              | Human Resource Management |
| Indigenous Nations and Organizations | Marketing                 |

This degree requires students to complete a minimum of ten courses through Athabasca University to fulfill the residency requirement. Students may complete this degree by taking a combination of Medicine Hat College and Athabasca University courses or entirely through individualized study.

Post-diploma admission to these degrees are available. For further information, please refer to the Business Administration Diploma information in the Medicine Hat College calendar on page 91.

Students are encouraged to consult the Athabasca University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or an Athabasca University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Calgary, Haskayne School of Business

*Phone:* 403.220.6593 (*Haskayne School of Business Program Advisors*)  
*E-mail:* [undergraduate@haskayne.ucalgary.ca](mailto:undergraduate@haskayne.ucalgary.ca)  
*Website:* [haskayne.ucalgary.ca](http://haskayne.ucalgary.ca)

Bachelor of Commerce, with concentrations in:

|                                |  |  |
|--------------------------------|--|--|
| Accounting                     | General                                      | Petroleum Land Management              |
| Business Analytics             | Organizational Behaviour and Human Resources | Real Estate Studies                    |
| Business Technology Management | International Business                       | Risk Management and Insurance          |
| Energy Management              | Marketing                                    | Risk Management, Insurance and Finance |
| Entrepreneurship & Innovation  | Operations Management                        | Supply Chain Management                |
| Finance                        | Personal Financial Planning                  |  |

Admission to the Haskayne School of Business Bachelor of Commerce program at the University of Calgary occurs after completion of 6-prescribed pre-commerce courses, and four optional electives. Admission is competitive.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.



# Commerce/Management (B.Comm; B.Mgmt; BBA) University Transfer

## University of Lethbridge, Faculty of Management

Phone: 403.329.2153 (Faculty of Management Academic Advising - Lethbridge Campus)  
E-mail: [undergrad.management@uleth.ca](mailto:undergrad.management@uleth.ca)  
Website: [www.uleth.ca/management](http://www.uleth.ca/management)

Bachelor of Management, with majors in:

|                   |                                      |                    |
|-------------------|--------------------------------------|--------------------|
| Accounting        | First Nation's Governance*           | Marketing          |
| Computer Science* | General Management                   | Political Science* |
| Economics         | Human Resources and Labour Relations |                    |
| Finance           | International Management             |                    |

\*Lethbridge Campus only

Admission to the Faculty of Management at the University of Lethbridge is competitive. The admission average for Transfer applicants presenting five or more transferable courses is calculated on all completed, transferable, post-secondary courses. For Transfer applicants presenting three to four courses, the admission average is a weighted average of the high school admission average and the post-secondary admission average.

Post-diploma admission to this degree is available (for all major other than Computer Science, Economics and Political Science). For further information, please refer to the Business Administration diploma in the Medicine Hat College calendar on page 91.

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## Mount Royal University, Bachelor of Business Administration (Collaborative program at Medicine Hat College)

Phone: 403-529-3819 (Academic Advising)  
E-mail: [info@mhc.ab.ca](mailto:info@mhc.ab.ca)  
Website: [mhc.ab.ca](http://mhc.ab.ca)

Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal's Bachelor of Business Administration - General Management Major (BBA) on-site at Medicine Hat College. The BBA is a four-year degree; however, students are not admitted to the program until year three. Students must first complete the MHC Business Administration diploma or 20 prescribed courses in the University Transfer: Commerce/Management program. Further information is available on page 97.

## Mount Royal University, Bissett School of Business

E-mail: [businessadvising@mtroyal.ca](mailto:businessadvising@mtroyal.ca)  
Website: [www.mtroyal.ca](http://www.mtroyal.ca)

Bachelor of Business Administration degree with majors in:

|                 |                    |
|-----------------|--------------------|
| Accounting      | General Management |
| Human Resources | Marketing          |

Students who have completed four or more post-secondary courses by December 31 and will have completed at least eight postsecondary courses by June 30 for the Fall Semester or eight Post-Secondary courses by August 31 for the Winter Semester, will be considered as a post-secondary applicant. Post-secondary applicants are normally required to have a minimum 2.00 Grade Point Average (GPA) on their eight most recently completed post-secondary courses (minimum 24 credit hours). Admission is competitive.

Students are encouraged to consult the Mount Royal University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a Mount Royal University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Communication Studies (BPA) Degree Completion at Medicine Hat College

## Bachelor of Professional Arts - Communication Studies

**Website:** [athabascau.ca/programs/undergraduate.php](http://athabascau.ca/programs/undergraduate.php)

The Bachelor of Professional Arts - Communication Studies degree allows students to apply your communications knowledge, skills and experience within national and international contexts of mass media and communication.

This four-year, 120-credit degree is available to students that have completed an Athabasca University approved two-year communications related diploma from Medicine Hat College or another recognized post-secondary institution.

Athabasca University has approved the following Medicine Hat College programs for transfer to this degree:

- Administrative Office Management (30 credits)
- Business Administration
- Computer Aided Drafting and Design Certificate (30 credits)

**NOTE:** This degree requires students to complete a minimum of ten (10) courses through Athabasca University to fulfill the residency requirement. Students may complete this degree by taking a combination of Medicine Hat College and Athabasca University courses.

Medicine Hat College senior level courses in areas such as English, history, psychology and sociology may be suitable for meeting the third and fourth year requirements of this degree.

We encourage students to consult with a Medicine Hat College Academic Advisor or an Athabasca University Academic Advisor regarding admission requirements and course selections. It is important that you make correct course choices as part of your degree.

# Computer Aided Drafting & Design Certificate

**Academic Advising**  
Phone: 403.529.3819

**Clayton Bos, Program Coordinator**  
Phone: 403.529.3941  
E-Mail: [cbos@mhc.ab.ca](mailto:cbos@mhc.ab.ca)

The Computer Aided Drafting and Design (CADD) certificate program is a multi-disciplinary program focusing on the core disciplines of the built environment; mechanical engineering technology, civil engineering technology and building design technology. This program concentrates on the foundational theories and concepts in these core disciplines while learning and applying current technology so that graduates may begin their career as an entry level technician. Our approach to understanding and modelling the built environment makes the CADD Certificate program unique. Upon successful completion of all the courses students will be granted a one-year certificate. Students may enter the work force or continue their studies in the Diploma in Built Environment Engineering Technology program at Medicine Hat College. The CADD certificate program is designed to prepare you for both traditional and technical CADD skills to meet the demand of this dynamic industry. Good opportunities for pay and advancement are available to graduates. As a successful graduate, students will have a basic understanding of CADD technologies; mechanical, civil and building design technologies; sustainability; and technical drawings. In the second year of the diploma in Built Environment Engineering Technology program, students will learn more advanced skills in engineering, 3D design, modeling and presentation; data capture; mechanical engineering technology, process piping, civil engineering technology, and building design technology. Upon successful completion of two years at Medicine Hat College students will be awarded a diploma in Built Environment Engineering Technology.

## Career Opportunities

Employment opportunities exist with consulting engineers, land surveyors, oil and gas industry, mining and manufacturing companies, federal, provincial, and municipal governments. The broad engineering background provides students the opportunity to be employed in research, design, manufacturing and sales. Students also have the opportunity to become an important member of any team engaged in supplying the goods and services required by modern technology. Completing the one-year program provides students with eligibility for membership in the Association of Science and Engineering Technology Professionals of Alberta (ASET) after two years of suitable industry experience.

## Admission Requirements

### High School Route

High school diploma with:

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Physics 20

### Mature Student Route

- ELA 30-1 or ELA 30-2
- Math 30-1 or Math 30-2
- Physics 20

### Academic Transition Plan (ATP)

For students that do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is an individualized program to meet these needs. See page 16 for further details.

## Program Requirements

### Fall

CADD 101 Drafting I  
CADD 121 CADD Applications I  
CADD 172 Sustainability & Systems Thinking I  
CADD 173 Construction Methods  
CADD 174 CADD Labs  
MATH 150 Technical Math

### Winter

CADD 102 Drafting II  
CADD 122 CADD Applications II  
CADD 132 Mechanical Design I - Applied Physics  
CADD 151 Technical Communications  
CADD 161 Civil Design I - Civil Design Fundamentals  
CADD 182 Building Design I – Building Systems

## Continuation Requirements

Students may enroll in the Diploma in Built Environment Engineering Technology program after successful completion of year one. See the Built Environment Engineering Technology program for further program information.

## Graduation Requirements

To successfully complete this program students must:

- Attain a minimum cumulative GPA of 2.0
- Complete the program with no failures or incompletes in the required courses

## Transfer

### Athabasca University

Graduates may be awarded 30 credits toward the Bachelor of Professional Arts Communications Studies. For more information contact a Medicine Hat College Academic Advisor.

# Criminal Justice Diploma

**Academic Advising Office**  
Phone: 403.529.3819

**Jim Groom, Coordinator**  
Phone: 403.529.3987  
E-Mail: [jgroom@mhc.ab.ca](mailto:jgroom@mhc.ab.ca)

The Criminal Justice diploma program prepares students for a multitude of careers in criminal justice, including numerous governmental and non-government areas. These careers include opportunities in law enforcement, policing, private security, border enforcement, intelligence, criminal profiling, legal services, private investigations, and community peace officers.

The program provides a liberal arts education for adaptable career-minded individuals who are self-motivated and effective decision makers. The focus includes the development of responsible leaders for criminal justice careers. Possessing good communication and problem solving skills, as well as a positive attitude and values, makes students well suited for this program. Graduates will receive a Criminal Justice Diploma.

## Aims of the Criminal Justice Program

The program is designed to prepare students to enter any one of many areas of public, contract, or private criminal justice occupations. Studies include exposure to an array of investigative techniques and practices including forensics, crime scene investigations, threat and risk assessments, and methods for gaining employment in the field of your choice.

## Direction of the Criminal Justice Program

Rapid change, new technology, and increasing criminal sophistication demand that a criminal justice employee be well informed for a diverse and exacting profession. Police services, law enforcement industry trainers and educators have identified the key components and competencies required in the criminal justice community. In addition to leadership skills, these key competencies include ethics, analytical thinking, self-confidence, communication skills, flexibility, diligence, patience, self-control, problem solving, and physical skills. During the program students are encouraged to attain the necessary skills and fitness level to pass the testing requirements demanded by law enforcement organizations. Criminal Justice organizations expect applicants to be involved in their community and students are encouraged to volunteer for various groups and agencies.

The challenging and rewarding two-year program gives students the skills that future leaders in the criminal justice will need to succeed. Students will also gain an understanding of the criminal justice systems through studies in human relations, psychology, sociology, investigations, policing, security, criminology and law.

## Career Opportunities

The enforcement community encompasses a broad range of occupations in both government and private sectors. From government regulatory bodies to national security investigations, and specialized federal investigators to private security and consultants, the industry is extensive and growing. There are a large number of career opportunities with police agencies and studies have indicated that many agencies are in the process of replacing a large percentage of their staff in the immediate future. As a result of terrorist threats, there have been a substantial number of new opportunities created in private and government security.

Our graduates have obtained employment with a wide range of private, municipal, provincial and federal agencies, including the RCMP, Municipal Police, Customs, Immigration, Military Police, Corrections, Solicitor General, Motor Transport, and private security providers.

Graduates of our program may apply to local, provincial, or federal police forces, other law enforcement agencies, and to federal agencies and corrections. However, you must apply to these agencies directly as Medicine Hat College does not supply graduates directly to any agency. It is imperative in this regard that you assess the hiring standards, especially the minimum physical qualifications such as eyesight, before expending extensive time concentrating on a law enforcement career.

## Potential Career Positions

|                               |                            |
|-------------------------------|----------------------------|
| Police Officers               | Corrections Officers       |
| Private Investigators         | Customs Officers           |
| Emergency Measures Planners   | VIP Security               |
| Risk Management Consultants   | Security Consultants       |
| Immigration Officers          | Military Police Officers   |
| Loss Prevention Investigators | Bylaw Enforcement Officers |
| Motor Transport Officers      |                            |

## Admission Requirements

### High School Route

60% in ELA 30-1 OR 65% in ELA 30-2

### Mature Student Route

60% in ELA 30-1 or 65% in ELA 30-2

### Academic Transition Plan (ATP)

If a student does not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP for this program is considered after June 1st. See page 16 for further details.

# Criminal Justice Diploma

## Program Requirements

### First Year

#### Fall

|          |  |
|----------|--|
| CJLS 101 | Introduction to Criminal Justice Careers     |
| CJLS 102 | Effective Communications in Criminal Justice |
| CJLS 106 | Law and the Administration of Justice        |
| CJLS 111 | Investigations and Forensics                 |
| CJLS 135 | Police and Security Technical Reports        |

#### Winter

|          |   |
|----------|---|
| CJLS 116 | Criminal Law, Federal Statutes and Regulatory Law |
| CJLS 120 | Lifestyles and Career Orientation                 |
| CJLS 126 | Criminal Code, Offence Elements and the Charter   |
| CJLS 131 | Interviewing and Statements                       |
| ENGL 125 | Introductory Report Writing and Speech            |
| SOCI 201 | Introductory Sociology                            |

### Second Year

#### Fall

|          |   |
|----------|---|
| CJLS 231 | Forensic Science                                |
| CJLS 233 | Legal Evidence and Trial Presentation           |
| CJLS 247 | Public Safety, Emergency Planning, and Response |
| CJLS 251 | Specialized Investigations                      |
| PSYC 205 | Principles of Psychology                        |
| SOCI 225 | Criminology                                     |

#### Winter

|               |                                       |
|---------------|---------------------------------------|
| CJLS 224      | Mental Health                         |
| CJLS 241      | Major Criminal Investigations         |
| CJLS 246      | Federal and Provincial Statutes       |
| CJLS 257      | Leadership and Development            |
| SOCI 321      | Youth Crime                           |
| <i>One of</i> |                                       |
| CJLS 221      | Investigative Techniques              |
| CJLS 261      | Intelligence, Espionage and Terrorism |

Students must contact the Program Coordinator to verify their schedule if completing the program outside of the normal cycle.

## Continuation Requirements

The prerequisite for SOCI 225 and SOCI 321 is SOCI 201. Students who do not obtain a grade of C- or higher in SOCI 201 are not allowed to take SOCI 225 or SOCI 321.

## Graduation Requirements

To successfully complete this program students must:

- Attain a minimum cumulative GPA of 2.0
- Attain a minimum pass mark of C- in all CJLS designated courses

## Transfer

### Athabasca University

Graduates of the Criminal Justice Diploma are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Criminal Justice.

### Lethbridge College

The Bachelor of Applied Justice Studies is a degree program offered at Lethbridge College that recognizes the MHC Criminal Justice Program as suitable for a two years of block transfer.

### Royal Roads University

Graduates of the Criminal Justice Diploma are eligible to transfer into the third year of the Bachelor of Arts in Justice Studies. To be eligible for this transfer students must maintain a minimum cumulative GPA of 3.0.

## International Transfer Opportunities

### Griffith University

Graduates with a diploma in Criminal Justice are eligible to receive advance standing toward a Bachelor of Criminology and Criminal Justice degree at Griffith University in Australia (on campus or online). For more information consult with a MHC Academic Advisor or online option information at [studyonline.open.edu.au/griffith/criminology](http://studyonline.open.edu.au/griffith/criminology).

# **Criminal Justice (BPA) Degree Completion at Medicine Hat College**

## **Bachelor of Professional Arts (Criminal Justice)**

**Website:** [athabasca.ca/programs/undergraduate.php](http://athabasca.ca/programs/undergraduate.php)

The Bachelor of Professional Arts (Criminal Justice) degree offers students the practical administrative skills and advanced education in areas such as community policing, white collar crime, civil liberties and law that are increasingly required for employment and advancement in the criminal justice field.

This four-year, 120-credit degree is available to those who have completed Medicine Hat College's Criminal Justice program or an Athabasca University-approved two-year criminal justice-related diploma from a recognized post-secondary institution. Typically, the diploma counts as the first two years (or half) of the degree.

**NOTE:** Students must complete a minimum of ten courses through Athabasca University to fulfill the residency requirement. Students may complete this degree by taking a combination of Medicine Hat College and Athabasca University courses.

We encourage students to consult with a Medicine Hat College Academic Advisor regarding admission requirements and course selection.

# Early Learning and Child Care Certificate and Diploma

## Academic Advising Office

Phone: 403.529.3819

## Pamela MacDougall, Coordinator

Phone: 403.504.3506

E-Mail: [pmacdougall@mhc.ab.ca](mailto:pmacdougall@mhc.ab.ca)

The certificate and diploma programs in Early Learning and Child Care prepare early childhood professionals to work with young children and families. The program combines theory classes in development, interpersonal communications, and appropriate practice with a strong practical base. Knowledge and skills learned in the program enable you to provide good quality care to young children in various settings, as well as enhancing their personal development.

## Career Opportunities

Students will be prepared to work as primary staff in settings that include:

- Pre-schools
- Child Care Centres
- Family Day Homes
- Assistants in Kindergarten programs
- Out of school care programs

The one-year certificate program provides an Alberta Level II child care certification. The two-year diploma provides an Alberta Level III child care certification, which is required by all program directors in Alberta child care centres. The Early Learning and Child Care diploma is recognized throughout Alberta and across Canada as the qualification to work with young children.

## Admission Requirements

### High School Route

High school diploma with:

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

### Mature Student Route

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

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

### Practicum

Students are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct, volunteer community service, and availability of practicum sites.

Students should be aware that under the Protection for Persons in

Care Act (January, 1998) they may be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children's Services Intervention Record Check to the practicum placement supervisors prior to starting placements. A current First Aid Certificate and Health Immunization Record will be required in practicum placements. Should the program coordinator judge, in consultation with faculty, that there is evidence that you are professionally unsuitable or a risk to clients, the coordinator may prohibit you from attending or completing a practicum.

NOTE: Students may take up to two courses "for interest" without meeting admission requirements. At this point, however, you must meet all admission requirements to continue.

## Program Requirements

### First Year (Certificate)

#### Fall

|           |                                    |
|-----------|------------------------------------|
| CHPC 120* | Child Development I                |
| CHPC 122  | Interpersonal Relations I          |
| CHPC 123  | Health, Safety and Nutrition       |
| ELCC 102  | Development through Play I         |
| ELCC 105  | Practicum I                        |
| ENGL 123  | Fundamentals of Writing and Speech |

#### Winter

|           |  |
|-----------|--|
| CHPC 121* | Child Development II: An Introduction to Children with Special Needs |
| CHPC 124  | Language and Literacy  |
| ELCC 101* | Introduction to Early Learning and Child Care                        |
| ELCC 112  | Development through Play II  |
| ELCC 113  | Music and Movement   |
| ELCC 115  | Practicum II   |

### Second Year (Diploma)

#### Fall

|          |                            |
|----------|----------------------------|
| ELCC 201 | Fine Arts                  |
| ELCC 202 | Math and Science           |
| ELCC 203 | Interpersonal Relations II |
| ELCC 204 | Ecology of the Family      |
| ELCC 205 | Practicum III              |

#### Winter

|          |                              |
|----------|------------------------------|
| ELCC 211 | Infant and Toddler Care      |
| ELCC 212 | Professional Practice        |
| ELCC 213 | Inclusive Care and Education |
| ELCC 214 | Children in Society          |
| ELCC 215 | Practicum IV                 |

\* Also offered through Distributed Learning

# Early Learning and Child Care Certificate and Diploma

## Continuation Requirements

Admission to the second year of the Early Learning and Child Care diploma normally requires students to have successfully completed the Early Learning and Child Care certificate program from Medicine Hat College or from another accredited Alberta college with a GPA of not less than 2.3, and with no final course grade of less than C.

The successful completion of courses at an accredited institution outside Alberta that are equivalent to the one year certificate in Early Learning and Child Care from Medicine Hat College, may also be considered. Students must have attained a GPA of not less than 2.3 with no final course grade of less than C.

## Graduation Requirements

To successfully complete the **certificate** program you must:

- Earn C grades (2.0) in ELCC 105 and ELCC 115
- Attain an overall GPA of at least C (2.0)
- Complete all courses with no grades below C-

To successfully complete the **diploma** program you must:

- Earn C grades (2.0) in ELCC 205 and ELCC 215
- Attain an overall GPA of at least C (2.0)
- Complete all courses with no grades below C-

## Transfer

### Athabasca University

Graduates of the Early Learning and Child Care diploma are eligible to transfer 60 credits towards the Bachelor of Professional Arts - Human Services.

### Grande Prairie Regional College\*

Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of GPRC's Early Childhood Development diploma program.

### Keyano College\*

Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Keyano's Early Childhood Development diploma program.

### Lakeland College\*

Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Lakeland College's Early Learning and Childcare diploma program.

### Lethbridge College\*

Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Lethbridge College's Early Childhood Education diploma program.

### MacEwan University\*

Students who have successfully completed the Early Learning and Child Care certificate they are eligible for admission into year two of MacEwan University's Early Learning and Child Care diploma program.

### Red Deer College\*

Students who have successfully completed year one of the Early Learning and Child Care program are eligible for admission directly in year two of Red Deer Colleges Early Childhood Education diploma program.

### University of Calgary

Graduates of the Early Learning and Child Care diploma are eligible to apply to the two year post diploma Bachelor of Community Rehabilitation diploma.

\*The ELCC certificates from these institutions will transfer into Medicine Hat College's ELCC diploma.

## International Transfer Opportunities

### Griffith University, Australia

Graduates with a diploma in Early Learning and Childcare are eligible to receive advance standing toward a Bachelor of Child and Family Studies at Griffith University in Australia. For more information, contact a MHC Academic Advisor.



# Bachelor of Education (B.Ed.) Mount Royal University

## Academic Advising Office

Phone: 403.529.3819

## Lorelei Boschman, Program Coordinator

Phone: 403.529.3962

E-mail: [lboschman@mhc.ab.ca](mailto:lboschman@mhc.ab.ca)

Mount Royal University and Medicine Hat College offer a degree completion program that graduates students as an elementary specialist with a humanities minor, and prepares its graduates for certification under the Professional Standards Branch of Alberta Education. Although the focus of this program is Kindergarten through Grade Six, the Bachelor of Education credential in Alberta qualifies graduates to teach Kindergarten through Grade Twelve. The program is both course and experience based, with courses deliberately arranged to generate synergy among them. The curriculum is designed to create a holistic experience for education students in their understanding of teaching, learning and assessment. Students in this program will graduate with an evolving teaching philosophy based on opportunities to research, discuss and critically analyze aspects of education and schooling throughout the program. Several courses, both core and elective, require students to participate in relevant classroom experiences in the community.

## Admission Requirements

To apply to this program, applicants must meet the following admission requirements:

- Successful completion of 60 credits of approved university transfer course work
- Achieve a minimum grade of "B" in EDTS 232 and EDTS 234
- Achievement of a minimum GPA of 2.0, calculated based on the most recent 8 transferrable courses

The Bachelor of Education partnership program at MHC is a competitive program so that the most academically qualified students are accepted first. Please note that there is not an after-degree admission route for this program.

## Program Requirements

The Bachelor of Education – Elementary is a four (4) year baccalaureate degree program offered by Mount Royal University in partnership with Medicine Hat College. The total requirements for this program include 40 courses made up of twenty (20) core education courses (including 2 practicums), eight (8) minor courses in the humanities, six (6) general education courses, and four (4) electives.

In Year 3 and Year 4, students will take seven Program of Studies and Curriculum Instruction in Teaching courses, four additional courses, and two practicums:

- EDUC 3103 – Program of Studies and Curriculum Instruction in Teaching English Language Arts
- EDUC 3106 – Program of Studies and Curriculum Instruction in Teaching Science
- EDUC 3108 – Program of Studies and Curriculum Instruction in Teaching Mathematics
- EDUC 4101 – Program of Studies and Curriculum Instruction in Teaching Art
- EDUC 4104 – Program of Studies and Curriculum Instruction in Teaching Music
- EDUC 4105 – Program of Studies and Curriculum Instruction in Teaching Physical Education
- EDUC 4107 – Program of Studies and Curriculum Instruction in Teaching Social Studies
- EDUC 2375 – Effective Assessment – Measurement and Evaluation
- EDUC 3351 – Aboriginal Cultural Dimensions and Classroom Applications
- EDUC 3361 – Exceptional Students, Special Needs, & Inclusive Schooling
- EDUC 4325 – The Impact of Social Issues in Education & Schooling
- EDUC 3010 – Practicum I – 5 weeks
- EDUC 4030 – Practicum II – Full-term

In addition to the two major practicum experiences in the third and fourth year, there are practicums embedded within certain coursework throughout the program. Placements for practicums will be in Medicine Hat and South Eastern Alberta area schools, in classes ranging from kindergarten through grade six.

# **Bachelor of Education (B.Ed.)**

## **Mount Royal University**

### **Practicum Requirements**

Students should be aware that under the Protection for Persons in Care Act (January 1998) they will be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children's Services Intervention Record Check to the school jurisdiction in which students are placed for each teaching practicum or experience. Student teachers are responsible for the cost of obtaining this documentation and ensuring it is provided to school jurisdictions requiring it, and providing a copy to the Student Placement Officer prior to the start of the first field experience. It is also recommended that students possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date.

### **Continuation Requirements**

Students enrolled in the Bachelor of Education – Elementary program are bound by, and shall comply with, the Alberta Teacher's Association Professional Code of Conduct and the Department of Education Field Experience and Practicum Handbooks. Refer to the Field Experience and Practicum Handbooks for details. Issues of non-compliance will warrant the student being required to withdraw from the program. Because of the professional nature of the Education program, there is an attendance policy that Education students will need to abide by.

MRU policies for academic progression and residency will apply to students in the Collaborative Program. MHC policies will apply for all other academic and non-academic issues and appeals.

### **Graduation Requirements**

To successfully complete the partnership Bachelor of Education – Elementary degree requirements, students must:

- Complete the minimum 60 credits of required third and fourth year courses, including major practicums
- Have a cumulative GPA of at least 2.0 based on all the courses required for graduation

Upon completion of the program, students will submit an application to graduate to Mount Royal University. Upon confirmation of graduation, students may attend convocation ceremonies at MRU and receive their parchment, or attend graduation ceremonies at MHC. If students wish to attend the MHC convocation ceremony, they must submit an MHC graduation application in addition to an MRU application. Students attending either institutions convocation ceremony will pay the respective institutions fees.

## Career Opportunities

Classroom Teacher K-12  
Counsellor

## Admission Requirements

Refer to Admissions Chart on page 18

## Practicum

Students should be aware that under the Protection for Persons in Care Act (January 1998) they will be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children's Services Intervention Record Check to the school jurisdiction in which you are placed for each teaching practicum or experience. Student teachers are responsible for the cost of obtaining this documentation and ensuring it is provided to school jurisdictions requiring it, and providing a copy to the Education Advisor prior to the start of the first field experience. It is also recommended that you possess a current Emergency or Standard First Aid Certificate and that Health Immunization Records are up to date.

## First Year Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Faculty of Education

Phone: 780.492.4530 (*Prospective Undergraduate Advising*)

E-mail: [education.recruitment@ualberta.ca](mailto:education.recruitment@ualberta.ca)

Website: [www.education.ualberta.ca](http://www.education.ualberta.ca)

### Types of degrees offered:

- 4 year B.Ed. (40-course degree) direct entry or post secondary transfer
- 2 year after degree (for holders of an approved degree)
- 5 year combined degrees in which students receive two undergraduate degrees (Native Studies, Music, Drama, Physical Education, Science, Math, Human Ecology)

### Level of teaching that can be pursued:

- Elementary education (Kindergarten to Grade 6)
- Middle School Education (Grades 4 – 9) - Red Deer College collaboration
- Teacher Education North Program (Elementary route) – Grande Prairie College collaboration
- Teacher Education Rural North Program (Elementary route) – Keyano College collaboration
- Secondary education (Grades 7 – 12)

### Major/Minor choices:

- Elementary – generalist major
- Secondary – major and minor are chosen from a list of teachable areas

### Admission to the Faculty of Education:

Competitive Admission: GPA will be calculated on most recent 24 credits.

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Alberta Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Education (B.Ed.) University Transfer

## University of Calgary, Faculty of Education

Phone: 403.220.6794 (*Werklund School of Education*)

E-mail: [upe@ucalgary.ca](mailto:upe@ucalgary.ca)

Website: [www.werklund.ucalgary.ca](http://www.werklund.ucalgary.ca)

### Types of degrees offered:

- 4 year Bachelor of Education (40-course degree) direct entry
- 4 year community based B.Ed.
- 2 year after degree, on campus or community-based (for holders of an approved degree)
- 5 year concurrent degree in which students will receive two undergraduate degrees (direct entry)

### Level of teaching that can be pursued:

- Kindergarten/Elementary Route (Kindergarten to Grade 6)
- Secondary Route (Grades 7 – 12)
- K-12 Route; Specialization in English Language Learners, or Second Languages

### Major/minor choices:

- Elementary - major chosen from list of teachable subjects
- Secondary - major and chosen from list of teachable areas

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Calgary Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Lethbridge, Faculty of Education

Phone: 403.329.2254 (*Student Program Services*)

E-mail: [edu.sps@uleth.ca](mailto:edu.sps@uleth.ca)

Website: [www.uleth.ca/education](http://www.uleth.ca/education)

### Types of degrees offered:

- 5 year combined degrees in which students receive two undergraduate degrees
  - BFA/B.Ed                      BSc/B.Ed
  - BA/B.Ed                        BMgmt/B.Ed
  - BMus/B.Ed
- Post-diploma degrees
  - Art                                Drama
  - Music                            General Management
  - Health Sciences                Science
- 2 year after degree (for holders of an approved degree)

### Level of teaching that can be pursued:

- Kindergarten to Grade 12

### Major choices:

- Single discipline major
- General major

### Minor choices:

- Optional from a list of teachable subjects
- Specialization: Optional from a list of Specializations

# Education (B.Ed.) University Transfer

## Admission to the Faculty of Education:

- Admission cumulative GPA of at least 2.50 calculated on courses taken within the semesters containing the last 20 university-level courses (60 credit hours); quota program.
- If 20 specific courses (60 credits) are not completed, you can enter the pre-combined degrees program for year three.
- Appropriate number of courses in the major required with a minimum cumulative GPA of 2.50 on all courses comprising the major.
- Specific admission requirements for some majors (i.e. Music, and Native Education Studies)
- Education 2500 - Orientation to teaching (or equivalent). Favourable recommendation required.

The Liberal Education Requirement (Lib Ed) is a requirement of all University of Lethbridge degree programs. The Lib Ed involves satisfactory completion of Arts and Science courses from three distinct lists: List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science. Consult the University of Lethbridge calendar and the AB Transfer Guide for details, or speak with a Medicine Hat College academic advisor.

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## Mount Royal University, Faculty of Education (Degree completion program at Medicine Hat College)

Mount Royal University and Medicine Hat College offer a degree completion program for Mount Royal University's Bachelor of Education on-site at Medicine Hat College. Further information is available on page 107 and on the MHC website at [www.mhc.ab.ca](http://www.mhc.ab.ca).

## Mount Royal University, Faculty of Education

Phone: 403.440.7729 (Department of Education)  
E-mail: [Idenney@mtroyal.ca](mailto:Idenney@mtroyal.ca)  
Website: [www.mtroyal.ca/bed/](http://www.mtroyal.ca/bed/)

### Types of degrees offered:

- 4 year Direct Entry B.Ed (40 courses offered).

### Level of teaching that can be pursued:

- Elementary (Kindergarten to Grade 6)

### Major/minor choices:

• Elementary - generalist major; minor is chosen from a list of teachable areas (English, French, General Science for Elementary Education, Elementary School Health & Physical Education, History, Humanities, Indigenous Studies, Linguistics, Mathematics for Elementary Education, Social Studies, Spanish, Teaching English as a Second Language (TESL).

### Admission to the Faculty of Education:

• Direct entry, competitive admission, from high school: grades are calculated based on the required Grade 12 courses for admission into the Faculty of Education.

The General Education (GNED) is a requirement of all Mount Royal University degree programs. The GNED involves satisfactory completion of GNED courses chosen from four different clusters - Numeracy & Scientific Literacy; Values, Beliefs & Identity; Community & Society; and Communication.

Students are encouraged to consult the Mount Royal University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a Mount Royal University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Education (B.Ed.) University Transfer

## University of Regina, Faculty of Education

Phone: 306.585.4537 (Student Program Centre)  
E-mail: [education.counselling@uregina.ca](mailto:education.counselling@uregina.ca)  
Website: <https://www.uregina.ca/education/>

### Types of degrees offered:

- 4 year degree (BEd) Direct Entry, on-campus and community-based
- 2 year after degree (for holders of an approved degree)
- 5 year joint degree BEd/BKin and BEd/BSc with a Math Major

### Programs offered:

- Early Elementary (pre-K-5) / Middle Years (6-9)
- Secondary (9-12)
- Baccalauréat in Éducation Française
- Arts Education
- Music Education

### Major/minor choices:

- Variety of areas available

### Admission to the Faculty of Education:

- Admission GPA calculated on all transferable courses
- Relevant Experience/References and a Personal Statement/Diversity
- Typically, a total of one year of pre-Education courses can be completed at MHC before transferring

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Regina Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Saskatchewan, Faculty of Education

Phone: 306.966.7654 (College of Education Programs Office)  
E-mail: [advising.education@usask.ca](mailto:advising.education@usask.ca)  
Website: [www.usask.ca/education/](http://www.usask.ca/education/)

### Types of degrees offered:

- 4 year degree (B.Ed.)
- 5 year combined degrees (Music or Kinesiology)
- Secondary Technical Vocational Education
- Practical and Applied Arts
- Aboriginal Teacher Education

### Level of teaching that can be pursued:

- Elementary/Middle Years sequential B.Ed
- Secondary sequential B.Ed

### Major/minor choices:

- Teaching Area I/Teaching Area II (chosen from a list of teachable areas)

### Admission to the Faculty of Education:

- Admission GPA calculated on most recent 20 Arts/Science (pre-Education) courses
- Typically, a total of one year of pre-Education courses can be completed at MHC before transferring
- On-line interview
- 35-40 hours of experience working with children (paid or unpaid)

Students are encouraged to consult the University of Saskatchewan Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Saskatchewan Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Education Assistant Certificate

**Academic Advising Office**  
Phone: 403.529.3819

## This program is offered through Distributed Learning.

The Medicine Hat College Education Assistant program is part of a collaborative program with Red Deer College and Keyano College which allows students to complete all of the required courses of the certificate through an online or distributed learning format. Students will be required to take courses through each of the three post-secondary institutions to complete this program. Completion of this program earns you an Education Assistant certificate from Medicine Hat College.

The Education Assistant program prepares students to work with children who required assistance in development and/or learning tasks. Students will also be prepared to work with children in a range of out of school settings.

## Career Opportunities

Graduates will be prepared to find work as Teacher Assistants.

## Admission Requirements

### High School Route

High school diploma with:

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

### Mature Student Route

ELA 30-1 (50%) or ELA 30-2 (65%)

### Practicum

Students are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct and availability of practicum sites. At this time, all practicum coordination will be through the Red Deer College, but placement is not limited to Red Deer.

Students should be aware that under the Protection for Persons in Care Act (January, 1998) they may be required to provide a current Police Information Check with Vulnerable Sector Search as well as an Alberta Children's Services Intervention Record Check to the practicum placement supervisors prior to starting placements. A current First Aid Certificate and Health Immunization Record will be required in practicum placements.

### Distributed Learning

Tuition and other fees are charged on a course by course basis; textbooks and supplies are additional.

## Program Requirements

Students enrolled in this program are expected to develop a program plan of study with the academic advisor prior to taking any courses.

|          |  |
|----------|--|
| CHPC 120 | Child Development I  |
| CHPC 121 | Child Development II: An Introduction to Children with Special Needs |
| CHPC 122 | Interpersonal Relations I*   |
| CHPC 123 | Health, Safety and Nutrition*  |
| CHPC 124 | Language and Literacy  |
| EDAS 101 | The Education Assistant in the Classroom                             |
| EDAS 108 | Assisting with Numeracy  |
| EDAS 106 | Technology in Education  |
| EDAS 102 | Children with Social and Emotional Difficulties                      |
| EDAS 103 | Children with Specific Learning Disabilities                         |
| EDAS 104 | Children with Physical Impairments                                   |
| EDAS 105 | Children with Sensory Impairments                                    |
| ENGL 123 | Fundamentals of Writing and Speech                                   |

### Practicums with Red Deer College

|          |                            |
|----------|----------------------------|
| EDAS 181 | Field Practice and Seminar |
| EDAS 114 | Field Experience           |

\* Courses only available on-site at Medicine Hat College

## Graduation Requirements

To successfully complete this program you must:

- Attain an overall GPA of at least 2.0
- Complete all courses with no grades below C-

# Electrician Apprenticeship

**Joe Grove, Coordinator**  
Phone: 403.504.3655  
E-Mail: [jgrove@mhc.ab.ca](mailto:jgrove@mhc.ab.ca)

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 78.

Electricians install, alter, repair, and maintain electrical systems in buildings. These systems may supply heat, light, power, controls and signals, or fire alarms for all types of buildings, structures, and premises.

The term of apprenticeship for an electrician is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training, 8 weeks of technical training in each of the first three years, and a minimum of 1350 hours of on-the-job training and 12 weeks of technical training in the fourth year.

Electricians:

- read and interpret electrical, mechanical, and architectural drawings and electrical code specifications to determine wiring layouts
- cut, thread, bend, assemble and install conduits and other types of electrical conductor enclosures and fittings
- pull wire through conduits and holes in walls and floors
- position, maintain and install distribution and control equipment such as switches, relays, circuit breaker panels and fuse enclosures
- install, replace, maintain and repair electrical systems and related electrical equipment
- install data cabling
- splice, join, and connect wire to form circuits
- test circuits to ensure integrity and safety
- install and maintain fibre optic systems
- install, replace, maintain, and repair renewable power sources and related equipment

Some electricians specialize in:

- residential (housing developments)
- commercial (office buildings)
- institutional (hospitals)
- industrial (plants, factories)

## Working Conditions

Electricians may be involved in construction or maintenance, or do a variety of electrical work. Electricians usually work a 40-hour, five-day week. Especially in construction, there may be no guarantee of permanent work. Working conditions can change dramatically from one job to another, varying from indoors in clean conditions to outdoors on scaffolding, to indoors in cramped conditions. There is some risk of injury from accidental electric shock.

## Skills and Abilities

To be successful in their trade, electricians need:

- good communication and reading skills
- an aptitude for math
- mechanical ability
- strength and manual dexterity
- the ability to distinguish colours to work with colour-coded wiring
- the ability to work at heights
- the ability to use proper lifting techniques for weights up to 25 kilograms
- the ability to get along well with co-workers
- the willingness to keep up with new developments in the field
- the ability to create new ways of doing things
- the ability to do very precise work expertly

Those who install or maintain equipment in existing homes or businesses also must be neat, friendly and able to deal with customers courteously.

**Alberta Apprenticeship &  
Training Regional Office**  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)



# Engineering (B.Sc.) University Transfer

A career in engineering can provide you with promising employment opportunities and great earning potential. There are several engineering specializations including civil, chemical, computing, electrical, and mechanical. Depending on the specialization, you can work in planning, designing, analysis, construction, and development in a variety of industries.

You can begin your studies in engineering at Medicine Hat College and then apply to transfer to a university to complete your degree.

## Career Opportunities

Civil engineers: Design bridges, roads, airports, pipelines, dams, ships, buildings, transportation systems, and urban systems

Mechanical engineers: Involved in energy production and use, combustion processes, vehicle design, and propulsion systems design

Chemical engineers: Deal with chemical processes, design and analyze systems involving organic materials, nuclear fuels, and food processing

Electrical engineers: Work with communication, navigation, controls, electronics, power, and instrumentation systems

Computer engineers: Design computer systems and applications

## Admission Requirements

Refer to Admissions Chart on page 18

### First Year Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to work towards. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Faculty of Engineering

*Phone:* 780.492.3320 (Faculty of Engineering Undergraduate Advising Services)

*E-mail:* [engginfo@ualberta.ca](mailto:engginfo@ualberta.ca)

*Website:* [www.engineering.ualberta.ca](http://www.engineering.ualberta.ca)

In cooperation with the Faculty of Engineering, University of Alberta, Medicine Hat College offers one year of engineering. After successful completion of year one, you can transfer into second year at the University of Alberta and complete a degree in four years, or in five years if completing a Cooperative program. All Engineering students follow a common curriculum in their first year and take courses in Chemistry, Mathematics, Physics, Computing, Humanities, Engineering Mechanics, and Introduction to the Engineering profession.

The Faculty of Engineering at the University of Alberta offers undergraduate programs leading to BSc degrees in:

- Chemical Engineering
- Chemical Engineering - Biomedical
- Chemical Engineering – Computer Process Control
- Civil Engineering
- Civil Engineering – Environmental
- Computer Engineering
- Computer Engineering – Software
- Computer Engineering - Nanoscale System Design
- Electrical Engineering
- Electrical Engineering – Biomedical
- Electrical Engineering – Nanoengineering
- Engineering Physics
- Engineering Physics - Nanoengineering
- Materials Engineering
- Mechanical Engineering
- Mechanical Engineering – Biomedical
- Mining Engineering
- Petroleum Engineering

# Engineering (B.Sc.) University Transfer

Enrollment in all Engineering programs at the University of Alberta is limited. However, provided the students meet the minimum GPA and course requirements, engineering students at Medicine Hat College will be considered for admission to second year at the University of Alberta on an equal basis with those who complete first year engineering at the University of Alberta.

## Program Requirements

### Fall

AMAT 217  
CHEM 201  
ENGG 205  
ENGG 215  
PHYS 269

### Winter

AMAT 219  
CHEM 203  
ENGG 233  
ENGG 349  
MATH 221

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admissions requirements and course selections. It is important that students make correct course choices as part of your Bachelor's degree.

# English as a Second Language for New Canadians

## **Academic Advising Office**

*Phone: 403.529.3819*

## **Shalla Shaharyar, Administrator**

*Phone: 403.504.3622*

*E-Mail: [sshaharyar@mhc.ab.ca](mailto:sshaharyar@mhc.ab.ca)*

## **This program is offered at both Medicine Hat and Brooks Campus**

Medicine Hat College offers a progressive, communication based English as a Second Language program for immigrant Canadians. It is intended to build on previous basic English language instruction and to prepare for further studies or for better understanding and communication in the workplace.

Our ESLC program focuses on:

- Reading Skills
- Writing Skills
- Oral Communication Skills
- Listening Skills

## **What does our ESLC program offer?**

- Full-time or Part-time studies
- Access to computer labs and computer managed learning software
- Small class sizes
- Individual attention
- Classes start September, January, and May
- College environment
- Exploration of other academic upgrading and Medicine Hat College courses
- Dedicated, experienced and highly qualified instructors
- Individual assessment and placements at the appropriate levels

## **Admission Requirements**

- Priority will be given to those applicants who complete all registration requirements early
- Meet with the ESL Administrator to complete an assessment to ensure placement in classes, before meeting with an Academic Advisor

# English for Academic Purposes - International

## International Education Office

Phone: 403.504.3615

## Michael Mackenzie, Coordinator

Phone: 403.502.8487

E-Mail: [mmackenzie@mhc.ab.ca](mailto:mmackenzie@mhc.ab.ca)

Medicine Hat College offers students a progressive, communication based English as a Second Language program for international students (EAP-I). The EAP-I program has a proven history of providing the language training necessary to earn many university and college degrees and diplomas. Additionally, many of our short-term students have improved their English to a level high enough to enable them to function successfully in the global marketplace.

## What does our EAP-I program offer?

- Several levels of instruction to meet your needs and abilities.
- 3,13 week semesters per year
- Flexible intakes
- 24 hours of classroom instruction per week
- Regular excursions and activities outside the classroom.
- Small class sizes, maximum of 15 students per class
- Dedicated, experienced, and highly qualified instructors
- Personalized service and support
- Assistance with admissions and registration
- Opportunities to experience Canadian culture

## Course Structure

Our English for Academic Purposes students will receive 24 hours of classroom instruction per week comprised of the following classes:

- Reading/Literature
- Writing/Essay
- Vocabulary
- Listening
- Conversation
- Grammar
- Film Studies

After successfully completing Medicine Hat College's EAPI 099 with a grade of B+ or EAPI 199 with a B+ and a C grade in a 3 or more credit College course, students may apply to be accepted into Medicine Hat College certificate, diploma, applied degree or university transfer programs. All other academic entrance requirements of the program must be met prior to acceptance. Some programs may be competitive or be limited in the number of seats available. Students should become familiar with the admission requirements by reading the Admission section of the calendar, or connecting with an Academic Advisor.

## EAP-I Course Offerings

EAPI 059 Basic  
EAPI 069 Low Intermediate  
EAPI 079 Intermediate  
EAPI 089 Low Advanced  
EAPI 099 Advanced  
EAPI 199 Bridging

## Notes

Tuition fees and schedules are found on our website at [www.mhc.ab.ca](http://www.mhc.ab.ca) Health insurance is compulsory and must be purchased through Medicine Hat College.

# Environmental Reclamation Technician Diploma

## Academic Advising Office

Phone: 403.529.3819

## Cathy Linowski, Coordinator

Phone: 403.502.8484

E-mail: [clinowski@mhc.ab.ca](mailto:clinowski@mhc.ab.ca)

Consider a career where your passion for the environment and making the world a better place can be combined with excellent job and earning potential. Would you like the chance to work out of doors, travel and be able to apply your knowledge and skills to solve problems? Do you have above average communication, people and computer skills? Do you enjoy collecting information, meeting deadlines and have strong organization and planning skills? The environmental field is rapidly expanding and there is very strong demand for individuals with the required attitude, knowledge, skills and practical experience.

Environmental Reclamation is the returning of lands disturbed from oil and gas activities, logging, mining, infrastructure or industrial development back into either economically productive or natural habitats. Government regulations now require that only individuals with extensive training, knowledge and professional designation can certify reclamation of disturbed lands or decommissioning of wells and pipelines.

The MHC Environmental Reclamation Technician program is a two-year diploma designed with potential employers to include specific training essential for this career while focusing on the unique environmental conditions of southern Alberta and Saskatchewan. Graduates may find office or field orientated employment with private or government agencies involved with environmental monitoring; reclamation of disturbed lands; environmental planning; carrying out of phase one and two assessments, drilling waste management; integrated vegetation management; well decommissioning; resource development; conservation organizations or environmental impact assessments and auditing. Development of practical skills and applied training will take place during a 220-hour work practicum.

## Career Opportunities

A partial listing of some of the jobs found by graduates of the MHC Reclamation program include: environmental technician and technologist; junior soils and vegetation reclamation specialist; junior environmental consultant or assistant project manager; compliance inspector for government or industry, junior conservation or land manager; Assistant Ag Field person; drilling waste consultant; and Junior monitoring specialist for soils, air or water. Note that employment may require extensive travel; long days including evenings and weekends; work in remote locations; and working out of doors in all weather conditions. Employees must demonstrate a level of physical fitness due to uneven ground and irregular terrain where reclamation activities are taking place. Safety protocols with most employers also requires drug screening. Because of the applied, experiential approach of many courses in this program students will be expected to participate in field trips and field-based activities.

## Admission Requirements

### High School Route

High school diploma with:

- ELA 30-1 or ELA 30-2 (minimum 60%)

A minimum of 55% in:

- Biology 20
- Chemistry 30 or Science 30
- Math 30-1 or Math 30-2

### Mature Student Route

- ELA 30-1 or ELA 30-2 (minimum 60%)

A minimum of 55% in:

- Biology 20
- Chemistry 30 or Science 30
- Math 30-1 or Math 30-2

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

### Computer competency requirement

Many of the courses in this program require a level of familiarity and competency with Microsoft Office suite of computer software. You are advised to enrol in MICO 191 before beginning this program if your computer skills are limited.

### Corequisite Certification and Safety Training

H2S, Standard First Aid Level A.

Additional Safety certification/training is highly recommended: ATV Safety, Authorized Assistant Pesticide Applicator.

NOTE: Students must have current certification for each of these safety certificates prior to completion of the program. For students to participate in field trips/activities to active oil & gas leases they must have completed both H2S and PST certifications within the first six weeks of the program. Costs of certifications range from \$50 to \$350; you are responsible for these costs.

### Professional Certification

Graduates of the Environmental Reclamation Technician program are eligible to apply to the Canadian Environmental Certification Board (CECAB) for designation as EPIT (Environmental Practitioner in Training). Graduates are also eligible to apply to the Alberta Institute of Agrologists (AIA) under the designation of Registered Technician Agrologists (RTAg). Students should note provincial legislation in Alberta and Saskatchewan requires that to work as a professional and be able to sign off reclamation certificates individuals must be registered either as RTAg, PAg, PBIOL, RPF or FIT, or PEng.

# Environmental Reclamation Technician Diploma

## Environmental Reclamation Technician Diploma after Degree option

Bachelor of Science students, or transfer students with advance standing through completion of a related diploma are accepted into the program in September of each year. Students will potentially be able to receive credit for up to 50% of the Environmental Reclamation program course requirements as a result of transfer credits from their degree. A minimum GPA of 2.0 is required for admission.

## Program Requirements

### First Year

#### Fall

|          |  |
|----------|--|
| BOTA 205 | Introduction to Botany                         |
| EREC 100 | Introduction to Environmental Science Concepts |
| EREC 120 | Petroleum Industry Fundamentals                |
| EREC 140 | Environmental Chemistry                        |
| EREC 230 | Water Fundamentals                             |

#### Winter

|          |   |
|----------|---|
| ENGL 155 | Scientific & Technical Writing  |
| EREC 115 | Introduction to CAD and Surveying for Environmental Reclamation Technicians |
| EREC 160 | Integrated Vegetation Management  |
| SOSC 213 | Soil Resources  |
| STAT 251 | Introduction to Applied Statistics  |

### Second Year

#### Fall

|          |   |
|----------|---|
| BIOL 254 | Plant Taxonomy  |
| EREC 210 | Agrology and Agro-Ecology for Environmental Technologists |
| EREC 220 | Environmental Sampling and Monitoring                     |
| GEOG 201 | The Physical Environment                                  |

#### Winter

|          |                                   |
|----------|-----------------------------------|
| BIOL 255 | Ecology                           |
| EREC 240 | Environmental Assessment          |
| EREC 260 | Land Reclamation and Revegetation |
| EREC 263 | Land Reclamation Legislation      |
| GEOG 332 | Map and Air Photo Interpretation  |

#### Spring

|          |                         |
|----------|-------------------------|
| EREC 280 | Career Work Exploration |
|----------|-------------------------|

## Practicum/Career Work Experience

The MHC Environmental Reclamation program includes a 220-hour (approximately six (6) weeks) career work experience that normally occurs in the spring semester of the second year. This work experience practicum is designed to give hands-on experience in industry leading to career employment. Students will be assisted in finding potential work experience practicums but obtaining placements is the student's responsibility. Work placement opportunities in the Medicine Hat area may be limited and students should be prepared to relocate as required. At the conclusion of the work experience practicum students may be contracted to continue their employment with their work experience company.

## Field Trips

Course related field trips and fieldwork may take place on weekends or may require overnight travel. Participation in all activities related to field trips and fieldwork is mandatory.

## Continuation Requirements

In order to be able to continue into the second year of the program, a cumulative grade point average of at least 2.0 is required at the end of year one.

## Graduation Requirements

To complete this program:

- Successfully complete all the program courses as outlined along with corequisite safety and training certificates
- Attain a minimum cumulative GPA of 2.0
- Obtain no more than one D or D+ grade in the second year
- Successfully complete EREC 280

## Transfer

### University of Saskatchewan (Pending)

Environmental Reclamation Technician graduates have the opportunity to apply their diploma towards two years of either the Bachelor of Science in Agriculture (Environmental Science or Soil Science majors) or the Bachelor of Science in Renewable Resource Management (Resource Science). Students may have to upgrade their admission requirements prior to seeking admission to the University of Saskatchewan and should consult with a University of Saskatchewan Academic Advisor for more information.

### University of Lethbridge

Graduates of the Environmental Reclamation Technician program are eligible to be admitted to the post-diploma Bachelor of Science (Environmental Science).

## International Transfer Opportunities

### Griffith University

Graduates with a diploma in Environmental Reclamation Technician are eligible to receive advanced standing toward a Bachelor of Environmental Science degree at Griffith University in Australia. For more information, contact a Medicine Hat College Academic Advisor.

# Environmental Sciences Diploma

**Academic Advising Office**  
Phone: 403.529.3819

**Jo-Anne Reynolds, Coordinator**  
Phone: 403.529.3973  
E-Mail: [jreynolds@mhc.ab.ca](mailto:jreynolds@mhc.ab.ca)

## **\*This program is suspended for 2018 - 2019 Academic Year**

Medicine Hat College offers the first year of Environmental Science diploma programs in Renewable Resource Management, Environmental Assessment & Restoration and Natural Resource Compliance.

### **Environmental Assessment and Restoration**

In Year One of the Environmental Assessment and Restoration program, students complete the core of ten courses during the Fall and Winter semesters at Medicine Hat College. After successfully completing the second year at Lethbridge College, they will be awarded a diploma in Environmental Assessment and Restoration.

The two-year diploma appeals to those interested in a technically-oriented career with well-balanced components of field and laboratory work. The emphasis will be on soil and water resources and their ecological relationships to other renewable resources. This program is intended to prepare technicians in fields such as: reclamation of disturbed lands, water management and monitoring, soil survey and analysis, water monitoring; resource inventory and contaminant management.

### **Natural Resource Compliance**

In the first year of the Natural Resource Compliance program, students complete the core of ten courses during the Fall and Winter semesters at Medicine Hat College. After successfully completing the program at Lethbridge College, they will be awarded a diploma in Natural Resource Compliance.

The Natural Resource Compliance diploma integrates the principles of renewable resource management and law enforcement techniques to provide students with the knowledge and skills required for employment in natural resource law enforcement, environmental protection, and industrial compliance with environmental legislation. With this diploma students may ladder directly into the Bachelor of Applied Conservation Enforcement degree at Lethbridge College.

### **Renewable Resource Management**

In the first year of the Renewable Resource Management Program, students complete the core of ten courses during the Fall and Winter semesters at Medicine Hat College. The second year is completed at Lethbridge College.

Proper management of renewable natural resources is vital to the sustainability of resource use and is based on the knowledge that resources are interrelated and that a change in one usually affects the others. Students gain an understanding of the principles of

ecosystem management and their application to integrated natural resources management. A broad range of technical skills are developed appropriate to the needs of employers in the fields of natural resource management.

## **Career Opportunities**

Employment opportunities exist in provincial and federal government conservation, enforcement and resource management agencies such as Parks, Fish and Wildlife, Environment, Forest and Fisheries. Graduation from the Environmental Assessment & Restoration and Renewable Resource Management programs also prepare students for jobs in the environmental sciences field with both government and non-government employers, including environmental consulting firms, resource development companies and private conservation organizations.

## **Admission Requirements**

### **High School Route**

Alberta high school diploma or equivalent including a minimum 55% in:

- ELA 30-1 or ELA 30-2
- Biology 20
- Chemistry 20
- Math 30-1 or Math 30-2

All applicants who meet the requirements may not be accepted. Apply early as applications will be admitted on "first qualified-first admitted" basis. Many courses require computer competency to complete assignments. Students are advised to enroll in MICO 191 if you lack these skills.

### **Academic Transition Plan**

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

### **Pre-Program Requirements**

Employers may require students to hold a valid Standard First Aid or Wilderness First Aid certificate and/or a CPR certificate to be eligible for seasonal and/or permanent employment. Students are encouraged to obtain these certificates either prior to entering the program or during the first term. A Police Information Check may be required to compete for jobs as Conservation Enforcement Officers in Canada.

## **Program Requirements**

### **Environmental Assessment and Restoration**

#### **First Year**

##### **Fall**

|          |                          |
|----------|--------------------------|
| BIOL 254 | Plant Taxonomy           |
| BOTA 205 | Introduction to Botany   |
| EREC 140 | Environmental Chemistry  |
| EREC 230 | Water Fundamentals       |
| GEOG 201 | The Physical Environment |

# Environmental Sciences Diploma

## Winter

|          |                                    |
|----------|------------------------------------|
| BIOL 255 | Ecology                            |
| ENGL 155 | Scientific & Technical Writing     |
| GEOG 332 | Map and Air Photo Interpretation   |
| SOSC 213 | Soil Resources                     |
| STAT 251 | Introduction to Applied Statistics |

## Natural Resource Compliance

### First Year

#### Fall

|          |                                      |
|----------|--------------------------------------|
| BOTA 205 | Introduction to Botany               |
| BIOL 255 | Ecology                              |
| CJLS 166 | Introduction to Natural Resource Law |
| ETOL 340 | Parks & Protect Area Management      |
| STAT 251 | Introduction to Applied Statistics   |

#### Winter

|          |                                  |
|----------|----------------------------------|
| BIOL 258 | Zoology                          |
| ENGL 155 | Scientific & Technical Writing   |
| GEOG 332 | Map and Air Photo Interpretation |
| PHIL 330 | Professional Ethics              |
| STAT 333 | Statistics for the Life Sciences |

## Renewable Resource Management

### First Year

#### Fall

|          |                          |
|----------|--------------------------|
| BIOL 254 | Plant Taxonomy           |
| BIOL 255 | Ecology                  |
| BOTA 205 | Introduction to Botany   |
| EREC 230 | Water Fundamentals       |
| GEOG 201 | The Physical Environment |

#### Winter

|          |                                    |
|----------|------------------------------------|
| BIOL 258 | Zoology                            |
| ENGL 155 | Scientific & Technical Writing     |
| GEOG 332 | Map and Air Photo Interpretation   |
| SOSC 213 | Soil Resources                     |
| STAT 251 | Introduction to Applied Statistics |

## Transfer

### Environmental Assessment & Restoration

On completion of the Environmental Assessment & Restoration diploma students have the opportunity to transfer to:

#### **Athabasca University**

Receive 30 credits toward a Bachelor of Science (Post-Diploma) degree.

### Renewable Resource Management

Graduation from the Renewable Resource Management Diploma Program you have the opportunity to transfer to:

#### **Athabasca University**

Receive up to 30 credits toward a Bachelor of Science (Post-diploma) degree.

Additional opportunities available on the completion of the Lethbridge College diploma.

## Notes

BIOL 254 and BIOL 255 have required field components in September. Students enrolled in these courses, will be expected to provide their own equipment and supplies. This may include sleeping tent (may be shared with other students), warm sleeping bag, sleeping mat, packsack, adequate clothing for cold/wet weather, hiking boots, cooking and eating utensils (may be shared), binoculars, food, field notebook, compass, and hip or chest waders.

In the second year during the months of September and April, students will be off the Lethbridge College campus completing field courses. It is therefore extremely difficult to take year one and year two courses at the same time. Students are advised to complete all year one courses before proceeding to year two.



# Fine Arts (B.F.A.) University Transfer

If you are interested in drawing, painting, design or learning about the history of art then a degree in Fine Arts might be the right path for you. Our program is designed to prepare you to transfer to another institution after you have completed a maximum of 20 courses at Medicine Hat College. The remaining years of your Bachelor of Fine Arts degree may be in a range of disciplines such as art and design, studio art, art history or multimedia.

A Bachelor of Fine Arts can be used as a pathway into professional, master's, or after degree programs. Students intending to pursue professional programs can complete pre-professional requirements within the University Transfer Fine Arts program. Students wishing to pursue a professional program are encouraged to seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

## Career Opportunities

Performance  
Studio Work

Commercial advertising  
Gallery Director

Curator

## Admission Requirements

Refer to Admissions Chart on page 18

### First Year Course Selection

To facilitate course selection and transferability from Medicine Hat College, University Transfer Fine Arts students are encouraged to choose a University and a program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Faculty of Arts

*Phone:* 780.492.4295 (Undergraduate Student Services)  
*E-mail:* [arts.undergrad@ualberta.ca](mailto:arts.undergrad@ualberta.ca)  
*Website:* [www.ualberta.ca/arts](http://www.ualberta.ca/arts)

Bachelor of Fine Arts degrees offered in the areas of:

Art and Design

Drama

Design

### University Transfer

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Alberta Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Calgary, Faculty of Arts

*Phone:* 403.220.3580 (Arts Students' Centre)  
*E-mail:* [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca)  
*Website:* [www.arts.ucalgary.ca](http://www.arts.ucalgary.ca)

Degrees offered in the areas of:

Dance  
Drama

Music

Visual Studies

### University Transfer

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Calgary Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Fine Arts (B.F.A.) University Transfer

## University of Lethbridge, Faculty of Fine Arts

Phone: 403.330.1864 (Admissions & Portfolio Advisor)

E-mail: [finearts.admissions@uleth.ca](mailto:finearts.admissions@uleth.ca)

Website: [www.uleth.ca/finearts/](http://www.uleth.ca/finearts/)

Degrees offered in the areas of:

|                                  |  |                            |
|----------------------------------|--|----------------------------|
| Art Studio                       | Digital Audio Arts                         | Native American Art Studio |
| Art History/Museum Studies       | Multidisciplinary                          | New Media                  |
| Dramatic Arts - Performance      | Music                                      |                            |
| Dramatic Arts - Technical/Design | Native American Art History/Museum Studies |                            |

Bachelor of Fine Arts students at the University of Lethbridge are required to complete a major program in addition to the Liberal Education List Requirements. The Liberal Education List Requirements consists of four courses from each of the following lists: List I (Fine Arts & Humanities), list II (Social Sciences), and list III (Sciences).

Students interested in graduate studies (Masters Degree/ PhD) also have the opportunity to complete an undergraduate thesis course in some majors. Please consult the University of Lethbridge Academic Calendar for program options and requirements.

### University Transfer

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Lethbridge, Faculty of Fine Arts: Dual Admission

Phone: 403.330.1864 (Admissions & Portfolio Advisor)

E-mail: [finearts.admissions@uleth.ca](mailto:finearts.admissions@uleth.ca)

Website: [www.uleth.ca/finearts/](http://www.uleth.ca/finearts/)

Degrees offered in the areas of:

New Media

Dual admission is a collaborative initiative between Medicine Hat College and the University of Lethbridge. Students are admitted to University Transfer Fine Arts at Medicine Hat College and Bachelor of Fine Arts New Media at the University of Lethbridge at the same time. Students enroll in classes at Medicine Hat College for the first two years of their degree program and complete the last two years of their degree program at the University of Lethbridge.

In this program students will benefit from a guaranteed spot in their degree program at the University of Lethbridge, early course registration and access to campus housing with the University of Lethbridge, as well as scholarship opportunities through both institutions.

Bachelor of Fine Arts students at the University of Lethbridge are required to complete a major program in addition to the General Liberal Education Requirement. The General Liberal Education Requirement (GLER) consists of four courses from each of the following lists: List I (Fine Arts & Humanities), list II (Social Sciences), and list III (Sciences).

### University Transfer

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Fine Arts (B.F.A.) University Transfer

## University of Regina, Faculty of Fine Arts

*Phone:* 306.585.5570 (Student Program Centre)  
*E-mail:* [media.art.performance@uregina.ca](mailto:media.art.performance@uregina.ca)  
*Website:* [www.uregina.ca/mediaartperformance/](http://www.uregina.ca/mediaartperformance/)

Degrees offered in the areas of:

|                       |                                  |   |
|-----------------------|----------------------------------|---|
| Art History           | Indigenous Art                   | Theatre and Performance - Design/Stage Management |
| Creative Technologies | Indigenous Art History           | Theatre and Performance - General Studio          |
| Cultures of Display   | Music                            | Visual Arts                                       |
| Film Studies          | Pop Culture                      |   |
| Film Production       | Theatre and Performance - Acting |   |

Students within the Faculty of Media, Art and Performance at the University of Regina are required to complete a concentration in addition to the General Arts Requirement.

Students interested in graduate studies (Masters Degree/ PhD) also have the opportunity to work towards an Honours program in some majors. Please consult the University of Regina Academic Calendar for program options and requirements.

### University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Regina Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Saskatchewan, College of Arts and Science

*Phone:* 306.966.4231 (Academic Advising)  
*E-mail:* [student-advice@artsandscience.usask.ca](mailto:student-advice@artsandscience.usask.ca)  
*Website:* [www.arts.usask.ca/](http://www.arts.usask.ca/)

Degrees offered in the areas of:

|                |                |            |
|----------------|----------------|------------|
| Art History    | Drama - Design | Studio Art |
| Drama - Acting | Music          |            |

Bachelor of Arts/Fine Arts students at the University of Saskatchewan are required to complete a single major or interdisciplinary program as well as distribution requirements.

### University Transfer

Students are encouraged to consult the University of Saskatchewan Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Saskatchewan Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the University of Saskatchewan Transfer Database online to determine Medicine Hat College course equivalents.

# Health Care Aide Certificate

## Academic Advising Office

Phone: 403.529.3819

If you enjoy “hands-on” work and working with people, you will be interested in the Health Care Aide program. Medicine Hat College delivers the Provincial Prototype Health Care Aide curriculum (2010 version). The program offers students instruction in the classroom and laboratory, plus practicum placements in Continuing Care, Assisted Living, Community agencies, for example. The program is offered according to demand and is delivered on a full-time or part-time basis, face-to-face or Distributed Learning format, and at the main campus in Medicine Hat and/or at the Brooks campus.

## Prior Learning Assessment

Individuals with related work experience as a Health Care Aide may be eligible through Prior Learning Assessment. Please contact the Articulation and PLAR Coordinator through the Registrar’s Office (403.525.2337).

## Application Deadline

Applications are accepted for both the Fall and Winter semesters contingent on the availability of seats. Distributed Learning applications are accepted with program start dates in September, November, January, and March.

## Distributed Learning (DL)

- Students enrolled in the Health Care Aide program through Distributed Learning should develop a program study plan with their academic advisor prior to enrolling in any courses.
- Courses are grouped to better expedite the program requirements. Students should complete the courses in one group before starting courses in the subsequent groups.
- Tuition and fees are charged on a course by course basis. Textbooks and supplies have additional costs.

## Career Opportunities

Upon graduation, students may find employment in home care, agency, and institutional settings where personal care is delivered. This career is very satisfying if you enjoy working with people. The work demands a high level of physical and emotional well-being.

## Admission Requirements

Applicants will be required to submit official transcripts showing credit in ELA 10 or achievement of CLB Level 7 or equivalent.

## Pre-Professional Requirements

The following documentation must be submitted one month prior to the first day of classes:

- Standard First Aid Certificate
- CPR - Level C Certificate
- Health Form indicating that you are physically able to perform the duties of a Health Care Aide
- Police Information Check (including vulnerable sectors check). An adverse Police Information Check may delay or inhibit clinical and practicum placements.
- Intervention Record Check
- Immunization records (deficiencies must be addressed or in the process of being addressed prior to clinical/practicum placement)

## Program Requirements

The program is based on the Health Care Aide Government of Alberta Provincial Curriculum and covers all areas included in the competency list for workers in Alberta. The MHC program consists of eight courses:

|          |                                  |
|----------|----------------------------------|
| HCAP 120 | Safety                           |
| HCAP 121 | Caring for the Client            |
| HCAP 122 | Medication Delivery and Dementia |
| HCAP 130 | Foundations and Communication    |
| HCAP 131 | The Body and The Mind            |
| HCAP 132 | Knowledge and Skills I           |
| HCAP 133 | Knowledge and Skills II          |
| HCAP 134 | Practicum                        |

## Continuation/Graduation Requirements

To complete this program:

- Attain passing grades in all theory/lab/clinical and practicum assessments
- Meet attendance requirements as stated in the Health Care Aide program handbook
- Should you fail to achieve these outcomes you will be required to withdraw from the program

## Notes

Students are expected to observe program policies regarding punctuality, attendance, dress, response to supervision and feedback, and to provide safe, competent nursing care. If your performance is questionable in relation to the delivery of safe patient care and/or to the maintenance of the program standards you may be asked to leave the laboratory or clinical site at any time. Continued failure to uphold standards related to safe, professional performance will result in dismissal from the program.

# Heavy Equipment Technician Apprenticeship

## **Chad Schulz, Coordinator**

Phone: 403.529.3966

E-mail: [cschulz@mhc.ab.ca](mailto:cschulz@mhc.ab.ca)

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 78.

The term of apprenticeship for a heavy equipment technician is 4 years (4 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Heavy Equipment Technicians maintain, repair, and overhaul heavy vehicles and industrial equipment.

Maintenance and repair of vehicles and equipment may include:

- internal combustion engines and components, both stationary and mobile
- tracked equipment, commonly called crawler tractors
- ground engaging equipment and components
- earth moving equipment
- rubber tired equipment, commonly called tractors
- on and off-highway motor vehicles, commonly called trucks
- towed on and off-highway vehicles, commonly called trailers

In general, heavy equipment technicians:

- interpret work orders and technical manuals
- keep equipment cleaned, lubricated and maintained
- diagnose faults or malfunctions
- adjust equipment and repair or replace defective parts, components or systems
- test repaired equipment for proper performance and ensure that the work done meets manufactures' specifications and legislated regulations
- write service reports

## **Working Conditions**

The working environment for heavy equipment technicians varies considerably from one job to another. Some heavy equipment technicians work in modern laboratories, while others work at construction or industrial sites. Travel requirements and hours of work also vary.

There is some risk of injury involved in working with heavy equipment and power tools. However, proper safety standards are maintained at all times.

## **Skills and Abilities**

The work is most regarding for those who enjoy achieving expertise with precise work, problem solving, and working with their hands.

To be successful in the trade, heavy equipment technicians need:

- good vision, hearing, and sense of smell to diagnose problems
- the strength and stamina required to work with heavy equipment and work in cramped or awkward positions
- the ability to work alone or as part of a team
- mechanical ability and an interest in all types of machinery and engines, electronics, and precision equipment
- the ability to think logically and keep up with changes in technology

The above information was copied from the tradesecrets website. For complete information on Automotive Service Technician check out the website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

**Alberta Apprenticeship &  
Training Regional Office**  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100

[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)

# Human Services (BPA) Degree Completion at Medicine Hat

## Bachelor of Professional Arts (Human Services)

*Website: [athabasca.ca/programs/undergraduate.php](http://athabasca.ca/programs/undergraduate.php)*

The Bachelor of Professional Arts (Human Services) degree responds to the career and professional needs of career practitioners in the human services fields of early childhood education, child and youth care, rehabilitation services, and other closely related fields such as teacher assistants and counsellors.

This four-year, 120-credit degree is available to students that have completed an Athabasca University approved two-year human services related diploma from Medicine Hat College, or another recognized post-secondary institution. Typically, the diploma counts as the first 60 credits or half of the degree.

Athabasca University has approved the following Medicine Hat College diplomas for transfer to this degree:

- Addictions Counselling
- Child and Youth Care Counsellor
- Criminal Justice
- Early Learning and Child Care
- Social Work

**NOTE:** Students must complete a minimum of ten (10) courses through Athabasca University to fulfill the residency requirement. Students complete this degree by taking a combination of Medicine Hat College and Athabasca University courses.

We encourage students to consult with a Medicine Hat College Academic Advisor regarding admission requirements and course selections. It is important that students make correct course choices as part of your degree.

# Information Technology Diploma

**Academic Advising Office**  
Phone: 403.529.3819

**Steve Letkeman, Coordinator**  
Phone: 403.504.2257  
E-mail: [sletkeman@mhc.ab.ca](mailto:sletkeman@mhc.ab.ca)

Recognizing the large and growing demand for skilled computer professionals and the diversity of skills needed in the computer field, Medicine Hat College offers a two year Information Technology Diploma with the two majors:

## **Software and Internet Development (two years) Technology Support (two years)**

The program is designed to be flexible. Students will be asked to select a major when they apply to the program. However, the first semester of the program is common to all students and you may have the opportunity to change your major based on your aptitudes and career goals as well as availability of seats in the major. Movement between majors will require re-applying to the major of your choice by December 1.

### **Co-op Program Option**

Co-op Education is an integrated approach to higher education that enables bright, highly motivated students to integrate their academic program with paid, relevant work experience in their chosen field. The special Co-op designation on your diploma testifies to your accomplishments and helps you gain solid work opportunities.

### **Industry Certification**

The IT programs incorporate all or part of the curriculum requirements for a number of industry certifications including A+, i-Net+, Network+, and various Microsoft Certifications. The examinations for the respective certifications must still be written independently.

## **Career Opportunities**

### **Information Technology - Software and Internet Development Major**

Graduation with a two year Software and Internet Development diploma prepares students for employment in a variety of entry-level positions in programming and software development, web design and development, database development, and software sales and support.

### **Information Technology - Technology Support Major**

Graduation with a two year Technology Support diploma prepares students for employment in the following areas: User support, network and hardware installation and support, network administration, and computer sales and support.

### **Information Technology Certificate**

You are eligible to receive a certificate if you choose to exit the diploma program after one year. This route is appropriate for students that are looking for a strong background in computer fundamentals, are looking for retraining, or have graduated from other areas and wish to update their computer skills. Graduates with a one-year certificate could expect to find employment in retail sales or computer support or as a microcomputer operator in business, government, or industry.

## **Admission Requirements**

### **High School Route**

- 50% or higher in ELA 30-1 or 60% or higher in ELA 30-2
- 50% or higher in Math 30-1 or 65% in one of Math 20-1 or Math 30-2

### **Mature Student Route**

Mature students may meet the entrance requirements as a result of having achieved placement in Math 30 and college-level English, as determined by the Medicine Hat College Academic Assessment Test.

### **Academic Transition Plan (ATP)**

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

### **Prior Learning Assessment and Transfer Credit**

Prior Learning Assessment may be granted for extensive work experience. This must be completed well in advance of the beginning of the program. (See the calendar section on Prior Learning Assessment for more details.) Transfer Credit for previous post-secondary training may be possible. Application for Transfer Credit must be made through the Office of the Registrar for the courses for which exemption is sought, preferably before the term in which such courses are offered.

### **Co-op Program Admission**

Admission to the co-op program will occur at the end of the first semester and will be based on:

- Academic standing
- Evaluation of the two written communications assignments in ITEC 100
- Work term availability
- Approval of the IT faculty

## **Program Requirements**

### **Software and Internet Development Major**

#### **First Year**

##### **Fall**

|          |                               |
|----------|-------------------------------|
| ITEC 100 | Professional Communications I |
| ITEC 110 | A+ Computer Technology I      |
| ITEC 120 | Applied Mathematics           |
| ITEC 140 | Programming Fundamentals I    |
| ITEC 150 | Application Software          |

##### **Winter**

|          |                                    |
|----------|------------------------------------|
| ITEC 130 | A+ Computer Technology II          |
| ITEC 145 | Programming Fundamentals II        |
| ITEC 170 | Networking Fundamentals            |
| ITEC 180 | Business and Accounting Principles |
| ITEC 190 | Web Development I                  |

# Information Technology Diploma

## Second Year

### Fall

|          |                           |
|----------|---------------------------|
| ITEC 230 | Emerging Technologies I   |
| ITEC 270 | Database Management I     |
| NETW 290 | Network Administration    |
| PROG 210 | Systems Analysis & Design |
| PROG 225 | Intermediate Programming  |

### Winter

|          |                                     |
|----------|-------------------------------------|
| ITEC 235 | Emerging Technologies II            |
| ITEC 240 | Web Server Administration           |
| ITEC 275 | Database Management II              |
| PROG 245 | Dynamic Web Application Development |
| PROG 280 | Advanced Programming                |

## Technology Support Major

### First Year

#### Fall

|          |                               |
|----------|-------------------------------|
| ITEC 100 | Professional Communications I |
| ITEC 110 | A+ Computer Technology I      |
| ITEC 120 | Applied Mathematics           |
| ITEC 140 | Programming Fundamentals I    |
| ITEC 150 | Application Software          |

#### Winter

|          |                                    |
|----------|------------------------------------|
| ITEC 130 | A+ Computer Technology II          |
| ITEC 155 | Applications Support               |
| ITEC 170 | Networking Fundamentals            |
| ITEC 180 | Business and Accounting Principles |
| ITEC 190 | Web Development I                  |

### Second Year

#### Fall

|          |                               |
|----------|-------------------------------|
| ITEC 230 | Emerging Technologies I       |
| ITEC 260 | Applied Technical Support I   |
| NETW 200 | Cisco Networking              |
| NETW 220 | Microsoft Server Technologies |
| NETW 290 | Network Administration        |

#### Winter

|          |  |
|----------|--|
| ITEC 235 | Emerging Technologies II               |
| ITEC 240 | Web Server Administration              |
| ITEC 265 | Applied Technical Support II           |
| ITEC 285 | Security                               |
| NETW 222 | Advanced Microsoft Server Technologies |

NOTE: Students enrolled in the Co-op Program must complete ITEC 205 and ITEC 291. Typically, ITEC 205 will be taken in the Winter semester of the first year and ITEC 291 will be completed over the spring and summer months between first and second year.

## Notes

1. Students that have a strong high school Math background, an approved university transfer Math course such as MATH 203, STAT 213 may be taken in place of ITEC 120. Advanced permission is required.
2. Students in the Software and Internet Development major, university transfer courses CPSC 231 and/or CPSC 233 may be taken in place of one or two courses (on a one for one basis) designated by the program. Advanced permission is required.

## Graduation Requirements

To successfully complete the **ITEC Diploma** in either major students must:

- Complete a minimum of 10, 100-level approved courses
- Obtain no more than one D (D or D+) grade in 100-level courses
- Complete a minimum of 10, 200-level or higher approved courses
- Obtain no D (D or D+) grade in 200-level or higher courses.
- Attain a minimum GPA of 2.0

To successfully complete the **ITEC Diploma Co-op** in either major students must:

- Complete a minimum of ten 100-level approved courses
- Obtain no more than one D (D or D+) grade in 100-level courses
- Complete a minimum of twelve, 200-level or higher approved courses
- Obtain no D (D or D+) grade in 200-level or higher courses
- Attain a minimum GPA of 2.0

To successfully complete the **IT Certificate** students must:

- Complete a minimum of 10 approved courses
- Obtain no more than one D (D or D+) grade
- Attain a minimum GPA of 2.0

## Transfer

Graduation from the diploma program provides eligibility to:

### Athabasca University

Graduates of the Information Technology Diploma (both majors) are eligible to receive 30 credits towards the Post-Diploma Bachelor of Science in Computing and Information Systems.

### University of Lethbridge

Graduates of the Information Technology Diploma (Software & Internet Development major) are eligible to receive 60 credits toward the post diploma Bachelor of Science - Computer Science. Open to graduates who have received a diploma GPA of 2.50 or higher (on a 4.0 scale).

### NAIT

Graduates of the Software and Internet Development major with a 2.3 GPA are eligible to enter into the Bachelor of Information Systems Technology (BAIST) Program Information Systems major.

### NAIT

Graduates of the Technology Support Major with a 2.3 GPA are eligible to enter into the Bachelor of Information Systems Technology (BAIST) Program Network Management major.

## International Transfer Opportunities

### Griffith University, Australia

Graduates with a diploma in Information Technology are eligible to receive advance standing toward a Bachelor of Information Technology degree at Griffith University in Australia. For more information, consult with a MHC Academic Advisor.



# Journalism (B.A.) University Transfer

If you are interested in learning about how to capture and produce news and stories in all forms of media then a degree in journalism might be the right path for you. Our program is designed to prepare you to transfer to the University of Regina after you have completed a maximum of 20 pre-journalism courses at Medicine Hat College.

## Career Opportunities

Documentary maker  
Editor

Producer  
Reporter (Newspaper, magazine or broadcast)

## Admission Requirements

Refer to Admissions Chart on page 18

## University of Regina, Faculty of Arts

Phone: 306.585.4420 (School of Journalism)  
E-mail: [journalism@uregina.ca](mailto:journalism@uregina.ca)  
Website: [www.uregina.ca/arts/journalism](http://www.uregina.ca/arts/journalism)

Degrees offered in areas including:

- Bachelor of Arts in Journalism

The University of Regina, Faculty of Arts admits students into the third year of a four-year Bachelor of Arts in Journalism degree.

### Pre-journalism Requirements

Completion of 60 credit hours of specified pre-journalism courses, with a minimum program grade point average (PGPA) of 70%. For a listing of required classes, please consult the University of Regina Official Undergraduate Calendar available here: <https://www.uregina.ca/student/registrar/publications/> or a Medicine Hat College Academic Advisor.

Additional requirements for admission:

- Completed application form
- Cover Letter
- Resume
- Supporting Documents (articles that have been written for publication, unpublished writing samples or relevant supporting material)
- Entrance examination that includes an essay, an English proficiency test, critical thinking, and knowledge of current events.
- Selection Board interview

### University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Regina Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Kinesiology (B.A., B.Kin., B.P.E., B.Sc.)

## University Transfer

Kinesiology is the study of human movement. Its goal is to use evidence-based research to improve human health, wellness and performance. As a graduate with a degree in kinesiology, you may become employed in areas related to coaching; recreation; general and workplace health and fitness; sports performance; research; illness and injury prevention; and rehabilitation. A degree in kinesiology can also help you to meet the admission requirements for a graduate program or another professional degree such as physical therapy or medicine.

You can begin your studies in kinesiology at Medicine Hat College and transfer up to 2 years towards your university of choice to complete your degree.

## Career Opportunities

Elementary and/or Secondary Schools  
Colleges and/or Universities  
Community Centres/Sports and Fitness Centres

Municipal Recreation Departments  
Comprehensive Health Care Facilities  
Hospitals/Primary Health Care Settings

## Admission Requirements

Refer to Admissions Chart on page 18

### First Year Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Faculty of Physical Education and Recreation

*Phone:* 780.492.5604 (Faculty of Kinesiology, Sport, and Recreation Student Services Office)

*E-mail:* [per.info@ualberta.ca](mailto:per.info@ualberta.ca)

*Website:* [www.physedandrec.ualberta.ca](http://www.physedandrec.ualberta.ca)

Degrees offered in the areas of:

- Bachelor of Kinesiology with majors in:
  - Adapted Physical Activity
  - Physical Activity and Health
  - Sport Performance
  - Sport Coaching
  - Individualized Major
- Bachelor of Science in Kinesiology
- Bachelor of Kinesiology/Bachelor of Education (combined degree)

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Alberta Academic Advisor, and the University of Alberta calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

# Kinesiology (B.A., B. Kin., B.P.E., B.Sc.) University Transfer

## University of Calgary, Faculty of Kinesiology

**Phone:** 403.220-7018 or 403.220.3407 (Faculty of Kinesiology Undergraduate Academic Advising)

**E-mail:** [knesinfo@ucalgary.ca](mailto:knesinfo@ucalgary.ca)

**Website:** [www.ucalgary.ca/knes](http://www.ucalgary.ca/knes)

Bachelor of Kinesiology (B.Kin) or Bachelor of Science (B.Sc.) in Kinesiology degrees offered in the areas of:

Biomechanics (BSc)

General (BKin or BSc)

Mind Sciences in Kinesiology (BKin or BSc)

Exercise & Health Physiology (BSc)

Leadership in Pedagogy and Coaching (BKin)

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Calgary Academic Advisor, and the University of Calgary calendar regarding admissions requirements and course selections. Students are responsible for making informed course choices as part of their academic degree plan. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

## University of Lethbridge, Faculty of Arts and Science

**Phone:** 403.329.5106 (Academic Advising)

**E-mail:** [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)

**Website:** [www.uleth.ca/artsci/kinesiology](http://www.uleth.ca/artsci/kinesiology)

Degrees offered in the areas of:

- Bachelor of Arts in Kinesiology
- Bachelor of Science in Kinesiology

Combined Degrees with Education and Management:

- BA/BEEd Kin
- BSc/BEEd Kin
- BA/BMgt Kin
- BSc/BMgt Kin

The Liberal Education Requirement applies to all University of Lethbridge degree programs. The Liberal Education Requirement involves satisfactory completion of Arts and Science courses from three distinct lists: List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science.

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Lethbridge Academic Advisor, and the University of Lethbridge calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

# Kinesiology (B.A., B.Kin., B.P.E., B.Sc.) University Transfer

## Mount Royal University, Faculty of Health, Community & Education

*Phone:* 403.440.6500 (General Information, Department of Health and Physical Education)  
*E-mail:* [physedinfo@mtroyal.ca](mailto:physedinfo@mtroyal.ca)  
*Website:* [www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/HealthCommunityEducation/Programs/BachelorofHealthPhysicalEducation/](http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/HealthCommunityEducation/Programs/BachelorofHealthPhysicalEducation/)

Bachelor of Health and Physical Education degrees offered in the areas of:

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Athletic Therapy                  | Physical Literacy               |
| Ecotourism and Outdoor Leadership | Sport and Recreation Management |

The General Education (GNED) is a requirement of all Mount Royal University degree programs. The GNED involves satisfactory completion of GNED courses chosen from four different clusters – Numeracy & Scientific Literacy; Values, Beliefs & Identity; Community & Society; and Communication.

We encourage students to consult with a Medicine Hat College Academic Advisor, a Mount Royal University Academic Advisor, and the Mount Royal University calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

## University of Saskatchewan, College of Kinesiology

*Phone:* 306.966.1060 (College of Kinesiology, Academic Inquiries)  
*E-mail:* [keeran.wagner@usask.ca](mailto:keeran.wagner@usask.ca)  
*Website:* [www.kinesiology.usask.ca](http://www.kinesiology.usask.ca)

Degrees offered in the areas of:

- Bachelor of Science in Kinesiology in Exercise and Sport Studies (BSc)
- Combined Bachelor of Science in Kinesiology/Bachelor of Education (BSc/BEEd)

We encourage students to consult with a Medicine Hat College Academic Advisor, a University of Saskatchewan Academic Advisor, and the University of Saskatchewan calendar regarding admission requirements and course selection. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Alberta Council on Admissions and Transfer Database online to determine Medicine Hat College course equivalents.

# Nursing (B.N.)

## University of Calgary Bachelor of Nursing at Medicine Hat College

**Academic Advising**  
Phone: 403.529.3819

**Tanis Robinson, Program Coordinator**  
Phone: 403.504.3609  
E-mail: [trobinson@mhc.ab.ca](mailto:trobinson@mhc.ab.ca)

### Introduction

The University of Calgary (UofC) Bachelor of Nursing program at the Medicine Hat College site is an 8 semester program offered entirely on the Medicine Hat College (MHC) campus. This innovative Bachelor of Nursing degree program and integrated curriculum prepares students for the opportunities and challenges of a nursing career in a changing health care system. Throughout the program, students are provided with an extensive theoretical foundation and supervised practice experience in a variety of nursing settings. One BN entrance route is available: a full time four-year route with an annual September intake.

Undergraduates of the UofC nursing program strive for excellence in meeting entry-level competencies as outlined by the College and Association of Registered Nurses of Alberta (CARNA) (2013) in five domains: professional responsibility/accountability; knowledge-based practice; ethical practice; service to the public; and self-regulation. They demonstrate professional and ethical decision-making behaviours as outlined by the Canadian Nurses Association Code of Ethics for Registered Nurses (2017).

Students in the nursing program participate in the generation of disciplinary knowledge and are prepared to interpret, integrate and apply relevant knowledge from other fields to their practice on a continuum of active learning. Graduates are prepared to provide a strong voice in inter-professional, collaborative undertakings; use evidence-informed approaches and diverse ways of knowing to provide compassionate care. Graduates take on leadership roles to promote health for individuals, families, public groups, communities and/or populations who are experiencing health transitions and, as such, work in a variety of practice settings across health/illness trajectories.

The University of Calgary (UofC) Bachelor of Nursing program at the Medicine Hat College site is an approved program by CARNA Nursing Program Approval Education Board.

### Career Opportunities

Employment opportunities for registered nurses are many and varied. Nursing positions are found in acute care (hospital) settings, extended care, home care, community, and rural settings. Nurses are also employed in occupational health nursing, and various government services such as outpost nursing, penitentiaries, international nursing or with the Canadian Armed Forces. Additionally, baccalaureate prepared nurses can also pursue graduate studies so they can have more advanced roles in practice and in nursing research.

### Professional Conduct

The study of nursing practice places students in a position of special trust with Registered Nurses, other health care professionals, and their patients or clients. The Faculty of Nursing recognizes that nursing education occurs both inside and outside the classroom and has the responsibility to ensure that its graduates are competent and ethical. Students are expected to comply with all University of Calgary policies and regulations. Although nursing students in program are not regulated members of the College and

Association of Registered Nurses of Alberta (CARNA), as part of their formation as professional nurses, they are also expected to meet professional and ethical standards for Registered Nurses as outlined by:

- Canadian Nurses Association Code of Ethics for Registered Nurses (2017): <https://cna-aiic.ca/html/en/Code-of-Ethics-2017-Edition/files/assets/basic-html/page-1.html>
- CARNA Practice Standards for Regulated Members (2013): [http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards\\_Jan2013.pdf](http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards_Jan2013.pdf)
- CARNA Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta (2011): [http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/RN\\_RequisiteSkills\\_May2011.pdf](http://www.nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/RN_RequisiteSkills_May2011.pdf)

Students are expected to ensure they are both familiar with, and comply with these standards.

### Resources

The Faculty is located in the E-Wing of Medicine Hat College main campus. The nursing program has simulated learning throughout the program, which is designed as an interactive environment to enhance excellence in nursing.

Nursing is a practice-based profession. Nursing practice begins in Term 3. Each nursing practice for Terms 3-7 consists of a total of 247 practice hours or 19 hours per week. In Term 8 the total number of practice hours increases to 378 hours. Nursing practice courses take place in a variety of institutional and community settings including rural and urban centres, with a variety of client populations. Students are expected to travel, at their own expense, to any nursing practice agency within commuting distance to Medicine Hat. Examples of facilities and agencies utilized by the Faculty of Nursing include: Medicine Hat Hospital, Bow Island Hospital, Brooks Hospital, and various community agencies such as but not limited to Medicine Hat Home Care, Medicine Hat Public Health Unit, and long term care facilities within Medicine Hat. Term 7 has out-of-region placements for the rural foci and international placements are available and arranged on an individual basis in Term 8.

### Program Structure

*Semesters 1 & 2: Combination of required, option courses or program prerequisites needed to proceed to year two.*

*Semesters 3, 4, 5, and 6 have identical course designs and consist of four courses per semester: The Profession & Discipline, The Science of Health, Supporting Health, and Nursing Practice.*

*Each Term has the following focus:*

*Semester 3: Community and Population Health*

*Semester 4: Transitions Across the Lifespan*

*Semester 5: Acute Health Challenges*

*Semester 6: Chronic Health Challenges*

*Semester 7: Complex Health Challenges in Focused Populations*

*Semester 8: Preceptored Practicum*

# Nursing

## University of Calgary Bachelor of Nursing at Medicine Hat College

### University of Calgary at Medicine Hat College Admission Requirement

Students apply to Medicine Hat College and are a Medicine Hat College student for the first and second years. Upon successful completion of the first two years of the program, students apply to the University of Calgary as a third year student and are guaranteed acceptance if they have met all the UofC entrance requirements (minimum 2.0 GPA on last 30 units or 5 full-course equivalents). Students take years three and four as a University of Calgary student at Medicine Hat College campus.

Enrolment in the BN program is limited. Applicants will be accepted on the basis of academic standing in high school and/or previous post-secondary education completed. Applications will be accepted until all seats are filled.

June 30 program documentation is due.

### International Student Admission

International applicants should be aware of the following "English Language Proficiency" requirements. For entry to the Bachelor of Nursing program, they must present a minimum score of 237 on the computer-based Test of English as a Foreign Language (TOEFL) and a score of 50 on the Test of Spoken English; or a minimum score of 580 on the paper-based TOEFL examination and a score of 50 on the TSE.

## Pre-Program Requirements

### Immunization Requirements

All nursing students are required to complete a series of immunizations and diagnostic tests as outlined on the Student Immunization Form. Documented proof of completion must be provided to the Faculty of Nursing prior to commencement of the program.

Throughout the BN program, students are required to ensure that immunizations are current and must provide proof of updates to the Faculty of Nursing. Failure to do so may result in students being removed from practice courses until adequate proof has been provided. Please note requirements may change during the program as determined by Alberta Health Services.

### N-95 Fit Testing

All nursing student must be fit tested for a N-95 mask prior to commencement of Term 1 (high school students) or Term 3 (UT transfer students). Documented proof of a fit test must be provided to the Faculty of Nursing prior to commencement of the program. Failure to do so may result in students being removed from practice courses until adequate proof has been provided. Fit testing is valid for two years; therefore, students must present proof of a second fit testing at the time of expiration.

### Police Information Check

All applicants to the Faculty of Nursing are required to provide a current Police Information Check (PIC), which includes a Criminal Record Check and Vulnerable Sector Search. In order to be considered 'current', the PIC must be completed during the three months prior to admission (i.e. June 1 – August 31 for Fall admission). Without this documentation, admission to the Faculty will be rescinded.

Students who are concerned about the presence of a criminal record should contact the police department to discuss the process for eliminating or erasing such a record. Students need to keep the original PIC for future employment purposes.

Failure to present a clear Police Information Check may result in admission being denied/rescinded.

Subsequent to admission and at any time during the program, a student may be required to produce a current PIC, the results of which could require their withdrawal from the program. Students are required to inform the Faculty immediately of any change in status of their criminal record.

### Cardio Pulmonary Resuscitation Certification

All BN students will be required to submit proof of current CPR Certification (valid for a 12 month period from date of course completion) which includes a Health Care Provider component prior to the commencement of clinical practice courses to the Faculty of Nursing annually and to the practice instructor on the first day of nursing practice each in terms 3-8.

Students will be responsible for obtaining course training and certification. Without this documentation, may result in students being removed from practice courses until adequate proof has been provided.

### Skills and Abilities for Becoming a Registered Nurse in Alberta

Nursing students require certain basic skills and abilities to progress through a nursing education program and for initial entry to practice as a Registered Nurse in Alberta. Students are encouraged to review the document "Requisite Skills and Abilities for Becoming a Registered Nurse in Alberta (May 2011)" to identify their fit with the requirements of becoming a registered nurse and/or identify their potential need for accommodation<sup>1</sup> in becoming a member of the nursing profession. Examples following each requisite skill and ability are included in the document to provide the nature and kind of activities involved in typical entry-level registered nurse practice. <sup>1</sup>Accommodation is the process of making alterations (to the point of undue hardship) to the delivery of services so that those services become accessible to more people, including those with disabilities (Alberta Human Rights Commission).

## Program Requirements

The education provided is based on the entry-to-practice competencies as specified by the Nursing Educational Approval Board in Alberta. Students must meet these competencies to successfully complete the nursing program.

### First Year

#### Semesters 1 and 2

BIOL 275 Basic Human Anatomy and Physiology I  
BIOL 277 Basic Human Anatomy and Physiology II  
ENGL 252 Introductory Composition  
Statistics (STAT 333 recommended)  
Junior Arts Option (PSYC 205 or SOCI 201 recommended)  
Junior Philosophy Option  
Junior Open Option (CMMB 250 or Science option recommended)  
Junior Open Option (IDST 100 recommended)  
Junior Open Option  
Junior Open Option

# Nursing (B.N.)

## University of Calgary Bachelor of Nursing at Medicine Hat College

Note: Junior options may be any course that transfers to the University of Calgary. For more information or confirmation of appropriate courses, consult the Alberta Transfer Guide or contact your Academic Advisor.

### Second Year

#### Semester 3 - Issues and Experiences of Population Health Challenges

- NURS 285 The Discipline and Profession of Nursing I: Foundational Professional Concepts
- NURS 287 The Science of Health I: Communities and Populations
- NURS 288 Supporting Health I: Communities and Populations
- NURS 289 Integrating Nursing Roles and Practices I: Learning, Praxis and Scholarship in the Practicum Setting

#### Semester 4 - Issues and Experiences of Family Health Transitions and Challenges

- NURS 385 The Discipline and Profession of Nursing II: Interprofessional Practice and Professional Accountability
- NURS 387 The Science of Health II: Families in Transition
- NURS 388 Supporting Health II: Families in Transition
- NURS 389 Integrating Nursing Roles and Practices II: Learning, Praxis and Scholarship in the Practicum Setting

### Third Year (Register with U of C)

Nursing (NURS) courses listed below (Years 3 and 4) are University of Calgary courses. Refer to the University of Calgary Calendar for course descriptions: <http://www.ucalgary.ca/pubs/calendar/current/nursing>.

#### Semester 5 - Issues and Experiences of Life Threatening Health Challenges

- NURS 485 The Discipline and Profession of Nursing III: Further Inquiry and Scholarship in Nursing
- NURS 487 The Science of Health III: People Experience Life Threatening Health Challenges
- NURS 488 Supporting Health III: People with Life Threatening Health Challenges
- NURS 489 Integrating Nursing Roles and Practices III: Learning, Praxis and Scholarship in the Practicum Setting

#### Semester 6 - Issues and Experiences of Chronic Health Challenges

- NURS 495 The Discipline and Profession of Nursing IV: Understanding the Challenges of Leadership and Systems of Care
- NURS 497 The Science of Health IV: People Experiencing Chronic Health Challenges
- NURS 498 Supporting Health IV: People With Chronic Health Challenges
- NURS 499 Integrating Nursing Roles and Practices III: Learning, Praxis and Scholarship in the Practicum Setting

### Fourth Year (Register with U of C)

#### Semester 7 - Focused Exploration of Complex Health Challenges

- NURS 585 The Discipline and Profession of Nursing V: Challenges of Leadership and Systems of Care: Nursing and Health Care Systems, Policy, Ethics and Politics
- NURS 589 Integrating Nursing Roles and Practices V: Learning, Praxis and Scholarship in the Practicum Setting
- Senior Nursing Option I*
- Senior Nursing Option II*

#### Semester 8 - Transition to Practice: Senior Clinical Practicum

- NURS 599 Integrating Nursing Roles and Practices VI: Transition to Nursing Practice

## Continuation Requirements

Students must demonstrate successful completion and satisfactory standing of all courses in Semesters 1 and 2 before advancing to subsequent semesters.

### Satisfactory Standing

To maintain satisfactory standing students must meet all of the following conditions:

- All non-nursing courses (Semester 1 and Semester 2) require a minimum grade of C-.
- Students must attain a minimum grade of C+ in all nursing theory courses. Students who do not achieve a minimum grade of C+ in a nursing theory course will be required to repeat it, along with all co-requisite nursing theory and practice courses and must meet with the Department Chair or designate to determine a progression plan.
- Obtain a grade of CREDIT (CR) in the nursing practice courses to be successful/pass. If students do not receive a passing grade, students will receive one of the following grades; NO CREDIT (NC), WITHDRAWAL (W), or a FAIL (F) for that course. A NC, W, or a F must be cleared (i.e. must successfully repeat the course) to advance to the next clinical course and/or term. Students are permitted to repeat any required course only once while in the nursing program.
- Students who receive a grade of "F" in a nursing practice course will be required to repeat it and the corequisite nursing theory courses in that same term. Students will be required to withdraw from the corequisite theory courses at the time of failure of the nursing practice course and meet with the Department Chair or designate to determine a progression plan.
- Maintain a GPA of 2.0 as a MHC student in each semester in years 1 and 2 and an annual GPA of 2.0. If a student's GPA is below 1.7, a letter of academic probation from the College will be given in addition to a letter of warning from the nursing program. A student may only be on academic probation once during the nursing program [while as a MHC student or as a University of Calgary student].

# Nursing

## University of Calgary Bachelor of Nursing at Medicine Hat College

- All nursing practice experiences are mandatory. Students that miss two or more labs/practice days may be at risk of not successfully completing the course. Students may be asked to withdraw from the course and complete the course requirements at a later date or they may be granted a deferral of term work pending availability of resources. Students will be required to meet with the Department Chair or designate to determine a progression plan.
- Promotion from year to year is by recommendation of the Faculty of Nursing. Terms 1 and 2 are taken in Year 1; Terms 3 and 4 are taken in Year 2; Terms 5 and 6 are taken in Year 3 and Terms 7 and 8 in Year 4.
- Students must maintain an annual GPA of 2.5 as a U of C student.

Students that do not meet one or any of the satisfactory standing requirements [as mentioned above] will be given an academic warning within the Nursing Program. If students do not meet the requirements a second time, students will be required to withdraw (RTW) from the nursing program and not be able to reapply to the Nursing Program. (An “academic warning” within the nursing program is different than being put on “academic probation” by the College or by the University. Consult the Medicine Hat College calendar and the University of Calgary calendar for circumstances indicating academic probation).

Students required to withdraw from the nursing program are not necessarily required to withdraw from the college and could possibly continue in other college programs.

Students that are dismissed from the nursing program once, can return to the nursing program but must wait until the next offering of the term from which the student was dismissed. Students must complete the nursing program in their second admission within seven years of initial registration in the program. Students can re-apply to the program only once.

While the College and Program will endeavour to inform students of their academic status in a timely manner, students are responsible for monitoring their own academic program and informing the Department Chair if they have been unsuccessful in a course.

### Program Policies Related to Practice Experiences

Students' clinical experiences may be at sites outside of Medicine Hat and may be scheduled at various hours, including evenings, nights, statutory holidays, and weekends.

Students are expected to make accommodation for commitments outside the program to fit this scheduling. Participation in all activities related to clinical is mandatory. Failure to fully participate in clinical experiences may jeopardize their standing in the program. Should student performance compromise patient safety and/or fall below acceptable professional standards of the program, the student will be asked to leave the clinical site and will receive Fail (F) for that course immediately.

### Other Relevant Information

- Information related to the students academic conduct and clinical performance at MHC may be shared with the Faculty of Nursing at the University of Calgary.
- Students may be required to produce a medical clearance to continue after an injury, illness, or surgery.
- Students are only allowed to be on academic probation one time during the Nursing Program in years 1, 2, 3, & 4
- Students will need to purchase the following items throughout the program: uniforms, lab jacket, duty shoes, lab supplies (nursing and non-nursing courses), a watch with a sweep hand, a stethoscope, textbooks and related supplies as outlined in course outlines, and any updates for required program certifications.
- Access to a personal vehicle is required for experiences in the community and possibly for other clinical experiences.

### Duration of Program

Except with special permission of the Associate Dean (Undergraduate Programs) at the University of Calgary, the BN degree must be completed within seven calendar years from the date of initial registration in the program.



# Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

## Academic Advising Office

Phone: 403.529.3819

## Grace Torrance, Program Coordinator (Distance Learning Cohort - DL)

Phone: 403.529.3949

E-mail: [gtorrance@mhc.ab.ca](mailto:gtorrance@mhc.ab.ca)

## Leeanne Sadowsky, Program Coordinator (Onsite Cohort - OS)

Phone: 403.504.3698

E-mail: [lsadowsky@mhc.ab.ca](mailto:lsadowsky@mhc.ab.ca)

The Occupational Therapist Assistant/Physical Therapist Assistant (OTA/PTA) career is aimed at improving patient/clients' health, movement, and quality of life. OTA/PTA's work under the direction of Occupational Therapists (OT) to help clients successfully perform daily activities related to self-care, leisure, and work, school or play. They also work under the direction of Physiotherapists (PT) to help provide treatment to help patients recover from illness or injury to improve patient mobility, relieve pain, and prevent or lessen physical limitations.

A successful OTA/PTA is a compassionate and creative individual who enjoys working with people and being part of the health care and rehabilitation team. Working with clients of all ages ranging from infants to seniors with a variety of health conditions, students learn how to use a variety of interventions to help your clients. The activities could range from games or crafts; group activities; exercise for strength, flexibility, balance and coordination; use of assistive devices, and various electrotherapy and physical modalities. Your clients might have conditions such as back pain, arthritis, heart disease, stroke, cerebral palsy, autism, mental health disorders or dementia among others. An OTA/PTA's responsibilities also include monitoring and recording client progress, and reporting to the OT or PT.

The OTA/PTA program has limited enrollment for both onsite and distance delivery. The OS program has one start date (September); the DL program has two start dates (September and January).

This program is flexible in that the majority of the first 10 courses are common to both the OTA/PTA and Speech Language Pathologist Assistant SLP Assistant (SLPA) diplomas. This unique approach provides students with an excellent core upon which to build more specific skills depending on their interests. Along with extensive classroom training, students will participate in experiential learning experience and practicum training with potential employers in hospitals, private clinics, home care settings, schools, and community programs. The diploma is offered both OS at Medicine Hat College or via DL. OS is a two-year (five semester) diploma program, whereas DL is completed over a longer period of three to five years. Students may wish to continue on and complete the SLPA diploma after completion of the OTA/PTA diploma. This diploma will also transfer to degree programs.

## Program Accreditation

The Occupational/Physical Therapy Assistant program at Medicine Hat College has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). The status of Accreditation was granted to the program on April 30, 2015 for the period until April 30, 2021. Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, Suite 26, 509 Commissioners Road W, London, Ontario N6J 1Y5. Phone: 226.636.0632 Website: [www.otapta.ca](http://www.otapta.ca)

## Distributed Learning (DL)

- Students enrolled in DL component of the program are expected to develop a program plan of study with the academic advisor prior to taking any courses.
- Students enrolled in DL component are expected to participate in experiential learning opportunities that are group or individually based. Students should be prepared to travel to Medicine Hat College or pre-arranged sites for one weekend lab in OPTA 212, OCTA 215, OCTA 216, PHTA 215, and PHTA 216. For further information, please contact the DL Coordinator.
- Students normally complete all courses as per the sequence in the program. Courses completed out of sequence will require submission of Prerequisite Waiver forms and approval from the program coordinator.
- Tuition and other fees are charged on a course by course basis; textbooks and supplies are additional. Courses offered by DL may have additional start dates (eg. September, November, January and March)

## Prior Learning

Students that have been employed in the field prior to entering this program, may be eligible for prior learning assessment. Please contact the PLAR Coordinator for further information.

## Part-Time Program

Students wishing to take an extended or part-time program must receive approval from the program coordinator(s).

## Career Opportunities

Graduates from this program have very high employment rates. They find employment in both rural and urban locations in most provinces across Canada similar to those experienced in practicum training:

- Health regions
- Schools and School Boards
- Private Agencies
- Long term care facilities

# Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

## Admission Requirements

### High School Route

High school diploma with a minimum mark of 60% in each of:

- ELA 30-1
- Biology 30
- Two 30-level subjects, one of which must be a 30-level science, Math 30-1 or Math 30-2

### Mature Student Route

A minimum mark of 60% in:

- ELA 30-1
- Biology 30

### Transfer Student Route

A minimum mark of 60% or a minimum C grade in:

- ELA 30-1 or a post-secondary level equivalent
- Biology 30, a post-secondary level equivalent or a university level lab science course

### English Language Proficiency

Students will also need to meet English Language Proficiency at a higher level than the general college. For the International English Language Proficiency System (IELTS) students must have an overall band score of 7.0 with no band score less than 7.0.

### Pre-Program Requirements

Once students are successful in gaining admission and have received the program package, must:

- Complete a standardized health form, program of immunization (and chest x-ray as required)
- Provide a current resume if requested
- Provide proof of current CPR Certification from one of the following:
  - o Heart & Stroke Foundation: Basic Life Support (BLS)
  - o Canadian Red Cross: Health Care Provide (HCP)
  - o St. John Ambulance: CPR for Health Care Providers
- Provide proof of current Standard First Aid Certification
- Provide a current Police Information Check with Vulnerable Sector Check. (Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record)

## Program Requirements

### First Year

#### Fall OS or Group 1 DL

IDST 100 Introductory Communications for Helping Professionals

ENGL 1XX or ENGL 2XX (ENGL 252 recommended)\*

KNES 261 Human Anatomy

PSYC 205\*\* Principles of Psychology

TAPC 110+ Introduction to Health Care and Rehabilitation

#### Winter OS or Group 2 DL

KNES 265 Functional Anatomy

Junior SOCI\*\* (SOCI 203 recommended)

TAPC 111 Rehabilitation Process

TAPC 112

Human Disorders & (Dis)Abilities

TAPC 113

Growth and Development for Rehabilitation Service Providers

### Spring OS or Group 3 DL

OPTA 212

Principles and Techniques of Client Contact

### Second Year

#### Fall OS or Group 4 DL

OCTA 215

OTA Therapeutic Processes I

OCTA 216

OTA Therapeutic Processes II

PHTA 215

PTA Therapeutic Processes I

PHTA 216

PTA Therapeutic Processes II

TAPC 210

Professional Integration for the Therapist Assistant

#### Winter OS or Group 5 DL

OCTA 217+

OTA Therapeutic Processes III

OPTA 217+

OTA/PTA Therapeutic Processes IV

OPTA 218

Career Preparation for the OTA/PTA

PHTA 217+

PTA Therapeutic Processes III

### Note:

\* ENGL 125 is offered by DL at MHC. Other English courses are not offered by DL at MHC but are available in a DL format through other post-secondary institutions. Contact Academic Advising for more information.

\*\* These courses are not offered by DL at MHC. They are available in a DL format through other post-secondary institutions. Contact the Academic Advisor for more information.

+ These courses are fieldwork courses.

## Fieldwork

### Fieldwork Requirements

- All program requirements must be completed appropriately and satisfactorily prior to commencing fieldwork.
- Students who have not successfully met their course and program requirements will not be permitted into the fieldwork courses.
- Fieldwork arrangements are made by Medicine Hat College with consideration of student preferences; however, students may be required to complete fieldwork at sites other than those requested by students. Once arrangements are confirmed, they are usually not modified.
- Students should expect to complete at least one fieldwork course/placement outside of Medicine Hat.
- Students may anticipate additional costs associated with these placements, e.g., travel, accommodations, etc.
- At this time, fieldwork placements occur only in Canada.
- Fieldwork placements are usually full-time placements unless otherwise approved by the coordinator and fieldwork sites.

### Continuation Specific to Fieldwork

- Immunizations required must be up to date prior to program start date, shadowing and fieldwork placement (s).
- Immunizations must be maintained throughout the program. Additional immunizations may be required for fieldwork.
- Students must successfully complete lab examinations in OCTA 215, OCTA 216, OPTA 212, PHTA 215, and PHTA 216 prior to entering fieldwork.
- All fieldwork experience must meet attendance and participation requirements as specified.

# Occupational Therapist Assistant/ Physical Therapist Assistant Diploma

- Should a student receive an unsatisfactory evaluation on a fieldwork placement, they will be required to discuss this situation with Medicine Hat College faculty. This evaluation may result in having to repeat the placement.
- Students that receive an unsatisfactory evaluation in more than one placement, will be required to withdraw from the program.
- Students may be required to obtain a recent police information check and/or similar checks, at their expense, prior to entry into some fieldwork sites.
- Should the students performance and/or health be questionable in relation to the delivery of safe client care and/or the maintenance of the professional standards of the program, they may be asked to leave the fieldwork site and may not receive credit in the fieldwork course.

## **Thompson Rivers University**

You are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

## **International Transfer**

### **The University of Northampton (UK)**

Graduates of the Occupational Therapist Assistant/Physical Therapist Assistant diploma are eligible to apply to the Bachelor of Science (Hons) - Occupational Therapy. For more information, please consult with an Academic Advisor.

## **Continuation Requirements**

- Students must adhere to the professional commitment as outlined in the Therapist Assistant Programs Student Handbook.
- Failure to do so may result in dismissal from the program.
- Students must complete the program within five years of registration in TAPC 110.
- All OCTA, OPTA, PHTA, TAPC, KNES, and IDST 100 courses must be completed with grades of C or better.
- Students must earn a grade of at least C- all other courses.
- In order to be able to continue in the program, a current and cumulative grade point average of at least 2.0 is required at the end of each semester.
- Attendance in all courses is considered essential.
- Students will usually be permitted to repeat a particular OTA/PTA course (OCTA, OPTA, PHTA, TAPC) only once.
- Students are normally expected to complete courses in the sequence outlined in the calendar. Courses taken in a sequence other than what is outlined (including deferring courses into other terms) may compromise your standing in the program as lab and fieldwork is done in advance of courses starting.

## **Graduation Requirements**

Students must successfully complete 20 specific courses and meet attendance, fieldwork and grade requirements as set out in the program policies.

## **Transfer**

Individual courses transfer to other post-secondary institutions as outlined in the Alberta Transfer Guide.

### **University of Calgary**

Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

# Paramedic - Bachelor of Applied Health Studies Diploma and Applied Degree

## Academic Advising Office

Phone: 403.529.3819

## Scott Mullin, Program Coordinator

Phone: 403.529.3908

E-mail: [smullin@mhc.ab.ca](mailto:smullin@mhc.ab.ca)

The Bachelor of Applied Health Science (Paramedic) Degree has been created to meet the emerging needs of patients, practitioners and employers. The Bachelor of Applied Health Science (Paramedic) Degree is a national accredited program for Advanced Care Paramedic. The program prepares practitioners in accordance with the Paramedic Association of Canada's National Occupational Competency Profile and the Alberta Occupational Competency Profile for Paramedics and equips the student to write the Alberta College of Paramedic registration examinations. The Medicine Hat College curriculum extends beyond the learning of discipline specific skills to encompass broader learning goals that will prepare the graduate to excel in the present as well as the future health care environment. Transferability of some courses, which are taught from a multidisciplinary perspective, enhances the educational opportunities for graduates.

Paramedics think critically and clearly, act quickly, and respond calmly, while reassuring patients and families in a variety of stressful situations. Paramedics possess general skills in patient management and communication as well as skill sets specific to their discipline. Paramedics are confident and assertive in their professional role. They seek to understand the roles of other professionals however, and strive to work in a collaborative manner with a variety of health care disciplines. Paramedics accept responsibility and demonstrate personal integrity and the ability to work with people from diverse backgrounds. A paramedic responds to both emergent and non-emergent health care and transport needs with individuals, groups and, if necessary, in a mass casualty multi-disciplinary environment.

## Prior Learning/Transfer Credit

Previous education and qualifications may be applied to the program. Students that currently hold an EMR certificate or a PCP/EMT certificate, from a CMA accredited program, may receive credit for experience and education through Medicine Hat College's Prior Learning/Transfer Credit assessments. Prior Learning and/or Transfer Credit for EMT/PCP does not permit progression into the advanced paramedic courses. All required non-Para courses need to be completed prior to taking the advanced paramedic courses. Consult with an academic advisor or program coordinator for further details.

## Career Opportunities

There is a high demand for paramedics who are employed by public and private ambulance services provincially, nationally and internationally. Paramedics also work in a variety of industrial and community-based emergency health settings.

## Admission Requirements

### High School Route

Overall average of at least 60% and a minimum mark of 50% in

- ELA 30-1
- Biology 30
- Math 30-1 or Math 30-2
- Grade 12 five credit subject (Chemistry 30 is recommended)

### Mature Student Route

- ELA 30-1
- Biology 30
- Math 30-1 or Math 30-2

### Transfer Route

Previous post-secondary coursework may be considered for admission. Successful completion of a PCP/EMT or EMR program may qualify you for consideration under this admission route.

### English Language Proficiency Requirement

Individuals applying for the program who do not have English as their first language must present a minimum score of 237 on the computer-based Test of English as a Foreign Language (TOEFL) and a score of 50 on the Test of Spoken English (TSE); or a minimum score of 580 on the paper-based TOEFL examination and a score of 50 on the TSE.

For the International English Language Testing System (IELTS) students must have an overall band score of 7.0 with no band score less than 7.0.

### Pre-Professional Requirements

After being admitted into the program, but before the first day of classes, the following must be provided

- Proof of current CPR with the Heart & Stroke Heartsaver AED (C) CPR certificates.
- Students will receive a health questionnaire and immunizations checklist that must be completed. In some cases, a chest x-ray may be required.
- A recent Police Information Check (within two months) prior to the first day of classes. Periodic Police Information Checks may be required prior to practicum and work experience to maintain current status throughout the program and to comply with provincial laws. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.

## Post Diploma Degree Completion

The Bachelor of Applied Health Science Paramedic degree entry is open to Practicing Paramedics (ACP) with pre-existing credentials and exists to meet the emerging needs of patients, practitioners, and employers. As a result of practitioner and industry demand, the Bachelor of Applied Health Science (Paramedic) degree option is open to all graduate Advanced Care Paramedics via a distance learning format.

# Paramedic - Bachelor of Applied Health Sciences Diploma and Applied Degree

The Bachelor of Applied Health Science - Paramedic (BHSc-Paramedic) is designed to build on the previous knowledge and experience of practicing paramedics. Qualified candidates are able to obtain the BHSc-Paramedic by completing the nine courses offered in the program.

Entry Requirements:

- ELA 30-1
- Advanced Care Paramedic Credential from an accredited and recognized college/university
- Current Advanced Care Paramedic license in the province the student is located preferred
- Continued employment as an Advanced Care Paramedic is also preferred

## Program Requirements

### First Year

#### Fall

|          |  |
|----------|--|
| BIOL 231 | Introduction to Biology I                              |
| BIOL 275 | Basic Human Anatomy and Physiology I                   |
| IDST 100 | Introductory Communications for Helping Professionals. |

|          |   |
|----------|---|
| KNES 247 | Introduction to Wellness, Fitness and Nutrition |
| PARA 100 | Foundations of Paramedic Practice I             |

#### Winter

|          |  |
|----------|--|
| BIOL 277 | Basic Human Anatomy and Physiology II                        |
| PARA 115 | Professional Communications for Paramedics                   |
| PARA 120 | Foundations of Paramedic Practice II                         |
| PARA 125 | Assessment and Diagnostics                                   |
| PARA 130 | Introduction to Paramedic Management of Emergency Situations |

#### Spring

|            |                                       |
|------------|---------------------------------------|
| PARA 145** | Introduction to Primary Care Practice |
| PARA 150** | Primary Care Practice                 |

### Second Year

#### Fall

|          |   |
|----------|---|
| PARA 200 | Introduction to Advanced Care                               |
| PARA 215 | Pharmacology for the Prehospital Professional               |
| PARA 220 | Paramedic Management of Trauma and Environmental Conditions |
| PHSL 200 | Pathophysiology   |
| PSYC 205 | Principles of Psychology                                    |

#### Winter

|          |   |
|----------|---|
| IDST 485 | Death and Dying                           |
| PARA 205 | Mental Health for First Responders        |
| PARA 230 | Skills and Practice in Patient Modalities |
| PARA 240 | Management of Special Population Groups   |
| PHIL 313 | Bioethics                                 |

#### Spring

|          |                                 |
|----------|---------------------------------|
| PARA 210 | Advanced Critical Care Practice |
|----------|---------------------------------|

### Third Year

#### Fall

|          |                                    |
|----------|------------------------------------|
| PARA 300 | Advanced Care Paramedic Practice I |
| PARA 305 | Advanced Paramedic Care            |

#### Winter (Diploma Exit Only)

|          |                                       |
|----------|---------------------------------------|
| PARA 310 | Advanced Care Paramedic Practice II** |
|----------|---------------------------------------|

### Fourth Year (Applied Degree Completion/Post Diploma Entry Point)

|          |                                    |
|----------|------------------------------------|
| MGMT 243 | Human Resources Management         |
| PHIL 313 | Bioethics**                        |
| STAT 333 | Statistics for the Life Sciences   |
| PARA 452 | EMS and the Canadian Health System |
| PARA 453 | Community Focused Theory           |
| PARA 454 | Leadership in Health Care          |
| PARA 455 | Research                           |
| PARA 470 | Paramedic Work Term I              |
| PARA 480 | Paramedic Work Term II             |

#### NOTES:

EMR completed within the previous three calendar years may apply for transfer credit for Para 100.

\*\* EMT/PCP from a CMA accredited program and completed within the previous three calendar years may apply for transfer credit for PARA 100, PARA 115, PARA 120, PARA 125, PARA 130, PARA 145 and PARA 150.

Awarding of credit is also dependent on work experience since the time of EMT/PCP program completion. Program specific guidelines for awarding of transfer credit are available from the Program Coordinator.

++ for students that did not complete the Medicine Hat College diploma

## Practicum

Students may be required to complete clinical and field experiences at sites throughout Alberta. Clinical and field experiences may be scheduled days, evenings, nights, and weekends. Depending on our site capacity, students may have a delayed start or an extended rotation falling outside of the regular program schedule in order to complete the placement requirements. Participation in all activities related to practical experiences is mandatory. Students are expected to make accommodation for commitments outside the city to fit this scheduling. Questionable performance and conduct at any time may result in dismissal from the practicum site and a failing grade in the course.

## Continuation Requirements

### Student Standing

To maintain satisfactory standing, you must attain:

- a minimum of a B grade in all PARA courses throughout the program (Diploma Only)
- a minimum of a pass in the practicum component of all courses. (A fail in a practicum course will require you to repeat the course before progressing to further PARA courses)
- a minimum of a C- in all support courses
- students will be permitted to repeat a course only once (PARA and support courses)

# Paramedic - Bachelor of Applied Health Studies Diploma and Applied Degree

## Satisfactory Standing

- Students must maintain a cumulative minimum GPA of 2.0 throughout the program.
- Students that defer clinical or practicum and/or have been deemed unsuccessful must complete a remediation process which may contain an assessment or course work deemed necessary by the assigned instructor to returning to the program.
- Depending on the results of the assessment further remediation may be required prior to commencing practicum.
- Students may only be absent from the program for one calendar year. A longer absence will require reapplication and readmission to the entire program.
- The diploma program must be completed within 6 years of initial entry.
- Fourth year degree courses must be completed within five (5) years of starting the degree component (fourth year).

## ACP Registration Exams

At various points within the program, students will be required to write Alberta College of Paramedics (ACP) registration examinations. Students will be notified regarding the cost and date for each examination. Students unsuccessful at the initial examination, may apply to write only once more. All costs related to registration, travel, accommodation, and meals are the students responsibility. Further information is available on the ACP website.

## Fitness Requirements

A career as a Paramedic requires a high level of physical and emotional well-being. Students must be able to demonstrate the physical capabilities to safely maneuver stretchers and equipment and be emotionally capable to deal with trauma and high stress situations.

In the event of illness students must present a medical clearance certificate prior to returning to the program.

## Professional Driving Improvement Course Requirements

Students will be required to successfully complete the Professional Driving Improvement Course (PDIC). This course is offered through Continuing Education at Medicine Hat College. Students will be responsible for paying the cost associated with this course. The course must be successfully completed by the end of the first semester of the program.

## Uniforms

Students will be required to buy uniforms and appropriate foot wear. Uniforms will be ordered in the first semester of the program. Students will also be responsible for purchasing a pen light, stethoscope, trauma shears, trauma glasses, and an emergency vest.

## Electronic Charting

Students are required to purchase a wifi enabled device for completing patient care reports and competency tracking during practicum.

## Required Withdrawal

Students will be required to withdraw if they fail to obtain satisfactory standing in a second attempt at a PARA course that have failed. *(Please refer to Medicine Hat College Academic Policies regarding further details related to probation and dismissal).*

As a student in the paramedic program you are expected to exercise responsible conduct that reflects favorably on you, the program and the Medicine Hat College.

## Graduation Requirements

- Students must obtain a minimum of B grade in all PARA courses (Diploma only)
- Students must obtain a minimum of a C- in all support courses
- Students must pass all practica
- Students must attain all National Occupational Competencies and all Alberta Occupational Competencies in the appropriate setting

# Plumber Apprenticeship

## **Scott Stickel, Coordinator**

Phone: 403.504.3587

E-mail: [sstickel@mhc.ab.ca](mailto:sstickel@mhc.ab.ca)

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 78.

The term of apprenticeship for a plumber is 4 years (four 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

An applicant who is not already certified in Alberta as a Gasfitter (A) or (B) will complete an apprenticeship program that includes both the plumber and gasfitter (B) trades.

Plumbing is one of the “pipe trades.” Plumbers plan, install, and service plumbing systems, fixtures, piping equipment and controls. The piping systems may be used to transport water, waste, gases or hot liquids.

On a typical construction job, plumbers do the roughing in after the frame and roof of a new building are in place. In other words, they:

- study the building plans and specifications to determine the layout for the plumbing and other materials
- locate and mark the positions for connections and fixtures
- cut holes through walls and floors to accommodate pipes
- select the type and size of pipe required, and measure, cut, thread, bend, clamp, solvent cement, or solder pipe
- assemble and install valves and fittings
- join pipe sections and secure them in position
- test pipe systems for leaks
- install underground storm sanitary and water piping system

Plumbers return to the construction site after the plasterers or drywallers, tile setters and floor covering installers have completed their work to do the finishing work such as installing sinks, tubs, and toilets.

Plumbers may specialize in:

- installing water conditioners
- installing plumbing in houses under construction
- installing plumbing in commercial, institutional, industrial or public buildings
- renovating, maintaining, and repairing existing plumbing
- installing hydronic heating and chilled water systems
- installing Sustainable Technologies

## **Working Conditions**

The working conditions for plumbers vary from one job to another. There is little protection from the weather when a plumber is roughing-in, more protection for finishing, and often comfortable conditions for maintenance and repair work. In smaller communities, plumbers generally do a wider variety of plumbing and plumbing-related jobs such as installing private sewage disposal systems and potable water distribution systems.

There may be some risk of injury involved in working with rough metals, power tools, and pipe-joining equipment.

## **Skills and Abilities**

The work is most rewarding to people who enjoy using their specialized skills in a variety of working conditions and working with little supervision.

To be successful in the trade, plumbers need:

- physical stamina required to
  - o use proper lifting techniques for heavy pipes weighing in excess of 25 kilograms
  - o be on your feet for long periods
  - o sometimes work in cramped positions
- mechanical ability
- the ability to work alone or with others

The above information was copied from the [tradesecrets](http://www.tradesecrets.alberta.ca) website. For complete information on being a Plumber check out the website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

**Alberta Apprenticeship &  
Training Regional Office  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)**

# Power Engineering Technology Diploma

## Academic Advising Office

Phone: 403.529.3819

## Rakesh Kaushish, Coordinator

Phone: 403.504.3567

E-mail: [rkaushish@mhc.ab.ca](mailto:rkaushish@mhc.ab.ca)

Power Engineering is a challenging field of study with good employment opportunities and advancement potential. This two year technology program is structured to provide the necessary knowledge, support, and hands-on experience to gain an edge in launching a career. Many job postings will ask for experience or involvement in a two year Power Engineering diploma program.

Government regulations in Canada require that large energy systems be operated by certified Power Engineers. Alberta Power Engineers advance through a series of "classes" which are obtained through a combination of work experience, education, and passing ABSA (Alberta Boiler Safety Association) certified exams. ABSA, industry, and the educational institutes are working together to promote the safety and reliability of students entering the Power Engineering work force.

Students are guided through the 4th, 3rd, and 2nd class part A theory by industry experienced instructors. The modern Power Engineering Lab reinforces the theory with practical experience. Students gain knowledge and confidence under the watchful eye of experienced operators. Safety protocols, team work, and communication are highly stressed. ABSA rewards the skills students gain through a two year technical program by reducing the amount of work experience required in the field.

**NOTE:** By current ABSA regulations: Students may acquire a 4th class certificate after passing the 4th class theory, completing college arranged field placement, and passing the ABSA 4th class exams.

**Students are required to independently find three months of "Steam Time"**, complete the two year college program and pass the ABSA third class exams before a 3rd class certificate is awarded. 2nd class ABSA exams can be written after being awarded a 3rd class certificate.

Upon successful completion of the entire program you will be granted a diploma in Power Engineering Technology. Course content may vary from those listed in the calendar due to updates or changes to each level of competency.

## Career Opportunities

Some examples of industry where our graduates find employment are: oil and gas, petrochemical, food processing, power generation, manufacturing plants, hospitals and other large commercial buildings.

## Admission Requirements

### High School Route

High school diploma and a minimum 60% standing in:

- ELA 30-1
- Math 30-1 or Math 30-2
- Physics 30

### Mature Student Route

- ELA 30-1
- Math 30-1 or Math 30-2
- Physics 30

Even though a high school diploma is not required for program admission, some employers may require it.

## Program Requirements

### First Year

#### Block 1 (September - mid November)

|           |   |
|-----------|---|
| PLAC 111* | Field Placement   |
| PLAB 116  | First Lab   |
| POWE 161  | Introductory Mechanics & Thermodynamics, Legislation and Safety             |
| POWE 162  | Introductory Electricity and Instrumentation, Materials, Welding and Safety |
| POWE 163  | Introduction to Boilers, Environment, Communication                         |

#### Block 2 (mid November - January)

|          |   |
|----------|---|
| PLAB 117 | Second Lab  |
| POWE 166 | Lubrication, Pumps, Compressor, Boiler Safety and Operation                       |
| POWE 167 | Maintenance, Water Treatment, Prime Movers/Engines and Auxillary Building Systems |
| POWE 168 | Refrigeration & Air Conditioning and Types of Plants                              |

#### Block 3 (February - mid May)

|          |  |
|----------|--|
| PLAB 118 | Third Lab                                  |
| POWE 151 | Intermediate Mechanics & Thermodynamics    |
| POWE 152 | Metallurgy                                 |
| POWE 153 | Codes & Drawings                           |
| POWE 154 | Intermediate Electricity & Instrumentation |

### Second Year

#### Block 4 (September - December)

|          |                                     |
|----------|-------------------------------------|
| PLAB 219 | Fourth Lab                          |
| POWE 260 | Intermediate Boilers                |
| POWE 261 | Intermediate Prime Movers           |
| POWE 262 | Water Treatment & Special Equipment |



# Power Engineering Technology Diploma

## Block 5 (January - May)

|          |                                  |
|----------|----------------------------------|
| POWE 265 | Advanced Boilers                 |
| POWE 266 | Advanced Pumps & Water Treatment |
| POWE 270 | Advanced Codes                   |
| POWE 271 | Plant Installation & Management  |
| POWE 272 | Advanced Mechanics               |
| POWE 280 | Advanced Thermodynamics          |
| POWE 281 | Advanced Metallurgy              |

\* You are responsible for the cost of obtaining safety certification in Standard First Aid with CPR, H2S Alive, and Confined Space Entry before being eligible for PLAC 111 (Field Placement). Copies of these safety certificates must be on file with the PLAC 111 instructor by the date stated in the course outline.

## Graduation Requirements

To successfully complete this program you must:

- Obtain a minimum grade of C- in all POWE and PLAB courses
- Achieve mandatory 80% attendance of all Power Engineering (POWE) courses to write or pass the course final exams, regardless of the grade
- Achieve mandatory 100% attendance in all lab courses (PLAB)

## Transfer

### Athabasca University

Graduates of the Power Engineering Technology diploma are eligible to transfer 30 credits toward the Post-Diploma Bachelor of Science.

# Practical Nurse Diploma

## Academic Advising Office

Phone: 403.362.1682 (Brooks Campus)  
or 403.529.3819 (Medicine Hat Campus)

## Corey Ranger/Kate Squires, Program Coordinators

Phone: Corey 403.362.1473 or Kate 403.362.1470

(Brooks Campus)

E-mail: [cranger@mhc.ab.ca](mailto:cranger@mhc.ab.ca) or [ksquires@mhc.ab.ca](mailto:ksquires@mhc.ab.ca)

## This program is at Brooks Campus

The Practical Nurse program is a two-year (5 semester) diploma program that prepares you to become a professional Licensed Practical Nurse (LPN). Teaching the knowledge, skills and practical competencies required by the College of Licensed Practical Nurses of Alberta (CLPNA), the program prepares graduates to work as valued members of the health care team. With a wide range of skills and an extensive scope of practice, LPNs can be found in an increasingly broad range of healthcare settings.

The Practical Nurse program of Medicine Hat College utilizes a conceptual framework called the Concept of Caring. Conceptual frameworks provide opportunity for reflection on nursing education and practice. Caring is the central concept on which the curriculum is based. Practical Nurses utilize the nursing process, which includes providing health assessments that consider physical, social, emotional, cultural and spiritual needs of clients. Practical Nurses work with clients, families, and other members of the health care team to develop a plan of care that will best meet the client's needs. Practical nurses assist the client with activities of daily living, carry out prescribed procedures and treatments, and maintain a safe, comfortable environment for the client.

Learning involves a variety of teaching methods including online, classroom and laboratory activities, as well as instructor and preceptor supervised clinical experiences. Classes and laboratory experiences are provided at the Brooks Campus. However, students will be required to travel to other parts of the region for clinical and practical learning experiences.

Graduates of the program are eligible for licensure through the College of Licensed Practical Nurses of Alberta upon payment of a fee of \$675 (subject to change) and successfully passing the national practical nurse examination (Canadian Practical Nurse Registration Exam or CPNRE).

## Career Opportunities

Practical nurses provide care to patients and clients in a number of settings, including:

- Hospitals
- Continuing care
- Community
- Industry
- Clinics

Practical nurses work as:

- Staff nurses
- Team leaders or charge nurses

Current employment opportunities are active, with Canadian statistics suggesting a shortage of approximately 110,000 nurses (registered and licensed practical nurses) by the end of this decade.

## Admission Requirements

### High School Route

- 60% in ELA 30 -1 or 70% in ELA 30-2
- 60% in Math 20-1 or 70% in or Math 20-2
- 60% in Biology 30 or Bow Valley College ANAT 1101

### Mature Student Route

- 60% in ELA 30 -1 or 70% in ELA 30-2
- 60% in Math 20-1 or 70% in or Math 20-2
- 60% in Biology 30 or Bow Valley College ANAT 1101

### Program Requirements Before Starting the Program

1. Provide proof of current certification in the following
  - Standard First Aid
  - CPR at a Health Care Provider level
2. Once accepted students will receive a health questionnaire and immunizations checklist that must be completed. A chest x-ray may be required.
3. Students must present a current Police Information Check. Having a positive police check may not necessarily preclude the student from being in the program, but they will need to discuss this with the Practical Nursing Program Coordinator. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.

After being admitted to the program students must provide annual renewal of CPR at a Health Care Provider level.

## Program Requirements

### First Year

#### Fall

BIOL 152 Anatomy and Physiology for Practical Nurses  
COMM154 Interpersonal Communications for Practical Nurses

HLSC 151 Personal Health and Wellness  
PRNU 156 Nursing Theory I & Nursing Science Lab I  
PSYC 153 Growth and Development for Practical Nurses  
Junior ENGL

#### Winter

PHSL 200 Pathophysiology  
PRNU 158 Clinical Experience I - Continuing Care  
PRNU 160 Adult Health Assessment  
PRNU 162 Applied Pharmacology & Medication Admin Lab  
PRNU 166 Nursing Theory II & Nursing Science Lab II

# Practical Nurse Diploma

## Spring

PRNU 168 Clinical Experience II - Continuing & Acute Care

## Second Year

### Fall

PRNU 200 Nursing Theory III & Nursing Science Lab III  
PRNU 201 Maternity Nursing  
PRNU 203 Mental Health Nursing  
PRNU 204 Clinical Experience III - Acute Care  
PRNU 205 Pediatric Nursing

### Winter

PRNU 208 Transition to Practical Nursing Graduate  
PRNU 209 Community Nursing  
PRNU 215 Final Practicum  
SOC 201 Introductory Sociology

## Clinical and Practica

The Practical Nurse program is an intensive program involving full classroom/laboratory days and clinical days. Clinical experiences, in particular, may be scheduled at various hours, including evenings, nights, and weekends and it is expected that students will make accommodation for commitments outside the program to accommodate this scheduling. Students must be prepared to travel for clinical experiences and/or practica outside of Brooks.

### Performance in Clinical and Practica

Students are expected to observe program policies regarding punctuality, attendance, dress, response to supervision and feedback, and to provide safe, competent nursing care. If your performance is questionable in relation to the delivery of safe patient care and/or to the maintenance of the program standards you may be asked to leave the laboratory or clinical site at any time. Continued failure to uphold standards related to safe, professional performance will result in dismissal from the program.

## Program Costs

In addition to tuition and textbook costs, students must plan for the inclusion of costs such as CPR, uniforms, white duty shoes, lab kits, name tag, stethoscope, a watch with a sweep hand, and travel/accommodation for clinical and practicum placements.

## Continuation Requirements

- Maintain a C+ in all PRNU courses, BIOL 152 and PHSL 200
- Maintain a C- in all other required courses
- A CR (Pass) is required in clinical and practicum courses for successful course completion

Students who are transferring from another nursing program or have been away for more than one year, and will be entering into a clinical course, will be required to demonstrate competence in the knowledge and skills required for that clinical experience prior to the beginning of the clinical course.

Note: You must complete the program within five (5) years of initial admission to the Practical Nurse program.

## Final Grades

The final grade in the PRNU theory courses is derived from assignments, unit exams, quizzes, and final exam; and the grade average for each course must be no less than a letter grade of C+. The final grade in lab case scenarios must be 75% or higher or you will receive an F grade for the course. The final grade in the nursing practice clinical courses will be derived from clinical performance and assignments. Clinical objectives must be met in order to achieve a passing grade in Nursing Practice clinical courses.

## Failure to meet performance objectives or learning outcomes

Throughout the program, instructors will give verbal and written feedback on your performance and progress. If your performance is inconsistent and is not meeting learning course objectives or learning outcomes, you may be placed on a learning agreement. If the terms of the agreement are not met, or if the original behavior occurs after the expiry date of the agreement, you will be unsuccessful in the course and unable to progress in the program.

## Re-entry to the Program

Former students may apply for re-entry to the program. To qualify for recognition of previous successful semesters or courses, you MUST:

- Meet the re-entry program recommendation requirements as agreed upon by you and the Division of Science and Health, MHC.
- Indicate your intention to re-enter within twelve (12) months of leaving the program to the program coordinator

You will only be allowed to re-enter the program once. In addition, it is important to note that re-entry will depend on seat availability within each cohort.

## Graduation

You must successfully complete all required courses and meet program requirements. The Medicine Hat College Practical Nursing program is approved by the Educational Standards Advisory Committee, a committee of the College of Licensed Practical Nurses of Alberta (CLPNA). New MHC graduates are eligible to apply for a CLPNA Temporary Practice Permit allowing the graduate to work under supervision while waiting to successfully complete the Jurisprudence Examination and the Canadian Practical Nurse Registration Exam (CPNRE).

## Transfer

### Thompson Rivers University

Graduates are eligible to receive advanced credit towards the Bachelor of Health Science or Bachelor of General Studies.

### University of Lethbridge

Graduates may be considered for admission to the Post-Diploma Bachelor of Health Sciences Public Health.

# Pre-Employment Apprenticeship

## **Continuing Studies**

### **Program Administrator, Medicine Hat Campus**

*Phone: 403.502.8975*

### **Program Administrator, Brooks Campus**

*Phone: 403.362.1675*

Pre-employment trades programs are designed to help you become more marketable when seeking employment in the trades. The pre-employment program covers the same material as our traditional apprenticeship program, but students do not have to be employed/indentured to be accepted to this training. Students who successfully complete and pass the program will have skills equivalent to a first year trades apprentice and will be eligible to write the Alberta Apprenticeship & Industry Training First Period Theory Exam for the trade. In addition to the course content offered in the first year apprenticeship program, our pre-employment program includes many additional hours of hands-on practice and safety training. Our pre-employment programs may be offered on a full-time (12 week), or part-time (6 month) basis.

Pre-employment programs are student loan eligible. Please contact the Financial Aid Office for more information at 403.504.3594.

For more information on pre-employment programs and when they are offered contact Continuing Studies or visit their website at [www.mhc.ab.ca/continuingstudies](http://www.mhc.ab.ca/continuingstudies).

# Rig Technician Apprenticeship

## Program not offered for 2018-19 Academic Year

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For information about the apprenticeship program see page 78.

The Alberta Rig Technician trade is specific to the drilling rig industry, not, the rig servicing industry.

Rig technicians operate oil and gas drilling rigs. A Rig Technician 3 journeyman certification confirms the journeyman can also perform the tasks of a Rig Technician 2 and a Rig Technician 1 credential. Job tasks commonly associated with each of the three levels are motorhand (Level 1), derrickhand (Level 2), and driller (Level 3).

### Motorhands (Level 1)

- regularly maintaining drilling rig engines, transmissions, heating systems, diesel electric generators and motors, hydraulic systems, and other mechanical equipment
- maintaining equipment logs and preventative maintenance records as required
- monitoring inventories of fuels, oil filters, lube oils, greases, and other service items
- working under the direction of the Derrickhand and driller
- supervising, training, and working with floorhands and labourers, ensuring they work safely and efficiently
- participating in rig mobilization and demobilization

### Derrickhands (Level 2)

- operating and maintaining drilling fluid systems and pumps during drilling
- mixed fluid chemicals and additives as required by the program
- handling sections of drill string assembly from a platform on the rig derrick during tripping operations
- monitoring and recording mud flows and volumes and fluid properties (i.e. mud weight)
- working under the direction of the Driller and assisting the Driller with crew supervision, ensuring the crew works safely and efficiently
- participating in rig mobilization and de-mobilization (rig-up and tear-out)

### Drillers (Level 3)

- operating the draw-works, rotary equipment, and pumps and supervise the assembly of drill string
- ensuring that safety and support equipment is functioning properly
- monitoring the progress of the drilling operation and communicate with well-site supervisors
- keeping a current record of drilling progress
- training crew members
- introducing procedures which may help the crew to work more safely and effectively
- participating in the supervision of rig mobilization and demobilization (rig-up and tear-out)

Drillers are all responsible for the supervision of rig crews, ensuring they work safely and efficiently, and the operation of drilling equipment. They report directly to drilling rig managers and are responsible for the crew. Normally an apprentice will spend at least a year in each position.

A drilling rig consists of a derrick, draw-works and other surface equipment that provide the forces needed for drill pipe to bore a hole into the earth. The drilling rig drills the initial hole for the oil or gas well. After the drilling rig reaches the layer of earth that contains oil or gas, the rig is removed from the site.

Other equipment, such as service rigs and pump jack, operated by skilled works from the oil field service industry, are used to complete the well construction and to access the oil and gas.

### Working Conditions

Working conditions vary with the tasks performed, rig locations and weather conditions. People in these occupations often work outdoors in remote locations. They are often exposed to extremes in weather as well as to the dirt, dust, noise and fumes that often exist around a rig. They may be required to lift items weighing in excess of 25 kilograms. Employees are often responsible for their own transportation to the work site and may travel widely throughout the province. Employment in these occupations may be seasonal. Winter is the busiest season for drilling activity.

The rig technician trade has minimal entry-level requirements, generous wages, attractive work and time-off schedules, and opportunities for rapid advancement. It can be a stepping stone to a variety of other employment opportunities in the oil and gas industry.

### Skills and Abilities

To be successful in their trade, rig technicians need:

- the ability to get along well with co-workers
- leadership and management skills
- good communication skills
- good organizational skills
- physical strength and stamina
- emotional stability
- mechanical aptitude
- manual dexterity
- the ability to judge distances and spatial relationships

Rig Technicians should enjoy working with equipment and machinery, working in a team environment and compiling information and maintaining records. The above information was copied from the [tradesecrets website](http://tradesecrets.alberta.ca). For complete information on being a Rig Technician check out the website at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).

**Alberta Apprenticeship &  
Training Regional Office  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100**

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

# Science (B.Sc.) University Transfer

If you are interested in how the world works and what makes up the earth, a degree in one of the many areas of science might be the right path for you. Our program is designed to prepare you to transfer to another institution after you have completed a maximum of two years at Medicine Hat College. The remaining years of your Bachelor of Science may be in a range of disciplines such as cell biology, immunology and infection, physiology, pharmacology, physics, or zoology.

A Bachelor of Science can be used as a pathway into professional, master's, or after degree programs. Students intending to pursue professional programs can complete pre-professional requirements within the University Transfer Science program. Students can take pre-professional program requirements within our science program towards chiropractic, dental hygiene, dentistry, medical laboratory science, medicine, nutrition, optometry, pharmacy, radiation therapy, and veterinary medicine. Students wishing to pursue a professional program are encouraged to seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution.

## Career Opportunities

Agricultural Companies  
Animal Biology (Zoology)  
Chiropractor  
Consulting  
Dentist or Dental Hygienist  
Doctor

Environmental Science  
Geophysicist  
Industrial Laboratories  
Lab Technician  
Meteorologist  
Optometrist

Pharmaceutical  
Production and Manufacturing  
Provincial and Federal Government  
Registered Dietitian  
Research and Development  
Veterinarian

## Admission Requirements

Refer to Admissions Chart on page 19

The University Transfer program at Medicine Hat College provides students with a foundation to be successful in university science degrees and is made possible based on the College's participation in Campus Alberta. Admission to all university programs in Alberta is competitive and students are responsible for understanding admission and program requirements.

It is essential that all University Transfer students seek the advice of an academic advisor prior to selecting their courses, as program requirements change yearly and vary by institution. Students who are seeking an undergraduate science degree as a learning pathway to a professional program should consult with both the Medicine Hat College academic advisor and a representative from the institution they wish to attend, to ensure that they meet both the minimum requirements for admission and the competitive requirements.

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university and program of study they wish to work towards. With this information, students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Alberta, Faculty of Science

Phone: 780.492.4758 or toll-free: 1.800.358.8314 (Faculty of Science)  
E-mail: [advisor.science@ualberta.ca](mailto:advisor.science@ualberta.ca)  
Website: [www.ualberta.ca/science](http://www.ualberta.ca/science)

The Faculty of Science offers 3 types of science degrees: honours, specialization and general - in the following areas:

|                               |  |   |
|-------------------------------|--|---|
| Applied Mathematics           | Ecology, Evolution and Environmental Biology | Molecular, Cellular and Developmental Biology |
| Astrophysics                  | Environmental Earth Sciences                 | Neuroscience                                  |
| Atmospheric Sciences          | Evolutionary Biology                         | Paleontology                                  |
| Biochemistry                  | Geology                                      | Pharmacology                                  |
| Biological Sciences           | Geophysics                                   | Physics                                       |
| Cell Biology                  | Immunology & Infection                       | Physical Sciences                             |
| Chemistry                     | Integrated Physiology                        | Psychology                                    |
| Computing Sciences            | Mathematical Physics                         | Statistics                                    |
| Earth and Atmospheric Science | Mathematics                                  |   |

# Science (B.Sc.) University Transfer

## University Transfer

Students are encouraged to consult the University of Alberta Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Alberta Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Calgary, Faculty of Science

*Phone:* 403.220.5516 or 403.220.8600 (Undergraduate Science Centre)

*E-mail:* [usc@ucalgary.ca](mailto:usc@ucalgary.ca)

*Website:* [www.ucalgary.ca/science](http://www.ucalgary.ca/science)

The Faculty of Science offers degrees in the following areas:

|   |                       |                  |
|---|-----------------------|------------------|
| Actuarial Science                       | Chemistry             | Physics          |
| Anthropology                            | Computer Science      | Plant Biology    |
| Astrophysics                            | Earth Science         | Psychology       |
| Applied Environmental Geology           | Ecology               | Pure Mathematics |
| Applied Mathematics                     | Environmental Science | Natural Sciences |
| Archaeology                             | General Mathematics   | Neuroscience     |
| Biochemistry                            | Geography             | Neuroscience     |
| Biological Science                      | Geology               | Statistics       |
| Cellular, Molecular & Microbial Biology | Geophysics            | Zoology          |
| Chemical Physics                        | Geoscience            |                  |

Professional Programs offered at the University of Calgary include Medicine and Veterinary Medicine.

## University Transfer

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Calgary Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Lethbridge, Faculty of Arts and Science

*Phone:* 403.329.5101 (Faculty of Arts & Science Dean's Office) or 403.329.5106 (Faculty of Arts & Science)

*E-mail:* [artsci.advising@uleth.ca](mailto:artsci.advising@uleth.ca)

*Website:* [www.uleth.ca/artsci](http://www.uleth.ca/artsci)

The Faculty of Arts & Science offers degrees in the following areas:

|                            |                          |                |
|----------------------------|--------------------------|----------------|
| Agricultural Biotechnology | Biological Sciences      | Geography      |
| Agricultural Studies       | Chemistry                | Mathematics    |
| Anthropology               | Computer Science         | Neuroscience   |
| Applied Statistics         | Computer Science & GIS   | Physics        |
| Archaeology and Geography  | Environmental Science    | Psychology     |
| Biochemistry               | General Major in Science | Remote Sensing |

All University of Lethbridge degree programs have a Liberal Education Requirement. Liberal Education involves satisfactory completion of 12 Arts and Science courses, chosen from three distinct lists (List 1 – Fine Arts & Humanities; List 2 – Social Sciences; List 3 – Science).

# Science (B.Sc.) University Transfer

## University Transfer

Students are encouraged to consult the University of Lethbridge Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a University of Lethbridge Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## MacEwan University, Faculty of Arts & Science

Phone: 780.497.4505 (Faculty of Arts & Science Program Services)  
E-mail: [artsandscience@macewan.ca](mailto:artsandscience@macewan.ca)  
Website: [www.macewan.ca/science](http://www.macewan.ca/science)

The Faculty of Arts & Sciences offers degrees in the following areas:

|                     |                       |                   |
|---------------------|-----------------------|-------------------|
| Biological Sciences | Mathematics           | Physical Sciences |
| Computer Science    | Mathematical Sciences | Psychology        |

In mathematical sciences students focus on two of the following areas of concentration: mathematics, statistics, or computer science. Similarly, in physical sciences students focus on two of the following areas of concentration: chemistry, physics, or earth and planetary sciences.

## University Transfer

Students are encouraged to consult the MacEwan University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a MacEwan University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## Mount Royal University, Faculty of Science & Technology

Phone: 403.440.5000 (Admissions & Recruitment Office) or 403.440.7220 (Bachelor of Science Academic Advisors)  
E-mail: [scitechadvising@mtroyal.ca](mailto:scitechadvising@mtroyal.ca)  
Website: [www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/ScienceTechnology](http://www.mtroyal.ca/ProgramsCourses/FacultiesSchoolsCentres/ScienceTechnology)

The Faculty of Science & Technology offers degrees in the following areas:

|                              |                 |                |
|------------------------------|-----------------|----------------|
| Cellular & Molecular Biology | General Science | Health Science |
| Environmental Science        | Geology         |                |

## University Transfer

Students are encouraged to consult the Mount Royal University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a Mount Royal University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.



# Science (B.Sc.) University Transfer

## St. Mary's University

*Phone: 403.531.9130 (Main Number)*

*E-mail: [advising@stmu.ca](mailto:advising@stmu.ca) or [admissions@stmu.ca](mailto:admissions@stmu.ca)*

*Website: [www.stmu.ca/biology/](http://www.stmu.ca/biology/)*

Medicine Hat College students can transfer directly into the third year of St. Mary's University's (StMU) Bachelor of Science degree with a major in biology. Students interested in this transfer agreement must meet with a Medicine Hat College Academic Advisor to ensure they understand all admission and transfer requirements.

### **University Transfer**

Students are encouraged to consult the St. Mary's University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor or a St. Mary's University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

# Social Work Diploma

## Academic Advising Office

Phone: 403.529.3819

## Richard Gregory, Coordinator

Phone: 403.529.3967

E-mail: rgregory@mhc.ab.ca

This two year program combines knowledge of the humanities and behavioural sciences, an understanding of social work theory and philosophy, and the development of practical skills through academic classroom study and fieldwork settings. This program is designed to meet the knowledge, skills and practice competencies as defined by the Alberta College of Social Work.

## Brooks Campus Program

A cohort for the Social Work Diploma Program is planned for the Brooks Campus starting in the 2018-2019 academic year. At the time of application, applicants will be asked to choose between Medicine Hat Campus or Brooks Campus. The program at Brooks Campus will be offered in a mixed delivery format and it is designed so that the Social Work courses will be delivered on alternating weekends (Friday evening and all day Saturday). Non-social work courses will be delivered in various formats (e.g. online, on campus, or weekend delivery). Because of the alternative delivery model, the program offered at the Brooks Campus will take an additional semester to complete.

## Career Opportunities

At graduation students are prepared for employment in a broad range of private health, social, and welfare agencies as well as in provincial and municipal social service, health, and welfare agencies. The program prepares students to do social work with individuals, families, groups, and communities. Upon graduation students are eligible to be registered with the Alberta College of Social Workers. In Alberta, students educated in Social Work and work within the scope of Social Work Practice must be registered.

## Admission Requirements

For all routes, applicants must first apply to Medicine Hat College indicating your interest in the Social Work Diploma program. Applicants will then receive an application package specific to the Social Work program that outlines details of the pre-program requirements. Please note that the information provided on the personal profile, and that provided by references, will be considered during admission screening to ensure you meet basic standards and have reasonable chance for success in the program and in the profession.

### High School Route

- ELA 30-1 (minimum 60%)
- Three grade 12 5-credit courses

### Mature Student Route

- 60% or greater in ELA 30-1 (or equivalent) or a university level English

This route is applicable if applicants do not meet the minimum requirements for admission but possess other post-secondary and/or work experiences that create potential for success in the program.

### Transfer Route

Having previously attended a recognized college or university, applicants will be accepted on the basis of your college or university level coursework. Applicants must have 60% or greater in ELA 30-1 (or equivalent) or a university level English course.

### Pre-Program Requirements

- A current resume
- A personal profile questionnaire providing information related to your background and suitability for the program
- One reference from a volunteer or workplace supervisor. (You must have a minimum of 100 hours of volunteer or work experience in a social service environment)

## Program Requirements

### First Year

#### Fall

|          |   |
|----------|---|
| ANTH 213 | Contemporary Aboriginal Issues in Canada              |
| IDST 100 | Introductory Communications for Helping Professionals |
| PSYC 205 | Principles of Psychology                              |
| SLWK 100 | Introduction to Social Work Practice                  |
| SLWK 102 | Social Problems & Policies                            |

#### Winter

|          |                                 |
|----------|---------------------------------|
| PSYC 351 | Developmental Psychology        |
| SLWK 101 | Social Work Theories & Practice |
| SLWK 103 | Social Work with Individuals    |
| SLWK 105 | Social Work with Groups         |
| Elective |                                 |

#### Spring\*

|             |  |
|-------------|--|
| Junior ENGL |  |
| Elective    |  |

### Second Year

#### Fall

|           |   |
|-----------|---|
| PSYC 357  | Human Development                                   |
| SLWK 206  | Social Work Research & Leadership in Human Services |
| SLWK 208  | Social Work with Families                           |
| SLWK 212  | Social Work Practicum I                             |
| SLWK 219* | International Social Work ( <i>optional</i> )       |

#### Winter

|          |   |
|----------|---|
| SLWK 209 | Social Work with Communities                          |
| SLWK 211 | Social Work with Mental Health, Trauma and Addictions |
| SLWK 213 | Social Work Practicum II                              |
| Elective |   |

# Social Work Diploma

## Spring (Optional)

SLWK 220\* International Social Work Practicum

*\* You may choose to take classes in a different configuration or at a slower pace. Any changes to the above configuration, however, should be discussed with the Program Coordinator or Academic Advisor.*

*\*Not offered every year. Check with the Program Coordinator.*

## Electives

In addition to the specified core courses, students must also complete three additional university transfer courses during the two years of study. Some of these may be taken during Spring semester. Electives may be drawn from any courses which transfer to the University of Calgary as per the Alberta Transfer Guide (available at [www.transferalberta.ca](http://www.transferalberta.ca))

*\*\* Please note in order to take these courses you will require permission from that departments program coordinator.*

## Practicum

Students are selected for practicum on the basis of academic performance, professional suitability, fitness and conduct, volunteer community service, and availability of practicum sites.

In order to ensure the protection of clients, students are required to provide up-to-date child welfare and criminal record checks, at their expense, prior to entry into practicum placements. Students are responsible for providing copies of the Alberta Children's Services Intervention Record Check and Police Information Check to practicum supervisors prior to starting placements. Students are obligated to inform the Program Coordinator immediately of any change in the status of your criminal record. Prior involvement with Alberta Children's Services or a criminal record may limit the practicum options available to you.

Should the program coordinator judge, in consultation with faculty, that there is evidence that the student is professionally unsuitable or a risk to clients, the coordinator may prohibit them from attending or completing a practicum.

## International Practicum

Different opportunities may arise for students to participate in an international practicum. Social Work students from Medicine Hat College may be invited to participate in international practicum placements with other institutions or Medicine Hat College Social Work program may offer this opportunity by itself. In both situations students must go through an application process and suitability for participation will be evaluated on a case by case basis. Students will be expected to complete all prerequisite requirements before departure.

## Continuation Requirements

- Achieve a minimum of a "C" grade in all required courses.
- SLWK courses can only be repeated once

Students that have been absent from the program for one calendar year and are returning to complete a course, will be required to successfully complete a comprehensive evaluation. Depending on the outcomes of the evaluation students may be required to successfully complete remediation in preparation to enter the practicum.

## Graduation Requirements

In addition to the courses required for graduation the students progress in the program will be reviewed each semester by the program faculty. Should the student be found to be in academic difficulty or should their professional suitability be of concern, they may be referred for remedial assistance or, in extreme cases, asked to withdraw from the program.

- Minimum of a "C" grade in all required courses in order to be eligible to graduate.
- One D grade allowed in non Social Work courses.

The Code of Ethics of the Alberta College of Social Workers will be used as a measure of professional behaviour and suitability.

## Transfer

### Athabasca University

Graduates of the Social Work diploma program are eligible to transfer 60 credits toward the Bachelor of Professional Arts - Human Services program.

### MacEwan University

Graduates of the Social Work diploma program with a minimum GPA of 2.5 may be eligible for entry into the Social Work Degree.

### Thompson Rivers University

Graduates of the Social Work diploma program are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

### University of Calgary

Graduates are eligible to apply to the two-year post diploma BCR program, the Learning Circles Social Work Program or the post diploma BSW program.

### University of Regina

Graduates of the Social Work diploma program are eligible to receive up to 60 credits towards the Bachelor of Social Work degree.

## International Transfer Opportunities

### Griffith University

Graduates are eligible to receive advance standing toward a Bachelor of Human Services in Child and Family Studies or a Bachelor of Social Work degree at Griffith University in Australia. For more information, visit the Medicine Hat College website.

# Social Work (Learning Circles) (BSW) University Transfer

## University of Calgary, Faculty of Social Work (BSW Learning Circles)

Phone: 403.329.2794 Toll free: 1.866.329.2794 (Faculty of Social Work)  
E-mail: [fswar@ucalgary.ca](mailto:fswar@ucalgary.ca)  
Website: [www.ucalgary.ca/fswsouth](http://www.ucalgary.ca/fswsouth)

Medicine Hat College is hosting the University of Calgary's Bachelor of Social Work Learning Circles Program. Combining virtual education formats with on site block and weekend programming, the Learning Circles program is accessible to students living in and near host communities and to those maintaining employment while pursuing undergraduate education. The Learning Circles program offers an innovative and fully accredited variation of the University of Calgary BSW Program. It offers the same quality as the university's on-campus BSW programs, with several unique features, including:

- A redesigned curriculum to ensure cultural and geographic relevance to communities outside urban areas
- Convenient scheduling of courses with local practicum placements
- Alternative, flexible and widely accessible program delivery that combines the best distance education technology with face-to-face educational opportunities

### Program Overview

Core social work content for the Learning Circles program is themed into four areas:

- generalist practice
- communications & information
- diversity and oppression
- social work methods

Through portfolio courses, students apply their learning to their developing professional identity. Option courses allow students to study specialized topics such as mental health, intergenerational trauma, or child welfare.

The social work practicum is an integral part of the BSW program. Learning Circle students complete field placements during the Spring term following completion of the core social work curriculum. Post diploma students complete 400 hours in practicum and university transfer students complete 720 hours in practicum. Field education offers you opportunities to integrate theory and practice under the supervision of qualified social workers. Through seminars that accompany practicum courses, students will discuss learning experiences and challenges.

### Admission Requirements

To be eligible for the Learning Circles program, applicants must:

- Meet admission criteria to the University of Calgary (admission information is available in the current University of Calgary calendar or visit the website at [fsw.ucalgary.ca](http://fsw.ucalgary.ca).)
- Successfully complete a transferable post-secondary English course(s) or English 30-1 or equivalent
- Obtain one of the Following:
  - A diploma in Social Work from a recognized Alberta college
  - 57 units (19 classes) of university transferable non-social work courses plus Social Work 201 (or equivalent)
  - A non-social work degree from a recognized institution plus Social Work 201 (or equivalent)
  - A non-social work diploma from a recognized institution plus 27 units (9 classes) of transferable non-social work courses and Social Work 201 (or equivalent)
- Admission requires a minimum GPA of 2.3 on a 4.0 scale as calculated on 10 most recent non-social work courses; for Post Diploma holders, the diploma GPA is used for the admission GPA

Additional supporting documents required for admission:

- Resume
- 2 References, one of which must be from an academic source
- Essay

Once deemed admissible to the University, students are competitively evaluated by the Faculty's admission committee based on academic achievement (social work and non-social work courses considered), previous experience, entry essay and references.

# Social Work (Learning Circles) (BSW) University Transfer

## Deadlines

Application deadline: March 1: Submit - (1) The University of Calgary application online (available at [ucalgary.ca](http://ucalgary.ca)); (2) Pay the application fee; (3) Submit the BSW application (available at [www.ucalgary.ca/fswsouth](http://www.ucalgary.ca/fswsouth)) with supporting documents; and (4) Submit an official transcript indicating final Fall grades and Winter course registration (Only for post-secondary institutions who do not participate with ApplyAlberta).

### For Regular Admission

- **By March 1:** Submit the University of Calgary application online (available at [ucalgary.ca](http://ucalgary.ca)) and pay the application fee
- **By March 1:** Upload resume and essay to myUofC portal and ensure references are submitted electronically by referee
- **By March 15:** Deadline for official transcripts in a sealed envelope (and degree certificates, if applicable) from each post-secondary institution who does not participate with ApplyAlberta, reporting all completed coursework up to and including Fall term, and any in-progress Winter/Spring/Summer courses; as well as, official high school transcript(s) for applicants without a completed degree. This deadline also pertains to official documents such as English test scores, if required.
- **By June 30:** Deadline for domestic students (residing in Canada or the US) to submit official transcripts in a sealed envelope from each post-secondary institution who does not participate with ApplyAlberta reporting all completed coursework up to and including the Winter term.

# Social Work (BSW) University Transfer

If you are interested in helping others, and applying strategies to advocate, influence and promote social change a degree in Social Work might be the right path for you. Our program is designed to prepare you to transfer to another institution after you have completed a maximum of 20 courses at Medicine Hat College.

## Career Opportunities

Health agencies  
Social and Welfare Agencies  
Private Practice

## Admission Requirements

Refer to Admissions Chart on page 18

### First Year Course Selection

To facilitate the transfer of courses from Medicine Hat College, University Transfer students are encouraged to choose a university they wish to transfer to and a program of study they wish to work towards. With this information students can consult with their Medicine Hat College Academic Advisor for appropriate program planning.

## University of Calgary, Faculty of Social Work

### Lethbridge

Phone: 403.329.2794 Toll Free: 1.866.329.2794 (Faculty of Social Work)  
E-mail: [fwsar@ucalgary.ca](mailto:fwsar@ucalgary.ca)  
Website: [www.fsw.ucalgary.ca/southern-alberta](http://www.fsw.ucalgary.ca/southern-alberta)

### Calgary

Phone: 403.220.5942 (Faculty of Social Work)  
E-mail: [socialwk@ucalgary.ca](mailto:socialwk@ucalgary.ca) or [bswinfo@ucalgary.ca](mailto:bswinfo@ucalgary.ca)  
Website: [www.fsw.ucalgary.ca/calgary](http://www.fsw.ucalgary.ca/calgary)

### Edmonton

Phone: 780.492.3888 (Faculty of Social Work)  
E-mail: [fswcnar@ucalgary.ca](mailto:fswcnar@ucalgary.ca)  
Website: [www.fsw.ucalgary.ca/central-and-northern-alberta](http://www.fsw.ucalgary.ca/central-and-northern-alberta)

Degrees offered in the areas of:

|   |   |
|---|---|
| Bachelor of Social Work (Calgary Location)    | Bachelor of Social Work (Virtual Learning Circle)         |
| Bachelor of Social Work (Edmonton Location)   | Bachelor of Social Work (Community Based Learning Circle) |
| Bachelor of Social Work (Lethbridge Location) |   |

If you complete the MHC Social Work Diploma, you will be given block transfer credit towards the University of Calgary Bachelor of Social Work degree program. The University of Calgary, Faculty of Social Work admits students into the third year of a four year Bachelor of Social Work degree.

## University Transfer Requirements

Completion of 60 university-level units, an undergraduate degree in another discipline from a recognized institution or a non-social work diploma from a recognized institution plus 27 university-level units with a minimum grade point average of 2.3 and must include:

- SOWK 201 (MHC SLWK 100)

Additional supporting documents required for admission:

- Resume
- 2 References, one of which must be from an academic source
- Essay

# Social Work (BSW) University Transfer

## University Transfer

Students are encouraged to consult the University of Calgary Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Calgary Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## MacEwan University, Faculty Health & Community Studies

*Phone:* 780.497.5154 (School of Social Work)  
*E-mail:* [bsw@macewan.ca](mailto:bsw@macewan.ca)  
*Website:* [www.macewan.ca/bsw](http://www.macewan.ca/bsw)

Degrees offered in the areas of:

- Bachelor of Social Work

If you complete the MHC Social Work Diploma, you will be given block transfer credit towards MacEwan University Bachelor of Social Work degree program. MacEwan University Faculty of Health & Community Studies admits students into the third year of a four year Bachelor of Social Work degree.

## University Transfer Requirements

Completion of 60 university-level credits with a minimum admission grade point average (AGPA) of 2.5 and must include:

- Three credits of University-level English
- SOWK 240 (With a minimum grade of C-) (MHC Introductory Social Work)

Additional supporting documents required for admission:

- Resume
- Personal/professional profile
- Evidence of a minimum 70 hours social service volunteer or work experience within the last two years
- Two letters of reference

## University Transfer

Students are encouraged to consult the MacEwan University Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a MacEwan University Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.

## University of Regina, Faculty of Social Work

### Regina

*Phone:* 306.585.4554 (Social Work Student Services)  
*E-mail:* [sw.studentservices@uregina.ca](mailto:sw.studentservices@uregina.ca)  
*Website:* [www.uregina.ca/socialwork](http://www.uregina.ca/socialwork)

### Saskatoon

*Phone:* 306.664.7370 (Social Work Student Services)  
*E-mail:* [sw.studentservices@uregina.ca](mailto:sw.studentservices@uregina.ca)  
*Website:* [www.uregina.ca/socialwork](http://www.uregina.ca/socialwork)

Degrees offered in the areas of:

- Bachelor of Social Work (Regina location)
- Bachelor of Social Work (Saskatoon location)

If you complete the MHC Social Work Diploma, you will be given transfer credit towards the University of Regina Bachelor of Social Work degree program. University of Regina Faculty of Social Work admits students into the second or third year of a four year Bachelor of Social Work degree.

# Social Work (BSW)

## University Transfer

### University Transfer Requirements

Completion of a minimum of 30 credit hours of university credit, with a minimum program grade point average (PGPA) of 65% including:

- ENGL 100 *Mandatory* (MHC ENGL 202 or ENGL 252)
- ENGL 110 (MHC ENGL 203 or ENGL 237)
- INDG 100 *Mandatory* (MHC ANTH 213)
- PSYC 101 *Mandatory* (MHC PSYC 205 & 300 level PSYC)
- SOC 100 *Mandatory* (MHC SOCI 201)
- SW 100 (MHC SLWK 100)
- SOCI 200 level or higher (MHC SOCI 203, 225, 321, 325 or 371)
- SOC 200 level or high (MHC SOCI 203, 225, 321, 325, or 371)

Additional supporting documents required for admission:

- Work experience in a helping role
- Volunteer experience in a helping role
- Personal Statement

### University Transfer

Students are encouraged to consult the University of Regina Academic calendar regarding admission requirements and course selection. A Medicine Hat College Academic Advisor, or a University of Regina Academic Advisor can assist students to interpret and apply these requirements. Students are responsible for making informed course choices as part of their academic degree planning. Students may access the Transfer Alberta Search Database online to determine Medicine Hat College course equivalents.



# Speech Language Pathologist Assistant Diploma

## Academic Advising Office

Phone: 403.529.3819

## Grace Torrance, Program Coordinator (Distance Learning Cohort - DL)

Phone: 403.529.3949

E-mail: [gtorrance@mhc.ab.ca](mailto:gtorrance@mhc.ab.ca)

## Leeanne Sadowsky, Program Coordinator (Onsite Cohort - OS)

Phone: 403.504.3698

E-mail: [lsadowsky@mhc.ab.ca](mailto:lsadowsky@mhc.ab.ca)

As a Speech-Language Pathologist Assistant (SLPA), students will find a rewarding career supporting Speech-Language Pathologists (SLPs) in their assessment and treatment of people with communication difficulties. Graduates will have the opportunity to help people of all ages to improve their ability to communicate and interact with others.

For students that want a challenging and fulfilling career with a focus on helping people, the field of speech-language pathology may be ideal. A communication disorder may be evident in a person's ability to pronounce sounds, to understand what is spoken, to use vocabulary and grammar skills, to speak without stuttering, and to use his voice. Illnesses, accidents, strokes, and delayed development may be causes of communication difficulties, which can affect every aspect of a person's life.

Working one-on-one and in groups to improve communication skills, SLPA's will have the opportunity to make a positive difference every day in the lives of children and adults in schools, clinics and hospitals. Under the supervision of a Speech-Language Pathologist, they may provide treatment based on the SLP's goals, make and develop materials and activities, document and report results, carry out screenings, maintain equipment, and assist with clerical duties.

The SLPA program has limited enrollment for both onsite and distance delivery. The OS program has one start date (September); the DL program has two start dates (September and January).

This program is flexible in that the majority of the first 10 courses are common to the Occupational Therapist Assistant/Physical Therapist Assistant (OTA/PTA) and SLPA diplomas. This unique approach provides the student with an excellent core upon which to build more specific skills depending on their interests. Along with extensive classroom training, students will participate in experiential learning and practicum training with potential employers in hospitals, private clinics, homecare settings, schools and community programs.

This diploma is offered both OS at Medicine Hat College or via DL. OS is a two-year (five-semester) diploma program, whereas DL is completed over a longer period of three to five (5) years. Students may wish to continue on and complete the OTA/PTA diploma after completion of the SLPA diploma. This diploma will also transfer to degree programs.

## Distributed Learning (DL)

- Students enrolled in the DL are expected to develop a program plan of study with the academic advisor prior to taking any courses.
- Students enrolled in the DL, are expected to participate in experiential learning opportunities that are group or individually based. Students may be required to travel to pre-arranged sites for workshops in SLPA 212, SLPA 215, and SLPA 216.
- Students must normally complete all courses as per the sequence in the program. Courses completed out of sequence will require completion of prerequisite waiverforms and approval from the program coordinator.
- Tuition is charged on a course by course basis; textbooks and supplies are additional.
- Courses offered by DL may have additional start dates (eg. September, November, January and March).

## Prior Learning

Students that have been employed in the field prior to entering this program, may be eligible for prior learning assessment. Please contact the PLAR Coordinator for further information.

## Part-Time Program

Students wishing to take an extended or part-time program you must receive approval from the program coordinator(s).

## Career Opportunities

Graduates from this program have very high employment rates. They find employment in both rural and urban locations in most provinces across Canada similar to those experienced in practicum training:

- Health regions
- Schools and School Boards
- Private Agencies

## Admission Requirements

### High School Route

High School diploma with a minimum mark of 60% in each of:

- Biology 30
- English 30-1
- Two 30-level subjects, one of which must be a 30-level science, Math 30-1 or Math 30-2

### Mature Student Route

A minimum mark of 60% in:

- Biology 30
- English 30-1

### Transfer Student Route

A minimum mark of 60% or a minimum C grade in:

- ELA 30-1 or a post-secondary level equivalent
- Biology 30, a post-secondary level equivalent or a university level lab science course

# Speech Language Pathologist Assistant Diploma

## Pre-Program Requirements

Once you are successful in gaining admission and have received the program package, you must:

- Complete a standardized health form, program of immunization (and chest x-ray as required)
- Provide a current resume if requested
- Provide proof of current CPR Certification from one of the following:
  - Heart & Stroke Foundation: Basic Life Support (BLS)
  - Canadian Red Cross: Health Care Provide (HCP)
  - St. John Ambulance: CPR for Health Care Providers
- Provide proof of current Standard First Aid Certification
- Provide a current Police Information Check with Vulnerable Sector check. Students are obligated to inform the Program Coordinator immediately of any change in the status of their criminal record.

## Program Requirements

### First Year

#### Fall/Group 1 DL

|  |   |
|--|---|
| ENGL 1XX or ENGL 2XX* (ENGL 252 recommended) |   |
| IDST 100                                     | Introductory Communications for Helping Professionals |
| KNES 261+                                    | Human Anatomy   |
| PSYC 205**                                   | Principles of Psychology                              |
| TAPC 110                                     | Introduction to Health Care and Rehabilitation        |

#### Winter/Group 2 DL

|          |                          |
|----------|--------------------------|
| One of   |                          |
| KNES 265 | Functional Anatomy or    |
| LING 2XX | Introductory Linguistics |

Junior SOCI\*\* (SOCI 203 recommended)

|          |   |
|----------|---|
| TAPC 111 | Rehabilitation Process                                      |
| TAPC 112 | Human Disorders & (Dis)Abilities                            |
| TAPC 113 | Growth and Development for Rehabilitation Service Providers |

#### Spring/Group 3 DL

|          |  |
|----------|--|
| SLPA 212 | Basics for the Speech-Language Pathologist Assistant |
|----------|--|

### Second Year

#### Fall/Group 4 DL

|           |  |
|-----------|--|
| DBSS 160+ | Introduction to American Sign Language           |
| SLPA 215  | SLPA Therapeutic Processes I                     |
| SLPA 216  | SLPA Therapeutic Processes II                    |
| TAPC 110  | Professional Integration for the Therapist Asst. |
| One of    |  |
| CHPC 124  | Language and Literacy                            |
| EDAS 101+ | The Education Assistant in the Classroom         |

#### Winter/ Group 5 DL

|          |  |
|----------|--|
| SLPA 206 | SLPA Therapeutic Processes III           |
| SLPA 207 | SLPA Therapeutic Processes IV            |
| SLPA 218 | Career Preparation for the SLP Assistant |

#### Note:

- \* ENGL 125 is offered by DL at MHC. Other English courses are not offered by DL at MHC but are available in a DL format through other post-secondary institutions. Contact Academic Advising for more information.
- \*\* These courses are not offered by DL at MHC. They are available in a DL format through other post-secondary institutions. Contact the Academic Advisor for more information.
- + These courses are fieldwork courses.

## Fieldwork

### Fieldwork Requirements

- All program requirements must be completed appropriately and satisfactorily prior to commencing fieldwork.
- Students who have not successfully met their course and program requirements will not be permitted into the fieldwork courses.
- Fieldwork arrangements are made by Medicine Hat College with consideration of student preferences; however, students may be required to complete fieldwork at sites other than those requested by students. Once arrangements are confirmed, they are usually not modified.
- Students should expect to complete at least one fieldwork course/placement outside of Medicine Hat.
- Students may anticipate additional costs associated with these placements, e.g., travel, accommodations, etc.
- At this time, fieldwork placements occur only in Canada.
- Fieldwork placements are usually full-time unless otherwise approved by the coordinator and fieldwork sites.

### Continuation Specific to Fieldwork

- Immunizations required must be up to date prior to program start date.
- Immunizations must be maintained throughout the program. Additional immunizations may be required for fieldwork.
- Students must successfully complete lab components of SLPA 212, SLPA 215 and SLPA 216 prior to entering fieldwork.
- All fieldwork experience must meet attendance and participation requirements as specified.
- Should students receive an unsatisfactory evaluation on a fieldwork placement, they will be required to discuss this situation with Medicine Hat College faculty. This evaluation may result in having to repeat the placement. Students that receive an unsatisfactory evaluation on more than one placement, will be required to withdraw from the program.
- Students may be required to obtain a recent police information check and/or similar checks, at their expense, prior to entry into some fieldwork sites.
- Should the students performance and/or health be questionable in relation to the delivery of safe client care and/or the maintenance of the professional standards of the program, they may be asked to leave the fieldwork site and may not receive a credit in the fieldwork course.

# Speech Language Pathologist Assistant Diploma

## Continuation Requirements

- Students must adhere to the professional commitment as outlined in the Therapist Assistant Programs Student Handbook. Failure to do so may result in dismissal from the program.
- Students must complete the program within five years of registration in the in TAPC 110.
- All TAPC, SLPA, KNES and IDST 100 courses must be completed with grades of C or better.
- Students must earn a grade of at least C- all other courses.
- In order to be able to continue in the program, a current and cumulative grade point average of at least 2.0 is required at the end of each semester.
- Attendance in all courses is considered essential.
- Students will usually be permitted to repeat a particular SLPA course (TAPC,SLPA) only once.
- Students are normally expected to complete courses in the sequence outlined in the calendar. Courses taken in a sequence other than what is outlined in the calendar [including deferring courses into other terms] may compromise your standing in the program as lab and fieldwork is done in advance of course starting.

## Graduation Requirements

Students must successfully complete 19 specific courses and meet attendance, fieldwork and grade requirements as set out in the program policies.

## Transfer

Individual courses transfer to other post-secondary institutions as outlined in the Alberta Transfer Guide.

### University of Calgary

Graduates are eligible to apply to the two year post diploma BCR program (Bachelor of Community Rehabilitation).

### Thompson Rivers University

Graduates of the Speech Language Pathologist Assistant diploma are eligible to receive advanced credit towards the Bachelor of Health Science or the Bachelor of General Studies.

# Steamfitter/Pipefitter Apprenticeship

## **Chad Baron, Coordinator**

Phone: 403.525.2662

E-mail: [cbaron@mhc.ab.ca](mailto:cbaron@mhc.ab.ca)

Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For information about the apprenticeship program see page 78.

The term of apprenticeship for a steamfitter/pipefitter is 3 years (three 12-month periods) including a minimum of 1500 hours of on-the-job training and 8 weeks of technical training each year.

Steamfitters/pipefitters lay out, assemble, fabricate, maintain, and repair piping systems that carry water, steam, chemicals or fuel used in heating, cooling, lubricating, and other processes.

To install a typical piping system in a commercial building or industrial plant, steamfitter/pipefitters:

- study blueprints, drawings and specifications to determine the type of pipe and tools to use, and layout the sequence of tasks
- sometimes make detailed sketches for pipe and equipment fabrication and installation, as required
- measure, cut, thread, groove, bend, assemble and install metal, plastic and fiberglass pipes, valves, and fittings
- join pipe sections, related equipment and secure in position
- use testing equipment to check systems for leaks

Steamfitter/pipefitters also remove and replace worn components, do general maintenance work, and may work on plant shut-downs.

## **Working Conditions**

Steamfitter/pipefitters work both indoors and outdoors at physically demanding tasks that often require climbing. They work approximately 40 hours a week, with overtime sometimes required to meet construction deadlines. Construction contractors may require employees to travel and live in rented accommodation or at a company on-site camp.

There is some risk of injury involved in working with power tools, and heavy equipment.

## **Skills and Abilities**

The work is most rewarding for those who enjoy working with little direction or supervision.

To be successful in their trade, steamfitter/pipefitters need:

- physical strength, stamina, and the use of proper lifting techniques required to manage heavy materials and stand for long periods
- manual dexterity
- mechanical aptitude
- the ability to read and understand complex instructions
- the ability to do careful and exacting work

The above information was copied from the tradesecrets website. For complete information on being a Steamfitter/Pipefitter check out the website at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).

**Alberta Apprenticeship &  
Training Regional Office  
3021 Dunmore Rd SE  
Medicine Hat AB T1B 2H2  
Phone: 403.525.3100  
[www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca)**

# Travel Counsellor Certificate

**Lori Schneider**

Phone: 403.504.3591

E-mail: [travel@mhc.ab.ca](mailto:travel@mhc.ab.ca)

*Start Date: 4 intake dates per calendar year (September 1, November 1, January 1, and March 1)*

Medicine Hat College offers an industry-recognized Travel Counsellor Certificate program that is done wholly through online distributed learning format. Distributed Learning is a flexible alternative to traditional education offered through the Medicine Hat College (Main Campus).

The curriculum for the Travel Counsellor Certificate is endorsed by the Association of Canadian Travel Agencies. Graduates qualify to write the entry-level national certification exam, the first step towards continuing professional development and certification as a Certified Travel Counsellor, CTC. For more information, visit [www.acta.ca](http://www.acta.ca).

## What is Distributed Learning?

This option provides students with a balance of structure and freedom - enough structure to keep motivated and excited about the program and enough freedom to keep a job or manage a family. Students will have the option to work on the travel courses at whatever time of day through a self-study program, with the support of an instructor who has extensive industry career experience and knowledge. It is recommended that students have a computer equipped with Microsoft Windows 2000 operating system or newer, and Microsoft Office Suite 2000 or newer, and pursue knowledge of Microsoft computer applications.

The Travel Counsellor Certificate program has four intake dates per year. They are the September 1, November 1, January 1 and March 1. Students may choose to start at any one of those dates. Students have up to four months to complete each course and a maximum of three years to complete the entire program.

## Computer Reservation Experience

Computer reservation knowledge is key to a successful career in the travel and tourism industry. The Travel Counsellor Certificate Program utilizes the VIASINC link via the internet to provide practical interactive lessons, reviews and tests for the Global Distribution Systems (GDS) courses.

## Career Experience

In addition to the curriculum, students will graduate with invaluable work-related experience. The equivalent of four-weeks full-time practical experience at a career-related company of your choice is required. You have four months to complete 140 hours of work experience. Placement and expenses are your responsibility. A career experience evaluation is completed by the employer and you complete a comprehensive report.

## Career Opportunities

Graduates of the program enter many different fields of the travel and tourism industry. Doors will open to careers in retail travel agencies, airlines, tour companies, motorcoach companies, tourism information centers, government tourism departments, cruise lines and more. While the program offers a broad range of curriculum topics, the focus is on training to enter into a retail travel counsellor career.

## Admission Requirements

- ELA 30-1, ELA 30-2 or equivalent
- Math 10C
- High school diploma preferred

## Program Requirements

|          |   |
|----------|---|
| TRAV 101 | Introduction to Global Distribution Systems (GDS) |
| TRAV 102 | Advanced Global Distribution Systems (GDS)        |
| TRAV 103 | Destination Geography I                           |
| TRAV 105 | Destination Geography II                          |
| TRAV 112 | Travel Industry Products                          |
| TRAV 115 | Independent and Group Travel                      |
| TRAV 118 | Communications for Business                       |
| TRAV 129 | The Airline Industry                              |
| TRAV 184 | Career Experience                                 |
| TRAV 191 | The Cruise Line Industry                          |

## Graduation Requirements

- Completion of nine (9) specific Travel Counsellor Certificate courses
- Completion of four weeks of career experience (or equivalent time)
- Minimum cumulative GPA of 1.7
- Minimum of C- or higher in all courses

# Visual Communications- Bachelor of Applied Arts Applied Degree

## Academic Advising Office

Phone: 403.529.3819

## Dean Smale, Program Coordinator

Phone: 403.504.2253

Email: [dsmale@mhc.ab.ca](mailto:dsmale@mhc.ab.ca)

The core program in Medicine Hat College's Visual Communications area is the Bachelor of Applied Arts (Visual Communications - BAA (VC) degree program. The BAA(VC) program, which can be completed in three years. In addition, Medicine Hat College also offers 2 one-year post-certificates: the Post-Degree Visual Communications Certificate, available if you have already completed an art, design, or related degree; and the Post-Diploma Visual Communications Certificate, if you have already completed a two-year diploma in art, design, or a related field. Medicine Hat College offers a broad range of university transfer art, art education, and design courses.

## Program Philosophy

At Medicine Hat College, fine arts and design are viewed as integral parts of the total visual communications field; therefore, all our Visual Communications programs strive to integrate and interrelate the fine arts and design. Moreover, our programs attempt, wherever appropriate and possible, to integrate the most recent advances in technology, especially computer technology. This combination of fine art, design and technology help prepare you for the contemporary Visual Communications workplace. Today's visual communications professionals are often required to be involved in the entire creative and technical process, from concept through production, in media and forms that are no longer just two-dimensional, static, and print-based, but which now include virtual space, digital media, and interactivity.

## VASS (Visual Arts Student Society)

VASS is an organization dedicated to the promotion and support of all visual arts students at the College. Any student taking at least one course offered by the Visual Communications program is automatically a member. VASS has an executive council, class representatives, and a faculty advisor, all elected by the VASS student membership at the beginning of each new school year. Beyond providing a strong voice in ensuring the quality of their education, VASS works to provide support, including fund-raising support, for everything from student activities (student art shows, for example) to the supply of resources (special lab equipment, for example). All visual arts students are encouraged to become involved.

## Career Opportunities

In the past, Visual Communications graduates have had excellent success in securing employment, both freelance self-employment and employment within existing firms and industries. Employment opportunities are available in a variety of workplace locations, including print shops, design studios, publishing houses, film studios, television stations, theatres, museums and art galleries, and other places involved in visual and digital production.

## Admission Requirements

### High School Route

ELA 30-1 or ELA 30-2 or C or better in MHC English 30 or placement in post-secondary (diploma or university transfer) English as determined by the MHC Academic Assessment Test.

### Academic Transition Plan (ATP)

If you do not possess all of the admission requirements, the Academic Transition Plan (ATP) may provide conditional acceptance to this program, provided space is available. ATP is individualized to meet your needs. See page 16 for further details.

## Program Requirements

### First Year

#### Academic Term I

##### Fall

|                |   |
|----------------|---|
| ARDR 241       | Drawing I                                 |
| ARFN 231       | 2D Fundamentals I                         |
| ARVC 213       | Typography I                              |
| <i>One of</i>  |   |
| ARHI 200       | Introduction to Social and Historical Art |
| ARHI 201       | Survey of Western Art I                   |
| <i>One of</i>  |   |
| ENGL 123       | Fundamentals of Writing and Speech        |
| Junior English |   |

#### Academic Term II

##### Winter

|                |  |
|----------------|--|
| ARDR 243       | Drawing II                             |
| ARFN 233       | 3D Fundamentals                        |
| ARFN 234       | 2D Fundamentals II                     |
| <i>One of</i>  |  |
| ARHI 203       | Survey of Western Art II               |
| ARHI 317       | Modern Art                             |
| <i>One of</i>  |  |
| ENGL 125       | Introductory Report Writing and Speech |
| Junior English |  |

### Second Year

#### Academic Term III

##### Fall

|                     |                                     |
|---------------------|-------------------------------------|
| ARHI 309            | Design History                      |
| ARVC 327            | Print Production                    |
| ARVC 331            | Graphic Design I                    |
| ARVC 394            | Portfolio and Work Term Preparation |
| Art Studio Elective |                                     |
| Art Studio Elective |                                     |

#### Academic Term IV

##### Winter

|                     |                   |
|---------------------|-------------------|
| ARHI 300            | Critical Theory   |
| ARVC 333            | Graphic Design II |
| Art Studio Elective |                   |
| Art Studio Elective |                   |
| Art Studio Elective |                   |

# Visual Communications - Bachelor of Applied Arts Applied Degree

## Academic Term V

### Spring/Summer

ARVC 395 Applied Visual Communications - Work Term I

## Third Year

### Academic Term VI

#### Fall

ARVC 396 Applied Visual Communications I

Art Studio Elective

Art Studio Elective

Art Studio Elective

One of

MGMT 270 Entrepreneurship

MKTG 171 Marketing

MKTG 355 Creating Brand Intelligence

\*University of Lethbridge Dual Admission Students must take an Approved Elective, please consult an Academic Advisor for a list of approved classes.

### Academic Term VII

#### Winter

ARVC 496 Applied Visual Communications II

ARVC 498 Special Projects and Exhibition I

ARVC 499 Special Projects and Exhibition II

Art Studio Elective

Art Studio Elective

### Academic Term VIII

#### Spring/Summer - Applied Degree Route

ARVC 495 Applied Visual Communications -  
Work Term II

## Art Studio Elective Course List

### Visual Arts Studio

|          |                      |
|----------|----------------------|
| ARDR 341 | Drawing III          |
| ARDR 343 | Drawing IV           |
| ARFA 304 | Sculpture I          |
| ARFA 305 | 3D Design I          |
| ARFA 351 | Painting I           |
| ARFA 353 | Painting II          |
| ARFA 357 | Illustration I       |
| ARFA 372 | Relief Printmaking I |
| ARFA 377 | Serigraphy I         |
| ARFA 378 | Serigraphy II        |
| ARFA 379 | Intaglio I           |
| ARFA 380 | Intaglio II          |
| ARFA 407 | 3D Design II         |
| ARFA 408 | Sculpture II         |
| ARFA 490 | Directed Study       |
| ARPH 335 | Photography I        |
| ARPH 337 | Photography II       |
| ARVC 315 | Typography II        |

### Electronic & Related

|          |                      |
|----------|----------------------|
| AREL 329 | Design for Web I     |
| AREL 338 | Interactive Media I  |
| AREL 365 | Video I              |
| AREL 429 | Design for Web II    |
| AREL 438 | Interactive Media II |

NOTES: When selecting courses, be sure to choose your required courses first. In the event that a required course is in timetable conflict with an elective course that you desire, the required course is your first priority and you must therefore choose it. Because of scheduling complexities, high demand, and classroom or studio space constraints, we cannot guarantee the availability of all electives. If your first choice is full or unavailable for other reasons, you must be prepared to select an alternative. If there are special circumstances that require you to have a course that is full, you may appeal to the Visual Communications Coordinator to override your exclusion. You may consult the Visual Communications Coordinator to assist you with course selection at any time.

This program can be completed on a part-time basis. You must consult with an academic advisor for a recommended plan of study.

## Field Study

The BAA (VC) program requires the completion of two, 3 to 4 month Work Terms (ARVC 395 and ARVC 495). These Work Terms can only be completed after Academic Term IV and at least one of the two Work Terms must be completed prior to the last academic semester (Academic Term VI). These requirements may be adjusted in exceptional circumstances, with the permission of the Dean.

The two applied degree Work Term courses are paid work semesters designed to extend the learning process into the work environment. Medicine Hat College will make every effort to place students; however, work opportunities may fluctuate with a changing labour market. Moreover, you should be aware that work placement opportunities in Medicine Hat are limited, and that you may have to relocate to complete your work term semesters (work terms can be completed anywhere in Canada or even abroad). You should be prepared to cover your expenses for placement and should also be prepared to receive trainee or entry-level compensation at your place of employment.

You register for two Work Term semesters in addition to your academic requirements. Each Work Term is equivalent to 15 credits.

## Graduation Requirements

To successfully complete the **Bachelor of Applied Arts (Visual Communications) degree** you must:

- Attain a minimum cumulative GPA of 2.0 throughout the program
- Achieve passing grades in both Work Terms
- Obtain no more than one D or D+ grade in the program
- Obtain no D or D+ grades in any core design and Visual Communications courses (ARVC 331, ARVC 333, ARVC 396, ARVC 496, ARVC 498 and ARVC 499). Should you receive a D or D+ grade in any such core design or Visual Communications course, you will only have one opportunity (excluding "W" grade attempts) to repeat that course and raise its grade
- Please note that only one "W" grade allowed for each of the required core design visual communications courses (ARVC 331, ARVC 333, ARVC 396, ARVC 496, ARVC 498 and ARVC 499)

# Visual Communications- Bachelor of Applied Arts Applied Degree

## Transfer

### University of Lethbridge

Graduates may be admitted to the 15 course Post-Diploma BFA (Art), 20 course Post-Diploma BFA (multidisciplinary), or 35 course Pre-Post Diploma BFA (Art) BEd.

### University of Lethbridge - Dual Admission

Students may apply for dual admission to both Medicine Hat College and the University of Lethbridge for the Bachelor of Fine Arts - New Media or Pre-Bachelor of Fine Arts - New Media/ Bachelor of Education. Students must satisfy current admission standards at both institutions to be eligible. For more information, contact a Medicine Hat College Academic Advisor.

## International Transfer Opportunities

### Griffith University

Graduates with a diploma in Visual Communications are eligible to receive advance standing toward a Bachelor of Design or a Bachelor of Digital Media degree at Griffith University in Australia. For more information, contact a Medicine Hat College Academic Advisor.



# Welder Apprenticeship

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Medicine Hat College offers eight apprenticeship programs leading to journeyman status and solid careers in the skilled trades. The following trade information is drawn from [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca). For more information about the apprenticeship program see page 77.

The term of apprenticeship for a welder is 3 years (three 12-month periods) including a minimum of 1560 hours of on-the-job training and 8 weeks of technical training each year.

If carpenters are “builders”, then welders are “joiners.” They join and sever metals in beams, girders, vessels, piping, and other metal components. They also make metal parts used in construction and manufacturing plants, and/or weld parts, tools, machines, and equipment.

Welding usually involves applying heat to metal pieces to melt and fuse them together.

Welders use different welding processes and fillers, depending upon the type of metal, its size and shape, and requirements for finished product strength. For a typical welding project, they:

- develop patterns for projects or follow directions given in layouts, blueprints, and work orders
- clean, check for defects, and shape component parts, sometimes using a cutting torch
- weld parts together

Welders may also build up worn parts by welding layers of high-strength hard-metal alloys onto them.

## Working Conditions

Welders work in a wide variety of work environments. They may work outdoors on construction sites or indoors in production and repair shops. Travel may be required on jobs such as oilfield-related welding. A 40-hour work week is normal, but overtime is sometimes required.

There is some risk of injury involved working with torches and hot metals and the resulting sparks and toxic gases.

## Skills and Abilities

The work is most rewarding for those who enjoy building things and working with little direction or supervision.

To be successful in this trade you require:

- manual dexterity
- good vision (glasses are acceptable)
- eye-hand coordination
- the ability to concentrate on detailed work
- patience

The above information was copied from the tradesecrets website. For complete information on being a Welder check out the website at [tradesecrets.alberta.ca](http://tradesecrets.alberta.ca).

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