Bow Valley College

Academic Calendar

2020/21
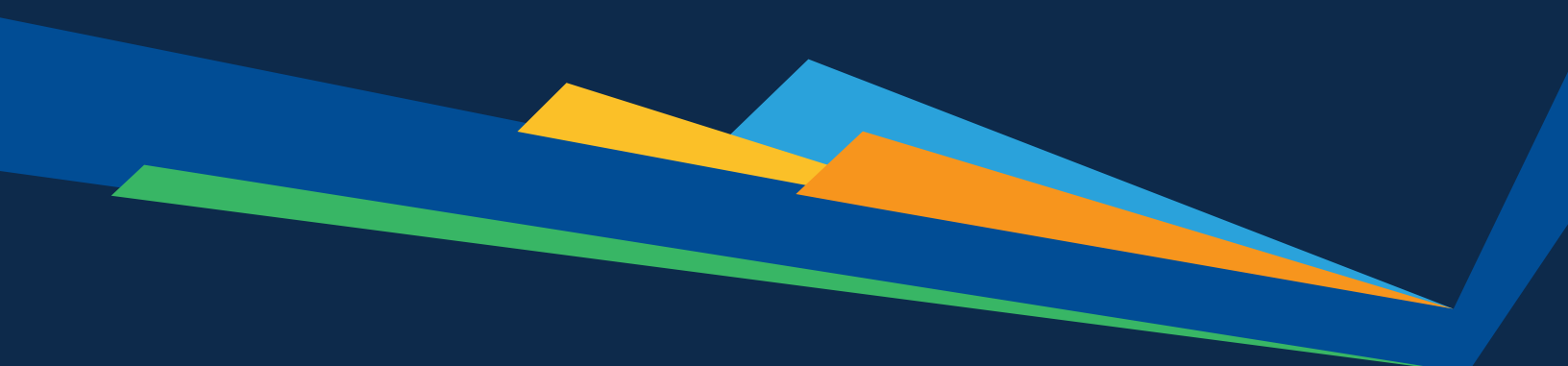
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College Departments and Services

Academic Advising

Academic Advising services provides support to learners registered in programs within the School of Health and Wellness, Community Studies, Creative Technologies, Foundational Learning, Academic Upgrading, and Global Access (English Language Learning) programs and areas of study. Learners can speak with an Academic Advisor for advice on course selection, registration and scheduling; planning an academic path to graduation; understanding college academic policies; and for preliminary information on transfer and articulation agreements between Bow Valley College and other education institutions.

Hours of Operation:
Monday – Thursday: 8:30 a.m. – 4:00 p.m.
Closed every Thursday from 9:30 a.m. – 11:30 a.m.
Friday: 9:30 a.m. – 4:00 p.m. (Fri)

First Floor, South Campus
Phone: 403-410-3456
Email: advising@bowvalleycollege.ca

Academic Success Centre

The Academic Success Centre is part of Learner Success Services at Bow Valley College and provides academic support to learners. Services include:

- Writing Support
- Peer Tutoring
- Learning & Time Management Strategies
- Educational Technology Support
- Tech & Virtual Reality Space
- Academic workshops
- Learning Boot Camp
- Technology Boot Camp

Hours of Operation:
Monday – Friday: 8:00 a.m. – 5:00 p.m.
Saturday: 10:00 a.m. – 2:00 p.m.
Closed on holiday weekends

N266, Second Floor, North Campus

Email: academicsuccess@bowvalleycollege.ca

Alumni Engagement

Welcome to the Bow Valley College alumni community! We want to celebrate your successes and help you build on them.

At Bow Valley College, our Open Doors – Open Minds vision is to create opportunities for our alumni, students, employees, employers, and community. As a member of our alumni community you will be able to connect, share, and grow with other alumni members, as well as access exclusive benefits and opportunities!

- Bow Valley College's Online Job Board exclusive for alumni and students
- Alumni CONNECTIONS e-newsletter
- Special offers for alumni
- Volunteer opportunities
- Alumni programming and more

Connect with us!

Phone: 403-410-1743
Email: alumni@bowvalleycollege.ca
Web: bowvalleycollege.ca/alumni
Facebook: facebook.com/BVCAA
Twitter: @BVC_Alumni
LinkedIn Group: bvc.me/alumni

Campus Store

Bow Valley College's Campus Store is the College's book store (and so much more!). Shop **online** now! You can buy many items to help ensure your success in classes, including:

- New and used textbooks and other course materials
- General reference, fiction and non-fiction books
- Art and school supplies
- BVC-branded gifts and clothing
- General merchandise
- And much more!

Did you know that through BVC's Campus Store website, **www.bowvalleyshop.ca** you can:

- Order your course books and other purchases for delivery to your home or pick-up at the Campus Store (we do the shopping for you, and all you have to do is pick it up as one package!)

The Campus Store sells more than textbooks and other items for BVC learners to be successful in their studies.

Shop **online** to view our selection of fiction and non-fiction books, clothing, stationery, office supplies and general merchandise.

Imagine Health

If you need to see a doctor or nurse, Imagine Health Centre and Pharmacy is easy to get to. Find us on the first floor of Bow Valley College West Campus.

Get high-quality healthcare, including:

- family medicine services;
- Bow Valley program vaccinations;
- family planning and sexual health services;
- pharmacy services;
- physiotherapy services;
- medical specialist services; and
- travel health.

And there's a full-service pharmacy, so you can fill prescriptions right there, plus get:

- over-the-counter medications;
- remedies and
- healthcare products.

Hours of Operation:

Monday – Friday 8:30 a.m. to 4:30 p.m.
Saturday and Sunday Closed

First Floor, West Campus

Phone: 403-775-9669
imaginehealthcentres.ca

Iniikokaan (Buffalo Lodge) Centre

Do you need information on First Nations band funding? Would you like to hear a member of your culture speak? Our gathering place is here to support you with the following programs:

- Elder advising, consultations, and spirituality resources
- Ceremonial smudge
- Culturally relevant speakers and information sessions
- A gathering place to study
- Advocacy for First Nations band and Metis educational sponsorship
- Indigenous scholarship and bursary information
- Referrals to Learner Success Services (for services such as emergency bursaries)

Hours of Operation:

Monday – Thursday: 8:00 a.m. – 4:00 p.m.
Friday: 10:00 a.m. – 4:00 p.m.

Phone: 403-410-1786

Second Floor, South Campus

bowvalleycollege.ca/iniikokaan

Intercultural Centre

The Intercultural Centre (IC) provides opportunities for learners, faculty and staff to develop intercultural competence and to foster a global mindset. We offer:

- Workshops in intercultural communication, diversity, and intersectionality
- Topical events and activities (such as TEDxBowValleyCollege)
- Volunteer opportunities on and off-campus and online

Hours of Operation:

Monday – Friday: 9:00 a.m. – 4:00 p.m.

N322, Third Floor, North Campus

Phone: 403-410-3217

Email: intercultural@bowvalleycollege.ca

bowvalleycollege.ca/student-resources/student-life/intercultural-centre

International Education

International learners can access a range of services including:

- navigating immigration information
- advising specific to international learners
- cross-cultural integration
- learner pathway planning
- social, recreational, and cultural events
- community connections

Hours of Operation:

Monday – Thursday: 9:00 a.m. – 4:00 p.m.
Friday: 9:30 a.m. – 4:00 p.m.

Third Floor, North Campus, N333

Phone: 403-410-3476

Email: international@bowvalleycollege.ca

Learner Success Services

Learner Success Services is committed to enhancing life experience for all learners. Services include:

- career exploration and career advising to help learners choose the right program
- online job board and job search assistance to help learners find a job while in school and after they graduate
- personal counselling
- health and wellness promotion
- supports for learners with disabilities
- academic and exam accommodations
- assistive technology services
- sign language interpreting
- financial aid (student loan) services from application to repayment
- financial coaching and money management education, tools, and resources
- scholarships, awards and bursaries
- learner life opportunities on campus including New Student Orientation and the Leadership Experience and Development (LEAD) series
- volunteer opportunities
- workshops on a variety of topics

Hours of Operation:

Regular Hours
Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 10:00 a.m. – 4:15 p.m.

Summer Hours
Monday – Thursday: 8:00 a.m. – 4:15 p.m.
Friday: 10:00 a.m. – 4:15 p.m.

First Floor, South Campus

Phone: 403-410-1440

bowvalleycollege.ca/lss

Registrar Services – Office of the Registrar and Enrolment Services

The Registrar Services team offers front-facing services for other teams within the Office of the Registrar and Enrolment Services. This team assists learners through all phases of their academic journey. Services include:

- paper applications and admissions submission
- cashier services
- admissions testing inquiries
- ID cards
- transcript (submission for admission/request from Bow Valley College)
- submission of prior learning assessments and transfer credit requests

Hours of Operation:

Regular Hours

Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 9:30 a.m. – 4:00 p.m.

Call Centre Hours

Monday – Thursday: 8:00 a.m. – 6:00 p.m.
Friday: 8:00 a.m. – 4:00 p.m.

Summer Hours (Mid-June to Mid-August)

8:00 a.m. – 5:00 p.m. (Mon – Thu)
9:30 a.m. – 4:00 p.m. (Fri)

Summer hours are for in-person and phone services.
The College is closed on all statutory holidays.

First Floor, South Campus

Phone: 403-410-1400

Welcome Centre

The Welcome Centre (formerly known as the Prospective Student Centre) provides information about college programs and courses, including admission requirements and assistance with filling out application forms.

Hours of Operation:

Monday – Thursday: 8:00 a.m. – 4:00 p.m.
Friday: 9:30 a.m. – 4:00 p.m.

First Floor, South Campus

Phone: 403-410-1402
Email: info@bowvalleycollege.ca

Rileys

Rileys is a one-stop shop for all your printing, photocopying and scanning needs.

Our array of equipment allows us to provide services such as large format posters, manuals, brochures, photocopying and bindery services. We also offer offsite print options as well. Cash, debit, and credit are all accepted forms of payment for service.

Hours of Operation:

Monday to Friday: 7:30 a.m. – 4:30 p.m.

Closed for Holidays

First Floor, South Campus

Email: rileys@bowvalleycollege.ca

RGO Library and Learning Commons

The RGO Library and Learning Commons provides the space, the resources and the support to help you get your work done.

- Research and APA help at bowvalleycollege.ca/library
- Technology support
- Online learning resources
- Group project rooms*
- Quiet study floor*
- Textbook lending*
- Chromebook lending *
- Printing*

*Available when the campus reopens

Hours of Operation Regular Hours:

Monday – Thursday: 7:30 a.m. – 9:00 p.m.
Friday: 10:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.
Sunday: 9:00 a.m. – 5:00 p.m.

Closed on long weekends Saturday, Sunday, Monday

Summer Hours:

Monday – Thursday: 8:00 a.m. – 7:00 p.m.
Friday: 10:00 a.m. – 5:00 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.

Second Floor, North Campus

Phone: 403- 410-1647
Email: ask@libanswers.bowvalleycollege.ca

Laugh 'N' Learn Childcare at Bow Valley College

Laugh 'N' Learn at Bow Valley College provides high quality childcare for children aged 1–5 years. Priority is given to the children of College learners in this Licensed facility.

Hours of Operation:

Monday – Friday: 7:00 a.m. – 5:30 p.m.
Second Floor, North Campus

Phone: 403-705-5786 or 587-224-5440

Employment Services

LINC Career Services

LINC Career Services assists LINC eligible clients with a Canadian Language Benchmarks level of 3 or higher with career planning and individualized career action plans. Clients can access group workshops and one to one career coaching to build job search skills. Safety training and job matching is available based on career goals.

Bow Valley College, West Campus

Phone: 403-410-3203

Email: linc.career.services@bowvalleycollege.ca

Youth Skills Connection

Youth Skills Connection is a 16-week paid employment program for youth ages 15-30, which includes a 5-week group workshop and an 11-week work experience, to help youth determine their career direction, overcome barriers to employment and develop a broad range of new skills to succeed in the labour market.

Bow Valley College, West Campus

Phone: 403-410-1453

mycareerconnection.ca/youth

Directions for Immigrants in Trades and Professional Careers

Are you an internationally educated professional looking for a job or planning to obtain your professional license in Canada? We are here to help. Directions for Immigrants is a no-cost career service that helps you navigate the job search and the accreditation process. Our services have online delivery options. We work with professionals in all occupations from A to Zed, from an internationally educated accountant to a zoologist.

Our career services include:

- online career resources and occupation profiles
- workshops
- workplace communication
- career coaching support
- exam preparation study groups
- employer engagement

If you have a degree, a certificate, a diploma or a trade certificate from outside of Canada, book an appointment with a career coach today.

Bow Valley College, West Campus (W219)

Phone: 403-770-5155 **Toll Free:** 1-877-297-2553

Email: directions@bowvalleycollege.ca

directionsforimmigrants.ca

Regional Campuses

Bow Valley College offers career programs and courses to regional learners through our Regional Stewardship department. Our service area encompasses all of the communities within the broader geographic region surrounding the city of Calgary. Learners across our region can access a variety of programs and services from their home community or through one of our regional campuses.

Airdrie Campus

Provincial Courthouse
#121, 104 – 1st Avenue NW
Airdrie, AB T4B 0R2

Hours: Monday – Friday: 8:30 a.m. – 4:30 p.m.

Phone: (403) 355-1910
Email: **bvcairdrie@bowvalleycollege.ca**

Banff Campus - ELL LINC Classes

330 Banff Avenue
Banff, AB T1L 1K1

Hours: By appointment only

Phone: (403) 760-2485
Email: **bvcbowcorridor@bowvalleycollege.ca**

Cochrane Campus

305 1 Street E
Cochrane, AB T4C 1Z3

Hours: Monday – Friday: 8:30 a.m. – 4:30 p.m.

Phone: (403) 851-0463
Email: **bvccochrane@bowvalleycollege.ca**

High River Campus

2nd Floor, 710 Centre Street SE
High River, AB T1V 0H3

Hours: Monday – Friday: 8:30 a.m. – 4:30 p.m.
(closed for lunch 12:00 p.m. – 12:45 p.m.)

Phone: (403) 441-2399
Email: **bvcfoothills@bowvalleycollege.ca**

Okotoks Campus

11 Elizabeth Street
Okotoks, AB T1S 1A8

Hours: Monday – Friday: 8:30 a.m. – 4:30 p.m.
(closed for lunch 12:00 p.m. – 12:45 p.m.)

Phone: (403) 476-2233
Email: **bvcokotoks@bowvalleycollege.ca**

Strathmore Campus

Unit 1, 320 2nd Street
Strathmore, AB T1P 1K3

Hours: Monday – Friday: 8:30 a.m. – 4:30 p.m.

Phone: (403) 983-1221
Email: **bvcstrathmore@bowvalleycollege.ca**

Telephone Directory

College Switchboard	403-410-1400
Toll Free	1-866-428-2669
TTY	403-441-1479

Office of the Registrar

Welcome Centre	403-410-1402
Registration and general information	403-410-1400
Academic Advising	403-410-3456

Learner Success Services

General Information and Directory	403-410-1440
Employment Support	403-410-1440
Financial Aid (Learner Loans)	403-410-1440
Services for Learners with Disabilities	403-410-1440
Scholarships, Bursaries & Awards	403-410-1440

Other Frequently Called Areas

Iniikokaan Centre	403-410-1786
Bookstore	403-410-1740
MyBVC/D2L Help Desk	403-410-1611
Students' Association	403-410-1695
International Education	403-410-3476

Schools (Academic Departments)

Chiu School of Business	403-410-1570
School of Community Studies	587-392-1080
School of Continuing Learning	403-476-2223
School of Creative Technologies	587-392-1070
School of Foundational Learning	403-410-1500
School of Global Access	403-410-3400
School of Health and Wellness	403-410-1470

Important Notice and Disclaimer

Information and material in the Bow Valley College Academic Calendar is compiled by academic departments and administrative offices. It is important for learners to familiarise themselves with the general College information, rules, guidelines and policies to ensure learners make informed decisions about their education. Every reasonable effort is made to ensure information is accurate and correct at the time of publication. The College reserves the right to make changes contained in the Academic Calendar in either electronic or printed form. Policies, regulations, deadlines and other information are updated from time to time, so there may be changes that are not reflected in the Academic Calendar. Be sure to check the College's website (bowvalleycollege.ca) for the most up to date and accurate information.

By registering with the College each learner has agreed to and is subject to the regulations and policies of the College and of the program in which they have enrolled.

Important College Dates

See **bowvalleycollege.ca/importantdates** for important College dates.

Application and Admission Process

Admissions Policy

Admissions criteria is established to promote a consistent and fair admissions practice by establishing clear admissions criteria and procedures for credit programs which form the minimum academic, non-academic, and English language skills required to be successful in a program of study.

This policy applies to all domestic and international applicants seeking admission to Bow Valley College post-secondary credit programs, Foundational Learning, Upgrading and English Language Learning programs and courses regardless of learning location or delivery mode (e.g. in class, online, etc.). Please refer to the Admissions Policy #500-1-2 for more detailed information at **bowvalleycollege.ca/student-resources/student-forms-and-policies.**

Principle Objectives

1. The College establishes admissions criteria for all College Ministry-approved programs.
2. Admission criteria are applied fairly and equitably.
3. The College generally admits applicants on a first-qualified, first accepted basis, reflecting a commitment to adult access to education.
4. The College establishes admission processes that ensure that domestic applicants have access to programs as appropriate to the government's funding of the College. It takes reasonable measures to prevent international learners from taking government-funded seats where there are domestic applicants who are qualified that have not been admitted. The College also supports access to College programming by international applicants that reflects their financial contribution to College programming, aligns with government immigration strategies, and advances College diversity and cross-cultural competence goals.
5v. The College is committed to facilitating access to its programs for indigenous peoples.

Administration of Admission

1. The Office of the Registrar and Enrolment Services is responsible for ensuring consistent and fair admissions administration and admissions decisions.
2. Applicants are normally required to submit an application fee with each application. Domestic and international learners may be charged different application fees.
3. The College may establish priority admission processes for learners from the College's preparatory programs.
4. The College may establish special processes and other means related to application and admission that support Indigenous peoples' access to College programming.
5. Admission processes reflect appropriate monitoring and management of international applicant admission numbers in alignment with the Admissions Policy. Processes for managing international admission numbers in specific programs may include caps on international learner admissions, different application periods, and/or priority admission of domestic applicants.
6. The College reserves the right to deny admission.
7. Individuals who have outstanding amounts owed to the College will not normally have their applications processed until the outstanding amounts have been paid.
8. The College grants three types of acceptance: Final Acceptance, Conditional Acceptance, and Special Acceptance
9. Where an applicant has not been accepted to a College program and wishes to be reconsidered, the applicant may request the admission decision to be reviewed by the respective program Dean, in consultation with the Registrar, or request Special Acceptance by the program Dean. The applicant has one month from the date of notification of not being accepted to appeal.
10. Applications to an offering of a program will open as published on the College website.
11. Generally, applications will close the day before the first day of classes for post-secondary programs, and two weeks after the first day of classes for Foundational Learning Upgrading and English Language Learning programs. If the waitlist for an offering of a program reaches the point that it is equal to the program offering target prior to the normal date for closing applications, applications will close. Assessing of previously received applications for which assessment has not yet been completed will cease at that point.
12. Program waitlists are maintained by the Office of the Registrar and Enrolment Services and are dissolved at the end of the applicable application period.

Readmission

Readmission is determined by previous standing at the College: Good Standing, Academic Probation, Required to Withdraw for Unsatisfactory Performance.

Individuals being considered for readmission to the College are subject to a review of previous academic standing; meeting the current admission requirements for the program and; availability of seats.

Individuals who have been required to withdraw for unsatisfactory academic performance from the College's post-secondary programs may enroll in Open Studies, Foundational Learning or English Language Learning courses.

Application Fee

There is a $75.00 fee per domestic application, and a $140.00 fee per international application.

Application fees are non-refundable, non-transferrable and subject to change.

Individuals registering for Continuing Learning courses do not pay an application fee and should register online at **bowvalleycollege.ca/coned.**

Alberta Student Number

Applicants must have an Alberta Student Number (ASN) to apply to Bow Valley College. This number can be found or created at the Apply Alberta website (**education.alberta.ca/learners/asn.aspx**). Applications submitted outside the Apply Alberta website without an ASN will not be accepted.

When to Apply

Most programs have a limited number of spaces available. Admission to a program is determined on a first-come, first-qualified, first-accepted basis. Applications will not be processed until all required documentation is provided and/or admission requirements have been met and the file is deemed complete.

Applicants who require funding assistance are encouraged to apply for funding four to six weeks in advance to ensure all necessary documents are submitted prior to the best before funding date.

International applicants are advised to apply three to six months in advance in order to obtain a learner visa and are encouraged to contact the College's International Education Office prior to application at: 403-410-3476

Admission Requirements

Bow Valley College admission requirements are designed to accommodate mature learners. Applicants to Bow Valley College programs or courses must be 18 years of age or older, or able to demonstrate to the Registrar the appropriate responsibility to benefit from a selected program of study. It is not mandatory to have a completed high school diploma to apply to programs or courses at Bow Valley College.

Admission requirements are listed on pages 9 to 13 and at **bowvalleycollege. ca.** Applicants should familiarize themselves with the specific requirements of the program they are applying to. In some cases, pre-program requirements or additional admission requirements are also listed.

Applicants must provide proof of successful completion of the admission requirements or proof of current registration in prerequisite courses for the programs selected.

Applicants whose first language is not English must also satisfy the English Proficiency Requirements of the program applied for prior to final acceptance

Official Transcripts

Applicants must:

- Arrange for an official copy of any high school transcripts.
- Arrange for an official copy of transcripts from each and all postsecondary institutions attended, including current attendance.

Transcripts received by Bow Valley College become the property of Bow Valley College and will not be photocopied or printed for the learner or forwarded to other institutions. An exception to copy originals may be made for applicants educated outside of Canada who receive only one set of original official transcripts.

The academic documents of Bow Valley College applicants only will be assessed.

In some cases, applicants will be asked to write a placement test and/or attend an interview.

As part of the online application process, applicants may choose the free electronic transcript transfer between institutions participating in Apply Alberta. Transcripts may be requested from Alberta Education (for high school transcripts) as well as from other post-secondary institutions currently using the Apply Alberta application site.

Official transcripts must be:

1. Original academic documents bearing the seal and signature of the institution or agency, and
2. Mailed directly to the Office of the Registrar at Bow Valley College in a sealed envelope by the sending institution.

Alberta High School Transcripts

To order a transcript online, go to the Alberta Department of Education website at **education.alberta.ca/transcripts**

Out of Province High School Transcripts

To order a transcript Go to the Alberta Innovation and Advanced Education website at **http://alis.alberta.ca/transcripts**

Foreign Transcripts

Applicants educated outside of Canada and applying to Bow Valley College for full-time career programs will be required to produce their original academic documents. For further details, please visit **https://bowvalleycollege.ca/applying/career-programs.**

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) – Academic may be used for admission into most programs (only valid within a two-year period) to fulfill the English Proficiency Requirement.

Note: Applicants to programs other than career programs at Bow Valley College may provide Unofficial Transcripts or Statements of Courses and Marks.

Waiting Lists

If a program or course is full, qualified applicants are automatically placed on the program or course waiting list. Promotion from the wait list to full program entrance is determined by date of acceptance so early application is advised.

Every effort is made to contact individuals if a space becomes available. Other cancellations may result in short notice for full acceptance into a program; therefore, applications for funding or financial support should be submitted early (if applicable).

Transfer Credit Policy and Procedure

Transfer credit criteria are established to ensure learners who are admitted to a Bow Valley College program are recognised for learning outcomes already achieved from previous accredited post-secondary study and have the necessary preparation to be successful in their studies. The total amount of transfer credit awarded to a learner is limited by Bow Valley College residency requirements (learners must complete a minimum of 25% of their studies at Bow Valley College). Courses with a completed course mark of "C" or better (not lower than 2.0 GPA) will be considered for transfer credit.

If you think you may qualify for transfer credit, learners must request transfer credit prior to the drop deadline in their first term of study. It is the learner's responsibility to ensure that all relevant official transcripts from other intuitions are sent to Bow Valley College.

Transfer credit decisions are based on the following:

1. Bow Valley College Transfer Agreements.
2. Alberta Council on Admission and Transfer (ACAT) agreements.
3. Other recognized transfer guides such as ARUCC and PCAT Transcript and Transfer Guide.
4. Assessment of course outlines by Bow Valley College academic departments that deliver the corresponding College course.

All decisions related to transfer credit are communicated in writing. Any additional fees or costs associated with transfer credit will be the responsibility of the learner. Only learners who are in good standing will be assessed for transfer credit.

For more information about how to apply for transfer credit please visit **bowvalleycollege.ca/TransferCredit**

Letters of Permission

Any learner who has completed a minimum of 15 post-secondary credits at Bow Valley College and are in good standing may request a Letter of Permission (LOP) to enroll in a course at another post- secondary institution with the intent of receiving credit that will count towards completion of a Bow Valley College Credential. Learners must obtain an LOP to enroll in courses at the other institution and there is no guarantee that transfer credit will be awarded for courses completed without an LOP. LOPs are issued by the Office of the Registrar.

Prior Learning and Assessment Recognition

Bow Valley College supports the recognition of an individual's previously acquired skills, competencies and knowledge because these are key components to facilitating lifelong learning.

Prior Learning and Assessment Recognition (PLAR) is a process of identifying, assessing and recognising skills, competencies and knowledge to facilitate the transfer of these skills, competencies, and knowledge of individuals into further learning and work.

Learners may request a PLAR for a course once they have been accepted or wait-listed to a program, including Open Studies. These requests are made by the learner and submitted to the program area responsible for the delivery of the course. The learner will be informed of the program area decision within 30 days of application.

Before being assessed, learners must pay a non-refundable PLAR fee. It is important to note that a learner cannot PLAR a Bow Valley College course which they have previously failed. In cases where learners have acquired additional knowledge or experience after failing a Bow Valley College course, exceptions may be approved at the discretion of the program area's dean.

Open Studies

Open Studies Policy

Refer to **bowvalleycollege.ca/openstudies** for the most up-to-date information.

Open Studies provides learners with access to a selection of Bow Valley College credit courses without being admitted or committed to one of the College's post-secondary programs. The purpose for learners is to:

1. Provide an opportunity to explore post-secondary programs at Bow Valley College.
2. Obtain advance credit while completing prerequisite course work or while waiting for admission to a program of study.
3. Take courses to improve academic standing within the College to rehabilitate previous academic performance to return to a postsecondary program of study.
4. Develop professional skills, knowledge and enrich personal learning by taking courses without the commitment of a full post-secondary program.
5. Explore post-secondary program areas at College prior to making a commitment to a specific program.
6. Enroll in post-secondary courses while taking upgrading or English language learning courses.
7. Enroll in courses of general interest without intent to apply to a certificate or diploma.
8. Enrich personal learning and development by taking courses, where completing a full program of study may not be of interest or benefit.
9. Enroll as a visiting learner (currently enrolled at another postsecondary institution with a letter of permission).
10. Open Studies is offered only at regional campuses to residents of those regions.

Academic Admission Requirements

(nformation subject to change. For most up to date Academic Admission Requirements, please check bowvalleycollege.ca)

Chiu School of Business

Program	Academic Admission Requirements
Administrative Professional Certificate*, Dental Business Assistant Certificate, Hospital Unit Clerk Certificate, Legal Assistant Diploma*, Medical Office Assistant Certificate, Veterinary Office Assistant Certificate	• Credit in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent • Credit in a Grade 10 Math (excluding Math 10-4 and Math 16 levels) **OR:** Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections: • Language Arts – Writing: 520 minimum standard score • Language Arts – Reading: 520 minimum standard score • Mathematics (Part I and Part II): 450 minimum standard score **OR:** • Satisfactory results on the Bow Valley College Admission Test
Business Administration Certificate, Business Administration Diploma, Human Resources Certificate	• Credit in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent • Credit in Math 30-1 or Math 30-2 or equivalent **OR:** Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections: • Language Arts - Writing: 520 minimum standard score • Language Arts - Reading: 520 minimum standard score • Mathematics (Part I and Part II): 520 minimum standard score **OR:** • Satisfactory results on the Bow Valley College Admission Test

* Minimum keyboarding speed of 25 wpm is strongly recommended

Some practicum agencies and field placements may require a Police Information Check and Standard First Aid & Health Care Provider CPR.

Pre-practicum Requirements

Police Information Check (PIC)

Some College programs include clinical placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

Immunization Requirements for Health Care Workers Programs

Some programs at Bow Valley College require learners to have certain immunizations completed prior to the program's first clinical or work experience.

School of Community Studies

Program	Academic Admission Requirements
Addiction Studies Diploma – Aboriginal Focus, Child and Youth Care Diploma, Disability Studies Certificate, Disability Studies Diploma, Early Childhood Education and Development Certificate, Early Childhood Education and Development Diploma, Education Assistant Certificate, Justice Studies Diploma, Social Work Diploma	• Credit in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent **OR:** Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections: • Language Arts - Writing: 520 minimum standard score • Language Arts - Reading: 520 minimum standard score **OR:** • Satisfactory results on the Bow Valley College Admission Test
Health and Human Services Management Post-Diploma Certificate	• Diploma or degree in health or human services (equivalencies will be considered on a case-by-case basis)

Pre-practicum Requirements

Police Information Check (PIC)

Some College programs include placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

Immunization Requirements for Health Care Workers Programs

Some programs at Bow Valley College require learners to have certain immunizations completed prior to the program's first clinical or work experience.

School of Creative Technologies

Program	Academic Admission Requirements
Cybersecurity Post-Diploma Certificate	• Completion of a Diploma or Degree in Information Technologies, Computer Engineering, Software Development, • Management Information Systems or equivalent.
Digital Design Diploma	• Credit in English Language Arts 30-1 or a minimum of 65% in English Language Arts 30-2 or equivalent **OR:** Successful completion of all five tests that make up General Educational Development (GED) with a minimum score in the following sections • Language Arts - Writing: 520 minimum standard score • Language Arts - Reading: 520 minimum standard score **OR:** • Satisfactory Results on the Bow Valley College Admissions Test
Interior Decorating Diploma	• Credit in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent • 60% in Math 10C (excluding Math 10-3, 10-4 and 14 levels) **OR:** Successful completion of all five tests that make up General Educational Development (GED) with a minimum score in the following sections: • Language Arts - Writing: 520 minimum standard score • Language Arts - Reading: 520 minimum standard score **OR:** • Satisfactory results on the Bow Valley College Admission Test test
Information Technology Systems Diploma	• Credit in English 30-1 or 65% in English 30-2 or equivalent • Credit in Math 30-1 or Math 30-2 or equivalent **OR:** Successful completion of the General Educational Development test (GED) test with a minimum score in the following sections: • Language Arts - Writing: 520 minimum standard score • Language Arts - Reading: 520 minimum standard score • Mathematics (Part I and Part II): 520 minimum standard score **OR:** • Satisfactory results on the BVC Admissions Test
Software Development Diploma	• Credit in English Language Arts 30-1 or 65% in English Language Arts 30-2 or equivalent • Credit in Math 30-1 or Math 30-2 or equivalent) **OR:** Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections: • Language Arts - Writing: 520 minimum standard score • Language Arts - Reading: 520 minimum standard score • Mathematics (Part I and Part II): 520 minimum standard score **OR:** • Satisfactory results on the Bow Valley College Admissions Test
Digital Marketing Post-Diploma Certificate	• Completion of a diploma or degree Additional Requirements: • It is recommended that applicants have previous education or work experience in communications, English, political science, journalism, public relations, marketing, or business. • Learners are expected to have a working knowledge of personal computers including general business applications and navigating the internet. • A laptop computer meeting minimum specifications is required for this program. • Additional course-specific software may be required.
Kitchen and Bath Design Post-Diploma Certificate	• A diploma or a degree in in interior decorating, architectural technology, interior design, graphic design, set design, construction, structural engineering, fine arts, staging/organization, environmental design, or industrial design. • Equivalences of related work and educational experience will be assessed on a case-by-case basis by the department and will require an additional portfolio submission. Please see website for full details at www.bowvalleycollege.ca.

Software Development Post-Diploma	• Completion of Diploma or Degree • Credit in Math 30-1 or Math 30-2 or equivalent Other Requirements: • Applicants are recommended to have previous education or work experience in a technical field.

Technology Requirements

Please note that all programming in the School of Creative Technologies are delivered in a flexible learning space. Some programs will require a laptop computer. For laptop specifications, please ensure to go to **bowvalleycollege.ca** for current and up-to-date information around technology requirements related to your program of study.

School of Health and Wellness

Program	Academic Admission Requirements
Health Care Aide Certificate	• English Language Arts 20-2 (60%) or equivalent **OR:** • Satisfactory results on the Bow Valley College Admission Test
Health Care Aide Prior Learning Assessment and Recognition (PLAR)	• Academic Admission Requirements: • English Langauge Arts 20-2 (60%) or equivalent **OR:** • Satisfactory results on the Bow Valley College Admission Test **AND** • Previous employment, including a job description, totaling 600+ hours within the past three years as an HCA or personal care provider.

Pharmacy Technician	• High School Diploma or equivalent
	• Minimum 60% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent
	• Minimum 60% in:
	  • Math 30-1 or Math 30-2 or equivalent
	  • Biology 30 or equivalent
	  • Chemistry 30 or equivalent

Practical Nurse Diploma	• Minimum final mark of 60% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent • Credit in Math 20-1 or a minimum final mark of 60% in Math 20-2 or equivalent • Minimum final mark of 60% in Biology 30 or *60% in Anatomy and Physiology at Bow Valley College or equivalent
Practical Nurse for Internationally Educated Nurses	• Proof of Registered Nurse (RN) licensure • Proof of graduation from a recognized registered nurse program • Minimum final mark of 60% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent • Credit in Math 20-1 or a minimum final mark of 60% in Math 20-2 or equivalent • Minimum final mark of 60% in Biology 30 or *60% in Anatomy and Physiology at Bow Valley College or equivalent

Recreation Therapy Aide Certificate	• Credit in English Language Arts 10-1 or English Language Arts 10-2 or equivalent
	OR:
	• Successful completion of General Educational Development (GED) with a minimum score in the following sections:
	  • Language Arts - Writing: 520 minimum standard score
	  • Language Arts - Reading: 520 minimum standard score
	OR:
	• Satisfactory results on BVC Admissions test
	AND
	• previous education and/or work experience in health or human services

Effective for Fall 2021, a minimum final mark of 64% in Anatomy and Physiology or equivalent will be required.

Pre-practicum Requirements

Police Information Check (PIC)

Some College programs include clinical placements in agencies where employers require a police information check. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Learners are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

Immunization Requirements for Health Care Workers Programs

Some programs at Bow Valley College require learners to have certain immunizations completed prior to the program's first clinical or work experience.

English Proficiency Requirements

The following are the Language Proficiency Requirements for admission to Bow Valley College's career certificate and diploma programs. These are not the complete admissions requirements for each program; for a complete list of academic and other admission requirements please see the listing for that program.

Applicants whose first language is NOT English must demonstrate proficiency in ONE of the following:

Program	IELTS Academic (International English Language Testing System)[1]	TOEFL (Test of English as a Foreign Language)[1]	College Academic English 1	College Academic English 2	Canadian Language Benchmarks	PTE A Pearson Test of English
Health Care Aide* (see below for more information)	6.0 overall, with no section score below 5.5	71	n/a	n/a	7 in each strand	n/a
Recreational Therapy Aide	5.5 with minimum band score of 5.0	71	Minimum grade of B-	n/a	7 in each strand	42 - 50
All programs in the following Schools: Chiu School of Business School of Community Studies School of Creative Technologies School of Health and Wellness	6.0 with minimum score of 6.0	83	n/a	Minimum grade of B-	8 in each strand	59-64
Pharmacy Technician Diploma** (see below for more information)	6.5 with minimum band score of 6.0	91 with minimum scores Listening-21 Reading-22 Writing-25 Speaking-23	n/a	n/a	n/a	n/a
Practical Nurse Diploma and Practical Nurse for Internationally Educated Nurses Diploma	Listening-7.5 Reading -6.5 Writing-7.0 Speaking-7.0	92	n/a	Minimum grade of B	8 in each strand	n/a

[1] Standardised test results are valid for two years from the day of testing. Results that expire prior to the start date of the program cannot be accepted. Official results must be submitted.

Learners who have attended a school in which English was the primary language of instruction may already meet English proficiency requirements.

These applicants can submit transcripts for assessment of English proficiency, in lieu of the scores listed on the previous page (some exceptions apply).

Applicants whose first language is **NOT** English, but have prior English education can submit **ONE** of the following:

- Transcripts demonstrating successful completion of an Alberta Education English Language Arts course that is consistent with the specified academic admission requirements for their career program (does not apply to Pharmacy Technician Diploma program) **OR:**
- Transcripts demonstrating successful completion of three years of full-time secondary education at a school where English was the language of instruction* (does not apply to Pharmacy Technician Diploma program) OR:
- Transcripts demonstrating successful completion of one year of full-time post-secondary education at a school where English was the language of instruction (does not apply to Pharmacy Technician Diploma program)

*Health Care Aide

- Canadian English Language Proficiency Index Program (CELPIP) is also accepted: general overall score 7, with no section score below 6.0

OR:

- two (2) years full-time study at a recognized post-secondary institution in Canada where the primary language of instruction was English

**Pharmacy Technician

- Proof of English Proficiency is required for all applicants who have not:
- Graduated from a high school in Canada with three consecutive first language English courses/credit or
- Completed an undergraduate degree from a university in Canada where instruction was provided in English
- The following English proficiency tests are also accepted for the Pharmacy Technician program:
- MELAB: Overall score of 81, with a minimum score of 3+ in speaking, 80 in writing, 83 in reading, and 80 in listening
- CanTEST: Minimum score of 4.5 in speaking, 4.0 in writing, 4.5 in reading, and 4.5 in listening

Course Registration

Learner Credit Registration

Learners in most Bow Valley College career certificate and diploma programs will be able to register online via mybvc.ca for courses in their program of study. Learners will be allowed to register in the following priority sequence:

1. Ongoing learners
2. New learners
3. Open Studies
4. Learners who wish to audit a course

The Office of the Registrar maintains a schedule of registration dates for learners, based on the above priority. For registration dates, please see the Important College Dates section of this calendar (Page 5).

Learners in ELL will usually be registered in courses by College staff as per a learner's academic plan.

Continuous entry/exit courses may have registration dates, drop deadlines and withdrawal deadlines that differ from standard, term-based courses. For more information please go to **bowvalleycollege.ca.**

Minimum Full-Time Loads

Effective Fall 2018, the minimum full-time load for all post-secondary programs at Bow Valley College is 9 credits. Learners who are registered in a co-op or practicum placement may also be considered full-time. Learners who are at or above the Minimum Full-Time Load for their program will be assessed full-time fees; learners who fall below will be assessed part-time fees. Funding and study permit eligibility may be affected by a learner's load.

Cancellations, Drops, and Withdrawals

Bow Valley College has the right to cancel courses and learner registrations due to low registration numbers or other operational issues. The College strives to provide learners with adequate notice of cancellations and, where possible, will make alternate arrangements for learners whose registrations are cancelled.

The Office of the Registrar may deregister from courses learners who:

- do not meet the conditions of their program acceptance;
- do not meet prerequisites, co-requisites or anti-requisites;
- do not pay required fees by the posted deadline;
- miss any classes during the add/drop period without prior notification to the instructor and who are then deemed to be a no show;
- violate any Bow Valley College policies; and/or
- have been suspended for academic or non-academic reasons.

Courses dropped up to and including the Drop Deadline will not appear on learner transcripts.

Courses withdrawn after the drop deadline and by the withdrawal deadline will result in a W grade on the learner's transcripts.

Courses withdrawn after the withdrawal deadline will be graded as per the College Grading Policy.

It is the responsibility of learners to promptly notify the Office of the Registrar of their intent to withdraw through the required means.

The effective date for cancellation of registration is the date the notice is received, unless notification is provided by the learner's academic department, in which case the effective withdrawal date is the date the learner stops attending.

Wait Lists

Where demand warrants, Bow Valley College may maintain wait lists for courses. Wait lists are maintained as first come, first wait-listed. Learners added to wait lists are not guaranteed a spot in that course. Wait lists will be closed prior to the start of term as per the date published in the Annual Schedule of Deadlines for Tuition and Fees. Learners who cannot be accommodated in a class will be dropped from the wait list at that point and all registrations will be on a first-come, first-registered basis. Wait lists do not carry over to following terms and are only applicable for each specific course section.

Auditing Courses

Learners who wish to attend courses regularly but do not want to take examinations or receive credit may request to take a course for audit purposes.

Information about auditing courses:

1. The decision on the request will be made based on the suitability of the course for audit and the availability of spaces in the class. The decision is made by the department delivering the program and may take several weeks to process.
2. The cost to audit a course is the same as the regular tuition for the course and other applicable fees.
3. Audited courses will be noted on the learner's College transcript as audited courses.
4. Learners who audit courses are:

   a. expected to meet all registration and fee deadlines that apply to regular registrations;

   b. expected to refrain from participating in class discussions, assignments, examinations, or labs;

   c. not entitled to individual instruction or support from the instructor or other academic staff;

   d. not entitled to any other academic or learner services (including accommodations);

   e. learners are not permitted to change status from credit to audit, or audit to credit, after the drop deadline; and

   f. subject to applicable College policies including the Learner Code of Conduct and Learner Financial Accounts policies.

Repeating Courses

Learners are allowed to attempt a course a maximum of three (3) times regardless of whether the learner successfully received credit for the course in a previous attempt. Learners will require approval from their Dean or designate to attempt courses beyond this limit. This limitation does not apply to English Language Learning and Foundational programs. Guidelines related to repeating courses as outlined in the Academic Continuance and Graduation policy and procedures supersede this.

Extensions

Learners may request course extensions due to personal or academic reasons. Learners may request an extension of one or two months. Requests for extensions should be directed to the Academic School Department, and be approved by the learner's dean or designate. Extensions are subject to the standard fee as published in the annual schedule of learner fees.

MyBVC Information for Learners

MyBVC Information for Learners

MyBVC is the online portal for registered learners at Bow Valley College.

New learners will be mailed or emailed their MyBVC login information soon after being accepted into a program. Once logged in, learners have access to:

- their college MyBVC email account
- the self-registration system for courses (career programs only)
- class schedules
- unofficial transcripts
- important news from Bow Valley College
- D2L (Desire2Learn)*

*D2L is a separate website for accessing courses, however, D2L can also be accessed from inside a MyBVC account.

Inside each MyBVC account learners will also be able to:

- pay tuition and fees
- update personal information such as name, address, and phone number
- view and download their T2202 tax receipt

Remember: *It is important for registered users to log in to the MyBVC website and check their MyBVC email regularly. Critical College news and information will be sent to MyBVC and not to a learner's personal email address.*

www.mybvc.ca

Tuition, Fees, and Refunds

Tuition and fees are normally published in April for the following academic year. See **bowvalleycollege.ca/fees** for up-to-date tuition and fee information.

Drop and withdrawal deadlines for courses are listed at **MyBVC.ca** and at **bowvalleycollege.ca/importantdates.**

Learner financial accounts, including payment and refund guidelines, are governed by the Learner Financial Accounts Policy 500-1-11. You can view this full policy at **bowvalleycollege.ca/about/policies**. For simplicity, in this section we will use the term "tuition" to refer to tuition and all mandatory fees inclusively.

Accounts unpaid after the payment deadline will be assessed a late fee of $50 and the learner may be subject to suspension or withdrawal from studies, and refusal to issue official College documents such as transcripts.

Paying your Tuition

Learners can pay their tuition through online banking; at most bank branches or bank machines; with a Visa or Mastercard through **MyBVC.ca**; or in-person with a Visa, Mastercard, debit card (Interac), cheque, money order, or cash. Cash is only accepted at the main (Calgary) campus.

Payment deadlines for each term are listed at **bowvalleycollege.ca/importantdates**. For most academic programs, tuition is generally due the day before the start term. Continuing Education and Open Studies tuition is due at the time you register for the course. Bow Valley College does not provide payment plans or deferrals.

Learners who have applied for funding (such as student aid or learner income support) and have their funding application denied will remain responsible for payment of their tuition. Learners are responsible for any tuition amount not covered by their funding, grant, award, and/or sponsorship.

Learners can view their tuition balance and due date by visiting **MyBVC.ca**.

Refunds

Learners withdrawing from a program or course may be eligible to receive a refund based on the refund guidelines and fee schedule, provided the learner has followed the College's withdrawal procedure.

Generally speaking, tuition is refunded in full if the learners withdraws from the course before the drop deadline. After that, the learner is not eligible for any refund.

Refunds are issued within two to three weeks of notification of learner withdrawal. Payments originally made by cash, cheque, debit, or money order are refunded via cheque. Payments originally made by credit card are refunded back to the original card. In general, most payments made by wire transfer will be refunded by wire transfer. Any outstanding fees will be deducted from the total refund amount.

Application and confirmation fees are non-refundable. A complete list fees is available at **bowvalleycollege.ca/fees.**

Refunds on compassionate grounds may be considered if appropriate documentation is submitted. Provide documentation to the Office of the Registrar and Enrolment Services.

Definition of Mandatory Fees and Charges

Tuition

Tuition is the main instructional cost of your program or course. It covers your class time, the instructor(s), and teaching assistant(s) assigned to each course.

Student Services Fee

This fee includes most services offered by the **Office of the Registrar** (such as your student ID card, transcripts, advising, proof of enrolment letters, and parchment) and **Learner Success Services** (including library services, academic support, counselling, and career services).

Materials Fee

This fee covers specific supplies and materials required for a course. In 2020/21 the college will be eliminating this fee and including any material costs with your regular tuition.

Students' Association Fee

Learners in most programs are members of the Students' Association of Bow Valley College (SABVC). The college collects this fee on behalf of SABVC, which uses it to support student clubs, scholarships, and other initiatives. To contact the SABVC or for more information, visit **sabvc.ca**.

Health and Dental Plan

The Students' Association arranges health and dental insurance for members in programs of 26 weeks or longer. Learners with alternate coverage may be eligible to opt-out. For more information, visit mystudentplan.ca/bowvalley or call 403-410-1696.

Technology Fee

The Technology Fee covers essential technology for teaching and learning, including student wi-fi, classroom equipment, network maintenance, and student information systems.

Learner Wellness and Support

This fee supports services related to the academic and personal wellbeing of our learners, including intervention outreach, academic difficulties, emotional distress, and crisis management.

Academic and Learner Policies

Understanding learner policies and academic practices is an integral part of being a learner at Bow Valley College. The summaries listed within this section will help leaners navigate processes and understand the policies and procedures related to their studies and as a learner in the College.

Please note that the information about policies are only summaries and Learner and college policies are continuously under review and are updated throughout the academic year. The policies currently listed may change or be updated after publication of this academic calendar. You can access the full content and current policies and procedures online through your MyBVC learner portal under the Learner Information tab and selecting, "BVC Learner Policies" or the college's website: **bowvalleycollege.ca/student-resources/student-forms-and-policies.**

Academic Policies

Grades

(More information can be found in the Grading Policy and Procedure.)

Bow Valley College employs a standardised grading scale to assess learner outcomes and provide information about their learning, certify their achievement, and establish appropriate, consistent and fair academic grading standards. Grades are the basis for assessing a learner's academic performance to promote consistency of College-wide standards across courses, programs and time.

For all post-secondary level programs, the College employs a grading system based on a 4.0 and letter grade scale and a number percentage for all Alberta Education and high school equivalency courses.

Letter Grade	Grade Point Value	Percentage (0–100)	Description
A+	4.0	95–100	Exceptional
A	4.0	90–94	
A-	3.67	85–89	Excellent
B+	3.33	80–84	
B	3.0	75–79	
B-	2.67	70–74	Good
C+	2.33	67–69	
C	2.0	64–66	
C-	1.67	60–63	Satisfactory
D+	1.33	57–59	
D	1.0	50–56	Minimal Pass
F	0.0	0–49	Fail

Grading Symbols

Symbol	Description	Grade Value in GPA
AU	Audit	N/A
AG	Aegrotat	N/A
I	Incomplete	N/A
LW	Late Withdrawal	N/A
P	Pass	N/A
PL	Prior Learning	N/A
TC	Transfer Credit	N/A
W	Withdrawal	N/A

Grading Symbol Explanations

Audit (AU)

Granted to learners who have been officially approved as having audit status.

Aegrotat (AG)

Assigned when a learner has successfully completed the term work in a course but is unable to write a final examination due to medical or compassionate reasons. The course instructor and dean must agree the learner has demonstrated the capacity to deal with the course work satisfactorily. AG will only be used in exceptional circumstances where a late withdrawal from the course is inappropriate. Awarding the AG standing represents a minimum pass for graduation purposes. A learner awarded an AG standing may request permission to write a deferred examination. If such a learner achieves a grade higher than the minimum, this will be the grade credited for the course.

Fail (F)

Where a percentage is provided, F denotes a percentage of less than 50%. Where no percentage is provided, F denotes unsatisfactory performance and is used on those assignments or in courses where the only alternatives are a P, I or W.

Incomplete (I)

Course is in progress; the 'I' grade reverts to a final grade as awarded 30 days after the course end date.

Late Withdrawal (LW)

Assigned with approval from the Coordinator or Dean when a learner has formally discontinued a course after the withdrawal deadline.

Pass (P)

Denotes satisfactory performance and is used on those assignments or in courses where the only alternatives are an F, I or W.

Prior Learning (PL)

Credit assigned based on prior learning in a subject area.

Transfer Credit (TC)

Assigned when course work completed at a recognised and accredited post-secondary institution is deemed equivalent.

Withdrawal (W)

Assigned when a learner has formally discontinued a course after the drop deadline but before the withdrawal deadline.

Satisfactory Academic Standing

(More information can be found in the Academic Continuance and Graduation Policy and Procedure.)

The usual requirements for satisfactory academic standing are:

1. Learners in post-secondary programs must have a grade point average (GPA) of at least 2.0.

2. Learners in upgrading and English language learning credit programs must have a grade point average (GPA) of at least 1.0.

3. Learners in all programs must pass all of their courses. Academic standing involves the following calculations: As set out in the Grady Policy and Procedure, a grade point average (GPA) is calculated by:

- The grade point value achieved in each of the courses taken is multiplied by the number of credits assigned to each of those courses. This generates a weighted grade point for each course.

- The total weighted grade points for the set of courses taken is divided by the total credit value of those courses. This generates the grade point average.

Note: When learners have completed the same course more than once, the grade used for the GPA calculation is the highest final mark achieved. However, all enrolments in a course and the associated grades will appear on a learner's transcript.

The cumulative program and term program GPAs:

- Include courses taken as part of the program, (required and elective courses) including any required courses taken at the College prior to the learner's admittance into the program.

- Include courses that were graded and credited through a challenge exam.

- Do not include:
  - Courses graded with Pass/Fail
  - Courses credited through prior learning assessment
  - Courses taken as part of another College program (which will not be requirements)
  - Courses taken at other institutions which receive transfer credit at the College

- Include courses completed during that particular term for term program GPA.

- Include all course completed prior to and during that particular term for cumulative GPA.

Academic Probation

(More information can be found in the Academic Continuance and Graduation Policy and Procedure.)

Academic probation is meant to inform and warn learners that they have not achieved the minimum academic standing required for their program of study. Academic probation is assessed at the end of each term based on a learners final course grades. Academic probation provides an opportunity for learners to improve their academic standing in their following term of study to meet or exceed the minimum academic performance standards for their program. If a learner achieves this they will return to satisfactory academic standing in the following term of study.

Required to Withdraw

(More information can be found in the Academic Continuance and Graduation Policy and Procedure.)

Learners on academic probation will be withdrawn from their program at the end of the probation term if they:

1. Do not achieve the required program and term GPA. To achieve the GPA required to return to satisfactory academic standing and avoid being withdrawn, learners on academic probation may need to achieve higher grades in order to bring up their overall average.

2. Do not achieve program specific academic requirements which may be higher than the general College standard for satisfactory academic

standing in the term they were on academic probation.

3. Fail the same course for a second time.

Maintaining Active Status in a Program

(More information can be found in the Academic Continuance and Graduation Policy and Procedure.)

Learners are expected to maintain active status in their program until graduation. Learners who fail to register in courses or those who drop/ withdraw from all courses in their first term of study will be withdrawn from their program. Once withdrawn from their programs, learners will need to reapply for admission.

Learners who have completed at least one term of study are eligible to take a break of up to nine months from the end date of the last course taken. Learners who have a longer break in their studies will be considered to be not active in the program and will be withdrawn. Those learners will need to reapply for admission.

Time Allowed to Complete Program

(More information can be found in the Academic Continuance and Graduation Policy and Procedure.)

Bow Valley College limits the period of time learners have to complete post-secondary certificate and diploma programs. This is inclusive of periods of time when learners are not taking any courses.

Learners are given three years and five years respectively for certificate and diploma program completion. Some programs may have different periods of time. Learners are encouraged to follow up with their School or academic advisor for additional information.

Graduation

(More information can be found in the Academic Continuance and Graduation Policy and Procedure.)

In order to be eligible to graduate learners must meet the following conditions and complete the following processes:

1. Must have been admitted to program of study or be in Open Studies

2. Must have completed all program graduation requirements that were in effect on the date that they began the program (those requirements are normally those needed to complete the program)

3. Must have the required cumulative program GPA based on all courses taken at the College which are used to meet graduation requirements of the program, regardless of whether those courses were taken prior to being admitted to the program or not

4. Must not have any outstanding monies owed to the college and not be currently suspended from studies due to academic, financial or other non-academic reasons

5. Learners must submit an application to graduate to be formally graduated and receive their certificate or diploma. Learners must register to attend their convocation ceremony. Only learners who have formally graduated may participate in convocation. For additional information regarding graduation and attending convocation, please visit bowvalleycollege.ca/graduation.

For additional graduation eligibility information learners are advised to speak to the respective Schools.

Academic Honesty

(More information can be found in the Academic Honesty Policy.)

The College is committed to fostering an environment of academic honesty through education and monitoring of compliance with academic honesty expectations. Academic honesty is expected of all learners enrolled at the College. Academic dishonesty is a serious offence and may result in consequences ranging from a failing grade to expulsion from the College. Suspected cases of academic dishonesty shall be investigated and adjudicated fairly.

Academic Dishonesty

The offence of academic dishonesty includes the following:

1. Plagiarism is the submission or presentation of work as if it were the learner's own work done expressly for a particular course when it is not. Most commonly, plagiarism includes, but is not limited, to:

- When the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having someone impersonate the learner or otherwise substituting the work of another for one's own).
- When parts or all of the work are taken from another source, including the internet or other agencies or individuals, without reference to the original author.
- When all or a substantial portion of work in one course is also submitted in another course (even if it may be an original work of the learner) without the knowledge or prior agreement of the instructor.
- When reference to the ideas, data and conclusions of other scholars, is not explicitly and clearly disclosed.

2. Cheating at tests or examinations includes, but is not limited, to:

- Dishonest or attempted dishonest conduct such as speaking to other learners or communicating with them under any circumstances whatsoever.
- Using in the examination room any unauthorized textbook, notebook, memorandum, other written material, mechanical or electronic device or any other information resource.
- Leaving answer papers exposed to view by other learners.
- Repeated attempts to view other learners' examination papers.

3. Other academic misconduct includes, but is not limited, to:

- Tampering or attempting to tamper with examination scripts, class work, grades or class records.
- Failure to abide by an instructor's directions regarding the individuality of work handed in.
- The acquisition, attempted acquisition, possession or distribution of examination materials or information not authorised by the instructor.
- Impersonation of another learner in an examination or other class assignment.
- Falsification or fabrication of clinical or laboratory reports.
- Unauthorised recording in the classroom or any other instructional setting without prior consent.

4. Aiding others in dishonest acts. Any learner who knows, or ought to have known, that he/she aided or may have aided another learner in the commission of one of the above offences is also guilty of academic dishonesty.

Academic Dishonesty Penalties

A range of penalties may be imposed upon a learner found guilty of academic dishonesty as described below.

1. Failing Grade – A learner may be given a failing grade in an exercise, quiz, test, examination or course.
2. Disciplinary Probation – A learner may be placed on disciplinary probation. The learner can continue in the program but will be suspended or withdrawn from the program if the learner is found guilty of further academic dishonesty.
3. Suspension – A learner may be suspended from a department. The learner would be denied registration within a certificate, diploma or other academic program for a specified period of time. A learner who has been placed under suspension is conditionally eligible to reapply for admission or registration at the end of a specified period of time. Suspension does not imply automatic readmission – a learner must first satisfy the dean and/or department regarding his/her eligibility for readmission.
4. Expulsion from a Department – A learner may be expelled from a department which means the learner is dismissed permanently from the department with no right to apply for readmission to that department.

A learner suspended or expelled from a department may not apply or be considered for readmission to the College in another department until at least twelve months after the end of the session in which the academic offence takes place, subject to the discretion of the dean and/or the department concerned.

5. Expulsion from the College – If, upon suspending or expelling a learner from a department, the dean and/or department determine that expulsion from the College is warranted, such a recommendation may be made to the Vice-President Learning, who may expel the learner from the College.

Attendance Requirements

(More information can be found in the Attendance Policy and Procedure.)

Regular attendance and punctuality are considered important to learners' success. Learners are expected to meet the attendance requirements of the specific credit programs in which they are enrolled.

Attendance includes being punctual for the start time of classes.

Learner Policies

Learner Appeals

(More information can be found in the Learner Appeals Policy, Grade Appeals Procedure, General Learner Appeals Procedure.)

All learners at Bow Valley College have access to a fair appeals process regarding both academic and non-academic decisions of the College. Learners are expected to communicate directly (in person or in writing) with the individual or body whose decision is in question before requesting a formal appeal. This step is required as experience has shown that this can be an effective way to resolve an issue. Formal appeals are heard by the Learner Appeals Committee. Committee decisions will be made in accordance with the principles of fairness appropriate to the circumstances of each case.

The following guidelines shall apply to all appeals.

1. All College learners have the right to appeal both academic and non-academic decisions.
2. Learners who are subject to penalties or sanctions must be advised of their right to appeal and be advised of the availability of the Learner Appeals Policy and Procedure for their review."
3. Academic decisions include those related to performance in academics, clinical training or work experience components of training, including reappraisals of any term or final grades. Grade appeals must be objective and based on evidence.

Non-academic decisions include disciplinary decisions related to learner actions or activities that are contrary to the Learner Code of Conduct policy.

4. Final grade appeals are heard by the associate dean of the school. All other appeals are heard by the Appeals Committee.
5. All appeals must be dealt with in a timely fashion.
6. The learner has the right to continue in classes throughout the appeals process unless there are concerns about safety or possible disruptions of the learning environment. A learner must have the permission of a program coordinator to continue in class.

Confidentiality and Privacy of Information

Information that forms part of the learner record is collected under the authority of the Post-Secondary Learning Act of the Province of Alberta, the Alberta Freedom of Information and Protection of Privacy Act (FOIP), the Canadian Statistics Act and Taxation Act. Information is protected under the provisions of FOIP, and is used to determine eligibility for admission and financial assistance, advise learners about College academic programs and assist the College in the administration of its affairs.

1. Bow Valley College is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in learners' records. Information contained in a learner record is disclosed to relevant College academic and administrative departments for the purposes of, administration of College policies and procedures, programs and services, registration, providing tax receipts, determining eligibility for scholarships, awards and graduation, distributing follow-up educational information, College research, and College alumni programming. Specific elements of information will also be disclosed to the federal and provincial governments to meet reporting requirements and to the Bow Valley College Students' Association as well as other cooperating educational, funding and workplace agencies in accordance with contractual agreements. If a learner is granted an award, pertinent information will be released to the donor of the award and provincial funding bodies. Awards and credentials awarded to a learner are part of the public record and may be disclosed to third parties upon request.

2. By applying for admission to Bow Valley College, learners accept and acknowledge the College's right to collect and disclose pertinent personal information. Learners also agree that all documentation which they submit to the College in support of an application for admission, financial award or any appeal or petition becomes the property of the College.

3. The creation, management and retention of learner records are the responsibility of the Office of the Registrar and Enrolment Services (ORES). Therefore, in accordance with this procedure, the Registrar has the responsibility and authority to grant or deny access to learner records. All matters pertaining to the interpretation of this procedure should be referred to the ORES.

4. This procedure applies to all versions of the learner record, whether in computerised databases, microfilm or hard-copy files, and to all offices where that record (collected by that office or duplicated from the Registrar's official record) may be stored.

   The entitlement to access certain records does not include the authority to release information from the record except as provided in this procedure.

5. Learner information which is collected and maintained by other offices and for other purposes may not be subject to this procedure but would be under the jurisdiction of the director for that office.

   A record of a learner's Bow Valley College academic history (transcript) at the College is preserved permanently.

Academic Accommodations and Supports for Learners with Disabilities

(More information can be found in the Learner Accommodation Policy, Accommodation of Learners with Disabilities Procedure, and Accommodation of Religious, Aboriginal and Spiritual Observance for Learners Procedure.)

Bow Valley College follows the legal requirements for educational accommodations as they relate to the Alberta Human Rights, Citizenship and Multiculturalism Act, interpretive bulletins available through the Alberta Human Rights and Citizenship Commission, and the Interpretive Bulletin entitled "Duty to Accommodate Learners with Disabilities in Post-Secondary Educational Institutions" (See Publications and Resources – Alberta Human Rights and Citizenship Commission).

Sexual Harassment Policy

(More information can be found in the Sexual Violence Policy and Sexual Violence Procedure – Learners).

Bow Valley College creates an environment where learners and employees may work and learn without fear of sexual violence. We will respect the rights of people affected by sexual violence.

We will deal fairly with sexual violence reports.

The goals of the policy are to:

1. Help anyone who says that sexual violence happened to them. This includes giving the person information and support including:
   a. counselling
   b. medical care
   c. options about making a formal report
   d. academic help
2. Believe that reports of sexual violence have been made in good faith. Treat people with respect and dignity:
   a. when they say sexual violence happened
   b. during an investigation
   c. during the College's response
3. Respect people's right to choose if they report sexual violence.
4. Make sure the College is ready to investigate reports of sexual violence and will follow all College policies when investigating to ensure a fair investigation.
5. Teach learners and employees about sexual violence. Create an environment in which sexual violence is not accepted.

Chiu School of Business

Certificate Programs

Administrative Professional Certificate*

Business Administration Certificate*

Dental Business Assistant Certificate

Hospital Unit Clerk Certificate*

Human Resources Certificate*

Medical Office Assistant Certificate*

Veterinary Office Assistant Certificate*

Diploma Programs

Business Administration Diploma, majors:

    Accounting;
    Digital Marketing;
    Event Management;
    Financial Services;
    General Business;
    Human Resources;
    Insurance & Risk Management;
    Integrated Marketing Communications;
    Supply Chain Management

Legal Assistant Diploma*

* Indicates program is available online

Certificates

Administrative Professional Certificate

The role of the administrative assistant is rapidly changing and growing in scope and complexity. This program prepares you to take on a wide range of responsibilities related to office work. You will learn up-to-date software applications, information administration and communications, as well as a range of interpersonal skills that will make you an effective and skilled member of any office environment.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ADMN1101	Introduction of Professional Keyboarding	3	45
ADMN1201	Office Procedures I	3	45
ADMN1202	Office Procedures II	3	45
ADMN1203	Business Technology	3	45
ADMN1301	Document Processing	3	45
ADMN1303	Advanced Office Applications	3	45
ADMN1401	Business Focus Simulation	3	45
MGMT1201	Business Communication	3	45
MGMT1303	Office Finances and Spreadsheets	3	45

Elective Courses (3 credits required)		Credits	Hours
ADMN1102	Advanced Professional Keyboarding	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
HUCL1101	Role Concepts in Health Care	3	45
LEGL1201	Introduction to the Legal Profession	3	45
MGMT1101	Introduction to Management	3	45
MKTG1101	Introduction to Marketing	3	45

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
ADMN9999	Work Experience	0	180

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Optional Work Experience

Course fees apply

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four week work placement scheduled at the completion of all required courses. Certificate learners must apply to Work Experience in the first term of their program; Diploma learners must apply in their second-to-last term.

Learners who choose to complete the workplace practicum must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). Course fee of $150 is not covered by student loan as the workplace practicum is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full-time work placement that is scheduled at the completion of all the required courses. The course fee is $200. This course is not covered by student loan as it is non-credit.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Business Administration Certificate

The Business Administration Certificate examines general business concepts and focuses on developing introductory skills in accounting principles, management, organizational behaviour, and marketing. With a well-rounded business education, learners can apply their knowledge and skills to a variety of industries.

Admission Requirements

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Program Courses

Subject to change.

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Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
ADMN9999	Work Experience	0	180

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Learners who choose to complete the workplace practicum must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

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Dental Business Assistant Certificate

This certificate program prepares you to manage the office workflow in a dental practice. Content includes dental science, charting, business communication, billing, financial management, and computer skills.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ADMN1104	Introduction to Computers for Health Care	3	45
DBAS1201	Administrative Skills for the Dental Office	3	45
DBAS1301	Financial Management for the Dental Office	3	45
DBAS1401	Dental Terminology	3	45
DBAS1501	Electronic Dental Office Management	3	45
HRES1101	Organizational Behaviour	3	45
HUCL1101	Role Concepts in Health Care	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1401	Medical Terminology I	3	45
MGMT1201	Business Communication	3	45

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
ADMN9999	Work Experience	0	180

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Optional Work Experience

Course fees apply

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Hospital Unit Clerk Certificate

Hospital Unit Clerks play a vital role in hospital nursing units by managing the information flow. This certificate program prepares you for this position with classroom instruction and skills. Learn about hospital organization, medical terminology, processing medical orders, telephone and reception activities, and enhance communication and basic computer skills.

Admission Requirements

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ADMN1104	Introduction to Computers for Health Care	3	45
HRES1101	Organizational Behaviour	3	45
HUCL1101	Role Concepts in Health Care	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1301	Fundamentals of Medical Orders	3	45
HUCL1401	Medical Terminology I	3	45
HUCL1402	Medical Terminology II	3	45
HUCL1501	Hospital Information Systems	3	45
HUCL1601	Unit Coordinating Skills	3	45
MGMT1201	Business Communication	3	45

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
ADMN9999	Work Experience	0	180

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Optional Work Experience

Course fees apply

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Human Resources Certificate

This certificate provides practical skills and knowledge to work in the human resources (HR) field. In addition to administrative and business training, learners receive specific training in human resources management, recruitment, selection, compensation and benefits, change management, occupational health and safety, labour relations, and employment law.

Admission Requirements

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
HRES2101	Change Management	3	45
HRES2201	Introduction to Human Resources	3	45
HRES2202	Recruitment & Selection	3	45
HRES2203	Compensation & Benefits	3	45
HRES2301	Employment Law	3	45
HRES2302	Labour Relations	3	45
HRES2303	Occupational Health and Safety	3	45
HRES2401	Employee Learning and Development	3	45
MGMT1101	Introduction to Management	3	45
MGMT1201	Business Communication	3	45

Optional Courses		Credits	Hours
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Transferability

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Medical Office Assistant Certificate

This certificate program teaches you to manage the flow of electronic and paper-based information in a medical office setting. Content includes medical terminology, computer skills, office administration, medical billing, basic clinical skills and communication techniques.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Program Courses

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Required Courses		Credits	Hours
ADMN1104	Introduction to Computers for Health Care	3	45
HUCL1101	Role Concepts in Health Care	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1401	Medical Terminology I	3	45
HUCL1402	Medical Terminology II	3	45
MGMT1201	Business Communication	3	45
MOAS1201	Administrative Skills for the Medical Office	3	45
MOAS1301	Financial Management for the Medical Office	3	45
MOAS1401	Clinical Skills for the Medical Office	3	45
MOAS1501	Electronic Medical Office Management	3	45

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
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Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). Course fee of $150 is not covered by student loan as the workplace practicum is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full-time work placement that is scheduled at the completion of all the required courses. The course fee is $200. This course is not covered by student loan as it is non-credit.

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Transferability

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Veterinary Office Assistant Certificate

The Veterinary Office Assistant program focuses on key office administration skill development including computer skills, office organization, and financial management. Graduates of the program will be work-ready and prepared to provide excellent office administration and an understanding of the unique environments in which they will work.

Admission Requirements

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Program Courses

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Required Courses		Credits	Hours
ADMN1104	Introduction to Computers for Health Care	3	45
HUCL1101	Role Concepts in Health Care	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1401	Medical Terminology I	3	45
MGMT1201	Business Communication	3	45
VOAS1201	Small Animal Health Management	3	45
VOAS1301	Financial Management for the Veterinary Office	3	45
VOAS1401	Clinical Skills for the Veterinary Office	3	45
VOAS1501	Electronic Veterinary Office Management	3	45
VOAS1601	Administrative Skills for the Veterinary Office	3	45

Optional Courses		Credits	Hours
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Course fees apply

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four week work placement scheduled at the completion of all required courses. Certificate learners must apply to Work Experience in the first term of their program; Diploma learners must apply in their second-to-last term.

Learners who choose to complete the workplace practicum must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). Course fee of $150 is not covered by student loan as the workplace practicum is non-credit.

Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full-time work placement that is scheduled at the completion of all the required courses. The course fee is $200. This course is not covered by student loan as it is non-credit.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Diplomas

Business Administration Diploma – Accounting Major

Business Diploma graduates with a major in Accounting gain a broad understanding of business with a focus on the development of job-ready technical accounting skills, people skills, and other related business abilities needed for success in the accounting field.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
ACCT2101	Intermediate Financial Accounting I	3	45
ACCT2102	Intermediate Financial Accounting II	3	45
ACCT2201	Management Accounting I	3	45
ACCT2202	Management Accounting II	3	45
ACCT2301	Taxation I	3	45
FNSR2201	Business Finance	3	45
MGMT2501	Introduction to Statistics	3	45
MGMT2998	Business Strategy	3	45

Business Administration – Accounting Diploma Elective (3 credits required)		Credits	Hours
ACCT2302	Taxation II	3	45
ACCT2501	Auditing	3	45
MGMT2301	Microsoft Excel	3	45
MGMT2302	Computerized Accounting for Management	3	45
MGMT2303	Management Information Systems	3	45

Business Administration Elective – Accounting Diploma Elective (3 credits required)

Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:

MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Business Administration Diploma – Digital Marketing Major

The Business Administration – Digital Marketing program combines the fields of business, marketing, technology and digital media communications and prepares learners to market an organization or product using the latest digital marketing tools and techniques. Building on the foundation year of the Business Administration diploma, the Digital Marketing specialization focuses on user experience design practice, marketing analytics, integrated media strategies, and web development techniques.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
DATA2301	Fundamentals of Digital Marketing Analytics	3	45
DESN2201	Introduction to Web Design for Digital Marketing	3	45
DESN2202	Introduction to Digital Media Production	3	45
DESN2301	User Experience Design	3	45
MGMT2102	Project Management	3	45
MGMT2998	Business Strategy	3	45
MKTG2302	Advertising	3	45
PREL2103	Digital and Emerging Media	3	45
SODV2204	Introduction to Web Development for Digital Marketing	3	45

Business Administration Elective – Digital Marketing Elective (3 credits required)
Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:
MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Business Administration Diploma – Event Management Major

Gain a broad understanding of the behind-the-scene aspects and produce outstanding events. With a focus on exceeding client and attendee expectations, this program covers research, planning, coordinating and managing of successful events.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
MGMT2998	Business Strategy	3	45
PREL2103	Digital and Emerging Media	3	45
TOUR2101	Introduction to Global Tourism	3	45
TOUR2201	Introduction to Event Management	3	45
TOUR2202	Meetings, Expositions & Conventions	3	45
TOUR2203	Creating the Event Experience	3	45
TOUR2204	Catered Events	3	45
TOUR2205	Event Marketing	3	45
TOUR2206	Event Planning and Logistics	3	45

Business Administration Elective (3 credits required)

Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:

MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at
CSBstudentadvising@bowvalleycollege.ca

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Business Administration Diploma – Financial Services Major

As a financial professional, this program prepares you in the areas of financial planning, principles and industry standards, financial products and services, tax and legal implications, managing risks, and building customer service expertise.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to
bowvalleycollege.ca/applying/english-language-proficiency-requirements

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
FNSR2201	Business Finance	3	45
FNSR2301	Financial Markets & Products	3	45
FNSR2302	Personal Financial Planning I	3	45
FNSR2303	Investment Funds in Canada	3	45
FNSR2304	Personal Financial Planning II	3	45
MGMT2998	Business Strategy	3	45
MKTG2203	Selling and the Customer Experience	3	45

Business Administration – Financial Services Diploma Electives (6 credits required)		Credits	Hours
ACCT2301	Taxation I	3	45
FNSR2101	Introduction to Insurance and Risk Management	3	45
MGMT2501	Introduction to Statistics	3	45

Business Administration Elective (3 credits required)

Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:

MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Other Credential/Certification

Qualified Associate Financial Planner (QAFP) Certification or Certified Financial Planner (CFP):

After successfully completing these four courses, FNSR2301, FNSR2302, FNSR2303 and FNSR2304, you will have met the educational requirement for either the QAFP or CFP examination through FP Canada. Certification from FP Canada is subject to meeting both education and experience requirements, and provides a significant advantage to learners as it establishes the technical competence required in the industry, builds professional competencies, and is recommended by employers.

Business Administration Diploma – General Business Major

Business Diploma graduates with a major in General Business gain a broad understanding of a multitude of business concepts and applications.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

Replace with: "The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
MGMT2998	Business Strategy	3	45

Business Administration Electives (3 credits required)

Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:

MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

General Business Electives (24 credits required)

General Business Electives include courses from any of the Business Administration Diploma specializations as well as the following:

MATH1902, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Business Administration Diploma – Human Resources Major

The focus of the Human Resources major is on aligning the workforce with the strategic direction of the organization. An introduction to the function of human resources, and in-depth learning on recruitment and selection, compensation and benefits, occupational health and safety, employment law, labour relations, and change management is covered in this major.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
HRES2101	Change Management	3	45
HRES2202	Recruitment & Selection	3	45
HRES2203	Compensation & Benefits	3	45
HRES2301	Employment Law	3	45
HRES2302	Labour Relations	3	45
HRES2303	Occupational Health and Safety	3	45
HRES2401	Employee Learning and Development	3	45
MGMT2801	International Business	3	45
MGMT2998	Business Strategy	3	45

Business Administration Elective (3 Credits Required)
Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:
MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at
CSBstudentadvising@bowvalleycollege.ca

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Other Credential/Certification

Graduates from this program are eligible to receive exemption for the National Knowledge Exam (NKE) as part of the process in receiving a Chartered Professional in Human Resources (CPHR) designation. Graduates, who achieve an overall cumulative GPA of 2.7 or higher, proceed directly to building the required work experience requirements before receiving their designation. The CPHR designation is highly regarded and provides you with a strong competitive advantage.

Business Administration Diploma – Insurance and Risk Management Major

The Insurance and Risk Management major focuses on a structured approach to managing uncertainty due to threats that may emerge from the environment, technology, humans, organizations, or politics. Graduates gain the knowledge and skills to reduce these defined risks and to manage the uncertainty to an acceptable level.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
FNSR2101	Introduction to Insurance and Risk Management	3	45
FNSR2102	Insurance on Property	3	45
FNSR2103	Insurance Against Liability	3	45
FNSR2104	Automobile Insurance	3	45
MGMT2998	Business Strategy	3	45
MKTG2203	Selling and the Customer Experience	3	45

Business Administration – Insurance and Risk Management Diploma Electives (9 credits required)			
FNSR2105	Essentials of Loss Adjusting	3	45
FNSR2106	Underwriting Essentials	3	45
FNSR2107	Essential Skills for Insurance Broker & Agent	3	45
FNSR2401	Risk Management Principles and Practice	3	45
FNSR2402	Risk Assessment and Treatment	3	45
FNSR2403	Risk Financing	3	45
HRES2303	Occupational Health and Safety	3	45

Business Administration Elective (3 credits required)
Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:
MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Other Credential/Certfication

Alberta Insurance Council (AIC): Learners can challenge the General Level 1 License for the Broker/Agent License from the AIC. This regulatory body oversees insurance licensing for the province.

Canadian Risk Management (CRM) Designation: Upon completion of the RIM courses, learners can write the Canadian Risk Management exam and receive the CRM designation (a widely recognized qualification).

Chartered Insurance Professional (CIP) Designation: Learners who write the Insurance Institute of Canada final examinations in applicable courses and, if successful, can receive recognition for up to 7 of the 10 courses required for the CIP designation. This professional benchmark positions learners for roles in multiple disciplines.

Business Administration Diploma – Integrated Marketing Communications Major

Shifting media consumption trends, global digital connection and the growth of mobile communications has resulted in a need for professionals who can create engaging, cohesive and compelling brand messaging. In a digital and omnichannel world, students learn an integrated marketing and communications approach to optimize the customer experience while supporting business objectives.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Marketing Major Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
MGMT2102	Project Management	3	45
MGMT2998	Business Strategy	3	45
MKTG2203	Selling and the Customer Experience	3	45
MKTG2302	Advertising	3	45
MKTG2303	Integrated Marketing Communications	3	45
PREL2103	Digital and Emerging Media	3	45
PREL2104	Content Marketing and Copywriting	3	45

Business Administration Diploma – Integrated Marketing Communications Electives (9 credits required)			
MGMT2901	Introduction to Entrepreneurship	3	45
MKTG2302	Advertising	3	45
PREL2101	Public Relations	3	45
TOUR2205	Event Marketing	3	45

Business Administration Elective (3 credits required)			

Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:

MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Business Administration Diploma – Supply Chain Management Major

Learn the various aspects of business operations including sourcing and procurement, logistics and transportation, and inventory management to effectively contribute to the operational efficiency of a company.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT1201	Business Communication	3	45
MGMT1401	Microeconomics	3	45
MGMT1601	Business Law	3	45
MGMT2401	Macroeconomics	3	45
MKTG1101	Introduction to Marketing	3	45
MGMT2102	Project Management	3	45
MGMT2998	Business Strategy	3	45
SCMT2101	Introduction to Supply Chain Management	3	45
SCMT2201	Operations Management I	3	45
SCMT2301	Procurement	3	45
SCMT2401	Logistics & Transportation	3	45
SCMT2501	Inventory and Materials Management	3	45

Business Administration – Supply Chain Management Diploma Electives (6 Credits Required)			
FNSR2201	Business Finance	3	45
MGMT2303	Management Information Systems	3	45
MGMT2501	Introduction to Statistics	3	45
MGMT2801	International Business	3	45
SCMT2601	Quality Management	3	45

Business Administration Elective (3 credits required)

Business Administration electives include courses from any of the Business Administration diploma specializations, as well as the following:

MATH1902, MGMT1302, MGMT1501, MGMT2502, MGMT2802, MGMT2901, MKTG2101, and TOUR2104.

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
COOP9998	Co-op Work Term I	0	450
COOP9999	Co-op Work Term II	0	450

Note: *A list of Business Administration open elective courses are available on the program's website page.*

Co-operative Education Option

Course fees apply

Co-op education combines academic studies with work-related experience for learners in good academic standing. Through an active job search, co-op learners bridge their classroom studies with practical, paid experience in their field of study for an entire term (fall, winter or summer). Acceptance into this non-credit co-op program is competitive and learners must complete the application process to be considered. Not all learners are offered a co-op placement.

All learners who choose to complete the optional co-op work term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for co-op work term eligibility include a successful TOWES credential, passing all required courses, minimum B grade in MGMT1201, minimum cumulative GPA of 3.0, a completed Co-op Application and demonstrated commitment to learning and professionalism.

Learners must also complete and pass the Employment Preparation course (ADMN9998).

Learners who secure a co-op work term (COOP9998) will complete full-time work over a four month term (35-40 hours per week). Course fee is $450. This course is not covered by learner loans as it is non-credit. Learners can complete up to two co-op work terms.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Other Credential/Certification

Completion of SCMT2101, SCMT2201, SCMT2301, and SCMT2401 in the Supply Chain Management Major with a grade B or higher in each course, satisfies the following modules in the Supply Chain Management Professional (SCMP) designation program:

- Module 1: Supply Chain Management
- Module 2: Procurement and Supply Chain Management
- Module 3: Logistics and Transportation
- Module 4: Operations and Process Management

Legal Assistant Diploma

This 2-year diploma program prepares you for a wide range of employment opportunities in legal support services. This is a growing field with excellent employment prospects. This diploma is scheduled to enable participants to complete the entire program in just over 18 months, giving graduates an opportunity to enter a legal career in the shortest time possible.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact CSB Student Advising for assistance.

Required Courses		Credits	Hours
ADMN1101	Introduction to Professional Keyboarding	3	45
ADMN1102	Advanced Professional Keyboarding	3	45
LEGL1201	Introduction to the Legal Profession	3	45
LEGL1401	Legal Document Processing I	3	45
LEGL1402	Legal Document Processing II	3	45
LEGL1501	Litigation I	3	45
LEGL1502	Litigation II	3	45
LEGL1602	Real Estate Law I	3	45
LEGL2105	Criminal Law for Legal Assistants	3	45
MGMT1201	Business Communication	3	45
ADMN1203	Business Technology	3	45
LEGL1603	Real Estate Law II	3	45
LEGL2101	Corporate Law	3	45
LEGL2102	Commercial Law	3	45
LEGL2103	Family Law	3	45
LEGL2104	Wills & Estates	3	45
LEGL2402	Legal Transcription	3	45
LEGL2601	Credit & Collections	3	45
LEGL2701	Law Office Procedures	3	45
LEGL2999	Legal Assistant Capstone	3	45

Optional Courses		Credits	Hours
ADMN9998	Employment Preparation	0	24
ADMN9999	Work Experience	0	180

Optional Work Experience

Course fees apply

Work Experience (workplace practicum) offers learners the opportunity to use new skills in the workplace, receive strong mentorship, gain valuable experience and enjoy networking opportunities. Entrance into the Work Experience program is competitive and requires departmental approval. Not all learners are accepted.

Work Experience is a non-credit, unpaid four-to-six week work placement scheduled at the completion of all required courses. Certificate learners must apply to Work Experience in the first term of their program; Diploma learners must apply in their second-to-last term.

Learners who choose to complete the workplace practicum must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Prerequisites for Work Experience eligibility include a successful TOWES credential, passing all required courses, minimum B-grade in MGMT1201, minimum cumulative GPA of 2.6 and demonstrated commitment to learning and professionalism.

Prior to placement, learners must complete and pass the Employment Preparation course (ADMN9998). Course fee of $150 is not covered by student loan as the workplace practicum is non-credit. Learners who secure a Work Experience placement (ADMN9999) will complete a temporary full-time work placement that is scheduled at the completion of all the required courses. The course fee is $200. This course is not covered by student loan as it is non-credit.

Please contact a Student Engagement Officer at **CSBstudentadvising@bowvalleycollege.ca**

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Professional Associations

- Alberta Association of Paralegals – eligibility for membership upon application to the association

School of Community Studies

Certificate Programs

Disability Studies Certificate

Early Childhood Education and Development Certificate

Education Assistant Certificate

Diploma Programs

Addiction Studies Aboriginal Focus Diploma

Child and Youth Care Diploma

Disability Studies Diploma

Early Childhood Education and Development Diploma

Justice Studies Diploma

Social Work Diploma

Post-Diploma Programs

Health and Human Services Management Post-Diploma Certificate

Certificates

Disability Studies Certificate

The Disability Studies Certificate and Diploma programs will equip graduates to enhance the quality of life and well-being of people with disabilities, while taking an active role in creating inclusive and diverse communities. The programs combine innovative classroom learning strategies with practical experiences to lay a solid foundation for challenging careers.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
COMM1101	Interpersonal Relationships And Communication Skills	3	45
DAST1101	Introduction to Disability Studies	3	45
DAST1201	Person Centered Planning	3	45
DAST1202	Disability Work Management and Supported Employment	3	45
DAST1301	Mental Health and Disability	3	45
DAST1401	Positive Behaviour Support	3	45
EDAS1302	Introduction To Exceptionalities	3	45
ENGL1201	English Composition	3	45
PSYC1201	Human Growth And Development Across The Life Span	3	45

Disability Studies Certificate Elective (6 credits required)		Credits	Hours
DAST1999	The Field of Disability Studies	6	180
HMSV2999	International Human Services Practicum	7	245

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Early Childhood Education and Development Certificate

The Early Childhood Education and Development program at Bow Valley College is designed to provide learners with a combination of practical skills and theoretical knowledge to enable them to provide high quality developmentally appropriate care to young children. The certificate year focuses on providing learners with a concrete blending of theory and practice that enables them to be prepared to plan developmentally appropriate activities and programs based on the ages, abilities, and interests of the children in their care.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ELCC1101	Introduction to Early Childhood Education and Development	3	45
ELCC1301	Child Development I: Cognitive and Physical Development	3	45
ELCC1305	Developing Through Play	3	45
ELCC1313	Child Development II: Social-Emotional Development and Well- Being	3	45
ELCC1998	Introduction to Emerging Practices in Early Childhood Education and Development	7	190
ENGL1201	English Composition	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
SOCI1201	Sociology of the Family	3	45

Disability Studies Certificate Elective (7 credits required)		Credits	Hours
ELCC1999	Observation in Early Childhood Education and Development	7	245
HMSV2999	International Human Services Practicum	7	245

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Education Assistant Certificate

The Education Assistant program at Bow Valley College is designed to provide learners with a combination of practical skills and theoretical knowledge to enable the Education Assistant to provide high quality classroom experiences for children and adolescents who have a range of exceptionalities. The Education Assistant works with students in inclusive and specialized settings supporting student's cognitive, psychological, and social development.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
EDAS1201	Instructional Strategies Across The Curriculum	3	45
EDAS1202	Language And Literacy	3	45
EDAS1301	Observation And Behaviour	3	45
EDAS1302	Introduction To Exceptionalities	3	45
EDAS1303	Working With Exceptionalities	3	45
EDAS1998	Introduction to the Inclusive Classroom	3	90
ENGL1201	English Composition	3	45
HMSV1302	Assistive Technology and Principles of Universal Design	3	45
PSYC1202	Child and Adolescent Development	3	45

Education Assistant Certificate Elective A (3 credits required)		Credits	Hours
COMM1101	Interpersonal Relationships And Communication Skills	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45

Education Assistant Certificate Elective B (6 credits required)		Credits	Hours
EDAS1999	Working in A Complex Classroom Setting	6	210
HMSV2999	International Human Services Practicum	7	245

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Diplomas

Addiction Studies – Aboriginal Focus Diploma

With integration of theory and practical application of knowledge, the Addiction Studies – Aboriginal Focus program is designed to provide relevant knowledge and skills to support practitioners working to provide addiction services for Aboriginal clients. The program prepares individuals wishing to enter the field as addictions practitioners and to upgrade addiction practitioners' current counselling skills to an improved level of accountability in order to bring the Aboriginal addiction practicing community to a higher level of professionalism. The program will also improve individuals' marketability, employment mobility, and will build on their experience.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ADDC1101	Introduction to Addiction Studies	3	45
ADDC1302	Physiology and Pharmacology of Addiction	3	45
ADDC1997	Career Development and Professional Practice in the Addiction Field	2	30
ADDC2302	Suicide Prevention and Mental Health Early Intervention	3	45
ADDC2501	Advanced Assessment, Documentation and Case Management	3	45
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ENGL1201	English Composition	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
HMSV1501	Introduction to Counselling	3	45
HMSV2301	Healthy Lifestyles via the Medicine Wheel	3	45
PSYC1101	Introduction to Psychology	3	45
ADDC2301	Prevention and Relapse Planning	3	45
ADDC2502	Program Development, Delivery and Evaluation	3	45
ADDC2998	Addiction Studies Practicum I	6	210
ADDC2999	Addiction Studies Practicum II	6	210
HMSV2401	Family and Society Studies	3	45
HMSV2501	Social Policy	3	45
HMSV2502	Facilitating Groups	3	45
HMSV2503	Organization and Administration in Human Services	3	45
PSYC1201	Human Growth And Development Across The Life Span	3	45

Addiction Studies – Aboriginal Focus Diploma Elective (3 credits required)		Credits	Hours
FASD1301	Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1104	Health Education for Human Services Professionals	3	45
JUST2608	Traditional Indigenous Justice	3	45
JUST2609	Current Indigenous Justice Issues Through Arts	3	45
LEGL1101	Introduction to Canadian Law	3	45
SOCI1101	Introduction to Sociology	3	45

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Child and Youth Care Diploma

The Child and Youth Care Diploma will prepare learners to work with children and youth experiencing behavioural and emotional challenges and aid learners in understanding the scope of practice of Child and Youth Care Counselors, including how to develop therapeutic relationships to foster healthy children, youth and families, within their life-space. Child and youth care practitioners work in schools, community centres, parent-child education settings, residential settings, programs for street-involved youth, addictions services and a variety of other settings.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
COMM1101	Interpersonal Relationships And Communication Skills	3	45
CYCR1101	Introduction to Child and Youth Care Practice in Indigenous Community	3	45
CYCR1999	Child and Youth Care Practicum I	8	375
DAST1201	Person Centered Planning	3	45
DAST1401	Positive Behaviour Support	3	45
ENGL1201	English Composition	3	45
FASD1301	Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
HMSV1501	Introduction to Counselling	3	45
PSYC1202	Child and Adolescent Development	3	45
SOCI1201	Sociology of the Family	3	45
ADDC1101	Introduction to Addiction Studies	3	45
CYCR2401	Indigenous Child, Youth and Family Work	3	45
CYCR2998	Child and Youth Care Capstone	3	45
CYCR2999	Child and Youth Care Practicum II	8	375
HMSV1103	Working from Indigenous Perspectives with Elders' Teachings	3	45
HMSV1601	Workplace Writing for Human Services	3	45
HMSV2303	Mental Health in Childhood and Adolescence	3	45
HMSV2304	Trauma-Informed Practice	3	45
HMSV2501	Social Policy	3	45
HMSV2502	Facilitating Groups	3	45
JUST2203	Youth and the Law	3	45

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

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Disability Studies Diploma

The Disability Studies Diploma program will equip graduates to enhance the quality of life and well-being of people with disabilities, while taking an active role in creating inclusive and diverse communities. The programs combine innovative classroom learning strategies with practical experiences to lay a solid foundation for challenging careers.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
COMM1101	Interpersonal Relationships And Communication Skills	3	45
DAST1101	Introduction to Disability Studies	3	45
DAST1201	Person Centered Planning	3	45
DAST1202	Disability Work Management and Supported Employment	3	45
DAST1301	Mental Health and Disability	3	45
DAST1401	Positive Behaviour Support	3	45
DAST1999	The Field of Disability Studies	6	180
EDAS1302	Introduction To Exceptionalities	3	45
ENGL1201	English Composition	3	45
PSYC1201	Human Growth And Development Across The Life Span	3	45
DAST2301	Advocacy in Disability Studies	3	45
DAST2302	Challenging Behaviour and Complex Needs	3	45
DAST2401	Community Connections and Inclusion	3	45
DAST2998	Supporting Children and Adults with Complex Needs	6	180
HMSV2401	Family and Society Studies	3	45
HMSV2501	Social Policy	3	45
HMSV2503	Organization and Administration in Human Services	3	45

Disability Studies Diploma Term 3 Elective (3 credits required)		Credits	Hours
FASD1201	Family and Caregivers for Fetal Alcohol Spectrum Disorder	3	45
FASD1301	Brain Function and Fetal Alcohol Spectrum Disorder	3	45
FASD1302	Fetal Alcohol Spectrum Disorder and Addiction	3	45
FASD1401	The Justice System and Fetal Alcohol Spectrum Disorder	3	45
FASD1402	The Fetal Alcohol Spectrum Disorder Learner in the Classroom	3	45
HMSV1302	Assistive Technology and Principles of Universal Design	3	45
HMSV1501	Introduction to Counselling	3	45

Disability Studies Diploma Term 4 Elective A (3 credits required)		Credits	Hours
FASD1201	Family and Caregivers for Fetal Alcohol Spectrum Disorder		
FASD1301	Brain Function and Fetal Alcohol Spectrum Disorder	3	45
FASD1302	Fetal Alcohol Spectrum Disorder and Addiction	3	45
FASD1401	The Justice System and Fetal Alcohol Spectrum Disorder	3	45
FASD1402	The Fetal Alcohol Spectrum Disorder Learner in the Classroom	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
HMSV2502`	Facilitating Groups	3	45

Disability Studies Diploma Term 4 Elective B (3 credits required)		Credits	Hours
DAST2999	Leadership in Disability Studies	6	180
HMSV2999	International Human Services Practicum	7	245

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Other Credential/ Certification

Learners who successfully complete one year of the Disability Studies Diploma program may exit the program and are eligible to receive a Certificate of Disability Studies.

Early Childhood Education and Development Diploma

The Early Childhood Education and Development program at Bow Valley College is designed to provide learners with a combination of practical skills and theoretical knowledge to enable them to provide high-quality developmentally appropriate care to young children. The certificate year focuses on providing learners with a concrete blending of theory and practice that enables them to be prepared to plan developmentally appropriate activities and programs based on the ages, abilities, and interests of the children in their care. The diploma year focuses on the continued development of research and writing skills relevant to early learning and child care providers who are able to supervise a program.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

This program includes practicum placements in agencies where employers require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement in a practicum. The Police Information Check must be obtained before the start of the practicum and may need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ELCC1101	Introduction to Early Childhood Education and Development	3	45
ELCC1301	Child Development I: Cognitive and Physical Development	3	45
ELCC1305	Developing Through Play	3	45
ELCC1313	Child Development II: Social-Emotional Development and Well- Being	3	45
ELCC1998	Introduction to Emerging Practices in Early Childhood Education and Development	7	190
ELCC1999	Observation in Early Childhood Education and Development	7	245
ENGL1201	English Composition	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
SOCI1201	Sociology of the Family	3	45
ELCC2201	Creative Expressions: Theory And Practice	3	45
ELCC2205	School Age Care	3	45
ELCC2209	Caring For Infants And Toddlers	3	45
ELCC2213	Language, Literacy, and Communication in the Early Years	3	45
ELCC2301	Observation and Documentation in Child Development	3	45
ELCC2305	Inclusive Care And Education Of Young Children	3	45
ELCC2501	Social Policy and Advocacy in Early Childhood Education and Development	3	45
ELCC2505	Leadership and Research in Early Childhood Education and Development	3	45
ELCC2998	Documentation in Early Childhood Education and Development	7	245

Early Childhood Education and Development Diploma Elective (7 credits required)		Credits	Hours
ELCC2999	Reflective Practice in Early Childhood Education and Development	7	245
HMSV2999	International Human Services Practicum	7	245

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Justice Studies Diploma – Aboriginal Focus

This is a two year (four term) Diploma program that includes a fieldwork option as an elective. The Justice Studies curriculum is designed to develop the vital skills, knowledge, and core values that employers are looking for in a wide variety of in-demand career opportunities within justice. Courses within the common first year of study provide learners with a sound academic foundation, with courses in English, psychology, sociology, health and wellness, and an introduction to Canadian law, the Canadian justice system, and addictions. Second year courses build on this foundation by examining criminology, trauma, and promoting principles of fairness, integrity, and ethical practice. In the second year, learners will choose one of four exciting specializations: Aboriginal Focus, Correctional Studies, Law Enforcement, or General Justice. General Justice is designed to provide learners with a broader spectrum of knowledge, skills, values, and principles that are integral for all careers within the justice field, as learners can choose the five required specialization courses from any of the other four specializations offered within the Justice Studies Diploma program.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Justice Studies Work Experience

Justice Studies work experience combines academic studies with work-related experience for learners in good standing. Through an active job search, learners bridge their classroom studies with practical, paid and/or unpaid experience in their field of study during the spring/summer term directly following the successful completion of the Justice Studies Diploma program. Acceptance into this non-credit work experience program is competitive and learners must complete the application process to be considered.

Justice Studies work experience may require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement. The Police Information Check must be obtained before work experience starts and may need to be renewed more than once while enroled in a program.

Government Employment Consideration

Future career and volunteer opportunities within justice will be negatively impacted for individuals who have any criminal convictions for which they have not yet received a pardon or record suspension, or, have any criminal charges that remain pending or awaiting disposition from the courts. It is unlikely that Justice Studies graduates who have a criminal history will have any advantage when competing for employment. Applicants with further questions are encouraged to contact the Justice Studies Program Chair.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ADDC1101	Introduction to Addiction Studies	3	45
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ENGL1201	English Composition	3	45
JUST1101	Introduction to the Criminal Justice System	3	45
JUST1102	Diversity and Criminal Justice in Canada	3	45
JUST1301	Professional Report Writing and Presentations	3	45
JUST1401	Health, Wellness, and Fitness	3	45
LEGL1101	Introduction to Canadian Law	3	45
PSYC1101	Introduction To Psychology	3	45
SOCI1101	Introduction to Sociology	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
HMSV2304	Trauma-Informed Practice	3	45
JUST1103	Foundations of Ethics and Justice	3	45
JUST1601	Criminology	3	45
JUST2205	The History of the Canadian Justice System and Indigenous Peoples	3	45
JUST2303	Indigenous Intervention Techniques, Networks and Resources	3	45
JUST2608	Traditional Indigenous Justice	3	45
JUST2609	Current Indigenous Justice Issues Through Arts	3	45

Justice Studies Elective (9 credits required)

Justice Studies electives include the following courses:

ADDC1302, CYCR2401, ENGL1301, FASD1301, FASD1401, HMSV1102, HMSV1103, HMSV1501, HMSV2101, HMSV2301, HMSV2501, HMSV2502, JUST2101, JUST2102, JUST2103, JUST2104, JUST2201, JUST2202, JUST2203, JUST2205, JUST2301, JUST2302, JUST2303, JUST2304, JUST2502, JUST2503, JUST2601, JUST2604, JUST2607, JUST2608, JUST2609, JUST2610, JUST2999, POSC1201, PSYC1202, PSYC2401, SOCI1201 and WGST2101.

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Justice Studies Diploma – Correctional Studies

This is a two year (four term) Diploma program that includes a fieldwork option as an elective. The Justice Studies curriculum is designed to develop the vital skills, knowledge, and core values that employers are looking for in a wide variety of in-demand career opportunities within justice. Courses within the common first year of study provide learners with a sound academic foundation, with courses in English, psychology, sociology, health and wellness, and an introduction to Canadian law, the Canadian justice system, and addictions. Second year courses build on this foundation by examining criminology, trauma, and promoting principles of fairness, integrity, and ethical practice. In the second year, learners will choose one of four exciting specializations: Aboriginal Focus, Correctional Studies, Law Enforcement, or General Justice. General Justice is designed to provide learners with a broader spectrum of knowledge, skills, values, and principles that are integral for all careers within the justice field, as learners can choose the five required specialization courses from any of the other four specializations offered within the Justice Studies Diploma program.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Justice Studies Work Experience

Justice Studies work experience combines academic studies with work-related experience for learners in good standing. Through an active job search, learners bridge their classroom studies with practical, paid and/or unpaid experience in their field of study during the spring/summer term directly following the successful completion of the Justice Studies Diploma program. Acceptance into this non-credit work experience program is competitive and learners must complete the application process to be considered.

Justice Studies work experience may require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement. The Police Information Check must be obtained before work experience starts and may need to be renewed more than once while enrolled in a program.

Government Employment Consideration

Future career and volunteer opportunities within justice will be negatively impacted for individuals who have any criminal convictions for which they have not yet received a pardon or record suspension, or, have any criminal charges that remain pending or awaiting disposition from the courts. It is unlikely that Justice Studies graduates who have a criminal history will have any advantage when competing for employment. Applicants with further questions are encouraged to contact the Justice Studies Program Chair.

Program Courses

Subject to change.

The list below courses listed below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege. ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ADDC1101	Introduction to Addiction Studies	3	45
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ENGL1201	English Composition	3	45
JUST1101	Introduction to the Criminal Justice System	3	45
JUST1102	Diversity and Criminal Justice in Canada	3	45
JUST1301	Professional Report Writing and Presentations	3	45
JUST1401	Health, Wellness, and Fitness	3	45
LEGL1101	Introduction to Canadian Law	3	45
PSYC1101	Introduction To Psychology	3	45
SOCI1101	Introduction to Sociology	3	45
HMSV2304	Trauma-Informed Practice	3	45
JUST1103	Foundations of Ethics and Justice	3	45
JUST1601	Criminology	3	45
JUST2101	Introduction to Corrections	3	45
JUST2201	Correctional Law	3	45
JUST2302	Crisis Intervention and Communication in Corrections	3	45
JUST2604	Correctional Casework	3	45
JUST2610	Community Corrections and Restorative Justice	3	45

Justice Studies Elective (9 credits required)
Justice Studies electives include the following courses:
ADDC1302, CYCR2401, ENGL1301, FASD1301, FASD1401, HMSV1102, HMSV1103, HMSV1501, HMSV2101, HMSV2301, HMSV2501, HMSV2502, JUST2101, JUST2102, JUST2103, JUST2104, JUST2201, JUST2202, JUST2203, JUST2205, JUST2301, JUST2302, JUST2303, JUST2304, JUST2502, JUST2503, JUST2601, JUST2604, JUST2607, JUST2608, JUST2609, JUST2610, JUST2999, POSC1201, PSYC1202, PSYC2401, SOCI1201 and WGST2101.

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Justice Studies Diploma – General Justice

This is a two year (four term) Diploma program that includes a fieldwork option as an elective. The Justice Studies curriculum is designed to develop the vital skills, knowledge, and core values that employers are looking for in a wide variety of in-demand career opportunities within justice. Courses within the common first year of study provide learners with a sound academic foundation, with courses in English, psychology, sociology, health and wellness, and an introduction to Canadian law, the Canadian justice system, and addictions. Second year courses build on this foundation by examining criminology, trauma, and promoting principles of fairness, integrity, and ethical practice. In the second year, learners will choose one of four exciting specializations: Aboriginal Focus, Correctional Studies, Law Enforcement, or General Justice. General Justice is designed to provide learners with a broader spectrum of knowledge, skills, values, and principles that are integral for all careers within the justice field, as learners can choose the five required specialization courses from any of the other four specializations offered within the Justice Studies Diploma program.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Justice Studies Work Experience

Justice Studies work experience combines academic studies with work-related experience for learners in good standing. Through an active job search, learners bridge their classroom studies with practical, paid and/or unpaid experience in their field of study during the spring/summer term directly following the successful completion of the Justice Studies Diploma program. Acceptance into this non-credit work experience program is competitive and learners must complete the application process to be considered.

Justice Studies work experience may require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement. The Police Information Check must be obtained before work experience starts and may need to be renewed more than once while enrolled in a program.

Government Employment Consideration

Future career and volunteer opportunities within justice will be negatively impacted for individuals who have any criminal convictions for which they have not yet received a pardon or record suspension, or, have any criminal charges that remain pending or awaiting disposition from the courts. It is unlikely that Justice Studies graduates who have a criminal history will have any advantage when competing for employment. Applicants with further questions are encouraged to contact the Justice Studies Program Chair.

Program Courses

Subject to change.

The list below courses listed below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege. ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ADDC1101	Introduction to Addiction Studies	3	45
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ENGL1201	English Composition	3	45
JUST1101	Introduction to the Criminal Justice System	3	45
JUST1102	Diversity and Criminal Justice in Canada	3	45
JUST1301	Professional Report Writing and Presentations	3	45
JUST1401	Health, Wellness, and Fitness	3	45
LEGL1101	Introduction to Canadian Law	3	45
PSYC1101	Introduction To Psychology	3	45
SOCI1101	Introduction to Sociology	3	45
HMSV2304	Trauma-Informed Practice	3	45
JUST1103	Foundations of Ethics and Justice	3	45
JUST1601	Criminology	3	45

Justice Studies Specialization Courses (15 credits required)
Choose from the following:

HMSV1102, HMSV2502, JUST2101, JUST2102, JUST2103, JUST2201, JUST2202, JUST2203, JUST2205, JUST2302, JUST2303, JUST2304, JUST2502, JUST2503, JUST2604, JUST2607, JUST2608, JUST2609, JUST2610, and PSYC1202. |

Justice Studies Elective (9 credits required)
Justice Studies electives include the following courses:

ADDC1302, CYCR2401, ENGL1301, FASD1301, FASD1401, HMSV1102, HMSV1103, HMSV1501, HMSV2101, HMSV2301, HMSV2501, HMSV2502, JUST2101, JUST2102, JUST2103, JUST2104, JUST2201, JUST2202, JUST2203, JUST2205, JUST2301, JUST2302, JUST2303, JUST2304, JUST2502, JUST2503, JUST2601, JUST2604, JUST2607, JUST2608, JUST2609, JUST2610, JUST2999, POSC1201, PSYC1202, PSYC2401, SOCI1201 and WGST2101. |

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Justice Studies Diploma – Law Enforcement

This is a two year (four term) Diploma program that includes a fieldwork option as an elective. The Justice Studies curriculum is designed to develop the vital skills, knowledge, and core values that employers are looking for in a wide variety of in-demand career opportunities within justice. Courses within the common first year of study provide learners with a sound academic foundation, with courses in English, psychology, sociology, health and wellness, and an introduction to Canadian law, the Canadian justice system, and addictions. Second year courses build on this foundation by examining criminology, trauma, and promoting principles of fairness, integrity, and ethical practice. In the second year, learners will choose one of four exciting specializations: Aboriginal Focus, Correctional Studies, Law Enforcement, or General Justice. General Justice is designed to provide learners with a broader spectrum of knowledge, skills, values, and principles that are integral for all careers within the justice field, as learners can choose the five required specialization courses from any of the other four specializations offered within the Justice Studies Diploma program.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Justice Studies Work Experience

Justice Studies work experience combines academic studies with work-related experience for learners in good standing. Through an active job search, learners bridge their classroom studies with practical, paid and/or unpaid experience in their field of study during the spring/summer term directly following the successful completion of the Justice Studies Diploma program. Acceptance into this non-credit work experience program is competitive and learners must complete the application process to be considered.

Justice Studies work experience may require a Police Information Check (PIC) with a Vulnerable Sector Search (VSS). Results of this check may restrict opportunities for placement. The Police Information Check must be obtained before work experience starts and may need to be renewed more than once while enrolled in a program.

Government Employment Consideration

Future career and volunteer opportunities within justice will be negatively impacted for individuals who have any criminal convictions for which they have not yet received a pardon or record suspension, or, have any criminal charges that remain pending or awaiting disposition from the courts. It is unlikely that Justice Studies graduates who have a criminal history will have any advantage when competing for employment. Applicants with further questions are encouraged to contact the Justice Studies Program Chair.

Program Courses

Subject to change.

The list below courses listed below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege. ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ADDC1101	Introduction to Addiction Studies	3	45
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ENGL1201	English Composition	3	45
JUST1101	Introduction to the Criminal Justice System	3	45
JUST1102	Diversity and Criminal Justice in Canada	3	45
JUST1301	Professional Report Writing and Presentations	3	45
JUST1401	Health, Wellness, and Fitness	3	45
LEGL1101	Introduction to Canadian Law	3	45
PSYC1101	Introduction To Psychology	3	45
SOCI1101	Introduction to Sociology	3	45
HMSV2304	Trauma-Informed Practice	3	45
JUST1103	Foundations of Ethics and Justice	3	45
JUST1601	Criminology	3	45
JUST2103	Introduction to Law Enforcement	3	45
JUST2202	Criminal Law in Canada	3	45
JUST2304	Crisis Management for Law Enforcement	3	45
JUST2503	Canadian Criminal Procedure	3	45
JUST2607	Interviewing and Investigations	3	45

Justice Studies Elective (9 credits required)
Justice Studies electives include the following courses:
ADDC1302, CYCR2401, ENGL1301, FASD1301, FASD1401, HMSV1102, HMSV1103, HMSV1501, HMSV2101, HMSV2301, HMSV2501, HMSV2502, JUST2101, JUST2102, JUST2103, JUST2104, JUST2201, JUST2202, JUST2203, JUST2205, JUST2301, JUST2302, JUST2303, JUST2304, JUST2502, JUST2503, JUST2601, JUST2604, JUST2607, JUST2608, JUST2609, JUST2610, JUST2999, POSC1201, PSYC1202, PSYC2401, SOCI1201 and WGST2101.

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Social Work Diploma

The two-year Social Work Diploma program at Bow Valley College will provide learners with comprehensive knowledge and preparation for a career in social work practice, and incorporates a unique multicultural focus which enables graduates to support their diverse clientele. The program will prepare learners to apply the basic fundamentals of social work practice with individuals, families, groups, and communities. As Bow Valley College is currently in the process of indigenizing curriculum across all programs, the social work courses will be part of this initiative. In addition to social work foundations, learners develop intercultural values and knowledge, advocacy skills, and self-reflection. Social Work Diploma graduates work in non-profit and private agencies, including community-based organizations, schools, addiction services, residential settings, senior care facilities, and government organizations.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-practicum requirement

The Social Work Diploma program includes practicum placements in agencies where employers require a Police Information Check with a Vulnerable Sector Search (VSS) and child welfare Intervention Record Check. Results of this check may restrict opportunities for placement in a practicum. The Police Information Check and Intervention Record Check must be obtained before the start of the practicum as directed by program staff and will need to be renewed more than once while enrolled in a program.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ENGL1201	English Composition	3	45
HMSV1102	Indigenous History, Identity And Culture	3	45
HMSV1104	Health Education for Human Services Professionals	3	45
PSYC1101	Introduction To Psychology	3	45
PSYC1201	Human Growth And Development Across The Life Span	3	45
SOWR1101	Introduction to Social Work	3	45
SOWR1102	Foundations of Social Work Practice	3	45
SOWR1201	Assessment and Interviewing	3	45
SOWR1301	Finding Resiliency in Anti-Oppressive Practice	3	45
SOWR1997	Social Work Practicum Prep I	2	30
SOWR1998	Social Work Practicum Prep II	2	30
SOWR1999	Social Work Practicum I	8	350
POSC1201	Canadian Politics: Institutions and Issues	3	45
PSYC2401	Abnormal Psychology	3	45
SOWR2301	Social Work with Groups	3	45
SOWR2302	Social Work with Families	3	45
SOWR2303	Mental Health and Addiction in Social Work Practice	3	45
SOWR2304	Violence and Trauma	3	45
SOWR2401	Community Development	3	45
SOWR2402	Policy and Practice in Social Work	3	45
SOWR2403	Social Work in Organizations	3	45
SOWR2999	Social Work Practicum II	8	350
WGST2101	Introduction to Women and Gender Studies	3	45

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Health and Human Services Management Post-Diploma Certificate

The Health and Human Services Management Post-Diploma Certificate combines health and human services sector knowledge with business skills to prepare learners for work in management positions. This integrated approach to health and human services management will prepare graduates for leadership roles in a sector that struggles to find appropriately qualified managers and/or have opportunity to suitably train its existing workforce for management responsibilities.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program, displayed by year. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
FNSR2202	Fundamentals of Financial Management	3	45
HRES1101	Organizational Behaviour	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management	3	45

Health and Human Services Management Post-Diploma Certificate Elective A (3 Credits Required)		Credits	Hours
HRES2203	Compensation & Benefits	3	45
HRES2301	Employment Law	3	45
HRES2302	Labour Relations	3	45
MGMT1102	Corporate Social Responsibility	3	45
MGMT2901	Introduction to Entrepreneurship	3	45
MKTG1101	Introduction to Marketing	3	45

Health and Human Services Management Post-Diploma Certificate Electives B (15 credits required)		Credits	Hours
COMM3201	Intercultural Communication	3	45
HMSV3201	Program Design and Evaluation	3	45
HMSV3202	Fundraising in Health and Human Services	3	45
HMSV3203	Managing Change in Health and Human Services	3	45
HMSV3204	Digital Transformations in Health and Human Services	3	45
HMSV3301	Mental Health in the Workplace	3	45
HMSV3302	Chronic Illness Management	3	45
HMSV3303	Dementia	3	45
HMSV3401	Policy, Power, and Social Action	3	45
HMSV3402	Ending Homelessness	3	45
HMSV3403	Community Engagement for Health and Human Services	3	45
HMSV3405	Implementing TRC (2015) Calls to Action in Health and Human Services	3	45
HMSV3501	Case Management	3	45
HMSV3502	Issues in Health and Human Services	3	45
HMSV3503	Research Methodologies	3	45
HMSV3504	Pedagogical Leadership in Early Childhood Education	3	45
HMSV3505	Teaching the Health and Human Service Professional	3	45
HMSV3506	Managing and the Canadian Health System	3	45
HMSV3507	Trauma-Informed Organizations	3	45
HMSV3998	Leadership for International Service Learning	3	45

Optional Courses		Credits	Hours
HMSV9999	International Service Learning Experience for Leaders	0	120

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

School of Creative Technologies

Diploma Programs

Digital Design Diploma
Information Technology Systems Diploma
Interior Decorating Diploma
Software Development Diploma

Post-Diploma Programs

Cybersecurity Post-Diploma Certificate
Digital Marketing Post-Diploma Certificate
Kitchen and Bath Post-Diploma Certificate
Software Development Post-Diploma Certificate

Diplomas

Digital Design Diploma

Graduates of the Digital Design Diploma program are capable of the creative aspects of designing and producing flexible digital and print media, including websites, e-publications, applications, and interactive/multimedia products for public, non-profit, and corporate clients. Working individually or as part of a project team, graduates have the skills to present, defend, and critique digital media projects meeting client need, project scope, and available resources.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
DESN1101	Fundamental Principles of Digital Design	3	45
DESN1102	Typography	3	45
DESN1301	Interaction Design for Mobile Experiences	3	45
DESN1302	Digital Design Studio	3	45
DESN1401	Introduction to the Digital Design Profession	3	45
DESN2202	Introduction to Digital Media Production	3	45
DESN2301	User Experience Design	3	45
DESN2302	Intermediate Digital Design Tools	3	45
MKTG1301	Branding: Telling the Story	3	45
MKTG2301	Digital Marketing Communications	3	45
MKTG2401	Technical and Copywriting	3	45
SODV1203	Interaction Design for Web and Applications	3	45
DESN2102	Motion Design	3	45
DESN2203	Content Strategy	3	45
DESN2204	Design Principles in Action	3	45
DESN2303	Layout Digital Design Tools	3	45
DESN2304	Video and Audio Production	3	45
DESN2305	Digital Design Studio: Problem Solving	3	45
DESN2306	Interaction Design for Social Experiences	3	45
DESN2401	Digital Design Professional Practice	3	45
DESN2998	Digital Design Capstone Research and Planning	3	45
DESN2999	Digital Design Capstone	3	45
DESN3208	Advanced User Experience Design	3	45
ENTR1201	Freelancing and Entrepreneurship	3	45

Optional Courses		Credits	Hours
DESN9999	Digital Design Employment Search Preparation	0	15

Information Technology Systems Diploma

Graduates of the Information Technology Systems (ITS) Diploma will have the hardware and software skills required for the generation, storage, retrieval, transmission, and protection of digital information. The program content will equip graduates with the practical skills required to enter into the information technology (IT) sector and prepare them for the completion of industry-recognized certificates. Working independently or as part of a team, graduates will gain the skills required to deliver quality technical support, troubleshoot technical problems, and summarize solutions in technical reports.

Admission Requirements

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English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
CLCM1101	Fundamentals of Storage and Cloud Computing	3	45
ISEC1101	Introduction to Information Security	3	45
MGMT1103	Introduction to Project Teams and Technical Communications for Software Development	3	45
MGMT1106	Introduction to Information Technology Business Analysis	3	45
SODV1101	Programming Fundamentals	3	45
TECH1202	Introduction to Networks	3	45
TECH1203	Networking Protocols and Concepts	3	45
TECH1301	Introduction to Hardware and Operating Systems	3	45
TECH1302	Introduction to Open Source System Servers	3	45
TECH1401	Introduction to Microsoft Windows Administration	3	45
CLCM1102	Fundamentals of Virtualization	3	45
MGMT2101	Service and Change Management	3	45
MGMT2103	Project Teams and Technical Communications	3	45
SODV2402	Scripting and PowerShell	3	45
TECH2201	Networking Concepts	3	45
TECH2202	Advanced Networking Concepts	3	45
TECH2301	System Server Administration	3	45
TECH2302	Information Technology Lab	3	45
TECH2401	Microsoft Windows Administration	3	45
TECH2999	Information Technology Systems Capstone	3	45

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Interior Decorating Diploma

Decorate a new home or office or redecorate an existing one with style and confidence. Get the skills you need for an exciting career in interior decorating. This program provides you with the practical skills and abilities to successfully manage interior decorating projects. Learn how to work effectively in a business environment in a variety of roles associated with interior decorating. These programs are recognized by the Decorators and Designers Association of Canada (DDA).

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
CADD1101	AutoCAD 1	3	45
COMM1101	Interpersonal Relationships And Communication Skills	3	45
IDEC1101	Colour and Light in Decorating	3	45
IDEC1102	History of Decorating Styles	3	45
IDEC1103	Principles & Elements of Design	3	45
IDEC1104	Space Planning and Drafting	3	45
IDEC1106	Textiles & Furniture	3	45
IDEC1201	Drawing and Sketching	3	45
IDEC1401	Surfaces & Backgrounds	3	45
IDEC1999	Interior Decorating Studio 1	3	45
CADD2101	AutoCAD 2	3	45
DESN2101	Universal Design: Spaces for All	3	45
ENTR1201	Freelancing and Entrepreneurship	3	45
IDEC1105	Window Coverings	3	45
IDEC2102	Sustainable Interiors	3	45
IDEC2201	Presentations and Illustrations	3	45
IDEC2501	The Business of Interior Decorating	3	45
IDEC2701	Staging & Redesign	3	45
IDEC2997	Interior Decorating Studio 2	3	45
IDEC2998	Interior Decorating Studio 3	3	45

Transferability

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Software Development Diploma

The Software Development Diploma program prepares learners for related employment in the information technology (IT) industry. Learners will gain practical experience in the software development through real-world projects, and with exposure to industry standards of planning, developing, and quality assurance testing. A structured approach to problem solving, effective communications, and attention to development standards and documentation will be stressed throughout the program. Graduates will be ready for a career in software application development, mobile application development, systems analysis and support, web and game development, database design and management, and IT project management.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
DATA1201	Introduction to Relational Databases	3	45
DESN2301	User Experience Design	3	45
MATH1901	Math for the Computer Industry	3	45
MGMT1103	Introduction to Project Teams and Technical Communications for Software Development	3	45
SODV1101	Programming Fundamentals	3	45
SODV1201	Introduction to Web Programming	3	45
SODV1202	Introduction to Object Oriented Programming	3	45
TECH1101	Web and Internet Fundamentals	3	45
TECH1102	Internet of Things	3	45
TECH1201	Networking Essentials	3	45
DATA2201	Relational Databases	3	45
MGMT1104	Introduction to Project Management for IT	3	45
SODV2101	Rapid Application Development	3	45
SODV2201	Web Programming	3	45
SODV2202	Object Oriented Programming	3	45
SODV2203	Introduction to Game and Simulation Programming	3	45
SODV2401	Algorithms and Data Structures	3	45
SODV2999	Software Development Capstone	3	45
SODV3203	Mobile Application Development	3	45
TECH2102	Enterprise Computing	3	45

Optional Course		Credits	Hours
SODV9996	Software Development Employment Search Preparation	0	15

Transferability

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Post-Diplomas

Cybersecurity Post-Diploma Certificate

Graduates of the cybersecurity post-diploma certificate will know how to secure information and network systems from internal and external threats. A focus on operating system concepts, introductory computer forensics, and network protocols will equip graduates with specialized knowledge of cybersecurity that is in high demand in the emerging technological industry. Applying previous education or industry experience, graduates will learn how to design and implement secure computation solutions. Graduates will develop stronger communication, technical, and problem solving skills that will make them competitive candidate for implementing security into a business environment.

Admission Requirements

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Program Courses

Subject to change.

The list below courses listed below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
CLCM3201	Introduction to Cloud Security	3	45
ISEC1101	Introduction to Information Security	3	45
ISEC3101	Cybersecurity Professional Practice	3	45
ISEC3201	Introduction to Endpoint Security	3	45
ISEC3202	Vulnerability Management	3	45
ISEC3203	Security Exploits and Network Defense	3	45
ISEC3204	Advanced Endpoint Security	3	45
ISEC3301	Cryptography	3	45
MGMT3102	Contingency Planning and Disaster Recovery	3	45
MGMT3601	Security Frameworks & Risk Management	3	45
TECH3201	Network Security	3	45
TECH3202	Advanced Network Security	3	45

Digital Marketing Post-Diploma Certificate

The Digital Marketing Post-diploma Certificate prepares professionals and recent graduates to address the marketing needs of a business organization by applying marketing theory and concepts using the latest digital marketing tools and techniques. Learners will experience practical application of clear, targeted communications within a business environment and hands-on opportunities to prepare professional marketing campaigns using the latest digital production and analytics tools. The importance of research and analysis will be present throughout the program. This program will emphasise and mimic business environments through collaborative projects and group assignments. Learners will also understand the strategic marketing implications of advertising, personal and product branding, sales promotion, direct marketing and public relations in the digital world.

Admission Requirements

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
DATA3301	Digital Marketing Analytics	3	45
DATA3302	Design Process Analytics	3	45
DESN2301	User Experience Design	3	45
DESN3204	Web Design and Development for Digital Marketing	3	45
DESN3205	Advanced Web Design and Development for Digital Marketing	3	45
DESN3206	Digital Media Production	3	45
DESN3207	Advanced Digital Media Production	3	45
DESN3208	Advanced User Experience Design	3	45
MKTG2301	Digital Marketing Communications	3	45
MKTG3999	Digital Marketing Capstone	3	45

Optional Course		Credits	Hours
MKTG9998	Digital Marketing Employment Search Preparation	0	15

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

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Post-Diplomas

Kitchen and Bath Design
Post-Diploma Certificate

Kitchen and bath designers provide specialized services within the residential kitchen and bath design industry. Post-Diploma Certificate learners will further existing interior design and decorating or architectural technology training by building analytical, planning, and documenting skills specific to the kitchen and bath design industry, as well as the application of business practices and related product knowledge. Learners will refine their ability to analyze and respond to client needs, create functional design solutions, consider aesthetics, durability and environmental considerations, and work within the building code and kitchen and bath design standards. The course work includes producing technical and presentation documents, understanding residential construction practices, specifying materials and products, and using industry best practices to satisfy client wants and needs while achieving business objectives. This program is affiliated with the National Kitchen and Bath Association (NKBA).

Admission Requirements

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English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
CADD3601	Computer Aided Drafting for Kitchen and Bath Design	3	45
CADD3602	Advanced Computer Aided Drafting for Kitchen and Bath Design	3	45
DESN3201	Residential Kitchen Design	3	45
DESN3202	Residential Bath Design	3	45
DESN3301	Residential Kitchen and Bath Construction Methods	3	45
DESN3302	Estimating Processes for Kitchen and Bath	3	45
DESN3303	Residential Mechanical, Electrical and Plumbing Systems	3	45
DESN3304	Sustainable Materials and Finishes for Kitchen and Bath Design	3	45
DESN3401	Professional Practice and Marketing for Kitchen and Bath Industry	3	45
DESN3998	Kitchen and Bath Design Capstone	3	45
DESN3999	Kitchen and Bath Design Work Experience	4	165

Software Development Post-Diploma Certificate

The Software Development Post-diploma Certificate prepares learners with prior post-secondary education for a career in software development, computer applications, database applications, data design, and systems analysis. This program focuses on applied programming experience and the skills needed to analyze and design solutions for business and consumer applications. Coding principles and systems analysis will be emphasized throughout the program. The intensive nature of this program will be challenging and learners are expected to be competent in computing technology. However, previous experience in software development or computer programming is not required. Graduates of this program will be ready for a career in computer programming, interactive game development, web application development, software testing, and quality control.

Admission Requirements

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English Language Proficiency Requirement

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Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
DATA3401	Introduction to Data and Analytics	3	45
DESN3203	Web Design and Development	3	45
DESN3306	Computer Graphics	3	45
MATH3901	Mathematics for Software Development	3	45
SODV3201	Web Programming Foundations	3	45
SODV3203	Mobile Application Development	3	45
SODV3301	Software Development Techniques	3	45
SODV3302	Systems Development and Object-Oriented Design	3	45
SODV3999	Software Development Capstone Project	3	45
TECH3101	Systems Development: Concepts and Analysis	3	45

Optional Course		Credits	Hours
SODV9996	Software Development Employment Search Preparation	0	15

School of Health and Wellness

Certificate Programs

Health Care Aide Certificate

Recreation Therapy Aide Certificate*

This program is offered only at selected regional campuses to residents of those regions.

Diploma Programs

Pharmacy Technician Diploma

Practical Nurse Diploma

Certificates

Health Care Aide Certificate

Become a Health Care Aide by learning the important core skills identified by employers in the health care field. Topics include personal care, transferring patients, communication, medications, basic needs and clinical skills. Training for clinical experience in long-term care and acute community/homecare settings is included in the program.

Important Note

The curriculum for the Health Care Aide certificate program is scheduled to be changed by Alberta Health. These changes will be in effect for the Winter 2020 term. .

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Immunization requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunizations are valid for the duration of the program.

Additional Recommendations

- A current CPR Healthcare Provider Level Certificate is recommended and often required by employers.
- Applicants must be able to work shifts and weekends, be on their feet for extended periods of time, use their knees, back, and arms to move clients who have minimal body strength and function effectively in stressful situations.

Learners are required to travel to various locations in order to complete their practicum placement. Every effort is made to accommodate learners in practicum placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a practicum placement can be arranged.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
HCAD1401	Health Care Aide Role & Responsibility	3	45
HCAD1402	The Human Body, Health & Chronic Illness	3	45
HCAD1403	Communication & Documentation in the Health Care Environment	4	60
HCAD1404	Providing Person-Centred Care & Comfort	5	75
HCAD1405	Clinical Placement Experience 1	3	80
HCAD1406	Meeting Complex Care Needs	5	75
HCAD1407	Special Activities for Clients with Various Health Conditions	5	75
HCAD1408	Clinical Placement Experience 2	5	160
HCAD1409	Consolidated Clinical Placement Experience	3	80

Recreation Therapy Aide Certificate

The Recreation Therapy Aide program focuses on the knowledge, skills and attitudes of a caregiver to further enhance their ability to work effectively within a team in various recreation therapy settings, enhancing the quality of life for their clients. A flexible approach to instruction will be offered in the form of evening instruction, workshops and home study in order to accommodate individuals working in the role of a caregiver. A practicum component provides an opportunity to apply the learned knowledge and skills and completes the part-time program which is offered over 20 weeks.

This is a Regional Stewardship program offered only at select regional campuses.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

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Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Immunization requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunizations are valid for the duration of the program.

Practicum Placement

Learners will be required to travel in order to complete their practicum placement. Every effort will be made to accommodate learners in practicum placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a practicum placement can be arranged.

Recommendations

- A current CPR Healthcare Provider Level Certificate is recommended and often required by employers.
- Applicants must be able to work shifts and weekends, be on their feet for extended periods of time, use their knees, back, and arms to move clients who have minimal body strength and function effectively in stressful situations.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
COMM1101	Interpersonal Relationships and Communication Skills	3	45
RTAD1106	Introduction to the Recreation Therapy Aide	3	45
RTAD1107	The Lifecycle and Chronic Conditions	3	45
RTAD1203	Therapeutic Recreation Planning and Interventions	3	45
RTAD1999	Recreation Therapy Aide Practicum	3	150

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Diplomas

Pharmacy Technician Diploma

Pharmacy Technicians work in hospital and community pharmacies. They are regulated under the Health Professions Act and register with the Alberta College of Pharmacy. A Registered Pharmacy Technician dispenses prescriptions, prepares sterile products, compounds mixtures, manages inventory, receives verbal orders from prescribers and performs the final check on prescriptions.

The Bow Valley College Pharmacy Technician diploma program holds Full Accreditation Status with the Canadian Council for Accreditation of Pharmacy Programs (CCAPP), allowing graduates to write the Pharmacy Examining Board of Canada's national certification exam which is the standard for entry to practice.

There is demand for Pharmacy Technicians in hospital, community and long-term care. More pharmacies, increased pharmacy hours and an aging population all contribute to a positive growth outlook for Pharmacy Technicians.

Admission Requirements

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English Language Proficiency Requirement

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Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- Immunization requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunizations are valid for the duration of the program.

Learners are required to travel to various locations in order to complete their practicum placement. Every effort is made to accommodate learners in practicum placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a practicum placement can be arranged.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ENGL1201	English Composition	3	45
PHRM1101	Pharmacy Theory	3	45
PHRM1102	Pharmacy Jurisprudence and Ethics	3	45
PHRM1103	Pharmacy Management	3	45
PHRM1202	Pharmacotherapy II	3	45
PHRM1204	Pharmacotherapy IV	3	45
PHRM1205	Specialized Pharmacotherapy	3	45
PHRM1301	Pharmacy Calculations I	3	45
PHRM1302	Pharmacy Calculations II	3	45
PHRM1401	Prescription Processing	3	45
PHRM1402	Community Pharmacy Practice	3	45
PHRM1501	Hospital Pharmacy Practice	3	45
PHRM2401	Community Dispensing Lab I	6	90
PHRM2402	Community Dispensing Lab II	3	45
PHRM2403	Extemporaneous Compounding Lab	3	45
PHRM2501	Hospital Dispensing Lab	6	90
PHRM2502	Sterile Production Lab	3	45
PHRM2997	Entry to Pharmacy Practice	3	45
PHRM2998	Community Pharmacy Practicum	3	160
PHRM2999	Hospital Pharmacy Practicum	3	200

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Practical Nurse Diploma

Licensed Practical Nurses in Alberta provide professional, comprehensive care while using critical thinking to assess, interpret findings, and implement a variety of interventions with people in their care. This diploma program is designed to prepare work ready graduates who can meet entry to practice requirements in the modern health-care environment.

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

For the most up to date English Proficiency requirements, go to **bowvalleycollege.ca/applying/english-language-proficiency-requirements**

Pre-Practicum Requirement

- A current Police Information Check (PIC) with a Vulnerable Sector Search (VSS) must be submitted prior to practicum placements. The existence of a criminal record may postpone or prevent clinical, practicum, or field work placements and, subsequently, successful completion of the program.
- CPR Healthcare Provider level or Basic Life Support Certificate must be updated every 12 months
- Immunization requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunizations are valid for the duration of the program.

Practicum Placement

Learners will be required to travel to various locations in order to complete their practicum placement. Every effort will be made to accommodate learners in practicum placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a practicum placement can be arranged. Practicum placement schedules may include days, evenings, and weekend shifts.

Recommendations

Applicants must be able to work shifts and weekends, be on their feet for extended periods of time, use their knees, back, and arms to move clients who have minimal body strength and function effectively in stressful situations.

Program Courses

Subject to change.

The list below shows the mandatory and elective courses required for this program. This is not in the recommended course path by term. A learner's individual path to graduation will depend on a number of factors including any course prerequisites, the availability and capacity of specific courses at the time of registration, and the learner's chosen course delivery methods (in-class, online, etc.). Current learners should visit bowvalleycollege.ca/courselists to view recommended course sequencing for their program, or contact Academic Advising for assistance.

Required Courses		Credits	Hours
ANAT1101	Anatomy And Physiology	6	90
COMM1101	Interpersonal Relationships And Communication Skills	3	45
ENGL1201	English Composition	3	45
NURS1101	Nursing Arts	3	45
NURS1102	Applied Pharmacology	3	45
NURS1103	Pathophysiology	3	45
NURS1201	Adult Health Assessment	3	45
NURS1202	Nursing Foundations 1	3	45
NURS1203	Nursing Foundations 2	6	90
NURS1301	Mathematical Principles of Medication Administration	3	45
NURS1401	Clinical 1: Foundational	4	120
NURS1504	Care of the Older Adult	3	45
NURS2204	Nursing Foundations 3	6	90
NURS2303	Nursing Trends and Issues	3	45
NURS2402	Clinical 2: Medical/Surgical	8	232
NURS2403	Clinical 3: Medical/ Surgical	4	120
NURS2501	Maternity Nursing	3	45
NURS2502	Pediatric Nursing	3	45
NURS2503	Mental Health Nursing	3	45
NURS2504	Community Nursing	3	45
PSYC1201	Human Growth And Development Across The Life Span	3	45
SOCI1301	Sociology of Aging	3	45

Practical Nurse Diploma Preceptorship (4 credits required) Note: NURS 2996 is not offered every term.		Credits	Hours
NURS2995	Professional Preceptorship	4	264
NURS2996	International Preceptorship	4	264

Transferability

Transfer opportunities are available with a variety of institutions.

Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

Visit **transferalberta.alberta.ca** for more information about transferability.

Practical Nurse for Internationally Educated Nurses Pathway

The Practical Nurse Diploma program for Internationally Educated Nurses (PNIEN) is designed for graduates of a recognised Registered Nurse (RN) program who hold an RN license from another country.

Once candidates successfully earn credit for all of the PN Diploma program courses and pass the Canadian Practical Nurse Registration Exam (CPNRE), they will be eligible for licensure with the College of Licensed Practical Nurses of Alberta (CLPNA).

Candidates begin with a term of self-study and exam preparation workshops, culminating in challenge exams covering 15 subjects. Exams are written up to one month prior to the end of the term. Candidates who successfully pass at least seven out of the 15 subjects will be eligible to continue in the program.

The program includes mandatory courses, courses where credit was not earned through challenge exams, clinical experience, and nine weeks of practicum. The duration and cost of the program depend

heavily on the challenge exam results. After the challenge exams are successfully completed, the remainder of the program can take eight to 16 months to complete.

All learners registered in the PNIEN are required to write the Test of Workplace Essential Skills (TOWES) assessment.

The PNIEN pathway is not recommended for international learners, as there is not a full-time course load for the first term.

Practicum Placement

Learners will be required to travel to various locations in order to complete their practicum placement. Every effort will be made to accommodate learners in practicum placements within the time frame of the program; however, in rare instances, there may be a delay in program completion until a practicum placement can be arranged. Practicum placement schedules may include days, evenings, and weekend shifts.

Program Courses

Exam Preparation Workshops

Several exam preparation workshops will be offered. Learner independent study will be augmented through discussion and activity during these workshops.

Challenge Exam

Challenge exams will take place after the workshops. These exams are a combination of multiple choice and lab skills evaluations. The content of the following courses will be covered:

1. Anatomy and Physiology (ANAT1101)
2. Adult Health Assessment (NURS1201)
3. Human Growth and Development Across the Lifespan (PSYC1201)
4. Mathematical Principles of Medication Administration (NURS1301)
5. Applied Pharmacology (NURS1102)
6. Pathophysiology (NURS1103)
7. Nursing Arts (NURS1101)
8. Nursing Foundations 1 (NURS1202)
9. Nursing Foundations 2 (NURS1203)
10. Nursing Foundations 3 (NURS2204)
11. Maternity Nursing (NURS2501)
12. Pediatric Nursing (NURS2502)
13. Mental Health Nursing (NURS2503)
14. Community Nursing (NURS2504)
15. Care of the Older Adult (NURS1504)

Mandatory Courses

The courses you must take at Bow Valley College include:

- any course in which the passing grade was not achieved;
- Interpersonal Relationships and Communication (COMM1101);
- English Composition (ENGL1201);
- Sociology of Aging (SOCI1301);
- Nursing Trends and Issues (NURS2303);
- Clinical Experience – Medical/Surgical (NURS2402); and
- Professional Preceptorship (NURS2995)

Admission Requirements

Please see table on pages 9 to 13 for information on admission requirements.

English Language Proficiency Requirement

For applicants whose first language is not English, see page 14 for information on English language proficiency requirements.

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School of Continuing Learning

Areas of Study

Open Studies
Continuing Learning
GED Prep

Open Studies

Subject to change.

Open Studies is offered only at regional campuses to residents of those regions.

A selection of credit courses from the College's post-secondary programs is offered every term. Each of the College's schools will determine which courses may be available through Open Studies and the delivery method and location of those offered courses.

Work placement courses, including practicums and co-op courses, are not available through Open Studies. A program coordinator may permit an Open Studies learner to take a course not on the master list of Open Studies courses under normal circumstances.

Open Studies provides learners access to a selection of Bow Valley College post-secondary credit courses without being admitted or committed to one of the College's post-secondary programs.

Open Studies allows an opportunity for learners to:

1. Provide an opportunity to explore post-secondary programs at Bow Valley College

2. Obtain advance credit while completing prerequisite course work or while waiting for admission to a program of study

3. Take courses to improve academic standing within the College to rehabilitate previous academic performance to return to a post-secondary program of study

4. Develop professional skills, knowledge and enrich personal learning by taking courses without the commitment of a full post-secondary program.

5. Explore post-secondary program areas at College prior to making a commitment to a specific program.

6. Enroll in post-secondary courses while taking upgrading or English language learning courses.

7. Enroll in courses of general interest without intent to apply to a certificate or diploma.

8. Enrich personal learning and development by taking courses, where completing a full program of study may not be of interest or benefit.

9. Enroll as a visiting learner (currently enrolled at another post-secondary institution with a letter of permission).

Continuing Learning

Continuing Learning offers non-credit courses for personal and professional growth. Continuing Learning courses focus on up-to-date and in-demand competencies and skills.

Phone: 403-476-2223
Email: **study@bowvalleycollege.ca**
bowvalleycollege.ca/coned

GED Preparation

Prepare to pass the official GED Tests and earn a High School Equivalency Diploma issued by the Department of Alberta Education and recognised in every Canadian province and territory.

GED Preparation

This program prepares learners to successfully write the official GED tests through one self-paced term of study.

- Reading, science & social studies for GED
- Writing for GED
- Math for GED

Note: Learners can register in Math for GED separately, but must register in both Reading for GED and Writing for GED concurrently. Learners with adequate math skills do not need to take Math for GED, but will still be required to write the math section of the GED Exams.

Note: *Government funding may be available for eligible learners.*

Course Descriptions

At Bow Valley College, there are different course delivery modes to choose from. A brief description of the different course delivery types available to learners is provided below. Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, academic advising team or their MyBVC for information for courses delivery types and availability.

Program & Course Detailed Delivery Mode	Definition
In Class	Learners attend class in person on campus and follow a defined schedule for the term. The schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and/or class activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced.
Any-time Online	Learners access course content online through the Desire2Learn (D2L) platform. Learners complete readings, assignments, and other learning activities at their own pace. The instructor sets deadlines for learners to follow. There may be scheduled exams that require learners to visit the campus in person. Instructors are available to answer questions over email. This delivery style is self-paced.
Real-time Online	Learners access course content mainly through scheduled classes. Learners participate in-class by logging into an online communication software at a location of their choosing. Attendance is mandatory for all scheduled online learning sessions. Courses have specific start and end dates. The instructor leads each online session and can answer questions during the session as well as over email. Learners may need to complete readings, assignments, and other learning activities. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.
Combined Online	This delivery mode is a combination of non-scheduled and scheduled activity. Learners access course content online through Desire2Learn (D2L) and through scheduled online classes. Learners participate in-class by logging into an online communication software at a location of their choosing. Attendance is mandatory for all scheduled online learning sessions. Courses have specific start and end dates. The instructor leads each online session and can answer questions during the session as well as over email. Learners may need to complete readings, assignments, and other learning activities online. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.
Blended	A mixed course delivery mode where learning activity takes place through a blend of scheduled in-class and scheduled or non-scheduled online delivery methods. Learners attend class in person on campus and follow a specific schedule for the term as well as access course content online through Desire2Learn (D2L). The in person schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and class activities in person and online. Learners are required to participate in scheduled in-class and/or online learning activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced. Scheduled exams may be required.
Home Study	Learners are sent print materials containing course content and assignments at a time and location of the learner's choosing. This option may require limited online participation.
Flex Class	Learners attend the Flex Classroom in person on campus and are able to create their own schedule for the term. Learners must attend a minimum of five hours per week, per course, and can choose when they complete these five hours. The Flex Classroom has extended hours for learners to attend. Instructors and education assistants mark attendance and can answer questions. Learners otherwise work independently on their course work at their own pace. Scheduled exams may be required. This delivery style is self-paced.
Hybrid Flexible Learning	Instructors present learners with a mixture of in-person and online engagement options for learners to choose from. Learners can choose to participate through in-person sessions, scheduled live online audio/video sessions, online course activities, and/or a combination of these methods from the options available on any given day. All course content is available online through Brightspace by D2L. Learners must follow the course schedule and complete all required activities. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.
Off-Campus	Learners participate in a scheduled learning activity off-site at a specific location. These do not occur on a Bow Valley College campus. Clinicals, practicums, work experiences, field work, and similar types of activities are examples of off-campus courses.

Delivery modes, descriptions, and availability of courses each term are subject to change.

ACCT1103 - Introduction to Financial Accounting (3 credits)

In the business environment, accounting and financial information are essential for internal and external decision-making. Therefore, understanding the basics of accounting and financial statements are important for every business graduate. This course provides an introduction to the fundamental principles and concepts of accounting with an emphasis on decision-makers' objectives and use of financial information. Key concepts explored include accounting principles and standards, the complete accounting cycle, recording and reporting business transactions, and preparing and analyzing financial statements.

Learners are recommended to complete the Business Math Skills Self-Assessment (https://bowvalleycollege.ca/schools/chiu-school-of- business/MSA) prior to taking this course.

Note: Learners with prior credit in ACCT1101 and ACCT1102 cannot take ACCT1103.

ACCT2101 - Intermediate Financial Accounting I

Building and expanding on accounting knowledge explored during introductory financial accounting, this course takes an in-depth examination of the current accounting principles, practices, and standards for both public and private corporate financial presentation and reporting. The course concepts focus on assets reported in the statement of financial position and the related income effects and results. Learners apply accounting standards to various business transactions and build professional judgement and decision-making capabilities.

Prerequisite: C+ in either ACCT1102 or ACCT1103

ACCT2102 - Intermediate Financial Accounting II (3 credits)

This course continues to examine the complexities of current accounting principles and standards for both public and private corporate financial presentation, with a focus on liabilities and equities. Topics covered include, current and long-term liabilities, leases, accounting for income taxes, pensions and other employee benefit plans, complex debt and equity instruments, basic and diluted earnings per share, shareholder's equity, accounting changes, and analysis of financial statement.

Prerequisite: ACCT2101

ACCT2201 - Management Accounting I (3 credits)

This course explores the concepts and key fundamentals of managerial accounting used for planning, controlling, and measuring operations. Focus is on short-term management decision-making and the techniques, methods, and systems of performance reporting and evaluation used to assist management. Learners explore a variety of costing systems, cost-volume-profit relationships, budgeting, and variance analysis, which are essential to understanding business operations.

Prerequisite: C+ in either ACCT1102 or ACCT1103

ACCT2202 - Management Accounting II (3 credits)

This course delves deeper and expands the examination of the field of managerial accounting. Both short-term and long-term management decision-making are examined and topics include pricing decisions; the balanced score card and product profitability; customer profitability; process costing; spoilage, scrap and rework; cost allocations; joint and by-product costing; inventory planning, control and costing; long-term investment decisions and capital budgeting; transfer pricing and other control systems and performance measurements used in reporting for control.

Prerequisite: ACCT2201

ACCT2301 - Taxation I (3 credits)

This course introduces the fundamental principles, concepts, and applications of Canadian income tax laws affecting individuals. Emphasis is on understanding and applying the rules of the Canadian Income Tax Act pertaining to the determination of personal income tax payable. Learners explore employment income, business income, property income, capital gains and losses, and other income and deductions. Learners compute taxable income and taxes payable for individuals.

Prerequisite: ACCT1102 or ACCT1103

ACCT2302 - Taxation II (3 credits)

This course builds upon concepts from ACCT2301 Taxation I to enable the application of tax principles and concepts to more complex tax situations. The primary emphasis is on the taxation of corporations, corporate investment income, transfer of property, rollovers, and GST/HST. Learners also explore complex personal taxation concepts.

Prerequisite: ACCT2301

ACCT2501 – Auditing (3 credits)

This course provides learners with an introduction and exposure to auditing concepts and other assurance services. The primary emphasis is on the audit decision-making process and the nature and amount of audit evidence needed to render an opinion on the fairness of an organization's financial statements.

Prerequisite: ACCT2101

ADDC1101 - Introduction to Addiction Studies (3 credits)

This course focuses on the theories, practical skills, and broader issues to guide work in the field of addictions. Learners reflect on their beliefs and values to develop a professional practice drawing upon and respects the richness and depth of Canada's multicultural society and special populations. Learners explore the types of addictions, the breadth of addiction treatment theory, and how theory informs addiction treatment practice.

ADDC1302 - Physiology and Pharmacology of Addiction (3 credits)

This course examines substances, both illicit and prescribed, and their potential physiological impacts from both historical and contemporary perspectives. Learners will examine substance classifications, regulations, treatments and interventions. In addition, learners address the effects of a variety of substances on basic human anatomy and physiology, and how those effects are potentially exacerbated by addictive substance use. Learners apply this knowledge in the creation of prevention plans, harm reduction plans, and interventions.

Please check bowvalleycollege.ca for the most up-to-date course information.

ADDC1997 - Career Development and Professional Practice in the Addiction Field (2 credits)

This course prepares learners for a career in the addiction field. Learners use reflective analysis to build competencies working with a variety of populations across a broad range of agency settings. Learners prepare for interviews through practice activities, as well as identify the attributes of an addiction professional. Learners also complete the required documentation and demonstrate skills essential to securing a practicum placement and future employment.

Prerequisite: ADDC1101

ADDC2301 - Prevention and Relapse Planning (3 credits)

A key issue in addiction is client relapse. This course examines prevention through the use of relapse planning strategies such as identifying and coping with high-risk situations, enhancing self-efficacy, eliminating myths, relapse management, and cognitive restructuring. Learners also focus on how to design, implement, and evaluate prevention programs and practices that meet the needs of the community. In addition, learners plan for the integration for holistic and cultural approaches to support Aboriginal and special populations.

Prerequisite: ADDC1101

ADDC2302 - Suicide Prevention and Mental Health Early Intervention (3 credits)

The course focuses on the signs and symptoms of various mental health disorders. Learners examine signs and risk factors of suicide including suicide behaviours for individuals within special populations including Aboriginal communities. In addition, learners identify the roles of members within multi-disciplinary teams and the resources and supports available.

ADDC2303 - Advanced Physiology and Pharmacology of Addictions (3 credits)

The learner will take a leadership role in understanding and integrating knowledge of addictions using both a medical model and a social model. Learners will discover the impact of substances on the mind, body and behaviours. At the end of the course learners will understand how illicit and prescription medications impact the physiology of the brain and body. Learners will also develop a more in-depth understanding of the various structures and pathways within the brain, including how illicit or prescription drugs may impact these structures and pathways.

Prerequisite: D in ADDC1301

ADDC2501 - Advanced Assessment, Documentation and Case Management (3 credits)

In this course, learners develop knowledge of and practice with assessment tools. Learners focus on the creation and management of documentation, including the maintenance of current, accurate, and objective case files and records. In addition, the course examines the fundamentals of case management and integrative client services.

Prerequisite: ADDC1101

ADDC2502 - Program Development, Delivery and Evaluation (3 credits)

The efficacy of program development delivery and evaluation is key to the addiction field. In this course, learners examine the cycle of program development using a range of evaluation models. Learners develop skills in program evaluation including conducting needs assessments, focus groups, and survey methodologies.

Prerequisite: ADDC1101

ADDC2998 - Addiction Studies Practicum I (6 credits)

This practicum course provides opportunity to integrate theory into professional practice. In this course, learners work within inter-disciplinary teams to develop skills and intervention strategies to provide services for clients and communities. In addition, learners are given the opportunity to evaluate their practicum activities to the scope of practice found in the Canadian Addictions Counsellors Certification Federation (CACCF) competency profile. Learners integrate the holistic cultural approaches in support of Aboriginal and special populations in recovery.

Prerequisite: ADDC1101, ADDC2302

ADDC2999 - Addiction Studies Practicum II (6 credits)

In this course, learners build on previous learning and practice to develop advanced addiction services skills. The practicum placement provides further opportunity to integrate theory into increasingly independent professional practice. Learners work within inter-disciplinary teams to develop advanced skills and intervention strategies for clients and communities. In addition, learners are given the opportunity to compare their practicum activities to the scope of practice found in the Canadian Addictions Counsellors Certification Federation (CACCF) competency profile. Leaners integrate the holistic cultural approaches in support of Aboriginal and special populations in recovery.

Prerequisite: ADDC2998

ADMN1101 - Introduction to Professional Keyboarding (3 credits)

Effective keyboarding is an integral part of being successful in an office environment. Focus is placed on ergonomic touch-typing technique to master the alphabetic and numeric keyboard. Learners with keyboarding experience have the opportunity to improve their technique to achieve higher level of speed and accuracy.

ADMN1102 - Advanced Professional Keyboarding (3 credits)

A successful legal assistant demonstrates efficient keyboarding skills and attention to detail. Building on the skills developed in ADMN1101, learners have the opportunity to improve their touch-typing technique to achieve higher levels of speed and accuracy to meet industry standards. Through continued development of proofreading strategies, along with a focus on the keying of legal and general terminology, learners have the opportunity to develop the attention to detail expected in the legal assistant profession.

Prerequisites: ADMN1101

ADMN1104 - Introduction to Computers for Health Care (3 credits)

Health care settings are fast-paced environments that require employees to manage a variety of tasks. Many of these tasks require proficiency in the Microsoft Office Suite and keyboarding skills. This course is aimed at providing the knowledge and skills essential for computer applications and their operating system (Microsoft Office Suite 2016, Windows 10) for the health care settings. Keyboarding speed and accuracy are also emphasized.

Anti-requisite: MGMT1302

ADMN1201 - Office Procedures I (3 credits)

This course focuses on records management and organizational structure in the Canadian office setting. Learners explore strategies for adapting to the office culture with emphasis on professional work relationships, understanding employer expectations and managing time effectively in the workplace.

ADMN1202 - Office Procedures II (3 credits)

This course provides the learner with a broad overview of skills and procedures necessary to provide administrative services in a professional office. Building on the skills developed in ADMN1201 Office Procedures I, topics include front line reception, managing incoming and outgoing mail, travel arrangements, and meeting and conference planning.

Prerequisite: ADMN1201

ADMN1203 - Business Technology (3 credits)

The use of business technology is essential to effectively manage information required in today's businesses and networked environments. In this course, learners gain hands-on experience in managing and customizing Microsoft Outlook as well as using cloud-computing web applications and social media sites.

Prerequisites: (ADMN1301 or LEGL1401) and (ADMN1701 or MGMT1201)

ADMN1301 - Document Processing (3 credits)

Learners apply word processing features to produce accurate and professional business documents. By formatting memos, letters, tables and reports, learners explore proper and consistent document layout and text placement.

ADMN1303 - Advanced Office Applications (3 credits)

This course builds on the skills developed in ADMN1301 Document Processing and MGMT1303 Office Finances and Spreadsheets with the addition of electronic presentation skills. Learners apply advanced features in Microsoft Word and Excel while also developing new skills in Microsoft PowerPoint.

Prerequisites: ADMN1301, MGMT1303

ADMN1401 - Business Focus Simulation (3 credits)

In this course, learners assume the role of an Administrative Assistant and carry out daily office administrative functions. By applying skills developed in previous administrative professional courses, learners are given an opportunity to make decisions, show initiative, manage time, create documents, use research skills, and follow office guidelines and procedures. It is recommended that ADMN1303 Advanced Office Applications is taken prior to or concurrently when enrolling in this course.

Prerequisites: ADMN1201, ADMN1301, MGMT1201, MGMT1303

ADMN9998 - Employment Preparation (0 credits)

This course prepares learners for employment opportunities by developing marketing tools and skills for interviews.

Prerequisite: Completion of 15 program credits

ADMN9999 - Work Experience (0 credits)

This course will bridge classroom study with the Calgary workplace through experiential learning. Representing Bow Valley College, learners will have opportunity to use their new technical skills; observe/integrate into office culture; work on soft skills/communication skills; network with industry colleagues; gain reference(s); add experience to their resumes; possibly gain employment or referral; and receive evaluation from Host. Regular attendance in placement is key to success. Open communication is maintained throughout placement among learners, Hosts and Student Engagement Officers. Learners are required to complete and submit a Student's Evaluation at the conclusion of placement.

Prerequisites:

- *Successful completion of the work experience application process*
- *Completion and passing grades in all required program courses*
- *Completion of ADMN9998 Employment Preparation (non-credit)*
- *Completion of TOWES*
- *Minimum B- in MGMT1201, ADMN1701, HUCL1701*
- *Minimum overall GPA of 2.60*
- *Commitment (attendance, punctuality, professionalism), as determined jointly by Program Coordinator, Instructors, and Student Engagement Officer*
- *Learner has been successfully placed with an approved host*

ANAT1101 - Anatomy And Physiology (6 credits)

This comprehensive course introduces the structure of the human body and its relationship to the function and integration of the twelve body systems as well as how they work to maintain homeostasis. Learners will gain an in depth understanding of the organization of the human body from the chemical and cellular level to the tissues, organs and organ systems. This course will also facilitate understanding of the terminology associated with the human body.

CADD1101 - AutoCAD 1 (3 credits)

This course focuses on producing and presenting two-dimensional (2D) drawings on a Computer Aided Design and Drafting (CADD) program: AutoCAD. Learners build on foundational skills by creating objects in AutoCAD using a variety of commands and system variables.

CADD2101 - AutoCAD 2 (3 credits)

This course builds on skills learned in CADD1101. Learners further develop two-dimensional (2D) drawing techniques and are introduced to high-level 2D commands and basic three-dimensional (3D) commands. Learners build on foundational skills to create, modify, and edit 3D solids, manage views, and print files.

Prerequisite: CADD1101

CADD3601 - Computer Aided Drafting for Kitchen and Bath Design (3 credits)

In this course, learners use industry standard kitchen and bath design software programs to specify and document design concepts. Learners prepare technical drawings that define the scope of work, construction methods, and specifications for new and renovated kitchens and baths including plans, elevations, sections, details, and three dimensional drawings for project specifications and client presentations.

Prerequisite: CADD3601

CADD3602 - Advanced Computer Aided Drafting for Kitchen and Bath Design (3 credits)

Learners advance their study and practice of two-dimensional and three-dimensional computer aided drafting conventions using industry standard software. Techniques to develop a comprehensive set of kitchen and bath design construction drawings and three-dimensional renderings are applied.

Prerequisite: CADD3601

CLCM1101 - Fundamentals of Storage and Cloud Computing (3 credits)

Learners will gain the fundamental skills in the design and operations of storage architectures in terms of self service, elasticity and scalability. Introduction to the new technologies supporting the changing cloud market from a business perspective will be emphasized. Upon completion of this course learners will know how to interface with cloud services, such as SaaS (software as a service), PaaS (Platform as a Service), IaaS (Infrastructure as a Service), and BPaaS (Business Process as a Service).

CLCM1102 - Fundamentals of Virtualization (3 credits)

Learners will gain the skills to setup and examine components of virtual systems as well as the configuration and management of virtual servers on enterprise systems.

CLCM3201 - Introduction to Cloud Security (3 credits)

Learners will take what they have learned in their previous courses and will apply the principles of security to cloud computing. Topics will cover an introduction to cloud computing, security challenges, infrastructure security in the cloud, policy and governance for cloud computing, compliance and legal considerations, identity and access management, and data security.

COMM1101 - Interpersonal Relationships And Communication Skills (3 credits)

Learners explore principles of interpersonal relationships and communication, considering the roles of culture, perception, and listening therein. They practice verbal, nonverbal, conversational, and technology-mediated messaging necessary for effective communication within personal and professional contexts.

COMM3201 - Intercultural Communication (3 credits)

This course focuses on the knowledge, attitudes, skills, and behaviours for appropriate and effective intercultural communication in diverse workplaces. Learners explore the importance of a global and ethnorelative perspective linking the concepts to their lived experiences. Areas of focus include cultural influences on communication, conflict styles, self-awareness, acculturation, and Indigenous worldviews.

COOP9998 - Co-op Work Term I (0 credits)

Learners who secure a Co-op position, will be enrolled in this four-month paid work-term course. The course provides an opportunity for hands-on practice in a variety of positions, depending on the qualifications of the learner and the Business Administration major. Learners, Hosts and Student Engagement Officers maintain open communication throughout the work-term.

Prerequisites:

- *Completed TOWES*
- *Minimum B in Business Communications*
- *Minimum B in Computer Applications*
- *Minimum program GPA of 3.00*
- *Commitment (attendance, punctuality, professionalism), as determined jointly by Program Coordinator, Instructors and Student Engagement Officer*
- *Formal acceptance into Co-op program*
- *Passed COOP 9997 Co-op Employment Preparation (non- credit)*
- *Learner has successfully secured paid Co-op Work Term with an approved employer*

COOP9999 - Co-op Work Term II (0 credits)

As a second work term for learners, this course links classroom study with the Calgary workplace through experiential learning. After the employment preparation and the first work term approval, learners will use and improve their technical skills; observe/integrate into office culture; work on soft skills/communication skills; network with industry colleagues; gain reference(s); add experience to their resumes; possibly gain extended employment or referral; and receive evaluation from Employer. Open communication is maintained throughout the work term among Learners, Hosts and Student Engagement Officers.

Prerequisites:

- *Minimum program GPA of 3.00*
- *Commitment (attendance, punctuality, professionalism), as determined jointly by Program Coordinator, Instructors and Student Engagement Officer*
- *Formal acceptance into Co-op program*
- *Passed COOP9998 Co-op Work Term I (non-credit)*
- *Learner has successfully secured paid Co-op Work Term II with an approved employer*

Please check bowvalleycollege.ca for the most up-to-date course information.

CYCR1101 - Introduction to Child and Youth Care Practice in Indigenous Community (3 credits)

This course focusses on working with children and youth, family, and community using a social justice lens and Indigenous methodologies. Learners explore, reflect, and critically analyze historical legacy of the Indian residential schools, systemic oppression, and gain knowledge on culturally appropriate practice, self-care, stress management, and vicarious trauma for frontline staff. Learners can expect to enhance their professional identity and ethics through a variety of learning methods that support the development of professional practice, and provide a basis for examining their own values, worldviews, and ethics in regards to Canadian and Indigenous based child and youth care practice.

CYCR1999 - Child and Youth Care Practicum I (8 credits)

This course gives learners the opportunity to begin integrating theory and practice in the provision of child and youth care. Learners are placed in community and agency settings supervised by agency staff. Bi-weekly seminars provide learners the opportunity for reflection and the integration of theory and practice.

Prerequisities - 18 credits year 1 of program

CYCR2401 - Indigenous Child, Youth and Family Work (3 credits)

This course provides an introduction to Indigenous child and youth care practice. Learners will gain an understanding of the history of colonization and the impact of residential schools on Indigenous peoples and the implications of this for their work. Learners will observe and discuss child and youth care practice and develop observation and assessment skills in an Indigenous context. Learners will also explore values and ethics in relationship to working with and for Indigenous families and communities.

CYCR2998 - Child and Youth Care Capstone (3 credits)

In this course, learners develop practical assessment, evaluation, and research skills in the Child and Youth Care field. Learners analyze current and emerging methodologies that apply to working with children, youth, and families to critically address gaps in services that exist for potential service users. Learners craft and present a viable, evidence-based, and practical response to a systemic need within the scope of Child and Youth Care practice.

Pre-requisite: CYCR1999

CYCR2999 - Child and Youth Care Practicum II (8 credits)

This course provides opportunities for learners to practice skills in selected sites under supervision. Learners will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Pre- or co-requisite: CYCR2998 and 36 credits of CYCD program content

DAST1101 - Introduction to Disability Studies (3 credits)

Disability Studies is a study of the social, cultural, historical, and philosophical perspectives of disability. It is grounded by the belief that the creation of knowledge about disability should be WITH/BY disabled people themselves. This course will provide learners with the historical background of disability and the contexts and paradigms it currently uses today. This course requires a C to be considered a pass.

DAST1201 - Person Centered Planning (3 credits)

Planning involves being able to envision a positive and valued future for and with the person and their network of allies. This course evaluates current planning strategies with emphasis on the philosophical principles and values inherent in those strategies. Learners practice writing clear implementation plans incorporating elements of inclusion, empowerment, and individualization.

DAST1202 - Disability Work Management and Supported Employment (3 credits)

This course introduces the historical and contemporary models of services and supports for those who face barriers in employment. Learners examine practices to engage people in the discovery of personal and professional potential through employment and community contribution. Emphasis falls on the importance of creating and sustaining valued roles for people with disabilities in society.

DAST1301 - Mental Health and Disability (3 credits)

This course introduces the general principles and key strategies to promote mental health and wellness. Learners examine the co-existence of developmental disabilities and mental health. Focus falls on the critical importance of day-to-day supports for mental health and wellness.

DAST1401 - Positive Behaviour Support (3 credits)

This course introduces the concept of human behaviour as communication. Learners examine positive behavioural strategies supporting individuals at home, school, work, and community.

DAST1999 - The Field of Disability Studies (6 credits)

This practicum gives learners the opportunity to begin integrating theory and practice in the provision of support services to people with disabilities. Learners are placed in community and agency settings and supervised by agency staff. Weekly seminars provide opportunity for reflection and the integration of theory and practice.

Prerequisites: C in DAST1101

Pre- or co-requisite: 9 credits of DCSC/DCSD program.

DAST2301 - Advocacy in Disability Studies (3 credits)

This course focuses on historical and contemporary issues in society and how advocacy impacts the lives of people with disabilities and their families. Learners explore how experience informs the use of lobbyist tools to elicit social change within various contexts.

Pre-requisite: DAST1101

DAST2302 - Challenging Behaviour and Complex Needs (3 credits)

This course explores the factors that motivate behavior and learning. Learners study life outcomes for people with disabilities and complex behavior needs through an integrated system lens that includes positive behavior supports, person centered planning and wraparound services. Through the use of ecological and functional assessment tools leaners will develop a variety of multi-element positive behavior intervention and supports that focus on quality of life.

DAST2401 - Community Connections and Inclusion (3 credits)

This course introduces the skills for building community capacity to support and include members with disabilities in meaningful ways. Learners develop knowledge about community development, accessibility through universal design, the essential skills of networking, and the art of relationship building. Emphasis falls on building and nurturing community connections between citizens in a way that values the unique skills and strengths of people with and without disabilities.

Prerequisite: DAST1999

DAST2998 - Supporting Children and Adults with Disabilities across the Life Span (6 credits)

This course provides learners with an overview of the skills and attitudes necessary to work professionally and competently with people with disabilities and complex behavioural needs. The focus is on developing an understanding of the diverse roles that practitioners are responsible for in their day-to-day work with people and communities. Learners develop the knowledge and skills required to fill roles such as community advocate, employment coach, residential support worker, outreach worker, team leader, and case manager. Learners design a behaviour support plan that integrates multiple positive behaviour interventions and strategies.

Pre-requisites: DAST1999

Pre or Co-requisites: DAST2302, HMSV2302

DAST2999 - Leadership in Disability Studies (6 credits)

This course consists of hands-on experience in an agency providing services to people with disabilities. The practicum enables learners to apply the theory, principles, and techniques to the service setting. Learners follow an area of interest by completing a capstone project that focuses knowledge, experience, research, and analysis of an area identified with the agency. Weekly seminars provide opportunity for reflection and the exploration of theory and practice.

Prerequisite: DAST2998

Pre- or co-requisite: HMSV2503

DATA1201 - Introduction to Relational Databases (3 credits)

In this course, the learner plans, creates and manages a relational database at a fundamental level. The emphasis of this course is on data manipulation and extraction.

Prerequisite: SODV1101

DATA2201 - Relational Databases (3 credits)

In this course learners use Structured Query Language (SQL) on commercial relational databases. Using SQL and SQL procedural language, learners create and manage a relational database, addressing data integrity and security. In addition, learners explore the relationship between database administration and software development.

Prerequisite: DATA1201

DATA2301 - Fundamentals of Digital Marketing Analytics (3 credits)

In this course, learners apply marketing principles using various digital analytic platforms to address data-driven organizational contexts. Learners analyze sample data sets to draw correlations between consumer behaviour, media, and campaign strategies as the basis for the formal presentation of performance and metrics. These activities lead to the evaluation of types of engagement through the customer lifecycle and how those engagements evolve to address changing consumer behaviour.

DATA3301 - Digital Marketing Analytics (3 credits)

Learners explore the purpose, practice, and ethics of consumer research within the design process as related to digital marketing. This course examines mainstream and emerging research processes and methodologies with an emphasis on data interpretation and analysis. Learners are challenged to integrate key findings into strategic components of a marketing plan addressing psychographics, information needs, and media preferences of target audiences.

DATA3302 - Design Process Analytics (3 credits)

Learners explore the purpose, practice, and ethics of consumer research within the design process as related to digital marketing. This course examines mainstream and emerging research processes and methodologies with an emphasis on data interpretation and analysis. Learners are challenged to integrate key findings into strategic components of a marketing plan addressing psychographics, information needs, and media preferences of target audiences.

Prerequisite: DESN2301

DATA3401 - Introduction to Data and Analytics (3 credits)

The focus on this course will be looking at how visualization can be used to utilize the open data movement that provides organizations with the ability to access scientific, government, and social research. This allows corporations to greatly enhance their operational and strategic effectiveness. Learners in this course collect, gather, and interpret data, while accessing and using numerous open and proprietary data sources.

DATA4101 - Data Manipulation Techniques (3 credits)

Large, complex, and diverse data sets require manipulation to parse, split, edit and establish correlations between sets. In this course learners examine common methods and tools that can be utilized to efficiently parse, query and display raw data sets. Learners learn how to programmatically extract data from a variety of file formats and sources.

Please check bowvalleycollege.ca for the most up-to-date course information.

DATA4102 - Social Data and Mining Techniques (3 credits)

In today's globally connected world, there are countless sources of information that can be mined, correlated and leveraged by an organization. The open data movement provides organizations with the ability to access scientific, government and social research that could greatly enhance their operational and strategic effectiveness. Learners in this course learn how to collect, gather, and interpret social influencers, as well as access and utilize numerous open and proprietary data sources.

DATA4103 - Data Collection and Curation (3 credits)

The collection and preservation of data allows data scientists to reuse and repurpose data sets for different applications. This course provides a strong emphasis on proper auditing techniques during the collection process to ensure validity, accuracy, completeness, consistency, and uniformity of the data. Learners learn different collection methodologies that can be used to gather information, as well as proper storage techniques that can be used to make the information accessible, accurate and readily available for future use.

DATA4104 - Data Systems Architecture (3 credits)

Data intensive applications present unique challenges for systems architects and require specialized technology solutions to support real time and deep data analytics. In this course learners learn how to install, configure and administer common architecture solutions that are used to manage scalable and reliable distributed systems in real time or near real-time

DATA4201 - Information Encoding Standards (3 credits)

Information is stored, transmitted, and represented in many different forms and file formats. In this course learners evaluate and compare common technologies and standards used to encode and transmit information. Learners gain hands-on experience selectively migrating and synchronizing data between different systems utilized by a variety of different applications.

DATA4202 - Business Processes and Modelling (3 credits)

Understanding business processes helps data engineers design and develop information systems that are aligned with organizational needs and goals. By examining and modeling common business workflows, processes and management strategies, learners gain a deeper understanding of the diverse data needs of organizations. Learners examine the data needs of common core business processes such as sales, marketing, accounting, quality improvement, product/service delivery, product development, and human resources.

DATA4301 - Business Intelligence Tools (3 credits)

Business Intelligence is a set of technologies and methodologies that are capable of analyzing large amounts of data to help identify or create business opportunities. In this course, Learners gain experience in extracting data from a variety of sources, as well as manipulating and combining this information with other data to produce meaningful output in various formats.

DATA4302 - Data Visualization (3 credits)

Large and complex data sets often make it difficult for stakeholders to really understand the story behind the data. Accurate and appropriate visualizations highlight the main features of an information set, as well as clearly and effectively communicate information to users. In this course, learners produce visualizations such as histograms, graphs, plots and treemaps that could be used in reports, dashboard widgets or infographics.

DATA4303 - Enterprise Analytics (3 credits)

Enterprise analytics focus on the effective use of data and information to help organizations make quality decisions. Evidence-based decision making requires large amounts of high quality data to accurately reflect on past experiences and predict trends and future needs. Utilizing different analytical methodologies, learners learn how descriptive, predictive, and prescriptive analytics can be applied to a variety of industries such as commerce, finance, health care, marketing, supply chain, retail, and transportation. Ultimately, learners develop a Performance Evaluation Framework for their topic of choice that replicates that of actual industry scorecards.

DATA4401 - Data Programming (3 credits)

Understanding the data-driven programming methodology and having a sound programming background are foundational skills for anyone interested in working with data. This course introduces learners to the principles of programming and application design. In addition, learners are exposed to the concepts of data structures and algorithms. Using a hands-on approach, learners gain experience developing data driven software applications.

DATA4999 - Data Management and Analytics Capstone (3 credits)

Working alone or in a small team, learners research, design, develop, and implement an applied big data analytics research project to satisfy a real organizational or community need. Learners are expected to apply all of their knowledge and skills to produce a functioning prototype of their project idea.

DATA9999 - Data Management and Analytics Employment Search Preparation (0 credit)

Course description under development.

DBAS1201 - Administrative Skills for the Dental Office (3 credits)

Dental Business Assistants (DBAs) are the first point of contact within the dental office and have a vital role in creating a positive experience for everyone who enters the facility. DBAs manage phones, mail, appointments, and records with clients and external stakeholders. DBAs also ensure that the dental office is operating efficiently by organizing meetings and managing supplies and inventory. This course explores the administrative skills required in a successful dental office.

Prerequisites: HUCL1201

DBAS1301 - Financial Management for the Dental Office (3 credits)

Accuracy in financial calculations results in proper client billing, correct pay for employees, and managerial confidence in the accounting practices of the dental office. This course refreshes the learner's mathematical skills and provides the foundational knowledge in administration of financial management and billing in a dental office.

Prerequisites: HUCL1201

Please check bowvalleycollege.ca for the most up-to-date course information.

DBAS1401 - Dental Terminology (3 credits)

This course provides instruction in the language of dental terminology and how to interpret commonly used dental terms, symbols and abbreviations. Topics include anatomy relating to dentistry and dental charting. This course also provides an introduction to common dental procedures, treatments and materials in a dental office.

Prerequisites: HUCL1401

DBAS1501 - Electronic Dental Office Management (3 credits)

This course includes the skills of establishing client files, scheduling appointments, maintaining recall systems, coding dental procedures, and billing. Practice is provided by the use of a clinical and practice-management software application.

Prerequisites: HUCL1201 and HUCL1401

DESN1101 - Fundamental Principles of Digital Design (3 credits)

Principles of design are introduced to learners through exercises, projects and rapid ideation. Learners will explore contrast, repetition, proximity, alignment and colour, with a focus on design process and composition across a variety of media.

DESN1102 – Typography (3 credits)

This course introduces learners to the craft of typography through the study of professional typographic vocabulary and definitions. A brief history of type is covered, then font management and the fundamental elements of classification and type identification. The course presents an introduction to typesetting (selection, size and spacing), kerning, tracking, leading and hierarchy; and the awareness of, and corrections for, common type errors.

DESN1301 - Interaction Design for Mobile Experiences (3 credits)

This course provided learners with a fundamental understanding of the concepts that underpin clients-side web based technologies, focused on mobile interfaces. Throughout a series of hands-on exercises learners will learn how to design, build, and deploy standards-compliant online interfaces using appropriate industry standard tools and techniques for a mobile environment.

Prerequisite: DESN1101

DESN1302 - Digital Design Studio (3 credits)

This course has two main themes: building on core interactive skills gained to date in the program, and creating a magazine or book for tablet devices. Learners and faculty troubleshoot website issues and explore user experience (UX). HTML5 coding to web pages is applied along with audio and video. Learners use responsive design to create solutions that control how content is displayed on multiple screen sizes without creating multiple websites, such as desktop, tablets and mobile devices.

Prerequisites: DESN1101

DESN1401 - Introduction to the Digital Design Profession (3 credits)

The profession of digital design is fast-moving, creative, and client-focused; these dynamics will be explored, along with the roles of the project team, working successfully in groups and remotely. The course will provide an overview of the work environment, reviewing workflow and the pace of projects. Professional ethics will be explored, including online privacy and information security.

DESN2101 - Universal Design: Spaces for All (3 credits)

Learners examine the needs of individuals using strength-based language to recommend products, materials, technologies and services to support the individual. In their recommendations learners consider various limitations such as physical space, building codes and familial circumstances.

DESN2102 - Motion Design (3 credits)

Motion design and animation are an important aspect of any modern interactive experience. This course is an instruction to the fundamental understanding of animation principles and how they apply to any moving visual project. Principles in filmmaking and/or video production will be explored to help produce professional level motion design projects.

Prerequisites: DESN2302 DESN2304

DESN2201 - Introduction to Web Design for Digital Marketing (3 credits)

Websites and website design are important in the field of digital marketing. This course introduces the principles of website design and focuses on usability and design aesthetics. Learners explore trends in web publication and incorporate design considerations like iconography, work-flow, graphics, menus, and layout into the production of websites that address business needs.

DESN2202 - Introduction to Digital Media Production (3 credits)

The "image" in interactive design, interface building, and web publishing is central to digital production. This course covers key tools, filters, and layers in the creation and manipulation of images, building foundational skills in the use of creative production software. A combination of photography, typography, drawing, computer graphics, brainstorming techniques, and production methods are addressed, as well as interactive design. Learners explore techniques combining photographic and illustrative material using imaging software to produce digital based visuals, collages, and conceptual mock-ups with both bitmap and vector elements.

DESN2203 - Content Strategy (3 credits)

Learners prepare and implement a content strategy, experiencing every stage of the content strategy lifecycle, from auditing content, developing a strategy, planning its implementation, writing content and considering maintenance. The role of brand in content strategy will be considered.

Prerequisites: DESN1101, MKTG1301

DESN2204 - Design Principles in Action (3 credits)

In this course, learners will study the process of applying core elements of design to create dynamic compositions. Application of various layouts for design communication systems and screens and surfaces, are explored.

Prerequisite: DESN1101

Please check bowvalleycollege.ca for the most up-to-date course information.

DESN2301 - User Experience Design (3 credits)

This course introduces the principles of designing the user experience. These principles as well as design thinking are applied in the construction of effective solutions to business scenarios. Learners take a multi-disciplinary approach to integrating skills, concepts, and performance criteria within production teams. The course covers marketing content, layouts, usability testing, and visual theory, as well as introduces designing for emerging technologies.

DESN2302 - Intermediate Digital Design Tools (3 credits)

This course expands learners' knowledge of industry digital tools and techniques, gained in Introduction to Digital Design Tools. Through projects learners will exercise advanced raster, vector, and digital motion design techniques.

DESN2303 - Layout Digital Design Tools (3 credits)

This course focuses on layout tools to complete a digital workflow. Integration of digital tools and advanced techniques will be explored to create efficient industry production skill set.

Prerequisite: DESN2302

DESN2304 - Video and Audio Production (3 credits)

This course introduces learners to a computer video and audio editing applications and to video camera and microphone operation. The focus of the course is to familiarize learners with the interfaces, tools, menus and features of the editing application. In the video camera component of the course, learners are also introduced to shooting and capturing footage with a digital video camera. Throughout the course, learners participate in the creation and manipulation of original digital video material.

Prerequisite: DESN1101

DESN2305 - Digital Design Studio: Problem Solving (3 credits)

This subject deals with graphic production processes and their influence on design problem solving. Areas of study include typography, image capture, page assembly and input and output options as a production tool. The course will also introduce offset print production techniques and considerations as well as special document issues such as dielines, varnishes & coatings and custom sizes.

Prerequisites: DESN1302, DESN2302

DESN2306 - Interaction Design for Social Experiences (3 credits)

This course builds on core interactive skills gained to date in the program to create a social media campaign. Learners and faculty troubleshoot potential issues in social experiences, utilizing skills learned in the user experience (UX) course and applied to social media. The campaign will include audio and video components and successful critiques will be practiced.

Prerequisites: DESN1302, DESN2301

DESN2401 - Digital Design Professional Practice (3 credits)

This course provides learners with an opportunity to research the career opportunities available to digital designers. A critical component in securing employment an interactive media internship is a portfolio review with prospective employers. To that end, learners expand and refine their personal website in anticipation of presenting their portfolio to prospective employers. Learners work with a course facilitator to establish and meet a series of development milestones to ensure their portfolio is ready for public review in a timely fashion.

DESN2998 - Digital Design Capstone Research and Planning (3 credits)

The course prepares learners for the final capstone project. Capstone projects provide the integrative learning experience build upon from previous courses and life experiences. The learner, as a part of a small collaborative group, will complete the first steps of the capstone in preparation for the execution of the project in the Digital design capstone course. The capstone project proposal will ultimately represent new work and ideas and provide a solution to a real world problem. Based on the feedback from a public presentation, a final project proposal will be submitted.

Prerequisites: DESN1302, DESN2302

DESN2999 - Digital Design Capstone (3 credits)

This final capstone course builds on the capstone preparation course through actual implementation of the capstone project proposal. The execution will be conducted with a collaborative team under guidance of the faculty. Each individual will also reflect on the experience and prepare a portfolio submission to be used in the professional world.

Prerequisite: DESN2998

DESN3201 - Residential Kitchen Design (3 credits)

In this course, learners define the scope of a residential kitchen project, design a functional and code compliant kitchen space, and specify equipment, fixtures, and cabinetry for that space. During their project work, learners apply the elements and principles of design, design philosophies, and aesthetics in the design of a functional, residential kitchen space that meets industry standards and client needs. The design process, the decision making process, and access standards underpin all course activities.

DESN3202 - Residential Bath Design (3 credits)

In this course, learners define the scope of a residential bath project, design a functional and code compliant bath space, and specify equipment, fixtures, and cabinetry for that space. During their project work, learners apply the elements and principles of design, design philosophies, and aesthetics in the design of a functional, residential bath space that meets industry standards and client needs. The design process, the decision making process, and access standards underpin all course activities.

DESN3203 - Web Design and Development (3 credits)

In this course, learners design, author, and publish websites meeting current standards. During their activities, learners address in groups and individually, concerns such as design principles, frameworks, and deployment operability as related to real-world examples. Development artifacts include Hyper-Text Markup Language (HTML), cascading style sheets (CSS), and client-side scripting.

DESN3204 - Web Design and Development for Digital Marketing (3 credits)

This course introduces learners to current industry web design and development methodologies within a digital marketing context. Responsive design and the creative process are themes throughout the course. Learners employ development techniques using current industry programming languages and tools to address a marketing target. Learners employ project management principles in the completion of projects based on real business scenarios and aligned with integrated marketing plans.

DESN3205 - Advanced Web Design and Development for Digital Marketing (3 credits)

This course builds on foundational coding skills as learners they undertake complex projects that focus on making the web more responsive, interactive and functional. Learners apply evidence-based practice for user interface design in the development of websites and applications. Projects are tested for functionality and critiqued through peer review.

Prerequisite: DESN3204

DESN3206 - Digital Media Production (3 credits)

In this course, learners create, manipulate, and complete images for use in media production to address business contexts. A combination of photography, typography, drawing, computer graphics, brainstorming techniques, and production methods are addressed, as well as interactive design and the sourcing of media. Learners use advanced techniques combining photographic and illustrative material using imaging software to produce complex visuals, collages, and conceptual mock-ups with both bitmap and vector elements.

DESN3207 - Advanced Digital Media Production (3 credits)

In this course, learners build upon their foundational skills in media production through projects demanding the combining of media elements and the mixing of production effects. Project teams incorporate creative solutions that address marketing challenges, and the solutions include a variety of media forms delivered through a variety of platforms.

Prerequisite: DESN3206

DESN3208 - Advanced User Experience Design (3 credits)

This course explores the principles of advertising and promotion for products and services in business to consumer (B2C) and business to business (B2B) markets in addition, the course emphasis the end-user experience. Learners develop a clear, comprehensive branding strategy for a product or service based upon the fact that a brand is the totality of how consumers perceive, experience, and respond to a product or service. Learners focus on promotions, point of purchase, direct response, and media planning.

Prereqsuite: DESN2301

Please check bowvalleycollege.ca for the most up-to-date course information.

DESN3301 - Residential Kitchen and Bath Construction Methods (3 credits)

This course addresses construction methods for residential building systems and the building code for kitchen and bath projects. Focus falls on the integration and specification of proprietary elements and fixtures for cabinetry as well as the relationship between materials and surface finishes during construction and assembly. Learners delve into site evaluation and communication methods, documentation standards, and industry installation procedures.

DESN3302 - Estimating Processes for Kitchen and Bath (3 credits)

In this course, learners practice estimating techniques and prepare itemized bills of quantities based upon kitchen and bath design specifications. In the kitchen and bath workplace, focus falls on the preparation of comprehensive lists of material quantities together with cost estimates for construction materials, design components, equipment, and fixtures, and estimated labour costs for construction, installation and alterations. In addition, learners estimate contingency sums and provisional sums.

DESN3303 - Residential Mechanical, Electrical and Plumbing Systems (3 credits)

This course examines the design and evaluation of new and existing building systems, including the study of heating, ventilation, and air-conditioning (HVAC) as well as plumbing and electrical requirements. Learners follow regulatory codes for plumbing, power, and lighting components. In addition, learners apply sequential coordination of the trades to address industry practices, specification standards, and installation methods.

DESN3304 - Sustainable Materials and Finishes for Kitchen and Bath Design (3 credits)

Learners identify sustainable issues relating to kitchen and bath design including the efficient use of energy and water. Materials, finishes, and equipment such as plumbing, cabinetry, hardware, appliances, shower inserts, baths, sinks, and basins are evaluated for sustainability.

DESN3306 - Computer Graphics (3 credits)

This introductory computer graphics course focuses on the development of efficient computer graphic elements including their rendering, control and enhancement. The course introduces two-dimensional (2D) and three dimensional (3D) computer graphics with emphasis on shape representation, visualization, and manipulation as well as problem solving. Using C++ and OpenGL, learner project work addresses graphical pipelines and their implementation including fine tuning graphic elements as they move toward finished animations.

DESN3401 - Professional Practice and Marketing for Kitchen and Bath Industry (3 credits)

This course explores project and financial management procedures together with the theories and strategies underpinning the development of client relations and the management of client expectations. Learners analyse marketing techniques, explore industry trends as well as evaluate sales forecasting and current economic conditions.

DESN3998 - Kitchen and Bath Design Capstone (3 credits)

In this course, learners create functional, spatial solutions for kitchens and baths to meet a variety of design criteria and project scopes. During the development of these design solutions from concept to documentation, learners necessarily address project elements like design access standards, sustainable applications, and regulatory codes.

Pre-requisites: CADD3601, DESN3201, DESN3202, DESN3301, DESN3302
Co-requisites: CADD3602, DESN3303, DESN3304, DESN3401

DESN3999 - Kitchen and Bath Design Work Experience (4 credits)

This course provides learners with professional work experience during which they apply the practical skills, knowledge, and attitudes fostered by the kitchen and bath program. In consultation with a faculty advisor, each learner conducts a job search and secures a work experience placement. During the placement, learners record and document their experience and professional development as well as develop both personal and career goals.

Prerequisites: CADD3601, DESN3201, DESN3202, DESN3301, DESN3302 (can be a co- or prerequisite), DESN3303, CADD3602, DESN3304, DESN3401, DESN3998 (can be a co- or prerequisite)

DESN9999 - Digital Design Employment Search Preparation (0 credits)

Course description under development.

EDAS1201 - Instructional Strategies Across The Curriculum (3 credits)

This course focuses on learning process and the application of learning principles in providing instructional support to learners. It provides knowledge of developmentally appropriate instructional strategies and materials to assist learners across the curriculum. It explores techniques to reinforce, adjust and modify tasks to meet the needs of individual learners.

EDAS1202 - Language and Literacy (3 credits)

This course examines theory, principles, concepts, and instructional strategies related to expressive and receptive language and literacy development. It focuses on assisting learners with reading and writing processes and adapting strategies, materials, and activities to meet the needs of individual learners.

EDAS1301 - Observation and Behaviour (3 credits)

This course focuses on conducting and recording observations of student progress and behaviour, and on beginning to develop an understanding of the assistant's role in classroom management. Following this, it will examine attitudes, skills, and strategies that encourage positive student behaviour. A variety of practical approaches to understanding and managing student behaviour, and for dealing with students exhibiting behavioural difficulties will be explored.

EDAS1302 - Introduction to Exceptionalities (3 credits)

This course develops knowledge of the history, philosophy, legislation, values, trends and issues related to exceptional learners. It explores student inclusion and provides a wide overview of exceptionalities ranging from mild to severe and child to adulthood. Access and retrieval of information on exceptionalities is emphasized.

EDAS1303 - Working With Exceptionalities (3 credits)

This course builds on the Introduction to Exceptionalities. It focuses on teaching/learning strategies and interventions for learners with specific exceptional needs. Resources, assessment procedures and inclusion of individuals with exceptionalities are addressed. The integration of theory, principles and concepts when determining strategies, materials, and activities for exceptional learners is emphasized. An introduction to assistive technology is included.

Prerequisites: EDAS1301*
*may be taken as a pre- or co-requisite

EDAS1998 - Introduction to the Inclusive Classroom (3 credits)

This is a two-part course that consists of a weekly 2-hour seminar on campus and 10 days of practicum experience in local schools. This is designed to give the learner an opportunity to have a hands-on experience in working with children and make connections between theory and practice. The weekly seminars focus on developing knowledge of the roles and responsibilities of the assistant as an educational team member in a wide variety of settings.

Prerequisite: EDAS1302*
*may be taken as a pre- or co-requisite

EDAS1999 - Working in a Complex Classroom Setting (6 credits)

This is a two-part course that consists of a weekly 2-hour seminar and 30 days of practicum experience in local schools. The weekly seminars provide an opportunity to discuss the practicum experiences. The practicum section of this course is designed to give the learner an opportunity to continue working as an education assistant and make further connections between theory and practice.

Prerequisites: EDAS1201*, EDAS1202*, EDAS1301*, EDAS1302, EDAS1303*, EDAS1998
*may be taken as a pre- or co-requisite

ELCC1101 - Introduction to Early Childhood Education and Development (3 credits)

This survey course focuses on understanding the goals and essential components for the development of successful early childhood programs. Through the study of the role of early childhood professionals, learners will gain insight into their own philosophy of early childhood education.

ELCC1301 - Child Development I: Cognitive and Physical Development (3 credits)

This introductory course addresses the cognitive and physical development of the child from conception to twelve years of age. Learners evaluate theories and principles informing child development from a world view, including multicultural and indigenous perspectives. Learners also address the application of evidence-based practice in the area of outdoor play as it relates to child development.

Please check bowvalleycollege.ca for the most up-to-date course information.

ELCC1305 - Developing Through Play (3 credits)

This introductory course explores the role of play in children's development and how play is integral to a child's developmental needs. Learners explore the relationship of play to the different developmental stages, as well as the role of the environment and the early childhood educator in enhancing children's play. This course focuses on the planning of inclusive and appropriate play environments including indoor and outdoor play experiences. Learners explore a variety of play situations and materials used in childcare settings.

ELCC1309 - Guiding Young Children's Behaviour (3 credits)

This introductory course provides an understanding of children's behaviour in a developmental context, and the importance of realistic expectations of children in various stages. The social development of the young child will be examined in the context of positive guidance to support self-regulation. Appropriate strategies to help children to develop positive self-esteem and develop appropriate behaviour will be discussed. The prevention of behaviour problems through developmentally appropriate practices and interventions will be emphasized.

ELCC1313 - Child Development II: Social-Emotional Development and Well-Being (3 credits)

Through the lens of cultural context, this course provides an understanding of Bronfenbrenner's Ecological Systems Theory and its relationship to social-emotional wellbeing. Learners inform and modify curriculum experiences through observation, documentation, and reflection to model learning environments that support the social-emotional development of children. Support strategies to foster social-emotional development and respectful cooperative relationships with children, family and community are developed.

ELCC1998 - Introduction to Emerging Practices in Early Childhood Education and Development (7 credits)

This practicum provides learners with the opportunity to apply play-based skills and knowledge under the supervision of the college practicum supervisor and a designated workplace mentor. Through practice and seminar, basic health, safety, nutrition, observation, documentation, and appropriate practice with children are the learners' focus. The practicum is a combination of practical experience at a community work site and integrated class seminars.

Pre- or Co-requisite: 6 credits of Year 1 Early Childhood Education and Development

ELCC1999 - Observation in Early Childhood Education and Development (7 credits)

This practicum provides learners with further opportunity to apply play-based skills and knowledge under the supervision of the college practicum supervisor and a designated mentor. Observation and documentation as well as appropriate practice with children across curricular areas are included through practice and seminar. This practicum is a combination of practical experience in a community work site and integrated seminars in class.

Learners work 14-16 hours each week for 15 weeks for their practicum hours and attend the 3 hour integration seminar each week.

Prerequisite: ELCC1998
Current Police Information Check including Vulnerable Sector Search (PIC/VSS)
Be in good academic standing with a minimum 2.0 GPA

Please check bowvalleycollege.ca for the most up-to-date course information.

ELCC2201 - Creative Expressions: Theory and Practice (3 credits)

This course focuses on the development of creative activities and engaging program for children in child care. In this course, learners examine ideas for the development of two- and three-dimensional activities, creative language experiences, science and mathematics, music and movement, indoor and outdoor play, dramatic play, and media. In addition, learners also explore the impact of creativity on the development of the child and how caregiver interactions with the child contribute to the child's overall sense of self.

Prerequisite: ELCC1999

ELCC2205 - School Age Care (3 credits)

This course addresses the goals and essential components of programs for school aged children. In addition, the course also explores the historical and social influences of such programs in Canada. Learners examine the role of school age caregivers while evaluating their own personal qualities and philosophy for working in early learning and child care.

ELCC2209 - Caring For Infants and Toddlers (3 credits)

This course addresses the development of appropriate strategies and skills to provide quality care for infants and toddlers. The course examines the central role of the caregiver, daily routines, and the importance of effective communication. Focus falls on infant and toddler development and emerging practice.

Pre-requisite: ELCC1999
Current Police Information Check including Vulnerable Sector Search (PIC/VSS)

ELCC2213 - Language, Literacy, and Communication in the Early Years (3 credits)

This course focuses on language, literacy, and communication in the early years. Learners design literacy-rich environments following an emergent curriculum approach. Learners use quality literature and scaffolding strategies to stimulate interest and enhance literacy development. The course includes the connection between language and culture. In addition, the course explores the importance of engaging children, family, and community partnerships in support of literacy development.

Prerequisite: ELCC1999

ELCC2301 - Observation and Documentation in Child Development (3 credits)

This advanced course focuses on the further examination of communication, language, play, and social learning, while exploring the physical, mental, and emotional development of children from birth to twelve years of age. In addition, the course's ecological approach focuses on the observation of children in groups. Learners design experiential activities to support child development based upon observation techniques.

Prerequisite: ELCC1999
Current Police Information Check including Vulnerable Sector Search (PIC/VSS)

ELCC2305 - Inclusive Care and Education Of Young Children (3 credits)

This advanced course focuses on the needs of children whose development is atypical. Learners explore a range of exceptionalities and evaluate strategies to support children with exceptionalities. In addition, learners examine the values and philosophy of inclusion in early childhood education and development; the strategies that promote, enhance, and evaluate inclusive child care settings; and strategies to accommodate children within those settings.

Prerequisite: ELCC1999

ELCC2501 - Social Policy and Advocacy in Early Childhood Education and Development (3 credits)

This course focuses on social policy through the examination of critical field issues such as interdisciplinary practices, technology, advocacy, research, assessment, early intervention, poverty, and ethics. Learners examine current issues and their impact on practice in early childhood education and development settings.

Pre-requisite: ELCC1999

ELCC2505 - Leadership and Research in Early Childhood Education and Development (3 credits)

This course addresses leadership and advocacy for professionals working in early childhood and includes considerations such as pedagogical and shared leadership; provincial regulations; and family and community partnerships. Learners examine the attributes of leaders, personal leadership strengths, and professional identity while focusing on their skills of leading and managing group childcare. The course also focuses on research strategies to advocate for the rights of children, families, and quality care environments.

Prerequisites: ELCC1999

ELCC2998 - Documentation in Early Childhood Education and Development (7 credits)

This practicum provides learners with the opportunity to continue to apply play-based skills and knowledge under the supervision of the college practicum supervisor and a designated workplace mentor. This practicum focuses on observation, documentation, reflective practice, and emergent curriculum. In addition, observation and documentation also serve to support educators, children, families, and community. The practicum is a combination of practical experience at a community work site and integrated class seminars.

Learners work 14-16 hours each week for 15 weeks for their practicum hours and attend the 3 hour integration seminar each week.

Prerequisite: ELCC1999
Current Police Information Check including Vulnerable Sector Search (PIC/VSS).
Be in good academic standing with a minimum 2.0 GPA.

ELCC2999 - Reflective Practice in Early Childhood Education and Development (7 credits)

In the final practicum placement, learners have the opportunity to further develop their reflective teaching practices. This practicum focuses on reflective learning and topics include the mighty learner and connecting with the child, family and community. Learners have the opportunity to research a topic of their choice pertaining to keeping their passion alive for early childhood education. This capstone course demonstrates their understanding of the program objectives.

Learners work 14-16 hours each week for 15 weeks for their practicum hours and attend the 3 hour integration seminar each week.

Prerequisite: ELCC2998
Current Police Information Check including Vulnerable Sector Search (PIC VSS)
Be in good academic standing with a minimum 2.0 GPA

ENGL1201 - English Composition (3 credits)

This first-year composition course introduces learners to academic writing and critical thinking. They read and analyze sociopolitical, cultural, and gender issues in texts with an emphasis on experiences of people whose voices were historically silenced, particularly those of Indigenous communities in Canada. Learners develop strategies to communicate their own ideas and integrate them with those of others by quoting, paraphrasing, and summarizing source material. Learners present their written assignments professionally according to APA formatting guidelines.

ENGL1301 - Introduction to Literary Analysis (3 credits)

In this course, learners study novels, short stories, and poetry. Works are representative of various historical periods and cultural contexts, including perspectives from Canada's Indigenous communities. Learners engage in critical analysis of those readings and compose critical essays and formal written assignments totaling not less than 3000 words.

ENTR1201 - Freelancing and Entrepreneurship (3 credits)

This course examines the challenges and opportunities for the freelancer or entrepreneur. Learners develop practical strategies to write a business plan, fund, and market freelancing and entrepreneurial business ideas.

FASD1201 - Family and Caregivers for Fetal Alcohol Spectrum Disorder (3 credits)

The various challenges families and caregivers for members with fetal alcohol spectrum disorder include - divorce, death, poverty, violence are critically reviewed. Approaches are given to working in partnership with parents, and caregivers, across the cultural diversity in Canada today.

FASD1301 - Brain Function and Fetal Alcohol Spectrum Disorder (3 credits)

This course offers an introduction to the challenges faced by individuals affected by prenatal alcohol exposure, their families, support workers, and the community. Topics include terminology, assessment/diagnostic processes, and primary and secondary characteristics as they present across the lifespan. Emphasis is on components and functions of the brain and the impact of prenatal alcohol exposure on attention, memory, cognition, language, sensory perception, social emotional behaviours and impulsivity.

Please check bowvalleycollege.ca for the most up-to-date course information.

* may be taken as a pre- or co-requisite

FASD1302 - Fetal Alcohol Spectrum Disorder and Addiction (3 credits)

This course looks at various types of addictions and their impact on individuals. It looks at substances and their impact on body mind and behavior, and addresses substances by category and by individual addiction to understand their history, appeal risks and impact. Emphasis is given on addictions treatment theory and services.

FASD1401 - The Justice System and Fetal Alcohol Spectrum Disorder (3 credits)

This course offers an examination of the various types of prevention and intervention initiatives at the regional, provincial and national judicial levels. Emphasis is on strategies that create holistic community supports including those that address safety issues, sexuality, abuse and interactions with the legal/justice systems.

FASD1402 - The Fetal Alcohol Spectrum Disorder Learner in the Classroom (3 credits)

This course examines instructional and behavior support techniques that are used in classrooms where students may have fetal alcohol spectrum disorder. It focuses on assessment, and individual program planning and the role of the educational assistant and teacher in the team.

FASD1999 - Fetal Alcohol Spectrum Disorder Studies (3 credits)

This practicum and associated seminars provides learners with the opportunity to begin integrating theory and practice in the provision of support services to people with FASD. Learners are placed in community and agency settings and supervised by agency staff. Weekly seminars provide opportunity for reflection and the integration of theory and practice.

Prerequisites/Co-Requisites: 12 credits of FASDE program

FNSR2101 - Introduction to Insurance and Risk Management (3 credits)

Risk impacts our daily lives. Through the examination of insurance and risk management, learners explore risk control techniques, laws, concepts, and practices commonly encountered in the insurance industry.

FNSR2102 - Insurance on Property (3 credits)

This course is the foundation for all types of property insurance. Explanations of the principles, doctrines, and characteristics are included. The course demonstrates the legislative framework reflected in common commercial and personal lines insurance policies. Learners explore how legislation develops in response to new and changing practical problems.

FNSR2103 - Insurance Against Liability (3 credits)

To understand liability insurance, learners must understand the law and the Canadian legal system as well as the differences between the common law and the Civil Code of Quebec. Learners are introduced to legal principles that affect liability insurance. Insurance against liability examines some of the more common ways people become liable and explains how this liability may or may not be insured.

FNSR2104 - Automobile Insurance (3 credits)

This course is a study of Canadian automobile insurance, its legislation, policies, and regulations. With an overview of different provincial approaches to automobile insurance, learners examine in detail owner's policies and coverages specific to Alberta and focus on personal coverages.

FNSR2105 - Essentials of Loss Adjusting (3 credits)

In the context of automobile, property, and liability claims, this course focuses on interpersonal skills and knowledge to help learners develop claims-handling techniques. The process of policy analysis for coverage evaluation including investigation, negotiation, and settlement is explored.

Learners reflect on managing relationships to gather critical information.

FNSR2106 - Underwriting Essentials (3 credits)

Taking the role of an underwriter, learners analyze individual property, liability, and automobile risks. The course begins with an overview of the underwriter's role as an investor of shareholder capital on behalf of the insurer. Learners examine how the underwriter role has evolved.

The course covers an underwriter as a risk assessor and explores the technical and interpersonal skills needed to succeed.

FNSR2107 - Essential Skills for Insurance Broker & Agent (3 credits)

This course provides an overview of insurance business practices from the broker's perspective with a focus on the needs of personal lines clients and small commercial risks. The learner, as an insurance intermediary, is given insight into the skills needed to perform effectively. Following the process of risk from evaluation through to documentation, learners review the major product lines and common policy transactions a broker executes.

FNSR2201 - Business Finance (3 credits)

The goal of finance is to increase the value of a firm as measured by the market value of the share price. Focusing on the framework of working capital management, capital budgeting process, long-term financing and external growth through mergers, learners explore the major financial decisions faced by the business. This course provides opportunities for learners to apply the skills and knowledge of finance to contemporary business situations.

Prerequisites: ACCT1101 or ACCT1103 Anti-requisite: FNSR2202

FNSR2202 - Fundamentals of Financial Management (3 credits)

This course focuses on financial management fundamentals that support organizational growth. Learners apply financial and managerial accounting concepts in planning, organizing, evaluating, and decision-making in the context of real-world situations. Learners explore how financial principles, financial statement analysis, cost analysis, variance analysis, and budgeting impact organizations.

Learners are recommended to complete the Business Math Skills Self-Assessment (https://bowvalleycollege.ca/schools/chiu-school-of- business/MSA) prior to taking this course.

Anti-requisite: ACCT1103 or FNSR2201

FNSR2301 - Financial Markets & Products (3 credits)

This course introduces the concept of money, the Canadian financial industry, the impact of the regulatory environment, and the analysis of products and services available to customers, including the adjudication of credit. These concepts provide the basis for the financial planning process. The course is eligible towards the Certified Financial Planner (CFP) Core Curriculum program.

FNSR2302 - Personal Financial Planning I (3 credits)

This course prepares learners with fundamental financial planning knowledge and introduces the personal financial planning process. Concepts include elements that affect an individual's and family's financial well-being. Collecting and analyzing required information to begin the financial planning process is examined. The course is eligible towards the Certified Financial Planner (CFP) Core Curriculum program. It is recommended learners enroll in FNSR2301 Financial Markets and Products in the same term.

FNSR2303 - Investment Funds in Canada (3 credits)

This course covers the financial and mutual fund industries. Topics include mutual fund and investment products, the regulatory system governing the mutual fund industry, and acceptable selling practices and processes. To complete this course, learners must write the Canadian Investment Funds Course (CIFC) final exam. Upon successful completion of the exam, learners will meet the proficiency requirements of the provincial securities commission for mutual fund licensing.

FNSR2304 - Personal Financial Planning II (3 credits)

Using the technical information provided in FNSR2301 Financial Markets and Products and FNSR2302 Personal Financial Planning I, learners have the opportunity for practical application of personal financial planning. Focus of the course is on evaluating customer needs and applying the financial planning process and practices to provide appropriate recommendations. This course is eligible for Certified Financial Planning (CFP) Core Curriculum.

Prerequisites: FNSR2301 and FNSR2302

FNSR2401 - Risk Management Principles & Practice (3 credits)

Risk management is critical for an organization's operation. The ability to identify, assess, manage, and monitor risks benefits a business's sustainability and continuity in today's evolving society. This course introduces the fundamental principles and concepts of risk management. Learners practice and apply the risk management standards, framework, process, and strategies through the course.

FNSR2402 - Risk Assessment and Treatment (3 credits)

The purpose of this course is to develop an enterprise-wide perspective of risk by applying risk management concepts to four major categories: hazard (insurable), operational, financial, and strategic. This course broadens your understanding of risk management from its traditional focus on accidental losses to include all risks an organization may face. Learn about global risk management standards such as ISO 31000 and the COSO ERM – Integrated Framework, and discuss various risk identification and analysis techniques in detail. Apply rudimentary analytical tools to assess financial risk in areas of financial leverage, liquidity risk, and capital investment risk. Risk oversight, monitoring, and assurance are discussed from the perspective of governance and internal control. This course relies heavily on insurance based content consistent with risk assessment and risk management principles.

Please check bowvalleycollege.ca for the most up-to-date course information.

FNSR2403 - Risk Financing (3 credits)

This course will assess the methods which an organization can obtain funds to pay for accidental losses. Emphasis is placed on the selection, implementation and monitoring of various risk financing techniques. Specific subjects discussed are: a framework for risk financing; criteria for risk financing selection techniques; insurance as a mechanism for financing property, net income, personnel, and liability losses; accounting and income tax aspects of accidental losses; insurance pricing; selection of insurers and their representatives; implementing risk retention available options, including the use of affiliated insurers; and cost of risk allocation techniques.

HCAD1401 - Health Care Aide Role & Responsibility (3 credits)

During this course, you will focus on the role and responsibilities of a health care aide working in a variety of employment settings. The focus of this course is to share information that will result in safe, ethical, and respectful care based on the needs of the client. Care that meets these standards is known as person-centred care.

Co-requisites: HCAD1402, HCAD1403, HCAD1404

HCAD1402 - The Human Body, Health & Chronic Illness (3 credits)

This course focuses on the study of the systems that make up the human body and discusses the milestones of growth and development across the lifespan. It is an introduction to foundational knowledge of the most common of the chronic illnesses that a health care aide may encounter. The learner will describe ways to provide safe care based on evidence-informed practices according to the clients' diagnoses, needs, and care plans. The information learned in this course will provide you with care strategies to support the client, the client's family, and yourself through the process of a client's dying and death.

Co-requisites: HCAD1401, HCAD1403, and HCAD1404

HCAD1403 - Communication & Documentation in the Health Care Environment (4 credits)

This course will focus on the role and responsibilities of the health care aide when communicating effectively as a member of the collaborative care team. Strong communication skills are an important part of being a successful health care aide. The health-care environment requires competent verbal, written, and electronic communication skills, which are part of digital literacy.

Co-requisites: HCAD1401, HCAD1402, and HCAD1404

HCAD1404 - Providing Person-Centred Care & Comfort (5 credits)

During this course, you will learn the basic care skills that will allow you to give safe and efficient care to your clients. Providing personal grooming and hygiene care to your clients is an intimate and highly personal experience. During the theory and lab elements of this course, you will learn to approach this care in a professional and compassionate manner.

Co-requisites: HCAD1401, HCAD1402, and HCAD1403

HCAD1405 - Clinical Placement Experience 1 (3 credits)

During this clinical placement you will experience the role of the health care aide by working under the direction of a regulated health-care professional. You will have the opportunity to work in a continuing care setting such as home care, supportive living (designated supportive living or DSL), senior lodges, long term care, and group homes.

Pre-requisites: HCAD1401, HCAD1402, HCAD1403, and HCAD1404

HCAD1406 - Meeting Complex Care Needs (5 credits)

This course builds on the foundational skills and concepts introduced in previous courses and also introduces new skills such as medication assistance. Learners will have the opportunity to acquire the knowledge to learn advanced skills such as active and passive range-of-motion exercises, ostomy care, respiratory care, catheter care, and tube feeds. In addition, accurate measurement of vital signs is demonstrated, practiced, and assessed.

Pre-requisites: HCAD1401, HCAD1402, HCAD1403, and HCAD1404

HCAD1407 - Special Activities for Clients with Various Health Conditions (5 credits)

This course discusses care strategies for assisting diverse client groups such as clients with a mental health diagnosis and clients with developmental delays and physical disabilities.

Graduates who become employed in home care situations may have the opportunity to work with families to provide care for infants and children, as well as caring for clients living with life-limiting illness, and who could benefit from hospice, palliative, and end-of-life care. Information and skills to assist with these care assignments are provided in this course.

Pre-requisite: HCAD1405

HCAD1408 - Clinical Placement Experience 2 (5 credits)

During the second clinical placement, you will experience the role of the health care aide by working under the direction of a regulated health-care professional. You will have the opportunity to work in a variety of health-care settings such as continuing care or acute care. You will integrate and implement the knowledge you have learned in all your courses 1–7 in the clinical setting. You will provide person-centred care and support for clients and their families; that care is safe, ethical, and respectful.

Pre-requisites: HCAD1406 and HCAD1407

HCAD1409 - Consolidated Clinical Placement Experience (3 credits)

This is the final clinical placement course where you will practise the role of the health care aide by working under the direction of a regulated health-care professional and buddied with an unregulated health-care professional. You will work in a variety of health-care settings such as continuing care or acute care. You will integrate and implement the knowledge you have learned throughout the health care aide program, which will guide you in providing person-centred care and support for clients and their families; that care is safe, ethical, and respectful.

Pre-requisite: HCAD1408

HMSV1102 - Indigenous History, Identity And Culture (3 credits)

This course is an overview of Canada's First Nations, Metis and Inuit people. Historical and current issues are covered, including languages, stories of origin, different band treaties, and current issues of ownership over land, water and governance.

HMSV1103 - Working from Indigenous Perspectives with Elders' Teachings (3 credits)

This course examines the legacy of colonization and the establishment of Indian Residential Schools in concert with the concepts of the broken spirit and intergenerational trauma. Learners explore the role that First Nations, Métis, and Inuit elders' teachings plays in the renewal and strengthening of spiritual well-being. This course focuses on the building of trustful and respectful relationships with Indigenous children, youth, and families, by incorporating mainstream and Indigenous worldviews. Concepts including gifts, values, and ethical space are highlighted as elders share their own stories of survival, determination, and resiliency.

HMSV1104 - Health Education for Human Services Professionals (3 credits)

In this course, learners examine the core components of health and wellness, health promotion, and disease prevention within the context of the Canadian health care system. In addition, learners explore strategies to promote and advocate for healthy living for themselves and in their professional practice.

HMSV1201 - Basic Computer Skills for Human Service Workers (3 credits)

This course provides learners with a solid foundation in the most commonly required computer skills such as navigating Microsoft Windows, managing documents, browsing the internet, effective keyboarding, and using Microsoft Office (Word, Excel, PowerPoint, and Outlook) for word processing, creating spreadsheets, creating presentations, managing email, and managing a schedule.

HMSV1302 - Assistive Technology and Principles of Universal Design (3 credits)

The lives of individuals with disabilities can be improved through the use of assistive technology. In this course, learners investigate the principles of universal design and explore how those principles guide the incorporation of assistive technology into daily activities. Learners explore a variety of current assistive technologies and strategies for their use with individuals and groups.

HMSV1501 - Introduction to Counselling (3 credits)

Learners examine the theory and skills for intentional interviewing. The course focuses on the development of interviewing skills and the ability to adapt these skills to suit individual interviewee's needs. Learners develop a portfolio of interviewing competencies to enhance their professional practice.

Please check bowvalleycollege.ca for the most up-to-date course information.

HMSV1601 - Workplace Writing for Human Services (3 credits)

This course focuses on the types of writing used by professionals in human services workplaces. Learners analyze and compose documents which align with the professional practices of the field. Learners explore the writing process, considering purpose and audience in shaping the form and content of the documents. Learners reflect on their own perspectives and biases while implementing strategies to achieve objectivity in their writing.

HMSV2101 - Teachings from the Land (3 credits)

Course description under development.

HMSV2301 - Healthy Lifestyles via the Medicine Wheel (3 credits)

This course involves the exploration of the concepts of living a balanced life according the Medicine Wheel in the areas of the physical, emotional, mental and spiritual. By incorporating wellness activities the learners will learn how to support clients on their journey of healing.

HMSV2303 - Mental Health in Childhood and Adolescence (3 credits)

This course explores the precursors, presentations, nature, and impacts of childhood and adolescent mental illness for the individual, their families, and their communities. Learners develop and apply the knowledge and skills needed to support mental health within individual's personal and socio-cultural contexts. Learners investigate their own values, beliefs, and cultural contexts as well as survey community resources and mental health services.

HMSV2304 - Trauma-Informed Practice (3 credits)

In this course, learners explore a broad range of trauma issues in the lives of individuals, families, children, and youth. Learners examine the role of the practitioner in assessing the indicators of trauma, providing support and referral, and engaging in self-care. Learners explore policies and practices through a trauma-informed framework. Learners explore how attitudes, values, and experiences affect perceptions and judgments when dealing with various types of trauma.

HMSV2401 - Family and Society Studies (3 credits)

This advanced course focuses on building skills for working cooperatively with children and adults in a family. The course covers diverse family structure and relationships as well as issues facing families today. The course involves instruction, reflection, and the explicit integration of theories of practice with difficult family dynamics. Discussions include family theory from diverse and Indigenous perspectives.

Prerequisite: 12 credits.

HMSV2501 - Social Policy (3 credits)

In this course, learners critically examine the economic, social, and political environment within which graduates work. The course examines the process by which health, social policy, and justice policy develops in Canada, as well as encourages reflection upon the ways social policy impacts our lives.

HMSV2502 - Facilitating Groups (3 credits)

Working with and facilitating groups is a key activity for the human services professional. In this course, learners explore the stages of group development, group roles and norms, theoretical frameworks, intervention, group design, implementation, and evaluation. Learners develop facilitation skills for groups with varying themes and makeup.

HMSV2503 - Organization and Administration in Human Services (3 credits)

This course focuses on the theoretical and practical principles of effective leadership. Learners explore the theory, structure, and management of organizations as a foundation for program development in the context of human services organizations and funders.

HMSV2999 - International Human Services Practicum (7 credits)

Prerequisite: Departmental approval

HMSV3201 - Program Design and Evaluation (3 credits)

This course focuses on the skills needed to develop effective programs for health and human services. Learners examine the process and methods of program design and evaluation. Areas of focus include program design principles, understanding social problems, needs analysis, selecting the appropriate intervention strategies, setting goals and objectives, designing effective programs, and program data collection and analysis.

HMSV3202 - Fundraising in Health and Human Services (3 credits)

Fundraising and grant writing are essential skills in management for health and human services. This course takes an applied focus to raising funds from various sources. Learners examine a variety of fundraising strategies with an emphasis on grant-writing. Learners apply tools and strategies for fundraising objectives through for example, case study analysis and writing and critiquing grant proposals.

HMSV3203 - Managing Change in Health and Human Services (3 credits)

Leaders in health and human services need to have the skills and knowledge to manage change within their professional roles, whether imposed by circumstances or self-initiated. In either case, leaders must address the needs of clients, staff, and colleagues to optimize opportunities and anticipate challenges. In this course, learners examine change in the context of health and human services organizations and create a comprehensive change management plan.

HMSV3204 - Digital Transformations in Health and Human Services (3 credits)

Current and emerging technologies present a plethora of possibilities in the health and human services. This course challenges learners to examine the potentials and the barriers of evolving technologies in these sectors. Through the lens of the health and human service manager, learners examine the impact of the increasing reliance on and use of technology by individuals, organizations, and society. Learners develop strategies for implementing technology-enabled change initiatives while addressing the associated ethics and privacy issues.

HMSV3301 - Mental Health in the Workplace (3 credits)

Using foundational theory, research, and evidence-based practice, this course examines common mental health conditions and the role of the health and human services manager in addressing the complex needs created by those conditions for colleagues, clients, families, and the community. Through learning activities and the application of knowledge, learners gain specialized mental health strategies, approaches, and skills needed to support those either in the workplace or associated with the workplace.

HMSV3302 - Chronic Illness Management (3 credits)

This course examines the concepts of common chronic illness while focusing on managing chronic conditions and maintaining quality of life. Learners apply the current evidence-informed principles in chronic illness prevention and management, program facilitation, and program evaluation.

HMSV3303 – Dementia (3 credits)

This course explores the complex pathological processes of dementia. Learners examine how the individual with dementia is affected by their environment. Through theory and evidence-informed practice, learners gain knowledge and skills needed to support individuals, families, and their communities in coping with dementia.

HMSV3401 - Policy, Power, and Social Action (3 credits)

Policy creates the structure for the delivery of health and human services. Through the lens of the social determinants of health, learners examine the origins and formation of policy and how policy is influenced by politics, interest groups, and advocacy. In addition, learners consider how a health and human service manager works with policy or influences policy change.

HMSV3402 - Ending Homelessness (3 credits)

This course examines the history, risk factors, and current policy and practice responses to homelessness in Canada. Learners critically explore determining factors and the relationship between homelessness and other social issues. Learners apply theory and evidence in the design of potential interventions and solutions to address homelessness within the health and human service sectors.

HMSV3403 - Community Engagement for Health and Human Services (3 credits)

Health and human services environments include a wide variety of stakeholders within community. Building networks and community assets is a key goal of leadership. To that end, learners collaborate with the community to address issues by applying evidence-informed theory and health and human service practice. In addition, learners develop, implement, and evaluate community based initiatives.

HMSV3405 - Implementing TRC (2015) Calls to Action in Health and Human Services (3 credits)

In the spirit of reconciliation, learners develop an understanding of truth through traditional ways of knowing such as deep listening, sharing circles, witnessing, storytelling, metaphorical representation, performance and dance, language and culture, and authenticated traditional knowledge. Learners examine pre-colonial and traditional learning systems and the impact and legacy of residential schools on these ways of knowing. As future leaders in health and human services, learners focus on the TRC (2015) and the recommended calls to action that apply to health and human services and investigate organizational and systems changes that can lead to decolonization and reconciliation.

HMSV3501 - Case Management (3 credits)

Case managers advocate, design, and support high quality client care within the health and human services sectors. Case managers collaborate with other professionals, individuals, their families and communities in the planning of care. This course examines the different professional perspectives and responsibilities for the integration, coordination, and collaboration of services.

HMSV3502 - Issues in Health and Human Services (3 credits)

Managers in health and human service settings face critical issues impacting practice and leadership. Learners identify and research current issues and trends within the health and human service sectors. Learners critically evaluate and professionally communicate approaches toward the resolution of issues through the use of a variety of theoretical perspectives as well as ethical and legal considerations.

HMSV3503 - Research Methodologies (3 credits)

This course provides health and human service managers with an understanding of the relationship between research and their specific field as well as how research may inform their professional practice. In this course, learners identify the key components of the research process, consider qualitative and quantitative research methods, and explore ethical considerations for health and human service research. Learners critically evaluate relevant research to determine its applicability and how it may be utilized in their work.

HMSV3504 - Pedagogical Leadership in Early Childhood Education (3 credits)

This course focuses on the field of early childhood education and development, where pedagogy evolves through research informing the delivery of curriculum. Learners explore current and emerging practices regarding leading, supporting, and mentoring educator teams through the introduction of new methods, learning resources, and materials.

HMSV3505 - Teaching the Health and Human Service Professional (3 credits)

Professionals in the health and human services sectors frequently need to train and educate clients, staff, and colleagues. This course outlines the principles and theoretical frameworks of adult learning and draws on practical techniques for facilitating learning. Learners critically appraise theories and apply knowledge based activities and skills to develop teaching and learning strategies across varied contexts with diverse learners.

Please check bowvalleycollege.ca for the most up-to-date course information.

HMSV3506 - Managing and the Canadian Health System (3 credits)

This course explores the role of a health and human services manager when working alongside or within the structure of the Canadian health system. The roles and responsibilities of the different levels of government, including the importance of legislation such as the Canada Health Act, regulations, and guidelines are discussed. Through an analysis of contemporary issues the strengths, limitations, and potential gaps in services in the Canadian universal health system are explored.

HMSV3507 - Trauma-Informed Organizations (3 credits)

Trauma impacts organizations: it is essential that leaders and managers in health and human services understand how organizational practices and policies must address trauma to support the needs of clients, staff, and other stakeholders. Using evidence-based research, this course examines the development and integration of trauma-informed practice into the daily operations and systems within health and human service organizations. Learners evaluate how managers and leaders utilize trauma-informed perspectives to achieve an organizational culture that works to prevent and respond to trauma.

HMSV3998 - Leadership for International Service Learning (3 credits)

Leaders who facilitate International service learning experiences require competencies in cultural intelligence, global thinking, and community building. In this course, learners develop skills in transformational and ethical leadership to balance the needs of service learning participants while prioritizing and assessing the needs of the community.

HMSV9999 - International Service Learning Experience for Leaders (0 credits)

Building on the skills learned in HMSV3998 learners participate in and lead an international service learning experience. The practical experience brings greater depth of understanding, and offers opportunity to build compassion and make meaningful contributions by applying skills and knowledge in international host sites.

Prerequisite: HMSV3998

HRES1101 - Organizational Behaviour (3 credits)

The central theme of the course focuses on the relationship between thinking, human behaviour, and organizational effectiveness. Opportunity is provided for learners to experience incidental learning as they evaluate their own behaviour. Learners explore how concepts and ideas pertaining to human behaviour can transform self, relationships, and the workplace.

HRES2101 - Change Management (3 credits)

This course identifies the role of human resource professionals within the context of change management theories. Learners analyze and apply change management theories and strategies to different business scenarios.

Focus is directed toward the change process which includes initiation, through to maintaining the change. Trends within change management are identified and discussed.

HRES2201 - Introduction to Human Resources (3 credits)

The focus of this course is on the importance of aligning human resources practices with organizational strategies and employment acts. Learners identify and discuss trends in workplace health and safety. Additionally, the role that the human resources functional processes, practices and programs have in creating an engaged workforce is developed and reflected on.

HRES2202 - Recruitment & Selection (3 credits)

This course examines how to create and sustain an effective recruitment and selection program. The framework focusses on the alignment of the organizational strategy with the recruitment and selection processes. Learners formulate plans based on a workforce plan and apply the five steps to various business scenarios. Learners assess evaluation techniques and performance management as methods of employee retention. Trend analysis includes changes to recruitment and selection with social media.

Prerequisite: HRES2201

HRES2203 - Compensation & Benefits (3 credits)

This course focusses on the total rewards package that includes compensation, benefits, and monetary or non- monetary rewards. The importance of aligning the organizational strategy with the total rewards package forms the foundation for this human resource functional area. Alberta legislative acts are researched. Practical experience with the process of job evaluation and connecting performance standards to the compensation plan are explained. Trends in compensation are researched.

Prerequisite: HRES2201

HRES2301 - Employment Law (3 credits)

This course examines the legal rights, responsibilities and obligations of employers and employees within the workplace. A framework of employment law is reviewed throughout the recruiting, hiring, performance managing, promoting and the terminating of employees. Laws pertaining to Human Rights, Employment Standards, Workers' Compensation, Equity in the Workplace and Privacy are researched, as human resource professionals must learn to assess risks and to evaluate options that reduce potential liability. Trends are analyzed about social media in the workplace.

HRES2302 - Labour Relations (3 credits)

Labour Relations examines the history of industrial relations and unions within Canada and, specifically, analyzes union-management roles and relationships within the Alberta workplace. Learners explore the role of human resources within a union environment and the relationship with key stakeholders such as unions, employees, employers, and governments. The collective bargaining process, which includes the negotiation of articles within a collective agreement, is reviewed. An exploration of trend analysis will include changes in workplace demographics, work arrangements, and globalization.

Prerequisite: HRES2201

HRES2303 - Occupational Health & Safety (3 credits)

This course examines legislative acts, builds engagement within the workforce on importance of health and safety as well as identifies hazards that exist in the workplace.

Creation and evaluation of training programs are presented to increase the importance of health and safety in the workplace. Wellness, disability management and return to work program are reviewed. Focus is on the trends that are emerging in the workplace, which include bullying.

HRES2401 - Employee Learning and Development (3 credits)

This course provides opportunity for an applied, practical approach to designing training programs that support employee learning and development. Learners explore adult learning principles, components of program planning, and facilitation strategies that foster adult learning in workplace contexts. 3.00

HUCL1101 - Role Concepts in Health Care (3 credits)

Learners examine interdisciplinary roles and responsibilities needed to be successful in an administrative support role within healthcare. Through an exploration of wellness, time management, communication, and diversity, learners apply strategies to enhance personal attributes and interpersonal relationships in the workplace.

HUCL1201 - Introduction to Health Care Fundamentals (3 credits)

Learners explore common fundamental topics within various healthcare settings with a focus on organizational structure, team member roles, safety, policies, and procedures. This course examines the importance and impact of legislation, regulations, and ethics required for success and employment in healthcare administration.

HUCL1301 - Fundamentals of Medical Orders (3 credits)

Learners explore hospital records and the processing of a variety of medical orders related to patient assessments, treatments and outcomes. Focus is on the vital role Hospital Unit Clerks play in preparing requisitions for tests and treatments, transcribing, and processing orders to complete the administrative cycles of client admissions, transfers and discharges.

Prerequisites: HUCL1201 and HUCL1401

HUCL1401 - Medical Terminology I (3 credits)

Medical Terminology I introduces learners to industry accepted language and conventions in health care. This course provides learners an opportunity to interpret and apply commonly used medical terms, symbols, and abbreviations

HUCL1402 - Medical Terminology II (3 credits)

This course continues the instruction in the language of medical terminology and builds on the previously learned subject matter in HUCL 1401. Medical Terminology II integrates word components into exploring body systems, pathological conditions, lab and diagnostic procedures, and medication/drug classifications.

Prerequisite: HUCL1401

HUCL1501 - Hospital Information Systems (3 credits)

This course introduces the learner to the skills a Hospital Unit Clerk needs to electronically manage information in the hospital setting. Practice is provided with the use of computerized Patient Care Information System, like those in use by Alberta Health Services.

Prerequisites: HUCL1201 and HUCL1401

HUCL1601 - Unit Coordinating Skills (3 credits)

Applying previously learned theory and practice, learners assume the role of a Hospital Unit Clerk to integrate the fundamental administrative skills required for the daily complex operations of a hospital unit. Learners explore health delivery and organization and the appropriate use of communication devices. Interpersonal skills, proactive team and personal strategies to manage the volume and dynamics of hospital administration are also examined.

Prerequisites: HUCL1201

IDEC1101 - Colour and Light in Decorating (3 credits)

This course examines the principles of colour theory and its relationship with interior space, light, and materials. Learners apply this knowledge in their consultation with a client, to create and present a lighting plan that addresses spacial requirements and client need.

IDEC1102 - History of Decorating Styles (3 credits)

Learners explore the characteristics of major historical decorating styles including atmosphere, colour scheme, lighting, background coverings, furniture, window coverings, and accessories. Learners develop a practical understanding of furniture construction techniques and differences in quality of materials and workmanship. Learners apply their knowledge of historical decorating to address client requirements.

IDEC1103 - Principles & Elements of Design (3 credits)

This course focuses on the role of the interior decorator as a member of a project team including interior designers and allied professionals. Learners apply the principles and elements of design in the creation of client profiles and decorating solutions addressing the requirements of an interior space and client need.

IDEC1104 - Space Planning and Drafting (3 credits)

This course focuses on the planning and creation of furnishing arrangements. Learners apply the principles and elements of design as they analyze, plan, and present decorating solutions. During the process, learners address technical concerns such as blue prints and architectural drawings as well as ergonomics and building code.

IDEC1105 - Window Coverings (3 credits)

In this course, learners focus on the process of creating a window covering solution. The process includes evaluation of window types and styles, soft and hard coverings, as well as the tools and documents used in the preparation of quotations and presentations. Course activity includes techniques for creating and delivering a professional decorating solution as a member of a project team.

Prerequisite: IDEC1106

Please check bowvalleycollege.ca for the most up-to-date course information.

IDEC1106 - Textiles & Furniture (3 credits)

In this course, learners apply foundational knowledge of historical and contemporary textiles and furniture. Learners create solutions to address client need, spatial requirements, and financial restraints such as budget and availability while considering construction methods, finishes, and design.

Prerequisite: IDEC1103

IDEC1201 - Drawing and Sketching (3 credits)

Interior decorators create visualizations of interior spaces to communicate ideas to clients and other stakeholders. In this course, learners develop sketching and drawing skills to create visual perspectives and render finishes for interior spaces.

IDEC1401 - Surfaces & Backgrounds (3 credits)

This course provides learners with foundational knowledge of how surfaces and backgrounds impact the creation and presentation of a decorating solution. Learners apply the elements and principles of design to a selection of walls, floors, countertops, ceilings, and fireplaces in decorating a space. Decoration solutions reflect considerations of sourcing, budget, specifications, and client need.

Prerequisite: IDEC1103

IDEC1999 - Interior Decorating Studio 1 (3 credits)

This experiential offering builds on previous courses and provides learners the opportunity to solve practical decorating issues using principles and elements of design and current interior decorating trends. Using various mediums, the latest technology, and inspiration from professionals in the field, learners explore the world of decorating with colour, lighting, furniture, finishes, and other essential elements to meet client needs and deliver decorating solutions.

Prerequisites: IDEC1101, IDEC1104, IDEC1201, IDEC1103
Co-requisites: COMM1101

IDEC2102 - Sustainable Interiors (3 credits)

This course addresses the use of sustainable materials, furniture, and finishes to decorate a residential space. Learners apply the principles of sustainability and evaluate the implications of the carbon footprint in a project. Projects combine considerations like Leadership in Energy and Environmental Design (LEED) and Canadian Green Building Console. These standards influence the carbon footprint, livability, and budget of the decorating solution.

Prerequisites: IDEC2997 and IDEC1105

IDEC2201 - Presentations and Illustrations (3 credits)

Communication with clients is essential for the professional interior decorator. Communication rests upon the basic skills of drawing, sketching, rendering, and model making. Skills acquired in the prerequisite course are honed and new visual communication techniques are practiced. Learners compile ongoing project work in the construction of a professional portfolio.

Prerequisite: IDEC1201

IDEC2501 - The Business of Interior Decorating (3 credits)

Business skills are essential for the interior decorator working either as an employee or as an independent entrepreneur. This course examines the essential components of a successful decorating business including business plans and cost analysis. In addition, the course addresses the professional conduct guiding business interactions of the interior decorator.

IDEC2701 - Staging & Redesign (3 credits)

In addition to creating design solutions for residential renovations, a key activity in the decorating industry is the preparation of residential properties for sale. This course focuses on the role of the decorator as part of an interprofessional team preparing a property for the market. Emphasis falls on the aesthetic principles of presentation considering matching furniture and accessories with spatial attributes like colour and light and analysing costs of repair, redesign, and staging.

Prerequisite: IDEC2997

IDEC2997 - Interior Decorating Studio 2 (3 credits)

Building on Studio 1 and the first year courses in the Interior Decorating Program, this course provides learners with authentic opportunities to solve decorating issues using furniture, finishes, and equipment. Using various mediums and research skills, learners explore and apply the design thinking process in the creation of professional decorating solutions.

Prerequisites: IDEC1999, IDEC1102, IDEC1106, IDEC1401, CADD1101

IDEC2998 - Interior Decorating Studio 3 (3 credits)

This course builds on Studio 1, Studio 2, and previous learner experience in the Interior Decorating Program. Learners establish a decorating project, determine client wants and needs, design a decorating solution, and present the solution to project stakeholders. Learners analyze and evaluate current industry technologies and incorporate them into the preparation and the selling of decorating solutions.

Prerequisites: IDEC2997, IDEC2201, IDEC1105, CADD2101, ENTR1201

ISEC1101 - Introduction to Information Security (3 credits)

In this course, learners develop a security mission to meet an organization's requirements. Learners map the architecture of a network in anticipation of constructing security plans. Focus falls on the major components within a typical network as well as the tools and techniques fundamental to information security.

ISEC3101 - Cybersecurity Professional Practice (3 credits)

While the main focus of cybersecurity is the prevention of security breaches, these breaches can still happen. This course will equip learners with the principles of computer forensics, to detect, track and analyze digital evidence. Using real-world examples learners will cover topics of program execution, file opening, the security life cycle, and network usage using multiple open source forensic tools.

Please check bowvalleycollege.ca for the most up-to-date course information.

ISEC3201 - Introduction to Endpoint Security (3 credits)

In this course, learners focus on the alignment of security practices with organizational policy and business practices. Topics include security governance, continuity planning, security strategies, mitigation, and security training.

ISEC3202 - Vulnerability Management (3 credits)

Learners will be introduced to the most common and current vulnerabilities and how to defend against them for applications. Topics will include testing applications for vulnerabilities and testing applications for misconfigurations, cloud applications, and scanner and the interpretation of their output. Additionally, learners will use manual and automated tools for both clients and servers to map, discover, exploit and secure web applications.

ISEC3203 - Security Exploits and Network Defense (3 credits)

This course will provide learners with techniques to find, assess, and correct vulnerabilities in information systems using industry best practices. Upon completion of this course learners will be able to find cyber-attack vulnerabilities, and will understand the importance of protecting data from attack with penetration testing methodologies.

ISEC3204 - Advanced Endpoint Security (3 credits)

This course will give learners the understanding of the security architecture used in server operating systems, and for mobile devices. Topics will include tuning kernel and operating system parameters, deactivating components, mobile operating systems and tightening remaining components.

ISEC3301 – Cryptography (3 credits)

In this course, learners use the tools and techniques of cryptography. Focus is on encryption types, digital signatures, data integrity, authentication, protocols, and key management.

JUST1101 - Introduction to the Criminal Justice System (3 credits)

A study of Canada's Criminal Justice System in the sequence as seen by an offender who traverses it. The structure and jurisdictions of the three levels of government involved are examined, together with the development, role and functions of the police and other agencies, the courts, sentencing philosophies, correctional institutions, community corrections, and diversion. Also considered are discretion, limitations of authority, and the decision points throughout the system.

JUST1102 - Diversity and Criminal Justice in Canada (3 credits)

This course examines multiculturalism and its relationship to the criminal justice system in Canada. Among the issues discussed are the recognition, acceptance, and affirmation of ethnic, racial, and religious diversity within the framework of Canada's policy of multiculturalism. Particular emphasis is placed on Aboriginal history and traditions. Special attention is focused on the application of these issues to policing, corrections, and other aspects of the criminal justice system. Learners will have the opportunity to develop the sensitivities and skills which will assist them in understanding and working with different cultures, and to be responsive to the needs and expectations of culturally diverse communities.

JUST1103 - Foundations of Ethics and Justice (3 credits)

Course description under development.

JUST1301 - Professional Report Writing and Presentations (3 credits)

This course focuses on report writing and memorandum writing. Learners will study business writing in the format of email writing and letter writing. Resume writing and job application writing will be examined in depth. Learners will also focus on narrative report writing, occurrence report writing, and notebook writing. Learners will examine how to create and facilitate a workshop. The structure of speech, the sentence, word usage, spelling, punctuation and grammar will be explored in detail.

Prerequisites: ENGL1101 or ENGL1201

JUST1302 - Effective Presentation and Speech (3 credits)

This course has been designed to teach the learner to prepare and present formal presentations to an organized class within the classroom environment.

JUST1401 - Health, Wellness, and Fitness (3 credits)

This course is designed to teach learners the benefits of fitness while improving their level of fitness. It serves as preparation for subsequent physical education courses or for physically demanding professions. This course includes a variety of fitness training activities, sports, and wellness topics. Learners will be required to develop their own personalized fitness program. Team building in an enjoyable exercise climate will be emphasized.

JUST1601 - Criminology (3 credits)

This course is an introduction to the major theoretical concepts, both historical and in the modern day, which provide explanations of crime, criminals, and criminality. The relationships with other sciences, and also between theory and practice, are included. Scientific foundations for a modern criminal policy will be discussed.

JUST2101 - Introduction to Corrections (3 credits)

This course examines correctional systems in Canadian society. The history of corrections, the role of corrections in contemporary society, and the interrelationships between the various components (including community-based corrections, correctional centres, and parole) will be covered. Correctional treatment and after care will be reviewed.

Prerequisites: JUST1101

JUST2102 - Intervention Strategies with Youth (3 credits)

This course will provide learners with specific skill sets for working with youth. The learner will examine assessment, intervention, and evaluation processes. Cognitive-behavioural intervention will be explored to understand how shifting thought patterns can change behaviour and emotions. Learners will explore how to emphasize the strengths of their youth clients and to reinforce pro-social behaviour. These skill sets will then be explored in the contexts of residential facilities, day treatment, corrections, and therapeutic care.

Please check bowvalleycollege.ca for the most up-to-date course information.

JUST2103 - Introduction to Law Enforcement (3 credits)

This course will provide a broad overview to the learner of the history and development of modern policing. Police work in a democratic society, police structure of governance, and the current trends in Canadian law enforcement will be examined. Legal powers of the police and various models of policing will be analyzed.

Prerequisites: JUST1101

JUST2104 - Introduction to Forensic Science (3 credits)

This course explores the history of forensic science, and the role forensic science plays in contemporary investigations in the Canadian criminal justice system. Learners focus on crime scene management and processing, using a variety of forensic techniques for many different types of evidence.

JUST2201 - Correctional Law (3 credits)

This course covers general aspects of Canadian law as it applies to the field of corrections, as well as Acts and Regulations specific to corrections. Expectations of correctional staff in light of the Charter of Rights and Criminal Code are reviewed, together with the application of common case law to corrections. Specific legislation covered in the course includes the Corrections and Conditional Release Act, the Prison and Reformatories Act, Provincial corrections act, FOIP, and Victimrelated legislation. Current legal issues in corrections will be explored.

JUST2202 - Criminal Law in Canada (3 credits)

This course involves a brief look at the evolution of criminal law and the history and structure of the Criminal Code. An examination of basic constitutional law, including the Canadian Charter of Rights and Freedoms, provides the learner with an understanding of some limitations in criminal procedures. Emphasis is placed on gaining a great deal of familiarity with the Criminal Code as stature law, including interpretation, understanding, and applicability of much of the criminal procedural requirements contained therein.

JUST2203 - Youth and the Law (3 credits)

This course covers the definition and control of crime by young people through an investigation of the evolution of law applied to youth in Canada. The emphasis is on a detailed analysis of the Youth Criminal Justice Act. This will include the exploration of the roles of the police, courts, correctional agencies, and community in dealing with youth crime. An overview of current and historical explanations and theories of youth crime is included.

Prerequisites: none

JUST2204 - Law Enforcement Legislation and Case Law (3 credits)

This course will examine the case law and the legislation that governs policing. The Criminal Code and the Canadian Charter of Rights and Freedoms will be examined as they relate specifically to policing. The development of case law related to Charter rights of suspects and offenders will be analyzed. The learner will explore the rights, responsibilities and limits of policing under Canadian law.

JUST2205 - The History of the Canadian Justice System and Indigenous Peoples (3 credits)

The focus in this course is on the Canadian legal system and its relationship to current Aboriginal populations. This course examines the intergenerational effects of the residential schools and how colonization impacts Aboriginal peoples today. Learners will also analyze the intention behind governmental treaties as well as the effect of legislation like Bill C31 (Indian Act) and the effects of national publications like the Royal Commission Report on Aboriginal Peoples or the recommendations of the Truth and Reconciliation Commission of Canada.

JUST2301 - Media and Justice (3 credits)

This course examines various types of media and media coverage of justice topics. Learners explore the correlation between media coverage, public opinion, and the justice system. This course focuses on traditional and new media, including the effect of social media on justice issues, and individual use of various social media platforms. Ethical considerations and freedoms in the media are discussed in detail.

JUST2302 - Crisis Intervention and Communication in Corrections (3 credits)

This course examines the theoretical foundations of crisis and crisis intervention. Using case studies, learners apply and evaluate crisis models used in various stressful situations that have the potential to become a state of crisis. The course focuses on advocacy and support for people in crisis through the use of communication and intervention strategies.

JUST2303 - Indigenous Intervention Techniques, Networks and Resources (3 credits)

This course prepares learners to adapt to unique cultural sensitivities regarding the teachings of Elders, sacred objects, and traditions. Learners will apply the principles of intercultural competence and ceremony to work through judicial challenges. In addition, the course explores community networks and potential resources available to the Aboriginal Justice worker in addressing issues such as conflict resolution. During the course, learners will visit various First Nations reserves to investigate alternate dispute resolution strategies and assess the impact cultural values on the graduate workplace

JUST2304 - Crisis Management for Law Enforcement (3 credits)

Course description under development.

JUST2401 - Mental Health and Wellness (3 credits)

Building on the analysis of personal fitness, this course emphasizes issues of health and wellness. Leaners will undertake an evaluation of personal life choices including nutrition, activity, and attitude. Considerations of personal health and wellness are included in the design of future learning in support of life/work balance.

JUST2501 - Correctional Methods (3 credits)

The course will provide detailed review of the role of a correctional officer within a correctional centre environment. Security procedures, offender management skills and issues confronting corrections officers will be studied and, where appropriate, practical application will be provided.

Please check bowvalleycollege.ca for the most up-to-date course information.

JUST2502 - Role of the Youth Justice Worker (3 credits)

This course will provide learners with an overview of the Youth Criminal Justice Act and other relevant legal sources, as well as providing a study of ethics. The issues of ethics, honesty, truth, freedom, harm, equality, and justice will be explored as theoretical concepts and through case studies. These ethical issues will be further explored in relation to human rights legislation and codes of conduct and ethics, including the Canadian Charter of Rights and Freedoms, UN Declaration of Human Rights, and the International Association of Chiefs of Police Law Enforcement Code of Conduct. Learners will examine work related stressors and how to effectively manage such stressors. Learners will also explore decision making skills and discretion as a justice worker.

JUST2503 - Canadian Criminal Procedure (3 credits)

This course will examine criminal procedure issues that relate to policing. The learner will examine how the criminal justice system is related to the career of a law enforcement officer. Search and seizure, charging, arrest, detention, interrogation, and warrants will be examined. The learner will analyze pre-trial procedures and trial processes as they relate to policing.

JUST2504 - Law Enforcement Ethics (3 credits)

This course examines the decisions law enforcement officers are required to make every day and the necessity that those decisions need to be made equitably. History and theory are studied to give the learner a knowledge foundation of ethics in law enforcement. In addition, the course explores how ethical decision making fits within daily routine police work. The topics of discretionary power, abuse of authority, and the consequences of unethical decision making will also be discussed and analyzed.

JUST2601 - Drug Awareness and Consequences (3 credits)

This course will provide learners the opportunity to examine how drugs influence behaviours and actions, and the current trends of drug use in society. This course will also provide learners with an awareness of drugs and the signs of drug use.

JUST2602 - Indigenous and Visible Minority Issues within the Criminal Justice System (3 credits)

Aboriginal people experience disproportionately increased rates of victimization and criminal activity. This course will examine culturally sensitive approaches to unique Aboriginal needs often requiring alternative dispositions. Learners will understand pertinent Aboriginal values within the criminal justice system. Additionally, learners will study the relevance of diversion, community justice committees, healing lodges, and sentencing circles.

JUST2603 - Special Needs Offenders (3 credits)

This course begins with a brief review of offender classification. The focus is on the identification of offender groups and the development of appropriate responses within the correctional contexts. Among groups studied are: gang members, females, visible minorities, and violent offenders.

JUST2604 - Correctional Casework (3 credits)

This course will provide a detailed review of the role casework plays in dealing effectively with individuals who require legal intervention due to criminal behavior. A thorough understanding of the purpose of casework, the specific procedures involved along with the practical application through case studies will be provided.

JUST2605 - Intervention Strategies with Youth II (3 credits)

This course will provide learners with specific skill sets for working with youth. The learner will examine assessment, intervention, and evaluation processes. Cognitive-behavioural intervention will be explored to understand how shifting thought patterns can change behaviour and emotions. Learners will explore how to emphasize the strengths of their youth clients and to reinforce pro-social behaviour.

Prerequisites: JUST2102

JUST2606 - Criminal Evidence (3 credits)

This course will examine criminal evidence issues that relate to policing. Principles and problems that relate to evidence in criminal proceedings will be examined. The learner will analyze Canadian Charter of Rights and Freedoms issues in relation to the collection, preservation and use of evidence. The learner will look at evidence issues of authentication, witnesses, and questioning.

Prerequisites: JUST1101

JUST2607 - Interviewing and Investigations (3 credits)

This course will provide the learner with an overview of criminal investigations. The learner will become familiar with the structure of criminal investigations and the basic investigative responsibilities. Specific topics of violent crime scene investigations and property crime investigations will be analyzed. Criminal investigation technologies and developments will be examined.

JUST2608 - Traditional Indigenous Justice (3 credits)

This course explores the fundamental principles that inform traditional native North American justice systems and how those principles compare to values underpinning the traditional Canadian justice system. As the similarities and differences between the two systems are established, focus shifts to the evolution of both the Aboriginal and Canadian systems. With the backdrop of system evolution, learners will consider the diverse challenges faced by Aboriginal Justice workers in the application of traditional processes within Aboriginal Justice.

JUST2609 - Current Indigenous Justice Issues Through Arts (3 credits)

This course will delve into the trends and issues facing learners as they transition from learner roles to the graduate roles. A strong emphasis will be placed on professional roles and responsibilities in general, and in particular, preparing graduates for lifelong learning in the Aboriginal Justice environment. Learners will gain knowledge of leadership skills, change, and conflict management that will apply to their potential future workplace. Legal, ethical, and management concepts will be integrated into the course, with the expectation that learners apply these principles to prepare for and participate in the workforce.

Please check bowvalleycollege.ca for the most up-to-date course information.

JUST2610 - Community Corrections and Restorative Justice (3 credits)

Course description under development.

JUST2999 - Justice Studies Fieldwork Placement (3 credits)

This course is an applied learning experience in a justice career setting. During this experience learners apply prior course work, challenge their assumptions and problem solve in a real world context. Fieldwork placements vary in nature from law enforcement and corrections, to non-government and social justice opportunities, building foundational skills in preparation for the recruitment process.

Prerequisites: Completion of 30 credits of the Justice Studies program

LEGL1101 - Introduction to Canadian Law (3 credits)

This course provides an overview of Canadian civil and criminal law, its history, and structure. The civil law component provides the learner with foundational knowledge of the operation civil legal systems and the interests involved. The course explores Canadian criminal law through the examination of constitutional law, including the Canadian Charter of Rights and Freedoms as well as the substantive and procedural law contained in the Criminal Code. Learners then examine legal concepts and systems from the perspectives of corrections, youth justice, and Indigenous populations.

LEGL1201 - Introduction to the Legal Profession (3 credits)

This course provides a summary of the fundamental aspects of the Canadian legal system, and the role of legal assistants in that system. Principles of tort, contract, and employment law are also introduced.

LEGL1401 - Legal Document Processing I (3 credits)

This course is an introduction to Microsoft Word and document processing. Learners are introduced to basic and intermediate Microsoft Word skills which can be applied to a variety of documents. Focus is placed on correctly formatting legal business letters and proofreading.

LEGL1402 - Legal Document Processing II (3 credits)

Learners have the opportunity to expand their word processing skills by exploring advanced features in Microsoft Word. Focus is placed on producing, formatting, and editing multi-page legal documents with an emphasis on accuracy and adhering to legal standards.

Prerequisite: LEGL1401

LEGL1501 - Litigation I (3 credits)

This course is an introduction to civil litigation procedures in Alberta. The various steps of a litigation file are studied in chronological order from opening the file to trial completion. Topics covered include deadlines and limitations, information gathering, drafting of pleadings and other court documents, questioning and the preparation for and conduct of trial.

LEGL1502 - Litigation II (3 credits)

Building on the skills covered in Litigation I, learners explore the rules, procedures, and documents in more complex litigation matters processed in the Court of Queen's Bench. Learners review topics unique to personal injury matters and the procedures and documentation for the Provincial Court of Alberta and Court of Appeal.

Emphasis is placed on the conformity with the Alberta Rules of Court and the role of the legal assistant.

Prerequisite: LEGL1501

LEGL1602 - Real Estate Law I (3 credits)

This course is an introduction to real property law with emphasis on the procedures and documents involved in purchasing residential properties. Learners explore real estate law terms and principles in relation to land ownership, rights and obligations of buyers and sellers, and statutes affecting land.

Prerequisites: LEGL1401

LEGL1603 - Real Estate Law II (3 credits)

Building on the principles examined and the skills developed in Real Estate Law I, learners are introduced to the procedures and documents involved in a residential sale transaction. Learners explore a legal assistant's day-to-day role and responsibilities, and prepare correspondence and documents needed for a residential sale transaction. Secondary financing, bridge financing, and residential leasing are also introduced.

Pre-Requisite: LEGL1602

LEGL2101 - Corporate Law (3 credits)

Learners are introduced to the area of corporate law focusing on private business structures. Learners prepare documents and complete administrative duties with respect to sole proprietorships, partnerships, and corporations. This course also introduces procedures and terminology used in publicly traded corporations.

LEGL2102 - Commercial Law (3 credits)

This course explores the procedures for how businesses borrow money, manage their affairs, and buy or sell assets and shares. Learners review documents commonly used in commercial transactions including commercial leasing, commercial financing of real and personal property, and the sale and purchase of a business. The course also reviews procedures relating to partnerships and partnership agreements.This courses is only available online.

Prerequisites: LEGL1601 and LEGL2101

LEGL2103 - Family Law (3 credits)

This course introduces the theory and practice of family law. Learners explore statutes that govern family matters within the various levels of court and prepare documents for divorces, matrimonial property claims, spousal support, child support, and custody and access of children. Agencies associated with domestic disputes and enforcing court orders are also introduced.

Prerequisite: LEGL1501

LEGL2104 - Wills & Estates (3 credits)

This course examines estate planning and estate administration in Alberta. Learners prepare Wills, Personal Directives, Enduring Powers of Attorney, Applications for a Grant of Administration and Grant of Probate in accordance with Alberta legislation and common legal practice and procedure.

Prerequisite: LEGL1501

Please check bowvalleycollege.ca for the most up-to-date course information.

LEGL2105 - Criminal Law for Legal Assistants (3 credits)

This course is an introduction to criminal law, the structure of The Criminal Code of Canada, and basic constitutional law which includes the Canadian Charter of Rights and Freedoms. Emphasis is placed on gaining familiarity with the Criminal Code as statute law and applicable procedural requirements.

Prerequisite: LEGL1201

LEGL2402 - Legal Transcription (3 credits)

This course covers transcription of legal documents from audio files into a final product intended to be reviewed by a lawyer. Learners also have an opportunity to expand legal vocabulary and reinforce proofreading skills and techniques while transcribing authentic case files.

Prerequisites: ADMN1102 and LEGL1402

LEGL2601 - Credit & Collections (3 credits)

This course introduces the legal assistant's role in the theory and practice of debt collection. The focus of the course is on the tasks and documents required for secured and unsecured debt, foreclosure, and lease collection.

Prerequisite: LEGL1501

LEGL2701 - Law Office Procedures (3 credits)

This course presents the fundamentals of law office procedures and hierarchical organizational structure in the legal office environment. Learners become familiar with the daily routine and duties of a legal assistant including file management, law firm accounting, appointment scheduling, time management, reminder systems, office interactions and mail and courier routines.

Prerequisites: LEGL1201, LEGL1401

LEGL2999 -Legal Assistant Capstone (3 credits)

The role of the legal assistant is actualized in this course through the learner's practical application of many previously-learned essential skills including decision making, initiative, time management, problem solving, critical thinking and document analysis. Learners are presented with realistic office scenarios to effectively practice and improve these skills.

Prerequisites: LEGL1601, LEGL2101, LEGL2103, LEGL2104, (ADMN1701 or MGMT1201)
Pre- or Co-requisite: LEGL2402

MATH1901 - Math for the Computer Industry (3 credits)

This course provides learners with the practical knowledge and skills in the use of mathematics in relation to computers. Alternate number bases, set theory, logic, and Boolean algebra are the foundation of this course. In addition, learners use basic statistical concepts to understand challenges in information technology.

MATH1902 - Introductory Calculus (3 credits)

This course examines the fundamental concepts of differential and integral calculus, and how to apply these concepts to solve practical problems. Learners develop a strong theoretical foundation on real functions of one real variable, solve problems involving two variables such as related rates, maximization and minimization of functions, and perform the analysis of the validity and veracity of certain mathematical models. Learners also apply the fundamentals of calculus to the solution of applied problems in business and economics and other disciplines in the natural and social sciences.

In order to register for this course, learners are required to have successfully completed Math 30-1 or equivalent.

MATH3901 - Mathematics for Software Development (3 credits)

This course provides learners with practical mathematical knowledge and skills in relation to computers. Core concepts of linear algebra to solve a system of equations, vector spaces, matrix algebra are the foundation of this course. In addition, learners use basic probability and statistical concepts to explore challenges in information technology.

MATH4901 - Mathematics for Data Analytics (3 credits)

This course is specifically focused towards supporting the mathematical principles required to apply the concepts of data analysis and big data analytics. Learners work through a series of hands-on assignments covering topics such as probability, distributions, regression, topological analysis, and descriptive and inferential statistics.

MGMT1101 - Introduction to Management (3 credits)

With today's dynamic business climate and diverse workforce, there is increasing demand on managers to engage employees, think critically, and be adaptive. This course introduces learners to the multifaceted roles of managers within an organization through theory and practical application. While analyzing and critically reflecting on the functions of management, learners have the opportunity to connect key concepts with their own professional practice.

MGMT1102 - Corporate Social Responsibility (3 credits)

Corporate social responsibility (CSR) articulates an organization's purpose, values, and concerns for society. This course examines concepts and practical approaches successful companies use to integrate CSR strategies with the needs of business and how they evolve their strategies as business needs change.

MGMT1103 - Introduction to Project Teams and Technical Communications for Software Development (3 credits)

This course prepares learners to function as part of a member of an IT project team. Practical skills in effective communications and accurate technical communications are applied in real-world organization scenarios. Learners will also be introduced to roles within a project team as it relates to project management methodologies.

Please check bowvalleycollege.ca for the most up-to-date course information.

MGMT1104 - Introduction to Project Management for IT (3 credits)

This course introduces the fundamental principles necessary for successful management of Information Technology (IT) projects. Project planning, management and control techniques will be discussed and the application of computers in project management will be studied.

Prerequisite: MGMT1103

MGMT1106 - Introduction to Information Technology Business Analysis (3 credits)

Learners will engage with project scoping, planning, costing, and execution principles as it relates to information technology (IT) projects. Working in teams, learners will be exposed to multiple project management methodologies while applying their skills in real-world scenarios and case studies within the IT industry. Emphasis will be placed on the scoping needs and associated cost analysis for IT projects.

MGMT1201 - Business Communication (3 credits)

Confident business communication requires learners to explore the changing landscape of digital media, while developing writing skills and techniques to compose competent, professional communications. In this course, learners explore research tools to aid in effective oral presentations and strengthen interpersonal skills to be an effective communicator in the Canadian workplace.

MGMT1302 - Computer Applications (3 credits)

This course is aimed at providing a hands-on learning experience with a Windows operating system and computer applications (Microsoft Office 365, Office 2016: Word, Excel, Outlook, and PowerPoint) used in a business environment. Learners will develop skills and gain experience to create business documents, navigate, consolidate, and analyze data across multiple worksheets, manage professional communications, and create electronic presentations.

Anti-requisites: ADMN1104

MGMT1303 - Office Finances and Spreadsheets(3 credits)

Many businesses use spreadsheets to organize, analyze, and evaluate data. The role of the office administrator often involves creating and maintaining spreadsheets for use in business. This course offers a comprehensive introduction to Microsoft Excel and illustrates how to utilize Microsoft Excel to complete administrative functions. Learners are also introduced to the role of an administrative professional in maintaining office finances and how to use Microsoft Excel to perform these tasks.

MGMT1401 - Microeconomics (3 credits)

The allocation of scarce resources in the face of unlimited wants and needs is at the core of economics. This course introduces the fundamentals of microeconomics and creates the foundation for economic analysis and thinking. The course starts with the study of individual choice and opportunity cost, then proceeds to introduce supply and demand and the market adjustments leading to equilibrium, and addresses the use of market price and the sources of market failure. It transitions to consumer behaviour focusing on how consumers make decisions, while creating a framework to understand how firms optimize production under different market structures. The course concludes with the application of microeconomic theory to more advanced topics such as international trade, marginal analysis and the trade-off between equity and efficiency.

Learners are recommended to complete the Business Math Skills Self-Assessment (https://bowvalleycollege.ca/schools/chiu-school-of- business/ MSA) prior to taking this course.

MGMT1501 - Business Mathematics (3 credits)

This course will cover business uses of math and algebra with specific topics including: percentages; ratios, proportions and currency exchange; merchandise mathematics; break-even and cost-volume-profit analysis; simple interest; compound interest including present and future value, annuities, loans and mortgages.

MGMT1601 - Business Law (3 credits)

A basic understanding of key elements of the law is an essential factor in successful business management. Learners apply legal fundamentals useful in today's fast- paced, rapidly changing business environment.

MGMT2101 - Service and Change Management (3 credits)

Learners will study the basic concepts, structures, and processes organizations use to successfully manage Information Technology and business. This course will review global best practices and look at how implementation of service and change management can contribute to quality customer service and support.

MGMT2102 - Project Management (3 credits)

Project management is an essential skill contributing to an organization's competitive advantage. This course incorporates the global standards from the Project Management Institute. The essential elements of project management include principles of project management, proposal stages, project scheduling, controlling, reporting, and the use of technologies to manage projects.

MGMT2103 - Project Teams and Technical Communications (3 credits)

This course will build upon the skills developed in MGMT1103 to further enhance the learner's technical communication skills in the business environment.

Prerequisite: MGMT1103

MGMT2301 - Microsoft Excel (3 credits)

This course provides hands-on learning with Microsoft Excel and its applications in today's business environment. Learners develop skills to navigate, consolidate, and analyze data across multiple worksheets. Learners also create macros for efficient analysis, manage complex nested formulas for scenario planning, and design effective corporate dashboards.

MGMT2302 - Computerized Accounting for Management (3 credits)

Many businesses use computerized accounting systems to provide accurate and timely financial data needed for effective decision-making. This course uses a practical approach to introduce learners to the features, functions, and capabilities of an integrated accounting software package. Learners use the software and their accounting knowledge to create and maintain accounting records for all activities in the accounting cycle. Sage 50 Accounting software is used, and the knowledge gained can be applied to other computerized accounting systems.

Prerequisite: ACCT1101 or ACCT1103

Please check bowvalleycollege.ca for the most up-to-date course information.

MGMT2303 - Management Information Systems (3 credits)

This course focuses on management information systems (MIS) and the roles, impacts, and risks of information technology infrastructure. Learners have the opportunity to understand how MIS is applied to address organizational challenges. The course explores how organizations use interconnected technology and systems to enable decision-making and achieve goals. Learners also analyze the effect of technology innovation on strategic planning.

Prerequisite: ACCT1103

MGMT2401 - Macroeconomics (3 credits)

Learners critically evaluate day-to-day economic subjects in a personal and business context. Throughout the course the economy is examined at the aggregate level with an emphasis on the determination and measurement of national income in the short and long run. The role of households, businesses, government, financial intermediaries and the international sector in influencing national income is examined. Learners analyze business cycles, money and banking, inflation, unemployment, exchange rates, and fiscal and monetary policies.

Prerequisite: MGMT1401 Microeconomics

MGMT2501 - Introduction to Statistics (3 credits)

This course explores introductory statistical data analysis and interpretation techniques used in business environments. Learners develop foundational knowledge on key topics including data collection and presentation and measures of descriptive statistics. Random variables, probability and probability distributions, point and interval estimation, hypothesis testing, correlation, and regression analysis are also covered.

MGMT2502 - Intermediate Statistics (3 credits)

This course builds upon MGMT2501 Introduction to Statistics. Learners focus on the business applications of statistics and perform statistical data analysis techniques to make decisions and conclusions. Key concepts include two-sample confidence intervals and hypothesis testing, categorical data analysis, linear and multilinear regression, and quality control. Analysis of variance, design of experiment, chi-squared tests, time series analysis, and non-parametric tests are also examined.

MGMT2801 - International Business (3 credits)

The impacts that differences in culture, politics, law, ethics, and economics have on business decisions are closely examined. Learners consider decisions in international expansion strategies and entry modes. Application of theory is focused on operations in human resource management, supply chain, marketing, and communications, all within the context of globalization and the global money system.

Prerequisite: MGMT2401

MGMT2802 - International Business and Culture (3 credits)

Learners will explore strategies for assessing international business opportunities and current market trends while practicing intercultural communication. Collaboration takes place with an international host (based on Bow Valley College International Guidelines), so learners apply principles of cultural sensitivity, widen their perspective, and envisage possibilities for international business.

MGMT2901 - Introduction to Entrepreneurship (3 credits)

This course explores both the creation of an entrepreneurial venture as well as the development of an innovative, entrepreneurial and team approach to business. Learners are challenged to develop an entrepreneurial mindset through engagement in a process that includes identifying entrepreneurial opportunities, testing business model attribute hypotheses, and presenting an entrepreneurial opportunity. Working through this process builds awareness of the experiences an entrepreneur will have in practice.

MGMT2998 - Business Strategy (3 credits)

This course covers the fundamentals of business strategy theory and application of the frameworks. Learners integrate the knowledge gained in previous business courses and demonstrate how the various pieces of the business puzzle fit together. Learners explore why the different parts of an organization need to be managed in strategic harmony to meet its goals within its competitive environment. A pragmatic approach to developing a strategic analysis skill set is followed. Learners work in multi-disciplinary teams from across the business majors to focus on building long-term strategies for organizations.

Prerequisites: MGMT1101, MKTG1101 and either ACCT1101 or ACCT1103

MGMT3102 - Contingency Planning and Disaster Recovery (3 credits)

In this course, learners use the tools and techniques needed to safeguard organizations from threats to business activities such as network attacks, natural disasters, or unplanned disruptions to essential services. Focus is on business recovery planning as well as disaster recovery planning and how these impact cybersecurity.

MGMT3601 - Security Frameworks & Risk Management (3 credits)

In this course, learners focus on the alignment of security practices with organizational policy and business practices. Topics include security governance, continuity planning, security strategies, mitigation, and security training.

MKTG1101 - Introduction to Marketing (3 credits)

Learners are introduced to concepts aimed at providing a solid foundation of marketing principles and the role marketing plays in business. Emphasizing a holistic approach, learners have the opportunity to analyze and apply the marketing mix. Key concepts include product, price, placement, and promotion (4Ps), the Integrated Marketing Communications Mix (IMC), market research, and consumer behaviour.

Please check bowvalleycollege.ca for the most up-to-date course information.

MKTG1301 - Branding: Telling the Story (3 credits)

This course introduces learners to the process of branding development and execution. The course emphasis is on strategy, corporate image, development of a brand identity, and applying the principles of storytelling to evolve a brand throughout a campaign.

MKTG2101 - Consumer Behaviour (3 credits)

This course is an advanced marketing course designed to provide learners with in-depth knowledge of the fundamentals of consumer behavior, with emphasis on the consumer in the marketplace, consumers as individuals, consumers as decision makers, and consumers as influenced by culture and subculture. An examination of consumer behavior theories and research will be a key component of this course. Emphasis will be placed on understanding the application of consumer behavior concepts in a competitive, dynamic, and global business environment.

Prerequisite: MKTG1101

MKTG2203 - Selling and the Customer Experience (3 credits)

This course explores the sales process from business concept to post sales follow-up with an emphasis on trust-based relationship selling and developing a loyal customer base. Learners are provided an opportunity to develop key skills to execute on the entire sales cycle.

Prerequisites: MKTG1101, MGMT1201

MKTG2301 - Digital Marketing Communications (3 credits)

In this course, learners apply the art and science of communicating in both online and offline environments as part of a marketing strategy. Learners design creative, targeted materials working with a variety of digital tools and platforms as well as evaluating the relationship between language, product, and audience. In keeping with professional practice, project materials are formally presented as they would be in the digital marketing workplace.

MKTG2302 - Advertising (3 credits)

This course focuses on advertising through the broader topic of marketing communications. In the context of strategic planning, learners have the opportunity to explore the advertising process. Content focuses on creating, communicating, and delivering a targeted message in all forms of media.

Prerequisite: MKTG1101

MKTG2303 - Integrated Marketing Communications (3 credits)

Shifting media consumption trends, global access to digital networks, and rapid adoption of mobile communications have resulted in a rising demand for communicators who can craft cohesive and compelling brand messaging that can engage consumers while building brand equity.

Learners are exposed to these evolving marketing and communications trends and examine why integrated and ethical communication are critical between an organization and its stakeholders. Integrated marketing communications materials are also evaluated.

Prerequisite: MKTG1101

MKTG2401 - Technical and Copywriting (3 credits)

In this course, learners demonstrate persuasive and explanatory writing skills in relation to design projects. Through hands on practice, learners write for various media, platforms and audience types.

MKTG3999 - Digital Marketing Capstone (3 credits)

This course brings together integrated digital marketing and the business world where graduates ply their skills. Success in this course and the graduate workplace depends upon the professional presentation of marketing plans, personal portfolios, and product team portfolios. Learners work in real-world business contexts and focus on strategy, promotion, and entrepreneurial endeavour.

Prerequisites: DATA3301, DATA3302*, DESN2301, DESN3204, DESN3206, MKTG2301 (*may be taken as a pre- or co-requisite)

MKTG9998 - Digital Marketing Employment Search Preparation (0 credits)

This course gives learners the preparation needed when applying for work in the digital marketing field. Learners will learn the principles involved in personal promotion through resume, portfolio and interview skills. There will be the opportunity to connect with industry to give learners the ability to connect with those in the workforce.

MOAS1201 - Administrative Skills for the Medical Office (3 credits)

Learn and apply medical administrative skills, including appropriate telephone communications, health record filing and documentation, appointment scheduling, and inventory management.

Prerequisites: HUCL1201

MOAS1301 - Financial Management for the Medical Office (3 credits)

Learners explore fundamental principles and concepts of financial transactions applicable to the medical office setting. Focus is on business mathematics, banking transactions, payroll procedures, and financial service agreements to facilitate business decision making in the healthcare environment. The application of Alberta Health Care (AHC) coding and fee schedules and processing Workers' Compensation Board (WCB) claim procedures will be emphasized.

Prerequisite: HUCL1201

MOAS1401 - Clinical Skills for the Medical Office (3 credits)

This course provides instruction for a clinical assisting role in a medical office. Learn how vital signs are measured, how to prepare clients and equipment for assessments and procedures, and to complete both patient screening and simple diagnostic tests.

Prerequisites: HUCL1201 and HUCL1401

MOAS1501 - Electronic Medical Office Management (3 credits)

This course includes the application of basic medical office skills, medical records, financial transactions, and medical billing in the computerized medical office. Practice is provided by use of practice management software and Patient Care Information Systems.

Prerequisites: HUCL1201 and HUCL1401

Please check bowvalleycollege.ca for the most up-to-date course information.

NURS1101 - Nursing Arts (3 credits)

This course focuses on knowledge essential to understanding nursing as a profession. The history and roles of nurses will be examined along with a review of influential nursing theorists and conceptual frameworks. Learners will discuss the nursing process and how it relates to providing individualized, culturally competent, person-centered care. Ethical and legal issues will be examined with emphasis on critical thinking and reflective practice.

Co-requisite: ENGL1201

NURS1102 - Applied Pharmacology (3 credits)

The pharmacokinetics of medications, the rationale for their use and the expected results of therapy are discussed, along with the development of critical thinking skills to assess the need for, and patient response to medication. Practical nurse competencies, the scope of practice and legal responsibilities are also emphasized.

Pre-requisites: ANAT1101, COMM1101, ENGL1201, NURS1101, NURS1202, and NURS1301
Co-requisite: NURS1103

NURS1103 - Pathophysiology (3 credits)

The knowledge of anatomy and physiology is related to the causes, treatment, and usual courses of illness. Learners are provided with a body systems approach to common health care issues, focusing on physiological changes that occur with alterations in biological health.

Pre-requisites: ANAT1101, COMM1101, ENGL1201, NURS1101, NURS1202, and NURS1301
Co-requisite: NURS1102

NURS1201 - Adult Health Assessment (3 credits)

This course focuses on physical, psychosocial and cultural health assessment. Emphasis falls on differentiating normal from abnormal findings and the significance of the findings. A nursing lab component requires learners to demonstrate competence in physical health assessment.

Pre-requisites: ANAT1101, COMM1101, ENGL1201, NURS1101, NURS1202, and NURS1301

NURS1202 - Nursing Foundations 1 (3 credits)

This course provides a foundation for the principles underlying nursing actions and decision-making required to plan and provide safe, holistic person-centered care to individuals requiring assistance with basic needs. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

Co-requisite: ENGL1201

NURS1203 - Nursing Foundations 2 (6 credits)

Holistic interdisciplinary care is emphasized within the framework of professional nursing. Focus is on the principles underlying nursing actions and decision making required for planning and providing safe nursing care to patients using a body system approach. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

Pre-requisites: ANAT1101, COMM1101, ENGL1201, NURS1101, NURS1202, and NURS1301
Co-requisites: NURS1102 and NURS1103

NURS1301 - Mathematical Principles of Medication Administration (3 credits)

The ability to perform dosage calculations correctly is essential to safe nursing practice. This course provides an overview of mathematical concepts and operations foundational to medication administration. The course includes a review of basic mathematics followed by an examination of measurement systems; document use and medication orders; oral and parenteral medication calculations; and calculations regarding solutions and intravenous infusions. Proficiency in this course underpins safe nursing practice.

NURS1401 - Clinical 1: Foundational (4 credits)

Learners will implement research skills to provide safe, organized nursing care focusing on activities of daily living, medication administration and health assessments in a long term care setting. Working with a variety of health team members and communication with individual in care and staff will be stressed.

Pre-requisites: NURS1102, NURS1103, NURS1201, NURS1203, and NURS1504

NURS1504 - Care of the Older Adult (3 credits)

In this course, learners will gain knowledge and skills needed to provide high quality, relational care for the older adult. Learners will focus on meeting the complex physical, emotional, and cognitive needs for this diverse population by examining best practices in the field of elder care. Through a holistic and person centered approach, this course examines the experience of aging, common challenges in older adulthood, and nursing care interventions aimed at maintaining or restoring optimal health and functioning.

Pre-requisites: ANAT1101, COMM1101, ENGL1201, NURS1101, NURS1202, and NURS1301
Co-requisites: NURS1102, NURS1103, NURS1201, and NURS1203

NURS2204 - Nursing Foundations 3 (6 credits)

Holistic interdisciplinary nursing care and skills are emphasized within the framework of the nursing process. Focus is on the principles underlying nursing knowledge required to care for clients in the medical/surgical environment. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

Pre-requisites: NURS1102, NURS1103, NURS1201, NURS1203, and NURS1504

NURS2303 - Nursing Trends and Issues (3 credits)

In this course learners will consolidate personal and professional philosophy of nursing, exploring the role of the practical nurse in primary health care as patient advocate, educator, leader and manager. Trends and issues in provincial, Canadian, and global health will be discussed within the context of licensed practical nursing.

Pre-requisites: NURS2402, NURS2503, NURS2504, and SOCI1301

NURS2402 - Clinical 2: Medical/Surgical (8 credits)

Critical thinking and reflective practice are emphasized within the framework of the nursing process. Learners will provide holistic care and plan for a client with complex health care issues to transition back into the community. Learners will also develop skills and competencies in interdisciplinary and primary health care models.

Pre-requisites: NURS1401, NURS2204, NURS2501, NURS2502, and PSYC1201

Please check bowvalleycollege.ca for the most up-to-date course information.

NURS2403 - Clinical 3: Medical/Surgical (4 credits)

In this course, critical thinking and reflective practice will be emphasized as learners return to the acute care setting to provide holistic care and plan for transition back into the community for clients with complex health care needs. This experience will be used to consolidate knowledge and skills and move toward independent nursing practice.

Pre-requisites: NURS2402 and NURS2503

NURS2501 - Maternity Nursing (3 credits)

Family-centered introduction to the needs and nursing care of childbearing families. Community resources and client teaching needs are addressed. Learning will be focused on the care of the mother and infant during pregnancy, labour and delivery, and the postpartum period within the context of the family.

Pre-requisites: NURS1102, NURS1103, NURS1201, NURS1203, and NURS1504

NURS2502 - Pediatric Nursing (3 credits)

This course is a family-centered introduction to the needs and nursing care of child rearing families. Community resources and client teaching are addressed. Learners will be provided an introduction to common health issues of children and related nursing care using a body system approach.

NURS1102, NURS1103, NURS1201, NURS1203, and NURS1504
Co-requisite: PSYC1201

NURS2503 - Mental Health Nursing (3 credits)

Learners are provided an introduction to the assessment, treatments, and nursing interventions for patients with psychiatric and mental health issues. Basic mental health concepts, therapeutic relationships, and assessment strategies are applied within the context of the nursing process, and legal and ethical practices.

Pre-requisites: NURS1401

NURS2504 - Community Nursing (3 credits)

Learners explore nursing roles and activities in varied practice settings within the community. The frameworks of population health, levels of prevention, primary health care, and determinants of health are used to identify populations at risk and formulate community health promotion strategies.

Pre-requisites: NURS1401, NURS2204, NURS2501, NURS2502, and PSYC1201

NURS2995 - Professional Preceptorship (4 credits)

Learners will work in health care settings and have opportunities to apply knowledge, perform skills, and critically think in a variety of practical situations. They will also have the opportunity to use evidence-informed practice to consolidate knowledge and nursing competencies, as well as apply critical thinking strategies in situations that challenge and nurture a novice nurse.

Pre-requisites: NURS2403, NURS2503, NURS2504, and SOCI1301
Co-requisite: NURS2303

NURS2996 - International Preceptorship (4 credits)

Learners will work in a variety of care settings which provide opportunities to use evidence-informed practice to consolidate knowledge, nursing competencies, and critical thinking strategies in situations that challenge and nurture a novice nurse practitioner.

Prerequisites: ENGL1101, NURS1302, NURS2303, NURS2403, NURS2503, NURS2504, SOCI1101 (* may be taken as a pre- or co-requisite)*

NUTR1101 - Introduction to Nutrition Management (3 credits)

This course introduces the role of the Nutrition Manager in Canada and the Canadian Society of Nutrition Management's role in the industry. Learners explore the professional contexts in which nutrition managers work as well as the activities and responsibilities of the nutrition manager in those contexts.

The course emphasizes professional practice including management, leadership, and the code of ethics.

NUTR1102 - Foundations of Nutrition (3 credits)

This course introduces nutritional standards and guides. Learners examine the components of food and the nutritional adequacy of personal menus for different stages of the life cycle, as well as cultural considerations, lifestyle choices, and current issues informing food and nutrition management.

NUTR1201 - Clinical Nutrition (3 credits)

This course focuses on the knowledge and skills required to provide nutritional treatment and prevention strategies for clients with various diseases processes. Course activities include nutritional screening as well as the development and application of nutritional care plans.

Prerequisite: NUTR1101, NUTR1102

NUTR1301 - Food Service Safety (3 credits)

This course focuses on food service operations with emphasis on both food and employee safety. Learners review Canadian legislation governing food service and food safety. Learner also examine strategies including the Hazardous Analysis and Critical Control Points (HACCP) system to identify techniques to address potential safety risks.

Prerequisite: NUTR1101

NUTR1302 - Food Production Management (3 credits)

This course focuses on the systems required to plan and produce safe, high-quality food in the quantities required to meet client and organizational needs. The course includes menu and facility planning, work efficiency, storage, communication and forecasting strategies, and quality assurance methods.

Prerequisite: NUTR1201

NUTR1401 - Human Resources for Nutrition Managers (3 credits)

This course focuses on acquiring, developing, and maintaining an effective workforce. Topics include human resource planning; recruitment and selection; orientation, training, and development; performance appraisals; wage and salary administration; employee benefits and services; employee safety, security, and health; and the employment contract.

Prerequisite: NUTR1101

Please check bowvalleycollege.ca for the most up-to-date course information.

NUTR1402 - Business Management (3 credits)

This course focuses on strategic planning, annual operating and capital budgets, financial controls, equipment specifications and budgets, and inventory purchase and control. Learners explore these activities from various professional contexts.

Prerequisites: NUTR1301, NUTR1302, NUTR1401

NUTR1999 - Nutrition Manager Work Experience (6 credits)

This course emphasizes leadership and management skills as learners progress toward the nutrition manager role in a preceptored placement. These work experiences take place in diverse areas within the food service industry such as healthcare facilities, private caterers, or other large institutions.

Prerequisites: NUTR1402

PHRM1101 - Pharmacy Theory (3 credits)

Learners will be introduced to basic pharmacy theory including drug development, pharmaceutical dosage forms, routes of administration, storage considerations, interpretation of prescription information, and dispensing procedures. Learners will also examine the role of the pharmacy technician in the health care setting.

PHRM1102 - Pharmacy Jurisprudence and Ethics (3 credits)

Learners will examine federal and provincial legislation, drug schedules and practice standards related to pharmacy practice in Alberta. Learners will study the code of ethics and apply principles to pharmacy-specific situations.

PHRM1103 - Pharmacy Management (3 credits)

Learners will examine management of hospital and community pharmacy practice, including business principles and calculations, inventory management, customer service, and human resources.

PHRM1201 - Pharmacotherapy I (3 credits)

Learners will be introduced to basic concepts of physiology, pathology, pharmacology and medical terminology, and specifically examine conditions and treatment related to the eye, ear, upper respiratory tract and immune system.

PHRM1202 - Pharmacotherapy II (3 credits)

Learners will examine physiology, pathology, pharmacology and medical terminology related to the lower respiratory tract, urinary and cardiovascular systems.

Prerequisites: C in PHRM1201

PHRM1203 - Pharmacotherapy III (3 credits)

Learners will examine physiology, pathology, pharmacology and medical terminology related to the gastrointestinal system and accessory organs.

Prerequisite: C in PHRM1202

PHRM1204 - Pharmacotherapy IV (3 credits)

Learners will examine physiology, pathology, pharmacology and medical terminology related to the integumentary, musculoskeletal and nervous systems.

Prerequisite: C in PHRM1203

PHRM1205 - Specialized Pharmacotherapy (3 credits)

Learners will examine physiology, pathology, pharmacology and medical terminology in specialized areas, including: oncology, HIV/AIDS, travel medicine, nutrition and the reproductive systems.

Prerequisite: C in PHRM1201

PHRM1301 - Pharmacy Calculations I (3 credits)

Learners will perform calculations for both community and hospital pharmacy practice, including measurement conversions, prescription interpretation, prescription pricing and compounding calculations. Facilitated practice time is designed to enhance calculation skills with emphasis placed on accuracy.

PHRM1302 - Pharmacy Calculations II (3 credits)

Learners will perform calculations for both community and hospital pharmacy practice, including dosing, compounding and parenteral drug therapy calculations. Facilitated practice time is designed to enhance calculation skills with emphasis placed on accuracy.

Prerequisite: A- in PHRM1301

PHRM1401 - Prescription Processing (3 credits)

Learners will apply dispensing policies and procedures while learning the basics of a pharmacy software system. Learners will enter and modify patient, physician, and drug information, interpret prescription information, apply basic third party billing principles, select appropriate products from the system database, and generate appropriate documentation.

Co-requisites: PHRM1101, PHRM1102, PHRM1301

PHRM1402 - Community Pharmacy Practice (3 credits)

Learners will apply third party billing procedures and demonstrate use of health care products and devices used for drug administration, diagnosis and monitoring. Extensive use of role-plays will enhance development of effective communication skills.

Prerequisite: C in PHRM1101

PHRM1501 - Hospital Pharmacy Practice (3 credits)

Learners will examine institutional pharmacy practice, including the role of hospital pharmacy within the health care system, organization of the dispensary, drug distribution systems, medication safety and current technology. Learners will be introduced to principles of aseptic technique for sterile production and quality assurance.

Prerequisites: C in PHRM1101 and C in PHRM1102
Pre- or Co-requisites: C in PHRM1203 and A- in PHRM1302

Please check bowvalleycollege.ca for the most up-to-date course information.

PHRM2401 - Community Dispensing Lab I (6 credits)

Learners will apply dispensing policies and procedures while integrating skills and knowledge, including prescription interpretation, pharmacy law and ethics, pharmacy calculations, reimbursement considerations, documentation, and independent double checks. Extensive use of role plays will enhance development of effective communication skills.

Prerequisites: C in PHRM1102 and A- in PHRM1401
Pre- or Co-requisites: C in PHRM1203 , A- in PHRM1302 and C in PHRM1402

PHRM2402 - Community Dispensing Lab II (3 credits)

Learners will apply problem-solving and critical thinking skills to assisted living and community pharmacy practice in this comprehensive lab. Operation of a high-speed automated drug packager (PACMED®) will be integrated into the dispensing process and extensive use of role-plays will further develop communication skills.

Prerequisites: C in PHRM1204, A- in PHRM1302, C in PHRM1402 and A- in PHRM2401

PHRM2403 - Extemporaneous Compounding Lab (3 credits)

Learners will apply compounding policies and procedures while integrating knowledge and skills including pharmacy calculations, documentation, and independent double checks to prepare a variety of extemporaneous compounds using established formulations and appropriate techniques.

Prerequisites: A- in PHRM1302 and A- in PHRM2401

PHRM2501 - Hospital Dispensing Lab (6 credits)

Learners will apply institutional dispensing policies and procedures while integrating skills and knowledge, including order interpretation, drug distribution systems, pharmacy calculations, documentation, and independent double checks. Operation of a high-speed automated drug packager (PACMED®) will be integrated into the dispensing process and extensive use of role-plays will further develop communication skills.

Prerequisites: C in PHRM1204, A- in PHRM1302 and C in PHRM1501

PHRM2502 - Sterile Production Lab (3 credits)

Learners will prepare intravenous admixtures, pre-filled syringes, ophthalmic preparations, chemotherapy and total parenteral nutrition in certified laminar airflow workbenches. Knowledge and skills including pharmacy calculations, documentation, and independent double checks will be integrated to prepare a variety of products using appropriate aseptic techniques.

Prerequisites: C in PHRM1204, A- in PHRM1302 and C in PHRM1501

PHRM2997 - Entry to Pharmacy Practice (3 credits)

Learners will prepare to obtain employment and entry into professional practice. Comprehensive written and practical exams will evaluate knowledge, skills, and abilities in the role of the pharmacy technician. Learners will develop a professional portfolio to assess learning needs, and design and implement a learning plan to evaluate opportunities for professional development and life-long learning. Learners will be introduced to the principals of interprofessional collaboration within a diverse healthcare team. Extensive use of case studies will enhance development of effective collaboration and communication skills.

Prerequisites: C in PHRM1103, C in PHRM1204, A- in PHRM2402, A- in PHRM2403, A- in PHRM2501 and A- in PHRM2502

PHRM2998 - Community Pharmacy Practicum (3 credits)

Learners will apply knowledge and skills during four consecutive weeks in a community pharmacy while gaining experience in all aspects of the pharmacy technician's role. Learners will be evaluated based on their ability to demonstrate professional national competencies required at entry to practice.

Prerequisites: C in PHRM1103; Co-requisites: PHRM1205 and PHRM2997

PHRM2999 - Hospital Pharmacy Practicum (3 credits)

Learners will apply knowledge and skills during four consecutive weeks in an institutional pharmacy while gaining experience in all aspects of the pharmacy technician's role. Learners will be evaluated based on their ability to demonstrate professional national competencies required at entry to practice.

Pre-requisite: C in PHRM1103; Co-requisites: PHRM1205 and PHRM2997

POLS1010 - Canadian Politics: Institutions and Issues (3 credits)

This course explores the development of Canadian political institutions and political issues in Canada. Learners explore contemporary Canadian politics by examining concepts such as the evolution of federalism, the Constitution, parliament, elections, Indigenous and minority rights, and multiculturalism. Learners will apply political science terms and concepts to the analysis of contemporary Canadian political issues.

POSC1201 - Canadian Politics: Institutions and Issues (3 credits)

This course explores the development of Canadian political institutions and political issues in Canada. Learners explore contemporary Canadian politics by examining concepts such as the evolution of federalism, the Constitution, parliament, elections, Aboriginal and minority rights, and multiculturalism. Learners will apply political science terms and concepts to the analysis of contemporary Canadian political issues.

PREL2101 - Public Relations (3 credits)

With mainstream adoption of the Internet, instant access to information, and the ability to provide public online feedback, the field of public relations (PR) is evolving.

Learners are introduced to the evolving practice of PR through consideration of its fundamentals and how organizations use PR to build mutually beneficial relationships with its publics. Learners also examine how organizations effectively respond to a crisis.

PREL2103 - Digital and Emerging Media (3 credits)

This course will explore how the field of marketing and communication has evolved and why organizations must leverage digital communication as part of the integrated marketing communications mix. Learners will also explore the principles, forms, and creation of digital media and the connections between information technologies, consumer media consumption trends, and the consolidation of marketing and communications.

Prerequisite: MKTG1101

Please check bowvalleycollege.ca for the most up-to-date course information.

PREL2104 - Content Marketing and Copywriting (3 credits)

This course explores the relationship between content marketing and copywriting. The ability to write engaging, quality content that builds relationships with audiences is a critical skill for the marketing and communications professional. Learners research audience needs to write compelling, targeted content to meet business objectives. By applying best practice guidelines and resources, learners write clear, concise, relevant and shareable content for a diversity of mediums and audiences. Learners edit and evaluate their own writing as well as their peers' and apply constructive feedback.

Prerequisites: MGMT1201, with a minimum grade of C+

PSYC1050 - Foundation of Human Behaviour (3 credits)

Build on your introductory knowledge of the scientific study of behaviour and the mind. Focus on the study of cognition (thinking), intelligence and creativity, motivation and emotion, personality, health, stress, and coping, psychological disorders, therapies, and social behaviour.

Prerequisite: PSYC1101

PSYC1101 - Introduction to Psychology (3 credits)

This introductory course provides learners with a basic understanding and overview of the field of psychology. Attention is given to major psychological perspectives and the fundamentals of scientific thinking, biological factors, cognitive processes, social and cultural influences, personality, psychological disorders, and human motivation. Learners are encouraged to apply what they learn to their own lives and the world around them.

PSYC1201 - Human Growth and Development Across The Life Span (3 credits)

This course provides a comprehensive overview of human growth and development and typical behavioural responses throughout the life span. You will analyze human development across four domains: physical, cognitive, social, and emotional. Emphasis is placed upon the stages of development and their linkage to common events occurring during these stages.

PSYC1202 - Child and Adolescent Development (3 credits)

This course provides an overview of the typical physical, social, emotional, moral, and cognitive developmental changes occurring during middle childhood and adolescence. Learners explore major theoretical concepts and strategies of interaction with individuals in this age group. Course activity focuses on typical and atypical aspects of development; the contexts and social spheres that shape middle childhood and adolescence; as well as transitions from middle childhood to adolescence.

PSYC2301 - Adolescent Psychology (3 credits)

This course is designed to provide an overview of the physical, social, emotional and cognitive developmental changes that occur during adolescence. An emphasis is placed on individual aspects of development, the contexts and social spheres that shape adolescent development, and transitions of adolescence.

Prerequisites: PSYC1101

PSYC2401 - Abnormal Psychology (3 credits)

Learners examine the major psychological disorders, focusing on clinical description, causal factors (considering the interaction of biological, psychological, and social influences), treatment, and outcomes. Learners develop a working definition of abnormal behaviour using the DSM-5 criteria as a basis for classification.

Prerequisites: PSYC1101

RTAD1106 - Introduction to the Recreation Therapy Aide (3 credits)

This introductory course focuses on the roles and responsibilities of the recreation therapy aide (RTA) within the recreation therapy environment. Learners consider the key dimensions of recreation therapy: cognitive, physical, psychosocial, spiritual, and emotional components that support the different modalities of therapy. In addition, learners examine how assisting with medication administration, treatment plans, and documentation fit into the scope of practice of the RTA during therapeutic recreation service delivery.

RTAD1107 - The Lifecycle and Chronic Conditions (3 credits)

Learners examine the stages of human development, and the area of developmental disabilities to identify how recreation can play a part in the different stages of development. This course also introduces learners to common diseases and conditions. They explore recreation modalities that can therapeutically influence progressive conditions and enhance wellbeing in all dimensions of recreation therapy.

RTAD1203 - Therapeutic Recreation Planning and Interventions (3 credits)

The central focus of this course is recreation therapy programming and the role of the recreation therapy aide (RTA) in the application of the program to meet client needs. Learners study the importance of person-centered care and the associated concepts. They collaborate with recreation therapists to develop programs incorporating the differences in assessment, treatment plans, implementation and evaluations. They explore ways to adapt programs to effectively meet or exceed targeted goals as they collaborate with the health care team. Learners address possible barriers and safety concerns before, during, and after the implementation stage of their program.

Prerequisites: COMM1101, RTAD1106 and RTAD1107

RTAD1999 - Recreation Therapy Aide Practicum (3 credits)

Practice and demonstrate skills within a hands-on setting. For four weeks, a workplace preceptor supervises and guides the learner in the application of skills and knowledge.

Prerequisite: RTAD1203

SCMT2101 - Introduction to Supply Chain Management (3 credits)

Supply chain management (SCM) is the movement of material and information through integrated processes in a supply chain to provide the highest degree of customer satisfaction at the lowest possible cost to achieve a sustainable competitive advantage. The key building blocks of a supply chain, logistics, procurement, and operations execution, will be covered. Learners will explore the scope of SCM and its impact on organizations.

Please check bowvalleycollege.ca for the most up-to-date course information.

SCMT2201 - Operations Management I (3 credits)

The design and management of products, processes, services, and supply chains is accomplished by an organization's operations management function. This course examines the integration of critical business processes from planning to short-term scheduling. Topics include operations planning and productivity, capacity and strategy design, process and product design using industry standards, facility layout and location models, job and staff scheduling, and queuing theory.

SCMT2301 – Procurement (3 credits)

Procurement and contract management are central to a company's sustainable development efforts. Purchasing managers need to think strategically about the purchases they make and critically evaluate their purchases in light of the risks and uncertainties of the marketplace. This course addresses procurement from a strategic perspective.

Learners will explore the relationship between supply chain management and procurement at the operational level.

Prerequisite: SCMT2101

SCMT2401 - Logistics & Transportation (3 credits)

This course introduces the basic concepts of transportation and warehousing operations. Learners explore the dynamic flow and storage of materials, services, and related information from suppliers to the final customers. In this course, learners examine the theories and best practices in logistics that lead companies to achieve efficient and effective operations to serve their customers and overcome their competitors.

Prerequisite: SCMT2101

SCMT2501 - Inventory and Materials Management (3 credits)

For many organizations, inventory is one of the largest assets on the balance sheet. Minimizing inventory frees up money for use elsewhere in the organization. Materials management addresses techniques to manage inventory to allow processes or entities in the supply chain to operate interdependently and efficiently. This course addresses inventory from a financial, physical, forecasting, and operational standpoint.

Prerequisite: SCMT2101

SCMT2601 - Quality Management (3 credits)

Quality management is a vital part of an organization's strategy as well as its supply chain function. This course explores concepts of total quality management (TQM), just-in-time (JIT) management, and lean management with a focus on quality in procurement, logistics, and transportation. Learners gain an appreciation of quality management concepts and an ability to correlate between theory and practical application.

Prerequisite: SCMT2101

SOCI1101 - Introduction to Sociology (3 credits)

This course provides an introductory overview of the discipline of Sociology. Learners explore human behaviour, stratification, social institutions, and sociological theory and methods. Learners examine how social positions shape lives, and how people adjust to social and cultural environments.

SOCI1201 - Sociology of the Family (3 credits)

In this course, learners explore how families are integrated within larger social systems; how patterns of social power and inequality shape Canadian families; as well as how and why the family is critical to the socialization process. The course culminates in the critical assessment of issues affecting families in Canada.

SOCI1301 - Sociology of Aging (3 credits)

Aging, while an individual experience, is also an experience that is heavily influenced by social structures and social processes. Using the sociological perspective, this course explores contemporary aging by examining choices and experiences that transcend the individual and incorporate larger social groups and processes. In doing so, learners build a foundation in sociological concepts and theories to apply this knowledge to age-related issues. Learners consider demographic factors leading to population aging; the role of social structures and processes in shaping experiences of physical aging; as well as aging in relation to health systems, retirement, social engagement, and family in Canadian society.

SODV1101 - Programming Fundamentals (3 credits)

Computer programming is central to software development. In this course, learners analyze basic problems to design solutions, then create programs that address those problems. The course also contrasts current and past approaches to programming and programming tools through collective discussion.

SODV1201 - Introduction to Web Programming (3 credits)

This course provides learners with foundational programming knowledge and skills for web application development. Using web technology, learners plan, design, construct and integrate basic server-side components, including databases and scripts.

Prerequisites: SODV1101, TECH1101

SODV1202 - Introduction to Object Oriented Programming (3 credits)

In this course, learners apply principles of design, logic and structure in the creation of application programs using object-oriented programming language, existing classes and user-defined classes. Learners use current, evidence-based practices such as automated unit tests and documentation to deliver working software.

Prerequisites: SODV1101, MATH1901

SODV1203 - Interaction Design for Web and Applications (3 credits)

In this course learners will build upon their learning from previous courses and use cutting edge client side tools and techniques to create engaging web experiences. Learners will also learn techniques to create experiences for a broad selection of browsers, and sizes of interfaces.

SODV2101 - Rapid Application Development (3 credits)

This course introduces programming techniques supported by a visual rapid application development environment including forms, controls, user-defined classes and objects. Learners examine the framework provided by the platform that supports visual programming to build graphical user interface (GUI) application. The skills in this course can be applied to building data driven applications.

Prerequisites: SODV1202, DATA1201

Please check bowvalleycollege.ca for the most up-to-date course information.

SODV2201 - Web Programming (3 credits)

This course gives learners the opportunity to enhance and enrich their skills in web programming. Learners develop web applications using three-tier architecture, session management, object-oriented techniques and advanced database interactions. In addition, the course explores concepts such as advanced cascading style sheet (CSS). Learners develop rich interactive web applications with authentication and security.

Prerequisites: SODV1201, SODV1202, DATA1201

SODV2202 - Object Oriented Programming (3 credits)

In this course, learners explore object-oriented design concepts and techniques. This course introduces techniques such as threads and event handling that potentially lead to the creation of sophisticated applications. The knowledge and skills in this course apply to the areas like database manipulation and network connectivity.

Prerequisites: DATA1201, SODV1202

SODV2203 - Introduction to Game and Simulation Programming (3 credits)

Building on programming skills obtained in previous courses, the learner will learn techniques and gain experience developing with tools used for game and simulation programming. The learner will develop two-dimensional and three-dimensional graphics environments to be used for presenting data and creating virtual spaces. The use of game and simulation applications in various fields such as health, entertainment, environmental studies, and education will be explored.

Prerequisite: SODV2202

SODV2204 - Introduction to Web Development for Digital Marketing (3 credits)

In this course learners create websites by structuring and styling web pages using online tools. During construction, learners link web pages, display graphic images, create menus, format text, and position elements in the production and modification of web pages. Learners also explore the principles of search engine optimization and accessibility.

SODV2401 - Algorithms and Data Structures (3 credits)

This course introduces learners to fundamental abstract data types and common techniques, algorithms, and data structures used in their implementation. Learners also explore common search and sort algorithms as well as basic algorithm efficiency analysis. Learners are also exposed to common technical interview questions and strategies to solve them.

Prerequisite: SODV1202

SODV2402 - Scripting and PowerShell (3 credits)

Learners will gain the skills they need to use programming skills for task automation framework for administration of servers, clients, and networks. After completing this course learners will know software and hardware installation, hardware and software configuration, user account creation and management command environment, and how to write and maintain scripts.

SODV2999 - Software Development Capstone (3 credits)

Learners strengthen their skills and their knowledge of software development by creating a portfolio piece to prepare for entry into the industry. Research, client communication, and documentation skills are practiced and refined. Advanced elements of software design and development are put into practice. This course will center on a capstone project that incorporates all program learning.

Prerequisites: DESN2301, MGMT1104, SODV2101 and SODV2201

SODV3201 - Web Programming Foundations (3 credits)

This course focuses on foundational programming techniques underpinning web application development. Learners plan, design, program, and integrate server-side elements for web applications.

Group and individual activities address common business needs such as basic security, session management, and data persistence.

Co-requisite: DESN3203

SODV3203 - Mobile Application Development (3 credits)

Learners approach application development with a mobile-first and mobile-only lens, expanding avenues to reach users. The course focuses on common industry tools and mobile features of programming languages and frameworks that enable mobile business application construction.

Prerequisite: SODV3302

SODV3301 - Software Development Techniques (3 credits)

This course focusses on both fundamental control structures (sequence, decision, and repetition) as well as fundamental object oriented programming concepts. Learners analyse basic problems to design solutions, then create programs that address those problems. In their activities, learners apply principles of design, logic, and structure in the creation of application programs using object-oriented programming language.

Prerequisite: SODV3302 (may be used as a pre- or co-requisite)*

SODV3302 - Systems Development and Object-Oriented Design (3 credits)

In this course learners explore advanced object-oriented application development concepts such as design patterns, threads, and event handling. Course activities place focus on developing systems requiring database manipulation, graphical user interfaces (GUI), and data communication.

Co-requisite: SODV3301

SODV3999 - Software Development Capstone Project (3 credits)

Learners strengthen their skills and their knowledge of software development by creating a portfolio piece to prepare for entry into the industry. Research, client communication, and documentation skills are practiced and refined. Advanced elements of software design and development are put into practice. This course centres on a capstone project based on a business problem where teams of learners will address using tools and techniques of their choosing.

Prerequisites: SODV3301, SODV3302

Please check bowvalleycollege.ca for the most up-to-date course information.

SODV9996 - Software Development Employment Search Preparation (0 credits)

Course description under development.

SOWR1101 - Introduction to Social Work (3 credits)

This course provides a foundational perspective of the evolution of the social work profession as well as on the discipline's theoretical framework, current roles, and practices. Learners explore influences on the profession such as social policy, politics, social pressures, current issues, and diverse populations.

SOWR1102 - Foundations of Social Work Practice (3 credits)

This course focuses on the foundations of social work practice and the techniques vital to supporting others. Through self-reflection, learners examine the qualities and values of the helping professional with emphasis on diversity and multicultural practice. The course explores setting boundaries, communication techniques, interviewing skills, and the role of professional ethics.

SOWR1201 - Assessment and Interviewing (3 credits)

This course focuses on foundational assessment, interviewing, and intervention skills and techniques within diverse agency settings. Learners engage in practice interviews, documentation, self-assessment, and developing empathic therapeutic alliances.

SOWR1301 - Finding Resiliency in Anti-Oppressive Practice (3 credits)

This course takes a systems approach to the examination of the historical and societal contexts of oppression and resiliency theory. Learners identify various populations, organizational structures, and communities where oppression exists, the power imbalances underlying oppression, and the strategies to support individuals and groups in those circumstances. Learners also explore the use of resiliency and empowerment models.

SOWR1997 - Social Work Practicum Prep I (2 credits)

This course prepares learners for a social work field education experience. Learners use reflective analysis to build competencies working with a variety of populations across a broad range of agency settings. Learners also complete the required documentation and demonstrate skills essential to securing and completing a successful placement.

SOWR1998 - Social Work Practicum Prep II (2 credits)

This course builds on the skills and competencies of the first practicum preparation course. Learners prepare for interviews through practice activities, as well as identify the attributes of the professional social worker in a variety of agency settings. This course provides opportunities to explore the strategies and techniques for working with a variety of populations.

SOWR1999 - Social Work Practicum I (8 credits)

This practicum course provides opportunity to integrate theory into direct social work practice. Learners work within inter-disciplinary teams to develop skills and intervention strategies to provide services for clients and communities. Utilizing the Canadian Association of Social Workers Code of Ethics and Standards of Practice, learners are given the opportunity to evaluate their practicum activities through the use of self-reflection and evidence-based practice.

SOWR2301 - Social Work with Groups (3 credits)

This course focuses on the processes and dynamics of group work in professional practice. Learners explore the theoretical framework of group work and apply that framework to a variety of groups. The course emphasizes group makeup, phases of development, as well as facilitation and intervention techniques.

SOWR2302 - Social Work with Families (3 credits)

This course focuses on assessing, supporting, and advocating for individuals and their families across the life span. Learners examine the family within the Canadian context while identifying issues impacting the nature of family dynamics including reproductive rights, marriage equality, and shifting family demographics. Learners also critically explore the impacts of colonization and intergenerational trauma on Indigenous families, as well as the impact of culture, age, diversity, and socio-economic resources within social work family practice.

SOWR2303 - Mental Health and Addiction in Social Work Practice (3 credits)

This course focuses on the theories, practical skills, and broader issues guiding practice in the mental health and addiction fields. Learners identify the various types of mental health and addiction issues and their impacts on individuals, families, and communities. Learners also examine culturally-relevant and client-centred treatment approaches and how theory informs mental health and addiction practice within a social work framework.

SOWR2304 - Violence and Trauma (3 credits)

This course focuses on the physiological and emotional impacts of violence and trauma on individuals, families, and communities. Learners explore various types of trauma through a trauma-informed lens. Learners also examine the cycle of violence, evidence-based treatment models, as well as strategies to build resiliency among individuals and communities impacted by violence and trauma.

SOWR2401 - Community Development (3 credits)

This course focuses on asset-based community development within a critical theory framework. Learners explore assessment and evaluation of community change and advocacy; collaborative practice with diverse populations and communities; outcomes-based evaluations; theories of change; and logic models.

Please check bowvalleycollege.ca for the most up-to-date course information.

SOWR2402 - Policy and Practice in Social Work (3 credits)

This course focuses on the relationship between social policy, political and societal trends, and professional practice. Learners apply the Canadian Association of Social Workers' social policy principles to a variety of current Canadian policy issues. Learners are challenged to evaluate social policy through an evidence-based lens and explore the use of policy as an advocacy tool for diverse populations.

SOWR2403 - Social Work in Organizations (3 credits)

This course focuses on the leadership roles available to social workers. Learners explore the various aspects of human services organizations, including administration and management across a broad range of settings. Learners also examine theories of organizational structure and function, and the various leadership styles impacting organizational culture and practice.

SOWR2999 - Social Work Practicum II (8 credits)

In this course, learners build on previous learning and practice to develop advanced social work diploma skills. The practicum placement provides further opportunity to integrate theory into increasingly independent professional practice. Learners continue to work within inter-disciplinary teams to develop advanced skills and intervention strategies for clients and communities while adhering to the Canadian Association of Social Workers Code of Ethics and Standards of Practice.

TECH1101 - Web and Internet Fundamentals (3 credits)

This course focuses on the design, construction and website publishing that meet web standards for the internet. During the design of websites, learners address issues such as bandwidth, aesthetics and the user interface. During the construction of websites, learners focus on the use of Hyper Text Markup Language (HTML), cascading style sheets (CSS), basic client-side scripting, website maintenance and web technologies.

TECH1102 - Internet of Things (3 credits)

This course focuses on the pervasiveness of the internet. Learners explore the internet of things through the construction of simple interfaces between computers and the devices they control. Through the creation of these interfaces, learners gain insight into the elements of computer architecture, networking, and the programs that control device function within that network.

TECH1201 - Networking Essentials (3 credits)

Network systems interconnect computer related resources, services and users. This course provides the learners with a foundation in networking concepts and technologies, with emphasis on terminology, protocols, error detection/correction and network security. Through course activities, learners develop skills to plan and implement small networks across a range of applications.

TECH1202 - Introduction to Networks (3 credits)

Learn to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement IP addressing schemes. This course introduces the architecture, structure, functions, components, and models of the internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum.

Please check bowvalleycollege.ca for the most up-to-date course information.

TECH1203 - Networking Protocols and Concepts (3 credits)

Learners will explore routing and switching topics and concepts in this Cisco Academy course. Focus on the architecture, components, and operations of routers and switches inside a network. Learn how to configure and verify router interfaces using advance configuration commands and addressing schemes.

TECH1301 - Introduction to Hardware and Operating Systems (3 credits)

Learners will gain the fundamental knowledge about how computers work, the various computer components, terminology of computer systems and their peripherals, and the functionality of the hardware for desktop computers and other devices. Learners will then be equipped with the operating systems of the hardware and how it all comes together in a business environment.

TECH1302 - Introduction to Open Source System Servers (3 credits)

This course will provide experience to learners on open system servers by using both text and graphical user interfaces. After the course learners will be able to install and configure a server, to connect to and communicate over a network, how to manage files, how to set up file and directory pathways, basic Unix/Linux commands, and Shell basics. In addition, learners will learn the fundamentals of system security and firewalls.

TECH1401 - Introduction to Microsoft Windows Administration (3 credits)

Learners will gain the skills required to perform administrative tasks on a Microsoft Windows Server operating system. Basic skills that they will learn include installation, user account creation and management, permissions, printing, hardware, disk storage, and operating system configuration management tools.

TECH2102 - Enterprise Computing (3 credits)

Learners will learn about the protocols and applications that make possible the simultaneous and seamless interaction of millions of computers through the internet and enterprise networks. In order to design and implement enterprise class applications, the learner will undertake an in depth study of the concepts of enterprise computing. To understand the practical aspect of enterprise computing, the learner will build a working example of a dynamic, secure web enterprise application. Topics that will be covered include Service Oriented Architecture (SOA) and Service Component Architecture (SCA).

Prerequisites: TECH1201, SODV2201

TECH2201 - Networking Concepts (3 credits)

Learn to troubleshoot like a pro. Gain deeper understanding of switching configurations, troubleshooting methods, and troubleshooting concepts. Learn to interpret network diagrams and configure, verify, and troubleshoot VLANs, interVLAN routing, VTP, trunking on Cisco switches, and RSTP operation.

TECH2202 - Advanced Networking Concepts (3 credits)

Learn to describe the impact of Voice and Video Over IP on a network. Explore the configuration troubleshooting of DHCP and DNS operations on a router. Gain greater understanding of troubleshooting WAN implementation and configuration issues. Upon complete of the four networking courses learner will be eligible to write the exam to obtain their CCNA certification.

TECH2301 - System Server Administration (3 credits)

This course will teach technical competency of server issues operating on a variety of platforms and technology, including installation, configuration, upgrading, maintenance, environment, troubleshooting, and disaster recovery.

TECH2302 - Information Technology Lab (3 credits)

This course provides a foundation for the principles underlying IT actions and decision-making required to plan and provide quality technology services to clients and businesses. IT skills and competencies that are introduced in the classroom are practiced and assessed in the information technology laboratory.

TECH2401 - Microsoft Windows Administration (3 credits)

This course will give learners the skills they need to install, configure, and administer Window Server Active Directory. Learners will also learn transmission protocols, their applications, as well as security and remote access as it relates to a Window Server environment.

TECH2999 - Information Technology Systems Capstone (3 credits)

Learners will take the skills they have learned throughout the ITS diploma and will work on a real world project to gain the necessary experience they will need to enter the workforce.

TECH3101 - Systems Development: Concepts and Analysis (3 credits)

In this course, learners explore practical approaches to a blend of traditional and object-oriented analysis and design. Course activities focus on the application of tools, methodologies, and techniques used in software analysis and design including the exploration of Unified Modeling Language (UML).

TECH3201 - Network Security (3 credits)

In this course, learners practice the fundamental network security tasks, such as rights and permissions, local and remote network authentication, identification, and network monitoring. Focus is on network architecture, information transmission, e-mail and web security, attack countermeasures, and hacking.

TECH3202 - Advanced Network Security (3 credits)

This course expands on the skills studied in Introduction to Network Security to include intrusion prevention and virtual private networks. Learners will cover topics on existing security technologies, products and solutions. They will learn firewall design, IPv6, installation and configuration, intrusion prevention using routers, and virtual private network implementation.

TOUR2101 - Introduction to Global Tourism (3 credits)

This course defines the tourism industry and how industry groups work together to meet the needs and expectations of the visitor. The course will focus on the impact and contributions to the economy by the tourism industry.

TOUR2104 - Sustainable Development (3 credits)

The rapid pace of globalization has resulted in significant worldwide impact. This course explores the impacts facing sustainable development beyond the limited breadth of economical, ecological, or societal, in an attempt to create a balance between people, planet, and profit.

TOUR2201 - Introduction to Event Management (3 credits)

The event management industry is rapidly expanding and becoming highly competitive. Introduction to Event Management provides an overview of the globalization of the events profession, drawing on real-world event experiences. Learners explore the advancement of event research and education, adoption of international standards, rapid expansion of technology, and increased focus on sustainability.

TOUR2202 - Meetings, Expositions & Conventions (3 credits)

For as long as there have been people, there have been meetings and despite rising costs for transportation and hospitality services, more and more meetings are being held in today's fast-paced environment. Meetings, Exhibitions and Conventions introduces you to the scope, diversity and changing aspects of this growing and profitable sector within the tourism industry. Examining the major players and components that make up a convention and/or exhibition, learners will gain insights into the workings of this sector. Instruction is provided on processes and techniques for producing successful event gatherings including planning and design elements of meetings, exhibitions and conventions. Finally, learners explore new technologies that influence the effectiveness and efficiency of critical elements included in the meeting planner's responsibilities.

TOUR2203 - Creating the Event Experience (3 credits)

Event Management is the process through which all planning and development occurs in order to create and produce well-organized and well-managed events. The event professional must look at an event as an entire production, similar to a theatrical production, focusing on what the attendee will see and hear during the event. We will look at determining what it is the client wants and needs to achieve, in order to select the most appropriate décor, the right effects and specific equipment for the job based on the resources available. In this course we will concentrate on working with the necessary suppliers to create an environment with a purpose, the desired message and a legacy of memories.

Prerequisites: TOUR2201

Please check bowvalleycollege.ca for the most up-to-date course information.

TOUR2204 - Catered Events (3 credits)

Whether your event is on a mountain top, at the beach, in a garden, or a corporate hotel, as a skilled event planner you have to be successful at developing the right menu and catering services to make your client's event a success.

Catered Events provides you with the fundamentals of the business and the craft of catering for events. You will be introduced to the catering contract and examine various negotiation techniques. You will also explore menu-planning, styles of service, room setups and staff requirements for different types of functions. You will learn to create menus to match clients' budgets and how to plan a deep-market themed event.

TOUR2205 - Event Marketing (3 credits)

Event Marketing explores both the marketing of events and evets as marketing strategies. The theory of consumption and the experience economy are analyzed to provide context regarding why consumers choose to attend and invest in events. This course will explore how event marketing strategies are used in a variety of event segments, sponsorship, cause-related marketing, and how digital marketing tools are applied to meet event objectives.

Prerequisite: MKTG1101

TOUR2206 - Event Planning and Logistics (3 credits)

The planning of production and logistic functions are critical to the success and sustainability of events. Every element must be accounted for and scheduled from the largest components to the smallest details. Learners go through the event planning and logistics process to develop time management and problem solving skills, as well as how to effectively collaborate with a variety of stakeholders. Real-world tools such as site plans, production schedules, and communication plans are created to strategically execute events.

Prerequisites: TOUR2201

VOAS1202 - Small Animal Health Management (3 credits)

This course is an introduction to the health management of canine and feline companion animals. Learners begin with an exploration of canine and feline anatomy and physiology. Nutrition, common health issues, and preventative strategies are examined across the different life stages. Learners explore how to recognize emergency situations as they present at a veterinary clinic.

VOAS1301 - Financial Management for the Veterinary Office (3 credits)

This course provides an overview of financial transactions for a veterinary office. Learners develop skills related to business math, banking, payroll, client invoicing, payment processing, and pet insurance.

Prerequisite: HUCL1201

VOAS1401 - Clinical Skills for the Veterinary Office (3 credits)

Learners examine the scope of practice of the Veterinary Office Assistant (VOA) from a clinical skills perspective. The behaviour and handling of canine and feline patients in a clinical setting is discussed. Learners examine diagnostic and laboratory tools and procedures, procedures for the preparation and maintenance of the clinical environment, and the role of the VOA in preparing and caring for patients. The use of pharmaceuticals in the veterinary office is also discussed.

Prerequisites: HUCL1201 and HUCL1401

VOAS1501 - Electronic Veterinary Office Management (3 credits)

Veterinary clinics use medical software to increase practice efficiency. The Veterinary Office Assistant (VOA) must apply electronic medical record keeping skills which include data entry, inventory management, appointment scheduling, and invoicing.

Prerequisites: HUCL1201 and HUCL1401

VOAS1601 - Administrative Skills for the Veterinary Office (3 credits)

Learners explore the role and responsibilities of the Veterinary Office Assistant (VOA). The focus is on developing verbal and written communication, reception management, client care, and administrative skills. Additionally, learners examine the role of the VOA in scheduling and supporting clients during euthanasia appointments.

Prerequisites: HUCL1201

WGST2101 - Introduction to Women and Gender Studies (3 credits)

This interdisciplinary course provides an introduction to women's and gender studies. Significant historical developments of the women's movement are presented as well as the different theoretical feminist perspectives to explain and challenge the gendered nature of social relations. Through the exploration of texts and social issues, learners use an intersectional approach to critically analyze women's lives in differing social locations based on, but not limited to, race/ethnicity, religion, class, age, sexuality, and ability.

Please check bowvalleycollege.ca for the most up-to-date course information.

School of Foundational Learning

Academic Upgrading

High School Upgrading
Aboriginal Upgrading
Literacy and Essential Skills

High School Upgrading

Bow Valley College's High School Upgrading program provides a variety of learning options. The College offers traditional classroom instruction or more flexibly scheduled self-directed learning. Learners can study in class or at home through our online option. Mature learners who did not complete high school are able to gain credits to obtain a High School Equivalency Diploma issued by Alberta Education.

Admission Requirements

- Transcripts for high school courses successfully completed in Canada within the last five years; OR:
- Obtain a high school level on the Bow Valley College Admissions/ Placement Test.

Delivery Options

In Class

Learners attend class in person on campus and follow a defined schedule for the term. The schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and/ or class activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced.

Flex Class

Learners attend the Flex Classroom in person on campus and are able to create their own schedule for the term. Learners must attend a minimum of five hours per week, per course, and can choose when they complete these five hours. The Flex Classroom has extended hours for learners to attend. Instructors and education assistants mark attendance and can answer questions. Learners otherwise work independently on their course work at their own pace. Scheduled exams may be required. This delivery style is self-paced.

Any-time Online

Learners access course content online through the Desire2Learn (D2L) platform. Learners complete readings, assignments, and other learning activities at their own pace. The instructor sets deadlines for learners to follow. There may be scheduled exams that require learners to visit the campus in person. Instructors are available to answer questions over email. This delivery style is self-paced.

Blended

Learners attend class in person on campus and follow a specific schedule for the term as well as access course content online through Desire2Learn (D2L). The in person schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and class activities in person and online. Learners are required to participate in both online and in person learning activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced.

Hybrid Flexible Learning

Instructors present learners with a mixture of in person and online engagement options for learners to choose from. Learners can choose to participate through in-class sessions, scheduled live online audio/video sessions, online course activities, and/or a combination of these methods from the options available on any given day. All course content is available online through Brightspace by D2L. Learners must follow the course schedule and complete all required activities. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.

Program Courses

Subject to change.

English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2

Math 10-C, 10-3

Math 20-1, 20-2, 20-3

Math 30-1, 30-2, 30-3

Math 31

Science 10, 20, 30

Biology, 20,30

Chemistry, 20, 30

Physics, 20, 30

Social Studies 10-2, 20-1, 20-2, 30-1, 30-2

Aboriginal Studies 10, 20, 30

Microsoft Office Fundamentals* (365)

Microsoft Office* (365)

Please note that Courses marked with * are not for Alberta Education credit

Note: *Government funding may be available for eligible learners.*

Aboriginal Upgrading

Bow Valley College works to meet the needs of learners who are of First Nations, Metis and Inuit descent and helps to ensure their success in school, work, and life. The College's Aboriginal Upgrading program places emphasis on tradition, culture and community and accepts learners for either full-time or part-time studies.

Call 403-476-2256 for more information.

Program Courses

Subject to change.

Reading 3*

Writing 3*

Language Arts 4, 5*

Basic Math 1, 2, 3*

Prep Math 10*

Science Prep*

English Language Arts 10-1, 10-2, 20-1, 20-2, 30-1, 30-2

Math 10-C, 10-3

Math 20-1, 20-2, 20-3

Math 30-1, 30-2, 30-3

Math 31

Science 10, 20, 30

Biology 20, 30

Chemistry 20, 30

Physics 20, 30

Social Studies 10-2, 20-1, 20-2, 30-1, 30-2

Aboriginal Studies 10, 20, 30

Microsoft Office Fundamentals* (365)

Microsoft Office* (365)

Please note that Courses marked with * are not for Alberta Education credit

Note: *Government funding may be available for eligible learners.*

Literacy and Essential Skills

Adult Basic Education

This program is designed to prepare learners for high school studies and to help achieve their educational goals. Learners can come to school full-time or part-time.

Admission Requirements

- Applicants will be expected to obtain a minimum score on the admissions/placement test
- Where possible, applicants may provide an official transcript or statement of marks.

Program Courses

Subject to change.

Reading 3*

Writing 3*

Language Arts 4, 5*

Basic Mathematics 1, 2, 3*

Prep Math 10*

Science Prep*

Skills for Working, Learning and Living*

Please note that Courses marked with * are not for Alberta Education credit

Note: *Government funding may be available for eligible learners.*

Delivery Options

In Class

Learners attend class in person on campus and follow a define schedule for the term. The schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and/or class activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced.

Flex Class

Learners attend the Flex Classroom in person on campus and are able to create their own schedule for the term. Learners must attend a minimum of five hours per week, per course, and can choose when they complete these five hours. The Flex Classroom has extended hours for learners to attend. Instructors and education assistants mark attendance and can answer questions. Learners otherwise work independently on their course work at their own pace. Scheduled exams may be required. This delivery style is self-paced.

Academic Upgrading Course Descriptions

Course Delivery Modes and Descriptions

At Bow Valley College there are different course delivery modes to choose from. A brief description of the different course delivery types available to learners is provided below. Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, academic advising team or their MyBVC for information for courses delivery types and availability.

Program & Course Detailed Delivery Mode	Definition
In Class	Learners attend class in person on campus and follow a defined schedule for the term. The schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and/or class activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced.
Any-time Online	Learners access course content online through the Desire2Learn (D2L) platform. Learners complete readings, assignments, and other learning activities at their own pace. The instructor sets deadlines for learners to follow. There may be scheduled exams that require learners to visit the campus in person. Instructors are available to answer questions over email. This delivery style is self-paced.
Real-time Online	Learners access course content mainly through scheduled classes. Learners participate in-class by logging into an online communication software at a location of their choosing. Attendance is mandatory for all scheduled online learning sessions. Courses have specific start and end dates. The instructor leads each online session and can answer questions during the session as well as over email. Learners may need to complete readings, assignments, and other learning activities. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.
Combined Online	This delivery mode is a combination of non-scheduled and scheduled activity. Learners access course content online through Desire2Learn (D2L) and through scheduled online classes. Learners participate in-class by logging into an online communication software at a location of their choosing. Attendance is mandatory for all scheduled online learning sessions. Courses have specific start and end dates. The instructor leads each online session and can answer questions during the session as well as over email. Learners may need to complete readings, assignments, and other learning activities online. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.
Blended	A mixed course delivery mode where learning activity takes place through a blend of scheduled in-class and scheduled or non-scheduled online delivery methods. Learners attend class in person on campus and follow a specific schedule for the term as well as access course content online through Desire2Learn (D2L). The in person schedule includes a specific location, days of the week, and times. This delivery mode may include lectures, labs, seminars, exams, and class activities in person and online. Learners are required to participate in scheduled in-class and/or online learning activities. The instructor leads each session and can answer questions in person. This delivery style is instructor-paced. Scheduled exams may be required.
Home Study	Learners are sent print materials containing course content and assignments at a time and location of the learner's choosing. This option may require limited online participation.
Flex Class	Learners attend the Flex Classroom in person on campus and are able to create their own schedule for the term. Learners must attend a minimum of five hours per week, per course, and can choose when they complete these five hours. The Flex Classroom has extended hours for learners to attend. Instructors and education assistants mark attendance and can answer questions. Learners otherwise work independently on their course work at their own pace. Scheduled exams may be required. This delivery style is self-paced.
Hybrid Flexible Learning	Instructors present learners with a mixture of in-person and online engagement options for learners to choose from. Learners can choose to participate through in-person sessions, scheduled live online audio/video sessions, online course activities, and/or a combination of these methods from the options available on any given day. All course content is available online through Brightspace by D2L. Learners must follow the course schedule and complete all required activities. There may be scheduled exams that require learners to visit the campus in person. This delivery style is instructor-paced.
Off-Campus	Learners participate in a scheduled learning activity off-site at a specific location. These do not occur on a Bow Valley College campus. Clinicals, practicums, work experiences, field work, and similar types of activities are examples of off-campus courses.

Delivery modes, descriptions, and availability of courses each term are subject to change.

BIOL0301 - Biology 030 (5 credits)

This course is equivalent to Alberta Education Biology 30. This course analyzes various components of the human body, human development, and population biology. This course will prepare learners who are wanting to take post-secondary programs focusing on health and biological sciences. Topics covered: The Endocrine and Nervous Systems, Reproduction and Development, Cell Division, Genetics, and Molecular Biology, and Population and Community Dynamics.

Prerequisite: C- in SCN2231 or D in BIOL0201

CHEM0301 - Chemistry 030 (5 credits)

This course is equivalent to Alberta Education Chemistry 30. This course analyzes chemical changes that can occur, organic chemistry as well as acid-base chemistry. This course will prepare learners who are wanting to take post-secondary programs focusing on chemistry or other sciences. Topics covered: Thermochemical Changes; Electrochemical Changes; Chemical Changes in Organic Compounds; and Chemical Equilibrium Focusing on Acid-Base Systems.

Prerequisite: C-in SCN2796 or D in CHEM0201

COMP0101 - Microsoft Office 10 (5 credits)

This course consists of modules working in Microsoft Word, Excel, Access, and PowerPoint. Each module has 2 to 3 units with a final project. There is no final exam. Upon successful completion of COMP0702, COMP0101, COMP0201 and COMP0301, learners will be proficient at an intermediate level in each of the Microsoft Office Applications.

Prerequisite: B in COMP0702, D in ENGL0705 or D in READ0105 and D in WRIT0105

COMP0702 - Microsoft Office Fundamentals (5 credits)

During this course, you will become computer literate by understanding the essentials of operating a computer, including the operating system, file management, basic hardware, keyboarding, Internet, and email. During this project-based course, you will also learn how to create, format, and manage documents; create spreadsheets using formulas and functions; and create presentations slides with text and images.

*Prerequisites: C- in WRIT0104 **and** C- in READ0104 **and** C- in MATH0801*

ELA1104 - English Language Arts 10-2 (5 credits)

This is an Alberta Education credit course. Learners explore and respond to novels or book-length nonfiction, film, modern plays, poetry, popular nonfictions, and short stories. Learners write personal and critical response to contexts and texts. This course prepares learners for English Language Arts 20-2. The -2 stream helps learners improve functional and critical reading and writing skills.

Prerequisite: C in ENGL0705 or D in READ0105 and D WRIT0105

ELA1105 - English Language Arts 10-1 (5 credits)

This is an Alberta Education credit course. Learners explore and respond to novels or book-length nonfiction, film, Shakespearean plays, poetry, and short stories. Learners write personal, critical, and analytical response to texts. This course prepares learners for English Language Arts 20-1. The -1 stream helps learners develop skills needed to write and critically analyze literature and nonfiction.

Prerequisite: B in ENGL0705

ELA2104 - English Language Arts 20-2 (5 credits)

This is an Alberta Education credit course. Learners explore and respond to novels, film or book-length nonfiction, modern plays, poetry, and short stories. Learners write personal, critical, and persuasive response to contexts, prose, and non-print texts. This course prepares learners for English Language Arts 30-2. The -2 stream helps learners improve functional and critical reading and writing skills.

Prerequisite: C- in ELA1104

ELA2105 - English Language Arts 20-1 (5 credits)

This is an Alberta Education credit course. Learners explore and respond to novels, film, Shakespearean plays, modern drama, poetry, essays, and short stories. Learners write personal, critical, and persuasive response to texts, literary texts, and prose. This course prepares learners for English Language Arts 30-1. The -1 stream helps learners develop skills needed to write and critically analyze literature and nonfiction.

Prerequisite: C- in ELA1105

ELA3104 - English Language Arts 30-2 (5 credits)

This is an Alberta Education Diploma credit course. Learners explore and respond to novels or book-length nonfiction, film, modern plays, poetry, essays and short stories. Learners write personal, critical, and persuasive response to contexts, prose, and non-print texts. The -2 stream helps learners improve functional and critical reading and writing skills.

Prerequisite: C- in ELA2104

ELA3105 - English Language Arts 30-1 (5 credits)

This is an Alberta Education Diploma credit course. Learners read and respond to novels, film or modern plays, Shakespearean plays, poetry, short stories, and popular nonfiction. Learners write personal, persuasive, and critical response to literary texts, prose, and other texts. The -1 stream helps learners develop skills needed to write and critically analyze literature and nonfiction.

Prerequisite: C- in ELA2105

ENGL0301 - English 030-1 (5 credits)

This equivalency Bow Valley College credit course explores the learner's critical writing abilities along with their comprehension and analytical understanding of literature and language. Learners will gain experience in writing personal explorations of literature and poetry as well as developing their ability to write informatively and persuasively. Topics covered: Essay Interpretation; Stylistic Analysis; Poetry Interpretation; Shakespeare Analysis; Novel Interpretation; Personal Response and Critical Writing; Final Exam Preparation.

Prerequisite: C- in ELA2105

ENGL0302 - English 030-2 (5 credits)

This equivalency Bow Valley College credit course enhances the learner's ability to explore a range of texts and to write informatively, persuasively and interpretively. Learners will develop acute reading skills that will increase their comprehension and appreciation of the meaning of texts and consider their own ideas, experiences and feelings in functional and personally explorative ways. Topics covered: Essay Exploration; Short Story/Poetry Interpretation; Visual Reflection; Novel Exploration; Functional and Persuasive Writing; Final Exam Preparation.

Prerequisite: C- in ELA2105 or D in ELA2104

Please check bowvalleycollege.ca for the most up-to-date course information.

ENGL0704 - Language Arts 4 (10 credits)

Language Arts 4 is a literacy course that prepares learners to read and write in academic and real-world contexts. Learners are exposed to a variety of texts such as non-fiction, short stories, multimedia, and audio/visual presentations in order to build comprehension strategies. Learners engage with texts through skill-building tasks in order to enhance communication skills. This course prepares learners for Language Arts 5.

Prerequisite: C- in READ0103 and C- in WRIT0103

ENGL0705 - Language Arts 5 (10 credits)

Language Arts 5 is a literacy course that continues to prepare learners to read and write in academic and real-world contexts. Learners are exposed to a variety of texts such as non-fiction, short stories, multimedia, and audio/visual presentations in order to build comprehension strategies. Learners engage with texts through skill-building tasks. Learners will develop strategies of organization, problem-solving, and critical thinking. This course prepares learners for English Language Arts 10-1/-2.

Prerequisite: C- in ENGL0704 or C- in READ0104 and C- in WRIT0104

ESSK0101 - Basic Skills for Working, Learning and Living (5 credits)

This course is designed to support learners in identifying themselves within an academic and/or workplace learning environment. Learners will create a portfolio as a way to showcase their learning throughout the course. As well, learners will work with their instructor in creating course work that meets their individual learning profiles. Learners will achieve outcomes through a variety of pathways including but not limited to: Literacy and numeracy.

GEDP0302 - Math For GED (General Educational Development) (5 credits)

This is one term full time day program focuses on content related to the General Educational Development (GED) test. Learners study content and skills needed for the math portion of the GED test.

Prerequisite: D in MATH0801

GEDP0601 - Reading, Science and Social for GED (General Educational Development) (5 credits)

This is one term full time day program focuses on content related to the General Educational Development (GED) test. Learners study content and skills needed for the Reading, Science, and Social portions of the GED test.

Prerequisite: D in ELA1104 or D in ELA1105

GEDP0701 - Writing For GED (General Educational Development) (5 credits)

This is one term full time day program focuses on content related to the General Educational Development (GED) test. Learners study content and skills needed for the Writing portion of the GED test.

Prerequisite: D in ELA1104 or D in ELA1105

MAT1791 - Mathematics 10 C (5 credits)

This is an Alberta Education credit course. Topics include spatial sense and reasoning, algebra and number sense, graphing, and study of relations.

Prerequisite: C+ in MATH0801, D in ENGL0705 or D in READ0105 and D in WRIT0105; MAT1791 (repeat)

MAT1793 - Mathematics 10-3 (5 credits)

This is an Alberta Education credit course. The -3 stream is designed for learners who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, and algebra.

Prerequisite: D in MATH0801 or C+ in MATH0703

MAT2791 - Mathematics 20-1 (5 credits)

This is an Alberta Education credit course. Topics include algebra and number sense, trigonometry, quadratic functions, quadratic equations, and reciprocal functions. The -1 stream is designed for learners who want to enter post-secondary programs that require the study of calculus.

Prerequisite: C in Math 10C or C in MAT1791

MAT2792 - Mathematics 20-2 (5 credits)

This is an Alberta Education credit course. Topics include logical reasoning, properties of angles and triangles, acute triangle trigonometry, sine and cosine law, radicals, and quadratics. The -2 stream is designed for learners who want to enter post-secondary programs that do not require calculus.

Prerequisite: D in Math 10C or C- in MAT1791

MAT2793 - Mathematics 20-3 (5 credits)

This is an Alberta Education credit course. The -3 stream is designed for learners who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, statistics, and algebra.

Prerequisite: Math 10-3 or D in MAT1793

MAT3211 - Math 31 (5 credits)

This is an Alberta Education credit course. Math 31 is taken as a corequisite or pre-requisite to Math 30-1. Topics include differential and integral calculus, algebraic computations of functions and graphs. This course helps prepare learners who want to study university level mathematics.

Prerequisite: B in MAT3791 or B in MATH0301

MAT3791 - Mathematics 30-1 (5 credits)

This is an Alberta Education diploma credit course. Topics include algebra and number sense, trigonometry, inverses of relations, logarithms, exponential and logarithmic functions, polynomial functions, and permutations. The -1 stream is designed for learners who want to enter post-secondary programs that require the study of calculus.

Prerequisite: Mathematics 20-1 or C in MAT2791

MAT3792 - Mathematics 30-2 (5 credits)

This is an Alberta Education diploma credit course. Topics include logical reasoning, geometry, trigonometry, statistics and probability. The -2 stream is designed for learners who want to enter postsecondary programs that do not require calculus.

Prerequisite: C- in MAT2792

MAT3793 - Mathematics 30-3 (5 credits)

This is an Alberta Education credit course. The -3 stream is designed for learners who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, statistics, algebra, and probability.

Prerequisite: Mathematics 20-3 or D in MAT2793

Please check bowvalleycollege.ca for the most up-to-date course information.

MATH0301 - Mathematics 030-1 (5 credits)

This is a grade 12 equivalency course for Bow Valley College credit. This course sequence is designed to provide learners with the mathematical understandings and critical thinking skills identified for entry into post-secondary programs that require the study of calculus. Topics covered: Function Transformations; Radical Functions; Polynomial Functions; Trigonometry and the Unit Circle; Trigonometric Functions and Graphs; Trigonometric Identities; Exponential Functions; Logarithmic Functions; Rational Functions; Function Operations; and Permutations, Combinations and the Binomial Theorem.

Prerequisite: C in MAT2791

MATH0302 - Mathematics 030-2 (5 credits)

This is a grade 12 equivalency course for Bow Valley College credit. This course sequence is designed to provide learners with the mathematical understandings and critical thinking skills identified for post-secondary studies in programs that do not require the study of calculus. Topics covered: Set Theory; Counting Methods; Probability; Rational Expressions and Equations; Polynomial Functions; Exponential Functions; Logarithmic Functions; Sinusoidal Functions.

Prerequisite: C- in MAT2792 or D in MAT2791

MATH0701 - Basic Math 1 (5 credits)

This course teaches learners basic level math skills. Learners will learn addition, multiplication, and fractions. Learners also work with word problems. This course prepares learners for Basic Math 2.

MATH0702 - Basic Math 2 (5 credits)

This course teaches learners basic math skills. Learners develop skills in basic operations, and learn rounding, graphs, fractions, decimals, ratio and proportion, and percent. This course prepares learners for Basic Math 3.

Prerequisites: C- in MATH0701, D in READ0102, D in WRIT0102

MATH0703 - Basic Math 3 (5 credits)

This course teaches learners basic math skills. Learners develop skills in ratio and proportion, percent, measurement, and geometry. This course prepares learners for Prep Math 10, GED Math, and Math 10-3.

Prerequisites: C- in MATH0702, D in READ0103, D in WRIT0103

MATH0801 - Prep Math 10 (5 credits)

This course develops learners' math skills. Learners study number concepts, patterns and relations, variables and equations, measurement, geometry, and statistics. This course prepares learners for Math 10C.

Prerequisites: C- in MATH0703 and D in ENGL0704 or D in READ0104 and D in WRIT0104

PHYS0301 - Physics 030 (5 credits)

This is a grade 12 equivalency course for Bow Valley College credit. This course analyzes the physics of collisions, magnetic and electric fields, as well as atomic physics. This course will prepare learners who are wanting to take post-secondary programs focusing on physics or other sciences. Topics covered: Momentum and Impulse; Forces and Fields; Electromagnetic Radiation; Atomic Physics.

Prerequisite: C- in SCN2797

READ0102 - Reading 2 (5 credits)

This course teaches learners basic level reading skills. Learners will increase reading comprehension and word identification skills, study and apply reading strategies, read and understand fiction such as short stories and novels as well as non-fiction texts, and relate narrative texts to personal experiences. This course prepares learners for Reading 3.

READ0103 - Reading 3 (5 credits)

This course builds on basic reading and comprehension skills. Learners will compare texts, study literary conventions and terms, and build vocabulary. Learners read fiction including short stories and novels, as well as non-fiction texts. This course prepares learners for Reading 4.

Prerequisites: D in READ0102

READ0104 - Reading 4 (5 credits)

In this course learners will continue to develop reading comprehension skills and strategies. Learners will compare and contrast texts, develop vocabulary, and critically analyze information. Learners will read a variety of texts including poetry, short stories, novels, and non-fiction. This course prepares learners for Reading 5.

Prerequisites: D in READ0103

READ0105 - Reading 5 (5 credits)

In this course learners critically analyze plot and characters, compare and contrast texts, as well as recognize and discuss an author's viewpoint. Learners will read and respond to a variety of materials including media, novels, short stories and non-fiction. This course prepares learners for English Language Arts 10-1 and 10-2.

Prerequisites: D in ENGL0704 or D in READ0104

SCIE0801 - Science Preparation (5 credits)

This is a foundational level science course for learners with some formal science education at an elementary level. Learners will be introduced to science concepts and vocabulary related to life and physical sciences such as light, mechanical and electrical systems, the cell, genetics, and chemistry. This course prepares learners for Science 10.

Prerequisites: C- in MATH0703 and C- in ENGL0704 or C- in READ0104 and C- in WRIT0104

SCN1270 - Science 10 (5 credits)

This is an Alberta Education credit course. Learners in this course will study energy and matter in chemical change, energy flow in technological systems, cycling of matter in living systems, and energy flow in global systems.

Prerequisite: C- in SCIE0801 , C- in ENGL0105 or C- in READ0105 and C- in WRIT0105, C- in MATH0801

SCN2231 - Biology 20 (5 credits)

This is an Alberta Education credit course. This course analyzes energy and matter exchange in the biosphere, ecosystems and population change, photosynthesis and cellular respiration, and human systems. This course prepares learners for Biology 30.

Prerequisite: C in SCN1270

SCN2270 - Science 20 (5 credits)

This is an Alberta Education credit course. It is intended for learners who do not need specialized sciences in career programs or trades. Learners in this course study chemical changes, changes in motion, the changing earth, and changes in living systems.

Prerequisite: C- in SCN1270

SCN2796 - Chemistry 20 (5 credits)

This is an Alberta Education credit course. This course analyzes the diversity of matter and chemical bonding, forms of matter, matter as solutions, acids and bases, quantitative relationships in chemical changes.

Prerequisite: C in SCN1270 and C- in MAT1791

Please check bowvalleycollege.ca for the most up-to-date course information.

SCN2797 - Physics 20 (5 credits)

This is Alberta Education credit course. This course analyzes kinematics, dynamics, circular motion, work, and energy, oscillatory motion and mechanical waves.

Prerequisite: C in SCN1270 and C- in MAT1791

SCN3230 - Biology 30 (5 credits)

This is a diploma course for Alberta Education credit. This course analyzes nervous and endocrine systems, reproduction and development, cell division, genetics and molecular biology, and population and community dynamics. This course prepares learners for post-secondary programs in health and biological sciences.

Prerequisite: C- in SCN2231 or D in BIOL0201

SCN3270 - Science 30 (5 credits)

This is an Alberta Education diploma credit course. It is intended for learners who do not need specialized sciences in career programs or trades. Learners in this course study how living systems respond to their environment, chemistry and the environment, electromagnetic energy, and energy and the environment. This science course is accepted as a 30 level science in many post-secondary institutions and career programs.

Prerequisite: C- in SCN2270

SCN3796 – Chemistry 30 (5 credits)

This is a diploma course for Alberta Education credit. This course analyzes thermochemical changes, electrochemical changes, chemical changes of organic compounds, chemical equilibrium focusing on acid-base systems. This course prepares learners for post-secondary programs that focus on chemistry and other sciences.

Prerequisite: C- in SCN2796 or D in CHEM0201

SCN3797 - Physics 30 (5 credits)

This is Alberta Education diploma credit course. This course analyzes momentum and impulse, forces and fields, electromagnetic radiation, and atomic physics.

Prerequisites: C- in SCN2797 or D in PHYS0201

SSN1154 - Aboriginal Studies 10 (5 credits)

In this course learners study the Aboriginal Perspective on oral tradition, worldview, traditional societies, contact, and cultural exchange. This course highlights current issues, art, and literature in Aboriginal cultures.

Prerequisites: C- in ENGL0705

SSN2154 - Aboriginal Studies 20 (5 credits)

In this course learners study Aboriginal history and culture change in Canada. This course highlights the Aboriginal way of life, the effect of colonization, the Metis and Inuit struggles, treaties, assimilation, and education.

Prerequisites: C- in SSN1154

SSN3154 - Aboriginal Studies 30 (5 credits)

In this course learners study contemporary Aboriginal issues including inherent rights, traditional governance, Aboriginal rights and self-government, land claims, communities in today's society, and world issues.

Prerequisites: C- in SSN2154

SST1772 - Social Studies 10-2 (5 credits)

This is an Alberta Education credit course. Learners will explore historical aspects of globalization, the effects of globalization on lands, cultures, human rights and quality of life. Through multiple perspectives learners examine the effects of globalization on peoples in Canada and beyond, including the impact on Aboriginal and Francophone communities. Learners will develop skills to respond to issues emerging in an increasingly globalized world.

Prerequisites: C- in ENGL0705 or C- in READ0105 and C- in WRIT0105

SST2771 - Social Studies 20-1 (5 credits)

This is an Alberta Education credit course. Learners will explore the complexities of nationalism in Canadian and international contexts. The course covers the origins of nationalism and the influence of nationalism on regional, international and global relations. Through multiple perspectives learners develop understandings of nationalism and how nationalism contributes to the citizenship and identities of people in Canada. This course prepares learners for Social Studies 30-1.

Prerequisites: C+ in SST1772

SST2772 - Social Studies 20-2 (5 credits)

This is an Alberta Education credit course. Learners will examine historical and contemporary understandings of nationalism in Canada and the world, the origins of nationalism as well as the impacts of nationalism on individuals and communities in Canada and beyond. Learners examine examples of nationalism, ultranationalism, supranationalism and internationalism from multiple perspectives. Learners will develop personal and civic responses to emergent issues related to nationalism. This course prepares learners for Social Studies 30-2.

Prerequisites: C- in SST1772

SST3771 - Social Studies 30-1 (5 credits)

This is an Alberta Education diploma credit course. Learners will explore the origins and complexities of ideologies and examine multiple perspectives regarding the principles of classical and modern liberalism. Learners analyze various political and economic systems assess the viability of the principles of liberalism. Developing understandings of the roles and responsibilities associated with citizenship encourages learners to respond to emergent global issues.

Prerequisites: C- in SST2771

SST3772 - Social Studies 30-2 (5 credits)

This is an Alberta Education diploma credit course. Learners will examine the origins, values and components of competing ideologies. They will explore multiple perspectives regarding relationships among individualism, liberalism, common good and collectivism. Learners examine various political and economic systems to determine the viability of the values of liberalism. Developing understandings of the roles and responsibilities associated with citizenship will encourage learners to respond to emergent global issues.

Prerequisites: C- in SST2772 or D in SST2771

WRIT0102 - Writing 2 (5 credits)

This course teaches learners basic level writing skills. Learners will learn to well-constructed sentences and paragraphs using proper spelling and grammar and will edit and revise their writing. This course prepares learners for Writing 3.

Please check bowvalleycollege.ca for the most up-to-date course information.

WRIT0103 - Writing 3 (5 credits)

This course builds on basic writing skills. Learners will write sentences and paragraphs, as well as workplace materials. Learners will incorporate proper spelling and grammar, as well as compose writing using email and word processors. This course prepares learners for Writing 4.

Prerequisites: D in WRIT0102

WRIT0104 - Writing 4 (5 credits)

This course continues to build on and increases learners' writing skills. Learners will write narrative and expository paragraphs incorporating proper spelling, grammar, and punctuation. This course prepares learners for Writing 5.

Prerequisites: D in WRIT0103

WRIT0105 - Writing 5 (5 credits)

In this course learners continue to develop their writing skills to write clear, concise, and correct descriptive, narrative, and expository paragraphs. Learners will also research, plan, and write an expository essay. This course prepares learners for English Language Arts 10-1 and 10-2.

Prerequisites: D in ENGL0704 or D in WRIT0104

Please check bowvalleycollege.ca for the most up-to-date course information.

School of Global Access

English Language Learning Offerings

English for Academic Purposes

Immigrant Youth Programs

English Language Programs

Full-Time LINC & ELL

Part-Time LINC

Online LINC

Please check bowvalleycollege.ca for the most up-to-date course information.

English Language Learning Offerings

English for Academic Purposes

This full-time program is for internationally educated learners whose first language is not English. The program provides learners with the strategies and English language skills needed to succeed in academic courses at Canadian post-secondary institutions.

Learners receive instruction in reading, writing, listening and speaking in an academic context.

There are three levels to this program. Acceptance and initial placement in the program is determined by scores achieved on an initial assessment.

Admission Requirements

- Successful completion of the EAP entrance test
- Minimum Canadian Language Benchmark (CLB) levels: 6,6,6,6*
- Minimum of high school education
- Clear academic and career goals

Benchmarks must be less than one year old and documented

Transferability

Successful completion of the program with a minimum grade of 'B-' (70-74%) allows learners to meet the English language proficiency requirements needed to enter most career programs at Bow Valley College.

Funders

- Alberta Works

For information in multiple languages about our ELL programs, visit **globalaccess.bowvalleycollege.ca/apply-ell**.

Youth Programs

Bridge

This program is for ELL learners between the ages of 18 and 24 who have had interrupted formal education and have not completed high school. This program offers instruction that is age and content appropriate and develops the study and life skills necessary to access further education.

Learners in Bridge will develop skills in reading, writing, numeracy and digital literacy. A program entry assessment is required for placement. This program is partially funded by Immigration, Refugees andCitizenship Canada.

LINC applicants must first take a Canadian language benchmarks test at the Calgary Language Assessment and Referral Centre (CLARC). The telephone number for CLARC is 403-262-2656.

Youth in Transition

This LINC program is for newcomers to Canada who are between the ages of 18 and 24. Learners in this program have ten years or more of formal education and are grouped according to language proficiency.

Learners in YiT will develop the language and academic skills necessary to access further education. Classes are available at CLB levels 4 and higher. For more information, please call 403-410-1402.

This program is funded by Immigration, Refugees and Citizenship Canada. It is open to permanent residents and convention refugees, but not to Canadian citizens.

Applicants must first take a Canadian language benchmarks test at the Calgary Language Assessment and Referral Centre (CLARC). The telephone number for CLARC is 403-262-2656.

English Language Programs

Bow Valley College's ELL courses provide learners with the skills needed to live, study and work in Canada. Learners are individually assessed for English-language ability and placed in the appropriate class.

Full-Time Language Instruction for Newcomers to Canada (LINC) & English Language Learning (ELL)

Full-Time LINC (Up to CLB 6)

This full-time LINC program is funded by Immigration, Refugees, and Citizenship Canada and is open to:

- permanent residents
- persons in Canada applying to become a permanent resident and who have been informed, by letter, of the initial approval
- Convention refugees
- Protected Persons

The LINC program is not open to Canadian citizens. All tuition fees are covered by Immigration, Refugees, and Citizenship Canada.

Full-Time ELL – Alberta Works Learner Benefit Eligible (Up to CLB 8)

This full-time ELL program is open to:

- Canadian citizens
- Permanent residents and Convention refugees

The maximum length of funding is 20 months. Alberta Employment & Immigration (AEI) pays tuition fees and living costs for eligible learners. For more information about the process, contact the College's Prospective Student Services. Learners in this program must be either Full-time EI/EI Reachback or Full-time Non-EI Skills Development Grant (SDG) clients.

Part-Time LINC (Levels 4-6)

This part-time LINC program is funded by Immigration, Refugees, and Citizenship Canada and is open to:

- permanent residents
- persons in Canada applying to become a permanent resident and who have been informed, by letter, of the initial approval
- convention refugees
- Protected persons

The LINC program is not open to Canadian citizens. All tuition fees are covered by Immigration, Refugees, and Citizenship Canada.

Part-time LINC programs are divided into two courses: listening/speaking and reading/writing/grammar. Morning and evening classes are available. Placements are made according to learners' Canadian language benchmark levels.

Online LINC (Levels 6 and 7)

This part time online LINC program is funded by Immigration, Refugees, and Citizenship Canada and is open to:

- •permanent residents
- persons in Canada applying to become a permanent resident and who have been informed, by letter, of the initial approval
- convention refugees
- Protected persons

The LINC program is not open to Canadian citizens. All tuition fees are covered by Immigration, Refugees, and Citizenship Canada.

Online LINC courses are available in reading and writing. Placements are made according to learners' Canadian Language Benchmark levels.

BowValley
C O L L E G E

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