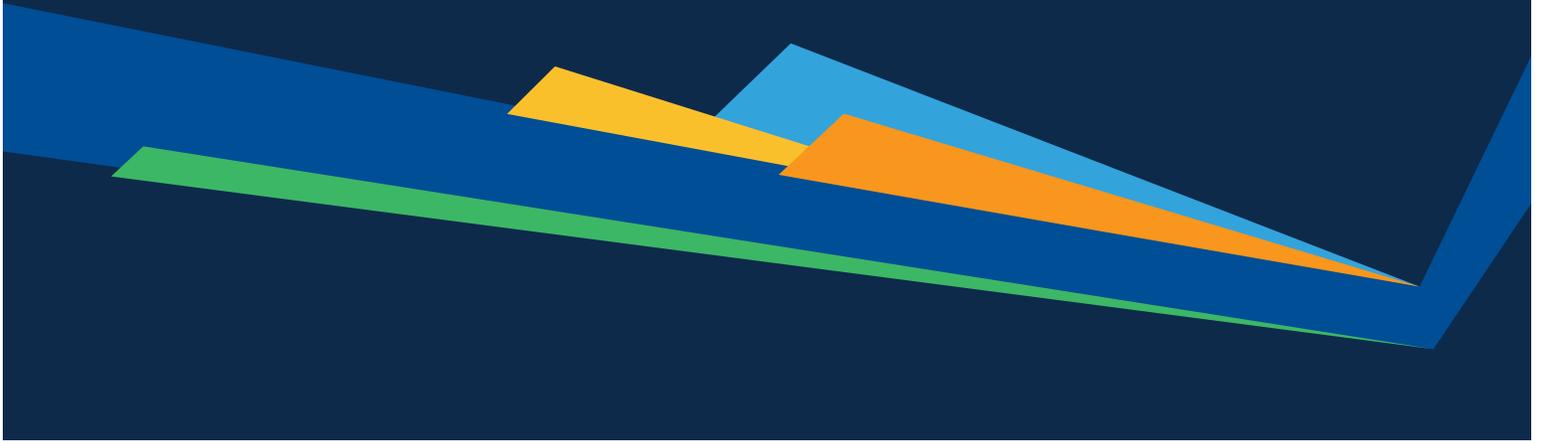




# Academic Calendar

2018 – 2019



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# President's Message



At Bow Valley College, we are proud to offer you an exceptional education experience to facilitate your professional and academic development as well as personal growth. We provide a wide-range of certificate, diploma, post-diploma certificate, and continuing education opportunities that develop enhanced skills for fields like business, health care, justice, community services, and creative technologies. We are also committed to programs in Academic Upgrading and English Language Learning.

Our focus on delivering both technical and broader workplace skills ensures the development of relevant competencies to start your career or give momentum to a desired career shift. With Bow Valley College as your partner, we will prepare you to put new skills to work and promote a lifetime of contribution in your workplace and community.

Our scale and capacity in Academic Upgrading and English Language Learning allow us to target solutions to meet your needs and provide efficient pathways into further studies or the labour market. As well, we offer an extensive learner support system capable of customizing strategies and supports to foster your success.

We are pleased you are considering Bow Valley College. Through flexible program delivery options and a responsive learning environment, we give you access to learning content and resources where and when needed so you can attend to life's other responsibilities. Whether you join us in Calgary, at one of our many regional sites, or online, we are committed to your success every step of the way.

I invite you to peruse this Academic Calendar and see the multitude of options that can help you achieve your aspirations and potential.

Sincerely,

**Laura Jo Gunter**  
**President and CEO**

# College Departments and Services

## Academic Advising Services

Academic Advising services provides optional 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:

8:30 a.m. – 4:00 p.m. (Mon – Thu)

Closed every Thursday from 9:30 a.m. to 11:30 a.m.

9:30 a.m. – 4:00 p.m. (Fri)

First Floor, South Campus

345 – 6 Ave. SE

Calgary, AB T2G 4V1

Phone: 403-410-3456

Email: [advising@bowvalleycollege.ca](mailto:advising@bowvalleycollege.ca)

## Academic Success Centre (Tutorial Centre)

The Academic Success Centre is a part of Learner Success Services at Bow Valley College, and provides services and supports that help with learning. Services include:

- tutoring (face-to-face, online or group)
- study group
- peer tutoring
- assistance with study skills and learning strategies
- resources to support academic success
- workshops
- quiet study spaces
- Learning Boot Camp
- Technology Boot Camp

### Hours of Operation:

8:00 a.m. – 7:00 p.m. (Mon – Thu)

10:00 a.m. – 4:00 p.m. (Fri)

9:00 a.m. – 2:00 p.m. (Sat)

### Closed on long weekend Saturdays

N266, Second Floor, North Campus

## Alumni Relations

Graduates of Bow Valley College are part of the alumni community and are encouraged to stay connected through Bow Valley College Alumni Relations.

Phone: 403-410-1412

Email: [alumni@bowvalleycollege.ca](mailto:alumni@bowvalleycollege.ca)

## Imagine Health

Provides full medical, pharmacy, and physiotherapy services. College program vaccinations are available here.

### Hours of Operation:

8:30 a.m. – 4:30 p.m. (Mon – Fri)

First Floor, West Campus

300 – 6 Avenue SE

Calgary, AB T2G 0G5

Phone: 403-705-5786

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

## Iniikokaan (Buffalo Lodge) Aboriginal Centre

The centre provides Aboriginal learners with financial information for First Nations Band funding and supports geared for program success. Our gathering place provides cultural, physical, emotional and spiritual support through the following:

- cultural resource elder advising, consultations and spirituality
- ceremonial smudge
- culturally relevant speakers and information sessions
- gathering place for study
- advocacy for First Nations band and Metis educational sponsorship
- Aboriginal scholarship and bursary information

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Mon – Fri)

Phone: 403-410-1786

Second Floor, South Campus

[bowvalleycollege.ca/iniikokaan](http://bowvalleycollege.ca/iniikokaan)

## Intercultural Centre

The Intercultural Centre provides a signature location from which the Centre for Excellence in Immigrant and Intercultural Advancement celebrates and promotes the Diversity Advantage to all learners, faculty, staff and the broader community.

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Mon – Fri)

Phone: 403-410-3495

Email: [intercultural@bowvalleycollege.ca](mailto:intercultural@bowvalleycollege.ca)

## International Education Department

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:

8:00 a.m. – 4:00 p.m. (Mon – Thu)

9:30 a.m. – 4:00 p.m. (Fri)

Phone: 403-410-3476

Email: [international@bowvalleycollege.ca](mailto: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** (learner 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:

8:00 a.m. – 6:00 p.m. (Mon – Thu)

10:00 a.m. – 4:15 p.m. (Fri)

First Floor, South Campus

Phone: 403-410-1440

[bowvalleycollege.ca/lss](http://bowvalleycollege.ca/lss)

## Office of the Registrar and Enrolment Services

The Office of the Registrar and Enrolment Services assists learners through all phases of their academic journey. Services include:

- applications and admissions
- cashier services
- admissions testing
- ID cards
- admissions/registration/transcripts
- prior learning assessments and transfer credit

### Hours of Operation:

#### Regular Hours

8:00 a.m. – 6:00 p.m. (Mon – Thu)

9:30 a.m. – 4:00 p.m. (Fri)

#### Call Centre Hours

8:00 a.m. – 6:00 p.m. (Mon – Thu)

8:00 a.m. – 4:00 p.m. (Fri)

#### 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

## Prospective Student Centre

Prospective Student Centre provides information about college programs and courses, including admission requirements and assistance with filling out application forms.

### Hours of Operation:

8:00 a.m. – 4:00 p.m. (Mon to Thu)

9:30 a.m. – 4:00 p.m. (Fri)

First Floor, South Campus

345 – 6 Avenue SE

Calgary, AB T2G 4V1

Phone: 403-410-1402

Email: [info@bowvalleycollege.ca](mailto:info@bowvalleycollege.ca)

## RGO Library and Learning Commons

The RGO Library and Learning Commons includes: Library and Information Services, Testing Services, Learner Technology Support and other study support including:

- computers
- printing
- study tables
- group work rooms

### Hours of Operation:

8:00 a.m. – 7:00 p.m. (Mon – Thu)

10:00 a.m. – 5:00 p.m. (Fri)

9:00 a.m. – 5:00 p.m. (Sat)

#### Closed on long weekend Saturdays

First Floor, North Campus

[bowvalleycollege.ca/library](http://bowvalleycollege.ca/library)

## YMCA Childcare at Bow Valley College

The YWCA Child Care Centre 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 accredited facility.

### Hours of Operation:

7:00 a.m. – 5:30 p.m. (Mon – Fri)

Second Floor, North Campus

Phone: 403-705-5786

Email: [childcare@ywcaofcalgary.com](mailto:childcare@ywcaofcalgary.com)

# Employment Services

## Bow Valley College/ CRIEC Mentorship Program

Bow Valley College and the Calgary Region Immigrant Employment Council (CRIEC) have been partnering since 2011 to deliver the very successful Mentorship Program for Internationally Trained Professionals (ITP).

ITPs are matched with professionals, with Canadian experience in their targeted occupation, to gain knowledge about the expectations and opportunities in Calgary. The resulting match is an opportunity for mentors to connect with global talent and mentees to learn more about working in Calgary.

The goal of the program is to help build an inclusive workplace and strengthen the ability of Calgary organizations to attract and retain talent.

This program is made possible through an investment by Immigration, Refugees and Citizenship Canada.

Phone: 403-410-3211

Email: [mentorship@bowvalleycollege.ca](mailto:mentorship@bowvalleycollege.ca)  
[criec.ca](http://criec.ca)

## Career Connection

Career Connection offers career services to all Albertans. Services include:

- self-help career planning, job search and career management resources
- labour market information (e.g. newspapers, books, internet resources and handouts)
- computers with internet access, printer, scanner, fax, and telephone for work search
- career coaching
- resume and cover letter critique
- mock interview practice
- hot topic and employer connection events

Bow Valley College, West Campus  
300 – 6 Avenue SE  
Calgary, AB T2G 0G5

Phone: 403-410-3203

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

## Alberta Indigenous Construction Career Centre

Alberta Indigenous Construction Career Centre offers job search assistance for job-ready Indigenous clients seeking work in the construction industry. Clients participate in group workshops, safety training and individualized career coaching.

Bow Valley College, West Campus  
300 – 6 Avenue SE  
Calgary, AB T2G 0G5

Phone: 403-441-2380

Email: [aiccc@bowvalleycollege.ca](mailto:aiccc@bowvalleycollege.ca)

## LINC Career Services

LINC Career Services assists LINC eligible clients with a CLB 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  
300 – 6 Avenue SE  
Calgary, AB T2G 0G5

Phone: 403-410-3203

Email: [linc.career.services@bowvalleycollege.ca](mailto:linc.career.services@bowvalleycollege.ca)

## Youth Skills Connection

Youth Skills Connection is a 16-week 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 and secure related employment.

Bow Valley College, West Campus  
300 – 6 Avenue SE  
Calgary, AB T2G 0G5

Phone: 403-410-1453

[mycareerconnection.ca/youth](http://mycareerconnection.ca/youth)

## Connections to the Workplace

Connections to the Workplace provides young professionals and recent graduates (up to age 30) with one-on-one career and job search coaching, and a 12-week work experience in their field of study.

Bow Valley College, West Campus  
300 – 6 Avenue SE  
Calgary, AB T2G 0G5

Phone: 403-410-1453

[mycareerconnection.ca/youth](http://mycareerconnection.ca/youth)

## Connexion Carrière

Connexion Carrière est le centre d'emploi francophone de Calgary.

Nous aidons gratuitement notre clientèle francophone dans la recherche d'emploi grâce à des services tels que des conseils individualisés, la rédaction de CV, la préparation aux entrevues, des cours d'anglais et bien d'autres encore.

Bow Valley College, West Campus (W224)

300 6 Avenue SE

Calgary AB T2G 0G5

Phone: 587-390-6262

**connexioncarriere.ca**

## Directions for Immigrants in Trades and Professional Careers

Are you an internationally educated professional looking for a job or planning to obtain your license in Canada? We are here to help.

Directions for Immigrants is a no-cost career service centre that helps you navigate the job search and the accreditation process.

We work with professionals in all occupations from A to Zed, from an internationally educated accountant to a zoologist.

Our career services include:

- career resource centre
- workshops
- workplace communication job success groups
- career coaching support
- exam preparation study groups
- industry networking sessions

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)

300 – 6 Avenue SE

Calgary, AB T2G 0G5

Phone: 403-770-5155

**directionsforimmigrants.ca**

# Regional Campuses

Bow Valley College offers career programs and courses in the regions surrounding Calgary. Please contact the individual sites for information on offerings, or visit [bowvalleycollege.ca/regional](http://bowvalleycollege.ca/regional).

## Airdrie Campus

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

Hours: Monday - Friday, 8:30 am - 4:30 pm

Phone: (403) 355-1910

Email: [bvcairdrie@bowvalleycollege.ca](mailto:bvcairdrie@bowvalleycollege.ca)

## Banff Campus

Wolf & Bear Mall  
229 Bear Street  
Banff, AB T1L 1A9

Hours: By appointment only

Phone: (403) 760-2485

Email: [bvcbowcorridor@bowvalleycollege.ca](mailto:bvcbowcorridor@bowvalleycollege.ca)

## Canmore Campus

800 Railway Avenue  
Canmore, AB T1W 1P1

Hours: Monday to Friday 8:30 am to 4:30 pm

Phone: (403) 812-1011

Email: [bvcbowcorridor@bowvalleycollege.ca](mailto:bvcbowcorridor@bowvalleycollege.ca)

## Cochrane Campus

305 1 Street E  
Cochrane, AB T4C 1Z3

Hours: Monday - Friday, 8:30 am - 4:30 pm

Phone: (403) 851-0463

Email: [bvccochrane@bowvalleycollege.ca](mailto:bvccochrane@bowvalleycollege.ca)

## High River Campus

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

Hours: Monday - Friday, 8:30 am - 4:30 pm

Phone: (403) 441-2399

Email: [bvcfoothills@bowvalleycollege.ca](mailto:bvcfoothills@bowvalleycollege.ca)

## Okotoks Campus

11 Elizabeth Street  
Okotoks, AB T1S 1A8

Hours: Monday - Friday, 8:30 am - 4:30 pm

Phone: (403) 476-2233

Email: [bvcokotoks@bowvalleycollege.ca](mailto:bvcokotoks@bowvalleycollege.ca)

## Strathmore Campus

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

Hours: Monday - Friday, 8:30 am - 4:00 pm

Phone: (403) 983-1221

Email: [bvcstrathmore@bowvalleycollege.ca](mailto:bvcstrathmore@bowvalleycollege.ca)

# Telephone Directory

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

## Office of the Registrar

Prospective Student Centre	403-410-1402
Registration, payments, and general information	403-410-1400

## 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

## International Education

403-410-3476

## Other Frequently Called Areas

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

## Schools (Academic Departments)

Chiu School of Business	403-410-1570
School of Community Studies	403-410-1471
School of Continuing Learning	403-476-2223
School of Creative Technologies	403-410-1471
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, and will provide notice to keep learners informed of such changes. Because policies, regulations, deadlines and other information are updated from time to time, there may be changes that are not reflected in the Academic Calendar. Be sure to check the College's website ([bowvalleycollege.ca](http://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

<b>Monday July 2, 2018</b>	<b>College Closed in Lieu of Canada Day (July 1st)</b>
<b>Friday July 6, 2018</b>	Stampede Parade – <i>No Classes</i>
<b>Wednesday August 1, 2018</b>	Applications for Career Programs open for Fall 2019 Application to Graduate Submission Deadline for the 18 SPSU Term
<b>Monday August 6, 2018</b>	<b>College Closed for Statutory Holiday – Heritage Day</b>
<b>Wednesday August 22, 2018</b>	Last day of classes and exams of the Spring/Summer Term All Lockers must be emptied by 4:00 p.m. The locks must remain on the lockers New Student Orientation
<b>Friday August 24, 2018</b>	Grade Submission Deadline – 18SPSU Graduation Processing begins for all applications to graduate for the 18SPSU Term
<b>Wednesday, August 29, 2018</b>	Fee Deadline Fall Term.
<b>Thursday, August 30, 2018</b>	<b>Start of Fall Term – First Day of Classes</b> Locker Rentals will be available online starting at 8:00 a.m.
<b>Monday September 3, 2018</b>	<b>College Closed for Statutory Holiday – Labour Day</b>
<b>Tuesday September 11, 2018</b>	Drop Deadline: Last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, excluding the confirmation fee Transfer Credit Deadline: last day to apply for transfer credit
<b>Wednesday September 12, 2018</b>	Applications open for Open Studies & Upgrading for Winter Term
<b>Monday October 8, 2018</b>	<b>College Closed for Statutory Holiday – Thanksgiving</b>
<b>Monday October 15, 2018</b>	Online registration opens for <i>ongoing</i> School of Health and Wellness learners
<b>Wednesday October 17, 2018</b>	Online registration opens for <i>ongoing</i> Chiu School of Business learners
<b>Thursday October 18, 2018</b>	Online registration opens for <i>ongoing</i> School of Community Studies and Creative Technologies learners
<b>Monday October 22, 2018</b>	Withdrawal Deadline for full-time programs: Last day to withdraw from a course in the current term and receive a “W” grade. Withdrawals after this date will result in “F” grade.
<b>Tuesday October 23, 2018</b>	Online registration opens for new School of Health and Wellness
<b>Wednesday October 24, 2018</b>	Online registration opens for <i>new</i> Chiu School of Business learners
<b>Thursday October 25, 2018</b>	Online registration opens for new School of Community Studies and Creative Technology learners
<b>Friday October 26, 2018</b>	Online registration opens for Open Studies learners
<b>Wednesday October 31, 2018</b>	Graduation Processing begins for all applications to graduate for Mid-Term 18 Fall Graduations (Work Experience, Practicum Learners and 18SPSU late applications to graduate)
<b>Thursday November 1, 2018</b>	International student application deadline for following term
<b>Monday November 12, 2018</b>	<b>College Closed in Lieu of Statutory Holiday Remembrance Sunday Nov 11th</b>
<b>Monday December 3, 2018</b>	Applications for Career Programs open for Winter 2020 Application to Graduate Deadline and Registration for the 19 Winter Convocation Ceremony
<b>Tuesday December 18, 2018</b>	Last day of classes and exams of the Fall Term
<b>Thursday December 20, 2018</b>	Grade Submission Deadline
<b>Monday December 24, 2018 – Wednesday January 2, 2019</b>	<b>College Closed for Holidays</b>
<b>Wednesday January 2, 2019</b>	Graduation Processing Begins for all applications to graduate for 18 FALL TERM
<b>Thursday January 3, 2019</b>	New Student Orientation
<b>Friday January 4, 2019</b>	Fee Deadline for Winter Term

<b>Monday January 7, 2019</b>		<b>Start of Winter Term – First Day of Classes</b>
<b>Wednesday January 16, 2019</b>	Drop Deadline: Last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, excluding the confirmation fee	
	Transfer Credit Deadline: last day to apply for transfer credit	
<b>Thursday January 17, 2019</b>	Applications open for Open Studies & Upgrading for Spring Term	
<b>To be confirmed</b>	Winter Convocation Ceremony	
<b>Monday February 4, 2019</b>	Online registration opens for ongoing School of Health and Wellness learners	
<b>Wednesday February 6, 2019</b>	Online registration opens for <i>ongoing</i> Chiu School of Business learners	
<b>Thursday February 7, 2019</b>	Online registration opens for <i>ongoing</i> School of Community Studies and Creative Technology learners	
<b>Tuesday February 12, 2019</b>	Online registration opens for <i>new</i> School of Health and Wellness learners	
<b>Wednesday February 13, 2019</b>	Online registration opens for <i>new</i> Chiu School of Business learners	
<b>Thursday February 14, 2019</b>	Online registration opens for <i>new</i> School of Community Studies and Creative Technology learners	
<b>Friday February 15, 2019</b>	Online registration opens for Open Studies learners	
<b>Monday February 18, 2019</b>	College Closed for Statutory Holiday – Family Day	
<b>Wednesday February 27, 2019</b>	Withdrawal Deadline for full-time programs: Last day to withdraw from a course in the current term and receive a “W” grade. Withdrawals after this date will result in a “F” grade.	
<b>Thursday February 28, 2019</b>	Processing of all applications to graduate for Mid-Term 19 WINT graduations (Work Experience, Practicum, and late applications to graduate for 18FALL)	
<b>Monday March 4, 2019</b>	International student application deadline for following term	
<b>Monday April 1, 2019</b>	Applications for Career Programs Open for Spring/Summer 2019	
	Application to Graduate Deadline and Registration for 2019 June Convocation Ceremony Registrations for all eligible learners.	
<b>Friday April 19 – April 22, 2019</b>	<b>College Closed for Statutory Holiday Good Friday and Easter Monday</b>	
<b>Thursday April 25, 2019</b>	Last day of classes and exams of the Winter Term	
	New Student Orientation	
<b>Monday April 29, 2019</b>	Grade Submission Deadline	
<b>Wednesday May 1, 2019</b>	Fee deadline for Spring/Summer Term	

<b>Thursday May 2, 2019</b>	<b>Start of Spring/Summer Term – First Day of Classes</b>
<b>Monday May 13, 2019</b>	Drop Deadline: Last day to cancel/drop courses or programs in the current term and be eligible for 100% tuition refund, excluding the confirmation fee
	Transfer Credit Deadline: Last day to apply for transfer credit.
<b>Monday May 20, 2019</b>	<b>College Closed for Statutory Holiday – Victoria Day</b>
<i>To be confirmed</i>	Spring Convocation Ceremony
<b>Monday June 3, 2019</b>	Online registration opens for <i>ongoing</i> School of Health and Wellness Learners learners
<b>Tuesday June 4, 2019</b>	Online registration opens for <i>ongoing</i> Chiu School of Business learners
<b>Wednesday June 5, 2019</b>	Online registration opens for <i>ongoing</i> School of Community Studies and Creative Technologies learners
<b>Tuesday June 11, 2019</b>	Online registration opens for <i>new</i> School of Health and Wellness learners
<b>Wednesday June 12, 2019</b>	Online registration opens for <i>new</i> Chiu School of Business learners
<b>Thursday June 13, 2019</b>	Online registration opens for <i>new</i> School of Community Studies and Creative Technology learners
<b>Friday June 14, 2019</b>	Online registration opens for Open Studies learners
<b>Monday June 24, 2019</b>	Withdrawal Deadline for full-time programs: Last day to withdraw from a course in the current term and receive a “W” grade. Withdrawals after this date will result in a “F” grade.
<b>Monday July 1, 2019</b>	<b>College Closed for Canada Day</b>
<b>Friday July 5, 2019</b>	<b>Stampede Parade – No Classes</b>
<b>Thursday August 1, 2019</b>	Applications for Career Programs open for Fall 2020
<b>Monday August 5, 2019</b>	<b>College Closed for Statutory Holiday – Heritage Day</b>
<b>Wednesday August 21, 2019</b>	Last day of classes and exams of the Spring/Summer Term
<b>Thursday August 22, 2019</b>	New Student Orientation
<b>Friday August 23, 2019</b>	Grade Submission Deadline
<b>Wednesday August 28, 2019</b>	Fee Deadline Fall Term
<b>Thursday August 29, 2019</b>	<b>Start of Fall Term – First Day of Classes</b>

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

## 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.
5. 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 \$65.00 fee per domestic application, and a \$130.00 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](http://bowvalleycollege.ca/coned).

## Alberta Student Number

Applicants must have an Alberta Learner 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](http://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 10 to 18 and on at [bowvalleycollege.ca](http://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 post-secondary institution attended.

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](http://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. Please contact the International Admissions Officer at 403-410-3489 for specific details.

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 institutions 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](http://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](http://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 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 postsecondary institution with a letter of permission).

## Open Studies: Process

1. Learners are required to apply and be admitted to Open Studies before taking Open Studies.
2. Currently enrolled Bow Valley College post-secondary program learners are able to access Open Studies courses during their regular registration window.
3. Visit [bowvalleycollege.ca/openstudies](http://bowvalleycollege.ca/openstudies) for a list of currently available Open Studies courses.

Individual learners who have applied to the College's post-secondary programs but have been denied admission, waitlisted or have a program start date that is more than four months in the future will be provided with an offer to be admitted to Open Studies without an Open Studies application or payment.

# Academic Admission Requirements

(Information subject to change)

## Chiu School of Business

Program	Academic Admission Requirements
<b>Administrative Professional Certificate*</b> , <b>Dental Business Assistant Certificate, Hospital Unit Clerk Certificate, Legal Assistant Diploma*</b> , <b>Medical Office Assistant Certificate, Veterinary Office Assistant Certificate</b>	<ul style="list-style-type: none"> <li>• Credit in English 30-1 or 65% in English 30-2 or equivalent</li> <li>• Credit in a Grade 10 Math (excluding Math 10-4 and Math 16 levels)</li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>• Language Arts Reading and Writing 520 minimum standard score</li> <li>• Math: 450 minimum standard score</li> </ul> </li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Satisfactory results on the Bow Valley College Admission Test</li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Successful completion of the Pre-Business Pathway</li> </ul>
<b>Business Administration Certificate, Business Administration Diploma, Events Management Certificate, Human Resources Certificate</b>	<ul style="list-style-type: none"> <li>• Credit in English 30-1 or 65% in English 30-2 or equivalent</li> <li>• Credit in Math 30-1 or Math 30-2 or equivalent</li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>• Language Arts Reading and Writing 520 minimum standard score</li> <li>• Math: 520 minimum standard score</li> </ul> </li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Satisfactory results on the Bow Valley College Admission Test</li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Successful completion of the Pre-Business Pathway</li> </ul>

\* 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
<b>Addiction Studies Certificate, Addiction Studies Diploma – Aboriginal Focus, Child and Youth Care Diploma, Disability Studies Certificate, Disability Studies Diploma, Early Learning and Child Care Certificate, Early Learning and Child Care Diploma, Education Assistant Certificate, Fetal Alcohol Spectrum Disorder Education Certificate, Justice Studies Diploma</b>	<ul style="list-style-type: none"> <li>• Credit in English 30-1 or 65% in English 30-2 or equivalent</li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Successful completion of all five tests that make up the the General Educational Development (GED) with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>• Language Arts: Reading and Writing 520 minimum standard score</li> </ul> </li> </ul> <b>OR:</b> <ul style="list-style-type: none"> <li>• Satisfactory results on the Bow Valley College Admission Test</li> </ul>
<b>Health and Human Services Management Post-Diploma Certificate</b>	Diploma or degree in health or human services (equivalencies will be considered on a case-by-case basis)
<b>Social Work Diploma</b>	<ul style="list-style-type: none"> <li>• 60% in English 30-1 or equivalent</li> </ul> <b>AND:</b> <ul style="list-style-type: none"> <li>• Completed a minimum of 100 voluntary and/or paid hours in the human services field. Documentary evidence required (such as a letter from the employing agency).               <ul style="list-style-type: none"> <li>• Official letter on letterhead signed by a supervisor, including their contact information</li> <li>• Applicant’s role/job title</li> <li>• Total number of hours worked or volunteered</li> <li>• A detailed description of the applicant’s responsibilities and the level of interaction they had with clients, their families, and/or the general public</li> <li>• All letters are reviewed on a case by case basis. The College does not accept Record of Employment documentation in lieu of an official reference letter.</li> </ul> </li> </ul>

## 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 Health and Wellness

Program	Academic Admission Requirements
<b>Health Care Aide Certificate</b>	<ul style="list-style-type: none"> <li>Credit in either English 10-1 or 10-2 or equivalent</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>Language Arts Reading and Writing 520 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Satisfactory results on the Bow Valley College Admission Test</li> </ul>
<b>Nutrition Manager Certificate</b>	<ul style="list-style-type: none"> <li>Credit in English 30-1 or 65% in English 30-2 or equivalent</li> <li>Credit in Math 20-1, 20-2, 20-3 or equivalent</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>Language Arts Reading and Writing 520 minimum standard score</li> <li>Math: 480 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Minimum score of Level 3 in each domain (reading, document use and numeracy) on the Office Administration (ADM) version of the Test of Workplace Essential Skills (TOWES) or alternate assessment as approved by department.</li> </ul>
<b>Pharmacy Technician</b>	<ul style="list-style-type: none"> <li>High School Diploma or equivalent</li> <li>Minimum 60% in English 30-1 or 70% in English 30-2 or equivalent</li> <li>Minimum 60% in:               <ul style="list-style-type: none"> <li>Math 30-1 or Math 30-2 or equivalent</li> <li>Biology 30 or equivalent</li> <li>Chemistry 30 or equivalent</li> </ul> </li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>70% on math skills assessment (administered after application is reviewed)</li> <li>30 wpm on keyboarding assessment (administered after application is reviewed)</li> <li>Proficient manual dexterity is essential. Applicants should have basic computer skills and be detail-oriented with the ability to problem-solve and multi-task.</li> </ul>
<b>Practical Nurse Diploma</b>	<ul style="list-style-type: none"> <li>Minimum final mark of 60% in English 30-1 or 70% in English 30-2 or equivalent</li> <li>Credit in Math 20-1 or a minimum final mark of 60% in Math 20-2 or equivalent</li> <li>Minimum final mark of 60% in Biology 30 or 60% in Anatomy and Physiology at Bow Valley College or equivalent</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of the Pre-Health Pathway</li> </ul>
<b>Recreation Therapy Aide Certificate</b>	<ul style="list-style-type: none"> <li>Successful completion of a recognised Health Care Aide Certificate program or equivalent and current employment in the health care field (please submit documentation from your employer)</li> </ul>

## 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 Creative Technologies

Program	Academic Admission Requirements
<b>Digital Design Diploma</b>	<ul style="list-style-type: none"> <li>Credit in English 30-1 or a minimum of 65% in English 30-2 or equivalent</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up General Educational Development (GED) with a minimum score in the following sections                             <ul style="list-style-type: none"> <li>Language Arts: Reading and Writing 520 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Satisfactory Results on the Bow Valley College Admissions Test</li> </ul> <p><b>AND:</b></p> <ul style="list-style-type: none"> <li>Submission of Portfolio*</li> </ul>
<b>Interior Decorating Diploma</b>	<ul style="list-style-type: none"> <li>Credit in English 30-1 or 65% in English 30-2 or equivalent</li> <li>60% in Math 10C (excluding Math 10-4 and Math 10-3 levels)</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up General Educational Development (GED) with a minimum score in the following sections:                             <ul style="list-style-type: none"> <li>Language Arts: Reading and Writing 520 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Satisfactory results on the Bow Valley College Admission Test test</li> </ul>
<b>Software Development Diploma</b>	<ul style="list-style-type: none"> <li>Credit in English 30-1 or 65% in English 30-2 or equivalent</li> <li>Credit in Math 30-1 or Math 30-2 or equivalent)</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Successful completion of all five tests that make up the General Educational Development (GED) with a minimum score in the following sections:                             <ul style="list-style-type: none"> <li>Language Arts Reading and Writing 520 minimum standard score</li> <li>Math: 520 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Satisfactory results on the Bow Valley College Admission Test</li> </ul>
<b>Digital Marketing Post-Diploma Certificate</b>	<ul style="list-style-type: none"> <li>Completion of a diploma or degree</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>It is recommended that applicants have previous education or work experience in communications, English, political science, journalism, public relations, marketing, or business.</li> <li>Learners are expected to have a working knowledge of personal computers including general business applications and navigating the internet.</li> <li>A laptop computer meeting minimum specifications is required for this program.</li> <li>Additional course-specific software may be required.</li> </ul>
<b>Kitchen and Bath Design Post-Diploma Certificate</b>	<ul style="list-style-type: none"> <li>A diploma or a degree in interior decorating, architectural technology, interior design, graphic design, set design, construction, structural engineering, fine arts, staging/organization, environmental design, or industrial design.</li> <li>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 <a href="http://www.bowvalleycollege.ca">www.bowvalleycollege.ca</a>.</li> </ul>
<b>Software Development Post-Diploma</b>	<ul style="list-style-type: none"> <li>Completion of Diploma or Degree</li> <li>Credit in Math 30-1 or Math 30-2 or equivalent</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>Applicants are recommended to have previous education or work experience in a technical field.</li> </ul>
<b>Data Management and Analytics Post-Baccalaureate Certificate</b>	<ul style="list-style-type: none"> <li>Completion of a degree or equivalent in Business Administration, Information Technology or Software Development.</li> <li>Credit in Math 30-1 or Math 30-2 or equivalent</li> </ul>

\* Applicants are required to meet academic requirements prior to submitting a portfolio. Upon meeting these requirements applicants are contacted by the Admissions Office with more information on how to submit the portfolio.

## 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](http://bowvalleycollege.ca) for current and up-to-date information around technology requirements related to your program of study.

## School of Foundational Learning (Career Program Pathways)

Program	Academic Admission Requirements
<b>Career Program Pathways – Business*</b>	<ul style="list-style-type: none"> <li>• Credit in English Language Arts 20-1 or 65% in English Language Arts 20-2 and 65% in Math 10-C</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of the General Educational Development (GED) that consists of five tests with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>• Interpreting Literature and Art: 500 minimum standard score</li> <li>• Writing Skills: 500 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Satisfactory results on the Bow Valley College Admission Test</li> </ul>
<b>Career Program Pathways – Health*</b>	<ul style="list-style-type: none"> <li>• Credit in English 10-1 or 65% English Language Arts 10-2 and 65% Math 10C and 65% in Science 10</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of all five tests that make up the General Educational Development (GED) that consists of five tests with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>• Interpreting Literature and Art: 500 minimum standard score</li> <li>• Writing Skills: 500 minimum standard score</li> </ul> </li> <li>• 65% in Science 10</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Satisfactory results on the Bow Valley College Admission Test (English, Math and Science)</li> </ul>
<b>Career Program Pathways – Community Studies*</b>	<ul style="list-style-type: none"> <li>• Credit in English Language Arts 20-1 or 65% in English Language Arts 20-2</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of the General Education Development (GED) test that consists of five tests with a minimum score in the following sections:               <ul style="list-style-type: none"> <li>• Interpreting Literature and Art: 500 minimum standard score</li> <li>• Writing Skills: 500 minimum standard score</li> </ul> </li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Satisfactory results on the Bow Valley College Admissions test</li> </ul>

\* Courses used to meet the admission requirements must have been completed in Canada. Non-Canadian transcript holders can take the placement test.

# 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) <sup>1</sup>	TOEFL (Test of English as a Foreign Language) <sup>1</sup>	College Academic English 1	College Academic English 2	Canadian Language Benchmarks	PTE A Pearson Test of English
<b>Health Care Aide, Recreation Therapy Aide</b>	5.5 with minimum band score of 5.0	71	Minimum grade of B-	n/a	7 in each strand	n/a
<b>All Programs in the following Schools:</b> <b>Chiu School of Business</b> <b>School of Community Studies (excluding Social Work Diploma*)</b> <b>School of Creative Technologies</b> <b>School of Foundational Learning (Career Program Pathways – Business and Health)</b> <b>School of Health and Wellness (Nutrition Manager ONLY)</b>	6.0 with minimum band score of 5.5	83	n/a	Minimum grade of B-	8 in each strand	59-64
<b>Social Work Diploma* (see below for more information)</b>	6.0 with no band score below 6.0	84 with no section score below 21	n/a	n/a	8 in reading, 8 in writing and no lower than 7 in speaking/ listening	n/a
<b>Pharmacy Technician Diploma** (see below for more information)</b>	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
<b>Practical Nurse Diploma</b>	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

<sup>1</sup> 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)

\* **Social Work** – other accepted English Proficiency Requirements

- CELPIP General overall score of 7, with a minimum band score of 7
- CAEL 60, with no subtest below 60

\*\* **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](http://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 and upgrading programs 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](http://bowvalleycollege.ca).

## 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.

## 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. An individual wishing to audit a course is required to:

1. Submit a request to audit a course in writing to the Office of the Registrar and Enrolment Services (in person at Office of the Registrar counter on the main floor of South Campus or by emailing the request to [clientservices@bowvalleycollege.ca](mailto:clientservices@bowvalleycollege.ca)).
2. If approved, register and pay for the audited course in the same way as courses taken for credit.

### 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.

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.

## 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 Office of the Registrar, but will 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.

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.

## 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 student's load.

# MyBVC Information for Learners

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

The screenshot shows the MyBVC website interface. At the top, there are navigation tabs: Home, Online Resources, Registration, Student Information, and College Services. Below the tabs, there is a calendar for April 2016. To the right of the calendar, there are several announcements. The first announcement is about Spring 2016 Graduation registration, which is now open. The second announcement is about New Student Orientation, which is scheduled for Wednesday, April 27, 2016. The third announcement is about a Budget Boot Camp, which is scheduled for Thursday, April 21, 2016. The website also features a 'Links' section with various resources like Desire2Learn, frequently asked questions, and tutorials.

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

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 Gmail 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 T2202A tax receipt

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

# Tuition, Fees and Refunds

## Learner Financial Accounts

Tuition and other learner fees are normally published in April for the following academic year. For up-to-date tuition and fee information please see [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees).

Drop and withdrawal deadlines for specific courses are also available on [mybvc.ca](http://mybvc.ca) or page 6 of the Academic Calendar.

## Paying your Tuition

Fee deadlines for each term are listed in the Important College Dates section of the calendar. Bow Valley College does not provide payment plans. Continuing Education fees are due on enrolment.

Learners can view their balance owing and due date by visiting [mybvc.ca](http://mybvc.ca). Tuition fees can be paid online by Visa or MasterCard via MyBVC or in person at the Office of the Registrar (First Floor, South Campus).

Specific tuition fees are listed under the Tuition and Fees Schedule online at [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees).

## Refunds

Learners withdrawing from a program or course may be eligible to receive a refund of their tuition based on the refund guidelines and fee schedule, provided there are no outstanding financial accounts and the learner has followed the College's formal withdrawal/cancellation procedure.

Refunds are issued within two to three weeks of notification of learner withdrawal or cancellation. Payments originally made by cash, cheque, debit or money order are refunded via cheque. Payments originally made by Visa or MasterCard are refunded back to the credit card used for the original payment. Any outstanding fees will be deducted from the total refund amount.

Confirmation fees are non-refundable. The list of mandatory fees for other non-refundable fees is available at [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees).

Compassionate grounds may be considered with official documentation (i.e. medical certificate). Provide documentation to the Office of the Registrar and Enrolment Services.

### Important Information for funded learners:

- If funding is not approved, the learner will be responsible for immediate payment of the entire balance of tuition and fees.
- Material fees are not paid directly to the College as part of Alberta Works funding. Learners are to pay the material fees by the fee deadline.

## Outstanding Fees/Accounts

Unpaid or outstanding fees are subject to a late fee penalty, and may result in program/course withdrawal and denial of future registration, as well as denial of access to transcripts and certificates.

A \$50 late payment fee may be charged on any overdue account.

## About your Fees

### Student Services Fee

The student services fee includes your student ID card, transcripts (official and unofficial), confirmation of enrolment letters, graduation, and other registration items.

### Materials Fee

The materials fee is attached to full time programs and some part-time courses for the materials instructors use in their classes.

### Students' Association Fee

Full- and part-time learners are considered members of the Bow Valley College Learner Association (BVCSA), and are subject to fees for this membership. The College collects these fees on behalf of the BVCSA.

### Health and Dental Fee

All members of the Students' Association in programs of 26 weeks or longer are subject to fees for a health and dental plan. Opt-out options are available upon proof of alternative coverage within 30 days of program start. Learners who are funded through the Student Finance Board or through EI are not eligible for coverage. See the Students' Association Office or visit [mylearnerplan.ca](http://mylearnerplan.ca) for additional information. These fees are collected by The College on behalf of the BVCSA.

For more information on specific fees for your program, visit [bowvalleycollege.ca/fees](http://bowvalleycollege.ca/fees).

For official policy and procedure information please refer to #500-1-11 Learner Financial Accounts Policy and Procedures at [bowvalleycollege.ca](http://bowvalleycollege.ca).

# 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 learners 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](http://bowvalleycollege.ca/student-resources/student-forms-and-policies).

## Academic Policies

### Grading Policy

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 equivalency courses. The parameters set out in the Grading policy and procedure shall be applied to all learners and is a reflection of their academic achievement in individual courses and may be used as Admissions criteria to ensure fairness and equability.

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

The usual requirements for satisfactory academic standing:

1. Learners in credit certificate and diploma 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:

A grade point average (GPA) is calculated by:

- The grade point value (see Grading Policy on page 13) 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.
- Include courses completed during that particular term for term program GPA.
- Include all course completed prior to and during that particular term for cumulative courses GPA, but does 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 used to meet the program graduation requirements)
  - Courses taken at other institutions which receive transfer credit at the College

## Academic Probation

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 learner's 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

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 or program specific Academic Requirements which may be higher than the college standard for satisfactory academic standing in the term in which they were on Academic probation.
2. Fail the same course for a second time in if a learner is in satisfactory academic standing.

Both the average GPA for all courses taken in the program and the GPA for the term are used. To achieve the average GPA required, learners on academic probation may need to achieve higher grades in order to bring up their overall average and return to satisfactory academic standing and avoid being withdrawn.

## Maintaining Active Status in a Program

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

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 Academic Department or Academic Advisor for additional information.

## Graduation

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
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. Must fulfill the academic requirements that were in effect on the date that they began the program (those requirements are normally those needed to complete the program)
6. Learners must submit an application to graduate to be formally graduated and invited to register for Convocation. To attend convocation, all learners must be graduated. For additional information around graduation and attending the convocation ceremony, please visit [bowvalleycollege.ca/graduation](http://bowvalleycollege.ca/graduation).

For additional graduation eligibility information students are advised to speak to the respective Academic Departments for additional information about Graduation requirements.

## Academic Honesty

Academic honesty is essential to the mission and vision of Bow Valley College. The College is committed to fostering an environment of academic honesty through education and compliance with academic honesty policies. 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 of the work are taken from another source, including the internet or other agencies or individuals, without reference to the original author.
  - When the whole work (e.g., an essay) is copied from another source; and
  - 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.
  - While scholarly work often involves reference to the ideas, data and conclusions of other scholars, academic honesty requires that such references be 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.

## 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

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

**Note:** *This policy serves as the umbrella policy for program-specific attendance policies*

### Rationale

1. Learners are responsible for their own learning, adherence to Bow Valley College attendance requirements and punctuality.
2. Lack of attendance and punctuality can have a negative impact on individual learners as well as groups of learners in instances of shared or interactive learning activities. Client and learner safety issues can result, particularly in lab and work placement settings.

# Learner Policies

## Learner Appeals Policy

All learners at Bow Valley College have access to a fair appeals process regarding both academic and non-academic decisions of the College.

### Guidelines

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.  

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. Grade appeals would be heard by the department dean. All other appeals would be heard by the Appeals Committee.

Non-academic decisions include disciplinary decisions related to learner actions or activities that are contrary to the Learner Code of Conduct policy.
2. Learners must be advised by the academic department of their right to appeal and that a copy of the Learner Appeals policy is available for their review.
3. All appeals must be dealt with in a timely fashion.
4. The learner has the right to continue in classes throughout the appeals process unless otherwise directed by a College coordinator for reasons such as concerns about safety or possible disruptions of the learning environment.

## 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 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 vested in the Registrar. 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 Registrar.
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, but all other documentation contained in the learner's file will be destroyed when no longer required.

## Academic Accommodations and Supports for Learners with Disabilities

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

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. Give 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

Event Management Certificate

Hospital Unit Clerk Certificate\*

Human Resources Certificate\*

Medical Office Assistant Certificate\*

Veterinary Office Assistant Certificate\*

## Diploma Programs

Business Administration Diploma with MAJORS in:

Accounting; Digital Marketing; Event Management;  
Financial Services; General Business; Human Resources;  
Insurance & Risk Management; Marketing;  
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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Required Courses		Credits	Hours
ADMN1101	Keyboarding/Skillbuilding I	3	45
ADMN1201	Office Procedures I	3	45
ADMN1202	Office Procedures II	3	45
ADMN1203	Business Technology (online only)	3	45
ADMN1301	Document Processing	3	45
ADMN1303	Advanced Office Applications	3	45
ADMN1401	Business Focus Simulation	3	45
MGMT1201	Business Communications	3	45
MGMT1303	Office Finances and Spreadsheets	3	45

Learners must complete ONE of the following required course electives:		Credits	Hours
ADMN1102	Keyboarding/Skillbuilding II	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
MGMT1202	Essentials of Interpersonal Communication	3	45
MKTG1101	Introduction to Marketing	3	45

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## 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. Learners must apply to Work Experience in the first term of their program.

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 ADMN1701 or 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 learner loans 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 learner loans as it is non-credit.

Please note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

[CSBstudentadvising@bowvalleycollege.ca](mailto: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.

Please consult the program page on our website for more information regarding 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

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Required Courses		Credits	Hours
ACCT1103	Introduction to Financial Accounting	3	45
HRES1101	Organizational Behavior	3	45
HRES2201	Introduction to Human Resources	3	45
MGMT1101	Introduction to Management (online only)	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

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## Optional Work Experience

*Course fees apply*

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### Transferability

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Please consult the program page on our website for more information regarding transferability.

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

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### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Required Courses		Credits	Hours
ADMN1104	Introduction to Computers for Health Care	3	45
HUCL1101	Role Concepts in Health Care (online only)	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1401	Medical Terminology 1	3	45
MGMT1201	Business Communication	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

Learners must complete ONE of the following required course electives:		Credits	Hours
MGMT1202	Essentials of Interpersonal Communication	3	45
HRES1101	Organizational Behaviour	3	45

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## Optional Work Experience

*Course fees apply*

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### Transferability

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Please consult the program page on our website for more information regarding transferability.

## Events Management Certificate

This program will provide you with the practical skills and knowledge to successfully plan, organize, manage, promote and evaluate special events. Learn how to effectively work in a business environment in a variety of roles associated with event planning.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

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### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Required Courses		Credits	Hours
MGMT1201	Business Communication	3	45
MKTG1101	Introduction to Marketing	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

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## Optional Work Experience

*Course fees apply*

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### Transferability

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Please consult the program page on our website for more information regarding transferability.

## Hospital Unit Clerk Certificate

This certificate prepares you to manage information on a hospital nursing unit. Learn about basic human needs, hospital organization, medical terminology, medical orders, communication skills, telephone and reception activities, and hospital information systems.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

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### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

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

Learners must complete ONE of the following required course electives:		Credits	Hours
HRES1101	Organizational Behaviour	3	45
MGMT1202	Essentials of Interpersonal Communication	3	45

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## Optional Work Experience

*Course fees apply*

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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 learner loans as the workplace practicum is non-credit.

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### Transferability

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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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### English Language Proficiency Requirement

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### Program Courses

*Subject to change.*

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Required Courses		Credits	Hours
HRES2101	Change Management	3	45
HRES 2201	Introduction to Human Resources	3	45
HRES2202	Recruitment & Selection	3	45
HRES 2203	Compensation & Benefits	3	45
HRES 2301	Employment Law	3	45
HRES2302	Labour Relations	3	45
HRES 2303	Occupational Health & Safety	3	45
HRES2401	Employee Learning and Development	3	45
MGMT 1101	Introduction to Management	3	45
MGMT1201	Business Communication	3	45

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## Optional Work Experience

*Course fees apply*

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### 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.

Please consult the program page on our website for more information regarding transferability.

## Medical Office Assistant Certificate

This certificate program provides you with the practical skills and knowledge in health care fundamentals, medical terminology, administrative and clinical skills, and current computer and software skills necessary for today's medical offices and clinics.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

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### Program Courses

*Subject to change.*

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Required Courses		Credits	Hours
ADMN1104	Introduction to Computers for Health Care	3	45
HUCL1101	Role Concepts in Health Care (online only)	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1401	Medical Terminology I	3	45
MGMT1201	Business Communication	3	45
HUCL1402	Medical Terminology II	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

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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 learner loans as the workplace practicum is non-credit.

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### Transferability

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## Veterinary Office Assistant Certificate

Learn essential administrative skills for the veterinary office such as financial management, veterinary computer software, client care, and veterinary terminology. As well, build knowledge in common health issues of companion animals and learn clinical assisting skills such as animal handling and surgical instrument preparation.

### Admission Requirements

Please see table on pages 10 to 18 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 (online only)	3	45
HUCL1201	Introduction to Health Care Fundamentals	3	45
HUCL1401	Medical Terminology I	3	45
MGMT1201	Business Communication	3	45
VOAS1201	Veterinary Terminology	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

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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-to-six week work placement scheduled at the completion of all required courses. Learners must apply to Work Experience in the first term of their program.

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 HUCL1701 or 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 learner loans 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 learner loans as it is non-credit.

Please note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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### Transferability

None

## Business Administration Diploma

The Business Administration Diploma prepares you for a wide variety of employment opportunities. The Diploma program consists of common core courses to give you a strong base in general business skills and knowledge. This is followed by specific courses in a major of your choosing. Students must declare their major before applying to graduate. The Business Administration Diploma majors include:

- Accounting
- Digital Marketing
- Event Management
- Financial Services
- General Business
- Human Resources
- Insurance and Risk Management
- Marketing
- Supply Chain Management

Core 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 (online only)	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
Open elective	Any 2000 Level Course in the Business Administration Program	3	45

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Accounting Major Courses		Credits	Hours
ACCT2101	Intermediate Financial Accounting I	3	45
ACCT2201	Management Accounting I	3	45
FNSR2201	Business Finance	3	45
MGMT2501	Introduction to Statistics	3	45
ACCT2301	Taxation I	3	45
ACCT2102	Intermediate Financial Accounting II	3	45
ACCT2202	Management Accounting II	3	45

Learners must complete ONE of the following major elective courses:		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

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Digital Marketing Major Courses		Credits	Hours
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
MGMT2101	Project Management	3	45
MKTG2302	Advertising	3	45
PREL2103	Digital and Emerging Media	3	45
SODV2204	Introduction to Web Development for Digital Marketing**	3	45

\*\* Indicates courses that require specific computer specs

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Event Management Major Courses		Credits	Hours
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

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Financial Services Major Courses		Credits	Hours
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
MKTG2203	Selling and the Customer Experience	3	45

Learners must complete ONE of the following major elective courses:		Credits	Hours
ACCT2302	Taxation II	3	45
FNSR2101	Introduction to Insurance	3	45
MGMT2501	Introduction to Statistics	3	45

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding transferability.

## Other Credential/Certification

After successfully completing these four courses, FNSR2301, FNSR2303, FNSR2302 and FNSR2304, you will have met the educational requirements to write the FPSC Level 1 Examination. Obtaining FPSC Level 1 Certification from the Financial Planning Standards Council is a significant advantage to students 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

General Major Courses		Credits	Hours
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45
Open elective	Any 2000 Level Course in the Business Administration Program	3	45

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

General Major Courses		Credits	Hours
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

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding transferability.

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Insurance and Risk Management Major Courses		Credits	Hours
FNSR2101	Introduction to Insurance	3	45
FNSR2102	Insurance on Property	3	45
FNSR2103	Insurance Against Liability	3	45
FNSR2104	Automobile Insurance	3	45
MKTG2203	Selling and the Customer Experience	3	45

Learners must complete THREE of the following major elective courses:		Credits	Hours
FNSR2401	Risk Management Principles & Practice	3	45
FNSR2402	Risk Assessment & Treatment	3	45
FNSR2403	Risk Financing	3	45
FNSR2105	Essentials of Loss Adjusting	3	45
FNSR2106	Underwriting Essentials	3	45
FNSR2107	Essential Skills for Insurance Broker & Agent	3	45

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding transferability.

## Business Administration Diploma – Marketing 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Marketing Major Courses		Credits	Hours
MGMT2102	Project Management	3	45
MKTG2203	Selling and the Customer Experience	3	45
MKTG2302	Advertising	3	45
MKTG2303	Integrated Marketing and Communications	3	45
PREL2101	Public Relations	3	45
PREL2103	Digital and Emerging Media	3	45
PREL2104	Content Marketing and Copywriting	3	45
TOUR2205	Event Marketing	3	45

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

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## 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.

Please consult the program page on our website for more information regarding 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Supply Chain Management Major Courses		Credits	Hours
MGMT2102	Project Management	3	45
SCMT2101	Introduction to Supply Chain	3	45
SCMT2201	Operations Management 1	3	45
SCMT2301	Procurement	3	45
SCMT2401	Logistics and Transportation	3	45
SCMT2501	Inventory and Materials Management	3	45

Learners must complete TWO of the following major elective courses:		Credits	Hours
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

**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 note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

[CSBstudentadvising@bowvalleycollege.ca](mailto: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.

Please consult the program page on our website for more information regarding transferability.

## Legal Assistant Diploma

The Legal Assistant plays an invaluable role in law office, corporations and the courts. You are relied on for your superior keyboarding skills, attention to detail, proofreading ability, strong work ethic, and production of flawless documents. Your demonstrated excellence in communications, time management, prioritizing workload, and confidentiality ensure that you work effectively, both independently and in the team environment.

## Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

## English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Required Courses		Credits	Hours
ADMN1101	Keyboarding/Skillbuilding I	3	45
MGMT1201	Business Communication	3	45
LEGL1201	Introduction to the Legal Profession	3	45
LEGL1401	Legal Document Processing I	3	45
LEGL1501	Litigation I	3	45
ADMN1102	Keyboarding/Skillbuilding II	3	45
LEGL1402	Legal Document Processing II	3	45
LEGL1502	Litigation II	3	45
LEGL1601	Introduction to Real Estate	3	45
LEGL2103	Family Law	3	45
ADMN1103	Keyboarding/Skillbuilding III	3	45
LEGL2101	Corporate Law	3	45
LEGL2104	Wills & Estates	3	45
LEGL2601	Credit & Collections	3	45
LEGL2701	Law Office Procedures	3	45
LEGL2102	Commercial Law	3	45
LEGL2105	Criminal Law for Legal Assistants	3	45
ADMN1203	Business Technology (online only)	3	45
LEGL2402	Legal Transcription	3	45
LEGL2999	Legal Assistant Capstone	3	45

## 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. Learners must apply to Work Experience in the first term of their program.

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 ADMN1701 or 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 learner loans 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 learner loans as it is non-credit.

Please note learners entering into either a Co-op Work Term (COOP9998 or COOP9999) or Work Experience (ADMN9999) will be graduated in the semester in which they are registered in either of these courses. Please visit [www.bowvalleycollege.ca/graduation](http://www.bowvalleycollege.ca/graduation) or speak to your Student Engagement Officer for more information.

**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.

Please consult the program page on our website for more information regarding transferability.

## Recognition

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

# School of Community Studies

## Certificate Programs

Addiction Studies Certificate  
Disability Studies Certificate  
Early Learning and Child Care Certificate  
Education Assistant Certificate  
Fetal Alcohol Spectrum Disorder Education Certificate

## Diploma Programs

Addiction Studies Aboriginal Focus Diploma  
Child and Youth Care Diploma  
Disability Studies Diploma  
Early Learning and Child Care Diploma  
Justice Studies Diploma  
Social Work Diploma

## Post-Diploma Programs

Health and Human Services Management Post-Diploma Certificate

# Certificates

## Addiction Studies Certificate

With integration of theory and practical application of knowledge, the Addiction Studies program is designed to provide relevant knowledge and skills to support practitioners working to provide addiction services for a variety of client populations. The program prepares individuals wishing to enter the field as addiction practitioners and enables current professionals to upgrade their skills to an improved level of accountability and professionalism. The program also improves individuals' marketability, employment mobility, and workplace experience.

### Admission Requirements

Please see table on pages 10 to 18 (for information on admission requirements).

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
ADDC1101 – Introduction to Addiction Studies	3	45
COMM1101 – Interpersonal Relationships and Communications Skills	3	45
ENGL 1201 – English: Composition	3	45
HMSV1102 – Aboriginal History, Identity, and Culture	3	45
PSYC1101 – Introduction to Psychology	3	45

#### Term 2

In Term 2, learners must complete ONE of the following courses:		
Course	Credits	Hours
ADDC1302 – Physiology and Pharmacology of Addiction	3	45
ADDC2302 – Suicide Prevention and Mental Health Early Intervention	3	45
ADDC2501 – Advanced Assessment, Documentation and Case Management	3	45
HMSV1501 – Introduction to Counselling	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

## 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.

- Contact the School of Community Studies for the most up to date information.

Please consult the program page on our website for more information regarding transferability.

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
DAST1101 – Introduction to Disability Studies	3	45
DAST1201 – Person Centered Planning	3	45
EDAS1302 – Introduction to Exceptionalities	3	45
ENGL1201 – English Composition	3	45

## Term 2

Course	Credits	Hours
DAST1202 – Disability Work Management and Supported Employment	3	45
DAST1301 – Health and Wellness	3	45
DAST1401 – Positive Behaviour Support	3	45
PSYC1201 – Human Growth and Development Across the Life Span	3	45
DAST1999 – The Field of Disability Studies (practicum)*	6	180

\* In lieu of DAST1999, learners may complete HMSV2999, an International Human Services Practicum.

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## Transferability

Transfer credits are reviewed and accepted on an individual basis by the institution to which you have applied. Please consult with the institution where you are planning to transfer. Graduates of this program may have some transfer credit accepted by the following institutions:

- Bow Valley College – Disability Studies Diploma program

## Early Learning and Child Care Certificate

The Early Learning and Child Care 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).

### Term 1

Course	Credits	Hours
ELCC1101 – Introduction to Early Learning and Child Care	3	45
ELCC1301 – Child Development I: Cognitive and Physical Development	3	45
ELCC1998 – Introduction to Emerging Practice in Early Learning and Child Care – Lecture, workshop, fieldwork	7	90+80
ENGL1201 – English Composition	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

### Term 2

Course	Credits	Hours
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
ELCC1305 – Developing Through Play	3	45
ELCC1313 – Child Development II: Social-Emotional Development and Well-being	3	45
SOCI1201 – Sociology of the Family	3	45
ELCC1999 – Observation in Early Learning and Child Care*	7	200+45

\* In lieu of ELCC1999, learners may complete HMSV2999, an International Human Services Practicum.

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## 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.

- Bow Valley College – Early Learning and Child Care Diploma Year 2
- Lakeland College – Early Learning and Child Care Diploma Year 2
- Medicine Hat College – Early Learning and Child Care Diploma Year 2
- Grand Prairie Regional College – Early Learning and Child Care Diploma Year 2
- Mount Royal University – Early Learning and Child Care Diploma Year 2

Transfer Credits are also available from:

- Lethbridge College
- Medicine Hat College
- Mount Royal University
- Prairie College of Applied Arts and Technology
- College of the North Atlantic
- Heritage College
- Red Deer College
- St. Joseph College
- Mothercraft College
- Calgary Board of Education

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
EDAS1202 – Language and Literacy	3	45
EDAS1302 – Introduction to 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

### Term 2

Course	Credits	Hours
EDAS1201 – Instructional Strategies Across the Curriculum	3	45
EDAS1301 – Observation and Behaviour	3	45
EDAS1303 – Working with Exceptionalities	3	45
EDAS1999 – Working in a Complex Classroom Setting*	6	210

**In Term 2, learners must complete one of the following two courses**

COMM1101 – Interpersonal Relationships and Communication Skills	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

\* In lieu of EDAS1999, learners may complete HMSV2999, an International Human Services Practicum.

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

## 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.

- Contact the School of Community Studies for the most up to date information.

## Fetal Alcohol Spectrum Disorder Education Certificate

The Fetal Alcohol Spectrum Disorder Education program at Bow Valley College answers the growing demand for support workers and caregivers who have the knowledge and skills to support children, adults, and families living with Fetal Alcohol Spectrum Disorder (FASD). This certificate is designed for current professionals and those aspiring towards a career in education, health care, disability services, criminal justice and other human service areas where services to individuals who were exposed prenatally to alcohol are provided.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Course	Credits	Hours
DAST1202 – Disability Work Management and Supported Employment	3	45
DAST1301 – Health and Wellness	3	45
FASD1201 – Family and Caregivers for Fetal Alcohol Spectrum Disorder	3	45
FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1102 – Aboriginal History, Identity and Culture	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
FASD1999 – Fetal Alcohol Spectrum Disorder Studies	6	180

**Note:** *Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.*

### 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.

- Contact the School of Community Studies for the most up to date information.

# 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
ADDC1101 – Introduction to Addiction Studies	3	45
COMM1101 – Interpersonal Relationships and Communications Skills	3	45
ENGL 1201 – English: Composition	3	45
HMSV1102 – Aboriginal History, Identity, and Culture	3	45
PSYC1101 – Introduction to Psychology	3	45

#### Term 2

Course	Credits	Hours
ADDC1302 – Physiology and Pharmacology of Addiction	3	45
ADDC2302 – Suicide Prevention and Mental Health Early Intervention	3	45
ADDC2501 – Advanced Assessment, Documentation and Case Management	3	45
HMSV1501 – Introduction to Counselling	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45

#### Term 3

Course	Credits	Hours
ADDC2303 – Advanced Physiology and Pharmacology of Addictions	3	45
ADDC2998 – Addiction Studies Practicum I	6	210
HMSV1502 – Counselling II – Individuals and Groups	3	45
HMSV2401 – Family and Society Studies	3	45

**In Term 3, learners must complete ONE of the following five courses:**

FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2602 – Aboriginal and Visible Minority Issues within the Criminal Justice System	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

#### Term 4

Course	Credits	Hours
ADDC2301 – Prevention and Relapse Planning	3	45
ADDC2502 – Program Development, Delivery and Evaluation	3	45
ADDC2999 – Advanced Counselling Practicum	6	210
HMSV2503 – Leadership in Human Services	3	45

**In Term 4, learners must complete ONE of the following five elective courses:**

FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2602 – Aboriginal and Visible Minority Issues within the Criminal Justice System	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## 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.

- Contact the School of Community Studies for the most up to date information.

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
COMM1101 – Interpersonal Relationships and Communications Skills	3	45
CYCR1101 – Introduction to Child and Youth Care Practice in Indigenous Community	3	45
DAST1201 – Person Centered Planning	3	45
ENGL 1201 – English Composition	3	45
PSYC1202 – Child and Adolescent Development	3	45

### Term 2

Course	Credits	Hours
DAST1401 – Positive Behaviour Support	3	45
FASD1301 – Brain Function and Fetal Alcohol Spectrum Disorder	3	45
HMSV1102 – Aboriginal History, Identity, and Culture	3	45
HMSV1501 – Introduction to Counselling	3	45
SOCI1201 – Sociology of the Family	3	45

### Term 3

Course	Credits	Hours
CYCR1999 – Child and Youth Care Practicum I	8	375

### Term 4

Course	Credits	Hours
ADDC1101 – Introduction to Addiction Studies	3	45
CYCR2401 – Indigenous Child, Youth and Family Work	3	45
HMSV1601 – Workplace Writing for Human Services	3	45
HMSV2303 – Mental Health in Childhood and Adolescence	3	45
HMSV2502 – Facilitating Groups	3	45

### Term 5

Course	Credits	Hours
CYCR2998 – Child and Youth Care Capstone	3	45
HMSV1103 – Working from Indigenous Perspectives With Elders' Teachings		45
HMSV2304 – Trauma-Informed Practice	3	45
HMSV2501 – Social Policy	3	45
JUST2203 – Law, Youth and Young Offenders	3	45

### Term 6

Course	Credits	Hours
CYCR2999 – Child and Youth Care Practicum II	8	375

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## 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.

- Contact the School of Community Studies for the most up to date information.

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
DAST1101 – Introduction to Disability Studies	3	45
DAST1201 – Person Centered Planning	3	45
EDAS1302 – Introduction to Exceptionalities	3	45
ENGL1201 – English Composition	3	45

#### Term 2

Course	Credits	Hours
DAST1202 – Disability Work Management and Supported Employment	3	45
DAST1301 – Health and Wellness	3	45
DAST1401 – Positive Behaviour Support	3	45
PSYC1201 – Human Growth and Development Across the Life Span	3	45
DAST1999 – The Field of Disability Studies (practicum)	6	180

#### Term 3

Course	Credits	Hours
DAST2302 – Challenging Behaviour and Complex Needs	3	45
DAST2998 – Supporting Children and Adults with Complex Needs	6	180
HMSV2401 – Family and Society Studies	3	45
HMSV2501 – Social Policy	3	45

**In Term 3, learners must complete ONE of the following seven courses:**

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

#### Term 4

Course	Credits	Hours
DAST2401 – Community Connections and Inclusion	3	45
HMSV2502 – Facilitating Groups	3	45
HMSV2503 – Organization and Administration in Human Services	3	45
DAST2999 – Leadership in Disability Studies*	6	180

**In Term 4, learners must complete ONE of the following seven courses:**

DAST2301 – Advanced Topics in Disability Studies	3	45
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
HMSV1102 – Aboriginal History, Identity and Culture	3	45

\* In lieu of DAST1999 or DAST2999, learners may complete HMSV2999, an International Human Services Practicum.

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## Transferability

Transfer opportunities are available to a variety of institutions. Transfer credits are reviewed and accepted on an individual basis by the institution to which you apply.

- two-year block transfer to the University of Calgary Community Rehabilitation and Disability Studies
- University of Lethbridge – Health Sciences
- Pacific Coast University – Disability Management Studies
- University of Victoria – Bachelor of Arts, Health & Community Services

## Early Learning and Child Care Diploma

The Early Learning and Child Care 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
ELCC1101 – Introduction to Early Learning and Child Care	3	45
ELCC1301 – Child Development I: Cognitive and Physical Development	3	45
ELCC1998 – Introduction to Emerging Practice in Early Learning and Child Care – Lecture, workshop, fieldwork	7	90+80
ENGL1201 – English Composition	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45

### Term 2

Course	Credits	Hours
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
ELCC1305 – Developing Through Play	3	45
ELCC1313 – Child Development II: Social-Emotional Development and Well-being	3	45
SOC11201 – Sociology of the Family	3	45
ELCC1999 – Observation in Early Learning and Child Care	7	200+45

### Term 3

Course	Credits	Hours
ELC2201 – Creative Expressions: Theory and Practice	3	45
ELCC2213 – Language, Literacy, and Communications in the Early Years	3	45
ELCC2301 – Observation and Documentation in Child Development	3	45
ELCC2505 – Leadership and Advocacy in Early Childhood	3	45
ELCC2998 – Documentation in Early Learning and Child Care	7	200+45

### Term 4

Course	Credits	Hours
ELCC2205 – School Age Care	3	45
ELCC2209 – Caring for Infants and Toddlers	3	45
ELCC2305 – Inclusive Care and Education of Young Children	3	45
ELCC2501 – Social Policy and Issues in Early Learning and Child Care	3	45
ELCC2999 – Reflective Practice in Early Learning and Child Care*	7	200+45

\*In lieu of ELCC1999, ELCC2998, and ELCC2999, learners may complete HMSV2999, an International Human Services Practicum.

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## Justice Studies Diploma

The Justice Studies diploma programs have been designed specifically to provide graduates with the knowledge and skills to work in a variety of settings and roles within the justice system. The two-year diploma programs have a common year one with five different specializations to choose between for year two. Year one of the program introduces topics on the criminal justice system, criminal law, sociology, psychology, writing and communication skills, and fitness, while year two allows learners to specialize in one of five fields: Correctional Studies, Youth Justice, Law Enforcement, and Aboriginal Focus, or customize through a combination of year two courses through the General specialization.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Field Work Option

Field Work placement 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 field work program is competitive and learners must complete the application process to be considered.

Field Work 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 the start of Field Work 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 graduates who have a criminal history will have any advantage with the Justice Studies diploma when competing for employment. Applicants with further questions are encouraged to contact the Justice Studies Program Coordinator.

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Common Year 1 – Term 1

Course	Credits	Hours
COMM1101 – Interpersonal Relationships and Communication Skills	3	45
ENGL1201 – English: Composition	3	45
JUST1101 – Introduction to the Criminal Justice System	3	45
JUST1401 – Health, Wellness and Fitness	3	45
SOCI1101 – Introduction to Sociology	3	45

*Please note that learners are required in their first term to include one 3-credit course from the Justice Studies electives. Please see note 1 on page 60. Learners are recommended to take 6 courses in this Term.*

### Common Year 2 – Term 2

Course	Credits	Hours
JUST1301 – Professional Report Writing and Presentations	3	45
JUST1601 – Criminology	3	45
PSYC1101 – Introduction to Psychology	3	45
SOCI1201 – Sociology of the Family	3	45

**One 3-credit course from Justice Studies electives (see Note 1 below)**

### Aboriginal Focus Year 2 – Term 3

Course	Credits	Hours
HMSV1102 – Aboriginal History, Identity and Culture	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
PSYC2401 – Abnormal Psychology	3	45

**One 3-credit course from Justice Studies electives (see Note 1 below)**

### Aboriginal Focus Year 2 – Term 4

Course	Credits	Hours
HMSV2301 – Healthy Lifestyles via the Medicine Wheel	3	45
JUST2202 – Criminal Law in Canada	3	45
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

### Correctional Studies Year 2 – Term 3

Course	Credits	Hours
JUST2101 – Introduction to Corrections	3	45
JUST2302 – Crisis Intervention and Communication	3	45
JUST2501 – Correctional Methods	3	45
PSYC2401 – Abnormal Psychology	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

### Correctional Studies Year 2 – Term 4

Course	Credits	Hours
JUST2201 – Correctional Law	3	45
JUST2202 – Criminal Law in Canada	3	45
JUST2603 – Special Needs Offenders	3	45
JUST2604 – Correctional Casework and Counselling	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

### General Justice Year 2 – Term 3

Course	Credits	Hours
PSYC2401 – Abnormal Psychology	3	45

In Term 3, learners must complete FOUR 3-credit courses from Justice Studies electives (see Note 1 below)

### General Justice Year 2 – Term 4

Course	Credits	Hours
JUST2202 – Criminal Law in Canada	3	45

In Term 4, learners must complete FOUR 3-credit courses from Justice Studies electives (see Note 1 below)

### Law Enforcement Year 2 – Term 3

Course	Credits	Hours
JUST2103 – Introduction to Law Enforcement	3	45
JUST2503 – Canadian Criminal Procedure	3	45
JUST2504 – Law Enforcement Ethics	3	45
PSYC2401 – Abnormal Psychology	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

### Law Enforcement Year 2 – Term 4

Course	Credits	Hours
JUST2202 – Criminal Law in Canada	3	45
JUST2204 – Law Enforcement Legislation and Case Law	3	45
JUST2606 – Criminal Evidence	3	45
JUST2607 – Criminal Investigation	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

### Youth Justice Year 2 – Term 3

Course	Credits	Hours
HMSV2502 – Facilitating Groups	3	45
JUST2102 – Intervention Strategies with Youth I	3	45
JUST2203 – Law, Youth and Young Offenders	3	45
PSYC2401 – Abnormal Psychology	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

### Youth Justice Year 2 – Term 4

Course	Credits	Hours
JUST2202 – Criminal Law in Canada	3	45
JUST2502 – Role of the Youth Justice Worker	3	45
JUST2605 – Intervention Strategies with Youth II	3	45
PSYC2301 – Adolescent Psychology	3	45

One 3-credit course from Justice Studies electives (see Note 1 below)

## One 3-credit course from Justice Studies electives

Course	Credits	Hours
ADDC1101 – Introduction to Addiction Studies	3	45
ADDC1302 – Physiology and Pharmacology of Addiction	3	45
ENGL1011 – Critical Reading and Writing	3	45
FASD1301 – Brain Function and Fatal Alcohol Spectrum Disorder	3	45
HMSV1102 – Aboriginal History, Identity and Culture	3	45
HMSV1501 – Introduction to Counselling	3	45
HMSV2301 – Healthy Lifestyle via the Medicine Wheel	3	45
HMSV2501 – Social Policy	3	45
HMSV2502 – Facilitating Groups	3	45
JUST1102 – Diversity and Criminal Justice in Canada	3	45
JUST2101 – Introduction to Corrections	3	45
JUST2102 – Intervention Strategies with Youth 1	3	45
JUST2103 – Introduction to Law Enforcement	3	45
JUST2201 – Correctional Law	3	45
JUST2203 – Law, Youth and Young Offenders	3	45
JUST2204 – Law Enforcement Legislation and Case Law	3	45
JUST2205 – The History of the Canadian Justice System and Aboriginals	3	45
JUST2301 – Influences of the Media on Justice	3	45
JUST2302 – Crisis Intervention and Communication	3	45
JUST2303 – Aboriginal Intervention Techniques, Networks and Resources	3	45
JUST2401 – Mental Health and Wellness	3	45
JUST2501 – Correctional Methods	3	45
JUST2502 – Role of the Youth Justice Worker	3	45
JUST2503 – Canadian Criminal Procedure	3	45
JUST2504 – Law Enforcement Ethics	3	45
JUST2601 – Drug Awareness and Consequences	3	45
JUST2603 – Special Needs Offenders	3	45
JUST2604 – Correctional Casework and Counselling	3	45
JUST2605 – Intervention Strategies with Youth II	3	45
JUST2606 – Criminal Evidence	3	45
JUST2607 – Criminal Investigation	3	45
JUST2608 – Traditional Aboriginal Justice	3	45
JUST2609 – Current Trends & Issues Impacting Aboriginal Justice	3	45
POLS1010 – Canadian Politics: Institutions and Issues	3	45
PSYC2301 – Adolescent Psychology	3	45
WMST2010 – Women's and Gender Studies	3	45

**Note 1:** Justice Studies electives include the following courses: ADDC1101, ADDC1302, ENGL1011, FASD1301, HMSV1102, HMSV1501, HMSV2301, HMSV2501, HMSV2502, JUST1102, JUST2101, JUST2102, JUST2103, JUST2201, JUST2203, JUST2204, JUST2205, JUST2301, JUST2302, JUST2303, JUST2401, JUST2501, JUST2502, JUST2503, JUST2504, JUST2601, JUST2603, JUST2604, JUST2605, JUST2606, JUST2607, JUST2608, JUST2609, POLS1010, PSYC2301, and WMST2010.

## 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.

- Lethbridge College – Bachelor of Applied Arts in Justice Studies
- Athabasca University – Bachelor of Professional Arts in Criminal Justice or Governance, Law and Management
- Royal Roads University – Bachelor of Arts in Justice Studies
- Griffith University – Graduates are eligible for 1.5 years of advanced standing into the Bachelor of Criminology & Criminal Justice
- Walden University – Bachelor of Science in Criminal Justice
- University of Gloucestershire – Bachelor of Science in Criminology, Bachelor of Arts in Sociology, and Bachelor of Science in Criminology and Sociology
- Mount Royal University – Bachelor of Arts – Criminal Justice

Transfer Credits are also available from:

- Mount Royal University
- College of the Rockies

## Social Work Diploma

The two year Social Work Diploma program provides a comprehensive preparation for a career in social work and incorporates a unique multicultural focus which enables graduates to support their diverse clients. In addition to social work foundations, learners develop intercultural values and knowledge, and skills for social work practice. The program emphasizes the value of human diversity and teaches practice within an anti-oppressive framework that is supportive and empowering.

**This program is brokered from NorQuest College.  
(Diploma will be issued by NorQuest College)**

## Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

## English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).

### Term 1

Course	Credits	Hours
ENGL1201 – English: Composition	3	45
HEED1000 – Health Education: Individual Health and Wellness	3	45
PSYC1101 – Introduction to Psychology	3	45
SOWK1010 – Introduction to Social Work	3	45
SOWK1020 – The Helping Process	3	45
SOWK1023 – Social Work Field Education Laboratory I	2	30

### Term 2

Course	Credits	Hours
ENGL1011 – Critical Reading and Writing: Prose	3	45
PSYC1201 – Human Growth and Development Across the Life Span	3	45
SOCI1101 – Introduction to Sociology	3	45
SOWK1030 – Assessment and Interviewing	3	45
SOWK1040 – Models and Practice from an Anti-Oppressive Perspective	3	45
SOWK1024 – Social Work Field Education Laboratory II	2	30

### Term 3

Course	Credits	Hours
SOWK1025 – Social Work Practicum I	5	290

### Term 4

Course	Credits	Hours
POLS1010 – Canadian Politics: Institutions and Issues	3	45
PSYC2401 – Abnormal Psychology	3	45
SOWK2010 – Community Development	3	45
SOWK2020 – Social Work with Groups	3	45
SOWK2023 – Social Work Field Education Laboratory III	2	30
SOWK2030 – Social Work with Families	3	45

### Term 5

Course	Credits	Hours
SOWK2040 – Social Policy	3	45
SOWK2024 – Social Work Field Education Laboratory IV	2	30
SOWK2050 – Mental Health: A Multicultural Perspective	3	45
SOWK2060 – Violence and Addiction: Issues in Social Work	3	45
SOWK2070 – Social Work in Organisations	3	45
WMST2010 – Introduction to Women's and Gender Studies	3	45

### Term 6

Course	Credits	Hours
SOWK2025 – Social Work Practicum II	5	290

## 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.

- University of Calgary – Social Work
- MacEwan University

## 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

## Program Courses

Subject to change.

The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).

### Term 1

Course	Credits	Hours
HRES1101 – Organizational Behaviour	3	45
HRES 2201 – Introduction to Human Resources	3	45
<b>In Term 1, learners must complete THREE of the following seventeen courses:</b>		
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
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
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 Adult Learner	3	45
HMSV3506 – Managing and the Canadian Health System	3	45
HMSV3998 – Leadership for International Service Learning	3	45

### Term 2

Course	Credits	Hours
FNSR 2202 – Fundamentals of Financial Management	3	45
MGMT1101 – Introduction to Management	3	45
<b>In Term 2, learners must complete THREE of the following seventeen courses:</b>		
COMM3201 – Intercultural Communication	3	45
HMSV3201 – Program Design and Evaluation	3	45
HMSV3202 – Fundraising in Health and Human Services	3	45
HMSV3203 – Managing and the Canadian Health System	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
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 Adult Learner	3	45
HMSV3506 – Managing and the Canadian Health System	3	45
HMSV3998 – Leadership for International Service Learning	3	45
<b>In Term 2, learners must also complete ONE of the following six courses:</b>		
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

**Note:** Online learners who cannot access Bow Valley College for testing must choose a partner institute that will provide testing services to them during their course of study.

## 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.

# School of Creative Technologies

## Diploma Programs

Digital Design Diploma  
Interior Decorating Diploma  
Software Development Diploma

## Post-Diploma Programs

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

## Post-Baccalaureate Certificate

Data Management and Analytics Post-Baccalaureate 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
DESN1101 – Fundamental Principles of Digital Design	3	45
DESN1102 – Typography	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
MKTG2301 – Digital Marketing Communications	3	45

#### Term 2

Course	Credits	Hours
DESN1301 – Interaction Design for Mobile Experiences	3	45
DESN1302 – Digital Design Studio	3	45
DESN2302 – Intermediate Digital Design Tools	3	45
MKTG1301 – Branding: Telling the Story	3	45
MKTG2401 – Technical and Copywriting	3	45
SODV1203 – Interaction Design for Web and Applications	3	45

#### Term 3

Course	Credits	Hours
TDESN2203 – 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
DESN2998 – Digital Design Capstone Research and Planning	3	45

#### Term 4

Course	Credits	Hours
DESN2102 – Motion Design	3	45
DESN2306 – Interaction Design for Social Experiences	3	45
DESN2401 – Digital Design Professional Practice	3	45
DESN2999 – Digital Design Capstone	3	45
DESN3208 – Advanced User Experience Design	3	45
ENR1201 – Freelancing and Entrepreneurship	3	45

#### Term 5

Course	Credits	Hours
DESN999 – Digital Design Employment Search Preparation	0	

### 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.

- Contact the School of Creative Technologies for the most up-to-date information.

## 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. This programs are recognized by the Decorators and Designers Association of Canada (DDA).

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
COMM1101 – Interpersonal Relationships & Communication Skills	3	45
IDEC1101 – Colour and Light in Decorating	3	45
IDEC1103 – Principles & Elements of Design	3	45
IDEC1104 – Space Planning & Drafting	3	45
IDEC1201 – Drawing & Sketching	3	45

#### Term 2

Course	Credits	Hours
CADD1101 – AutoCAD I	3	45
IDEC1102 – History of Decorating Styles	3	45
IDEC1106 – Textiles & Furniture	3	45
IDEC1401 – Surfaces & Backgrounds	3	45
IDEC1999 – Interior Decorating Studio I	3	45

#### Term 3

Course	Credits	Hours
CADD2101 – AutoCAD II	3	45
ENR1201 – Freelancing and Entrepreneurship	3	45
IDEC2201 – Presentations and Illustrations	3	45
IDEC2997 – Interior Decorating Studio 2	3	45
IDEC1105 – Window Coverings	3	45

#### Term 4

Course	Credits	Hours
DESN2101 – Universal Design: Spaces for All	3	45
IDEC2102 – Sustainable Interiors	3	45
IDEC2501 – The Business of Interior Decorating	3	45
IDEC2701 – Staging & Redesign	3	45
IDEC2998 – Interior Decorating Studio 3	3	45

#### Term 5

Course	Credits	Hours
IDEC9999 – Interior Decorating Work Experience (optional)	0	

### 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.

- Athabasca University – Bachelor of Professional Arts in Communication Studies
- University of Calgary – Graduates of two-year Bow Valley College diploma programs will be awarded up to five full course junior open options
- Completion of the Interior Decorating Diploma can be used for admission to the Kitchen and Bath Design Post-Diploma Certificate at Bow Valley College.

## 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 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 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
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
TECH1101 – Web and Internet Fundamentals	3	45
TECH1102 – Internet of Things	3	45

#### Term 2

Course	Credits	Hours
DATA1201 – Introduction to Relational Databases	3	45
DESN2301 – User Experience Design	3	45
SODV1201 – Introduction to Web Programming	3	45
SODV1202 – Introduction to Object-Oriented Programming	3	45
TECH1201 – Networking Essentials	3	45

#### Term 3

Course	Credits	Hours
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

#### Term 4

Course	Credits	Hours
SODV2401 – Algorithms and Data Structures	3	45
SODV2999 – Software Development Capstone	3	45
SODV3203 – Mobile Application Development	3	45
TECH2101 – Systems Analysis	3	45
TECH2102 – Enterprise Computing	3	45

#### Term 5

Course	Credits	Hours
SODV9996 – Software Development Employment Search Preparation (optional)	0	

### 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.

- Athabasca University – Bachelor of Professional Arts in Communication Studies
- University of Calgary – Graduates of two-year Bow Valley College diploma programs will be awarded up to five full course junior open options

# Post-Diplomas

## 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 emphasize 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

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
DATA3301 – Digital Marketing Analytics	3	45
DESN2301 – User Experience Design	3	45
DESN3204 – Web Design and Development for Digital Marketing	3	45
DESN3206 – Digital Media Production	3	45
MKTG2301 – Digital Marketing Communications	3	45

### Term 2

Course	Credits	Hours
DATA3302 – Design Process Analytics	3	45
DESN3205 – Advanced Web Design and Development for Digital Marketing	3	45
DESN3207 – Advanced Digital Media Production	3	45
DESN3208 – Advanced User Experience Design	3	45
MKTG3999 – Digital Marketing Capstone	3	45

### Term 3

Course	Credits	Hours
MKTG9998 – Digital Marketing Employment Search Preparation (optional)	0	

## 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.

- Contact the School of Creative Technologies for the most up-to-date information.

## 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

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
CADD3601 – 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

#### Term 2

Course	Credits	Hours
CADD3602 – Advanced Computer Aided Drafting for Kitchen and Bath Design	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

#### Term 3

Course	Credits	Hours
DESN3999 – Kitchen and Bath Design Work Experience	4	150

### Transferability

Graduates of the Kitchen and Bath Design Post-Diploma Certificate are qualified to sit for the National Kitchen and Bath Association (NKBA) examination. Successful completion of this examination earns the candidate the designation of Associate Kitchen and Bath Designer (AKBA), which identifies the candidate as a certified professional for the kitchen and bath industry. Bow Valley College is an official testing site for the NKBA examination.

- Contact the School of Creative Technologies for the most up-to-date information.

## 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

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
DATA3201 – Database Management	3	45
DESN3203 – Web Design and Development	3	45
MGMT3101 – Applied Project Management and Technical Communications for Software Development	3	45
SODV3301 – Software Development Techniques	3	45
SODV3302 – Systems Development and Object-Oriented Design	3	45

### Term 2

Course	Credits	Hours
SODV3201 – Web Programming Foundations	3	45
SODV3202 – Programming For Microsoft Web Technologies	3	45
SODV3203 – Mobile Application Development	3	45
SODC3999 – Software Development Capstone Project	3	45
TECH3101 – Systems Development Concepts and Analysis	3	45

### Term 3

Course	Credits	Hours
SODV9996 – Software Development Employment Search Preparation (optional)	0	

## 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.

- Athabasca University – Bachelor of Professional Arts in Communication Studies
- University of Calgary – Graduates of two-year Bow Valley College diploma programs will be awarded up to five full course junior open options

# Post-Baccalaureate Certificate

## Data Management and Analytics Post-Baccalaureate Certificate

The Data Management and Analytics Post-Baccalaureate Certificate prepares learners to uncover insights from unstructured data sets to inform data-driven decision making. Learners will determine data requirements, plan for the data life cycle, model data, and use information technology tools to gather data and interpret results. Graduates of the program will have experience with relational database systems, data warehousing, data quality improvement, and visual analytics, along with an introduction to working with big data. Graduates will be able to design data analytics projects to help organizations across sectors make informed and actionable decisions. Resolving real-life business and organizational challenges will be central to project work.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
DATA5101 – Data Manipulation Techniques	3	45
DATA5102 – Social Data and Mining Techniques	3	45
DATA5201 – Information Encoding Standards	3	45
DATA5301 – Business Intelligence Tools	3	45
DATA5401 – Data Programming	3	45
MATH5901 – Mathematics for Data Analytics	3	45

#### Term 2

Course	Credits	Hours
DATA5103 – Data Collection and Curation	3	45
DATA5104 – Data Systems Architecture	3	45
DATA5202 – Business Processes and Modelling	3	45
DATA5302 – Data Visualization	3	45
DATA5303 – Data Management and Analytics Capstone	3	45
MATH5901 – Mathematics for Data Analytics	3	45

#### Term 3

Course	Credits	Hours
DATA9999 – Data Management and Analytics Employment Search Preparation (optional)	0	

### 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.

- Contact the School of Creative Technologies for the most up to date information.

# School of Health and Wellness

## Certificate Programs

Health Care Aide Certificate  
Nutrition Manager Certificate  
Recreation Therapy Aide Certificate

## 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.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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.
- Immunisation requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunisations 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.

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
HCAD1101 – Working as a Health Care Aide	3	45
HCAD1102 – Structure and Function of the Human Body – Health and Chronic Illness	3	45
HCAD1103 – Communication in the Health Care Environment	2	30
HCAD1104 – Providing Client Care and Comfort	4	60
HCAD1201 – Assist with Medication Delivery	1	21
HCAD1202 – Meeting Complex Care Needs	3	45
HCAD1203 – Special Activities for Diverse Clients	3	45
HCAD1301 – Client Care Clinical Experience	4	120
HCAD1999 – Client Care Practicum	2	80

## 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.

- Bow Valley College – Health Care Aide Bridging to Practical Nurse Diploma Program
- Bow Valley College – Recreation Therapy Aide Certificate Program
- Contact the School of Health and Wellness for the most up-to-date information.

## Nutrition Manager Certificate

The Nutrition Management program is delivered part-time through online learning. Students will acquire the knowledge and skills required for a career in nutrition management such as menu planning for clients with medical and physical conditions. Students will be introduced to food service safety legislation and guidelines which will serve as foundational knowledge to the coordination of food service production at the organizational level, including kitchen and service management, financial management and human resources management.

This program is accredited by the Canadian Society of Nutrition Management (CSNM). Students will have three years to complete this certificate program.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Work Experience Requirements

- 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.
- Food service, supervisory experience, and basic computer skills are assets.
- Learners are responsible for securing approved work experience placements (assistance will be provided where possible).
- Managerial level food safety certificate (one month prior to work experience)
- Current valid immunisation report\*
- CPR certificate\*

\* May be required one month prior to work experience depending on placement site

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Course	Credits	Hours
NUTR1101 – Introduction to Nutrition Management	3	45
MGMT1201 – Business Communication	3	45
NUTR1301 – Food Service Safety	3	45
NUTR1201 – Clinical Nutrition	3	45
NUTR1102 – Foundations of Nutrition	3	45
NUTR1401 – Human Resources for Nutrition Managers	3	45
NUTR1302 – Food Production Management	3	45
NUTR1402 – Business Management	3	45
NUTR1999 – Nutrition Manager Work Experience	6	340

## Transferability

Contact the School of Health and Wellness for the most up-to-date information.

## Recreation Therapy Aide Certificate

The Recreation Therapy Aide program focuses on the knowledge, skills and attitudes of a Health Care Aide 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 Health Care Aide. 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.

## Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

## English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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.
- Immunisation requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunisations 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.

## 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 courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

Course	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

Contact the School of Health and Wellness for the most up-to-date information.

# 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 Pharmacists. 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.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on 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.
- Immunisation requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunisations are valid for the duration of the program.

### Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

#### Term 1

Course	Credits	Hours
ENGL1201 – English: Composition	3	45
PHRM1101 – Pharmacy Theory	3	45
PHRM1102 – Pharmacy Jurisprudence and Ethics	3	45
PHRM1201 – Pharmacotherapy I	3	45
PHRM1202 – Pharmacotherapy II	3	45
PHRM1301 – Pharmacy Calculations I	3	45
PHRM1401 – Prescription Processing	3	45

#### Term 2

Course	Credits	Hours
PHRM1203 – Pharmacotherapy III	3	45
PHRM1204 – Pharmacotherapy IV	3	45
PHRM1302 – Pharmacy Calculations II	3	45
PHRM1402 – Community Pharmacy Practice	3	45
PHRM1501 – Hospital Pharmacy Practice	3	45
PHRM2401 – Community Dispensing Lab I	6	90

#### Term 3

Course	Credits	Hours
PHRM1103 – Pharmacy Management	3	45
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

#### Term 4

Course	Credits	Hours
PHRM1205 – Specialized Pharmacotherapy	3	45
PHRM2997 – Entry to Pharmacy Practice	3	45
PHRM2998 – Community Pharmacy Practicum	3	160
PHRM2999 – Hospital Pharmacy Practicum	3	160

### 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.

- Thompson Rivers University Open Learning Division – Bachelor of Health Science (54 credits) and Bachelor of General Studies (60 credits)
- University of Calgary – Graduates of two-year Bow Valley College diploma programs will be awarded up to five full course junior open options

Contact the School of Health and Wellness for the most up-to-date information.

## Practical Nurse Diploma

Licensed Practical Nurses in Alberta use critical thinking to interpret assessments, implement a variety of treatments, and provide professional, comprehensive care. Bow Valley College's Practical Nurse diploma program is designed to prepare you with the knowledge required to work at full scope of practice in the modern health-care environment.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Other Requirements

Learners who do not meet the following requirements before the first day of clinical will not be allowed to participate in clinical placements under any circumstances:

- CPR Healthcare 'Provider' level or Basic Life Support Certificate must be updated every 12 months.
- 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.
- Immunisation requirements must be met prior to participating in practicum placements. Details will be provided after being accepted into the program. Up-to-date immunisations are valid for the duration of the program.
- Successful TOWES Assessment
- A bench mark of 3.3.3. in all three components – Reading, Writing, and Documentation Use is required by the department to be successful in TOWES Assessment. If the score is lower than the required score, ESSK9901 – Workplace Essential Skills training must be completed.

## Program Courses

*Subject to change.*

*The courses listed below represent the recommended per-term program path for learners wanting to complete the program in the least amount of time. These are recommendations only. 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 course registration, and the learner's chosen course delivery methods (in-class or online).*

### Term 1

Course	Credits	Hours
ENGL1201 – English Composition	3	45
COMM1101 – Interpersonal Relationships & Communication Skills	3	45
ANAT1101 – Anatomy & Physiology	6	90
NURS1301 – Mathematical Principles of Medication Administration	3	45
NURS1101 – Nursing Arts	3	45
NURS1202 – Nursing Foundations 1	3	45

### Term 2

Course	Credits	Hours
NURS1302 – Health Education & Wellness	3	45
NURS1102 – Applied Pharmacology	3	45
NURS1103 – Pathophysiology	3	45
NURS1201 – Adult Health Assessment	3	45
NURS1203 – Nursing Foundations 2	6	90

### Term 3

Course	Credits	Hours
NURS1401 – Clinical 1: Foundational	4	120
PSYC1201 – Human Growth & Development	3	45
NURS2502 – Pediatric Nursing	3	45
NURS2501 – Maternity Nursing	3	45
NURS2204 – Nursing Foundations 3	6	90

### Term 4

Course	Credits	Hours
SOCI1301 – Sociology of Aging	3	45
NURS2503 – Mental Health Nursing	3	45
NURS2402 – Clinical 2: Medical/Surgical	8	232
NURS2504 – Community Nursing	3	45

### Term 5

Course	Credits	Hours
NURS2303 – Nursing Trends & Issues	3	45
NURS2403 – Clinical 3: Medical/Surgical	4	120
NURS2995 – Preceptored Practicum Experience	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.

- Athabasca University – Post LPN Bachelor of Nursing Program
- Thompson Rivers University Open Learning Division – Bachelor of Health Science (57 credits) and Bachelor of General Studies (60 credits)
- University of Calgary – Graduates of two-year BVC diploma programs will be awarded up to five full course junior open options

Transfer Credits are also available from:

- Grant MacEwan University
- Aurora College and College of the Rockies
- Medicine Hat College
- Mount Royal University
- Prairie College of Applied Arts and Technology
- Red Deer College
- Athabasca University
- Columbia College
- Lethbridge College
- NorQuest College
- University of Calgary
- Portage College
- Red River College
- Keyano College
- Lambton College

Contact the School of Health and Wellness for the most up-to-date information.

## Alternate Practical Nursing Pathways

### 9-Term Alternative Pathways

This program is for learners wanting to spread their course load over a longer period of time (9 terms).

Admission and other requirements are the same for the nine-term program as the main Practical Nurse program. Please refer to the Practical Nurse Diploma entry on page 75 for details.

#### Term 1

Course	Credits	Hours
ENGL1201 – English Composition	3	45
ANAT1101 – Anatomy & Physiology	6	90
NURS1101 – Nursing Arts	3	45

#### Term 2

Course	Credits	Hours
COMM1101 – Interpersonal Relationships & Communication Skills	3	45
NURS1301 – Mathematical Principles of Medication Administration	3	45
NURS1202 – Nursing Foundations 1	3	45

#### Term 3

Course	Credits	Hours
NURS1102 – Applied Pharmacology	3	45
NURS1103 – Pathophysiology	3	45
NURS1302 – Health Education & Wellness	3	45

#### Term 4

Course	Credits	Hours
NURS1201 – Adult Health Assessment	3	45
NURS1203 – Nursing Foundations 2	6	90

#### Term 5

Course	Credits	Hours
NURS1401 – Clinical 1: Foundational	4	120
PSYC1201 – Human Growth & Development	3	45
NURS2501 – Maternity Nursing	3	45

#### Term 6

Course	Credits	Hours
NURS2204 – Nursing Foundations 3	90	6
NURS2502 – Pediatric Nursing	3	45

#### Term 7

Course	Credits	Hours
NURS2402 – Clinical 2: Medical/Surgical	8	232
NURS2503 – Mental Health Nursing	3	45

#### Term 8

Course	Credits	Hours
SOCI1301 – Sociology of Aging	3	45
NURS2504 – Community Nursing	3	45

#### Term 8

Course	Credits	Hours
NURS2303 – Nursing Trends & Issues	3	45
NURS2403 – Clinical 3: Medical/Surgical	4	120
NURS2995 – Preceptored Practicum Experience	4	264

## Health Care Aide Pathway to Practical Nurse – Prior Learning Assessment and Recognition (PLAR)

Health Care Aides (HCAs) can bridge to Practical Nurse Diploma if they have completed a provincially recognised Health Care Aide Certificate plus one year job experience as a Health Care Aide, (approximately 1900 hours of work).

HCAs holding a certificate who have one year work experiences as an HCA will be given credit for the following three PN Diploma program courses:

- Interpersonal Relationships and Communication Skills (COMM1101)
- Health Education: Personal Health and Wellness (NURS1302)
- Nursing Foundations 1 (NURS1202)

## 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 14 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 14 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.

## Clinical Experience

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

## Application Checklist

Applicants may apply to PNIEN online, and must have the following documents:

- RN License
- Detailed high school transcripts\*
- Detailed nursing school transcripts\*
- Proof of completion of Medical Terminology
- Proof of meeting the English language proficiency requirements

\*Transcripts must be original and must outline all courses and grades achieved. An English translation would be required in addition to the original if applicable.

## Program Courses

### Exam Preparation Workshops

A minimum of six 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 15 courses will be covered:

1. Anatomy and Physiology (ANAT1101)
2. Adult Health Assessment (NURS1201)
3. Human Growth and Development Across the Lifespan (PSYC1201)
4. Interpersonal Relationships and Communication Skills (COMM1101)
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. Mathematical Principles of Medication Administration (NURS1301)

### Mandatory Courses

- Courses corresponding to any challenge exam subjects where a passing grade was not achieved.
- English Composition (ENGL1201)
- Sociology of Aging (SOC11301)
- Health Education: Personal Health And Wellness (NURS1302)
- Nursing Trends and Issues (NURS2303)
- Clinical Experience – Medical/Surgical (NURS2403)
- Preceptored Practicum Experience (NURS2995)

## Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

# School of Continuing Learning

## Areas of Study

Open Studies

Continuing Studies

## Open Studies Courses

*Subject to change.*

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 be 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 Education

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

Phone: 403-476-2223

Email: [study@bowvalleycollege.ca](mailto:study@bowvalleycollege.ca)  
[bowvalleycollege.ca/coned](http://bowvalleycollege.ca/coned)

# 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
<b>In Class</b>	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.
<b>Any-time Online</b>	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.
<b>Real-time Online</b>	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.
<b>Combined Online</b>	This delivery mode is a combination of the Anytime Online and the Real-Time Online delivery modes. 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.
<b>Blended</b>	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.
<b>Home Study</b>	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.
<b>Flex Class</b>	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.
<b>Hybrid Flexible Learning</b>	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.
<b>Off-Campus</b>	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.*

### ACCT1101 – Financial Accounting Principles I (3 credits)

This course covers fundamental accounting principles and concepts, including: the full accounting cycle; accounting for sales and purchases of merchandise, cash control procedures; valuation of receivables and inventories. Other topics include: financial statement and worksheet preparation. The course will focus on accounting practices as they apply to small businesses and sole proprietorships, with an emphasis placed on integrating the basic concepts of accounting.

### ACCT1102 – Financial Accounting Principles II (3 credits)

This course covers concepts and principles related to assets, liabilities and equity with a focus on partnerships and corporations. Topics include: accounting for long-term assets including goodwill and intangible assets; current and long-term liabilities; analysis and interpretation of financial statements; partnership and corporate accounting; and cash flow statement preparation and analysis.

*Prerequisite:* ACCT1101

### 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.

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

### ACCT2101 – Intermediate Financial Accounting I (3 credits)

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

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### ACCT2201 – Management Accounting I (3 credits)

This course explores the concepts of managerial accounting consisting of the key fundamentals for planning, controlling, and measuring operations. The course topics generally focus on short-term management decision-making and the techniques, methods, and systems of performance reporting and evaluation used to assist management in these decisions. Learners explore a variety of costing systems, cost-volume-profit relationships, budgeting, and variance analysis which are essential to understanding business operations and developing critical thinking and problem-solving capabilities.

*Prerequisite:* C+ in either ACCT 1102 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:* ACCT 2201

### ACCT2301 – Taxation (3 credits)

This course covers income taxation in Canada, including the theoretical and practical concepts of income tax and the preparation of income tax returns. Students will develop an understanding of the concepts and rules of the Canadian Income Tax Act pertaining to the determination of personal income tax payable. Specific topics include the following: employment income, business income, property income, capital gains and losses, other income and deductions, computation of taxable income and taxes payable for individuals.

*Prerequisite:* ACCT1102 or ACCT1103

### ACCT2302 – Taxation II (3 credits)

Course description under development.

### 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.

### ADDC1101 – Introduction to Addictions Studies (3 credits)

This course will increase learners' awareness and understanding of the theories, practical skills, and broader issues that guide the work of addictions workers. Learners will be invited to reflect on their beliefs and values to develop a professional practice that draws on and respects the richness and depth of Canada's multicultural society. Participants will begin to explore various types of addictions and their impact on the addiction field. The course will demonstrate the breadth and diversity of addictions treatment theory, and how this is expressed in practice in the current world of addiction treatment.

### **ADDC1302 – Physiology and Pharmacology of Addiction (3 credits)**

Course description under development.

### **ADDC1999 – Community Agency Addictions Counselling (6 credits)**

This practicum provides learners with the opportunity to begin integrating theory and practice in the provision of support services to people needing addiction counselling.

*Prerequisite:* ADDC1998

*Pre- or co-requisite:* 12 credits of AASC/AASD program.

### **ADDC2301 – Prevention and Relapse Planning (3 credits)**

This course will take a specific look at relapse planning strategies such as identifying and coping with high-risk situations, enhancing self-efficacy, eliminating myths, lapse management, and cognitive restructuring in order to teach clients to anticipate the possibility of relapse. Learners will also focus on how to design, implement, and evaluate prevention programs and practices that meet the needs of the community. They will practice using western approaches while integrating the holistic and cultural approaches in supporting Aboriginal and non-aboriginal clients in their recovery.

*Prerequisite:* ADDC1999

### **ADDC2302 – Suicide Prevention and Mental Health Early Intervention (3 credits)**

The learners will be able to identify the signs and symptoms of a suicidal person. They will become familiar in recognizing the signs of risk and obtain the skills to intervene. The learners will learn to identify the signs and symptoms of various mental health issues. They will learn about the importance of early identification and be able to refer to the appropriate service or resource.

### **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)**

The learners will develop competencies and practice with practical addiction assessment tools. They will gain knowledge and experience in documentation and record keeping; learning to maintain current, accurate and objective case files and records. Case management studies will incorporate the skills and techniques for professional management and coordination of client services recommended in the client's service plan. This will include professional collaboration, referrals and case conferencing.

*Prerequisite:* ADDC1999

### **ADDC2502 – Program Development, Delivery and Evaluations (3 credits)**

The learners will develop competencies and conduct a needs assessment, facilitate focus groups and survey methodology. The learners will learn to market and deliver appropriate programs based on the needs of the client. The learners will be able to create an evaluation process and report on the finding.

*Pre- or co-requisite:* ADDC2998

### **ADDC2998 – Addictions Counselling Practicum (6 credits)**

Learners are involved in direct provision of interventions effective in providing changes for clients. Learners will continue integrating theory and practice with clients in need of addiction support services.

*Prerequisite:* ADDC1999

*Pre- or co-requisite:* 6 credits of second year AASD courses

### **ADDC2999 – Advanced Counselling Practicum (3 credits)**

Learners will be involved in a work setting, integrating theory and practice in an addiction services work environment. Learning experience will include supervised counselling sessions, leading or co-leading psycho-educational groups, organising case conferences, and/or possible program development while incorporating the Aboriginal practices and theories and case management.

*Prerequisite:* ADDC2998

*Pre- or co-requisite:* 12 credits of second year AASD courses

### **ADMN1101 – Keyboarding/Skillbuilding I (3 credits)**

In this course, learners focus on the mastery of the alphabetic and numeric keyboard, keying by touch-typing and correct technique. Learners with previous keyboarding experience have the opportunity to improve their technique to achieve higher speed and better accuracy.

### **ADMN1102 – Keyboarding/Skillbuilding II (3 credits)**

In this course, learners focus on the mastery of the alphabetic and numeric keyboard, keying by touch-typing and correct technique. Learners with previous keyboarding experience have the opportunity to improve their technique to achieve higher speed and better accuracy.

*Prerequisite:* ADMN1101

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### ADMN1103 – Keyboarding/Skillbuilding III (3 credits)

In this course, learners build on the skills developed in Keyboarding/Skillbuilding II. Keying by touch and with correct technique, learners increase speed and accuracy and incorporate timed productions to measure progress.

*Prerequisite: ADMN1102*

### 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.

**Note:** Learners with prior credit in MGMT1302 cannot take ADMN1104.

### 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 learners 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.

*This course is only available online.*

*Prerequisites: ADMN1301, ADMN1201*

### 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, ADMN1701, MGMT1303*

### ADMN1501 – Introduction to Petroleum (3 credits)

This course will provide office administration students with a comprehensive overview of the Oil and Gas sector. You will learn to navigate your administrative career within the context of an oil and gas company or organization. We will examine issues that are related to the oil and gas sector from a local Alberta standpoint, but will also address issues or information that focus on a global outlook in order to give you a big-picture perspective of the oil and gas industry.

### ADMN9998 – Employment Preparation (Non-credit)

This course will cultivate skills in researching job opportunities, marketing tools such as a cover letter and résumé, participation in a job interview and development of a career portfolio. Employment Preparation also includes an overview of employee and employer relations.

*Prerequisite: Completion of 15 program credits*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### ADMN9999 – Work Experience (Non-credit)

Through experiential learning, this course bridges classroom study with the Calgary workplace. Representing Bow Valley College, learners will have opportunities to use their new technical skills; observe and integrate into office culture; work on soft skills/communication skills; network with industry colleagues; gain reference(s); add experience to their resume; possibly gain extended employment or referral; and receive evaluation from an employer. Open communication is maintained throughout the work term between Learners, Hosts and Student Engagement Officers.

*Prerequisites:*

- Completion and passing grades in all required program courses
- Completion of ADMN9998 Employment Preparation (non-credit)
- Completion of TOWES
- Minimum B- in Communication Fundamentals, Business Communications or Legal Office Communications
- Minimum program GPA of 2.60
- Commitment (attendance, punctuality, professionalism), as determined jointly by Program Coordinator, Instructors and Student Engagement Officer

### ANAT1101 – Anatomy and Physiology (6 credits)

The study of the structure and function of the twelve body systems and how the systems work together to maintain homeostasis in the human body. The course progresses from the cellular level to organ systems. Learners receive a foundation in anatomical terminology.

### CADD1101 – AutoCAD 1 (3 credits)

Course description under development.

### CADD2101 – AutoCAD 2 (3 credits)

Course description under development.

### 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.

### 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. Learners interpret a comprehensive set of kitchen and bath design drawings and creating three-dimensional renderings for sales and promotion.

*Prerequisite:* CADD3601

### 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 computer-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 examine the importance of a global and ethno-relative perspective. Areas of focus include cultural influences on communication, conflict styles, self-awareness, acculturation, and Indigenous worldviews.

### COOP9998 – Co-op Work Term I (Non-credit)

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 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 ADMN9998 Employment Preparation (non-credit)
- Learner has successfully secured paid Co-op Work Term with an approved employer

### COOP9999 – Co-op Work Term II (Non-credit)

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 an 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](http://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 will focus on working with communities in a good way. Learners will enhance their professional identity through examining their own values, worldviews, and ethics as well as the professional ethics and of Canadian-based child and youth care practice. Using the concepts of critical thinking, they will explore and reflect on community diversity, historical events and systemic oppression through a social justice lens. Current legal and policy trends, as well as political systems will also be discussed.

### **CYCR1999 – Child and Youth Care Practicum I (8 credits)**

This course provides opportunities for learners to translate theory into practice. Learners will practice skills in selected sites under supervision. Learners will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

### **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)**

This course provides learners with an opportunity to consolidate and enhance child and youth care practice skills. Using current and emerging theory and practice, learners will be supported in the application of skills to new settings and in the development of additional skills. The primary focus of the course will be children, youth and families at risk.

### **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.

### **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.

### **DAST1201 – Person Centered Planning (3 credits)**

Developing a vision WITH a person involves being able to envision a positive and valued future for and with the person and their network of allies. This course introduces the learner to the process of planning a vision with people with disabilities. Current planning strategies will be reviewed and critiqued and emphasis will be on the philosophical principles and values that underlie each approach. Learners will practice writing clear implementation plans that incorporate the practices of inclusion, empowerment, and individualization in the planning process.

### **DAST1202 – Disability Work Management and Supported Employment (3 credits)**

This course is an introduction to the historical and contemporary models of services and supports for those who face barriers in employment. It will introduce practices that engage people to discover their personal and professional potential through employment and community contribution. An emphasis will be placed on the importance of creating and sustaining valued roles for marginalized people in society.

### **DAST1301 – Health and Wellness (3 credits)**

This course is an introduction to the general principles and strategies of mental health and mental health for people with developmental disabilities. Key strategies in promoting wellness with and for persons with disabilities will be examined.

### **DAST1401 – Positive Behaviour Support (3 credits)**

This course introduces learners to the concept of human behaviour as communication, as well as the approaches and techniques that may be used in response to difficult and challenging behaviours demonstrated by a person with disabilities. The focus is on designing “positive behavioural change strategies” for a variety of settings: home, work, school, community. These strategies will include teaching functional skills as well as supporting communication development and positive behavioural change.

### **DAST1999 – The Field of Disability Studies (6 credits)**

This practicum provides learners with 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.

*Pre- or co-requisite: DAST1101 and nine credits*

### **DAST2301 – Advanced Topics in Disability Studies (3 credits)**

This interactive course focuses on advocacy issues in the field of Disability Studies and the impact on the lives of people with disabilities and their families. Stages of social change and tools used in lobbying are taught using past and current case studies.

*Pre- or co-requisite: DAST2998*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

## 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, learners will develop a variety of multi-element positive behaviour intervention and supports that focus on quality of life.

## DAST2401 – Community Connections and Inclusion (3 credits)

This course introduces the skills for building stronger communities that support and include members with disabilities in meaningful ways. Learners develop knowledge about the principles of community development, the essential skills of networking and the art of relationship building. The emphasis is 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 Complex Needs (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 Community Support Practitioners in a complex behaviour needs setting are responsible for in their day-to-day work with people and communities. Learners will have the opportunity to develop knowledge of the skills required to completely fulfill such roles as community advocate, employment coach, residential support worker, outreach worker, team leader, and case manager. Learners also apply their knowledge of assessment to the design of a behaviour support plan that integrates multi-element positive behaviour interventions and strategies.

*Prerequisite: DAST1999*

*Pre- or co-requisite: DAST2302 and three credits of second year DCSD courses*

## DAST2999 – Leadership in Disability Studies (6 credits)

This practicum course consists of practical experience in an agency providing services to people with disabilities. The practicum is designed to enable learners to further apply the theories, principles and techniques studied in the classroom to the practical setting. Learners are also offered the opportunity to focus on an area of interest to complete a capstone project to highlight their knowledge, experience, research and analysis gained. Weekly seminars provide opportunity for reflection and the integration of theory and practice.

*Prerequisite: DAST2998*

*Pre- or co-requisite: HMSV2503 and nine credits of second year DCSD courses*

## 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.

## DATA3201 – Database Management (3 credits)

In this course, learners design, create, and maintain a relational database. During their activities, they address both basic security considerations and database operation. Learners perform these database activities using Structured Query Language (SQL), Data Manipulation Language (DML), Data Definition Language (DDL), Data Control Language (DCL), and Transaction Control Language (TCL).

*Prerequisites: SODV3301\*, SODV3302\* (can be used as a pre- or co-requisite)*

## 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*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **DATA5101 – 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 students examine common methods and tools that can be utilized to efficiently parse, query and display raw data sets. Students learn how to programmatically extract data from a variety of file formats and sources.

### **DATA5102 – 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. Students in this course learn how to collect, gather, and interpret social influencers, as well as access and utilize numerous open and proprietary data sources.

### **DATA5103 – 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. Students 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.

### **DATA5104 – 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, students 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.

### **DATA5201 – Information Encoding Standards (3 credits)**

Information is stored, transmitted and represented in many different forms and file formats. In this course, students evaluate and compare common technologies and standards that are used to encode and transmit information. Students gain hands-on experience selectively migrating and synchronizing data between different systems that can be utilized by a variety of different applications.

### **DATA5202 – 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, students gain a deeper understanding of the diverse data needs of organizations. Students examine the data needs of common core business processes such as sales, marketing, accounting, quality improvement, product/service delivery, product development, and human resources.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **DATA5301 – 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, students 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.

### **DATA5302 – 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, students produce visualizations such as histograms, graphs, plots and treemaps that could be used in reports, dashboard widgets or infographics.

### **DATA5303 – 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, students 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, students develop a Performance Evaluation Framework for their topic of choice that replicates that of actual industry scorecards.

### **DATA5401 – 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 students to the principles of programming and application design. In addition, students are exposed to the concepts of data structures and algorithms. Using a hands-on approach, students gain experience developing data-driven software applications.

### **DATA5999 – Data Management and Analytics Capstone (3 credits)**

Working alone or in a small team, students research, design, develop, and implement an applied big data analytics research project to satisfy a real organizational or community need. Students 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 (Non-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

### 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 specialties 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 provides learners with a fundamental understanding of the concepts that underpin client-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)

Course description under development.

### 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.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

## 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, screens and surfaces are explored.

*Prerequisite: DESN1101*

## 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 sets.

*Prerequisites: DESN2302*

## DESN2304 – Video and Audio Production (3 credits)

This course introduces learners to 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.

*Prerequisites: 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 in 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 built 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*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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.

*Prerequisites:* 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.

*Prerequisite:* DESN2301

### 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.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### 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.

### 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 analyze 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 bathrooms 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.

*Prerequisite: CADD3601, DESN3201, DESN3202, DESN3301, DESN3302, DESN3303, CADD3602, DESN3304, DESN3401 Co-requisite: DESN3302 (can be a co-requisite or prerequisite), DESN3999 (can be a co-requisite or taken after all other program courses are completed)*

### 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 (Non-credit)

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 students across the curriculum. It explores techniques to reinforce, adjust and modify tasks to meet the needs of individual students.

### 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 students with reading and writing processes and adapting strategies, materials, and activities to meet the needs of individual students.

### 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 childhood to adulthood. Access and retrieval of information on exceptionalities is emphasized.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### EDAS1303 – Working With Exceptionalities (3 credits)

This course builds on the Introduction to Exceptionalities course. 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 two-hour seminar on campus and 10 days of practicum experience in local schools. This is designed to give the student 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 two-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 student 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 Learning and Child Care (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, students will gain insight into their own philosophy of early childhood education.

### ELCC1301 – Child Development: An Introduction (3 credits)

This introductory course focuses on the development of children from conception to twelve years of age, including the physical child, the thinking child, the social child and the whole child, as well as introducing atypical development. Students will study key theories and theorists in child development.

### ELCC1305 – Developing Through Play (3 credits)

This introductory course will explore the role of play in children's development and how play is integral to a child's developmental needs. Students will develop an understanding of the relationship of play to the different developmental stages, as well as the role of the environment and the early childhood practitioner in enhancing children's play. This course focuses on the planning of inclusive and appropriate play environments including indoor and outdoor play experiences. Students will explore a variety of play situations/materials used in childcare settings.

*Prerequisite: ELCC1101\**

*\* may be taken as a pre- or co-requisite*

### 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.

*Prerequisite: ELCC1101\**

*\* may be taken as a pre- or co-requisite*

### ELCC1313 – Child Development II: Social-Emotional Development and Well-Being (3 credits)

This course examines 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 supporting the social-emotional development of children. Learners develop support strategies to foster social-emotional development and respectful, cooperative relationships with children, family, school and community.

### ELCC1998 – Introduction to Emerging Practice in Early Learning and Child Care (7 credits)

This practicum is designed to provide students with an opportunity to apply acquired skills and knowledge from a play-based perspective in appropriate childcare settings under the supervision of the College practicum supervisor in the childcare setting. Basic health, safety and nutrition, observation and documentation, and appropriate practice with children across curricular areas are included through practice and seminar.

*Prerequisites: ELCC1101\* and three credits of ELCC courses\**

*\* may be taken as a pre- or co-requisite*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

## ELCC1999 – Observation in Early Learning and Child Care (7 credits)

This practicum provides students with an opportunity to apply their skills and knowledge of the role of the educator in appropriate childcare settings under the supervision of the College practicum supervisor and a designated mentor in the childcare setting. Further discussion of working with diverse families and communities, the role of the educator in observation, documentation, the child's voice, and play and working as a team member are included through practice and seminar.

*Prerequisite:* ELCC1998

*Pre- or co-requisite:* 9 credits of ELCC subject courses.

## ELCC2201 – Creative Expressions: Theory and Practice (3 credits)

This course will focus on the development of creative activities and their role in providing a developmentally appropriate program for children in child care. Included in this course are 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.

*Prerequisite:* ELCC1999

## ELCC2205 – Introduction to Out of School Programming (3 credits)

This course covers the goals and essential components of programs for school-aged children. Historical and social influences of such programs in Canada will be examined. Students will gain insight into the role of school-age caregivers, while examining their own personal qualities and philosophy for working in this field.

*Prerequisite:* ELCC1999

## ELCC2209 – Caring For Infants and Toddlers (3 credits)

This advanced course focuses on the development of appropriate strategies and skills to provide developmentally appropriate care for infants and toddlers. An understanding of infant and toddler development and its role in developmentally appropriate practice will be discussed. The central role of the caregiver and of daily routines will be emphasized. The importance of effective communications will also be addressed.

*Pre-requisite:* ELCC1999

## ELCC2213 – Language, Literacy, and Communication in the Early Years (3 credits)

This course will provide students with an understanding of early literacy, language, and communication development. Students will develop strategies that can be used to support a child's interest and skills related to listening, speaking, reading, writing, and other forms of communication. The effective use of children's literature, storytelling, puppetry, and dramatic play will be explored. The importance of cultural considerations and individual differences on communication and language development will be emphasized.

*Prerequisite:* ELCC1101\*

*\* may be taken as a pre- or co-requisite*

## ELCC2301 – Child Development Through Observation (3 credits)

This advanced course will focus on the further examination of communication, language, play, and social learning, while exploring the physical, mental and emotional development of children aged 0-12 years. The ecological approach will focus on the observation of children aged 0-12 years. The student is expected to formulate developmentally appropriate activities for furthering development based on observation techniques.

*Prerequisite:* ELCC1999

## ELCC2305 – Inclusive Care and Education Of Young Children (3 credits)

This course will focus on the needs of children whose development is atypical. Students will explore a range of exceptionalities and gain an understanding of strategies to support all children within the child care setting. Students will examine the values and philosophy of inclusion in child care.

*Pre- or co-requisite:* ELCC2998

## ELCC2501 – Issues in Early Learning and Child Care (3 credits)

This course will focus on an examination of critical issues in the field such as interdisciplinary practices, technology, advocacy, related research topics, assessment, early intervention, poverty, and ethics. Students will examine these issues and their impact on practice in a child care setting.

*Pre- or co-requisite:* ELCC2998

## ELCC2505 – Administration and Leadership in Early Learning and Child Care (3 credits)

This course focuses on providing learners with theoretical and practical information about principles of effective early learning and child care leadership (ELCC) and the administration of ELCC programs. Learners will explore the theory and practice of leadership and organizational development in the context of early learning and child care organizations and funders.

*Prerequisite:* ELCC1999

## ELCC2998 – Documentation in Early Learning and Child Care (7 credits)

This practicum is designed to support the development of appropriate skills to be successful in the role of a supervisor in an ELCC environment. Positive leadership and work environments, human resource management, using observation and documentation to support caregivers, children and families, in addition to facilitating learning through play, the importance of environments and community connections.

*Prerequisite:* D in ELCC1999

*Pre- or co-requisite:* 6 credits of second year ECED courses

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

## ELCC2999 – Reflective Practice in Early Learning and Child Care (7 credits)

As the final practicum placement the learner will have the opportunity to develop their own code of ethics and philosophy. Topics include seeing the child as capable, staying connected with the community and how to become a mentor. Learners will have the opportunity to research a topic of their choice pertaining to keeping their passion alive for child care. This capstone course will demonstrate their understanding of the program objectives.

*Prerequisite:* ELCC2998

*Pre- or co-requisite:* ELCC2301 and 9 credits of second year ECED courses

## ENGL1011 – Critical Reading and Writing: Prose (3 credits)

This course introduces students to formal and rhetorical writing practices at the post-secondary level, with an emphasis on literary analysis and close-reading. Instruction and practice will be integrated with the study of literature drawn from a broad range of historical periods, cultural perspectives, social contexts, and literary genres.

## 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 Canada's Indigenous communities. Learners develop strategies to communicate their own ideas and integrate them with those of others by quoting, paraphrasing, and summarizing the work of other authors. Learners present their written assignments professionally according to APA formatting guidelines.

## 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 that families and caregivers of people with fetal alcohol spectrum disorder face include – divorce, death, poverty and violence are critically reviewed. Approaches are given to working in partnership with parents and caregivers across today's more culturally diverse Canada.

## 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](http://bowvalleycollege.ca) for the most up-to-date course information.*

## 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 behaviour 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 (6 credits)

This practicum and associated seminars provide 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 (3 credits)

In this course, through the examination of how insurance is used to manage risk, learners explore the laws, concepts and practices commonly encountered in the insurance industry. History and development of insurance worldwide is examined with a focus on Canadian law and practice.

## 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: MGMT1501 and either ACCT1101 or ACCT1103*

**FNSR2202 – Fundamentals of Financial Management (3 credits)**

This course provides learners with an overview of how non-financial managers use financial information in planning, organizing, evaluating, and decision-making. Key topics include understanding financial information, analyzing financial statements and reports, the role of the finance and accounting department, and how financial information impacts organizational governance.

**FNSR2301 – Financial Markets & Products (3 credits)**

This course introduces the concept of money, the Canadian financial industry, the impact of the economic and 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 and are eligible for Certified Financial Planner (CFP) Core Curriculum.

**FNSR2302 – Personal Financial Planning I (3 credits)**

In this course, learners have an opportunity to gain a technical understanding of personal financial planning. Concepts include elements which impact an individual or family's financial well-being. The process of collecting and analyzing required information to begin the financial planning process are examined. This course prepares learners with fundamental financial planning knowledge and is eligible for Certified Financial Planner (CFP) Core Curriculum.

**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 (CIFIC) 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)**

This course provides students with a broad understanding of risk management and the risk management process.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **FNSR2402 – Risk Assessment & 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.

### **FNSR2403 – Risk Financing (3 credits)**

This course will assess the methods by 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.

### **FNSR2501 – Financial Selling & Ethics (3 credits)**

This course introduces participants to a proven relationship sales model with an emphasis on selling in the financial services industry. Sales presentation skills, ethics and selling, and cultural diversity will also be covered. Role-playing, in-class presentations and in-class exercises will integrate these skills into an interactive learning experience.

*FNSR2501 - Note: Learners with prior credit in MKTG2202 cannot take FNSR2501.*

### **HCAD1101 – Working as a Health Care Aide (3 credits)**

This course will focus on safety – safety of the client, the health care worker and the work environment in a variety of employment settings. The course provides information that will result in safe care, based on the needs of the client.

### **HCAD1102 – Structure and Function of the Human Body – Health and Chronic Illness (3 credits)**

In this course, the twelve systems that make up the human body will be studied and the milestones of growth and development across a lifetime will be discussed. The concepts of healthy aging and maintaining independence will also be addressed. Learners will gain knowledge about the most common chronic conditions the Health Care Aide may encounter and how to provide safe care based on best practices according to the client's diagnosis, needs, and care plan.

### **HCAD1103 – Communication in the Health Care Environment (2 credits)**

This course will focus on the roles and responsibilities of a health care aide working in a variety of employment settings, as well as professional communication with other team members, clients and client families. The health care environment requires competent verbal, written and electronic skills. Strategies for overcoming communication barriers caused by disease and aging will be discussed. In addition, the course will provide problem-solving strategies and tools to handle conflict.

### **HCAD1104 – Providing Client Care and Comfort (4 credits)**

This course encompasses the skills needed to assist clients with daily grooming, hygiene, bathing, elimination, bed making, and nutritional needs. Learners in this course will learn to support clients to maintain independence and to meet their care needs according to individual care plans. This course is designed to develop confidence and competence while providing basic client care.

*Pre- or Co-Requisites: HCAD1101, HCAD1102 and HCAD1103 (B- in each).*

### **HCAD1201 – Assist with Medication Delivery (1 credits)**

This course includes comprehensive materials to prepare the learner to assist with medication delivery within the scope of practice of the Health Care Aide.

*Pre-requisites: HCAD1101, HCAD1102, HCAD1103 and HCAD1104 (B- in each)*

### **HCAD1202 – Meeting Complex Care Needs (3 credits)**

The skills introduced in this course are sometimes referred to as advanced skills for Health Care Aides. The opportunity to learn the skills for supporting care activities such as ostomy care, respiratory care, catheter care, tube feeds, and vital signs are taught in this course.

*Pre-requisites: HCAD1101, HCAD1102, HCAD1103 and HCAD1104 (B- in each)*

### **HCAD1203 – Special Activities for Diverse Clients (3 credits)**

Health Care Aides may have the opportunity to work with families to provide care for infants and children. Information and skills to assist with these care assignments are included in this course, as are care strategies for assisting other diverse client groups, such as clients with a mental health diagnosis, developmental delays, and physical disabilities. Course information will provide the learner with care strategies to support the client, the client's family, and self through the process of a client's dying and death.

*Pre-requisites: HCAD1101, HCAD1102, HCAD1103 and HCAD1104 (B- in each)*

### **HCAD1301 – Client Care Clinical Experience (4 credits)**

This course provides opportunities for the learner to incorporate and demonstrate previously acquired skills in a hands-on setting. For three weeks in an extended care setting, a facilitator supervises and guides the learner in the application of skills and knowledge.

*Pre-requisites: HCAD1201, HCAD1202 and HCAD1203 (B- in each)*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### HCAD1999 – Client Care Practicum (2 credits)

This course provides a two-week opportunity for the learner to adapt learned skills to an acute home/community setting under the direct supervision of a preceptor.

*Prerequisite: HCAD1301*

### HEED1000 – Health Education: Individual Health and Wellness (3 credits)

Gain an overview of the physical, social, psychological, environmental, and spiritual aspects of personal health and wellness within the context of the community, the Canadian health-care system, and the global environment. Lifestyle choices are introduced as physical and social determinants affecting personal health and the health of others. Learn how to take responsibility for your own health and to advocate for the health of others.

### HMSV1102 – Aboriginal 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)

In this course, learners will examine how the legacy of colonization and Indian residential schools impacted families, and how intergenerationally, many First Nations, Métis and Inuit families have been left with a broken spirit. They will also examine families from mainstream systems perspectives and diverse Aboriginal perspectives. Starting with the learners' own families, participants are offered tools to use in understanding and reflecting on their own family experience, identifying family gifts, strengths and resilience. The results of having a broken family spirit will be explored as well as pathways to holistic wellness, with recognition that spirituality is a foundation to wellness.

### 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)

In this course learners will explore a variety of current assistive technologies and how these tools can be used to increase access for people with disabilities. Learners will develop strategies to effectively introduce and integrate assistive technology. Learners will explore the principles of universal design and how these principles can increase access for all students by modifying previously created resources so that they are accessible and usable for people with disabilities or special needs.

### HMSV1501 – Introduction to Counselling (3 credits)

This course introduces learners to basic counselling skills. As such, it is designed to help learners develop essential helping skills needed for client engagement, follow-through, completion and overall therapeutic effectiveness. Specific skills and techniques covered include; developing rapport, building empathy and listening, encouraging trust, self-disclosure, immediacy, questioning and evoking, addressing discrepancies, etc. It will also take a look at the theories behind effective techniques such as motivational interviewing, cognitive behavioural therapy, person-centered and solution-focus therapies. This course is highly experiential in its format. Learners will participate in classroom exercises, role playing and receive feedback from instructors and peers.

### HMSV1601 – Workplace Writing for Human Services (3 credits)

This course focuses on the types of writing used by professionals in Community Studies workplaces. Learners hone writing, rhetorical, analytical, and collaborative skills related to the particular purposes and readers of this professional written communication.

### HMSV2301 – Healthy Lifestyles via the Medicine Wheel (3 credits)

This course involves the exploration of the concepts of living a balanced life according to 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)

Using a lifespan development approach, this course explores the precursors, presentations, nature and impacts of mental illness for the individual, their families and their communities. Learners have the opportunity to develop, and apply within the classroom, knowledge and skills needed to support mental health within individuals' personal and socio-cultural context. Learners' own values, beliefs and cultural contexts are examined within various frameworks of the CYCC role. Community resources and mental health services are surveyed.

### HMSV2304 – Trauma-Informed Practice (3 credits)

In this course, learners will examine a broad range of trauma and abuse issues in the lives of families, children and youth. The role of the practitioner in assessing the indicators of trauma, reporting abuse, and providing support and referral will be examined from practice and policy perspectives. The course will also explore how our attitudes, values, and experiences affect our perceptions and judgments when dealing with the subjects of trauma and abuse.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **HMSV2401 – Family and Society Studies (3 credits)**

This 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, role play, and integration on theories of practice with difficult family dynamics. Discussions include family theory from diverse perspectives.

*Prerequisite: Completion of first-year capstone in any human services certificate or diploma program.*

### **HMSV2402 – Understanding Families (1 credit)**

This course builds understanding of definitions diverse families, family models, and family structures in today's society.

### **HMSV2403 – Families Facing Challenges (1 credits)**

Examining the various challenges that families face - divorce, death, poverty, violence, abuse, and dealing with special needs children – can help prepare early childhood practitioners to better support families facing challenges.

### **HMSV2404 – Working with Families (1 credit)**

There are many approaches to encouraging parent-staff collaboration as families face various challenges. Exploring these various approaches can help early childhood practitioners navigate through challenging situations and solve communication issues.

### **HMSV2501 – Social Policy (3 credits)**

This course is designed to help learners become critically aware of the economic, social, and political environment within which they will eventually work. It will examine the process by which health, social policy, and justice policy is developed in Canada and encourages reflection upon the ways social policy impacts our lives.

### **HMSV2502 – Facilitating Groups (3 credits)**

This course is designed to develop skills for working with groups through a combination of lectures, observation and experiential learning. The stages of development, group roles and norms, theoretical framework, intervention, group design, implementation and evaluation will be addressed.

### **HMSV2503 – Organization and Administration in Human Services (3 credits)**

This course focuses on providing learners with theoretical and practical information about principles of effective leadership and the structure and management of organizations. Learners will explore the theory and practice of leadership and organizational development in the context of human services organizations and funders.

*Prerequisite: Completion of first-year capstone in any human services certificate or diploma program.*

### **HMSV2504 – Elements of Quality in Human Services Programs (1 credit)**

This course focuses on the development of organizational skills and leadership styles that are necessary for the effective management of quality early childhood programs. We will examine elements of quality, the director's role, and the influence of professionalism in designing and managing quality group childcare and early education facilities.

### **HMSV2505 – Strategies for Achieving Quality in Human Services Programs (1 credit)**

Topics include establishing and evaluating program goals, the unique characteristics of family home care, critical elements of child safety, and the importance of good financial records management.

### **HMSV2506 – Leadership in Human Services Programs (1 credit)**

This course explores the development of organizational skills, leadership strategies necessary for the effective management of quality ELCC programs, and various strategies to acquire such competencies.

### **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 designed for health and human services. Areas of focus include: program design principles, practices, evaluation, sustainability, impact, effectiveness and efficiency. The course undertakes a critical examination of these systems to provide effective support for populations served in the health and human services field.

### **HMSV3202 – Fundraising in the 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.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **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 services 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 services 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 services practice. In addition, learners develop, implement, and evaluate community based initiatives.

### **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 services 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 services 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, students identify the key components of the research process, consider qualitative and quantitative research methods, and explore ethical considerations for health and human services research. Students 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)**

Within the field of early childhood education, pedagogy evolves through research informing the delivery of curriculum. Effective leaders are challenged to keep abreast of current and emerging practices while managing educator teams through the introduction of new methods, learning resources, and equipment.

### **HMSV3505 – Teaching the Adult Learner (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.

### **HMSV3506 – Managing and the Canadian Health System (3 credits)**

Course description under development.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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 (Non-credit)

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 study of what people think, feel, and do in and around organizations is key to the search for best practice methods and organizational effectiveness. Throughout this course, we will focus on human behavior from an individual, group, and organization perspective while analyzing key elements which influence human behavior and thinking. In addition to the theory component, students will also have an opportunity to develop critical thinking skills through group work, discussion, research, and personal reflection.

### HRES2101 – Change Management (3 credits)

Course description under development.

### HRES2201 – Introduction to Human Resources (3 credits)

This course focusses on the importance of aligning human resource practices with organizational strategies and employment legislative acts. Through an exploration of workforce planning, recruitment, selection, orientation, learning and development, performance management, total rewards and recognition, learners reflect on the process of recruiting and retaining employees to achieve an engaged workforce. Trend analysis includes discussion on workplace health and safety.

### 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 the 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. The focus is on the trends that are emerging in the workplace, which include bullying.

### HRES2401 – Employee Learning and Development (3 credits)

Course description under development.

### 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.

*This course is only available online.*

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

## HUCL1201 – Introduction to Health Care Fundamentals (3 credits)

Learners explore interdisciplinary topics and skills required for success and employment in a health agency, including an understanding of healthcare organizations and structure, team member roles and dynamics, safety and infection control, organizational policies and procedures and the importance of laws, regulations and ethics in the healthcare setting. An overview of the Canadian and Alberta healthcare systems, current trends and issues that affect health delivery and individual choices are also examined.

## 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. The 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)

This course offers instruction in the language of medical terminology and teaches you how to read and interpret commonly used medical terms, symbols and abbreviations. Topics include rules, prefixes, suffixes, root, combining forms, and basic introduction to body systems.

## 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: HUCL 1401*

## 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 a 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.

*Prerequisites: IDEC1106*

## 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.

*Prerequisites: 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.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### 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.

*Prerequisites: IDEC1103 and IDEC1201*

### 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: IDEC1103, DEC1104, IDEC1101, IDEC1201, and COMM1101.*

### IDEC2101 – Kitchens & Bathrooms Basics (3 credits)

This course focuses on kitchen and bathroom decorating principles. Major considerations underpinning the process are project planning, mechanical requirements, and documentation. Learners address client requirements through the choice of cabinetry, fixtures, surfaces, and finishes.

*Prerequisites: IDEC1101, IDEC1104, IDEC1105, IDEC1106, and IDEC1401*

### 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: IDEC1101, IDEC1103, IDEC1105, IDEC1106 and IDEC1401*

### 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*

### IDEC2302 – AutoCAD for Interiors II (3 credits)

This course focuses on advanced drafting and design of interior spaces. Learners build a set of interior working drawings with plans and elevations appropriate for use by allied professions. In addition, the course also addresses three-dimensional (3D) drawing, version control, documentation, and industry related software programs.

*Prerequisite: IDEC2301*

### 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.

*Prerequisites: IDEC1103, IDEC1104, and COMM1101*

### IDEC2601 – Digital Presentations (3 credits)

The creation and presentation of decorating solutions to clients and colleagues is key to success in the decorating industry. In this course, learners practice the tools and techniques of verbal and visual communication using industry tools and techniques. Emphasis falls on the attributes of the creative professional presentation.

*Prerequisites: IDEC1103 and IDEC2302*

### 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.

*Prerequisites: IDEC1101, IDEC1103, and IDEC1104*

### IDEC2997 – Interior Decorating Studio 2 (3 credits)

Course description under development.

### IDEC2998 – Interior Decorating Studio 3 (3 credits)

Course description under development.

### IDEC2999 – Interior Decorating Capstone (3 credits)

This course presents the opportunity for learners to bring together skills accumulated in their program of study. Learners focus upon the professional presentation of a decorating solution for a renovation including drawings, documentation, and a budget. The intention of the capstone is to complete the professional portfolio.

*Prerequisites: IDEC2101 and IDEC2302*

*Co-requisites: IDEC2601 recommended*

### IDEC9999 – Interior Decorating Work Experience (Non-credit)

This work experience gives learners the opportunity to apply the technical, business, and professional skills from the interior decorating program. During their time in the workplace, learners integrate into office culture, contribute to project teams as an interior decorating member, practice professional communication, network with industry colleagues, accumulate references, and enhance resumes.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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. Students 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.

### 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 student 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 students 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. Students 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.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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 I (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.

### 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*

### 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 victim-related 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 student with an understanding of some limitations in criminal procedures. Emphasis is placed on gaining a great deal of familiarity with the Criminal Code as statute law, including interpretation, understanding, and applicability of much of the criminal procedural requirements contained therein.

### JUST2203 – Law Youth and Young Offenders (3 credits)

This course covers the definition and control of crime by young people through an investigation of the evolution of law as it is applied to young people in Canada. The emphasis is on a detailed analysis of the Youth Criminal Justice Act, including an exploration of the roles of police, courts, correctional agencies, and community in dealing with young crime.

*Prerequisites: JUST1101*

### **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 Aboriginals (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 – Influences of the Media on Justice (3 credits)**

This course will examine various media, and the coverage provided to crime and criminality. Students will review the correlation between media coverage and public opinion regarding crime. The suggestion that the community has a market-driven appetite for coverage of news stories about crime will be explored in detail.

### **JUST2302 – Crisis Intervention and Communication (3 credits)**

This course will provide students with a theoretical foundation in understanding crisis that will allow them to gain skills in how to deal with various situations that may create stress and have the potential to become a crisis state. Students will learn to conduct interviews in a structured fashion to address, intervene, and provide referrals appropriately for those experiencing crisis.

*Prerequisites: COMM1101*

### **JUST2303 – Aboriginal 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.

### **JUST2401 – Mental Health and Wellness (3 credits)**

Building on the analysis of personal fitness, this course emphasizes issues of health and wellness. Learners 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 a 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.

### **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 will examine the decisions law enforcement officers are required to make every day, and gain an understanding that these decisions need to be made fairly and evenly. History and theory will be studied to give the learner the base needed to understand the importance of ethics in policing. The practice of ethical decision making will be included beyond learning the do's and don'ts of 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 students the opportunity to examine how drugs influence behaviours and actions, and the current trends of drug use in society. This course will also provide students with an awareness of drugs and the signs of drug use.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **JUST2602 – Aboriginal 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. Students 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 and Counseling (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 – Criminal Investigation (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 Aboriginal 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 Trends & Issues Impacting Aboriginal Justice (3 credits)**

This course will delve into the trends and issues facing learners as they transition from learner roles to 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.

### **JUST9999 – Justice Studies Field Work (Non-credit)**

Field Work placement combines academic studies with work-related experience for Justice Studies Diploma 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 field work course is competitive and learners must complete the application process to be considered. All learners who choose to complete the optional field work placement term must write the Test of Workplace Essential Skills (TOWES) assessment in term one of their program. Successful achievement of the TOWES credential is one prerequisite for field work placement eligibility.

### **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.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

## 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*

## LEGL1601 – Introduction to Real Estate (3 credits)

This course is an introduction to property law with emphasis on the procedural aspects that form part of a residential real estate practice. In addition to gaining theoretical knowledge of land ownership, learners are introduced to the various tasks and documents involved in a standard seller and buyer transaction.

## 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.

*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.

## 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.

## 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.

## 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: ADMN1701, LEGL1601, LEGL2101, LEGL2103 and LEGL2104*

*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.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

**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.*

**MATH5901 – 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. Students 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)**

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. Topics such as strategic planning, organizational structure and design, leadership, motivation, controls, and team dynamics are examined.

*Prerequisite: None*

*This course is only available online.*

**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.

**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*

**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.

*Prerequisite: None*

**MGMT1202 – Essentials of Interpersonal Communication (3 credits)**

Interpersonal communication impacts our personal and professional lives, and therefore is an essential skill to learn and practice. The foundation of this course focuses on understanding and being understood by others. Topics that have a profound impact on communication are examined, including the role of listening skills and perceptions, managing emotions, and the power of non-verbal communication. The learner is encouraged to integrate effective strategies to improve the communication process, the climate in which it happens and the relational dynamics that are critical for successful communication.

**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.

**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.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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 expected to complete the Business Math Skills Self-Assessment prior to registering for 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.

*Prerequisite: None*

### MGMT1502 – Introduction to Business Analytics (3 credits)

Course description under development.

### 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.

### MGMT2102 – Project Management (3 credits)

Project management is an essential skill contributing to an organisation'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.

### MGMT2301 – Microsoft Excel (3 credits)

This course provides a comprehensive presentation of Microsoft Excel. The course will begin with a review of the basic Excel topics presented in MGMT1302 before new topics are introduced. New topics include: charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, worksheet database manipulation, lookup functions, database functions, templates and working with multiple worksheets and workbooks.

*Prerequisite: MGMT1302*

### 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*

### 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.

### 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 the basic techniques and tools of statistical analysis and interpretation used in the business environment. Topics include collection and presentation of data, measures of descriptive statistics, probability and probability distributions, statistical estimation and hypothesis testing, correlation and regression analysis.

*Prerequisite: MGMT1501*

### MGMT2502 – Intermediate Statistics (3 credits)

Course description under development.

### MGMT2801 – International Business (3 credits)

This course will present a study for effective processes for understanding country differentiation and examine strategies and structure of international business. Students will engage in a cross-cultural approach by comparing national marketing systems and local commercial customs.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

## MGMT2802 – International Business and Culture (3 credits)

Students 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 students 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, MGMT1501, MKTG1101 and either ACCT1101 or ACCT1103

**Note:** Learners who have previously taken MGMT2999 cannot take MGMT2998.

## MGMT3101 – Applied Project Management and Technical Communications for Software Development (3 credits)

This course introduces the fundamental principles for successful management of software development projects. In teams, learners practice project planning, management, documentation, and control techniques applicable to real-world scenarios.

## 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.

## 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 students with in-depth knowledge of the fundamentals of consumer behaviour, 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 behaviour concepts in a competitive, dynamic, and global business environment.

*Prerequisite:* MKTG1101

## MKTG2102 – Global Marketing (3 credits)

This advanced course focuses on marketing to a global audience. Topics will include: social networking, social media, viral marketing and the international consumer.

*Prerequisite:* MKTG1101

## MKTG2201 – Customer Service Management (3 credits)

This course encompasses the essential principles of customer service with additional focus on effective communication, problem solving and complaint-handling skills. Offering exceptional customer service, at any level in an organization, is the key factor to whether an employee or a business survives, thrives and stands apart from the competitors. Customer Service Management will provide a comprehensive assessment of best practices for the successful management of the client experience.

## MKTG2203 – Selling and the Customer Experience (3 credits)

This course encompasses the principles of delivering an exceptional customer experience to increase customer retention, loyalty, and sales. In addition, there is an emphasis on delivering a consistent sales presentation to close sales and handle customer objections. Learners are provided an opportunity to develop key skills to handle customer problems, while developing relationships and uncovering needs to increase sales opportunities.

## 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.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

**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 (Non-credit)**

Course description under development.

**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

**NURS1100 – Practical Nurse Equivalency Preparatory (9 credits)**

Learners engage in workshops that are designed to recognize, challenge, and build upon previous nursing knowledge and experience. These workshops are facilitated by subject matter experts and peers. Some of the elements involved in the workshops include the following: course-specific content discussions and lab skills demonstrations. To receive prior learning credit, learners must achieve a minimum of 64% in each challenge course exam.

*Lab skills testing is held for the challenge courses that include a lab component: NURS1201, NURS1202, NURS1203, and NURS2204. Learners must achieve a minimum of 80% in the lab competencies. Failure to achieve a minimum of 80% in the lab component will disqualify the learner from receiving prior learning credit in that course.*

*A minimum of seven challenge courses must be passed to receive credit for NURS1100.*

**NURS1101 – Nursing Arts (3 credits)**

The uniqueness of person and the inherent traits and skills required to function as a professional nurse will be presented within the context of the determinants of health. The fundamentals of professional nursing – nursing process, communication, ethics, critical thinking, and the health care environment are presented.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

**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 client response to medication. Practical nurse competencies, scope of practice and legal responsibilities are also emphasized.

*Prerequisites: ANAT1101*

**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.

*Prerequisites: ANAT1101*

**NURS1201 – Adult Health Assessment (3 credits)**

Learners will practice holistic adult health assessment techniques in an organized, safe manner, researching appropriate data sources. Emphasis will be on analyzing findings and responding appropriately. A nursing lab component requires learners to demonstrate beginning competency in head-to-toe assessments. Please contact department for details.

*Prerequisites: ANAT1101*

**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 nursing care to patients requiring assistance with basic needs. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

*Prerequisites: NURS1101\**

*(\*may be taken as a pre- or co-requisite)*

**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 clients using a body system approach. Nursing competencies introduced in the classroom are practiced and assessed in the nursing laboratory.

*Prerequisites: ANAT1101, NURS1102\*, NURS1103\*, NURS1201\*, NURS1202, NURS1301*

*(\*may be taken as a pre- or co-requisite)*

**NURS1301 – Mathematical Principles of Medication Administration (3 credits)**

Numeracy skills in drug dosage calculation are intrinsic to nursing practice. Learners need these skills to progress through their courses, clinical placements, and eventual licensed practical nurse practice. This course initially focuses on foundational mathematical concepts and operations as well as the documents integral to medication administration. The course covers oral and parenteral medication calculations, intravenous drug administration calculations, and calculations for special protocols. Proficiency in this course underpins safe practice.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

**NURS1302 – Health Education: Personal Health And Wellness (3 credits)**

An overview, within the context of community and the Canadian Health Care System, of the physical, social, mental, environmental, and spiritual aspects of personal health and wellness. Learners will develop healthy lifestyle strategies, as well as become advocates for the health of others.

*Prerequisite: ENGL1201*

**NURS1401 – Clinical 1: Foundational (4 credits)**

Learners will implement research skills to provide safe, organized nursing care focusing on activities of daily living and health assessments in a long-term care setting which includes an understanding of the medications ordered. Working with a variety of health team members and communication with clients and staff will be emphasized.

*Prerequisites: ANAT1101, COMM1101, NURS1101, NURS1102\*, NURS1103\*, NURS1201, NURS1202, NURS1203, NURS1301*

*(\*may be taken as a pre- or co-requisite)*

**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.

*Prerequisites: NURS1102, NURS1103, NURS1201, NURS1203, NURS1401*

**NURS2303 – Nursing Trends and Issues (3 credits)**

Learners will consolidate personal and professional philosophy of nursing, exploring the role of the practical nurse in primary health care as client advocate, educator, leader and manager. Trends and issues in provincial, Canadian, and global health will be discussed within the context of the licensed practical nursing.

*Prerequisites: NURS2204, NURS2402, NURS2501, NURS2502, PSYC1201*

**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.

*Prerequisites: NURS1203, NURS1302, NURS1401, NURS2204\**

*(\*may be taken as a pre- or co-requisite)*

**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.

*Prerequisites: NURS2204, NURS2402, PSYC1201*

**NURS2501 – Maternity Nursing (3 credits)**

This course focuses on a 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.

*Prerequisites: NURS1102, NURS1202, NURS1401*

**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.

*Prerequisites: NURS1102, NURS1103, NURS1203, NURS1401, PSYC1201\**

(\*may be taken as a pre- or co-requisite)

**NURS2503 – Mental Health Nursing (3 credits)**

Learners are provided an introduction to the assessment, treatments, and nursing interventions for clients 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.

*Prerequisites: COMM1101, NURS1102, NURS1103, NURS1201, NURS1302*

**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.

*Prerequisites: NURS1102, NURS1103, NURS1201, NURS1302*

**NURS2995 – Professional 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)*

**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)*

**NUTR101 – Introduction to Nutrition Management (3 credits)**

This course will introduce you to the role of the Nutrition Manager in Canada. You will learn about the different types of operations in which Nutrition Managers are employed and about the range of activities they routinely perform as part of their work. You will also learn how these activities and expectations vary in different types of food service operations. An introduction to the legislation influencing the work of the Nutrition Manager is included as well as required skills for management and leadership and the Canadian Society for Nutrition Management Code of Ethics and the Society.

*Information in this program and in this course is based on the guidelines and knowledge required by the Canadian Society of Nutrition Management, the professional organisation of nutrition managers in Canada.*

**NUTR102 – Foundations of Nutrition (3 credits)**

This course introduces nutritional standards and guides. Components of food and the nutritional adequacy of personal menus for different stages of the life cycle are described, as well as cultural, lifestyle, and emerging issues in food and nutrition management in Canada will be discussed.

*Prerequisites: NUTR1101*

**NUTR1201 – Clinical Nutrition (3 credits)**

This course focuses on the knowledge and skills required to provide nutritional treatment and prevention strategies for patients with various disease processes. The course includes nutritional screening, and the development and application of nutritional care plans.

*Prerequisite: NUTR1102*

**NUTR1301 – Food Service Safety (3 credits)**

In this course, you will learn to manage a food service operation to ensure both the safety of the food served to clients, and the safety of your employees. Legislation governing food service safety in Canada is reviewed, but the emphasis of the course is on understanding how safety can be compromised, and on strategies – including the HACCP system – for identifying potential safety risks and taking preventative or corrective action.

*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. Menu and facility planning, working efficiency, storage, communication and forecasting strategies and quality assurance methods are included.

*Prerequisite: NUTR1201*

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### **NUTR1401 – Human Resources for Nutrition Managers (3 credits)**

This course focuses on acquiring, developing and maintaining an effective work force. Topics include: human resource planning; recruitment and selection; orientation, training and development; performance appraisal; wage and salary administrations; employee benefits and services; employee safety, security and health; and understanding the employment contract.

*Prerequisite: NUTR1101*

### **NUTR1402 – Business Management (3 credits)**

Managing the business of foodservice is the focus of this course and will include marketing and public relations. You will work with strategic planning, annual operating and capital budgets, financial controls, equipment specifications and budgets, and inventory purchase and control.

*Prerequisites: NUTR1102, NUTR1301, NUTR1302 NUTR1401*

### **NUTR1999 – Nutrition Manager Work Experience (6 credits)**

This course emphasizes leadership and management skills. Greater independence is facilitated as you progress in the Nutrition Manager role. The preceptored experiences may occur in diverse areas within the food service industry including continuing care centres – hospitals or community health centres – restaurants, hotels, fitness centres, contract food companies – catering companies – cafeterias in large organizations – school or post-secondary institutions – correctional institutions – food processing companies/food product supply companies.

*Prerequisites: MGMT1201 and 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.

*Prerequisite: 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, travel medicine, nutrition, gynecology and reproductive health.

*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.

*Prerequisites: C in PHRM1101*

*Pre- or Co-requisites: C in PHRM1102 and A- in PHRM1301*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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

### 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

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### 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 while adhering to USP <797> standards.

*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- PHRM2501 and

### 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:* None; *Co-requisites:* PHRM1205 Specialized Pharmacotherapy, PHRM2997 Entry to Pharmacy Practice

### 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.

*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, Aboriginal and minority rights, and multiculturalism. Learners will apply political science terms and concepts to the analysis of contemporary Canadian political issues.

### **PREL2101 – Introduction to 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.

### **PREL2102 – Crisis Communication & Reputation Management (3 credits)**

A crisis can disrupt any organization's normal operations, put its reputation in danger and damage its bottom line. This course will teach you how to identify a true crisis versus an issue. Topics covered include how to write a crisis communications plan with strategies and tactics to first of all prevent issues and crises, and when necessary withstand a crisis, lessen actual damage, and protect the organizations reputation.

### **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*

### **PREL2104 – Content Marketing and Copywriting (3 credits)**

In PR you need more than people skills to succeed – you need to be able to write and develop various types of PR collateral such as: blogs, web copy, social media posts, news releases, op-eds, articles, speeches and more. How you write, how well you deliver your message to your target audience can be the key to success for any organization. This course covers the various forms of public relations writing and their application whether trying to persuade or inform the media, the public, employees or shareholders. Students learn how to write clearly, concisely, and persuasively. Working under tight deadlines and editing their work and the work of others is also focused upon.

*Prerequisites: B+ in MGMT1201*

### **PREL2201 – Introduction to Fundraising (3 credits)**

Many organizations, either charitable or not-for-profit look to raise money every year to fulfill their mission. This course offers an insight into special events from the charitable perspective and provides an understanding of how fundraising and the processes involved can work in any community campaign. Instruction will cover basic fund-raising concepts including skills and techniques that ensure the self-sufficiency and long-term growth of a non-profit or a charitable organization. Learners will understand the requirements of making an event successful in the non-profit sector. Finally, learners will build knowledge in fund development strategies and activities within the context of special events.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **PREL2202 – Communication Research & Planning (3 credits)**

Research, research, research. This is one of the most critical components of planning and evaluation for a public relations professional. In this course, students will learn why research is recommended for public relations, when it is required, what information is needed and how data is collected. Various research topics will be examined such as: qualitative and quantitative, primary and secondary, and formal and information research methods. Students will learn how to distinguish and recognize various PR research instruments and metrics, including: media monitoring, communications audits, focus groups, interviewing, opinion polls and surveys to plan and evaluate various public relations campaigns including social media campaigns. Students get an opportunity to conduct their own research in order to build a communications plan following the RACE formula.

### **PREL2204 – Building and Maintaining Stakeholder Relations (3 credits)**

Stakeholders have an enormous impact on an organization's mission and objectives. Therefore, it is important to learn who your stakeholders are and know how to build and maintain mutually beneficial relations. This course includes examination of strategies and tactics on how a public relations professional develops a communications plan to build, manage and sustain relations with stakeholders, including the media.

### **PREL2205 – Major Gifts & Grant Writing (3 credits)**

Course description under development.

### **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 three domains: biological, psychological, and sociological. 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 focusses on typical and atypical aspects of development, the contexts and social spheres that shape middle childhood and adolescence, as well as adolescent transitions.

**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 will be 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.

*Prerequisites: COMM1101 and RTAD1106*

**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.

**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)**

Logistics and transportation supports the complete cycle of material flow, from purchase to internal control, planning and control of work-in-process, purchasing, shipping, and distribution of the finished product. The mode of transportation should lead to efficient and effective transportation of material through the supply chain. This course introduces the basic concepts of transportation and logistics. Learners examine the holistic concept of how logistics and transportation supports supply chain management, forecasting, inventory management, the planning process, and the physical flow of goods and services in the supply chain.

*Prerequisite: SCMT2101*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

## 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 a comprehensive, introductory overview of sociology as a developing discipline. Topics include human social development, culture, diversity, and social trends, with a focus on where Canada fits in a global society. You will learn how people's positions in society shape their lives, and how people adjust to their 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)

Learners explore the sociological perspective of aging. In doing so, they build a foundation in sociological concepts and theories to apply this knowledge to issues of aging. Learners consider the demographic forces leading to population aging; biological and psychological change and their social impact during aging; as well as aging in relation to the health care system, economy, and social programs in Canada.

## 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.

*Corequisite:* TECH1102

## 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.

*Prerequisites:* DESN1301

## 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

## 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 areas like database manipulation and network connectivity.

*Prerequisite:* DATA1201, SODV1202

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### 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.

*Prerequisites: SODV1202*

### 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.

*Prerequisite: SODV3202 (can be used as a pre- or co-requisite)*

### SODV3202 – Programming for Microsoft Web Technologies (3 credits)

In this course, learners use Microsoft technology to develop web applications using three-tier architecture, session management, object-oriented techniques, and advanced database interactions. In addition, learners explore concepts such as web application frameworks and advanced client-side techniques. As a team, learners develop rich interactive web applications with authentication and security.

*Co-requisite: SODV3201*

### 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.

*Prerequisites: DATA3201, 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 analyze 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.

*Prerequisites: DATA3201\*, 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-requisites: DATA3201, 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 the problem using tools and techniques of their choosing.

*Prerequisites: DATA3201, SODV3301, SODV3302*

### SODV9996 – Software Development Employment Search Preparation (Non-credit)

Course description under development.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

### SODV9997 – Software Development Field Work I (Non-credit)

This course provides learners with the opportunity to learn through experience and practice skills, and apply knowledge gained in the software development program. In consultation with a faculty advisor, each learner will conduct a self-directed job search and secure a placement in the software development industry. During the placement, learners record their experience in relation to skill development, personal goals and achievement of specific learning outcomes.

### SODV9998 – Software Development Field Work II (Non-credit)

This course provides learners with the opportunity to learn through experience, practice skills, and apply knowledge gained in the software development program. In consultation with a faculty advisor, each learner will conduct a self-directed job search and secure a placement in the software development industry. During the placement, learners record their experience in relation to skill development, personal goals, and achievement of specific learning outcomes.

### SODV9999 – Software Development Field Work III (Non-credit)

Course description under development.

### SOWK1010 – Introduction to Social Work (3 credits)

This is the introductory course for social work. The history of social work and its evolution as a profession are examined as the foundation on which an understanding of social work's current roles and practices are based. The learner's beliefs and values and the relationship of these elements to the profession are examined. The course introduces the learner to concepts of social policy, political structures, social issues, and to practice with diverse client groups. It introduces the overarching concepts of multicultural practice from an anti-oppressive framework.

### SOWK1020 – The Helping Process (3 credits)

This course focuses on the helping process, which is the essence of social work practice. The helping process is taught in the context of multicultural practice. The process of helping is explored by examining the qualities and values of the helper. Communication theory, techniques, and interviewing skills are introduced as the tools necessary to establish social worker-client relationships. The learner will apply theory and skills to case studies and role-play scenarios.

*Prerequisites: C- in SOWK1010 \**

*\* May be used as a pre- or co-requisite*

### SOWK1023 – Social Work Field Education Laboratory I (2 credits)

This field education laboratory is a pre-agency placement experience to heighten awareness and readiness for social work field education. Learners learn reflectively and analytically through practice-oriented activities such as case studies, role plays and agency visits to build skills and identify values for professional ethics and competence reflective of the social work helping process. Learners begin to apply their learned social work knowledge and skills to understand /observe/and discuss practice of supervised service delivery in various agencies.

*Prerequisites: C- in SOWK1010\*, C- in SOWK1020\**

*\* May be used as a pre- or co-requisite*

### SOWK1024 – Social Work Field Education Laboratory II (2 credits)

This second field education laboratory is a pre-agency placement experience to heighten awareness of and readiness for social work field education. This experience encourages learners to apply previously learned theory and skills from the first semester and use current course work to further their competence, through practice-oriented activities such as case studies, role plays and agency visits, continuing to build skills and identify values for professional ethics and competence reflective of the social work helping process. Learners apply their learned social work knowledge and skills to understand/observe/ and discuss practice of supervised service delivery in agency settings.

*Prerequisites: C- in SOWK1010*

### SOWK1025 – Social Work Practicum I (5 credits)

Apply previously learned concepts of social work practice in a practicum setting. Demonstrate knowledge and application of social work interviewing and assessment skills at a beginner level.

*Prerequisites: C- in SOWK1024\*, C- in SOWK1030\*, C- in SOWK1040\**

*\* May be used as a pre- or co-requisite*

### SOWK1030 – Assessment and Interviewing (3 credits)

This course builds on the theory and practice skills introduced during the first year of the program. It integrates the use of communication and interview skills with theoretical models and concepts to provide a framework for client assessment. Learners will learn a systematic approach to effectively assess and intervene with clients. Knowledge of assessment models and skills will be enhanced through experiential learning. Learners will be encouraged to use their own cultural background and life experiences when they apply the content of this course.

*Prerequisites: C- in SOWK1010, C- in SOWK1020, C- in SOWK1040\**

*\* May be used as a pre- or co-requisite*

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

## SOWK1040 – Models and Practice from an Anti-Opressive Perspective (3 credits)

In this introductory course, concepts that address oppression and oppressed peoples, from historical and contemporary perspectives, are applied to social work practice models. Exploration of the issues associated with internalized dominance and oppression are explored. Different theories and perspectives are applied to provide a framework for practice. Learners will use self-reflection and will share their own experiences to learn about strategies to promote anti-oppressive policy and practice.

*Prerequisites: C- in SOWK1010, C- in SOWK1020*

## SOWK2010 – Community Development (3 credits)

Together, community organization and community development constitute one of the broad structural pillars of the social work profession. This course examines the theory and definitions of community, community organization, and community development, as well as related concepts. Power and equality are considered in relation to oppression. Models of intervention and strategies for change are also applied to diverse communities. The varied roles of the social worker in community practice are studied. Learners will apply principles of community work to their own practices.

*Prerequisites: P in SOWK1025*

## SOWK2020 – Social Work with Groups (3 credits)

This course focuses on the processes and dynamics of group work in social work practice. The theoretical underpinnings of group work are explored with an emphasis on skill development. The primary focus is on helping learners identify values and practices that differ across cultures and consequently impact group work. A variety of group types, phases of group development, intervention techniques, and leadership qualities are examined. Learners will apply concepts of group work in the classroom and will have opportunities to practice with and observe groups.

*Prerequisites: P in SOWK1025*

## SOWK2023 – Social Work Field Education Laboratory III (2 credits)

This field education laboratory is a pre-agency placement experience to heighten awareness of and readiness for social work field education. In this laboratory, social work learners are asked to reflect upon and consolidate learning from year 1 social work courses and laboratory and practicum courses. Drawing upon this learning, learners have the opportunity to use their greater theoretical knowledge and skills to further understand/observe/and discuss practice of supervised service delivery in various agencies, through case studies, agency visits, role plays, and discussion. Professional ethics and competence will also be reviewed.

*Prerequisites: P in SOWK1025, C- in SOWK2020\*, C- in SOWK2030\**

*\* May be use*

## SOWK2024 – Social Work Field Education Laboratory IV (2 credits)

This course provides additional opportunity for senior social work learners to reflect upon and consolidate their learning from the year 1 practicum experience and prepare for the year 2 agency based practicum in the spring. Drawing upon their previous practicum experience and a broader theoretical and conceptual knowledge base, learners will have the opportunity to increase their skills and competence in advance of the year 2 practicum.

*Prerequisites: C- in SOWK2020, P in SOWK2023, D in SOWK2030, C- in SOWK2050\*, C- in SOWK2060\*, C- in SOWK2070\**

*\* May be used as a pre- or co-requisite*

## SOWK2025 – Social Work Practicum II (5 credits)

Apply previously learned theory and practice to work with individuals, families, groups, communities and/or organizations. Integrate practicum experience with classroom learning.

*Prerequisites: P in SOWK2024, C- in SOWK2050, C- in SOWK2060, C- in SOWK2070*

## SOWK2030 – Social Work with Families (3 credits)

Focus on the role of the social worker in assessing, intervening in, and supporting the family across its lifespan. Examine families as a unique social institution as well as from the student's personal experience. Explore the historical evolution of family member roles, functions, and characteristics.

*Prerequisites: P in SOWK1025*

## SOWK2040 – Social Policy (3 credits)

Study social policy and its relationship to and impact on social work. Discuss social policy concepts and apply them to a variety of Canadian policy issues and societal trends. Examine the benefits and disadvantages of established social policies from the perspectives of marginalized groups.

*Prerequisites: POLS1010, SOWK1024*

## SOWK2050 – Mental Health: A Multicultural Perspective (3 credits)

The course approaches mental health from a holistic and multi-cultural practice perspective. It examines the traditional medical model of illness and non-traditional cultural practices in mental health. Common mental health disorders are explored with attention to their significance to different cultural groups. The social worker's role as a member of an interdisciplinary team is presented. Learners examine their own preconceptions of and values associated with mental health. Learners will need to complete an applied suicide intervention training course.

*Prerequisites: P in SOWK1025, D in PSYC1101, D in PSYC1201*

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

## SOWK2060 – Violence and Addiction: Issues in Social Work (3 credits)

This course examines in-depth two common abuse situations in contemporary family contexts: violence and addictions. An understanding of the cycle of violence and its impact on families and communities is explored. Addictive substances and behaviours are also identified. Issues associated with power and controls are examined as critical elements in understanding violence. Learners will examine how these issues impact diverse communities. The identification of resources and strategies for intervention and prevention is also a component of this course.

*Prerequisites: P in SOWK1025, C- in SOWK2030*

## SOWK2070 – Social Work in Organizations (3 credits)

This course will assist learners to identify and understand the role of social workers as managers within many types of organizations. Learners will learn the importance of administration in organizations that provide social services and the relationship between services and the implementation of various policies. The course will also examine the structure and function of organizations, and the issues of development and change. Learners will observe and comment upon the issues addressed by multicultural organizations and the challenges that staff in these organizations face. They will be able to understand the major functions of management and their relevance. Questions surrounding values and ethics in the workplace will be addressed. Attitudes and issues relevant to social work will also be examined in light of the different responsibilities of the social work manager.

*Prerequisites: P in SOWK1025, C- in SOWK2030*

## TECH1101 – Web and Internet Fundamentals (3 credits)

This course focuses on the design, construction and publishing of website that meet web standards for the internet. During the design and publishing 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.

## TECH2101 – Systems Analysis (3 credits)

This course provides a practical approach to systems analysis and design using a blend of traditional development with current technologies. Course material covers the theory, tools, and techniques used in the analysis of business information systems.

*Prerequisite: SODV1202*

## 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).

*Prerequisite: TECH1201, SODV2201*

## 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).

## TOUR2101 – Introduction to Global Tourism (3 credits)

This course defines the tourism industry and how all 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.

## TOUR2102 – Human & Regional Geography (3 credits)

This course focuses on the connections and continuous interplay between features of place, populations, resources, cultures and political systems. Human activities, natural processes and their interaction with landscapes will also be covered.

## TOUR2103 – Global Product Development (3 credits)

This course will cover effective processes for generating product ideas and examining general demand factors and trends, travel motivation and market segmentation. Destination development and emerging non-traditional destinations will also be examined.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **TOUR2104 – Sustainable Tourism Management (3 credits)**

The rapid growth of tourism on a global scale has resulted in significant negative environmental impacts, and there is increasing concern about the relationship between tourism and the environment, both natural and cultural. This course will explore the challenges facing the tourism industry in attempting to create a balance between environmental and economic concerns. The importance of the “greening” of the industry will be examined.

### **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, Expositions 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, students 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, students 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 a 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.

*Prerequisite: TOUR2201*

### **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.

*Prerequisite: TOUR2201*

### **TOUR2205 – Event Marketing (3 credits)**

Event Marketing explores both the marketing of events and events 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)**

Course description under development.

### **TOUR2999 – Advanced Global Tourism (3 credits)**

This project-based course will provide students with the opportunity to demonstrate all skills and abilities utilizing knowledge gained in introduction to global tourism, human and regional geography, international business, global product development, sustainable tourism, management, marketing, and college-wide learning outcomes through an individual project.

*Prerequisite: TOUR2101*

### **VOAS1201 – Veterinary Terminology (3 credits)**

Instruction includes the language of veterinary terminology, and integrates word components into exploring body systems, pathological conditions, laboratory and diagnostic procedures, and pharmacy/drug classifications.

*Prerequisites: HUCL1401*

### **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.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

### **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

### **WMST2010 – Women’s 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 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](http://bowvalleycollege.ca) for the most up-to-date course information.

# School of Foundational Learning

## Academic Upgrading

**Artstream Certificate Program**

**Career Program Pathways**

Business

Community Studies

Health

**High School Upgrading**

**Aboriginal Upgrading**

**GED Preparation**

**Literacy and Essential Skills**

## Artstream Certificate Program

Artstream is a shared program between Bow Valley College and the Alberta College of Art and Design (ACAD). It provides a bridge to an art and design education for those who have the artistic ability, but do not meet ACAD's academic or English language proficiency requirements for admission.

The Artstream Certificate is a year-long program offering customized academic upgrading courses at Bow Valley College to support first year Liberal Studies courses at ACAD.

### Admission Requirements

**Applicants must successfully complete all of the following:**

- a portfolio, following guidelines as provided by ACAD
- a personal statement
- an academic assessment at Bow Valley College may be required

Contact [admissions@acad.ca](mailto:admissions@acad.ca) or call 403-284-7617

For complete fee information visit [acad.ca](http://acad.ca)

## Career Program Pathways

### Pre-Business Pathway

This program provides an alternate pathway to career programs offered in the Chiu School of Business (CSB) at Bow Valley College. Successful completion of all five courses in the Pathway will reserve a seat in one of the following programs as selected by the learner: Business Administration Diploma, Business Administration Certificate, Administrative Professional Certificate, Health Administration Certificate programs, and Legal Assistant Diploma.

Learners must take all four term 1 courses and one advanced credit course relevant to their chosen Chiu School of Business career program.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

#### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

## Program Courses

*Subject to change.*

### Term 1

Course	Credits	Hours
COMM0101 – Introduction to Business Communications	3	45
COMP0901 – Online Learning and Business Applications	3	45
MATH0901 – Introduction to Business Math	3	45
MGMT0101 – Business in Canada	3	45

### Advance Credit for One of the Following Courses\*

\*Some Advance Credit courses may be available online only

Course	Credits	Hours
MGMT1101 – Introduction to Management	3	45
MKTG1101 – Introduction to Marketing	3	45
HUCL1101 – Role Concepts in Health Care	3	45
ADMN1201 – Office Procedures	3	45
LEGL1201 – Introduction to the Legal Profession	3	45

### Pre-Community Studies Pathway

This one-term program provides an alternate pathway and upon successful completion a reserved seat into one of the following Bow Valley College School of Community Studies (SCS) programs: Addiction Studies Certificate, Addiction Studies Aboriginal Focus Diploma, Child and Youth Care Diploma, Early Learning and Childcare Certificate and Diploma programs, Disability Studies Certificate and Diploma programs, Education Assistant Certificate, Fetal Alcohol Spectrum Disorder Education Certificate, and Justice Studies Diploma programs.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

## Program Courses

*Subject to change.*

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Term 1

Course	Credits	Hours
ENGL0902 – English for Academic Writing in Career Programs	3	45
ESSK0302 – College Success for Career Programs	3	45
HMSV0111 – Introduction to Human Services	3	45
HMSV0112 – Introduction to Professional Writing in Human Services	3	45
COMM1101 – Interpersonal Relationships and Communication Skills*	3	45

\*Advanced Credit

## Pre-Health Pathway

The Pre-Health Pathway is a two-term full time option designed to prepare learners for the Practical Nurse (PN) Diploma program offered at Bow Valley College. The courses learners will take in this pathway will help them to develop math, science, English and communication skills directly related to work in the health care field. The pathway provides an alternate route for admission to the PN program, a reserved seat in the following intake, and advance credit in three PN courses.

### Admission Requirements

Please see table on pages 10 to 18 for information on admission requirements.

### English Language Proficiency Requirement

For applicants whose first language is not English, see pages 19 and 20 for information on English language proficiency requirements.

### Program Courses

*Subject to change.*

#### Term 1

Course	Credits	Hours
BIOL0901 – Biology for Health Science	3	45
COMM0102 – Introduction to Health Sciences Communication	3	45
ENGL0901 – Reading and Writing for Health Sciences	3	45
ESSK0302 – College Success for Career Programs	3	45
HMSV0110 – Health Care in Canada	3	45

#### Term 2

Course	Credits	Hours
BIOL0902 – Biology for Health Science II	3	45
ENGL0902 – English for Academic Writing in Career Programs	3	45
COMM1101 – Interpersonal Relationships and Communication Skills*	3	45
NURS1301 – Mathematical Principals of Medication Administration*	3	45
PSYC1201 – Human Growth and Development Across the Life Span*	3	45

\*Advanced Credit

## 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 020\*, 20,30

Chemistry 020\*, 20, 30

Physics 020\*, 20, 30

Social Studies 10-2, 20-1, 20-2, 30-1, 30-2

Aboriginal Studies 10, 20, 30

Microsoft Office Fundamentals\* (2010)

Microsoft Office 10\* (2010)

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 4, 5\*

Writing 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\* (2010)

Microsoft Office 10\* (2010)

Please note that Courses marked with \* are not for Alberta Education credit

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

## 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 – Full-Time

This program prepares learners to successfully write the official GED tests through one full-time 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.

### GED Preparation – Evenings

The evening GED Preparation option is a fast-track instructor-paced classroom option with regularly scheduled classes 3 nights a week for 10 weeks. This classroom course gives learners a solid foundation in the following GED subject areas:

- Mathematics
- Science
- Social studies
- Reading
- Writing

### GED Preparation – Anytime Online

The Anytime Online GED Preparation option is a single course focusing on content tested in all five subject areas including practice tests and test-taking strategies.

## 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 2, 3, 4 & 5\*

Writing 2, 3, 4 & 5\*

Basic Mathematics 1, 2, 3\*

Prep Math 10\*

Science Prep\*

Basic 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.

## Additional Courses and Programming

The following courses are non-credit support courses offered through the School of Foundational Learning. For more information, contact the School of Foundational Learning at 403-410-1500.

### Supported Adult Learning Classroom

The Supported Adult Learning classroom is a basic literacy reading, writing, computer, and math skills learning environment designed for adults who have physical or developmental disabilities. Accompanying support workers are trained to support literacy skill development.

*Funding provided by Calgary Learns and the Rotary Club of Calgary.*

### Adult Basic Literacy Education (ABLE) – Reading and Writing

This part-time course teaches basic reading and writing skills that can help adults prepare for Academic Preparation level 2 Reading and Writing courses.

*Funding provided in part by Calgary Learns.*

### Adult Basic Education (ABLE) Computers

This course is appropriate for adults who have had very limited experience with computers and no access to computer learning.

*Funding provided in part by Calgary Learns.*

### Adult Basic Education (ABLE) Math

This is a part-time, small classroom adult literacy course that teaches everyday math to adults who can demonstrate some addition and subtraction ability. Topics include number relationships, basic facts (addition and subtraction, multiplication and division), and money math.

*Funding provided in part by Calgary Learns.*

# 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.

### 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.

### 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.

### 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-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.

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

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

**ARTS0101 – Art History Preparation 1 (5 credits)**

This course provides academic support and individualized tutoring for Artstream students enrolled in the Alberta College of Art and Design's (ACAD's) AHIS.110 – Visual Arts: Survey 1. Topics include formal and contextual analysis of works of art within the art historical stylistic periods addressed in ACAD's AHIS.110. This course will also cover study and reading strategies specific to the academic discipline of art history.

**ARTS0102 – Writing and Critical Thinking Skills for Art History (5 credits)**

This course provides academic support and individualized tutoring for Artstream students enrolled in the Alberta College of Art and Design's (ACAD's) AHIS.110 – Visual Arts: Survey 1. Topics include research, essay writing, conventions of formal academic writing and critical thinking skills specific to the discipline of art history.

**ARTS0103 – Art History Preparation 2 (5 credits)**

This course provides academic support and individualized tutoring for Artstream students enrolled in the Alberta College of Art and Design's (ACAD's) AHIS.120 – Visual Arts: Survey 2. Topics include formal and contextual analysis of works of art within the art historical stylistic periods addressed in ACAD's AHIS.120. This course will also cover study and reading strategies specific to the academic discipline of art history.

**ARTS0201 – Humanities Preparation (5 credits)**

This course provides academic support and individualized tutoring for Artstream students enrolled in the Alberta College of Art and Design's (ACAD's) HUMN.124 – Critical Practice: Interpretive Research. Topics include the historical continuity of ideas within the humanities, social and natural sciences and their relevance in the current context(s) of the student as addressed in ACAD's HUMN.124. This course will also cover reading strategies specific to these academic disciplines.

**ARTS0202 – Writing and Critical Thinking Skills for Humanities (5 credits)**

This course provides academic support and individualized tutoring for Artstream students enrolled in the Alberta College of Art and Design's (ACAD's) HUMN.124 – Critical Practice: Interpretive Research. Topics include critical thinking in analyzing and responding to significant cultural readings within the humanities, social and natural sciences, as addressed in ACAD's HUMN.124. This course will also cover writing skills and the conventions of academic writing.

**BIOL0201 – Biology 020 (5 credits)**

This is a grade 11 equivalency course for BVC credit. This course analyzes the biosphere, populations, energy changes in plants and animals, and many of the human systems. This course will prepare you for Biology 30. Topics covered: energy and matter exchange in the biosphere, ecosystems and population change, photosynthesis and cellular respiration, and human systems.

*Prerequisite: C in Science 10*

**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 students 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 Biology 20*

**BIOL0901 – Biology for Health Sciences I (3 credits)**

This course is the study of cellular structure and function beginning with orientation to cells and continuing through the tissues. An introduction to microbiology is included. Building a foundation of essential knowledge will support further courses dealing with specific topics in anatomy and physiology of the body.

**BIOL0902 – Biology for Health Sciences II (3 credits)**

This course is the study of organ systems and organismic functions of the body. The following major organ systems will be examined: the integumentary system, the musculoskeletal system, the cardiovascular system, the respiratory system, the nervous system, the endocrine system, the urinary system and the reproductive system. Three unifying themes, the interrelationships of body organ systems, homeostasis, and the complementarity of structure and function, will provide the basis of understanding for the workings of the body.

**CHEM0201 – Chemistry 020 (5 credits)**

The equivalency course for BVC credit analyzes the diversity of matter and chemical bonding, forms of matter, energy and matter in chemical change, matter as solutions, acids and bases and quantitative relationships in chemical changes. This is a BVC credit course only. This course prepares learners for SCN3796/CHEM3010

*Prerequisite: C in Science 10*

**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 students 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 Chemistry 20*

**COMM0101 – Introduction to Business Communication (3 credits)**

This course provides learners with an introduction to communication in the workplace with an emphasis on written communication. Learners will be provided with the opportunity to practice and develop their skills—with a focus on purpose, tone, and audience—through the use of authentic resources and situations found in the workplace.

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

## COMM0102 – Introduction to Health Sciences Communication (3 credits)

The primary focus of this course is effective oral communication in the context of healthcare. Within this context, strategies and techniques for active and compassionate listening will be engaged alongside clear and concise oral communication. This course presents learners with skills training for communication in the healthcare field, with a focus on frontline interactions between healthcare practitioner and patients, and healthcare practitioner and colleagues.

## COMP0101 – Microsoft Office 10 (5 credits)

This course consists of modules working in Microsoft Word, Excel, Access, and PowerPoint. Each module has two to three units with a final project. There is no final exam. Upon successful completion of COMP0702, COMP0101, COMP0201 and COMP0301, students will be proficient at an intermediate level in each of the Microsoft Office Applications.

*Prerequisite: C- in COMP0702*

## COMP0701 – Basic Computers (4 credits)

This course consists of modules working in Microsoft Word, Excel, Access, and PowerPoint. Each module has two to three units with a final project. There is no final exam. Upon successful completion of COMP0702, COMP0101, COMP0201 and COMP0301, students will be proficient at an intermediate level in each of the Microsoft Office Applications.

## COMP0901 – Online Learning and Business Applications (3 credits)

Online Learning and Business Applications is a blended course that will prepare learners to be successful in an online learning environment. The Online Learning component will be presented through an online delivery mode. The Business Applications component will introduce learners to using Microsoft Office programs Word, Excel, and PowerPoint to create business documents and present information in a workplace environment.

## ELA1104 – English Language Arts 10-2 (5 credits)

This is an Alberta Education credit course. Students explore and respond to novels or book-length nonfiction, film, modern plays, poetry, popular nonfictions, and short stories. Students write personal and critical responses to contexts and texts. This course prepares students for English Language Arts 20-2. The -2 stream helps students improve functional and critical reading and writing skills.

*Prerequisite: Grade 9 English or equivalent*

## ELA1105 – English Language Arts 10-1 (5 credits)

This is an Alberta Education credit course. Students explore and respond to novels or book-length nonfiction, film, Shakespearean plays, poetry, and short stories. Students write personal, critical, and analytical responses to texts. This course prepares students for English Language Arts 20-1. The -1 stream helps students develop skills needed to write and critically analyze literature and nonfiction.

*Prerequisite: B in READ0105 and WRIT0105*

## ELA2104 – English Language Arts 20-2 (5 credits)

This is an Alberta Education credit course. Students explore and respond to novels, film or book-length nonfiction, modern plays, poetry, and short stories. Students write personal, critical, and persuasive responses to contexts, prose, and non-print texts. This course prepares students for English Language Arts 30-2. The -2 stream helps students improve functional and critical reading and writing skills.

*Prerequisite: D in English 10-2*

## ELA2105 – English Language Arts 20-1 (5 credits)

This is an Alberta Education credit course. Students explore and respond to novels, film, Shakespearean plays, modern drama, poetry, essays, and short stories. Students write personal, critical, and persuasive responses to texts, literary texts, and prose. This course prepares students for English Language Arts 30-1. The -1 stream helps students develop skills needed to write and critically analyze literature and nonfiction.

*Prerequisite: C- in English 10-1 or B in English 20-2*

## ELA3104 – English Language Arts 30-2 (5 credits)

This is an Alberta Education Diploma credit course. Students explore and respond to novels or book-length nonfiction, film, modern plays, poetry, essays and short stories. Students write personal, critical, and persuasive responses to contexts, prose, and non-print texts. The -2 stream helps students improve functional and critical reading and writing skills.

*Prerequisite: D in English 20-2 or English 20-1*

## ELA3105 – English Language Arts 30-1 (5 credits)

This diploma course is for Alberta Education credit. Students read and respond to novels, films, modern plays, Shakespeare plays, poetry, short stories, and popular nonfiction. Students write personal, persuasive, and critical response to literary texts, prose, and other texts. The -1 stream helps students develop skills needed to write and critically analyze literature and nonfiction.

*Prerequisite: C- in English 20-1 or B in English 30-2*

## ENGL0301 – English 030-1 (5 credits)

This equivalency BVC credit course that explores the student's critical writing abilities along with their comprehension and analytical understanding of literature and language. Students 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 Grade 20-1 or B in English 30-2*

## ENGL0302 – English 030-2 (5 credits)

This equivalency BVC credit course enhances the student's ability to explore a range of texts and to write informatively, persuasively and interpretively. Students 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: D in English 20-2 or English 20-1*

Please check [bowvalleycollege.ca](http://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 students 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: Reading 3 and Writing 3, or equivalent.*

**ENGL0705 – Language Arts 5 (10 credits)**

Language Arts 5 is a literacy course that continues to prepare students 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: Language Arts 4 or equivalent.*

**ENGL0901 – Reading and Writing for Health Sciences (3 credits)**

Learners in the course will master skills related to vocabulary, reading, writing, document use and critical thinking, specifically as they apply to the field of science.

**ENGL0902 – English for Academic Writing in Career Programs (3 credits)**

This course will transition learners from the paragraph level of development in writing to critical essay writing with specific emphasis on critical reading skills to be able to synthesize the information read and translate it into writing a research paper. The overall outcome of the course will be to create a fully cited research paper.

**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, numeracy, and digital.

**ESSK0302 – College Success for Career Programs (3 credits)**

This course will allow learners to learn and adapt skills for success for college and career. Emphasis is on application of personal management strategies, research-based learning and study skills, and critical thinking.

**GEDP0101 – General Educational Development (GED) Preparation All Inclusive Courses (4 credits)**

This course is designed to prepare the student to write the five Official Canadian GED Tests. Students write five online quizzes, compose one essay and complete the course by writing five supervised tests, online quizzes, compose one essay and complete the course by writing five supervised tests. This course builds the student's skills and confidence and simulates the official GED exam experience. Earning GED accreditation requires a score of 450 (approximately 65%) on each Official GED test. Topics covered: language arts writing and reading; social studies; science; mathematics.

*Prerequisite: Successful completion of grade nine or equivalent*

**GEDP0201 GED Preparation English (1 credit)**

This 10 week evening class focuses on content related to the General Education Development (GED) test. Students study content and skills needed for the English and Writing portions of the GED test.

**GEDP0301 GED Preparation Math (1 credit)**

This 10 week evening class focuses on content related to the General Education Development (GED) test. Students study content and skills needed for the Math portion of the GED test.

**GEDP0401 GED Preparation Social Studies (1 credit)**

This 10 week evening class focuses on content related to the General Education Development (GED) test. Students study content and skills needed for the Social Studies portion of the GED test.

**GEDP0501 GED Preparation Science (1 credit)**

This 10 week evening class focuses on content related to the General Education Development (GED) test. Students study content and skills needed for the Science portion of the GED test.

**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. Students study content and skills needed for the math portion of the GED test.

**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. Students study content and skills needed for the reading, science, and social portions of the GED test.

**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. Students study content and skills needed for the writing portion of the GED test.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

**HMSV0110 – Health Care in Canada (3 credits)**

This course will provide learners with a broad overview of the Canadian healthcare system. Topics such as governmental roles, professionalism, culture, ethics, and current issues in healthcare will be explored through research, analysis, and presentation.

**HMSV0111 – Introduction to Human Services (3 credits)**

This course provides an overview of the human services field from the history of the helping professions, to professional values and ethics, and current issues and trends relevant in Alberta. In a collaborative environment, learners will explore the characteristics of human services professionals and reflect on themselves as future professionals in the field.

**HMSV0112 – Introduction to Professional Writing in Human Services (3 credits)**

This course focuses on the written communication skills needed in the human services field. Learners will explore the role of objective writing, word choice, tone, composition type, and audience while considering the values and ethics specific to the field. Learners will evaluate and compose authentic workplace texts, such as reports, event documentation, and notes.

**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 Prep Math 10*

**MAT1793 – Mathematics 10-3 (5 credits)**

This is an Alberta Education credit course. The -3 stream is designed for students who want to enter the trades or directly into the workforce. Topics include spatial reasoning and measurement, number sense, critical thinking, and algebra.

*Prerequisite: Basic Math 3*

**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 students who want to enter post-secondary programs that require the study of calculus.

*Prerequisite: Math 10C with a grade of C*

**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 students who want to enter post-secondary programs that do not require calculus.

*Prerequisite: Math 10C with a grade of D*

**MAT2793 – Mathematics 20-3 (5 credits)**

This is an Alberta Education credit course. The -3 stream is designed for students 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*

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

**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 students who want to study university level mathematics.

*Prerequisite: Math 30-1*

**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 students who want to enter post-secondary programs that require the study of calculus.

*Prerequisite: Mathematics 20-1*

**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 students who want to enter post-secondary programs that do not require calculus.

*Prerequisite: Mathematics 20-2*

**MAT3793 – Mathematics 30-3 (5 credits)**

This is an Alberta Education credit course. The -3 stream is designed for students 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*

**MATH0301 – Mathematics 030-1 (5 credits)**

This is a grade 12 equivalency course for BVC credit. This course sequence is designed to provide students 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: Mathematics 20-1*

**MATH0302 – Mathematics 030-2 (5 credits)**

This is a grade 12 equivalency course for BVC credit. This course sequence is designed to provide students 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: Mathematics 20-2*

**MATH0701 – Basic Math 1 (5 credits)**

This course teaches students basic level math skills. Students will learn addition, multiplication, and fractions. Students also work with word problems. This course prepares students for Basic Math 2.

**MATH0702 – Basic Math 2 (5 credits)**

This course teaches students basic math skills. Students develop skills in basic operations, and learn rounding, graphs, fractions, decimals, ratio and proportion, and percent. This course prepares students for Basic Math 3.

**MATH0703 – Basic Math 3 (5 credits)**

This course teaches students basic math skills. Students develop skills in ratio and proportion, percent, measurement, and geometry. This course prepares students for Prep Math 10, GED Math, and Math 10-3.

**MATH0801 – Prep Math 10 (5 credits)**

This course develops students' math skills. Students study number concepts, patterns and relations, variables and equations, measurement, geometry, and statistics. This course prepares students for Math 10C.

**MATH0901 – Introduction to Business Math (3 credits)**

This course will ensure successful students will demonstrate number sense by competently performing, interpreting, and communicating foundational business mathematics.

**MGMT0101 – Business in Canada (3 credits)**

This course provides learners with an overview of business in a Canadian context through the development of research, presentation, and teamwork skills. Learners will be introduced to and practice research skills including using library databases, and proper use and purpose of citation. Learners will have the opportunity to practice communication skills through the use of authentic resources and situations found in the work place.

**PHYS0201 – Physics 020 (5 credits)**

This is a grade 11 equivalency course for BVC credit. This course analyzes the physics of motion, work, energy, waves, and forces. This course will prepare you for Physics 30. Topics covered: kinematics; dynamics; circular motion, work, and energy; oscillatory motion and mechanical waves.

*Prerequisite: Science 10 with a mark of 65% or equivalent*

**PHYS0301 – Physics 030 (5 credits)**

This is a grade 12 equivalency course for BVC credit. This course analyzes the physics of collisions, magnetic and electric fields, as well as atomic physics. This course will prepare students 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: Physics 20 with a mark of 65% or equivalent*

**READ0102 – Reading 2 (5 credits)**

This course teaches students basic level reading skills. Students 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 students for Reading 3.

**READ0103 – Reading 3 (5 credits)**

This course builds on basic reading and comprehension skills. Students will compare texts, study literary conventions and terms, and build vocabulary. Students read fiction including short stories and novels, as well as non-fiction texts. This course prepares students for Reading 4.

**READ0104 – Reading 4 (5 credits)**

In this course students will continue to develop reading comprehension skills and strategies. Students will compare and contrast texts, develop vocabulary, and critically analyze information. Students will read a variety of texts including poetry, short stories, novels, and non-fiction. This course prepares students for Reading 5.

**READ0105 – Reading 5 (5 credits)**

In this course students critically analyze plot and characters, compare and contrast texts, as well as recognize and discuss an author's viewpoint. Students will read and respond to a variety of materials including media, novels, short stories and non-fiction. This course prepares students for English Language Arts 10-1 and 10-2.

**SCIE0801 – Science Preparation (5 credits)**

This is a foundational level science course for students with some formal science education at an elementary level. Students 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 students for Science 10.

**SCN1270 – Science 10 (5 credits)**

This is an Alberta Education credit course. Students 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: Science Preparation*

**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 students for Biology 30.

*Prerequisite: C in Science 10*

**SCN2270 – Science 20 (5 credits)**

This is an Alberta Education credit course. It is intended for students who do not need specialized sciences in career programs or trades. Students in this course study chemical changes, changes in motion, the changing earth, and changes in living systems.

*Prerequisite: Science 10*

**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, and quantitative relationships in chemical changes.

*Prerequisite: C in Science 10*

Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.

**SCN2797 – Physics 20 (5 credits)**

This is an Alberta Education credit course. This course analyzes kinematics, dynamics, circular motion, work, and energy, oscillatory motion and mechanical waves.

*Prerequisite: Science 10 with a mark of 65% or equivalent*

**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 students for post-secondary programs in health and biological sciences.

*Prerequisite: C- in Biology 20*

**SCN3270 – Science 30 (5 credits)**

This is an Alberta Education diploma credit course. It is intended for students who do not need specialized sciences in career programs or trades. Students 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: Science 20*

**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, and chemical equilibrium focusing on acid-base systems. This course prepares students for post-secondary programs that focus on chemistry and other sciences.

*Prerequisite: C- in Chemistry 20*

**SCN3797 – Physics 30 (5 credits)**

This is an Alberta Education diploma credit course. This course analyzes momentum and impulse, forces and fields, electromagnetic radiation, and atomic physics.

*Prerequisite: Physics 20 with a mark of 65% or equivalent*

**SSN1154 – Aboriginal Studies 10 (5 credits)**

In this course, students 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.

**SSN2154 – Aboriginal Studies 20 (5 credits)**

In this course, students 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.

**SSN3154 – Aboriginal Studies 30 (5 credits)**

In this course, students study contemporary Aboriginal issues including inherent rights, traditional governance, Aboriginal rights and self-government, land claims, communities in today's society, and world issues.

**SST1772 – Social Studies 10-2 (5 credits)**

This is an Alberta Education credit course. Students will explore historical aspects of globalization, the effects of globalization on lands, cultures, human rights and quality of life. Through multiple perspectives, students examine the effects of globalization on peoples in Canada and beyond, including the impact on Aboriginal and Francophone communities. Students will develop skills to respond to issues emerging in an increasingly globalized world. Students who achieve C- or higher in this course can choose to take Social Studies 20-1 or 20-2.

**SST2771 – Social Studies 20-1 (5 credits)**

This is an Alberta Education credit course. Students 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, students develop understandings of nationalism and how nationalism contributes to the citizenship and identities of people in Canada. This course prepares students for Social Studies 30-1.

**SST2772 – Social Studies 20-2 (5 credits)**

This is an Alberta Education credit course. Students 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. Students examine examples of nationalism, ultranationalism, supranationalism and internationalism from multiple perspectives. Students will develop personal and civic responses to emergent issues related to nationalism. This course prepares students for Social Studies 30-2.

**SST3771 – Social Studies 30-1 (5 credits)**

This is an Alberta Education diploma credit course. Students will explore the origins and complexities of ideologies and examine multiple perspectives regarding the principles of classical and modern liberalism. Students analyze various political and economic systems and assess the viability of the principles of liberalism. Developing understandings of the roles and responsibilities associated with citizenship encourages students to respond to emergent global issues.

**SST3772 – Social Studies 30-2 (5 credits)**

This is an Alberta Education diploma credit course. Students will examine the origins, values and components of competing ideologies. They will explore multiple perspectives regarding relationships among individualism, liberalism, common good and collectivism. Students 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 students to respond to emergent global issues.

**WRIT0102 – Writing 2 (5 credits)**

This course teaches students basic level writing skills. Students will learn to write well-constructed sentences and paragraphs using proper spelling and grammar and will edit and revise their writing. This course prepares students for Writing 3.

*Please check [bowvalleycollege.ca](http://bowvalleycollege.ca) for the most up-to-date course information.*

**WRIT0103 – Writing 3 (5 credits)**

This course builds on basic writing skills. Students will write sentences and paragraphs, as well as workplace materials. Students will incorporate proper spelling and grammar, as well as compose writing using email and word processors. This course prepares students for Writing 4.

**WRIT0104 – Writing 4 (5 credits)**

This course continues to build on and increase students' writing skills. Students will write narrative and expository paragraphs incorporating proper spelling, grammar, and punctuation. This course prepares students for Writing 5.

**WRIT0105 – Writing 5 (5 credits)**

In this course, students continue to develop their writing skills to write clear, concise, and correct descriptive, narrative, and expository paragraphs. Students will also research, plan, and write an expository essay. This course prepares students for English Language Arts 10-1 and 10-2.

*Please check [bowvalleycollege.ca](http://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

Corporate Readiness Training (CRTP)

Full-Time ELL (English Language Learning)

Full-Time LINC & ELL

Part-Time LINC

# 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%) for Bow Valley College, or 'B' (75-79%) for SAIT, allows learners to meet the English language proficiency requirements needed to enter most career programs at the College or SAIT.

### Funders

- Alberta Works

For information in multiple languages about our ELL programs, visit [globalaccess.bowvalleycollege.ca/apply-ell](http://globalaccess.bowvalleycollege.ca/apply-ell).

## Immigrant 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 and Citizenship Canada.

LINC applicants must first take a Canadian language benchmarks test at the Immigrant and Vocational Assessment Referral Centre (ILVARC). The telephone number for ILVARC 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 3 and higher. For more information, please call 403-410-1402.

This program is funded by Immigration, Refugees and Citizenship Canada. It is open to landed immigrants and convention refugees, but not to Canadian citizens.

LINC applicants must first take a Canadian language benchmarks test at the Immigrant and Vocational Assessment Referral Centre (ILVARC). The telephone number for ILVARC is 403-262-2656.

## Corporate Readiness Training Program (CRTP)

This program has a 20 year track record of accelerating the process for Skilled and Professional Immigrants to enter the workplace in Calgary, in occupations that maximize the use of their skills, experience and talents.

This full-time program assists skilled, foreign-trained professionals to:

- Learn the strategies to successfully find a job.
- Have an opportunity to earn a Canadian work experience reference using the qualifications and experience gained in their countries of origin.
- Improve their English language and intercultural communication skills for the Canadian workplace.

The training includes:

- ten weeks of intensive workplace language, culture, and skills
- six weeks of unpaid work experience (dependent on company acceptance)
- membership in the C.R.I.E.C Mentorship program and CRTP alumni group

## Admission Requirements

Completed application package mailed to College or submitted at the Registrar's Office. Download an application from our website [crtp.bowvalleycollege.ca](http://crtp.bowvalleycollege.ca).

### Applicants

- must have a Canadian Language Benchmark of six or higher
- must be legally entitled (Canadian citizen, Permanent Resident) to work and train in Canada
- must be a Canadian resident for ten years or less
- require Canadian/Alberta work experience to enter their occupational field
- would benefit from business communication skills and training to be successful in Canada
- must have education and training from the country of origin and a desire to enter that occupational field in Canada

### Applicants can be

- receiving Employment Insurance (EI);
- receiving Alberta Works Income Support (IS) benefits; and/or are eligible for EI reach back

Please visit [crtp.bowvalleycollege.ca](http://crtp.bowvalleycollege.ca) for more information.

## Work Experience Placement

The work placement is;

1. A six week in durations that will follow the in-class training component;
2. An Opportunity for ITPs to gain an occupation related reference;
3. Unpaid but can be added to their profile as Canadian experience;
4. An opportunity to meet and build a network of colleagues in their field.

## Full-Time Language Instruction for Newcomers to Canada (LINC) & English Language Learning (ELL)

Bow Valley College's ELL courses provide learners with the skills needed to live, study and work in Canada. ELL courses serve newcomers to Canada, Canadian citizens, international learners, and corporate clients. Learners are individually assessed for English-language ability and placed in the appropriate class.

### Funding for Full-Time LINC & ELL

#### Full-Time LINC (Literacy 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 (Literacy to CLB 8)

This full-time ELL program is open to:

- Canadian citizens
- permanent residents and convention refugees with Canadian language benchmarks of five and over

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 listening and speaking and reading, writing and 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.



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